

# Business Management and Transformation, full-time

How to create your own study plan and register for courses



## **Get started with Sisu**

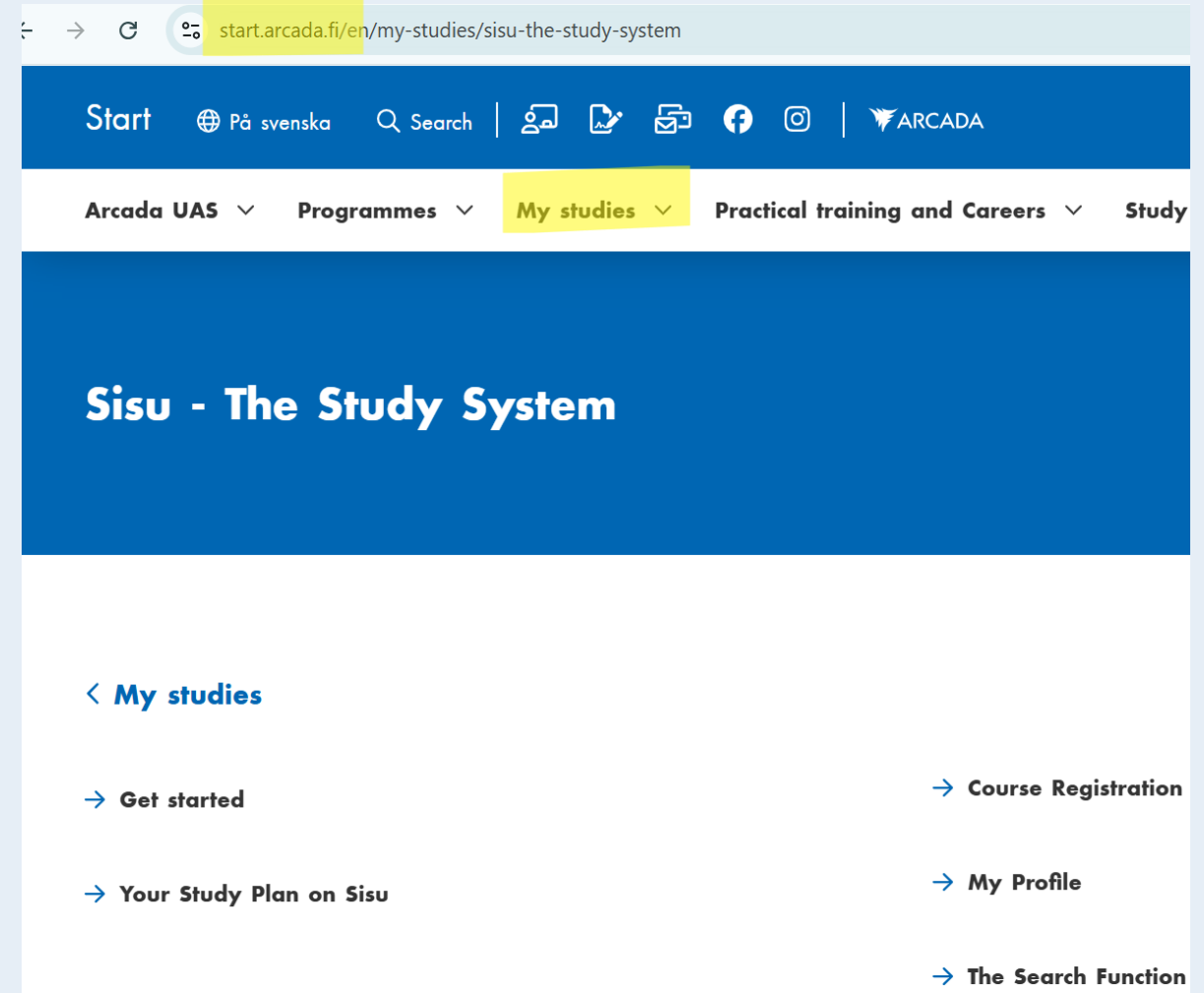
- Check your personal information
- Create a study plan
- Select your timing template
- Add courses to your study plan
- Enroll to courses

