

Business Management and Transformation, part-time

How to create your own study plan and register for courses



Get started with Sisu

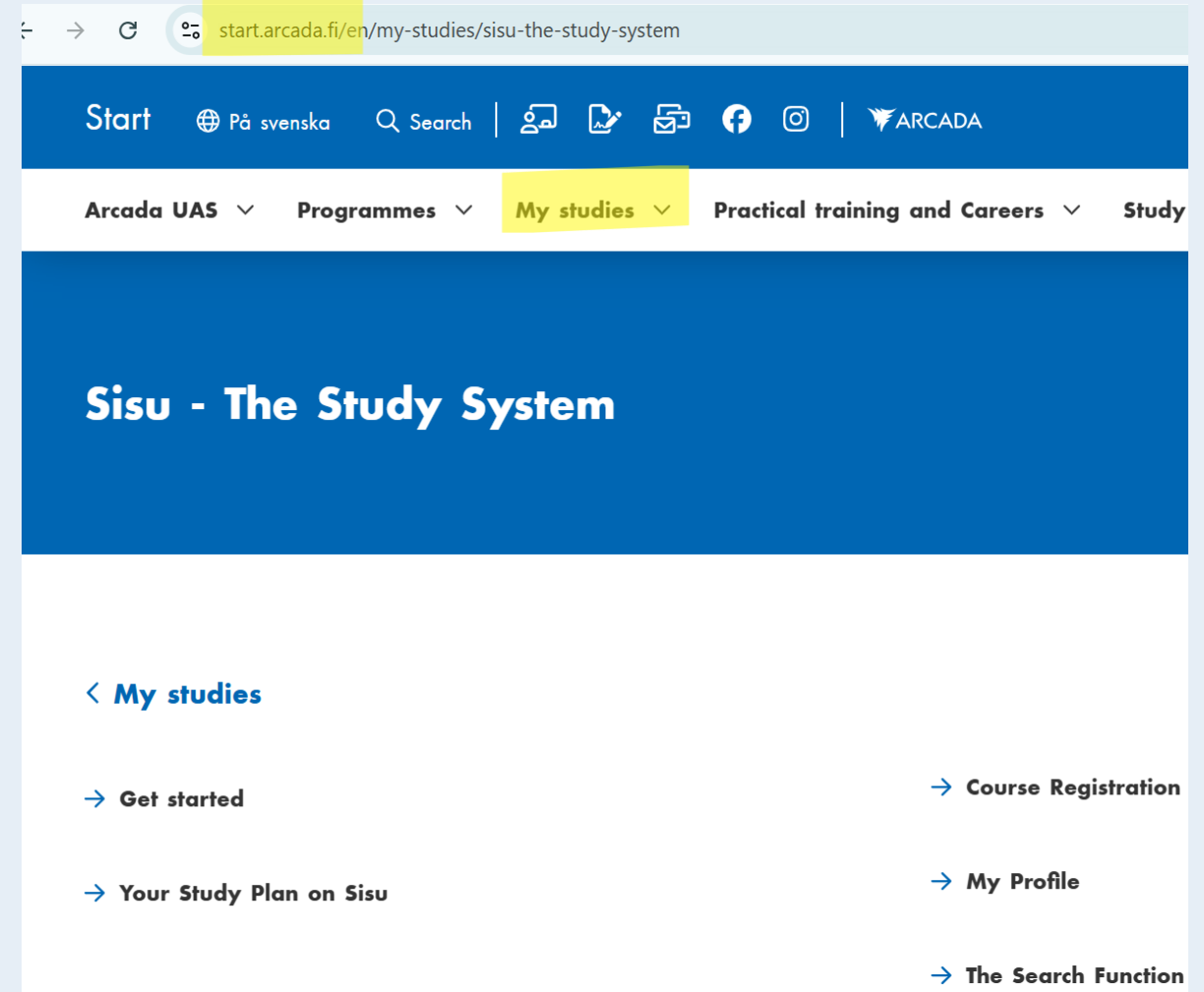
- Check your personal information
- Create a study plan
- Select your timing template
- Add courses to your study plan
- Enroll to courses

