

Business Management and Transformation, part-time

How to create your own study plan and register for courses



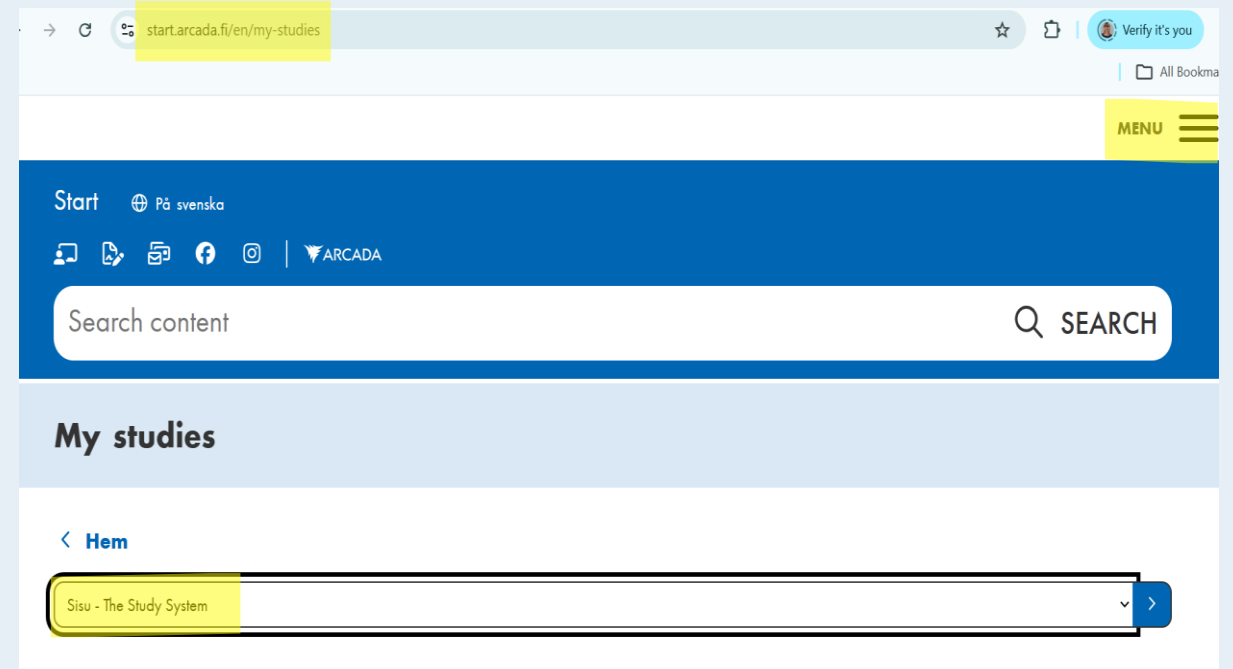
Get started with Sisu

- Check your personal information
- Create a study plan
- Add courses to your study plan
- Enrol to courses

