

**LAUREA UNIVERSITY OF APPLIED SCIENCES**

**FUAS, yhteiskuntatieteiden, liiketalouden ja hallinnon ala, FA-YLIHA**

|         |                                                       | 1. year | 2. year | 3. year | 4. year | 5. year | 6. year | 7. year |
|---------|-------------------------------------------------------|---------|---------|---------|---------|---------|---------|---------|
| OP      | OPINNOT                                               | 960,5   | 822,5   | 0       | 0       | 0       | 0       | 0       |
| FLM000C | Sustainable Entrepreneurship and Strategic Innovation | 5       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | Leadership, Management and Strategic Development      | 5       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | International Business, book exam                     | 0       | 5       | 0       | 0       | 0       | 0       | 0       |
| FHA000C | Human Resource Management                             | 3       | 0       | 0       | 0       | 0       | 0       | 0       |
| FHA000C | Swedish preparatory studies                           | 3       | 0       | 0       | 0       | 0       | 0       | 0       |
| FHA000C | English preparatory studies                           | 3       | 0       | 0       | 0       | 0       | 0       | 0       |
| FHA000C | Reporting in English                                  | 3       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | Responsible Business                                  | 5       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | Intercultural Communications                          | 5       | 0       | 0       | 0       | 0       | 0       | 0       |
| FHA000C | Strategy Work: Foundations and Methods                | 0       | 5       | 0       | 0       | 0       | 0       | 0       |
| FHA000C | Customer and Marketing Skills                         | 0       | 5       | 0       | 0       | 0       | 0       | 0       |
| FHA000C | Growth Management                                     | 0       | 5       | 0       | 0       | 0       | 0       | 0       |
| FHA000C | Cost Calculating                                      | 0       | 5       | 0       | 0       | 0       | 0       | 0       |
| FHA000C | Financial Skills                                      | 5       | 0       | 0       | 0       | 0       | 0       | 0       |
| FHA000C | Project Management and Development Skills             | 5       | 0       | 0       | 0       | 0       | 0       | 0       |
| FHA000C | Human Resource Management and Corporate Law           | 5       | 0       | 0       | 0       | 0       | 0       | 0       |
| FHA000C | Marketing Research                                    | 3       | 0       | 0       | 0       | 0       | 0       | 0       |
| FHA000C | Change Management                                     | 3       | 0       | 0       | 0       | 0       | 0       | 0       |
| FHA000C | Intercultural Competence at the Workplace             | 5       | 0       | 0       | 0       | 0       | 0       | 0       |
| FHA000C | Elementary German 1                                   | 3       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | Public Administration                                 | 5       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | Current Topics                                        | 3       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | Value-added Taxation                                  | 2       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | Academic Writing                                      | 2       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | ***Attention***                                       | 3       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | Business in Russia                                    | 3       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | Business in Asia                                      | 3       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | Basics of Internationalisation                        | 3       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | Managing Customer Relations                           | 3       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | Computer aided Bookkeeping                            | 3       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | Customer Relations                                    | 2       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | Distribution                                          | 4       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | International Finance                                 | 4       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | International Economics                               | 2       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | International Contract Law                            | 2       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | International Financing                               | 2       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | New Tools for Management                              | 5       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | International Marketing                               | 2       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | International Logistics                               | 2       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | Special Issues in Financial Accounting                | 3       | 0       | 0       | 0       | 0       | 0       | 0       |
| FLM000C | Management Accounting                                 | 4       | 0       | 0       | 0       | 0       | 0       | 0       |

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| FLM000C | Meetings and NegotiationsMeetings and Negotiations             | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Corporate Business Planning                                    | 2  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Qualitative Research Methods                                   | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Intercultural Communication Training                           | 2  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Sales Process and Leadership                                   | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Exhibition and Events MarketingExhibition and Events Marketing | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Operational Business Environments/Legal Environment            | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Production Operations                                          | 4  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Know-How Management                                            | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Responsible Business Management                                | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Project Management Skills                                      | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Financial Planning                                             | 2  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Special Issues of International Logistics                      | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Special Issues of International Supply Chain                   | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Financial Management                                           | 4  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Business and Financing Mathematics                             | 4  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Law and practices on contracting and sales                     | 4  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Financial Statement                                            | 4  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Information Technology                                         | 2  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Statistical Analysis                                           | 2  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Statistical Analysis                                           | 2  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Inferential Statistics and SPSS                                | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Academic Writing                                               | 2  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Responsible Business                                           | 12 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Operational Relations and Marketing / Basics of Economics      | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Operational Business Environments / Legal Environment          | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Corporate Finance Services                                     | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Taxation Law                                                   | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Corporate Taxation and Planning of Financial Statements        | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Research Methods                                               | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Organizational Development                                     | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Special Issues of Russian Business                             | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Introduction to Finance                                        | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Introduction to Management Accounting                          | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Information Systems in Accounting                              | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Project Management Methods                                     | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Swedish                                                        | 0  | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Working Finnish                                                | 0  | 6 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Strategy Implementation                                        | 0  | 5 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Human Resource Management and ERP                              | 0  | 5 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Change Management                                              | 5  | 0 | 0 | 0 | 0 | 0 | 0 |

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| FHA000C | Organizational Development                                                         | 5   | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | European Markets                                                                   | 0   | 5 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Doing Business with The Finns                                                      | 5   | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Digital Marketing                                                                  | 0   | 5 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Market Entry Project                                                               | 5   | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Entrepreneurial activities                                                         | 3   | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Business Statistics                                                                | 0   | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Marketing Research and Planning                                                    | 0   | 6 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Marketing Communication                                                            | 0   | 6 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Export Management and Internationalization                                         | 0   | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Management Accounting                                                              | 3   | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Organisational Behaviour                                                           | 3   | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Cross Cultural Communication                                                       | 3   | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Operations Project                                                                 | 3   | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Finance Control                                                                    | 5   | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Affärssvenska                                                                      | 0   | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Customer Relationship Management and Customer-focused Processes                    | 0   | 5 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Studies in Entrepreneurship - WebCourse<br>Studies in Entrepreneurship - WebCourse | 0   | 4 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Supply Chain Management                                                            | 5   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Basics of Auditing                                                                 | 3   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | English language and communication<br>English Language                             | 3   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Swedish Spoken<br>Swedish Language Oral Skills                                     | 1,5 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Spreadsheets                                                                       | 3   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Portfolio/Development Project                                                      | 4   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Import/Export Procedures                                                           | 4   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Leadership and Strategic Management                                                | 5   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | International Economics                                                            | 2   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | International Marketing                                                            | 4   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | International Financing                                                            | 2   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Essential Contents of Company Law                                                  | 2   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Business Criminal Law                                                              | 3   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Information Technology                                                             | 3   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Financial planning and control                                                     | 2   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Spreadsheet                                                                        | 3   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Spreadsheets                                                                       | 3   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Corporate Business Law                                                             | 3   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Databases in CRM                                                                   | 3   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Profitability of Investments                                                       | 2   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Financial Communication                                                            | 2   | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Basics of Russian Business                                                         | 5   | 0 | 0 | 0 | 0 | 0 | 0 |

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| FLM000C | Image Processing                                                               | 3 | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Credit Control and Debt Collecting                                             | 3 | 0  | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Research and development skills                                                | 3 | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Communicating your expertise                                                   | 0 | 4  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Professional Communication<br>(Finnish)Professional Communication<br>(Finnish) | 0 | 3  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Introduction to Entrepreneurship                                               | 0 | 4  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Entrepreneurship studiesStudies in<br>Entrepreneurship                         | 0 | 4  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Operational Business Environments/Basics<br>of Economics                       | 0 | 3  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Texts and Presentation Materials                                               | 0 | 3  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Business Presentation Skills                                                   | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Business Communication                                                         | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Persuasive Communication                                                       | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Business Meetings and Negotiations                                             | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Culture & Communication & Business                                             | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Effective Writing                                                              | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Writing Skills                                                                 | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | World Cultures                                                                 | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Spanish Language 1                                                             | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Advanced Spanish                                                               | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Language and Culture Tandem Spanish/<br>English                                | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Business in Europe                                                             | 0 | 3  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Accounting                                                                     | 0 | 4  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Transport                                                                      | 0 | 4  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | International Economics                                                        | 0 | 4  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | International Marketing                                                        | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Special Issues of International Marketing                                      | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Human Resources Management                                                     | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Labour Legislation                                                             | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Management Communication                                                       | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | International Contract and Sales Law                                           | 0 | 2  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Banking Law                                                                    | 0 | 2  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Contract and Sales Law                                                         | 0 | 2  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Credit Control and Debt Collecting                                             | 0 | 3  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Human Resources                                                                | 0 | 4  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Customer Relations and Marketing                                               | 0 | 4  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Texts and presentations materials                                              | 0 | 3  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Efficient Working                                                              | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Financial Accounting and Planning                                              | 0 | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Financial Accounting                                                           | 0 | 3  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Marketing in Social Media                                                      | 0 | 10 | 0 | 0 | 0 | 0 | 0 |