Information on start.arcada.fi

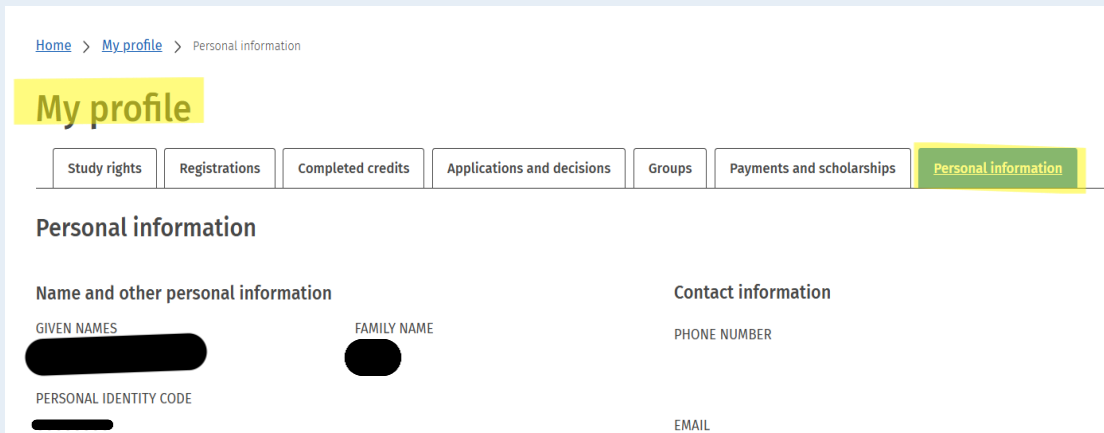
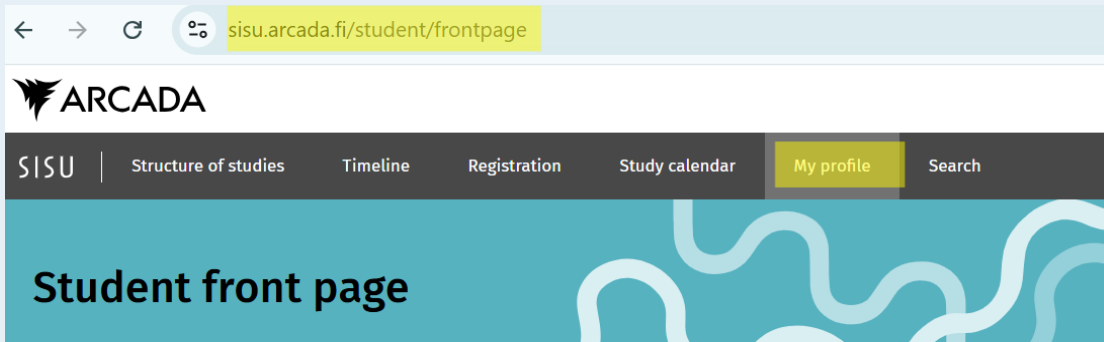
- All information you need for your studies can be found in Start, but the most central features are listed in this presentation.