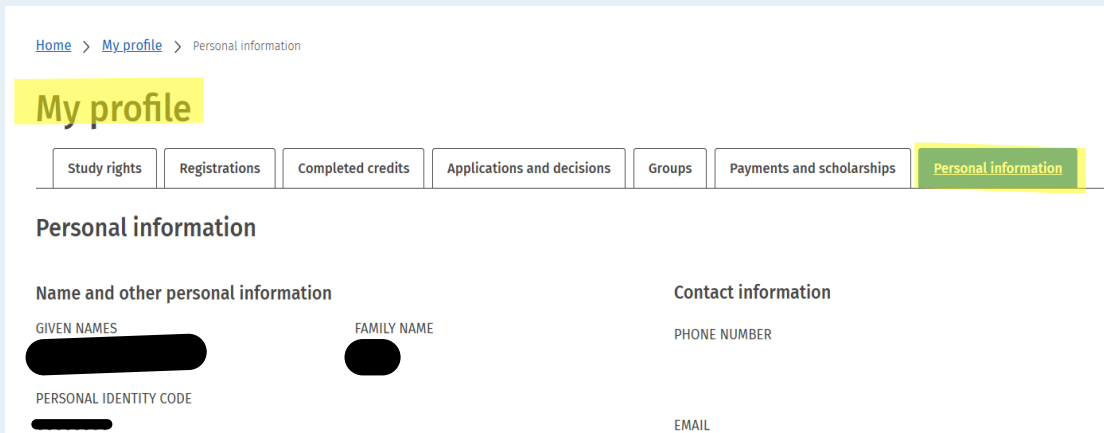
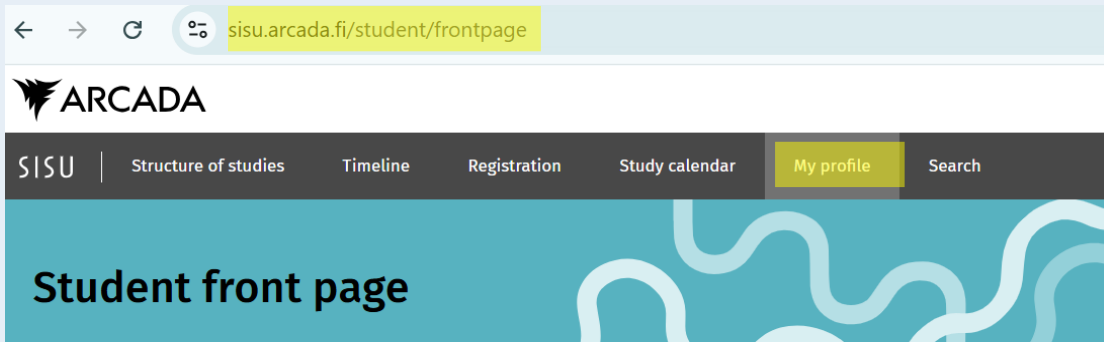
Information on start.arcada.fi

- 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](#)



Check your personal information

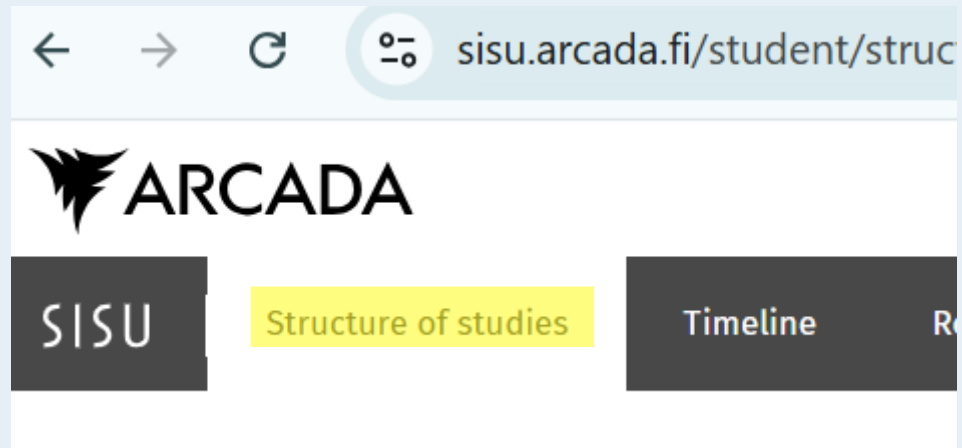


- Go to sisu.arcada.fi on the frontpage you can see different tabs, go to **My profile**

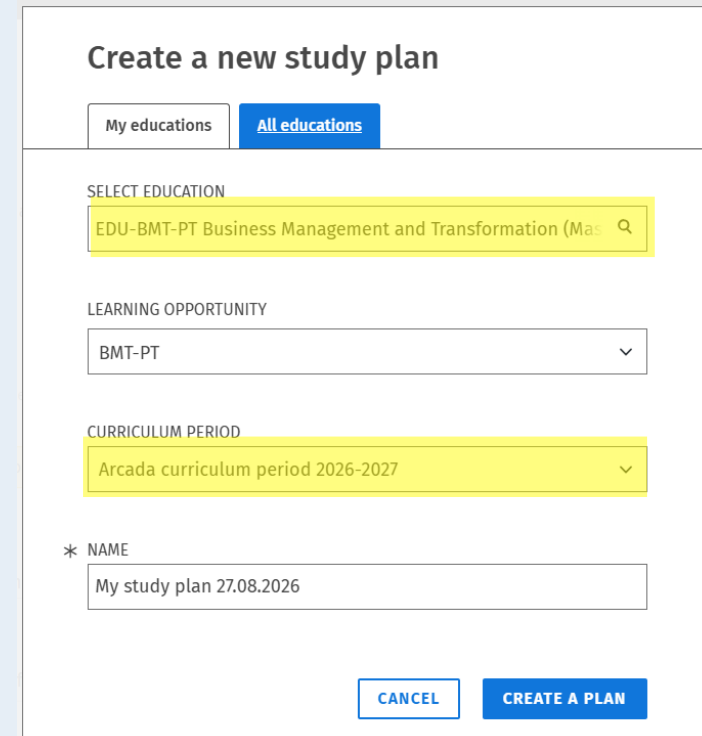
under My profile you have different tabs again, go to **Personal information** check that all is correct