# Information on start.arcada.fi

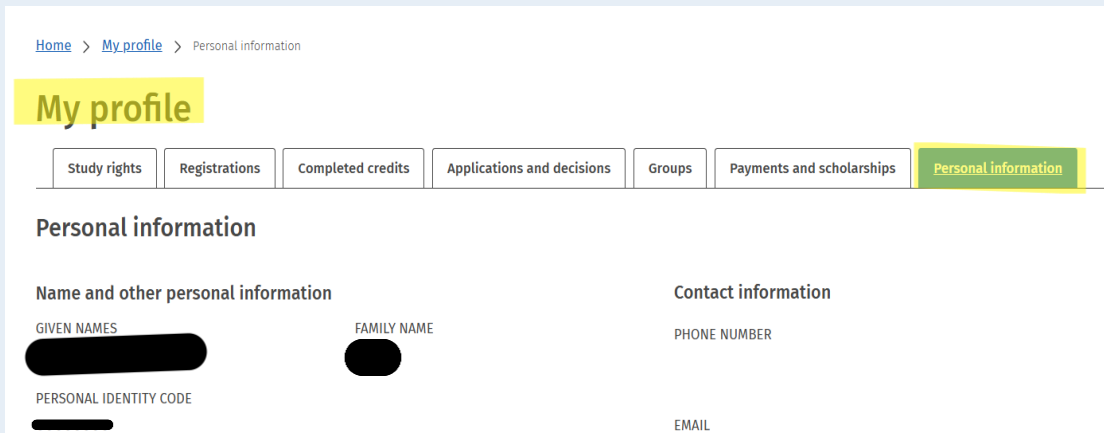
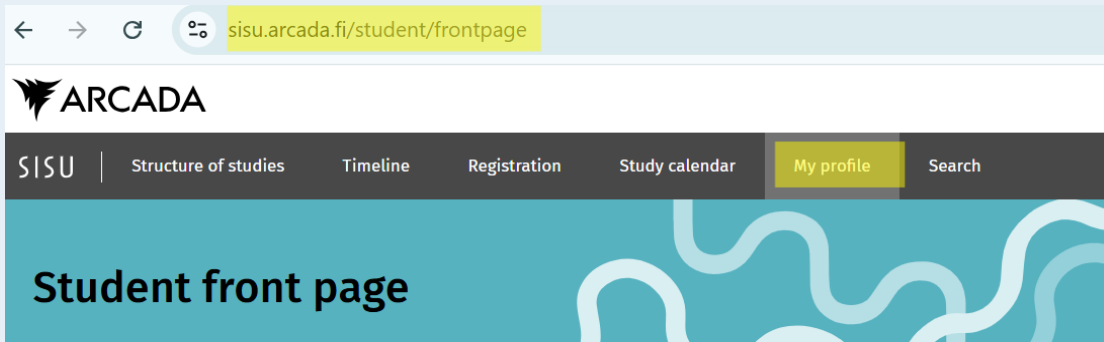
- All information you need for your studies can be found in Start, but the most central features are listed in this presentation.