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

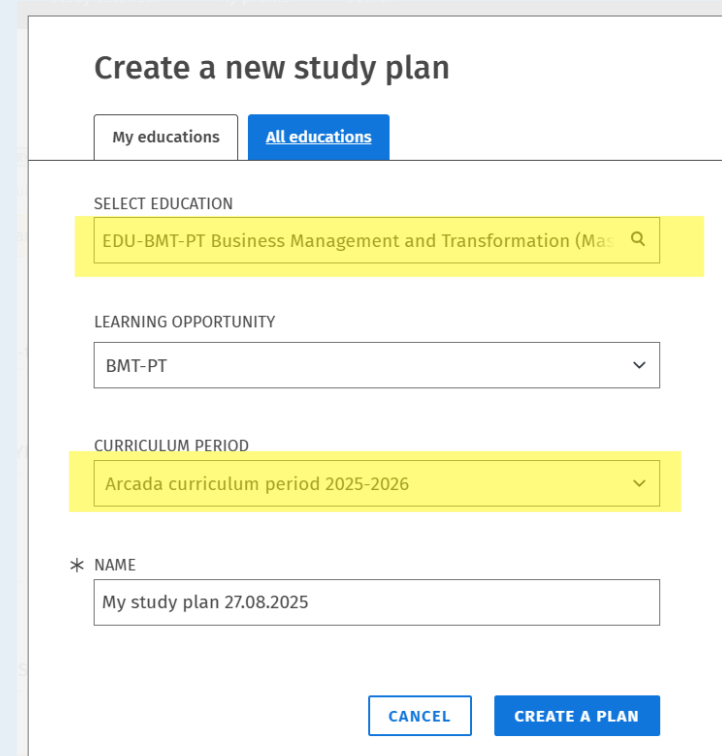
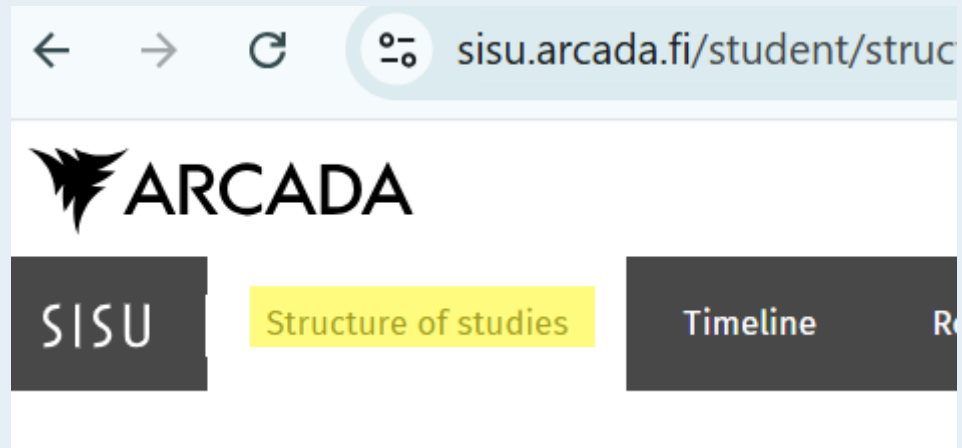


- Go to sisu.arcada.fi
on the frontpage you can see different tabs, go to **My profile**