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| FLM000C | Marketing project                                              | 0 | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Retail Management                                              | 0 | 10  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Marketing Strategic Management                                 | 0 | 10  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Principles in CRM                                              | 0 | 7   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Creating and Launching Brands                                  | 0 | 15  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | French basics 1                                                | 0 | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Advanced French                                                | 0 | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Svenska i arbetslivet                                          | 0 | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Aktuellt i affärsvärlden                                       | 0 | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Finnish for Foreigners II                                      | 0 | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Finnish for Foregners 2                                        | 0 | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Consolidated Financial Statements                              | 0 | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Corporate Finance                                              | 0 | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Saving and Investments                                         | 0 | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Leadership                                                     | 0 | 2   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Payrole                                                        | 0 | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Financial Analysis                                             | 0 | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | International value-added taxation                             | 0 | 2   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Business Mathematics                                           | 0 | 2   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Research Methods                                               | 0 | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Inferential Statistics and SPSS                                | 0 | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Qualitative Research Methods                                   | 0 | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Russian basics 1                                               | 0 | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Russian Language: Grammar Revision                             | 0 | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Company presentations in Russian                               | 0 | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | NIBS Case Competition                                          | 0 | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Impressive and Convincing Presenting                           | 0 | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Swedish WrittenSwedish Language Written Skills                 | 0 | 1,5 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Preliminary course for SwedishIntroduction to Swedish Language | 0 | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Business Contacts Business Contacts                            | 0 | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Encountering the Customer                                      | 0 | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Efficient Working                                              | 0 | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Business and Financial Mathematics                             | 0 | 4   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Customer Relations and Marketing                               | 0 | 4   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Logistics                                                      | 0 | 4   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Texts and Presentation Materalais                              | 0 | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Public Procurement                                             | 0 | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Packing and warehousing                                        | 0 | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Law of Transport                                               | 0 | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | International Economics                                        | 0 | 3   | 0 | 0 | 0 | 0 | 0 |

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| FLM000C | International Supply Chain Management                                              | 0 | 7 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Logistics Strategies                                                               | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Supply Chain Management                                                            | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | German basics 1                                                                    | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | German for the workplace 1                                                         | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Saving and Investments                                                             | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Corporate Communication                                                            | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | International logistisc services                                                   | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Logistics English                                                                  | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Customer relations and Leadership                                                  | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Managerial Skills                                                                  | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Labour Legislation                                                                 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Financial Mathematics                                                              | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Management Accounting                                                              | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Corporate Responsibility and Competitive Edge                                      | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Purchasing                                                                         | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Transport                                                                          | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Corporate Social Responsible in Supply Chain                                       | 7 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Corporate Finance Services                                                         | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | IT-solution in Logistics                                                           | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Professional communication                                                         | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Basics of Organizational Behaviour                                                 | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Content strategy of websites                                                       | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Taxation of Persons                                                                | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Entrepreneurship                                                                   | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Russian basics 2                                                                   | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Le monde francophone - French Web course                                           | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Business Development Project, Business and Design studies (FUAS Innovation School) | 7 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Rotarian Leadership Academy                                                        | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Working at Business Point                                                          | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Payroll Computation                                                                | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Labour Law                                                                         | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Extensive Business Competence                                                      | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Advanced Business Competence                                                       | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Methodological Skills in Business Administration                                   | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Specific Business Competence                                                       | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Applied Business Competence                                                        | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Organising Events                                                                  | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Strategic Management Accounting and ERP                                            | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Strategic Tools                                                                    | 0 | 5 | 0 | 0 | 0 | 0 | 0 |

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| FHA0001 | Customer Relationship Management                     | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Intercultural Competence                             | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Market Entry to the Chinese Markets                  | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Market Entry Project - China                         | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Chinese Business Cultures                            | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA0000 | Professional Swedish                                 | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA0000 | Professional Skills                                  | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Safety at work                                       | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Project Management                                   | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | International Management Project                     | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Industrial Service Business                          | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Supply Chain Management                              | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | SENSE Business Plan Competition                      | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Strategic Management Accounting                      | 0 | 4 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Strategic Tools                                      | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Strategic Implementation                             | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Intercultural Competence                             | 0 | 4 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Customer Relationship Management                     | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Digital Marketing                                    | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | European Markets                                     | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Doing Business with The Finns                        | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Market Entry Project                                 | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Welfare Organization                                 | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Corporate Analysis and Financial Analysis            | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | ***Huomio***Attention***                             | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Global Marketing Project                             | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Human Resources                                      | 0 | 4 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Efficient Working, part A                            | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Efficient Working, part B                            | 0 | 4 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Spanish basics 2                                     | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Basics of Finnish 1                                  | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Basics of Finnish 2                                  | 0 | 4 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Professional Development Workshop                    | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Texts, spreadsheets and presentation materials       | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Organisational communication and cultural competence | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Introduction to Management Accounting                | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Development project                                  | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Operational Environment of Retail Trade              | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Marketing Mix for Retail Business                    | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Retail Store Human Resource Management               | 0 | 5 | 0 | 0 | 0 | 0 | 0 |

|         |                                                          |    |     |   |   |   |   |   |
|---------|----------------------------------------------------------|----|-----|---|---|---|---|---|
| FLM000C | Retail Store Operational Planning and Follow-up          | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Services                                                 | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Consumer behaviour                                       | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Customer service                                         | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Operational environment of services                      | 0  | 15  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Operational Business Environment                         | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Communication and ICT skills                             | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Language and Culture Tandem Germany / Finland            | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Global Service Networks                                  | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Multicultural Communities                                | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Business Communication                                   | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Russian for business communication                       | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Pre-course for Business and Financing Mathematics course | 0  | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Web Application Development                              | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Preliminary course for English                           | 0  | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | International Economics                                  | 0  | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | International Contract Law                               | 0  | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | International Marketing and Logistics                    | 0  | 4   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Special Issues in Financial Accounting                   | 0  | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Computer aided Bookkeeping                               | 0  | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | True and Fair Financial Statement Practice               | 0  | 4   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Administrative justice and public procurement            | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Texts and Presentation Materials                         | 0  | 2,5 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Spreadsheet                                              | 0  | 2,5 | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Efficient working                                        | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Financial accounting                                     | 0  | 4   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Business and financial mathematics                       | 0  | 4   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Customer relations and marketing                         | 0  | 4   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Logistics                                                | 0  | 4   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | English skills                                           | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Finnish for Foreigners II                                | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Texts, Spreadsheets and Presentation Materials           | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | GetEmployed - Työllisty!                                 | 0  | 5   | 0 | 0 | 0 | 0 | 0 |
| FLM000C | English LanguageEnglish Language                         | 0  | 3   | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Finnish and German Business Culture                      | 5  | 0   | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Book exam                                                | 0  | 3   | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Learning Methods                                         | 0  | 2   | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Leading a Project Team                                   | 3  | 0   | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Taxation of Persons                                      | 3  | 0   | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Creating and Launching Brands                            | 15 | 0   | 0 | 0 | 0 | 0 | 0 |

|         |                                                                  |    |   |   |   |   |   |   |
|---------|------------------------------------------------------------------|----|---|---|---|---|---|---|
| FLM0001 | Corporate Finance                                                | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Building and launching a brand                                   | 10 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Innovative service development                                   | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Economics                                                        | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Contract and commercial law                                      | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Cross-Cultural Competence in International Business              | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Tandem Finnish-English                                           | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Legal Risk Management in Business                                | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Organization Development                                         | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Spanish for the workplace                                        | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Finnish for Foreigners 1                                         | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Let's speak Finnish!                                             | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Organization and workplace                                       | 4  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Financial accounting                                             | 4  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Logistics                                                        | 4  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Organization and workplace                                       | 4  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | ????/04LII301/10/3                                               | 4  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Designing Services and Products                                  | 10 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Marketing Law                                                    | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Margin Calculation and Cash Flow                                 | 4  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | French basics 2                                                  | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | French for the workplace                                         | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | German basics 2                                                  | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Customer experience and profitability management                 | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Business and Financing Mathematics                               | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Service quality and development                                  | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Web Design                                                       | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Environmental management, Environmental Accounting and Reporting | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Procurement and quality of services                              | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Analyses methods                                                 | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Procurement                                                      | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Contract and commercial law                                      | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Production Management                                            | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Management Game                                                  | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Security Trading                                                 | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Social Media in International Marketing                          | 3  | 0 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Basics of the Chinese Markets                                    | 4  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | International Marketing                                          | 5  | 0 | 0 | 0 | 0 | 0 | 0 |
| FLM0000 | Basics of Economics                                              | 0  | 3 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Communication material                                           | 5  | 0 | 0 | 0 | 0 | 0 | 0 |

|         |                                                                                             |    |    |   |   |   |   |   |
|---------|---------------------------------------------------------------------------------------------|----|----|---|---|---|---|---|
| FLM0001 | Finnish for Foreigners 2                                                                    | 5  | 0  | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Personnel Management                                                                        | 3  | 0  | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Business Development Project, Business and Design studies (FUAS Innovation School)          | 9  | 0  | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Advanced Business Development Project, Business and Design studies (FUAS Innovation School) | 12 | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Information Literacy                                                                        | 1  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Introduction to Entrepreneurship                                                            | 4  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Responsible Business                                                                        | 5  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Professional Communication (Finnish)                                                        | 3  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Intercultural communication                                                                 | 5  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Multidisciplinary networks                                                                  | 5  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Responsible service operation                                                               | 5  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM000C | Business and financial mathematics                                                          | 0  | 4  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | German for the workplace 2                                                                  | 5  | 0  | 0 | 0 | 0 | 0 | 0 |
| FHA000C | Amazing Business Train                                                                      | 5  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Tandem Finnish-Russian                                                                      | 5  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Tandem Finnish-Spanish                                                                      | 5  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Responsible Business                                                                        | 0  | 12 | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Business Development Projects (FUAS Innovation School)                                      | 12 | 0  | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Tools for Business Development (FUAS Innovation School)                                     | 3  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Cost accounting methods                                                                     | 5  | 0  | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Management and Leadership                                                                   | 3  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Organisational well-being HR management                                                     | 5  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Contribution margin                                                                         | 5  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Savings and investments                                                                     | 5  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | ICT English                                                                                 | 3  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | English Language                                                                            | 3  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | International Economics                                                                     | 3  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Consolidated Financial Statements                                                           | 5  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Workplace skills                                                                            | 5  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Digital services helping in everyday life                                                   | 5  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Logistics Service Companies                                                                 | 3  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | From Nature to Business                                                                     | 5  | 0  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | International Economics                                                                     | 0  | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Human Resources Management                                                                  | 0  | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Management communication                                                                    | 0  | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | The customer relationship management process                                                | 0  | 10 | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Accounting and financial statements                                                         | 0  | 5  | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Quantitative Methods and Reporting                                                          | 0  | 5  | 0 | 0 | 0 | 0 | 0 |
| FHA000C | The History, Culture and Concepts of Sexuality                                              | 3  | 0  | 0 | 0 | 0 | 0 | 0 |

