

Implementation plan Finished

Study unit	Business Communication Skills (A0147), 5.0
Implementation	MFA1311: 1/2013-2014 (03.09.2013 - 10.12.2013)
Type	DEVELOPMENT OF CORE COMPETENCES IN THE FIELD (A022)
Groups	Primary: MFA12SN Others :
Involved in the project	
Lecturers	Sebastian King
Number of participants	Minimum: Maximum:
Enrolment period	20.05.2013 08:00 - 02.06.2013
Main timing for implementation	
Applicability	For exchange students: Yes For elective studies: No Open UAS student: No Suitable for virtual UAS: No
Teachers	King Sebastian (Teacher in charge)
Campus	Laurea Leppävaara
Main location for implementation	
Implementation method	Optima realization/student group, Other method of implementation Language: English Virtuality: 0 cr Integration of R&D: 0 cr
Implementation class	
Focus areas	
Evaluation at the latest	07.01.2014 Storing of graded material ends.: 15.12.2014
Exam days	Re-exams: 17.01.2013, 21.02.2013, 21.03.2013
Having completed the study unit the student is able to	• understand and use key business and financial terminology • create written reports using a formal style • give effective oral presentations on business topics • actively participate in business meetings and negotiations • understand and follow stylistic recommendations for business correspondence
Previous studies	

Learning events

Date	o'clock/at h	Subject	Content	Status	Teachers
03.09.2013	9-11.30	Orientation	Contact sessions for the study unit will usually be on Tuesdays from 9-11.30. A detailed schedule will be made available in Optima in August.	To be announced	Sebastian King