

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	Business Management in the Hospitality Field (A0196), 5.0
Toteutus	MHA1111: 1/2011-2012 (29.08.2011 - 15.12.2011)
Tyyppi	AMMATILLISEN OSAAMISEN MUODOSTUMINEN (A012)
Ryhmät	Ensisijainen: MHA10SN Muut:
Projektissa mukana	
Luennoitsijat	Ammattilaisia hotelli- ja kongressialalta
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	23.05.2011 08:00 - 05.06.2011
Pääsääntöinen toteutusajankohta	
Soveltuvuus	Vaihto-opiskelijoille: Kyllä Vapaasti valittaviin: Kyllä Avoimen opisk: Ei Soveltuu virtuaali-AMK:n opintoihin: Ei
Opettajat	Henriksson Kristina (Vastuuopettaja), Lumio Anne (Muu opettaja)
Kampus	Laurea Leppävaara
Pääsääntöinen toteutuspaikka	
Toteutustapa	Muu toteutustapa, Projekti/Hanke/T&K Kieli: englanti Virtuaalisuus: 2 op T&k-integraatio: 2 op
Toteutusluokka	
Painoalat	
Arviointi viimeistään	15.01.2012 Suoritusmateriaalin arkistointi päättyy: 30.11.2012
Tenttipäivät	
Opintojakson suoritettuaan opiskelija osaa	*plan and manage hotel, congress, catering, event services and sales office functions in a profitable and customer-oriented manner *apply various measurement methods to assess the productivity and efficiency of business operations
Edeltävät opinnot	
Oppimateriaali	Barrows, Clayton W. & Powers Tom: Introduction to Management in the Hospitality Industry & List to be given in the class
Opiskelijan työmäärän jakautuminen	Lessons ca. 40 hours Group work & Report ca. 50 hours Student's work 45 hours (ink.l Essay) Totally 135 hours = 5 cr.

Oppimistapahtumat

Pvm	Klo	H	Aihe	Sisältö	Tila	Opettajat
30.11.2011	08.30-11.30	30	Contact lessons/Henriksson	Compulsory to attend the lessons! Bring your course literature with you.		
07.12.2011	08.30-11.30	30	Contact lessons/Henriksson	Compulsory to attend the lessons; bring your course literature (sources you use) with you.		
14.12.2011	08.30-11.30	30	Presentations, discussions	Presentations, new instructions in Optima on 25 Nov the latest.		
			Start of course/opintojakso aloitus	PLEASE NOTE! The lessons will start week 37 / 14.9.2011 (08.30 - 11.30) HUOM! Lähiopetustunnit alkavat viikolla 37 / 14.9.2011 (08.30-11.30) Anne Lumio		
14.09.2011	08.30-11.30	30	Start of Course	Groups		
21.09.2011	08.30-11.30	30	Lessons	Front desk and hotel management Some essential calculations		
28.09.2011	08.30-11.30	30	NO	<u>Sorry to inform you, but your teacher has</u>		

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			LESSONS!!!	<i>been taken ill and we cannot find a substitute for these lessons.</i>		
05.10.2011	08.30-11.30	30	Lessons	<u>Sorry to inform you, but your teacher is still on sick-leave and we cannot find a substitute for today's lessons.</u> Individual task of sales management will be given to Optima during this week. Please start with it for the time being. AnneL		
12.10.2011	09.30-11.30	30	Lessons please note the start time!	Visit from the Tourist & Convention Bureau How Conventions and Congresses are organized? How does one choose the country? Who are the operators attached to a congress and what services are needed? What are Pre and Post Tours and how are they chosen? The role of MCIs. Please prepare and ask your own questions, too!		
19.10.2011	08.30-11.30	30	Lessons	By Walking (guidance) for Congress task - please find opportunities to attend an event, congress or catering order as described in your task in Optima. By Walking schedule will appear in Optima in the near future. ByWalking time is for the WHOLE group at the same time.		
26.10.2011			Group Work	No contact lessons. Time for group work.		
02.11.2011	08.30-11.30	30	Lessons	Sales Office functions and management		
09.11.2011	08.30-11.30	30	Lessons	Sales Office functions and management		
16.11.2011			Group Work	No contact lessons. Time for group work.		
23.11.2011	08.30-11.30	30	Lessons	Event Management		