|         |                                                                                |       |       |   |   |   |   |   |
|---------|--------------------------------------------------------------------------------|-------|-------|---|---|---|---|---|
| FHA0004 | Basics of the Chinese Markets                                                  | 4     | 0     | 0 | 0 | 0 | 0 | 0 |
| FHA0004 | Chinese Business Cultures                                                      | 4     | 0     | 0 | 0 | 0 | 0 | 0 |
| FHA0004 | Market Entry to the Chinese Market                                             | 7     | 0     | 0 | 0 | 0 | 0 | 0 |
| FHA0004 | Business Opportunity Theory and Project                                        | 0     | 5     | 0 | 0 | 0 | 0 | 0 |
| FHA0004 | Business Modeling Theory and Project                                           | 0     | 5     | 0 | 0 | 0 | 0 | 0 |
| FHA0004 | Commercialisation Theory ja Project                                            | 0     | 5     | 0 | 0 | 0 | 0 | 0 |
| FHA0004 | Financial Investing and Management                                             | 5     | 0     | 0 | 0 | 0 | 0 | 0 |
| FHA0001 | Organizational Communication                                                   | 0     | 3     | 0 | 0 | 0 | 0 | 0 |
| FHA0004 | Change Management                                                              | 5     | 0     | 0 | 0 | 0 | 0 | 0 |
| FHA0004 | Leadership and Organizational Development                                      | 5     | 0     | 0 | 0 | 0 | 0 | 0 |
| FHA0004 | Business Communication                                                         | 3     | 0     | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Futures management                                                             | 5     | 0     | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Retail business indicators and management                                      | 5     | 0     | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Retail business models and marketing                                           | 5     | 0     | 0 | 0 | 0 | 0 | 0 |
| FHA0004 | Startup Business School                                                        | 15    | 0     | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Departmental HR and sales management                                           | 5     | 0     | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Responsible Business                                                           | 5     | 0     | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Texts and Presentation Materials                                               | 0     | 3     | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Spreadsheets                                                                   | 3     | 0     | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Swedish Language Written SkillsSwedish<br>Language Written Skills              | 1,5   | 0     | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Swedish Language Oral SkillsSwedish<br>Language Oral Skills                    | 1,5   | 0     | 0 | 0 | 0 | 0 | 0 |
| FLM0001 | Professional Communication<br>(Finnish)Professional Communication<br>(Finnish) | 0     | 3     | 0 | 0 | 0 | 0 | 0 |
|         |                                                                                | 960,5 | 822,5 | 0 | 0 | 0 | 0 | 0 |

**FLM0000001 Sustainable Entrepreneurship and Strategic Innovation, 5 cr**

**FLM0000002 Leadership, Management and Strategic Development, 5 cr**

**FLM0000004 International Business, book exam, 5 cr**

**FHA0000012 Human Resource Management, 3 cr**

**The student is able to:**

ObjectivesThe student understands the significance of human resources as a competitive edge of an organization and sees human resource as a part of company strategy. The student learns to examine the development of individual efforts from the view points of managing know-how, performance and occupational welfare.

**FHA0000027 Swedish preparatory studies, 3 cr**

**The student is able to:**

The student can use basic Swedish grammar and vocabulary.

**FHA0000028 English preparatory studies, 3 cr**

**The student is able to:**

The student can use basic English grammar and vocabulary.

**FHA0000044 Reporting in English, 3 cr**

**The student is able to:**

The aim of the course is to familiarize the student with written communication and reporting both inside an organization as well as between organizations

The student

knows the basic structure and forms of letters and reports

knows the common types of wording in letters and reports

knows the most common types of letters and reports

is able formulate commonly used letters and reports in business

Prerequisites: -

Connection to other studies: -

**FLM0000026 Responsible Business, 5 cr**

**FLM0000027 Intercultural Communications, 5 cr**

**FHA0000170 Strategy Work: Foundations and Methods, 5 cr**

**FHA0000172 Customer and Marketing Skills, 5 cr**

**The student is able to:**

Opiskelija perehtyy oman toimialansa markkinointiin, asiakaslähtöiseen toimintaan ja asiakaspalveluun sekä myyntityöhön. Opiskelija osaa laatia markkinointisuunnitelman osana liiketoimintasuunnitelmaa. Opintojakso sisältää työpajatyypistä kontaktiopiskelua sekä verkko-opiskelua.

**FHA0000174 Growth Management, 5 cr****FHA0000177 Cost Calculating, 5 cr****The student is able to:**

Opiskelija oppii käyttämään sisäisen laskennan menetelmiä. Opintojaksolla lasketaan tuotekohtaisia laskelmia sekä perinteistä laskentatapaa että toimintolaskentaa käyttäen. Opiskelija osaa sisäisen laskentatoimen hyväksikäytön yrityksen erilaisissa päätöksentekotilanteissa. Laskelmia toteutetaan toiminto-, suorite- ja asiakaskohtaisen näkökulman mukaan.

Esitiedot: Johdon laskentatoimen perusteet

**FHA0000173 Financial Skills, 5 cr****The student is able to:**

Opiskelija osaa käyttää laskentatoimen ja verotuksen periaatteita yritystoiminnan hoitamisessa. Hän osaa keskustella taloushallinnon asioista ammattilaisten kanssa ja osaa tulkita taloushallinnon raportteja liittyen kannattavuuteen, maksuvalmiuteen ja vakavaraisuuteen. Opiskelija osaa laatia erilaisia talouslaskelmia osana liiketoimintasuunnitelmaa. Opintojakso sisältää työpajatyypistä kontaktiopiskelua sekä verkko-opiskelua.

**FHA0000175 Project Management and Development Skills, 5 cr****FHA0000176 Human Resource Management and Corporate Law, 5 cr****The student is able to:**

Opiskelija osaa selittää hyvän esimiestyön ja henkilöstöjohtamisen merkityksen yrityksen menestystekijänä ja osaa kehittää omaa ja työyhteisönsä osaamista. Hän osaa arvioida työhyvinvoinnin merkitystä yritystoiminnan kannattavuuden näkökulmasta. Opiskelija osaa päätellä onnistuneen rekrytoinnin ja henkilöstösuunnittelun perusteet ja merkityksen. Opiskelija tunnistaa Suomen oikeusjärjestyksen perusteet. Hän osaa arvioida sopimusoikeuteen ja sopimuksen tekemiseen liittyviä oikeudellisia kysymyksiä. Opiskelija tunnistaa yritysmuodot ja yritysmuotojen oikeudelliset vastuukysymykset. Opiskelija osaa erotella ja nimetä velkasuhdetta ja velan vakuuksia sääntelevät normit yrityksen rahoituksen kannalta. Opiskelija osaa nimetä työoikeuden keskeiset periaatteet silmällä pitäen työnantajan direktio-oikeutta ja työsuhteen päättämisperusteita. Opiskelija osaa soveltaa oppimaansa käytäntöön, jos yritys / henkilö haastetaan käräjäoikeuteen.

**FHA0000182 Marketing Research, 3 cr****The student is able to:**

Objectives: The student

- knows the main principles of planning and implementing market research
- is able to assess different methods of collecting data.
- is capable of drafting a market research plan and questionnaire
- is able to choose the best possible methods for acquiring the appropriate information in the international market

Prerequisites: Basics of Marketing

Connections to other study periods: Business Statistics, Marketing Planning Global Marketing, Final Thesis

Keywords: hallinto ja kauppa, International Business, Professional Studies, International Marketing, Marketing

## Research

### **FHA0000207 Change Management, 3 cr**

#### **The student is able to:**

The student is able to recognise the nature of different change processes in organisations, is able to prepare structured plans for different changes, understands how people respond to the main stages in change process, is able to recognise resistance to change as well as the main approaches to avoiding and overcoming resistance, and can act as an effective change agent in an organisation.

### **FHA0000241 Intercultural Competence at the Workplace, 5 cr**

#### **The student is able to:**

This course is the last of three elective courses in the FUAS INTERCULTURAL STUDIES 15 cr offered through the FUAS cooperation between Laurea, LAMK and HAMK Universities of Applied Sciences. The three courses have formed a continuum from intercultural communication (individual perspective) to cross-cultural communication (group perspective) to a transnational perspective (global perspective).

The course is aimed at enhancing participants' awareness and knowledge of intercultural communication in working life. During the course the main concepts and theories are reviewed that contribute to the development of intercultural competence.

The course examines the intercultural challenges that are reflected in the working life today. The participants get to understand how intercultural issues are applied to and managed in different organisations: in business, human resources, engineering, social and health care settings, depending on the field the students are located in. Through case studies the students get to know how cultural differences are managed, how a multicultural team and a global company operate. They learn to recognise and appreciate the significance of business ethics and social responsibility in intercultural encounters.

Students become familiar with intercultural challenges in the modern business world by designing and conducting surveys on intercultural management at an organisational level with individual companies. Students also get to know the format and language of formal reports, and learn to write formal reports. The course is implemented in a virtual mode. If students have not taken earlier courses (KKK10004 Intercultural Communication Today, 01395 Developing intercultural competences) that are described as prerequisites for attending this course, they are expected to familiarise themselves with all the course materials provided in the Moodle platforms in the form of PowerPoint slide shows and ACP/Webex recordings.