For more instructions, go to:  
Start -> My studies ->  
Sisu – the study system

<https://start.arcada.fi/en/my-studies/sisu-the-study-system>



# Check your personal information

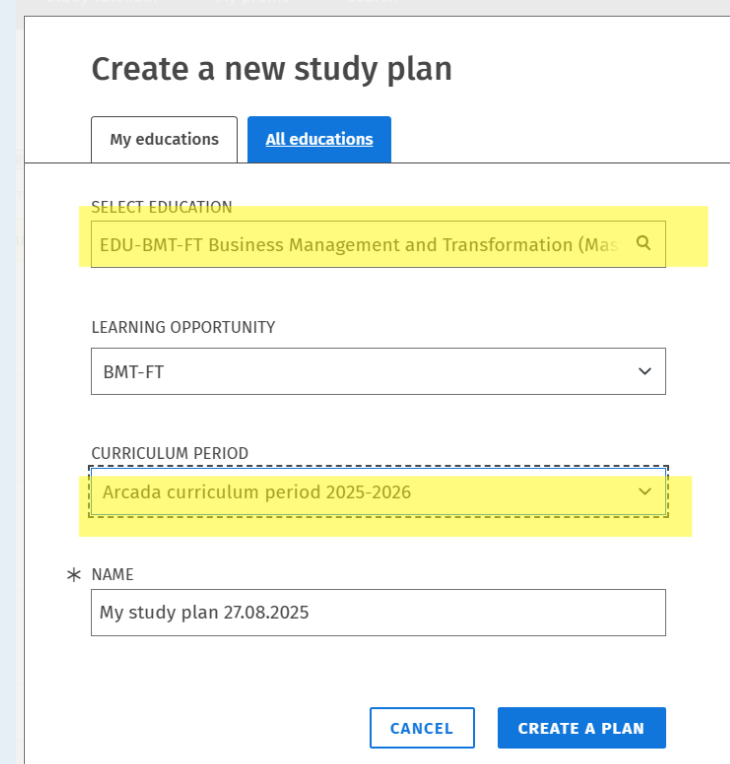
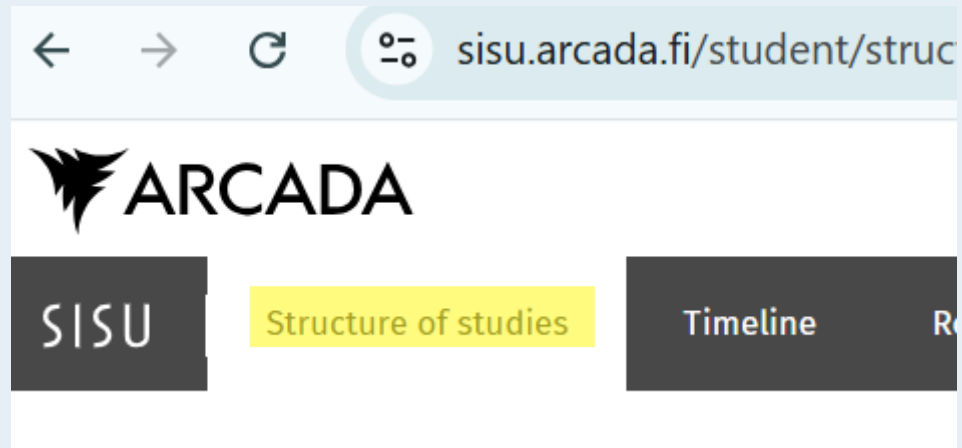


- Go to [sisu.arcada.fi](https://sisu.arcada.fi)  
on the frontpage you can see different tabs, go to **My profile**

under My profile you have different tabs again, go to **Personal information**  
check that all is correct

# Create a study plan – Full-time

- Go to [sisu.arcada.fi](https://sisu.arcada.fi)  
on the frontpage you can see different tabs, go to **Structure of studies**
- Let Sisu create a new study plan for you, you can keep the name Sisu suggests, or rename it, it is up to you