Create a study plan – Full-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

A screenshot of a web form titled 'Create a new study plan'. At the top, there are two buttons: 'My educations' and 'All educations' (which is highlighted in blue). Below this is a section 'SELECT EDUCATION' with a dropdown menu showing 'EDU-BMT-PT Business Management and Transformation (Mas' and a search icon. The next section is 'LEARNING OPPORTUNITY' with a dropdown menu showing 'BMT-PT'. The third section is 'CURRICULUM PERIOD' with a dropdown menu showing 'Arcada curriculum period 2026-2027'. The final section is '* NAME' with a text input field containing 'My study plan 27.08.2026'. At the bottom right, there are two buttons: 'CANCEL' and 'CREATE A PLAN' (which is highlighted in blue).

Your study plan is now created

Business Management and Transformation (Högre YH, part-time)	DP-BMT-PT	Selections done	90-110
Specialized Professional Studies	MB-5-001 Advanced professional studies	Selections done	50
Modern Business Management and Digital Strategies	MB-5-006 Advanced professional studies	Selections done	15
5 cr MB-2-024 AI for Business	5 cr MB-2-033 Leadership	Completion method 1 selected.	SHOW COMPLETION METHOD
5 cr MB-2-035 Digital Marketing Strategy		Completion method 1 selected.	SHOW COMPLETION METHOD
Business Development and Transformation	MB-5-008 Advanced professional studies	Selections missing	15
5 cr MA-1-001 Service Design	5 cr MB-2-025 Digital and Sustainable Business Development	Completion method 1 selected.	SHOW COMPLETION METHOD
Optional Studies	MB-5-011 Advanced professional studies	Selections missing	15
Specialized Research Studies	MB-5-002 Advanced professional studies	Selections done	45
5 cr MET-2-009 Advanced Applied Methodology and Research Design for Master Thesis	5 cr MET-2-010 Advanced Quantitative Methods In Applied Research	Completion method 1 selected.	SHOW COMPLETION METHOD
5 cr MET-2-011 Advanced Qualitative Methods In Applied Research	30 cr LP-BMT Thesis (higher) for Master Degree In Business Administration, Master of Busi	Completion method not selected.	SELECT COMPLETION METHOD
0 cr arc-maturity-master-EDU-BMT Master's maturity examination		Completion method 1 selected.	SHOW COMPLETION METHOD

You have 3 courses in the **first module**

You have 2 courses in the **second module**

No selections are yet made for the **Optional studies module**

And you have 3 courses, the Master Thesis and Maturity examination in the **research module**

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 the autumn semester enroll to these courses:

MB-2-026 Data-driven Financial Management (5 cr)