Enrollment for the course: 10 students from each UAS will be allocated places and those who have completed either both or one of the previous courses in this module will be given priority. If there are still spaces after these requirements have been filled, then the enrollment is on a 'first come first accepted' principle.

### **FHA0000242 Elementary German 1, 3 cr**

#### **The student is able to:**

The student knows how to communicate in the German language in simple everyday situations. He/she understands simple spoken and written standard language. The student knows some common vocabulary forms and structures used in basic speaking and writing. He/she knows the basics of German pronunciation and is aware of some German customs.

The target level according to The Common European Framework of Reference for Languages is A1.2.

### **FLM0000109 Public Administration, 5 cr**

### **FLM0000119 Current Topics, 3 cr**

**FLM0000122 Value-added Taxation, 2 cr**

**FLM0000123 Academic Writing, 2 cr**

**FLM0000124 \*\*\*Attention\*\*\*, 3 cr**

**FLM0000126 Business in Russia, 3 cr**

**FLM0000127 Business in Asia, 3 cr**

**FLM0000128 Basics of Internationalisation, 3 cr**

**FLM0000129 Managing Customer Relations, 3 cr**

**FLM0000131 Computer aided Bookkeeping, 3 cr**

**FLM0000132 Customer Relations, 2 cr**

**FLM0000135 Distribution, 4 cr**

**FLM0000136 International Finance, 4 cr**

**FLM0000137 International Economics, 2 cr**

**FLM0000138 International Contract Law, 2 cr**

**FLM0000139 International Financing, 2 cr**

**FLM0000140 New Tools for Management, 5 cr**

**FLM0000141 International Marketing, 2 cr**

**FLM0000142 International Logistics, 2 cr**

**FLM0000143 Special Issues in Financial Accounting, 3 cr**

**FLM0000144 Management Accounting, 4 cr**

**FLM0000146 Meetings and NegotiationsMeetings and Negotiations, 3 cr**

**FLM0000149 Corporate Business Planning, 2 cr**

**FLM0000151 Qualitative Research Methods, 3 cr**

**FLM0000152 Intercultural Communication Training, 2 cr**

**FLM0000156 Sales Process and Leadership, 5 cr**

**FLM0000157 Exhibition and Events MarketingExhibition and Events Marketing, 3 cr**

**FLM0000160 Operational Business Environments/Legal Environment, 3 cr**

**FLM0000161 Production Operations, 4 cr**

**FLM0000162 Know-How Management, 5 cr**

**FLM0000178 Responsible Business Management, 3 cr**

**FLM0000179 Project Management Skills, 5 cr**

**FLM0000180 Financial Planning, 2 cr**

**FLM0000182 Special Issues of International Logistics, 5 cr**

**FLM0000183 Special Issues of International Supply Chain, 5 cr**

**FLM0000185 Financial Management, 4 cr**

**FLM0000186 Business and Financing Mathematics, 4 cr**

**FLM0000187 Law and practices on contracting and sales, 4 cr**

**FLM0000188 Financial Statement, 4 cr**

**FLM0000189 Information Technology, 2 cr**

**FLM0000190 Statistical Analysis, 2 cr**

**FLM0000191 Statistical Analysis, 2 cr**

**FLM0000192 Inferential Statistics and SPSS, 3 cr**

**FLM0000193 Academic Writing, 2 cr**

**FLM0000200 Responsible Business, 12 cr**

**FLM0000201 Operational Relations and Marketing / Basics of Economics, 3 cr**

**FLM0000202 Operational Business Environments / Legal Environment, 3 cr**

**FLM0000203 Corporate Finance Services, 5 cr**

**FLM0000204 Taxation Law, 3 cr**

**FLM0000205 Corporate Taxation and Planning of Financial Statements, 3 cr**

**FLM0000206 Research Methods, 3 cr**

**FLM0000207 Organizational Development, 5 cr**

**FLM0000208 Special Issues of Russian Business, 5 cr**

**FHA0000338 Introduction to Finance, 3 cr**

**FHA0000339 Introduction to Management Accounting, 3 cr**

**The student is able to:**

Opiskelija oppii tuntemaan johdon laskentatoimen käsitteet ja roolin yrityksen talouden ohjaamisessa. Hän ymmärtää kannattavuuden ja kustannusten hallinnan merkityksen ja osaa laatia lyhyen aikavälin vaihtoehtolaskelmia sekä käyttää katetuottolaskentaa markkinointi- ja palveluyrityksen sisäisessä laskennassa. Opiskelija osaa eri hinnoitteluperusteiden mukaisen hinnan asetannan.

**FHA0000340 Information Systems in Accounting, 5 cr**

**The student is able to:**

Tavoitteet: Opiskelija perehtyy yrityksen taloushallinnon tehtävien hoitamiseen nykyaikaisia atk-sovelluksia hyväksikäyttäen sekä tietojärjestelmien mahdollistamiin analyyseihin ja palveluihin.

Esitiedot: Taloushallinnon perusteet

**FLM0000549 Project Management Methods, 5 cr**

#### **FHA0000432 Swedish, 3 cr**

**The student is able to:**

Opiskelija pystyy toimimaan ruotsin kielellä oman alansa työympäristössä. Hänellä on valmiuksia vuorovaikutteiseen asiakaslähtöiseen viestintään suullisesti ja kirjallisesti. Hän saavuttaa sellaisen ruotsin kielen taidon, joka julkisyhteisöjen henkilöstöltä vaadittavasta kielitaidosta annetun lain (424/2003) mukaan vaaditaan korkeakoulututkintoa edellyttävään virkaan kaksikielisellä virka-alueella. Tavoitetasona on eurooppalaisen viitekehyksen tasoa B1 vastaava osaaminen.

#### **FHA0000533 Working Finnish, 6 cr**

**The student is able to:**

The student will achieve a first stage of basic proficiency level of Finnish that allows him/her to adequately manage in daily situations. S/he has knowledge of Finnish working life and culture as well as the basic skills to operate in his/her own field of work. The target language level for language proficiency is A2.1 of the Common European Framework of Reference for language learning.

#### **FHA0000534 Strategy Implementation, 5 cr**

**The student is able to:**

The student recognises the connection between strategy formulation and implementation, is able to assess different optional strategic tools in implementing a company strategy, is able to take active part in strategy implementation process in real situation, and has a positive attitude towards continuous, professional development.

#### **FHA0000535 Human Resource Management and ERP, 5 cr**

**The student is able to:**

The student is able to recognise the role and importance of human resource management and development in international companies, is able to follow the basic legal frame in personnel management, and knows and is able to follow the procedures and processes that are used in human resource planning, recruiting, compensating and developing competences.

#### **FHA0000536 Change Management, 5 cr**

**The student is able to:**

The student is able to recognise the nature of different change processes in organisations, is able to prepare structured plans for different changes, understands how people respond to the main stages in change process, is able to recognise resistance to change as well as the main approaches to avoiding and overcoming resistance, and can act as an effective change agent in an organisation.

#### **FHA0000537 Organizational Development, 5 cr**

**The student is able to:**

The student recognises the need for continuous development in organisations, is able to use main tools of organisation development, is able to follow the principles and procedures of Total Quality Management, Process Re-engineering and Quality Systems, is able to draft the structure of a quality manual, and is able to recognise his own role in process quality development.

#### **FHA0000538 European Markets, 5 cr**

**The student is able to:**

The student knows Europe as a Market Place, knows the key variables of the European market, appreciates the similarities and differences of European nations and is able to make effective marketing and campaign decisions in

European markets.

#### **FHA0000540 Doing Business with The Finns, 5 cr**

**The student is able to:**

The student is able to assess the strengths and weaknesses of the Finnish markets in general, as well as certain regions. The Student is able to understand the Finnish business culture. The Student is able to assess business opportunities for a foreign firm planning to enter the Finnish markets. The Student is able to assess company's resources especially from the marketing mix point of view when entering the Finnish markets. The Student is able to draft an effective market entry plan to the Finnish markets.

#### **FHA0000539 Digital Marketing, 5 cr**

**The student is able to:**

The student understands the importance and special nature of using digital media in marketing activities. He is able to utilize diverse digital tools to support marketing communication activities. In addition the student understands the connection between digital tools, such as e.g. web 2.0 to support marketing communication and marketing planning.

#### **FHA0000541 Market Entry Project, 5 cr**

**The student is able to:**

The student is able to apply his theoretical, professional knowledge to solve practical problems. The Student is able to work independently and in a responsible way. The Student can communicate in a professional way with company contacts. The Student can write a plan, manage, control and present his project as well as analyze and evaluate the process and its outcomes, with development suggestions, in a professional way.

#### **FHA0000134 Entrepreneurial activities, 3 cr**

**The student is able to:**

Objectives of the study course is to recognize entrepreneurial process and entrepreneurial activities through which student is able to recognize business opportunities and is able to develop ideas into action. During the course student will

- comprehend entrepreneurial process and importance of entrepreneurship to economy
- comprehend entrepreneurial activities and core skills like problem solving, decision making, risk taking, interaction with others, acquisition and exploitation of information, setting objectives and conducting own work
- comprehend distinction between entrepreneurship and intrapreneurship
- comprehend entrepreneurial business planning

#### **FHA0000542 Business Statistics, 3 cr**

**The student is able to:**

Student knows the meaning of probability and expectation, can use normal and binomial distributions as mathematical models, is able to use statistical software SPSS, can use basic statistical methods, and can use software tools to make statistical analysis.

#### **FHA0000543 Marketing Research and Planning, 6 cr**

**The student is able to:**

The student is able to assess the marketing environment. The student understands the importance of consumer as well as business buying behavior as a basis of segmentation decisions. The student is capable of drafting a marketing and campaign plan. The student knows the main principles of planning and implementing market research. The student is able to assess different methods of collecting data. The student is capable of drafting a market research plan and questionnaire. The student is able to choose the best possible methods for acquiring the

appropriate information in the international market.

