

## Implementation plan Finished

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|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Study unit</b>                                             | Becoming an ICT Professional (A0182), 5.0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Implementation</b>                                         | NIA1111: 1/2011-2012 (29.08.2011 - 19.12.2011)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Type</b>                                                   | INITIATION OF PROFESSIONAL GROWTH (A029)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Groups</b>                                                 | Primary: NIA11SN Others :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Involved in the project</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Lecturers</b>                                              | Rathod Paresch, Robert Guinness                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Number of participants</b>                                 | <b>Minimum: Maximum:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Enrolment period</b>                                       | 23.05.2011 08:00 - 05.06.2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Main timing for implementation</b>                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Applicability</b>                                          | <b>For exchange students:</b> Yes <b>For elective studies:</b> No <b>Open UAS student:</b> No <b>Suitable for virtual UAS:</b> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Teachers</b>                                               | Rathod Paresch (Teacher in charge), Takala Jouni (Other teacher)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Campus</b>                                                 | Laurea Leppävaara                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Main location for implementation</b>                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Implementation method</b>                                  | Optima realization/student group, Other method of implementation, Project/venture/R&D <b>Language:</b> English <b>Virtuality:</b> 0 cr <b>Integration of R&amp;D:</b> 2 cr                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Implementation class</b>                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Focus areas</b>                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Evaluation at the latest</b>                               | 17.01.2012 <b>Storing of graded material ends.:</b> 17.12.2012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Exam days</b>                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Having completed the study unit the student is able to</b> | <ul style="list-style-type: none"> <li>• explain why knowledge of information and communication systems is important for business professionals</li> <li>• apply the use of technology to assist with business issues</li> <li>• apply the research idea into commercial projects</li> <li>• define, choose and evaluate critical thinking in project work</li> <li>• use general methods, tools and devices of the ICT field</li> </ul>                                                                                                                                                                                                          |
| <b>Previous studies</b>                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Learning objectives</b>                                    | The course offers students to map the core competences of the business information technology and ICT sectors. It provides an overview of the discipline of ICT projects and describes how it relates to other business disciplines, and begins to instill an ICT mindset. The goal is to help students to learn practical skills of office tools, writing and oral presentation, finding and using quality sources, basic research methods and working in ICT projects.                                                                                                                                                                          |
| <b>Contents</b>                                               | <ul style="list-style-type: none"> <li>• Foundation of Information Systems in Business</li> <li>• Competing with Information and communication technologies</li> <li>• Projects in computing, information and communication technologies and information systems</li> <li>• Generating research ideas into projects</li> <li>• Turning research ideas into research or commercial projects</li> <li>• Information sourcing</li> <li>• Research philosophies and approaches</li> <li>• Writing project proposals and reports, and presenting a project</li> <li>• Effective oral presentation</li> <li>• Office tools and technologies.</li> </ul> |
| <b>Study material</b>                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Tutoring and communication</b>                             | Week - 35 to 50 Personal meeting with one of tutor: Wed afternoon (12:30 - 16:00)<br>Optima - Learning Management System is the main tool for communication<br>Laurea e-mail                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Evaluation criteria and methods</b> | <p>Grading will be done based on Laurea's general evaluation criteria. 1) Becoming an ICT Pro- 2 CR 2) Competence - 1 CR 3) MS-Office Workshops - 2 CR Detail information will be provided during course introduction. GRADES STUDENT IS ABLE TO:</p> <p><b>EXCELLENT GRADE =5</b></p> <ul style="list-style-type: none"> <li>• Use technology efficiently and systematically for information finding from different sources</li> <li>• Articulate clearly own personal objectives as a student and progress to become Information system professional</li> <li>• Use appropriate tools and methods expertly for producing business documentation and presentations</li> <li>• Work professionally as part of a group with multicultural background</li> </ul> <p><b>GOOD GRADE = 3</b></p> <ul style="list-style-type: none"> <li>• Use technology systematically for information finding from different sources</li> <li>• Apply own personal objectives as a student and progress to become Information system professional</li> <li>• Apply acquired tools and methods for producing business documentation and presentations</li> <li>• Work as part of a group in line with objectives</li> </ul> <p><b>SATISFACTORY GRADE = 1</b></p> <ul style="list-style-type: none"> <li>• Use acquired technology for information finding from different sources</li> <li>• Understand own personal objectives as a student</li> <li>• Use acquired tools and methods for producing business documentation and presentations</li> <li>• Act as group member</li> </ul> |
| <b>Project (name)</b>                  | The project definition will be given later on.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>R&amp;D methods</b>                 | Following are main R & D methods for the course:1) LbD - self study, self research and development under teacher's coaching (Project Work & Presentation)2) Workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Work strain</b>                     | <p>150 hours ( More information will be provided later on) Week - 35 to 50<br/>Regular classes/workshops: Wednesday afternoon(12:30 - 16:00) Workshops 40 hours</p> <p>Individual Lab Work 30 hours</p> <p>LbD-project work 50 hours</p> <p>Self study, Guidance and Other 30 hours</p> <p>Total 150 hours</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Other arrangements</b>              | Common teamwork events for the registered students will be arranged during the period of the course.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

