

TOTEUTUSSUUNNITELMA
Muokattavana

Opintojakso	Business Basics (F0005), 5.0
Toteutus	HLF1112: 1/2011-2012 (24.08.2011 - 19.12.2011)
Tyyppi	LIIKETALOUDEN OSAAJAKSI (F001)
Ryhmät	Ensisijainen: HLF11SN Muut:
Projektissa mukana	
Luennoitsijat	
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	22.08.2011 08:00 - 02.09.2011
Pääsääntöinen toteutusajankohta	
Soveltuvuus	Vaihto-opiskelijoille: Kyllä Vapaasti valittaviin: Ei Avoimen opisk: Ei Soveltuu virtuaali-AMK:n opintoihin: Ei
Opettajat	Mikkonen Jarmo (Vastuupettaja)
Kampus	Laurea Lohja
Pääsääntöinen toteutuspaikka	
Toteutustapa	Muu toteutustapa, Optimatoteutus/opiskelijaryhmä Kieli: englanti Virtuaalisuus: 0 op T&k-integraatio: 0 op
Toteutusluokka	
Painoalat	
Arviointi viimeistään	10.01.2012 Suoritusmateriaalin arkistointi päättyy: 20.12.2012
Tenttipäivät	Uusinnat: 20.01.2011, 24.02.2011
Opintojakson suoritettuaan opiskelija osaa	After completing the course, the student can: · Use the correct terminology when discussing basic business operations · understand the role of business in society · tell how businesses are set up in Finland and what is required · describe companies, how companies develop, their financing options, company reconstruction options. · describe the retail sector and its operations. · Draft business letters using appropriate language and style.
Edeltävät opinnot	
Oppimateriaali	Materials are provided by the teacher in electronic form (Word). Students are strongly encouraged to print them.
Arviointikriteerit ja arviointimenetelmät	In order to complete the course, the student must participate in course work, deliver all assignments by given deadlines with a passing grade and pass the test. Dyslexia or other learning problems will be taken into consideration. Assessment criteria Grade 1: • The student is able to use basic terminology appropriately • The student understands business operations on the basic level and can discuss them. Will look up information if so instructed. • Written language contains elementary grammar mistakes, vocabulary, nuance and register inconsistencies which do not affect understanding of the text. Sentences short, paragraphs under-developed. • Spoken language hesitant, is able to correct pronunciation with aids. Grade 3: • The student can use terminology fluently and in different contexts • The student is comfortable discussing business operations and is able to elaborate the themes of the course. Demonstrates ability of independent information acquiry. • Written language contains few grammar mistakes and "false friends", the student understands nuances of the vocabulary and uses correct register. Can write complex sentences and full paragraphs.

**TOTEUTUSSUUNNITELMA**
Muokattavana

	Spoken language fluent, pronunciation mistakes rare. Grade 5: • The student is proficient with economic terminology and projects profound understanding of the subject matter. • The student is able to discuss business operations in depth. Looks up information independently from different sources, applies acquired knowledge into different contexts. • Written language has very few mistakes of any kind, structure of the text well-defined. The student uses correct nuances and register, has the ability to "play" with the language. • Spoken language very fluent, pronunciation and intonation correct.
--	--