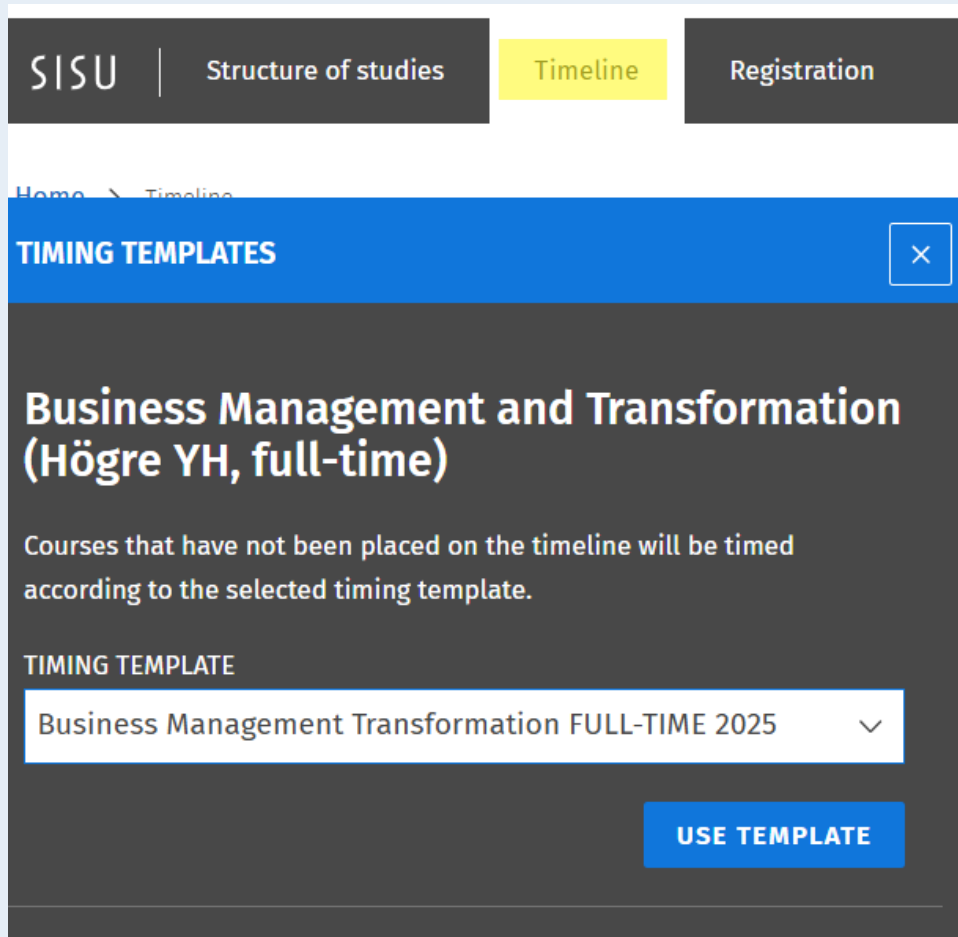


The form is titled 'Create a new study plan'. It has two tabs: 'My educations' and 'All educations' (active). The form contains the following fields:

- SELECT EDUCATION**: A dropdown menu showing 'EDU-BMT-FT Business Management and Transformation (Mas' with a search icon.
- LEARNING OPPORTUNITY**: A dropdown menu showing 'BMT-FT'.
- CURRICULUM PERIOD**: A dropdown menu showing 'Arcada curriculum period 2025-2026'.
- \* NAME**: A text input field containing 'My study plan 27.08.2025'.

At the bottom right, there are two buttons: 'CANCEL' and 'CREATE A PLAN'.

# Select your timing template

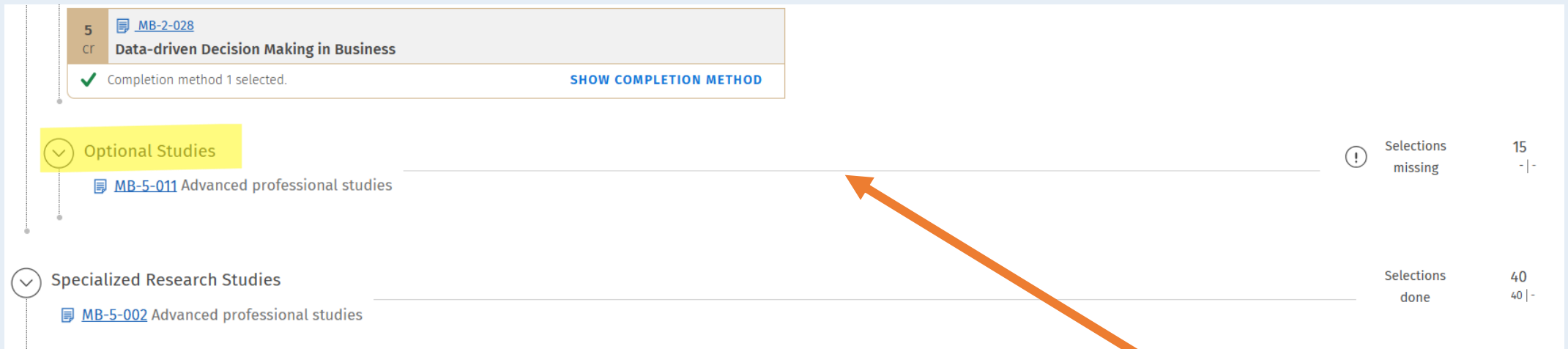


The screenshot shows the SISU website's 'Timeline' tab. A blue header bar reads 'TIMING TEMPLATES' with a close button. Below, the title 'Business Management and Transformation (Högre YH, full-time)' is displayed. A note states: 'Courses that have not been placed on the timeline will be timed according to the selected timing template.' A dropdown menu labeled 'TIMING TEMPLATE' shows 'Business Management Transformation FULL-TIME 2025' selected. A blue 'USE TEMPLATE' button is at the bottom right.

