

**TOTEUTUSSUUNNITELMA**  
**Muokattavana**

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| <b>Opintojakso</b>                                | Business Basics (F0005), 5.0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Toteutus</b>                                   | HLF1211: 1/2012-2013 (27.08.2012 - 21.12.2012)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Tyyppi</b>                                     | LIIKETALOUDEN OSAAJAKSI (F001)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Ryhmät</b>                                     | Ensisijainen: HLF12SN Muut:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Projektissa mukana</b>                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Luennoitsijat</b>                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Osallistujamäärät</b>                          | <b>Minimi:</b> 12 <b>Maksimi:</b> 40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Ilmoittautumisaika</b>                         | 22.08.2012 08:00 - 31.08.2012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Pääsääntöinen toteutusajankohta</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Soveltuvuus</b>                                | <b>Vaihto-opiskelijoille:</b> Kyllä <b>Vapaasti valittaviin:</b> Ei <b>Avoimen opisk:</b> Ei <b>Soveltuu virtuaali-AMK:n opintoihin:</b> Ei                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Opettajat</b>                                  | Mikkonen Jarmo (Vastuupettaja)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Kampus</b>                                     | Laurea Lohja                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Pääsääntöinen toteutuspaikka</b>               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Toteutustapa</b>                               | Muu toteutustapa, Optimatoteutus/opiskelijaryhmä <b>Kieli:</b> englanti <b>Virtuaalisuus:</b> 0 op <b>T&amp;k-integraatio:</b> 0 op                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Toteutusluokka</b>                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Painoalat</b>                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Arviointi viimeistään</b>                      | 10.01.2013 <b>Suoritusmateriaalin arkistointi päättyy:</b> 20.12.2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Tenttipäivät</b>                               | <b>Uusinnat:</b> 20.01.2011, 24.02.2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Opintojakson suoritettuaan opiskelija osaa</b> | <p>After completing the course, the student can:</p> <ul style="list-style-type: none"> <li>· Use the correct terminology when discussing basic business operations</li> <li>· understand the role of business in society</li> <li>· tell how businesses are set up in Finland and what is required</li> <li>· describe companies, how companies develop, their financing options, company reconstruction options.</li> <li>· describe the retail sector and its operations.</li> <li>· Draft business letters using appropriate language and style.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Edeltävät opinnot</b>                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Oppimateriaali</b>                             | Materials are provided by the teacher in electronic form (Word). Students are strongly encouraged to print them.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Arviointikriteerit ja arviointimenetelmät</b>  | <p>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. <b>Assessment criteria Grade 1:</b></p> <ul style="list-style-type: none"> <li>• The student is able to use basic terminology appropriately</li> <li>• The student understands business operations on the basic level and can discuss them. Will look up information if so instructed.</li> <li>• Written language contains elementary grammar mistakes, vocabulary, nuance and register inconsistencies which do not affect understanding of the text. Sentences short, paragraphs under-developed.</li> <li>• Spoken language hesitant, is able to correct pronunciation with aids.</li> </ul> <p><b>Grade 3:</b></p> <ul style="list-style-type: none"> <li>• The student can use terminology fluently and in different contexts</li> <li>• The student is comfortable discussing business operations and is able to elaborate the themes of the course. Demonstrates ability of independent information acquiry.</li> <li>• 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.</li> </ul> |

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|  | <p>Spoken language fluent, pronunciation mistakes rare.</p> <p><b>Grade 5:</b></p> <ul style="list-style-type: none"><li>• The student is proficient with economic terminology and projects profound understanding of the subject matter.</li><li>• The student is able to discuss business operations in depth. Looks up information independently from different sources, applies acquired knowledge into different contexts.</li><li>• 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.</li><li>• Spoken language very fluent, pronunciation and intonation correct.</li></ul> |
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