#### **FHA0000544 Marketing Communication, 6 cr**

**The student is able to:**

The student will be familiar with the main principles of marketing communications in the international context. He/she is able to select the appropriate marketing communication methods for respective situations. The student understands the importance of persuasive argumentation in personal selling and sales support. The student understands culture's influence on communication and is able to use that in practical applications. He/she knows the main variables of culture and is able to compare and contrast cultures with one another.

#### **FHA0000545 Export Management and Internationalization, 3 cr**

**The student is able to:**

The student understands the reasons for conducting international business, from nations', companies' as well as from individuals' point-of-view. The student understands of global relationships in business. The student is able to recognize and evaluate opportunities for international trade and investment. The Student is able to evaluate the various methods of international entry and operation. The student is able to organize and control order processing and transport activities and inventory maintenance. The student can observe and carry out the formalities in export and import transactions.

#### **FHA0000546 Management Accounting, 3 cr**

**The student is able to:**

The student knows the basic concepts of cost accounting, cost behaviour, and product costing. The student is able to use managerial accounting techniques to assist decision making. The student can prepare the master budget of the company.

#### **FHA0000547 Organisational Behaviour, 3 cr**

**The student is able to:**

The student understands the basic concepts and procedures of managing business functions, operations and people. The student is able to recognise typical roles and characteristics of organisational behaviour. The student can act in a constructive manner in different work roles.

#### **FHA0000548 Cross Cultural Communication, 3 cr**

**The student is able to:**

The student understands the importance of one's cultural background in communication. The student understands cultural variables and dimensions. The student is capable of using theoretical tools to compare and contrast different cultures with one another.

#### **FHA0000549 Operations Project, 3 cr**

**The student is able to:**

This project course supports the students' understanding and reasoning of the conditions for the internationalization of a firm. He/she becomes familiar with the various methods of international entry and operations and can adapt these into the project work. He/she becomes familiar with information systems available for the documentation procedure. He/she is able to recognize and evaluate opportunities in international markets. He/she knows how to use managerial accounting techniques to assist decision making, costing and profitability.

#### **FHA0000903 Finance Control, 5 cr**

**The student is able to:**

Opiskelija oppii laatimaan osa- ja pääbudjetteja yrityksen lyhyen ja pitkän aikavälin tarpeisiin ja oppii tuntemaan niiden yhteyden toisiinsa sekä tarkoituksen yrityksen johtamisessa. Opiskelija hallitsee erilaisten tavoite- ja tarkkailulaskelmien tekemisen, niiden analysoinnin sekä tarvittavien johtopäätösten tekemisen.

Esitiedot: Johdon laskentatoimen perusteet, taloushallinnon perusteet, kustannuslaskenta.

Yhteydet muihin opintoihin: Investoinnit

**FHA0000904 Affärssvenska, 3 cr****The student is able to:**

Opiskelija osaa hoitaa suullisia ja kirjallisia asiakaskontakteja sekä neuvottelutilanteita ruotsin kielellä ja käyttää liiketalouden terminologiaa viestintätilanteissa.

**FHA0000905 Customer Relationship Management and Customer-focused Processes, 5 cr****The student is able to:**

Kurssilla perehdytään asiakassuhdejohtamiseen, organisaation asiakaskannan sekä yksittäisten asiakkuuksien ja asiakasryhmien johtamiseen eri näkökulmista. Opiskelija saa perustiedot asiakkuudenhallinnan tietojärjestelmistä. Asiakaslähtöisten toimintamallien osalta perehdytään asiakastarpeista ja yrityksen strategiasta johdettuihin toimintatapoihin ja prosesseihin.

**FLM0000732 Studies in Entrepreneurship - WebCourseStudies in Entrepreneurship - WebCourse, 4 cr****FLM0000628 Supply Chain Management, 5 cr****FLM0000779 Basics of Auditing, 3 cr****FLM0000232 English language and communicationEnglish Language, 3 cr****FLM0000154 Swedish SpokenSwedish Language Oral Skills, 1.5 cr****FLM0000617 Spreadsheets, 3 cr****FLM0000657 Portfolio/Development Project, 4 cr****FLM0000660 Import/Export Procedures, 4 cr****FLM0000618 Leadership and Strategic Management, 5 cr****FLM0000619 International Economics, 2 cr****FLM0000620 International Marketing, 4 cr**

**FLM0000621 International Financing, 2 cr**

**FLM0000622 Essential Contents of Company Law, 2 cr**

**FLM0000623 Business Criminal Law, 3 cr**

**FLM0000672 Information Technology, 3 cr**

**FLM0000624 Financial planning and control , 2 cr**

**FLM0000625 Spreadsheet, 3 cr**

**FLM0000626 Spreadsheets, 3 cr**

**FLM0000627 Corporate Business Law , 3 cr**

**FLM0000629 Databases in CRM, 3 cr**

**FLM0000631 Profitability of Investments, 2 cr**

**FLM0000614 Financial Communication, 2 cr**

**FLM0000633 Basics of Russian Business, 5 cr**

**FLM0000634 Image Processing , 3 cr**

**FLM0000615 Credit Control and Debt Collecting, 3 cr**

**FHA0000745 Research and development skills, 3 cr**

**The student is able to:**

The course aims at helping the students to deepen their knowledge of research and development in their own field and prepare them for writing their thesis.

The students can apply an analytical, investigative and reflective working method in order to develop their professional skills. The student is familiar with the thesis process. Based on these competences the student can write a description of the thesis topic.

The student masters research and development methods as well as the most common forms of oral, written or visual presentations and reports needed for research and development in their field. Based on these competences the student is able to write a thesis plan.

**FLM0000290 Communicating your expertise, 4 cr**

**FLM0000155 Professional Communication (Finnish)Professional Communication (Finnish), 3 cr**

**FLM0000637 Introduction to Entrepreneurship, 4 cr**

**FLM0000424 Entrepreneurship studiesStudies in Entrepreneurship, 4 cr**

**FLM0000640 Operational Business Environments/Basics of Economics, 3 cr**

**FLM0000641 Texts and Presentation Materials, 3 cr**

**FLM0000643 Business Presentation Skills, 5 cr**

**The student is able to:**

The student ©- learns how to prepare and deliver effective presentations in English ©- becomes aware of different techniques used in presentations ©- understands the role cultural aspects play in presentations

**FLM0000644 Business Communication, 5 cr**

**The student is able to:**

The student ©- masters effective corporate communication ©- learns to communicate both orally and in writing in different kinds of communication situations ©- learns to compile different business documents ©- understands the letter writing process in the business world ©- becomes aware of cultural differences in written business communication ©

**FLM0000645 Persuasive Communication , 5 cr**

**FLM0000646 Business Meetings and Negotiations, 5 cr**

**The student is able to:**

The student ©- understands the difference between formal and informal business meetings ©- masters the basic phraseology and procedures of meetings ©- knows how to compile meeting documents (notice, agenda and minutes) ©- knows how to act in meetings either as a member or as a chair and how to observe meetings ©- knows the basics of organizational communication ©- understands how cultural differences and different communication styles can impact business meetings

**FLM0000647 Culture & Communication & Business , 5 cr**

**FLM0000648 Effective Writing, 5 cr**

**The student is able to:**

The student ©- can recognize and develop skills in gathering, analyzing and organizing information ©- knows how to communicate effectively in writing ©- can demonstrate proper use of grammar, spelling and punctuation and basic concepts in sentence and paragraph construction as applied in business communication ©