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

Create a study plan – Part-time

- Go to 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

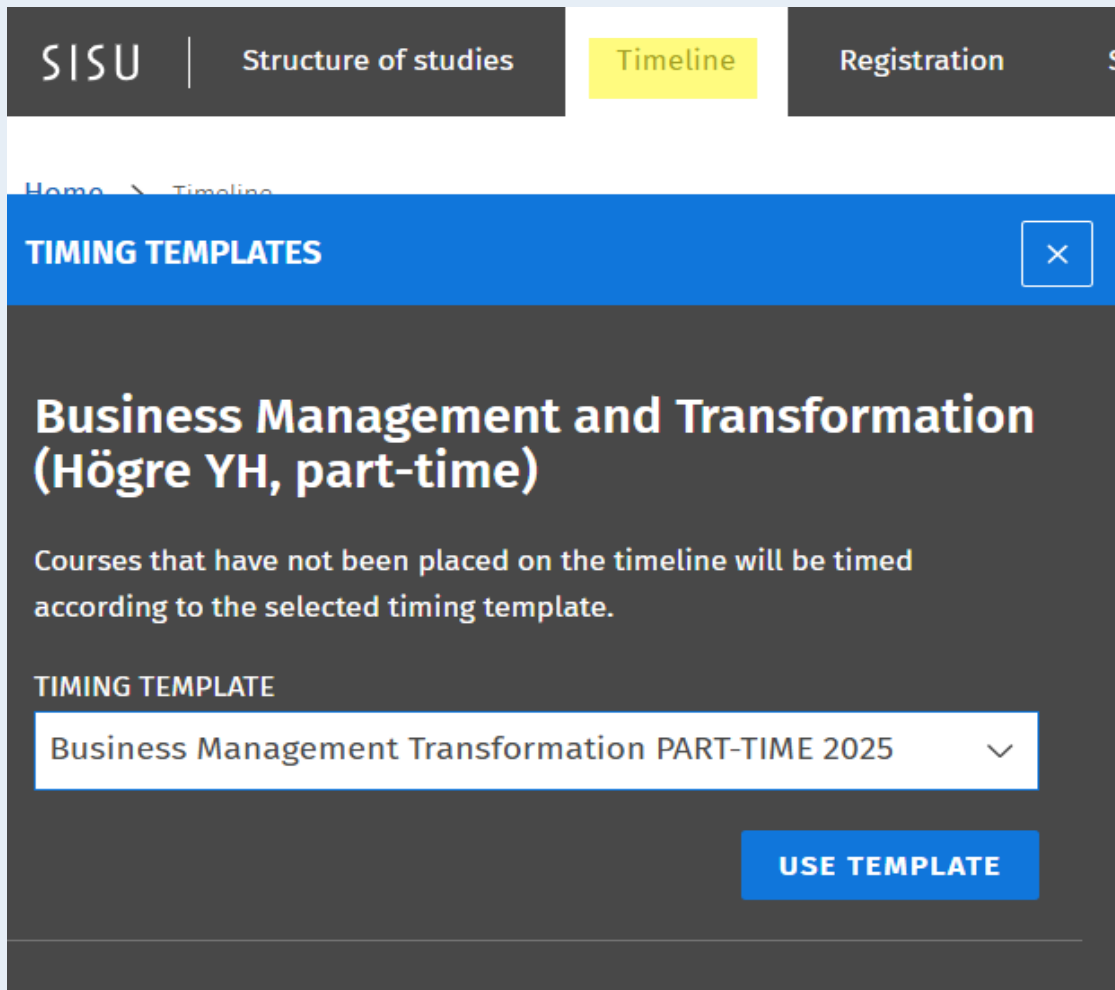


The form is titled 'Create a new study plan'. It has two tabs: 'My educations' and 'All educations' (which is active). The form contains the following fields:

- SELECT EDUCATION**: A dropdown menu showing 'EDU-BMT-PT Business Management and Transformation (Mas' with a search icon.
- LEARNING OPPORTUNITY**: A dropdown menu showing 'BMT-PT'.
- 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



SISU | Structure of studies | **Timeline** | Registration

Home > Timeline

TIMING TEMPLATES [X]

Business Management and Transformation (Högre YH, part-time)

Courses that have not been placed on the timeline will be timed according to the selected timing template.