- Go to [sisu.arcada.fi](https://sisu.arcada.fi)  
on the frontpage you can see different tabs, go to **Timeline**
- Select **Business Management and Transformation, full-time 2025** and click **USE TEMPLATE**
- Now all **courses belonging to your study plan** are placed according to how they are scheduled

# Add courses to your study plan (1/2)

- All courses are already in your study plan, except for your **free optional studies**



The screenshot displays a study plan interface with the following components:

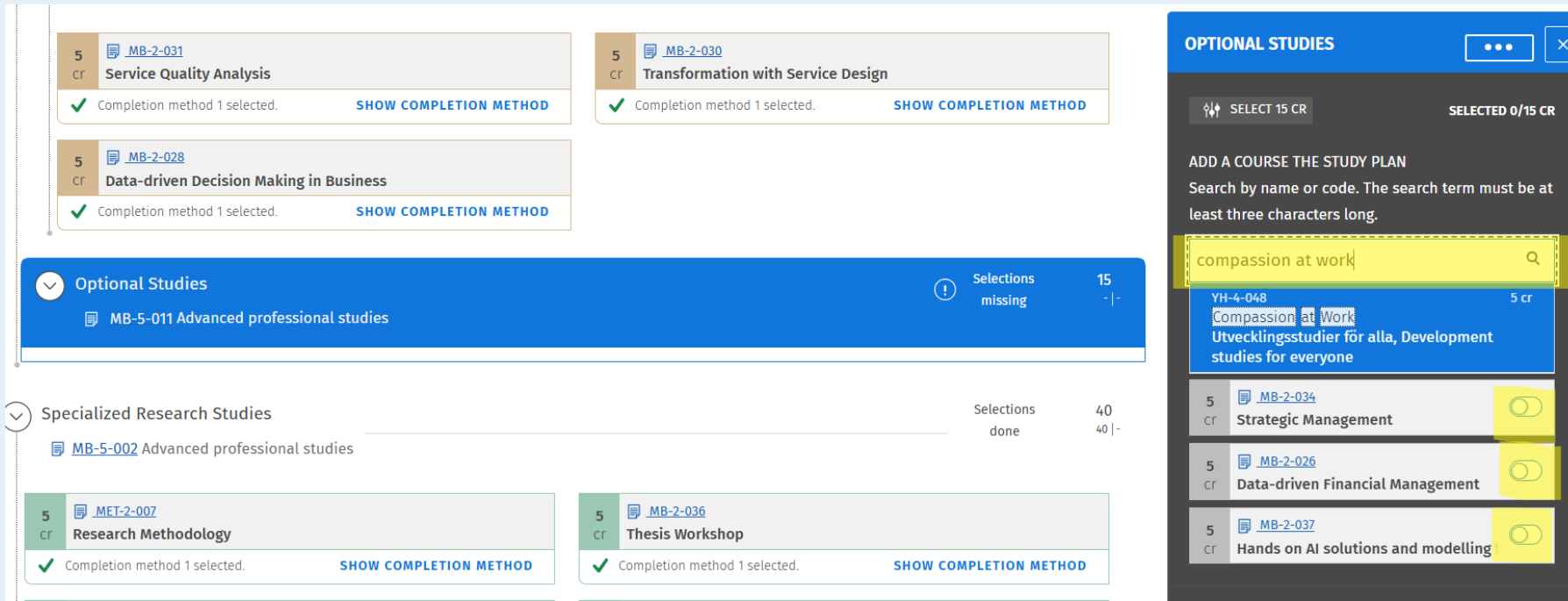
- Module 1:** 5 cr, [\\_MB-2-028](#) Data-driven Decision Making in Business. Completion method 1 selected. [SHOW COMPLETION METHOD](#)
- Optional Studies:** Highlighted in yellow. Includes [\\_MB-5-011](#) Advanced professional studies. Status: Selections missing, 15 -|-
- Specialized Research Studies:** Includes [\\_MB-5-002](#) Advanced professional studies. Status: Selections done, 40 40|-

An orange arrow points to the horizontal line separating the 'Optional Studies' module from the 'Specialized Research Studies' module.

