



Faculty of Arts and Social Sciences  
Business Administration

# Syllabus

## Business Administration, Qualified Practical Training

<b>Course Code:</b>	FEGC18
<b>Course Title:</b>	Business Administration, Qualified Practical Training <i>Företagsekonomi, kvalificerad praktik</i>
<b>Credits:</b>	30
<b>Degree Level:</b>	Undergraduate level
<b>Progressive Specialisation:</b>	First cycle, has at least 60 credits in first-cycle course/s as entry requirements (G2F)

### Major Field of Study:

### Course Approval

The syllabus was approved by the Faculty of Arts and Social Sciences 2018-09-06, and is valid from the Spring semester 2019 at Karlstad University.

### Prerequisites

Business Administration 60 ECTS credits with at least 30 ECTS credits earned at G1F level or Industrial Management 60 ECTS credits.

### Learning Outcomes

Upon completion of the course, students should be able to:

- critically and systematically integrate acquired theory-based knowledge in a specific field of practice in a business administration area,
- apply a business administration perspective to a business activity,
- perform business analyses of a business activity,
- perform advanced professional tasks related to business administration,
- identify their need of further knowledge and of developing professional skills,
- describe the relation between theory and practice in a business area,
- apply a business administration perspective to a business activity,
- critically assess theories and relate them to practice, and
- report their results independently in writing within given time limits.

### Content

The course involves practical training in the business administration area and can be performed in public or private organisations. Duties should include varied tasks at a workplace. With the support of a workplace supervisor, students perform advanced tasks and participate in the daily work. The tasks must be related to the students' studies and offer the opportunity to use and develop knowledge and skills previously acquired in business administration.

The course comprises the following mandatory components:

- 1) Introductory seminar
- 2) Practical tasks in an organisation
- 3) A mid-period seminar
- 4) Final seminar

### **Reading List**

See separate document.

### **Examination**

Assessment is based on mandatory attendance at seminars, an individually produced workplace report/investigation, presented orally and in writing, and on satisfactory attendance at the workplace.

### **Grades**

One of the grades Distinction (VG), Pass (G) or Fail (U) is awarded in the examination of the course. A Pass grade is awarded to students who have completed all examination assignments and have a workplace attendance rate of 80% (equivalent of 640 hours).

### **Quality Assurance**

Follow-up relating to learning conditions and goal-fulfilment takes place both during and upon completion of the course in order to ensure continuous improvement. Course evaluation is partly based on student views and experiences obtained in accordance with current regulations and partly on other data and documentation. Students will be informed of the result of the evaluation and of any measures to be taken.

### **Course Certificate**

A course certificate will be provided upon request.

### **Additional information**

The local regulations for studies at the Bachelor's and Master's levels at Karlstad University stipulate the obligations and rights of students and staff.

Students are responsible for obtaining a work placement and for meeting any extra cost incurred for the training period (lodgings, travels, etc). On application for admission to the course, the student should contact the course convener to discuss work placement. Before the student starts the training, the course convener must approve the placement, the supervisor and the main tasks.