TIMING TEMPLATE

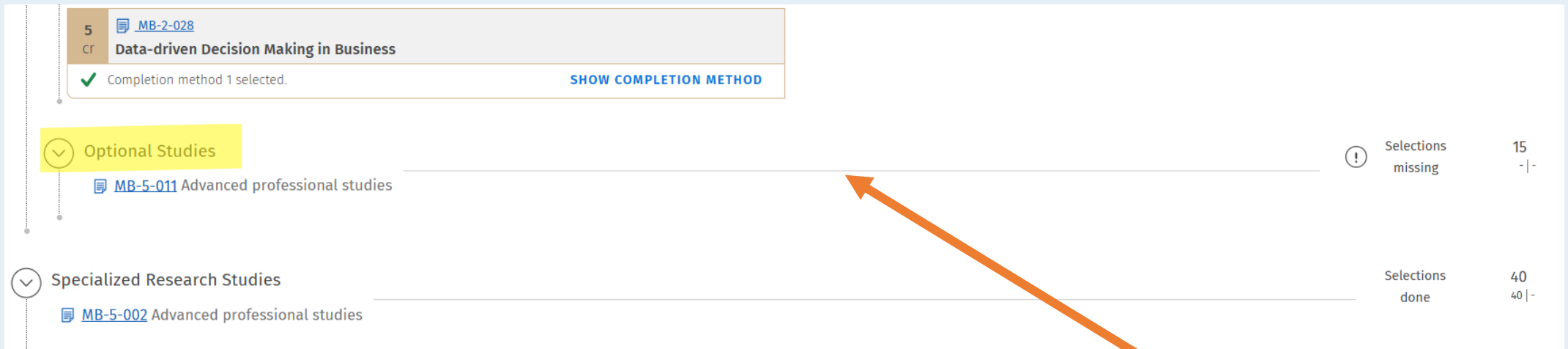
Business Management Transformation PART-TIME 2025 [v]

USE TEMPLATE

- Go to sisu.arcada.fi on the frontpage you can see different tabs, go to **Timeline**
- Select **Business Management and Transformation, part-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:

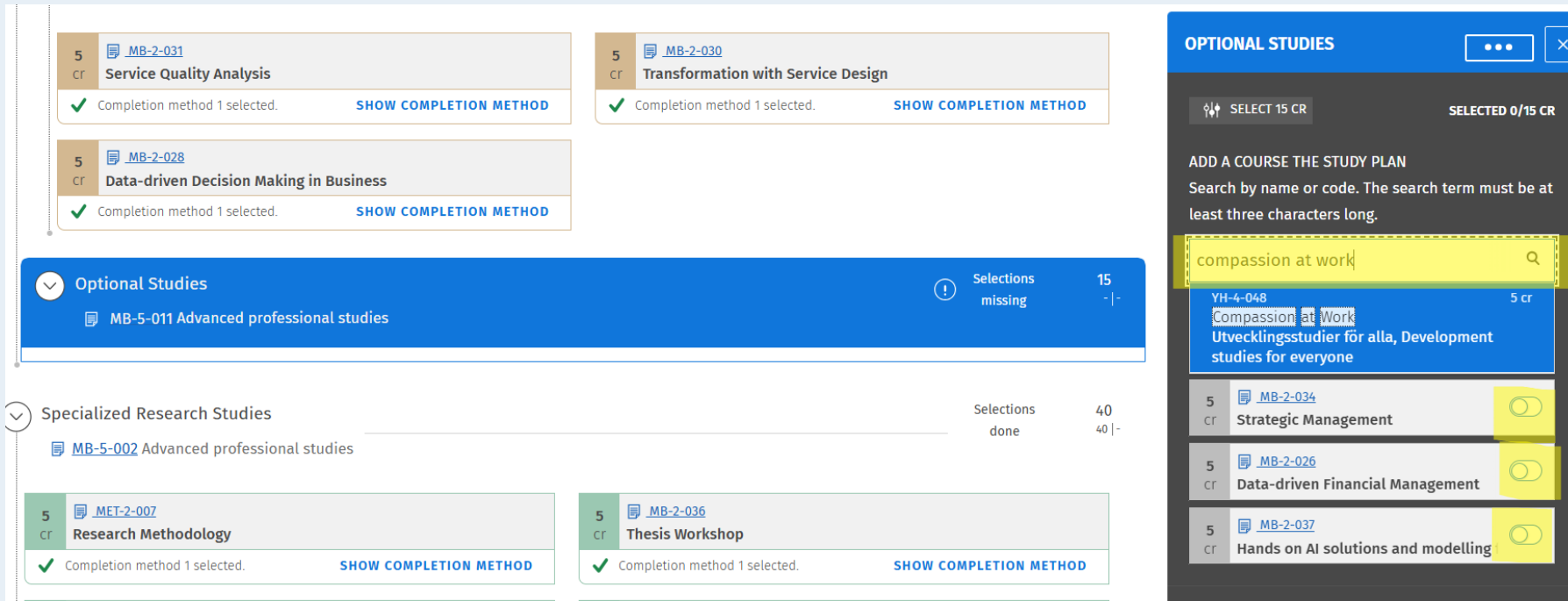
- Module 1:** 5 cr, [_MB-2-028](#) Data-driven Decision Making in Business. Completion method 1 selected. [SHOW COMPLETION METHOD](#)
- Optional Studies:** Highlighted in yellow. Contains [_MB-5-011](#) Advanced professional studies. Status: Selections missing, 15 -|-
- Specialized Research Studies:**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

