

LAUREA UNIVERSITY OF APPLIED SCIENCES

Common studies, LYR09SY

CURRICULUMS AT LAUREA

Learning Concept at Laurea

Universities of applied sciences have three tasks set by law: research and development, regional development, and pedagogy. The integration of these tasks has led Laurea to seek solutions that optimise our ability to respond to challenges. The aim is to produce graduates who are investigative developers of their work and of the workplace. We also hope to produce research-based development initiatives for the competence required at work, with visible effects in our operating environments.

As members of an information society, we are caught in a flood of information. Information no longer has to be provided; the most important thing is to learn to process and filter it to obtain important data to use and apply to one's own learning and development projects. Laurea also places importance on ensuring that students grow into skilled experts. Participation in development projects allows students to handle real work processes and to learn to use tools as concepts and skills. The work-oriented development projects provide learning for individuals and for the target community. They also generate new knowledge for developing and reforming the labour market.

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Learning environment

Laurea's learning environment facilitates competence development for learners, organizations, region and partners. The learning environment is a physical and psychological space that expresses the current culture, nature, time, community and practices of development work. Thus, it forms a comprehensive operating environment for competence development. The aim of the learning environment is to facilitate the achievement of learning results while supporting the generation of new know-how and interaction within the operating environment. The learning environment is an implementation of Laurea's target-oriented development.

The learning environment utilizes internal and external networks and is in constant interaction with the world of work. New knowledge and skills are acquired in authentic problem-solving and development tasks, which make the complexity of the real world an object for competence development. Regional influence increases through enriching communities and the networks that they form. Students use projects to learn the basics of networking, social skills and communication with experts in the field. The meeting points between the industry and the study units are significant in terms of the growth of expertise and competence development. Students grow into developers by carrying out development tasks and by interacting in competence networks.

Students make use of diverse information sources and tools in their studies. Interactive learning environments are used to create a framework for structuring learning so that it offers situations, challenges and tools that help learners to utilize their own thought resources. The learning process becomes a continuous problem-solving process, with a focus on research, development and generating new competence. Conscious and systematic development work is used to formulate ideas and practices that boost development, and to generate new know-how. The result is a creation, a new operating method, a model or a product.

The creation of innovative processes is easier in structures that allow space for informal creativity, innovation and the promotion of things that motivate different participants internally. This work is characterised by communality and a socio-cultural environment for learning. It is important to create a spirit of development.

Development work takes place in projects that combine competences from various fields of study. Project teams consist of students, trainees, lecturers and workplace experts whose competences interact at the practical level. Students use projects to complete study units, job placements or theses. Lecturers do not organize and set targets for the project teams' activities in advance; instead, the team members take joint responsibility for this. Students

receive experience of the culture of expertise and of working as equal experts. They increase their self-management and set their own targets. Thus projects facilitate an unlimited learning process, where no glass ceilings are set by curricula, textbooks or instruction. Learning by Developing enables individuality in learning.

Practical applications of innovative learning environments include initiatives and projects carried out as innovative environments in networks, as well as various operating spaces designed for learning and development, skill hubs and development labs. Work consists of collaboration based on shared expertise, which is supported by methods of sharing competence, such as tutoring, lecturing sessions, demonstrations, team meetings, feedback events and seminars.

Students

In Laurea's work-oriented research and development projects, the concept of partnership implies cooperation between lecturers, experts from the labour market and students. The cooperation is based on responsible commitment to the project. All participants are seen as learners, because the development projects aim to produce change and generate new things. Partnership also means mutual respect and appreciation for diverse skills. The progress of the development project depends on sharing competence and building new competence out of different areas of expertise. Students participate as partners who increase their competence by learning how to use new tools and by taking part in various research and development initiatives. Competence is founded on research-based knowledge, understanding the professional context, handling the necessary tasks and managing various workplace situations, to the extent that these skills are needed for each student's degree. In the development projects, students learn as individuals while also participating in shared learning and in producing new know-how.

Lecturers

The role of lecturers in development projects can be described as that of an expert, a participant and a pedagogical leader, who facilitates the students' growth and development into experts in their fields. Laurea's lecturers are in other words researchers and developers, influential players in regional development and teachers.

Published reports by those teachers that work as researchers demonstrate the effectiveness of development projects as reformers and developers of competence in the labour market. Some teachers act as developer and are responsible for identifying and refining the processes of development projects. The third role of lecturers is in workshops, which transmit and share cultural knowledge, and provide students with tools. Lecturership also involves partnerships with the labour market. The industry experts participating in development projects contribute the knowledge contained in workplace competence, while lecturers ensure that evidence-based data are available for explaining this competence. They join forces to produce new know-how for developing and reforming the labour market.