**FLM0000649 Writing Skills, 5 cr**

**FLM0000650 World Cultures, 5 cr**

**FLM0000651 Spanish Language 1, 5 cr**

**FLM0000652 Advanced Spanish, 5 cr**

**FLM0000653 Language and Culture Tandem Spanish/English, 5 cr**

**FLM0000654 Business in Europe, 3 cr**

**FLM0000655 Accounting, 4 cr**

**FLM0000656 Transport, 4 cr**

**FLM0000658 International Economics, 4 cr**

**FLM0000659 International Marketing, 5 cr**

**FLM0000661 Special Issues of International Marketing, 5 cr**

**FLM0000663 Human Resources Management, 5 cr**

**FLM0000664 Labour Legislation, 5 cr**

**FLM0000665 Management Communication, 5 cr**

**FLM0000666 International Contract and Sales Law, 2 cr**

**FLM0000668 Banking Law, 2 cr**

**FLM0000670 Contract and Sales Law, 2 cr**

**FLM0000671 Credit Control and Debt Collecting, 3 cr**

**FLM0000678 Human Resources, 4 cr**

**FLM0000130 Customer Relations and Marketing, 4 cr**

**FLM0000679 Texts and presentations materials, 3 cr**

**FLM0000680 Efficient Working, 5 cr**

**FLM0000682 Financial Accounting and Planning, 5 cr**

**FLM0000683 Financial Accounting , 3 cr**

**FLM0000691 Marketing in Social Media, 10 cr**

**FLM0000692 Marketing project, 5 cr**

**FLM0000693 Retail Management, 10 cr**

**FLM0000694 Marketing Strategic Management, 10 cr**

**FLM0000695 Principles in CRM, 7 cr**

**FLM0000696 Creating and Launching Brands, 15 cr**

**FLM0000702 French basics 1, 5 cr**

**FLM0000703 Advanced French, 5 cr**

**FLM0000704 Svenska i arbetslivet, 5 cr**

**FLM0000705 Aktuellt i affärsvärlden, 5 cr**

**FLM0000708 Finnish for Foreigners II, 3 cr**

**FLM0000734 Finnish for Foregners 2, 5 cr**

**FLM0000710 Consolidated Financial Statements, 3 cr**

**FLM0000711 Corporate Finance, 5 cr**

**FLM0000712 Saving and Investments, 3 cr**

**FLM0000613 Leadership , 2 cr**

**FLM0000713 Payrole, 3 cr**

**FLM0000714 Financial Analysis, 3 cr**

**FLM0000632 International value-added taxation, 2 cr**

**FLM0000715 Business Mathematics, 2 cr**

**FLM0000181 Research Methods, 3 cr**

**FLM0000716 Inferential Statistics and SPSS, 3 cr**

**FLM0000717 Qualitative Research Methods, 3 cr**

**FLM0000718 Russian basics 1, 5 cr**

**FLM0000719 Russian Language: Grammar Revision, 5 cr**

**FLM0000720 Company presentations in Russian, 5 cr**

**FLM0000721 NIBS Case Competition, 3 cr**

**FLM0000722 Impressive and Convincing Presenting, 3 cr**

**FLM0000153 Swedish Written Swedish Language Written Skills, 1.5 cr**

**FLM0000236 Preliminary course for Swedish Introduction to Swedish Language, 3 cr**

**FLM0000642 Business Contacts Business Contacts , 3 cr**

**FLM0000667 Encountering the Customer, 5 cr**

**FLM0000673 Efficient Working, 5 cr**

**FLM0000674 Business and Financial Mathematics, 4 cr**

**FLM0000675 Customer Relations and Marketing, 4 cr**

**FLM0000676 Logistics, 4 cr**

**FLM0000677 Texts and Presentation Materials, 3 cr**

**FLM0000684 Public Procurement, 3 cr**

**FLM0000685 Packing and warehousing, 5 cr**

**FLM0000686 Law of Transport, 3 cr**

**FLM0000687 International Economics, 3 cr**

**FLM0000688 International Supply Chain Management, 7 cr**

**FLM0000689 Logistics Strategies, 5 cr**

**FLM0000690 Supply Chain Management, 5 cr**

**FLM0000706 German basics 1, 5 cr**

**FLM0000707 German for the workplace 1, 5 cr**

**FLM0000669 Saving and Investments, 3 cr**

**FLM0000849 Corporate Communication, 4 cr**

**FLM0000850 International logistisc services, 5 cr**

**FLM0000147 Logistics English , 4 cr**

**FLM0000851 Customer relations and Leadership, 5 cr**

**FLM0000852 Managerial Skills, 3 cr**

**FLM0000853 Labour Legislation, 2 cr**

**FLM0000854 Financial Mathematics, 3 cr**

**FLM0000855 Management Accounting, 3 cr**

**FLM0000856 Corporate Responsibility and Competitive Edge, 5 cr**

**FLM0000857 Purchasing, 3 cr**

**FLM0000858 Transport, 2 cr**

**FLM0000859 Corporate Social Responsible in Supply Chain, 7 cr**

**FLM0000860 Corporate Finance Services, 4 cr**

**FLM0000150 IT-solution in Logistics, 5 cr**

**FHA0000274 Professional communication, 3 cr**

**The student is able to:**

Opiskelija osaa

toimia tavoitteellisesti neuvottelussa, palaverissa ja muissa asiantuntijuutta vaativissa viestintä-, vuorovaikutus- ja päätöksentekotilanteissa sekä kasvokkain että verkossa  
toimia asiallisesti esimiesviestintätilanteissa  
tarkastella esimiesviestintätaitoja ja niiden vaikutuksia organisaatiossa  
hyödyntää ja kehittää tiedonhallintataitojaan.

**FHA0000983 Basics of Organizational Behaviour, 3 cr**

**The student is able to:**

Organisaatiokäyttäytymisen klassisiin teoksiin tutustuminen antaa yleiskuvan yksilöiden ja ryhmien organisaatiokäyttäytymisestä, erilaisista organisaatiokulttuureista ja kansallisista kulttuureista. Opiskelija tunnistaa organisaatiokäyttäytymiseen vaikuttavia tekijöitä ja pystyy tunnistamaan organisaatiokulttuureista ja kansallisista kulttuurieroista aiheutuvia käyttäytymismalleja ja niiden vaikutuksia organisaation eri henkilöstöryhmien väliseen käyttäytymiseen. Lisäksi opiskelija pystyy tunnistamaan eroavaisuuksia eri yhteiskunnissa toimivien organisaatioiden tavassa toimia ja kulttuurien välisiin kohtaamisiin liittyviä kansainvälisen liiketoiminnan ongelmia ja niiden ratkaisuja.

**FHA0000984 Content strategy of websites, 3 cr**

**The student is able to:**

Opintojakson tavoitteena on, että opiskelija ymmärtää asiakaskeskeisen verkkosivujen sisällön merkityksen yrityksen myynnille ja markkinoille. Opiskelija tuntee verkkosivujen sisältöstrategia-ajatteluun liittyvät keskeiset käsitteet ja mallit. Lisäksi hän osaa suunnitella sisällön verkkosivuille asiakkaiden johtamiseksi verkossa.

**FHA0000985 Taxation of Persons, 3 cr**

**The student is able to:**

Tavoite:

Opiskelija ymmärtää Suomen tulo- ja varallisuusverotuksen sekä perintö- ja lahjaverotuksen pääperiaatteet, osaa laatia luonnollisen henkilön sekä kuolinpesän veroilmoituksen liitetietoineen ja osaa laskea maksettavien verojen määrän.

Esitiedot:

Yhteydet muihin opintojaksoihin:

Asiasanat: Kauppa ja hallinto, Liiketalous, Vapaasti valittava, tuloverojärjestelmä, ansio- ja pääomatulojen verotus,

luovutusvoittoverotus, yritys- ja yhtymätulojen sekä osinkotulojen verotus, varallisuusverotus, perintö- ja lahjaverotus sekä kansainvälinen henkilöverotus

**FLM0000541 Entrepreneurship, 5 cr**

**FLM0000869 Russian basics 2, 5 cr**

**FLM0000870 Le monde francophone - French Web course, 5 cr**

**FHA0001026 Business Development Project, Business and Design studies (FUAS Innovatioin School), 7 cr**

**The student is able to:**

Description: In business development project student will do practical development and reserach work for an assignment from business community.

Learning/competence objectives: Student can analyse, plan, execute and develop practical business development project.

**FHA0000993 Rotarian Leadership Academy, 5 cr**

**The student is able to:**

Opiskelija saa kokonaiskuvan johtamisen eri osa-alueista ja ymmärtää johtajuuden merkityksen organisaation tulokselliselle toiminnalle. Hän oppii näkemään johtajuuden teorian toteutumisen käytännön toimintamalleissa sekä tarkastelemaan eri alojen organisaatiota johtamisen näkökulmasta.

Opintojakso toteutetaan yhteistyössä Hämeenlinnan Rotariklubien ja The Rotarian Leadership Academyn kanssa kymmenen luennon luentosarjana käytännön henkilöstöjohtamisesta. Luentoja on mahdollista seurata myös verkkoluentoina.

**FHA0000994 Working at Business Point, 3 cr**

**The student is able to:**

Opiskelija toteuttaa erilaisia yritysten ja muiden organisaatioiden antamia oman ammattialansa suunnittelu-, tutkimus- tai kehittämistoimeksiantoja.

Opintojakson laajuutta voidaan lisätä henkilökohtaisella suunnitelmalla 15 op:een asti.

**FHA0000997 Payroll Computation, 3 cr**

**The student is able to:**

Opiskelija hallitsee yrityksen palkanlaskennassa tarvittavat perusasiat

**FHA0000998 Labour Law, 3 cr**

**The student is able to:**

Opiskelija tietää työsopimuksen muoto- ja sisältö määräykset ja osaa tehdä työsopimuksen. Opiskelija osaa työntekijän ja työnantajan vastuut ja velvollisuudet työsuhteessa. Opiskelija hallitsee sekä individuaaliset että kollektiiviset työsuhteen päättämisperusteet sekä osaa työsopimuslaissa säädetyt menettelytavat työsuhteen päättämistilanteessa. Opiskelija ymmärtää työehtosopimusjärjestelmän merkityksen osana työoikeutta sekä työehtosopimusten vaikutukset työsuhteen ehtoihin ja palkanmaksuun. Opiskelija ymmärtää työsopimuslain, kunnallisista viranhaltijoista annetun lain ja valtion virkamieslain keskeisimmät yhtäläisyydet ja eroavuudet.

### **FHA0000999 Extensive Business Competence, 3 cr**

**The student is able to:**

Tämän opintojakson suorittanut opiskelija on osoittanut osaavansa yhden tai useamman osaamisalueen seuraavista:

- tunnistaa ja osaa kuvata yrityksen ydinprosessit ja ymmärtää liiketalouden eri osa-alueiden vaikutukset toisiinsa
- ymmärtää yrityksen toiminnan ja liiketoimintaympäristön vuorovaikutuksen sekä omaksuu yrittäjyyden ja yrittäjämäisen tavan toimia
- ymmärtää kannattavan yritystoiminnan perusteet ja osaa analysoida yrityksen toimintaan liittyviä riskejä
- ymmärtää yksilön vaikutuksen työyhteisön toimintaan ja osaa toimia tuloksellisesti
- ymmärtää viestinnän merkityksen ja luo aktiivisesti sekä sisäisten että ulkoisten sidosryhmien välisiä vuorovaikutussuhteita myös globaalissa liiketoimintaympäristössä.

Opintojakso toteutetaan AHOT-menettelyllä.

### **FHA0001000 Advanced Business Competence, 3 cr**

**The student is able to:**

Tämän opintojakson suorittanut opiskelija on osoittanut osaavansa yhden tai useamman osaamisalueen seuraavista:

- omaa liiketalouden osa-alueiden syvällisen osaamisen ammattikorkeakoulun oman profiloinnin mukaisesti, esimerkiksi osaamisalue (laskentatoimi ja rahoitus, markkinointi, viestintä, liiketoiminnan suunnittelu ja kehittäminen), toimiala, alueellisuus tai kansainvälinen liiketoiminta.