### Learning events

| Date       | o'clock/at h | Subject      | Content                                       | Status | Teachers      |
|------------|--------------|--------------|-----------------------------------------------|--------|---------------|
| 16.09.2011 | 9.00-11.30   | Introduction | <b>Introduction to the course, evaluation</b> | Done   | Paresh Rathod |

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|            |            |   | to the study unit                                              | criteria, project work                                                                                                                             |      |               |
|------------|------------|---|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------|
| 23.09.2011 | 9.00-11.30 | 2 | Office tools - Workshop                                        | Online EvaluationProject Task - Biography Assignment (Document and Presentation)                                                                   | Done |               |
| 30.09.2011 | 9.00-11.30 | 2 | Office tools - Workshop                                        | Project Task - Biography Presentations                                                                                                             | Open |               |
| 07.10.2011 | 9.00-11.30 | 2 | Foundation of Information System in Business                   | <b>Project Work Task - 01</b> Project Work AllocationTeam Work                                                                                     | Open | Paresh Rathod |
| 14.10.2011 | 9.00-11.30 | 2 | Competing with Information and Communication technologies      | Workshop and Video DemonstrationProject Task - Real Word Case                                                                                      | Open | Paresh Rathod |
| 21.10.2011 | 9.00-11.30 | 2 | Projects in computing, ICT and IS                              | Presentation on project work task- 01                                                                                                              | Open | Paresh Rathod |
| 28.10.2011 | 9.00-11.30 | 2 | Generating research ideas into research or commercial projects | Multiple Choice Test - Midterm <b>Project Work Task - 02</b>                                                                                       | Open | Paresh Rathod |
| 04.11.2011 | 9.00-11.30 | 2 | Quality Information Sourcing                                   | Learning about information sourcing,Presentation from Librarian, Explanation about the Laurea's e-journals and other academic information sourcing | Open | Paresh Rathod |
| 11.11.2011 | 9.00-11.30 | 2 | Office tools - Workshop                                        | Laurea Report Assignment - Writting Reports in Laurea's thesis format                                                                              | Open |               |
| 18.11.2011 | 9.00-11.30 | 2 | Office tools - Workshop                                        | Presentation Assignment                                                                                                                            | Open |               |
| 25.11.2011 | 9.00-11.30 | 2 | Office tools - Workshop                                        | Practice Online Test                                                                                                                               | Open |               |
| 09.12.2011 | 9.00-11.30 | 2 | Research philosophies and approaches                           | Workhop - Research Methods and toolsFinal Multiple Choice TestStudent Quality Assurance - Study Unit Feedback                                      | Open | Paresh Rathod |
| 16.12.2011 | 9.00-12.30 | 3 | Project presentations and wrap up                              | Final Project presentations and wrap up of study unit                                                                                              | Open | Paresh Rathod |