Competence evaluation

The evaluation of competence in Learning by Developing directs future choices and demonstrates how well targets have been met. Competence is seen on the one hand as knowledge of information, skills and values, and on the other hand as experiential competence, which includes individuals' and their community's know-how. Evaluation in a development project looks at individuals' and the project community's learning, the progress and significance of different processes, and the results achieved.

Evaluation is based on the objectives provided in the competence-based curriculum. These objectives define the requirements that students have to meet to achieve their degrees. The generic competences describe the competences shared by all Laurea students as meta-competence placed in a professional context. Themes, on the other hand, define the substance of subject-specific competence, which is deepened by the generic competences. The generic competences build a level of education needed at a higher education institution and at work; meanwhile, the themes build competence needed for employment. The generic competences are defined on three levels. Students choose the level they wish to achieve in each generic competence together with their tutors, and these desired levels are used as a basis for the study plan. Progress in the generic competences is measured qualitatively through portfolios. The study units are graded on a scale of 1 to 5. These grades are shown on the students' degree certificates.

LAUREA'S GENERIC COMPETENCES

Laurea's generic competences

In addition to core competence in the field, five general areas have been defined at Laurea which are important for professionals in all areas to master. These are called generic competences. The generic competences are developed during the studies, and the level of competence is also evaluated. The curriculum's generic competences have been determined by analysing shared competences needed in different employment sectors in the future. The shared generic competences for all degree programmes are:

- ethical competence
- globalisation competence
- innovative competence
- reflective competence
- network competence

Generic competences are closely linked to the contents of the study units.

The generic competences are structured through levels. Each competence has been categorized further, comprising the personal competence level, organisational competence level and social reform level. The targeted generic competence levels have been defined in the curriculum for each degree programme. All Laurea BA students must reach at least the personal competence level in all generic competences. In the case of many generic competences, the social reform level cannot be achieved until in connection with a Master's degree.

Ethical competence

Morals refers to an individual's conception of right and wrong, whereas ethics refers to moral choices to which the individual is consciously committed. Ethics is a systematic attempt to understand moral conceptions. It consists of ethical rules and principles, virtues and values. In the generic competence of ethical competence, morals and ethics are fundamentally linked together, because students' moral competence forms a basis for their ethical competence. Ethical competence consists of four components: (1) ethical sensitivity; (2) ethical motivation; (3) moral-ethical problem-solving; and (4) ethical implementation skills.

In order for student activities to be ethical, they must be sensitive to ethical problems contained in different situations. Ethical sensitivity refers to the ability to recognise the special characteristics, needs, rights and responsibilities of each party. It includes awareness of how one's own actions affect other people's well-being, and involves envisaging and anticipating various action plans and their consequences for each party. Empathy and the ability to put oneself in another's position form the core of ethical sensitivity. Students also need knowledge of the special characteristics of major customer groups and ethical problems in the sector. Ethical sensitivity is characterised by professional interaction skills, which are a target for active development throughout each degree.

Ethical motivation refers to committing to moral-ethical values and taking responsibility for one's own actions. The students' responsibility grows from the personal level to the communal and social levels. In order to develop their ethical motivation, they must also know the value bases of their fields and participate in discussions on values.

Moral-ethical problem-solving refers to the ability to solve ethical problems through critical argumentation. It requires consideration of various possible solutions, as well as knowledge and application of the ethical norms and approaches of the field. Continuously developing competence includes the skill to solve problems in interpersonal relationships, work communities, communities and the global environment, and the ability to justify these solutions.

Moral implementation skills refer to the ability to take target-oriented action to solve ethical problems (negotiation and conflict-solving skills), as well as the courage to act in accordance with ethical values, even in complex situations. In order for professional activities to be ethically sustainable, competence must be developed in all these areas of ethical competence..

Levels of ethical competence

At the personal competence level, students are able to:

- reflect on their own values and the consequences of their actions on other people's well-being
- work with a basis in the profession's values, following ethical principles
- apply the field's ethical norms to problem-solving

- examine situations from different parties' perspectives
- work in a tolerant and understanding way in multicultural networks
- apply ethical principles to R&D projects

At the organisational development level, students are able to:

- take into account the special characteristics, needs and rights of major customer groups in their work
- build customer-oriented interactions and work dialogically
- assume responsibility for the welfare of the community and the ethics of the work done
- examine ethical issues from the point of view of the organisation and the community
- develop fair methods of proceeding in their work

At the social reform level, students are able to:

- critically reflect on their own attitudes and prejudices
- actively participate in social debates on values
- assume responsibility at social and global levels
- make arguments in favour of fair social and global changes
- solve conflicts and influence issues

Globalisation competence

Globalisation refers to series of events and processes that cause the world to merge into a single, all-encompassing social system. In other words, globalisation refers to the processes by which things acquire worldwide scope. 'Globalised' refers to worldwide phenomena and the results of the globalisation process: a fully integrated world. Sustainable development in relation to globalisation is a globalised political programme, whose aim is to increase welfare with environmental responsibility, within the limits of environmental capacity.