- You can add courses to the module by clicking on the **line** (click on the line not the text).

# Add courses to your study plan (2/2)

- A new window opens to the right, when you click on the line



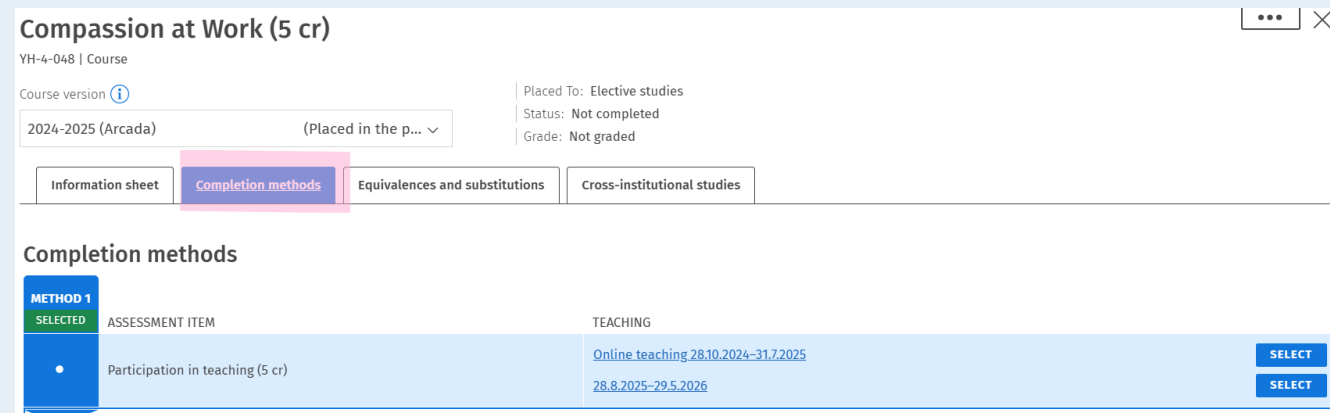
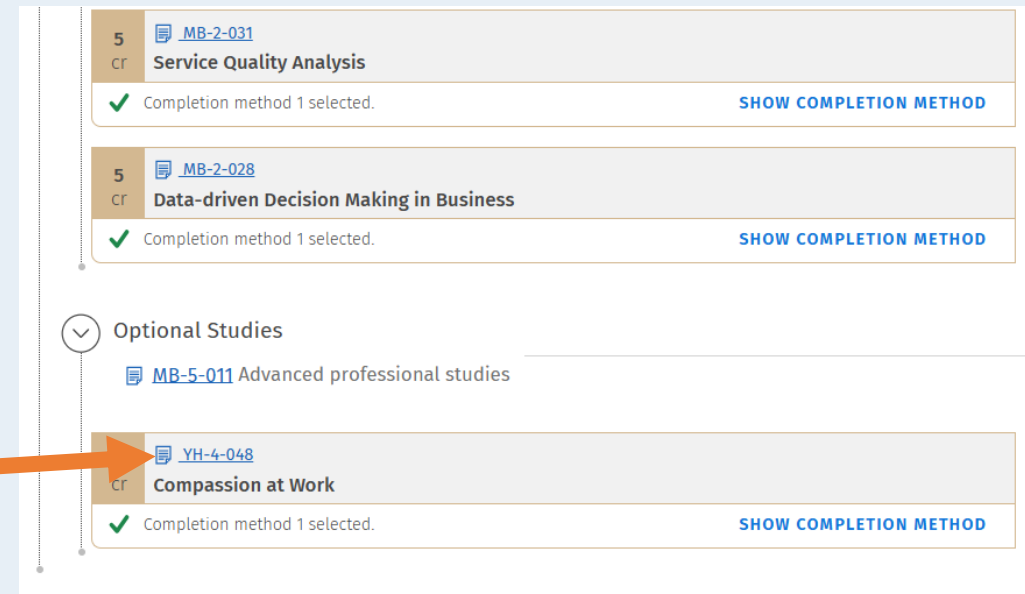
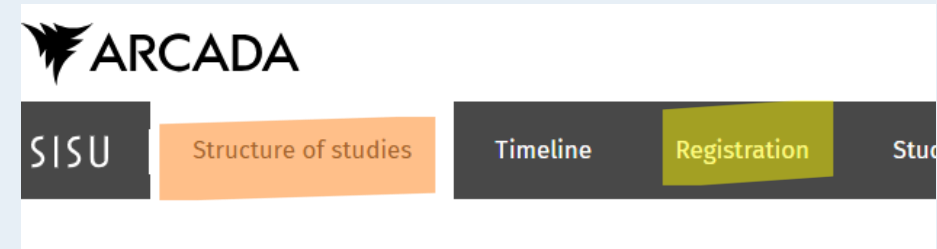
The screenshot displays a web interface for managing a study plan. On the left, a list of courses is shown, each with a 5 CR credit value and a 'SHOW COMPLETION METHOD' link. The courses are: MB-2-031 Service Quality Analysis, MB-2-028 Data-driven Decision Making in Business, MB-2-030 Transformation with Service Design, and MB-2-007 Research Methodology. Below these, a blue bar indicates 'Optional Studies' with a dropdown arrow and a note 'MB-5-011 Advanced professional studies'. Further down, 'Specialized Research Studies' are listed, including MB-5-002 Advanced professional studies, MB-2-036 Thesis Workshop, and MB-2-007 Research Methodology. On the right, a sidebar titled 'OPTIONAL STUDIES' is open, showing a search bar with the text 'compassion at work' and a list of suggested courses: YH-4-048 Compassion at Work, MB-2-034 Strategic Management, MB-2-026 Data-driven Financial Management, and MB-2-037 Hands on AI solutions and modelling. The sidebar also includes a 'SELECT 15 CR' button and a 'SELECTED 0/15 CR' indicator.