- Service Quality Analysis** (MB-2-031)
- Transformation with Service Design** (MB-2-030)
- Data-driven Decision Making in Business** (MB-2-028)
- Research Methodology** (MET-2-007)
- Thesis Workshop** (MB-2-036)

Below the course list, a blue bar indicates 'Optional Studies' with a dropdown arrow and a status of 'Selections missing 15'. Below this, a section for 'Specialized Research Studies' shows 'Selections done 40'.

On the right, a sidebar titled 'OPTIONAL STUDIES' is open. It features a search bar with the text 'compassion at work' and a magnifying glass icon. Below the search bar, a list of suggested courses is displayed, each with a 5 CR credit value and a toggle switch:

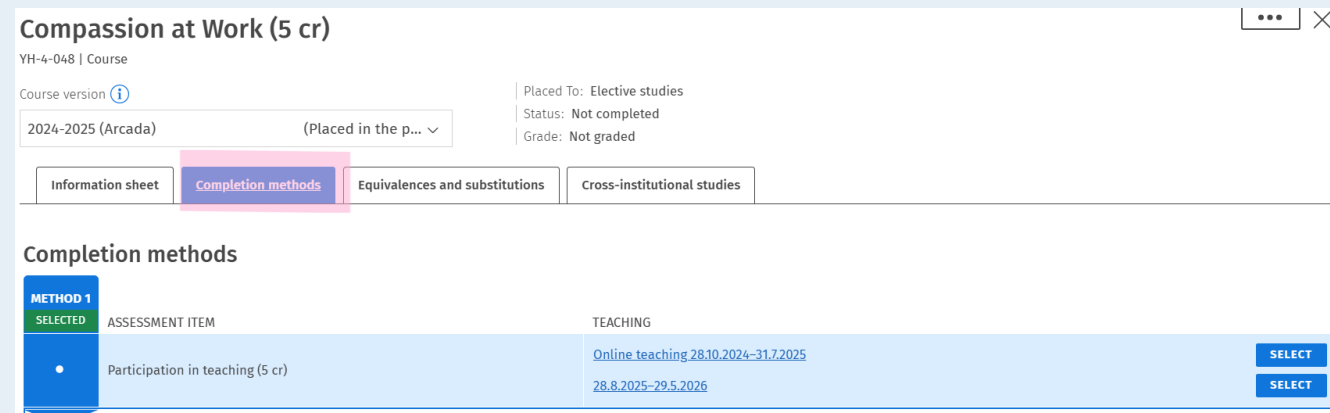
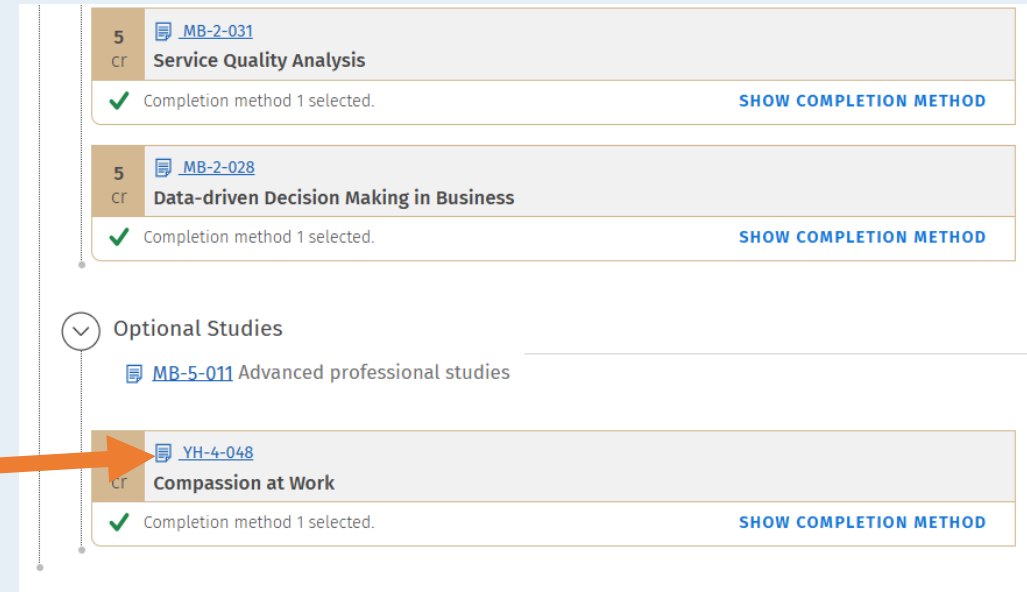
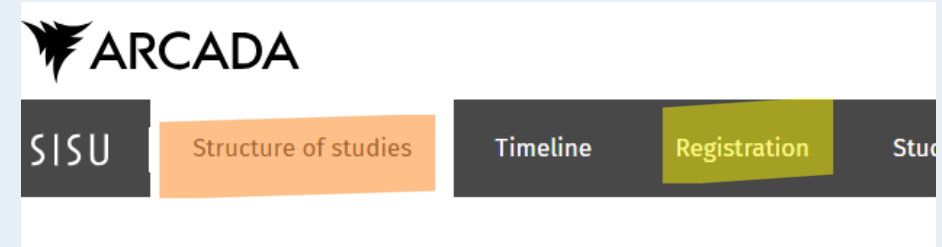
- Compassion at Work** (YH-4-048) - Utvecklingsstudier för alla, Development studies for everyone
- Strategic Management** (MB-2-034)
- Data-driven Financial Management** (MB-2-026)
- Hands on AI solutions and modelling** (MB-2-037)

- 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](#)