Global interaction can be classified as **financial, cultural, political or social interaction**. The science of globalisation also includes questions of **ecology and biology**. Sustainable development brings all these dimensions together, with the aim of observing economic growth, cultural diversity, social welfare and ecology in politics and practice.

Levels of globalisation competence:

At the personal competence level, students are able to:

- make use of international sources of information in the field
- take into account the effects and opportunities of multiculturalism and internationalisation on their fields
- recognise the significance of their professional actions in relation to global interactions and sustainable development
- evaluate their own value bases from the point of view of sustainable development and globalisation, and apply them to their work

At the organisational development level, students are able to:

- take into account the effects of their own sector and its organisations on sustainable development, responsibility and international connections
- promote the values of environmental and social responsibility in organisations in the sector, taking into account global interactions
- apply responsibility for sustainable development to an organisation in the sector
- work in international networks

At the social reform level, students are able to:

- recognise the global nature of social issues and the characteristics of sustainable development
- critically evaluate social values and practices from the point of view of sustainable development, taking into account global interactions

- make arguments at social level, applying the principles of sustainable development and taking into account global effects

Innovative competence

All of the processes of our modern society are undergoing constant changes. Laurea has followed the examples of the EU and Finland in choosing a positive attitude towards change as one of its strategic operating methods. The aim is not just to cope with change but also to see it as an opportunity, which requires constant innovation in order to be embraced. According to these strategies, future professionals must have abilities in innovation, so it is essential to include innovative competence in Laurea's generic competences.

Innovation refers to a novelty that is implemented to generate added value productively. There are three separate elements to this definition: 1) novelty; 2) implementation; and 3) added value. In other words, an idea by itself is not an innovation, nor does a wealth of ideas make a person an innovator.

The innovation process can be divided into three stages: continuous evaluation of the situation; generating innovative ideas; and carrying out an implementation project. Innovation can take place on five levels: individual, team, organisation, network and societal level.

At the personal innovation competence level, students learn to be innovative reformers at individual and professional group levels. In addition, they should be able to participate in the implementation of change initiatives in their immediate work environments.

At the organisational innovator level, students can start up innovation work in their own teams and use all the innovation tools that exist in the organisation's framework. In the increasingly network-oriented operating models of the future, organisational innovators should also support active reforms as part of an informal network.

At the social innovator level, students can complete the tasks of the previous levels as well as continuously monitor and analyse the operation of networks and the society. They can take larger frameworks into account in all change processes and motivate people to work towards shared goals.

Levels of innovative competence:

At the personal competence level, students are able to:

- analyse their own thought processes, knowledge and actions
- plan, organise and develop their own work
- set targets and turn them into appropriate, concrete actions
- come up with new ideas, working creatively, expressing their thoughts and convincing others to participate in developing them
- use various ideation methods
- manage themselves, work during change and in diverse projects
- conduct intermediate and final evaluations of a project

At the organisational development level, students are able to:

- monitor and analyse an organisation's work processes and results
- use benchmarking in developing their work
- use diverse teamwork methods
- lead projects, processes and networks or participate in leading them in ways that inspire commitment in others
- link innovation to an organisation's strategic targets
- take into account the nature and demands of innovation work

At the social reform level, students are able to:

- gather ideas from a network, convince others of them and link them to the social framework
- ensure that participants in innovation work are sufficiently committed (guidance, encouragement)
- create and commercialise innovations
- participate productively in innovation networks, and identify and investigate innovation mechanisms

Reflective competence

Reflection constitutes critical analysis of the principles, starting points and consequences of one's actions. Reflection can target the present moment or the past.

In the reflection of earlier experiences, an individual gives meaning to events. A new meaning makes development possible. As cognitive skills and concepts develop, an individual is able to deal with broader entities, differentiate phenomena and observe new ones more clearly.

In reflection of the present moment, simple, previously unconscious routine actions become conscious activity. In critical reflection, an individual's whole meaning-producing perspective changes as tacit knowledge becomes visible, transforming learned matters into action. Critical reflection implies a relationship with communities, concepts and theories.

Thus reflection is a thought process. Reflection is dialogue and problem-solving based on proven arguments. In open dialogue between people, different perspectives provide new challenges. Learners participating in dialogue can look at different perspectives in order to create shared meanings. Deep thought gives time and space for solving encountered problems by examining and investigating them using research methods.

In order to extend their understanding of themselves in relation to other students, customers, work communities or writers, students need skills in self-examination, critical peer evaluation and analysis of their own resources. Self-management emphasises communality and shared participation. Critical awareness helps students to identify their own learning opportunities and the factors that affect them. Shared reflection on their own activities allows students to test their thoughts and share them with others. Reflection means professional growth and competence led by human metacognitive abilities. In the process of becoming an expert, reflection forms part of an investigative and developmental approach towards work.