- There are already some suggestions ready for you. And with the **search function** you can find courses and add them to the study plan.

More recommended courses are listed here:  
[Free electives for master students](#)

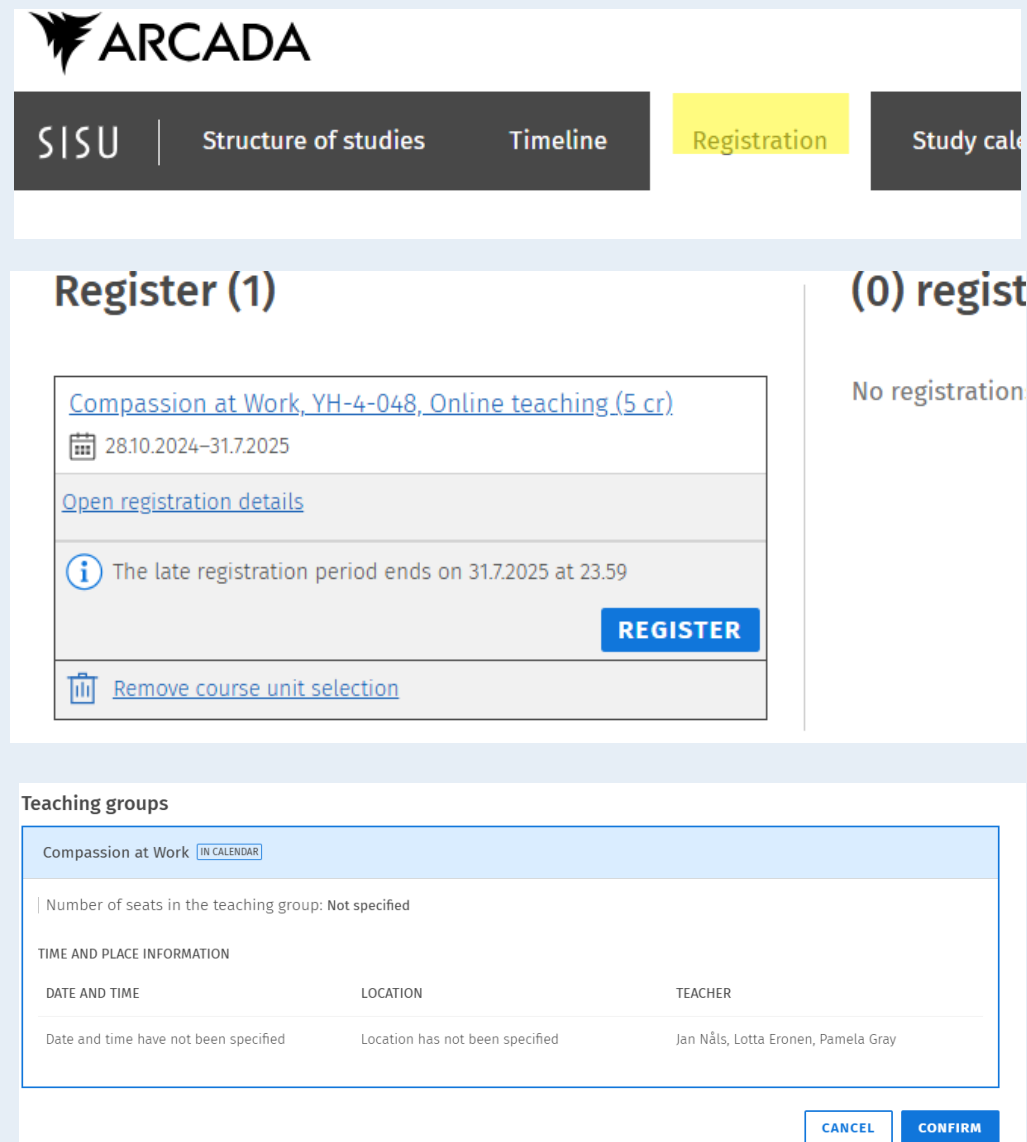
# Enroll to courses (1/2)