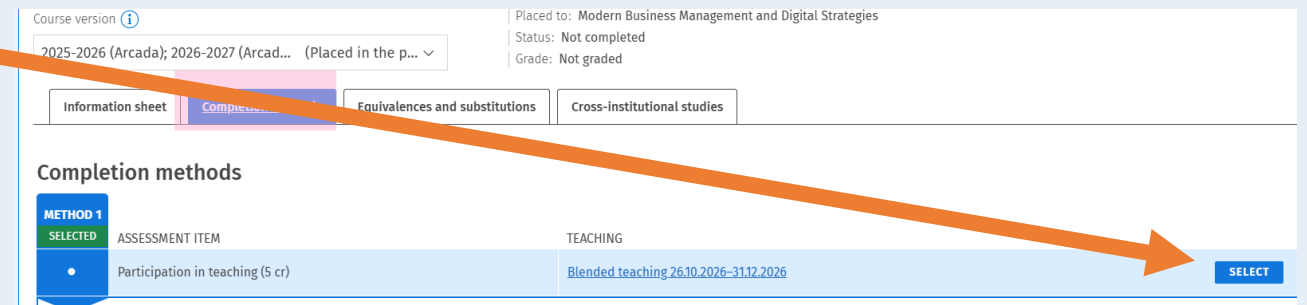
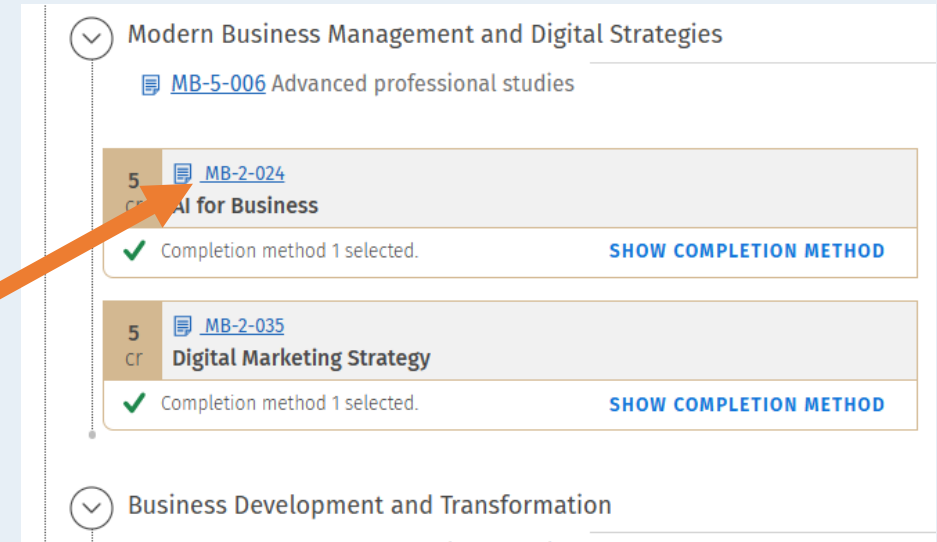
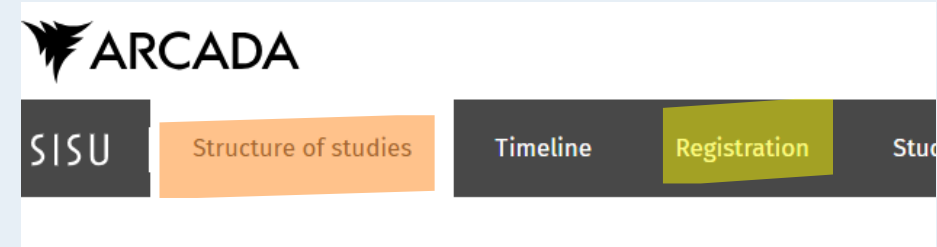
MB-2-025 Digital and Sustainable Business Development (5 cr)

MB-2-024 AI for Business (5 cr)