Levels of reflective competence:

At the personal competence level, students are able to:

- evaluate their own learning and competence and formulate a personal development plan
- identify development challenges and understand problems
- develop their competence independently and with others, and share what they have learnt in a work community
- assume a role in a group/team
- acquire and analyse information systematically

At the organisational development level, students are able to:

- work dialogically, collaboratively and with self-evaluation
- evaluate their self-management and professional competence as part of a community
- evaluate their own work as part of a group, community or professional field
- work during change, identifying and making use of various opportunities for learning and action
- critically justify the principles of their work
- apply the concepts of development challenges appropriately

At the social reform level, students are able to:

- analyse their own actions in relation to social and historical backgrounds
- evaluate and develop the functionality of regional operating methods and models
- evaluate systematic information that has been structured, produced and written, and develop social activities on the basis of it

Network competence

The generic competence of network competence encompasses a broad range of competences, from individual communication skills to organisation networking and strategic network leadership. Communication is essential to communality and a functioning society. Only with communication can we create shared meanings. Networking and the development of network processes are fuelled by interpersonal and interorganisational communication. In order for social and economic structures to become networked, new kinds of skills and attitudes are needed in the network's participants. Dialogue and interaction are essential resources of a networked society. Laurea's aim is to promote and develop its students' network competence in diverse ways, creating innovative network competence models.

Network competence refers to time-based management of internal and external efficiency in order to significantly increase the efficiency of common practices. Network competence can include networking and network leadership. Network competence and strategic networks are often synonymous. **Networking**, on the other hand, is a cooperation model for companies and organisations, and may involve operators from various fields. **Network leadership** is the model used to manage a network.

Network competence is largely based on the communication skills of the people participating in the networks in question. Without communication and interaction, there can be no functioning networks. Organisations must be able to operate flexibly in a changing operating environment and also to influence the development of the environment. A learning organisation has communication and interaction skills as a central tool for creating functioning networks and developing network competence.

The generic competence examines network competence on three levels. **The personal competence level** (basic level) focuses on developing communication skills and participation in networks. This is the basic level of network competence, which must be mastered by all Laurea students. It is important for students to obtain good communication skills in order to communicate effectively in various situations. Students must also be able to take on active, target-oriented roles in networks.

The organisational developer level (intermediate level) centres on understanding the strategic significance of network competence and partnerships, as well as on analysing and reflecting on his or her own actions from the point of view of the company. Graduates must be able to identify strategic partnerships, promote the organisation's networking with their actions and create new network relationships. The most important thing is a proactive, developmental approach towards network operations.

The social reformer level (advanced level) requires the ability to analyse the operation of entire strategic networks in relation to their environment. This level is achieved by top experts in network competence. Graduates have the ability to lead strategic networks (orchestration) and to anticipate complex social development trends (visioning).

Levels of network competence:

At the personal competence level, students are able to:

- present things in writing, verbally and visually using various communication styles
- act in situations requiring professional communication and interaction
- identify various team work models and work in teams
- participate collaboratively and actively in a network
- take into account cultural differences and work with people with different cultural backgrounds

At the organisational development level, students are able to:

- participate in and manage negotiations
- participate in group communications
- communicate on topics related to their specialist fields to a lay audience
- develop the networked operations of a professional organisation
- take initiatives in developing a network

At the social reform level, students are able to:

- work as experts in communication situations
- plan communications from a strategic point of view, and work with the media

- initiate networked operations and lead a strategic network
- adopt a developmental and predictive approach to work, and influence the work environment
- monitor and analyse networks' operating models

European higher education area

LAUREA'S COMPETENCE-BASED CURRICULUM FORMS PART OF THE EUROPEAN HIGHER EDUCATION AREA

Finnish higher education institutions have reformed their curricula in accordance with the Bologna Process, i.e., the creation of the European Higher Education Area. The EU's strategic targets for education also apply to Finnish education. Each country has its own education system; this diversity is still taken into account, but cooperation and mobility are also needed to allow the citizens of different countries to benefit from the diversity, rather than turning it into a restriction. The Bologna Process started in 1999 at a conference of ministers responsible for higher education. After that, Ministerial Conferences have been arranged regularly, with the latest one in Leuven in 2009. Currently the process involves 46 countries, some from outside the EU. The aim of the Bologna Process is to establish a consistent, compatible and attractive Higher Education Area in Europe by 2010.