- The fastest way is to enroll through your study plan. Go to the study plan you created, in tab **Structure of studies**
- Start by clicking on a course code shown in blue
- Go to tab **Completion methods**  
**SELECT** ck
- And after this you need to go to the tab **Registration** (see next slide)



# Enroll to courses (2/2)

- To enroll to the course, go to Registration
- Find all courses you have selected, and click the tab **REGISTER**
- As a last step, click on the tab **CONFIRM**
- Follow the same steps for the other courses



The screenshot displays the ARCADA web application interface. At the top, the ARCADA logo is visible. Below it, a navigation bar contains links for SISU, Structure of studies, Timeline, Registration (highlighted in yellow), and Study calendar. The main content area is titled "Register (1)" and shows details for a course: "Compassion at Work, YH-4-048, Online teaching (5 cr)" with a date range of 28.10.2024–31.7.2025. A link "Open registration details" is provided. An information icon indicates that the late registration period ends on 31.7.2025 at 23.59. A blue "REGISTER" button is prominently displayed. Below this, there is a link "Remove course unit selection". To the right, a sidebar shows "(0) registered" and "No registration". At the bottom, a "Teaching groups" section is visible, showing details for the "Compassion at Work" group, including the number of seats (Not specified) and a table with teaching information.

Teaching groups		
Compassion at Work <a href="#">[IN CALENDAR]</a>		
Number of seats in the teaching group: Not specified		
TIME AND PLACE INFORMATION		
DATE AND TIME	LOCATION	TEACHER
Date and time have not been specified	Location has not been specified	Jan Näls, Lotta Eronen, Pamela Gray

At the bottom right of the teaching groups section, there are "CANCEL" and "CONFIRM" buttons.

# Courses for Business Management and Transformation autumn

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- All courses for **Business Management and Transformation** are listed in [Start -> Programmes -> Business Management Transformation-> Current courses](#)

For autumn semester enroll to these courses:

MB-2-024 AI for Business (5 cr)  
MB-2-036 Thesis Workshop (5 cr)  
MET-2-007 Research Methodology (5 cr)  
MB-2-025 Digital and Sustainable Business Development (5 cr)  
MB-2-033 Leadership (5 cr)  
MB-2-035 Digital Marketing Strategy (5 cr)

Recommended optional study:

MB-2-016 Data-driven Financial Management (5 cr)