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

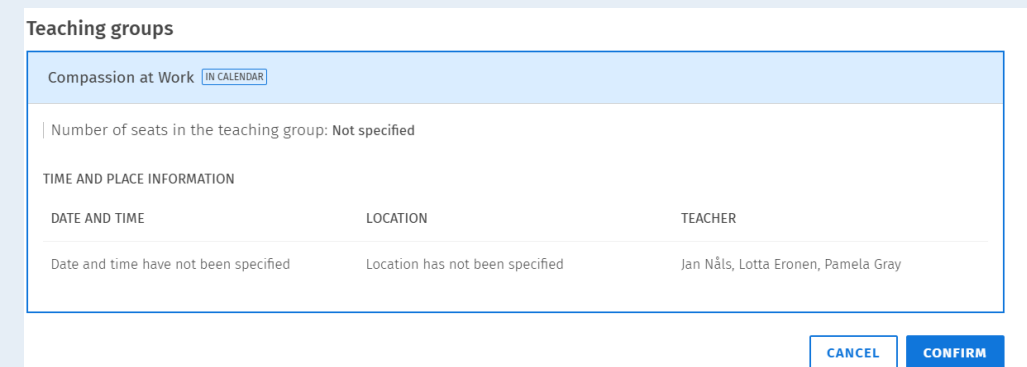
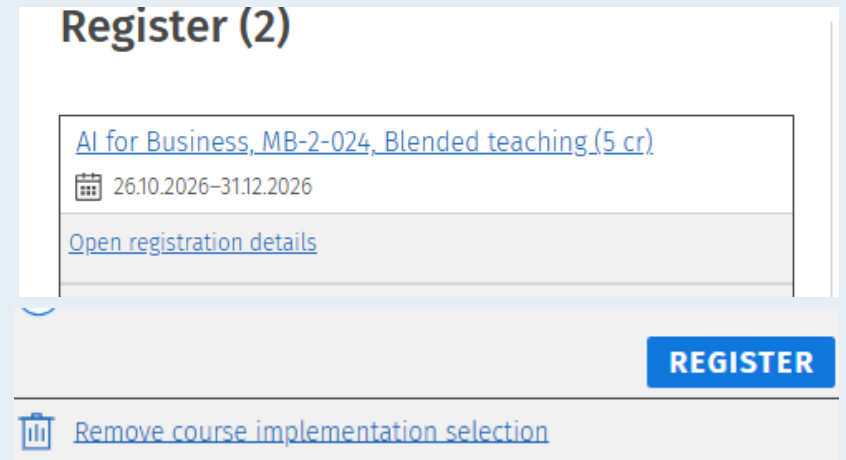
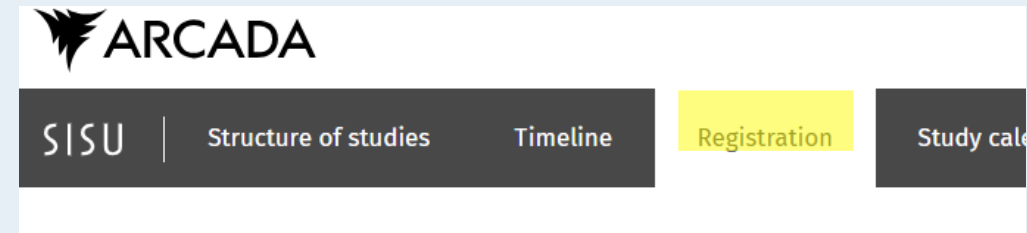
Enrol to courses (1/2)

- 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)



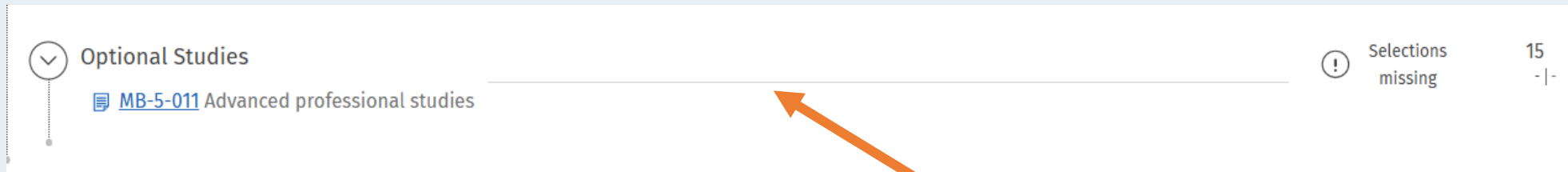
Enrol to courses (2/2)

- 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



Add courses to your study plan (1/2)