The objectives of the process are:

- adoption of easily readable degree structures
- adoption of comparable degree structures
- establishment of a system of credits
- promotion of European cooperation in quality assurance
- increasing mobility
- participation of higher education and students
- lifelong learning
- promotion of European dimensions in higher education
- cooperation between higher education and research

To promote the adoption of easily readable, comparable degrees, the process has created a system based on two main cycles: undergraduate (Bachelor level) and graduate (Master level). Finland has adapted its degree structure to align it with this European objective. In universities of applied sciences, the two-cycle degree is implemented in a way that students obtain a Bachelor's degree, after which they have the opportunity of obtaining a Master's degree. The requirement for Master's degrees is an undergraduate degree plus three years' work experience. The long-term objective is that approximately 20 per cent of Bachelor's-degree graduates will take a Master's degree.

The establishment of a system of credits refers to the ECTS (European Credit Transfer and Accumulation System). Most European countries are adopting this credit system based on the amount of work in each academic year. In the ECTS, one year of study produces 60 credits. The ECTS was adopted more than ten years ago; initially it applied primarily to student exchanges, but now all credit accumulation (previously *transfer*) measurements are made according to the system. Finnish universities of applied sciences adopted ECTS credits in 2005.

The ECTS is a student-centric system, based on the *student workload* needed to achieve the targets set for each degree. The students' learning process is intended to be the focal point of curricula, which define *learning outcomes* and *competences*. Curricula should move away from a focus on individual subjects and the starting points of teaching towards a model that observes the holistic development of students and supports professional growth. This model is referred to as the competence-based curriculum.

From the point of view of promoting mobility, curricula must be internationally understandable. The aim of standardising the structures and learning targets of degrees is to improve the conditions for mobility within and between higher education institutions during the studies, and also in the workplace, after graduation. In terms of the recognition and comparability of degrees taken in different countries, it is important to link learning outcomes to concrete competence requirements and definitions in the labour market. These are the objectives of the "Tuning Educational Structures in Europe" project. It has defined a number of shared *generic competences* that are independent of subjects and fields of study, as well as *subject-specific* (professional) *competences* for certain degrees.

Laurea's competence-based curriculum takes into account the demands of the Common European Framework. Studies are accumulated in the form of credits, while study units are larger entities. Competence is defined in terms of the students' learning outcomes. The generic competences defined at Laurea correspond with the national and European learning outcomes considering the generic competencies and the objectives set for Bachelor-level degrees in the "Joint Quality Initiative" -network. Comparisons have shown globalisation and innovative competence in particular to be unique, so they are well suited to describing the competence produced at Laurea from the point of view of an international university of applied sciences specialising in service innovations. Laurea's innovative efforts in relation to the competence-based core curriculum are a proactive response to the challenges of international competitiveness in the Helsinki metropolitan area. Currently resources are being directed towards further enhancing the quality of the curriculum's implementations in generating new competence and innovations for Laura's operating environment.

Bologna Process

<http://www.minedu.fi/OPM/Koulutus/artikkelit/bologna/index.html>

Tuning Educational Structures in Europe

http://europa.eu.int/comm/education/policies/educ/tuning/tuning_en.html

1. year		
OP	STUDIES	
00881	Basic French 1	5
00882	Basic French 2	5
00879	Basic Spanish 2	5
00579	Building successful couple relationships	5
01061	Developing Cross-Cultural Competences	5
01082	Graphic Design	5
00437	Solution to ICT Challenges - Sharing the right work tools	5
00824	Topical challenges in child- and family-oriented work	5
01155	Learning of Cultures using Multisensory Elements	3
01134	Moral and Ethics	3
00564	SENSE - Business from Innovation	5
01135	Strategic HRM	5
01100	TUNTEVA Education - Validation as Working Method	10
00632	Career planning in the life-span	5
01159	Evaluation and development in early childhood education	5
00883	Working Spanish 1	5
01297	Development and Research Workshop of Business Information Technology (BIT) and Security Management	15
		0

00881 Basic French 1, 5 cr

The student is able to:

- learn the basic structures and vocabulary of the language
- communicate in the target language in fairly simple situations
- write simple, targeted messages
- recognise typical cultural characteristics of the areas where the language is spoken

Contents of the study unit:

- simple communication events
- main structures
- cultural knowledge of the areas where the language is spoken

Study unit description:

Students attain skill level A2 as defined in the Common European Framework.

Previous studies:

No prerequisites, suitable for beginners.

00882 Basic French 2, 5 cr

The student is able to:

- learn the basic structures and vocabulary of the language
- communicate in the target language in fairly simple situations
- write simple, targeted messages
- recognise typical cultural characteristics of the areas where the language is spoken

Contents of the study unit:

- simple communication events
- main structures
- cultural knowledge of the areas where the language is spoken

Study unit description:

Students attain skill level A2 as defined in the Common European Framework.

Previous studies:

Study unit Basics I of the language in question or equivalent language skills acquired elsewhere.