Opintojakso toteutetaan AHOT-menettelyllä.

### **FHA0001001 Methodological Skills in Business Administration, 3 cr**

**The student is able to:**

Tämän opintojakson suorittanut opiskelija on osoittanut osaavansa yhden tai useamman osaamisalueen seuraavista:

- hallitsee liiketalouden syvällisen osaamisen hankinnassa ja omaksumisessa tarvittavan tutkimus- ja kehittämistoiminnan perusteet
- osaa hyödyntää talousmatematiikkaa, tilastollisia menetelmiä ja tietojärjestelmiä
- omaa riittävät taidot laadullisten ja määrällisten tutkimusmenetelmien soveltamisessa.

Opintojakso toteutetaan AHOT-menettelyllä.

### **FHA0001002 Specific Business Competence, 3 cr**

**The student is able to:**

Tämän opintojakson suorittanut opiskelija on osoittanut osaavansa yhden tai useamman osaamisalueen seuraavista:

- ymmärtää liiketoiminnan keskeiset prosessit ja toiminnot
- ymmärtää tietotekniikan merkityksen osana organisaation toimintaa ja sen roolin toiminnan kehittämisessä
- osaa kehittää liiketoiminnan prosesseja ja etsiä tukea ratkaisuihin tietotekniikasta
- ymmärtää sopimusten, tarjousten, lisenssien ja tekijänoikeuksien merkityksen omassa työssään
- osaa luoda, hoitaa ja kehittää asiakassuhteita.

Opintojakso toteutetaan AHOT-menettelyllä.

### **FHA0001003 Applied Business Competence, 3 cr**

**The student is able to:**

Tämän opintojakson suorittanut opiskelija on osoittanut osaavansa yhden tai useamman osaamisalueen seuraavista:

- osaa soveltaa liiketalouden teorioita ja kykenee luovaan ongelmanratkaisuun, mm. työharjoittelussa,

projektiopinnoissa ja opinnäytetyössä

- osaa soveltaa liiketalouden uusinta tietoa työyhteisössä
- osaa kehittää liiketoimintaprosesseja ja soveltaa laatuajattelua.

Opintojakso toteutetaan AHOT-menetellillä.

### **FHA0001005 Organising Events, 3 cr**

**The student is able to:**

Opiskelija ymmärtää tapahtumien merkityksen organisaation sisäisen ja ulkoisen markkinoinnin osana sekä hahmottaa erilaisten tapahtumien luonteiden vaikutukset tapahtumajärjestelyihin. Hän osaa laatia tapahtumasuunnitelman, tuottaa pienimuotoisen tapahtuman sisällön ja toteuttaa sen käytännön järjestelyt. Opintojakson teoriaosuus suoritetaan pääosin syyslukukauden alussa ja käytännön harjoittelu HAMK Tapahtumapalveluiden toteuttamissa eri tapahtumissa lukuvuoden aikana toimimalla tapahtuman järjestelyissä tarvittavissa eri tehtävissä.

### **FHA0001048 Strategic Management Accounting and ERP, 5 cr**

**The student is able to:**

The student understands the connection between company strategy and financial management, is able to prepare meaningful financial reports for the use of management, is able to use financial and other information as a tool in formulating and implementing strategies, and can make well-reasoned analytical decisions in business context.

### **FHA0001049 Strategic Tools, 5 cr**

**The student is able to:**

The student recognises the importance of collecting valid, reliable background information for strategic needs of an organisation, is able to analyse the external environment and internal resources of a company in order to formulate a successful company strategy, is able to use different strategic tools and concepts such as competitive advantages, critical success factors, value chains and core process thinking, and is able to explain the basics of the Balanced Scorecard system.

### **FHA0001082 Customer Relationship Management, 5 cr**

**The student is able to:**

The Student thoroughly understands the role of customer relationship management. The Student is able to assess the quality of different customer relations. The Student is able to build and develop profitable customer relations. The Student is able to plan effective after sales functions as key components of profitable business operations. The Student is capable of using appropriate software applications to enhance CRM.

### **FHA0001083 Intercultural Competence, 5 cr**

### **FHA0001086 Market Entry to the Chinese Markets, 3 cr**

**The student is able to:**

Objectives: The student

- is able to assess the strengths and weaknesses of the various Chinese markets in general, as well as certain regions
- is able to assess business opportunities for a Finnish firm planning to enter the Chinese markets
- is able to assess company's resources especially from the marketing mix point of view when entering the Chinese markets.
- is able to draft an effective market entry plan to the Chinese markets

Prerequisites: Prerequisites: Business School Studies and Common Professional Studies, Basics of the Chinese

Markets, Chinese Business Cultures

Connections to other study periods: Basics of Marketing, Marketing Planning, International Marketing, Global Marketing, Strategic Management

Keywords: hallinto ja kauppa, International Business, Professional Studies, Global Marketing, Doing Business with the Chinese, Market Entry

### **FHA0001087 Market Entry Project - China, 5 cr**

#### **The student is able to:**

The student is able to apply his theoretical, professional knowledge to solve practical problems. The Student is able to work independently and in a responsible way. The Student can communicate in a professional way with company contacts. The Student can write a plan, manage, control and present his project as well as analyze and evaluate the process and the outcomes, with development suggestions, in a professional way.

### **FHA0001084 Chinese Business Cultures, 3 cr**

#### **The student is able to:**

Objectives: The student

- appreciates the role and importance of the Chinese history to today's business cultures
- is able to assess the major Chinese philosophies, religions and values
- is able to appreciate and follow the common Chinese business manners
- is able to assess and choose negotiation strategies that are effective in the Chinese business culture.

Prerequisites: Business School Studies and Common Professional Studies, Basics of the Chinese Markets

Connections to other study periods: Basics of Marketing, Marketing Planning, International Marketing, Global Marketing, Strategic Management

Keywords: hallinto ja kauppa, International Business, Professional Studies, Global Marketing, Doing Business with the Chinese, Chinese Business Cultures

### **FHA0000106 Professional Swedish, 3 cr**

#### **The student is able to:**

Opiskelija osaa

viestiä tavallisissa alakohtaisissa vuorovaikutustilanteissa sekä suullisesti että kirjallisesti käyttää keskeistä alakohtaista sanastoa kertoa koulutuksestaan ja työtehtävistään esim. työnhakutilanteissa esitellä yritysten ja organisaatioiden toimintaa, tuotteita ja palveluita suullisesti ja kirjallisesti sekä keskustella näistä aiheista.

Tavoitteena on, että opiskelija saavuttaa sellaisen ruotsin kielen taidon, joka julkisyhteisöjen henkilöstöltä vaadittavasta kielitaidosta annetun lain (424/2003) mukaan vaaditaan korkeakoulututkintoa edellyttävään virkaan kaksikielisellä virka-alueella. Tavoitteena on, että opiskelija saavuttaa Eurooppalaisen viitekehysten B1-taitotasoa vastaavan osaamisen.

### **FHA0000520 Professional Skills, 3 cr**

#### **The student is able to:**

The course aims at supporting the students in the goal-oriented planning of their studies and in gaining skills needed at the workplace and internationally.

The aim of the course is that the students

analyse their own skills in relation to the requirements of different tasks of their professional field,  
understand the rules and regulations of the Finnish workplace,  
can search for work placements and jobs,  
can use different online CV and job search engines,  
work in teams and networks,  
understand the effects of internationalisation on their own professional field,  
recognise what competences need to be developed due to internationalisation,  
can specify their own professional development paths and on this basis make their own choices, and  
update and maintain their own PSP according to the changing situations in their studies.

#### **FHA0001110 Safety at work, 3 cr**

**The student is able to:**

The student knows the laws and regulations relating to occupational safety. He/she can work in the training and work surroundings ergonomically, paying attention to the occupational safety rules of the field. The student is able to recognize his/her own resources and takes care of the welfare of the work community.

#### **FHA0001111 Project Management, 3 cr**

**The student is able to:**

The student is able to act as a member, secretary and manager in a project organization, is able to make project plans, is able to arrange project control, including financial control, and is able to write project reports.

#### **FHA0001114 International Management Project, 5 cr**

**The student is able to:**

This course enables the student to apply his theoretical, professional knowledge to solve practical problems in an international project from the management perspective. He/She strengthens his/her capabilities to work independently and in a responsible way. He/She is able to communicate in a professional way with company contacts. Time management skills will be demonstrated and deadlines respected.

#### **FHA0001113 Industrial Service Business, 4 cr**

**The student is able to:**

The student understands the crucial role of business services as a competitive tool in today's manufacturing industry. He/she becomes familiar with the decision making process of business to business buying behavior. The student is able to develop, to conceptualize (to brand) and to market globally additional, profitable industrial business services as a part of product offer. During this module the student learns to use project management tools for developing services and he/she has the opportunity to deepen his/her practical knowledge and skills in one of the areas of his/her major subject.

#### **FHA0001112 Supply Chain Management, 3 cr**

**The student is able to:**

The student is able to recognise the importance of logistics in international business, knows different domestic and international distribution channels, can analyse and assess sources of supply and suppliers, knows the importance of total quality, and is able to assess the importance of profitability of purchasing functions for company success.

#### **FLM0000901 SENSE Business Plan Competition, 1 cr**

#### **FHA0001194 Strategic Management Accounting, 4 cr**

**The student is able to:**

The student understands the connection between company strategy and financial management, is able to prepare meaningful financial reports for the use of management, is able to use financial and other information as a tool in formulating and implementing strategies, and can make well-reasoned analytical decisions in business context.

**FHA0001195 Strategic Tools, 3 cr****The student is able to:**

The student recognises the importance of collecting valid, reliable background information for strategic needs of an organisation, is able to analyse the external environment and internal resources of a company in order to formulate a successful company strategy, is able to use different strategic tools and concepts such as competitive advantages, critical success factors, value chains and core process thinking, and is able to explain the basics of the Balanced Scorecard system.