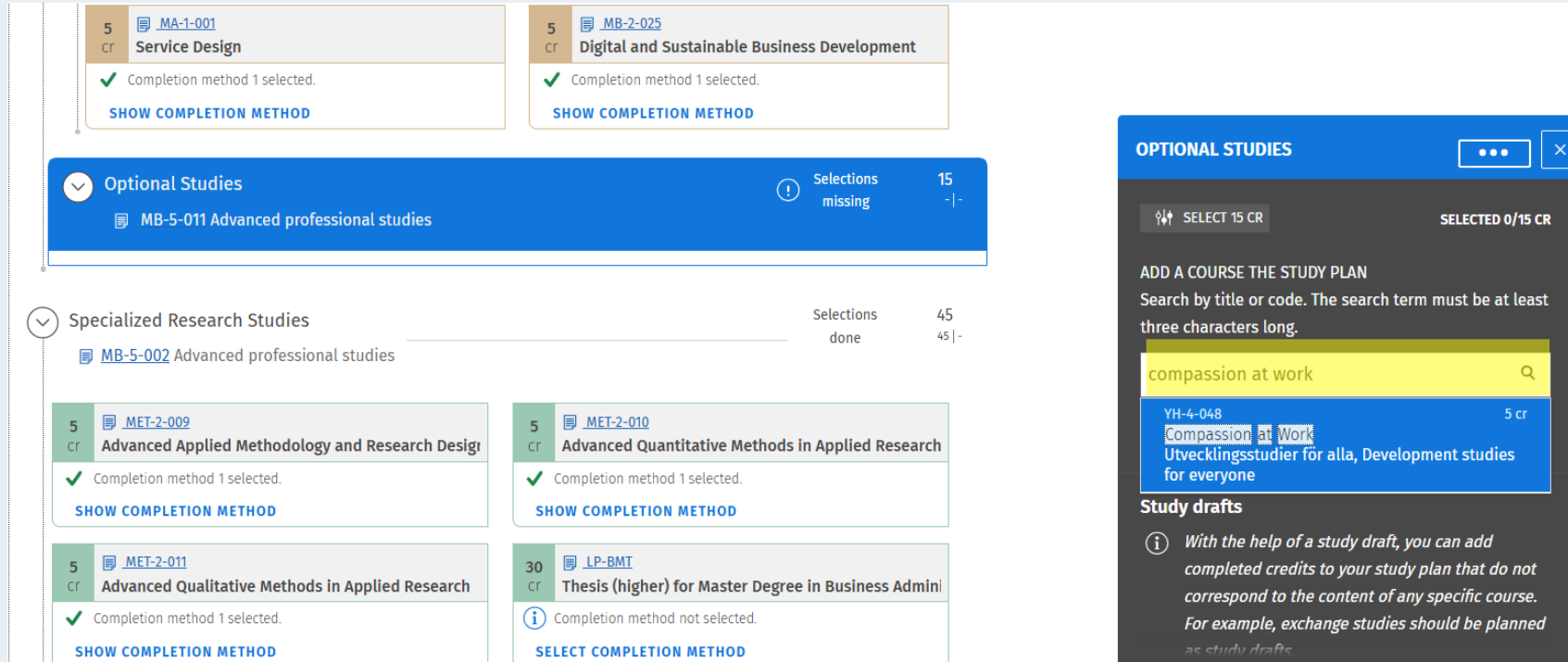
- All courses are already in your study plan, except for your **free optional studies**. At this point you don't need to add any courses in this module. You will get more information on optional studies at the introduction day. For you who study **part-time**, it is recommended that you take optional studies during the spring semester.



- 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 selecting courses. On the left, there are two main sections: 'Optional Studies' and 'Specialized Research Studies'. The 'Optional Studies' section shows a course 'MB-5-011 Advanced professional studies' with a status of 'Selections missing' and '15' credits. The 'Specialized Research Studies' section shows a course 'MB-5-002 Advanced professional studies' with a status of 'Selections done' and '45' credits. Below these, there are several course cards, each with a course code, title, credits, and a 'SHOW COMPLETION METHOD' button. The 'Optional Studies' panel on the right shows a search bar with the text 'compassion at work' and a search button. Below the search bar, there is a list of search results, including 'YH-4-048 Compassion at Work' with 5 credits. The panel also includes a 'Study drafts' section with a note about adding completed credits to the study plan.

Course Code	Course Title	Credits	Status
MA-1-001	Service Design	5	Completion method 1 selected.
MB-2-025	Digital and Sustainable Business Development	5	Completion method 1 selected.
MB-5-011	Advanced professional studies	15	Selections missing
MB-5-002	Advanced professional studies	45	Selections done
MET-2-009	Advanced Applied Methodology and Research Design	5	Completion method 1 selected.
MET-2-010	Advanced Quantitative Methods in Applied Research	5	Completion method 1 selected.
MET-2-011	Advanced Qualitative Methods in Applied Research	5	Completion method 1 selected.
LP-BMT	Thesis (higher) for Master Degree in Business Admini	30	Completion method not selected.

To find courses, use the **search function**. Type in name of course, course code, or key word to find options. Here, as one option, this course, *Compassion at work* has been used

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

Free elective (optional) courses

- The Optional studies allows you to select elective courses to broaden your competence in a field of interest. The chosen course should be relevant for your studies in healthcare and has to be on EQF7 level (master's level)
- You can choose relevant courses at Arcada or any other higher education institution. [See more information on Optional studies / Free electives on Start.](#)