00879 Basic Spanish 2, 5 cr

The student is able to:

- learn the basic structures and vocabulary of the language
- communicate in the target language in fairly simple situations
- write simple, targeted messages
- recognise typical cultural characteristics of the areas where the language is spoken

Contents of the study unit:

- simple communication events
- main structures
- cultural knowledge of the areas where the language is spoken

Study unit description:

Students attain skill level A2 as defined in the Common European Framework.

Previous studies:

Study unit Basics I of the language in question or equivalent language skills acquired elsewhere.

00579 Building successful couple relationships, 5 cr

The student is able to:

- Develop a range of relationship and communication skills that will help them build more successful couple and work relationships
- Identify the different relationship desires of men and women.
- Recognise how a healthy couple relationship is created
- Become familiar with much of the latest research, books, and programs on building healthy couple relationships
- Discuss in depth and learn about relationship skills from the collective wisdom of the group
- Learn how to balance a busy home and work life
- If your studies are related to family welfare, develop skills that will allow you to help moderately struggling couples that you might meet in your professional life
- Understand that many key relationship skills apply to a variety different relationship.

Contents of the study unit:

Understanding her needs, understanding his needs ;V the relationship works best when both sides fulfil each other's needs

- Respect is at the core of a developing, healthy relationship
- Gender differences in communication.
- Developing effective ways to talk about problems and sensitive topics
- Principles of peace building and conflict resolution
- Building a common vision of the kind of life you wish to create together
- Developing your team player skills, with specific focus on forgiveness and praise.
- Understanding how couples stay committed during the natural, challenging times.
- Keeping your friendship alive.
- Creating dates and unforgettable anniversaries.
- Expressing affection and romance.
- Balancing work and family life.
- The transferability of relationship skills across life.

Study unit description:

Today, for the first time in history, people actually need good relationship skills if they are to succeed in their family or work life. The competences gained in the study unit are fundamentally designed to help students learn the skills and knowledge that they need if they dream of building a successful couple relationship. Also, because most good relationship skills are transferable, students will also learn how many of these same skills are useful in work life as well. Lastly, social worker and other family oriented students will learn how to evaluate a moderately distressed couple, and discover how to offer relationship education to help that couple improve the quality of the bond that unites them.

01061 Developing Cross-Cultural Competences, 5 cr

The student is able to:

- Come to understand how we each develop cultural preferences
- Learn to take cultures to pieces to so they can identify the cultural preferences of a nation
- Expand their ability to work effectively in a cross-cultural environment
- Develop their ability to be more tolerant in a cross-cultural setting
- Understand how to prepare themselves to work in another culture

Study unit description:

The course will take participants through of the 12 key cultural dimensions that typically cause cross-cultural misunderstanding. Students will then look at how these 12 cultural dimensions apply in real life – in letters, presentations, meeting and negotiations, and in cross-cultural team building. Participants also look at a variety of cross-cultural business tips.

Previous studies:

None.

01082 Graphic Design, 5 cr

The student is able to:

The student masters the basics of the desktop publication design and the most common means in the printing industry. The student knows how to use the basic tools in InDesign desktop publishing program and how to apply them also in larger publications. The student also knows the most important features in the image processing.

Contents of the study unit:

The design and layout in the printed publications
The basics of the text typography
The use of images
The use of colours
The basics of InDesign
The basics of Photoshop

Study unit description:

The students get to know the theories of publication design and also the principles in the text typography. They learn to use images and colours by way of the theory and examples. The students will prepare numerous design assignments both in the groups and by themselves. Optima and the other material in the internet are also used.

Previous studies:

The most common office programmes.

00437 Solution to ICT Challenges - Sharing the right work tools, 5 cr

The student is able to:

- käyttää monipuolisesti ja tehokkaasti tieto- ja viestintäteknologian työvälineitä työelämän tarpeita vastaaviksi (mm. Office-ohjelmat ja muut tärkeät apuohjelmat)
- vahvistaa ja kehittää omaa tieto- ja viestintäteknologian – työvälineosaamista (peruskurssi tai vastaava suoritettu aikaisemmin)
- hyödyntää ja käyttää omaa ongelmaratkaisutaitoaan käytössä oleviin tilanteisiin tai työtehtäviin (omat esimerkit on hyvä ottaa käyttöön tehtävissä)
- ottaa käyttöön mahdollisimman laaja-alaisesti Windows – käyttöympäristössä käytettäviä työvälineitä (esim. web-palvelut ja muut verkkoympäristössä toimivat työkalut)
- käyttää monipuolisesti ja tehokkaasti tieto- ja viestintäteknologian työvälineitä työelämän tarpeita vastaaviksi (mm. Office-ohjelmat ja muut tärkeät apuohjelmat)
- vahvistaa ja kehittää omaa tieto- ja viestintäteknologian – työvälineosaamista (peruskurssi tai vastaava suoritettu aikaisemmin)
- hyödyntää ja käyttää omaa ongelmaratkaisutaitoaan käytössä oleviin tilanteisiin tai työtehtäviin (omat esimerkit on hyvä ottaa käyttöön tehtävissä)
- ottaa käyttöön mahdollisimman laaja-alaisesti Windows – käyttöympäristössä käytettäviä työvälineitä (esim. web-palvelut ja muut verkkoympäristössä toimivat työkalut)