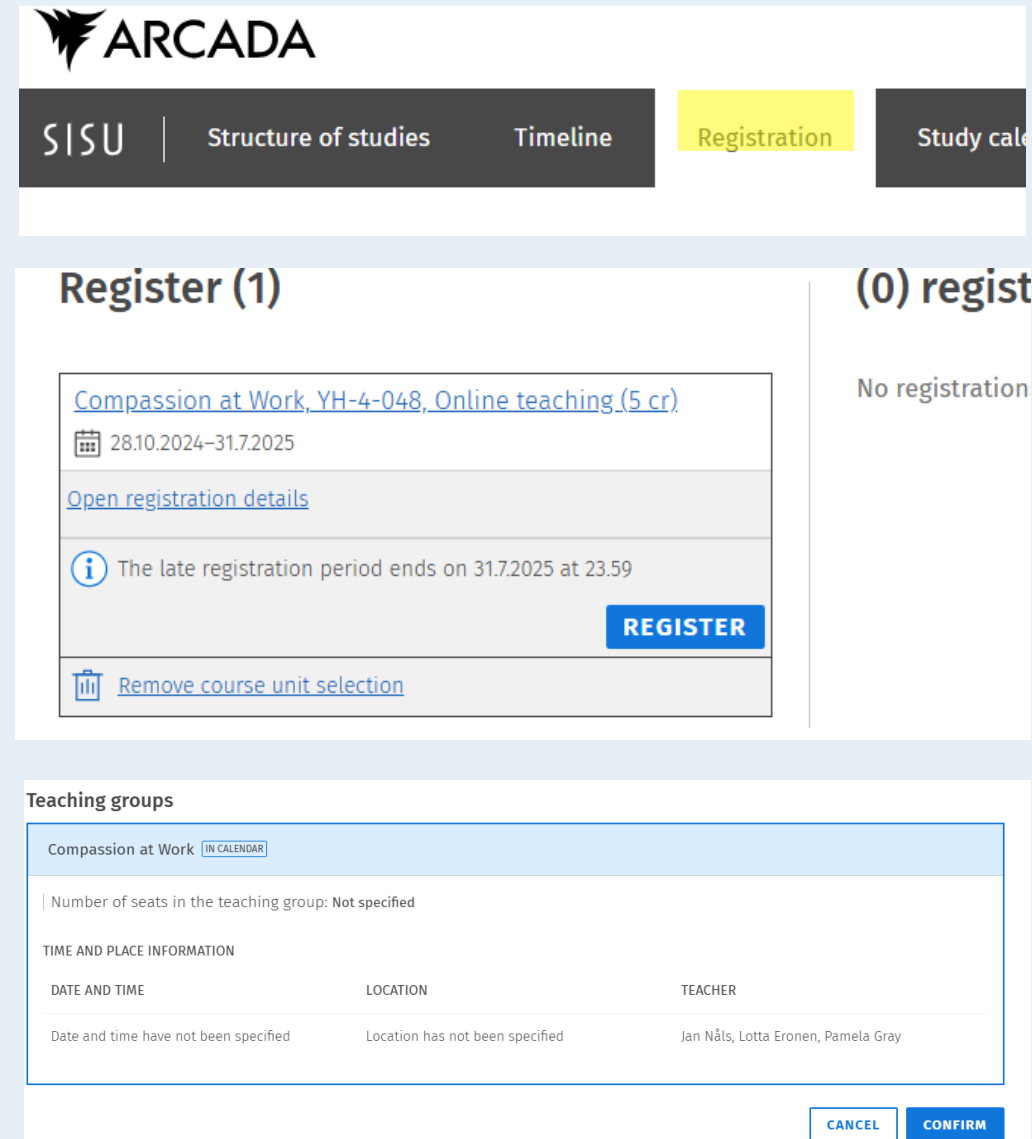
Enroll to courses (1/2)

- 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** and click **SELECT**
- 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 a course selection for "Compassion at Work, YH-4-048, Online teaching_5 cr" with a date range of 28.10.2024–31.7.2025. A button labeled "REGISTER" is present. To the right, a sidebar indicates "(0) registered" and "No registration". Below the main content, a section titled "Teaching groups" shows details for the selected course, including the number of seats (Not specified) and a table with columns for Date and Time, Location, and Teacher. The table shows that the date and time have not been specified, the location has not been specified, and the teachers are Jan Näls, Lotta Eronen, and Pamela Gray. At the bottom right, there are "CANCEL" and "CONFIRM" buttons.

ARCADA

SISU | Structure of studies | Timeline | **Registration** | Study calendar

Register (1)

[Compassion at Work, YH-4-048, Online teaching_5 cr](#)

28.10.2024–31.7.2025

[Open registration details](#)

i The late registration period ends on 31.7.2025 at 23.59

REGISTER

[Remove course unit selection](#)

(0) registered

No registration

Teaching groups

Compassion at Work [\[IN CALENDAR\]](#)

| 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

CANCEL **CONFIRM**

Courses for Business Management and Transformation autumn

- 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-2-025 Digital and Sustainable Business Development (5 cr)

MB-2-035 Digital Marketing Strategy (5 cr)

Recommended optional study:

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