Contents of the study unit:

- tekstinkäsittelyn edistyneet toiminnot mm. asiakirjamallit (pohjat), lomakkeet, yhdistäminen toiminto (joukkokirjeet, ja osoitetarrat), makrot, julkaisutoimintaa jne.
- taulukkolaskentaohjelman monipuolinen käyttö (loogisten ja tilastollisten funktioiden käyttö), linkitykset, suojaustoiminto, makrot, suuret taulukot jne.
- esitysgrafiikan tehokas käyttö erilaiset tilanteet huomioon ottaen esim. luennot, messut, sähköiset lähetykset jne.
- ryhmätyöohjelmiston (Outlook) monipuoliset toiminnot
- verkkosivujen tekeminen valmiilla webratkaisulla ja/tai koodaamista (Dreamweaver-ohjelma)
- erilaisten tietojen hyödyntäminen eri työvälineohjelmissa monipuolisesti (tallennusmuodot huomioon ottaen)

Study unit description:

Opiskelija syventää osaamistaan tieto- ja viestintätyövälineiden käytössä. Osaaminen ilmenee erityisesti työtehtäviin sopivien työvälineiden valinnassa ja yhteiskäytössä.

Previous studies:

Opiskelijan lähtötaso on perusteiden osaaminen eli esim. A-ajokortti tms. vastaavat taidot suoritettu. Opintojen

alussa opiskelijan kanssa tehdään osaamisen lähtötasotesti.

00824 Topical challenges in child- and family-oriented work, 5 cr

The student is able to:

- arvioida perheen voimavaroja ja tuen tarpeita edistääkseen lapsen, nuoren ja perheen hyvinvointia
- vahvistaa lasten, nuorten ja perheiden kulttuurisia ja sosiaalisia voimavaroja yhteisöissä ja yhteiskunnassa
- arvioida ja hyödyntää kriittisesti asiantuntijaosaamistaan
- kehittää lapsi- ja perhelähtöisiä toimintamalleja systemaattisesti tietoa jäsentäen
- tunnistaa ja analysoida lapsen etuun liittyviä eettisiä ongelmia

Contents of the study unit:

- perhelähtöinen työskentely sekä vanhemmuuden tukemisen ja perhetyön menetelmät
- lapsilähtöinen työskentely
- ennaltaehkäisevä lastensuojelutyö ja lapsen etu
- lapsen ja nuoren kasvun erityishaasteet

01155 Learning of Cultures using Multisensory Elements, 3 cr

The student is able to:

- Will get understanding and practical experience about the aspects of culture, cultural competence and intercultural interaction
- will get acquainted with the theoretical and real life understanding of creating a multisensory space reflecting one's own culture.
- Learn about the components of multisensory environment - visual, sound, touch, smell and taste

Contents of the study unit:

Students create their own multisensory cultural space and visit the other environments. Through the process students will advance their intercultural competence.

Study unit description:

This course's aim is to develop a multicultural student community and use multisensory methods as a learning tool to increase understanding between different cultures. It is part of the Encounters in Multisensory Space Project.

01134 Moral and Ethics, 3 cr

00564 SENSE - Business from Innovation, 5 cr

The student is able to:

- How to utilize their own innovations in planning business operations
- How to concretize their own entrepreneurial know-how into a plan
- To understand the strengths and weaknesses of their own business plan
- To present their own business idea inspiring and convincingly

Contents of the study unit:

To work on a business idea with the help of lectures and student materials .

Study unit description:

Sense is a business plan competition that offers its participants high-quality lectures, personal guidance and feedback for both the business idea and plan. The students familiarize themselves with entrepreneurship and find out the personal and general opportunities and challenges of entrepreneurship.

The aim of the study unit is to give the students the abilities to create and evaluate a business plan and to help them to recognise their inner entrepreneurial strengths. The aim is also to help the students to refine their personal creativity and ideas as business plans.

01135 Strategic HRM, 5 cr

The student is able to:

- strategialähtöisen henkilöstöjohtamisen perusteet ja osaa soveltaa niitä henkilöstöjohtamisen (SHRM) perusprosesseihin
- osaa SHRM:n perusprosessit
- osaa asettaa itselleen kehittymistavoitteet oman esimies- ja johtamisosaamisensa kehittämiseksi
- toimia organisaation liiketoimintalähtöisen henkilöstöstrategian mukaisesti
- soveltaa työlainsäädännön ja työehtosopimusten perusnormeja käytännön työtilanteisiin
- kehittää omaa ja työyhteisön työhyvinvointia
- kehittää liiketoiminnan henkilöstöjohtamisen käytänteitä eettisesti, taloudellisesti, sosiaalisesti ja ekologisesti kestävään suuntaan

Contents of the study unit:

1. Johdanto strategiseen henkilöstöjohtamiseen - SHRM
2. Henkilöstöjohtamisen perusprosessit:
Henkilöstövoimavarojen ja osaamisen johtaminen
Strateginen rekrytointi ja työsuhteen solmimisen perusteet
Perehdytys
Palkitseminen
Strategialähtöinen henkilöstön kehittäminen
Johtaminen ja työhyvinvointi
Exit -prosessi
3. HR:n erityiskysymyksiä (lyhyesti)
4. Esimiestyö ja organisaatiokulttuuri
5. Kokoava portfolio SHRM:stä

Study unit description:

Opintojakson osaaminen ilmenee taitona toimia organisaation (liiketoiminta)strategian ja sen myötä henkilöstöstrategian mukaisesti lähiesimiehenä ja/tai tiimin vetäjänä. Opiskelija omaa valmiudet strategialähtöisen henkilöstöjohtamisen käytänteiden kehittämiseksi eettisesti, taloudellisesti, sosiaalisesti ja ekologisesti kestävää toimintatapaa toteuttaen.

Previous studies:

Tietoa henkilöstöjohtamisen (HR) perusteista.

01100 TUNTEVA Education - Validation as Working Method, 10 cr

Contents of the study unit:

Koulutuksen tavoitteena on perehtyä TunteVa –menetelmään vanhustyön kehittämisen kentässä ja harjoitella ja oppia sen käyttöä (omassa työyksikössä) dementoituvien asiakkaiden kanssa. Mahdollisuus suorittaa TunteVa-työntekijän tutkinto.

Study unit description:

Työskentelymenetelmät:
Kontaktiopetus 12 pv
teoriaa, harjoittelua
työnohjauksellista työskentelyä
Tentti
Työskentely oman asiakkaan kanssa ja työnäytteet

Sisältö:

TunteVa –menetelmä osana vanhustyön kehittämistä
Dementoivat sairaudet
Muita kuntoutus/ hoitomenetelmiä; kuten yhteisöhoito, NLP, Kinestetiikka

00632 Career planning in the life-span, 5 cr

The student is able to:

The student investigates his/her life-span, choices, values and career history in order to map his/her career path. The student will obtain tools for career planning and will be capable to evaluate and market his/her competencies. The student will set goals for developing own competencies and will plan his/her career. The student knows his/her possibilities in the work market today and in the future and knows how to use the information as part of career planning.

Contents of the study unit:

Getting into the Finnish work market, writing an application and CV

Marketing ones competencies and personal networking

Life choices and career planning

Flexible career and life-long development

Meeting changes and controlling them

Alternative ways to get into work market

Self-assessment, writing a career plan, discussions in the Optima environment, application and CV. The material and learning assignments are in Optima.

01159 Evaluation and development in early childhood education, 5 cr**The student is able to:**

- jäsentää keskeisiä varhaiskasvatuksen arvioinnin ja kehittämisen lähtökohtia ja käsitteitä
- hankkia ja soveltaa tutkivalla otteella ajankohtaista tietoa ja muodostaa ammatillista näkemystä varhaiskasvatuksen arvioinnista ja kehittämisestä lasten ja vanhempien osallistumisen näkökulmasta
- antaa ja vastaanottaa arviointia ja vertaispalautetta opiskelijakollegoiltaan omaa että toisen ammatillista osaamista vahvistaen.

Contents of the study unit:

- Varhaiskasvatuksen arvioinnin ja kehittämisen keskeisiä lähtökohtia ja käsitteitä
- Arvioinnin eettisiä periaatteita
- Lasten ja vanhempien osallisuus varhaiskasvatuksen arvioinnissa ja kehittämisessä

00883 Working Spanish 1, 5 cr**The student is able to:**

- communicate in common workplace situations
- write clear general texts using tools
- recognise typical cultural characteristics of the areas where the language is spoken
- know the main professional vocabulary related to their fields
- use and deepen basic language skills acquired earlier

Contents of the study unit:

- workplace communication events, service events
- small talk
- strengthening and deepening basic grammar skills
- cultural differences

Study unit description:

Students attain skill level B1 as defined in the Common European Framework.

Previous studies:

Basic language study unit (10 cr) or upper secondary school courses.

01297 Development and Research Workshop of Business Information Technology (BIT) and Security Management, 15 cr