**FHA0001196 Strategic Implementation, 3 cr****The student is able to:**

The student recognises the connection between strategy formulation and implementation, is able to assess different optional strategic tools in implementing a company strategy, is able to take active part in strategy implementation process in real situation, and has a positive attitude towards continuous, professional development.

**FHA0001197 Intercultural Competence, 4 cr****The student is able to:**

The student understands the role of culture as one determinant of human behavior and is able to apply it also on individual level. The course makes participants more aware of their own culture. The course increases students' intercultural awareness in order to enhance their cultural sensitivity and to facilitate more efficient international business.

**FHA0001198 Customer Relationship Management, 3 cr****The student is able to:**

The Student thoroughly understands the role of customer relationship management. The Student is able to assess the quality of different customer relations. The Student is able to build and develop profitable customer relations. The Student is able to plan effective after sales functions as key components of profitable business operations. The Student is capable of using appropriate software applications to enhance CRM.

**FHA0001199 Digital Marketing, 3 cr****The student is able to:**

The student understands the importance and special nature of using digital media in marketing activities. He is able to utilize diverse digital tools to support marketing communication activities. In addition the student understands the connection between digital tools, such as e.g. web 2.0 to support marketing communication and marketing planning.

**FHA0001200 European Markets, 3 cr****The student is able to:**

The student knows Europe as a Market Place, knows the key variables of the European market, appreciates the similarities and differences of European nations and is able to make effective marketing and campaign decisions in European markets.

**FHA0001201 Doing Business with The Finns, 3 cr**

**The student is able to:**

The student is able to assess the strengths and weaknesses of the Finnish markets in general, as well as certain regions. The Student is able to understand the Finnish business culture. The Student is able to assess business opportunities for a foreign firm planning to enter the Finnish markets. The Student is able to assess company's resources especially from the marketing mix point of view when entering the Finnish markets. The Student is able to draft an effective market entry plan to the Finnish markets.

**FHA0001202 Market Entry Project, 4 cr****The student is able to:**

The student is able to apply his theoretical, professional knowledge to solve practical problems. The Student is able to work independently and in a responsible way. The Student can communicate in a professional way with company contacts. The Student can write a plan, manage, control and present his project as well as analyze and evaluate the process and its outcomes, with development suggestions, in a professional way.

**FLM0000904 Welfare Organization, 5 cr****FHA0001346 Corporate Analysis and Financial Analysis, 5 cr****The student is able to:**

Opiskelija osaa arvioida ja analysoida toimialallaan. Opiskelija oppii lukemaan ja ymmärtämään yritysten tilinpäätösaineistoa. Opiskelija oppii hyödyntämään erilaisia tilinpäätösanalyysimenetelmiä yrityksen taloudellisen tilan arvioimiseksi.

Esitiedot: Johdon laskentatoimen perusteet, taloushallinnon perusteet, rahoituksen perusteet.

**FLM0000863 \*\*\*Huomio\*\*\*Attention\*\*\*, 5 cr****FHA0001115 Global Marketing Project, 5 cr****The student is able to:**

This course enables the student to apply his theoretical, professional knowledge to solve practical problems in a global marketing project.

He/She strengthens his/her capabilities to work independently and in a responsible way. He/She is able to communicate in a professional way with company contacts. Time management skills will be demonstrated and deadlines respected.

**FLM0000610 Human Resources, 4 cr****FLM0000921 Efficient Working, part A, 1 cr****FLM0000922 Efficient Working, part B, 4 cr****FLM0000926 Spanish basics 2, 5 cr****FLM0000927 Basics of Finnish 1, 3 cr****FLM0000928 Basics of Finnish 2, 4 cr**

**FLM0000929 Professional Development Workshop, 5 cr**

**FLM0000936 Texts, spreadsheets and presentation materials, 5 cr**

**FLM0000941 Organisational communication and cultural competence, 5 cr**

**FLM0000942 Introduction to Management Accounting, 3 cr**

**FLM0000943 Development project, 5 cr**

**FLM0000944 Operational Environment of Retail Trade, 5 cr**

**FLM0000945 Marketing Mix for Retail Business, 5 cr**

**FLM0000946 Retail Store Human Resource Management, 5 cr**

**FLM0000947 Retail Store Operational Planning and Follow-up, 5 cr**

**FLM0000948 Services, 5 cr**

**FLM0000949 Consumer behaviour, 5 cr**

**FLM0000950 Customer service, 5 cr**

**FLM0000951 Operational environment of services, 15 cr**

**FLM0000952 Operational Business Environment, 5 cr**

**FLM0000953 Communication and ICT skills, 5 cr**

**FLM0000955 Language and Culture Tandem Germany / Finland, 5 cr**

**FLM0000956 Global Service Networks, 5 cr**

**FLM0000957 Multicultural Communities, 5 cr**

**FLM0000958 Business Communication, 5 cr**

**FLM0000959 Russian for business communication, 5 cr**

**FLM0000960 Pre-course for Business and Financing Mathematics course, 3 cr**

**FLM0000966 Web Application Development, 5 cr**

**FLM0000402 Preliminary course for English, 3 cr**

**FLM0000968 International Economics, 3 cr**

**FLM0000969 International Contract Law, 3 cr**

**FLM0000970 International Marketing and Logistics, 4 cr**

**FLM0000971 Special Issues in Financial Accounting, 3 cr**

**FLM0000972 Computer aided Bookkeeping, 3 cr**

**FLM0000973 True and Fair Financial Statement Practice, 4 cr**

**FLM0000974 Administrative justice and public procurement, 5 cr**

**FLM0000975 Texts and Presentation Materials, 2.5 cr**

**FLM0000976 Spreadsheet, 2.5 cr**

**FLM0000930 Efficient working, 5 cr**

**FLM0000977 Financial accounting, 4 cr**

**FLM0000938 Business and financial mathematics, 4 cr**

**FLM0000939 Customer relations and marketing, 4 cr**

**FLM0000978 Logistics, 4 cr**

**FLM0000954 English skills, 5 cr**

**FLM0000984 Finnish for Foreigners II, 5 cr**

**FLM0000931 Texts, Spreadsheets and Presentation Materials, 5 cr**

**FLM0000935 GetEmployed - Työllisty!, 5 cr**

**FLM0000986 English LanguageEnglish Language, 3 cr**

**FHA0001539 Finnish and German Business Culture, 5 cr**

**FLM0001035 Book exam, 3 cr**

**FLM0001036 Learning Methods, 2 cr**

**FHA0001541 Leading a Project Team, 3 cr**

**FHA0001548 Taxation of Persons, 3 cr**

**FLM0001096 Creating and Launching Brands, 15 cr**

**FLM0001097 Corporate Finance, 5 cr**

**FLM0001098 Building and launching a brand, 10 cr**

**FLM0001099 Innovative service development, 5 cr**

**FLM0000940 Economics, 3 cr**

**FLM0001105 Contract and commercial law, 3 cr**

**FLM0000925 Cross-Cultural Competence in International Business, 5 cr**

**FLM0001109 Tandem Finnish-English, 3 cr**

**FLM0001110 Legal Risk Management in Business, 3 cr**

**FHA0001549 Organization Development, 5 cr**

**The student is able to:**

The student recognizes the continuous need for self-development and for development in the organization. The student knows main leadership approaches and can apply them to develop his/her own leadership skills. The student knows familiarizes himself/herself with a variety of organizational development tools and methods and can apply them into practice. The student knows main quality systems and can relate it with organizational development.

**FLM0001126 Spanish for the workplace, 5 cr**

**FLM0001103 Finnish for Foreigners 1, 5 cr**

**FLM0001127 Let's speak Finnish!, 5 cr**

**FLM0001128 Organization and workplace, 4 cr**

**FLM0001129 Financial accounting, 4 cr**

**FLM0001130 Logistics, 4 cr**

**FLM0000937 Organization and workplace, 4 cr**

**FLM0001131 ????/04LII301/10/3, 4 cr**

**FLM0001132 Designing Services and Products , 10 cr**

**FLM0001133 Marketing Law, 3 cr**

**FLM0001134 Margin Calculation and Cash Flow, 4 cr**

**FLM0001135 French basics 2, 5 cr**

**FLM0001136 French for the workplace, 5 cr**

**FLM0001137 German basics 2, 5 cr**

**FLM0001139 Customer experience and profitability management, 5 cr**

**FLM0001140 Business and Financing Mathematics, 5 cr**

**FLM0001141 Service quality and development, 5 cr**

**FLM0001142 Web Design, 5 cr**

**FLM0001149 Environmental management, Environmental Accounting and Reporting, 5 cr**

**FLM0001150 Procurement and quality of services, 5 cr**

**FLM0001151 Analyses methods, 5 cr**

**FLM0001152 Procurement, 5 cr**

**FLM0001153 Contract and commercial law, 5 cr**

**FLM0001154 Production Management, 5 cr**

**FLM0001155 Management Game, 3 cr**

**FLM0001157 Security Trading, 3 cr**

**FLM0001158 Social Media in International Marketing, 3 cr**

**FHA0001085 Basics of the Chinese Markets, 4 cr**

**The student is able to:**

Objectives: The student

- knows and is able to assess the role of the Mainland and Overseas Chinese individuals and organisations as major players in the world economy
- knows the key variables of the Chinese markets in the transformation process with Chinese characteristics
- knows the economical, political and demographic differences of the Chinese markets in general as well as certain regions
- knows the key elements of the Chinese legal and decision-making structure

Prerequisites: Business School Studies and Common Professional Studies, Customer Relationship Management

Connections to other study periods: Basics of Marketing, Marketing Planning, International Marketing, Global Marketing, Strategic Management

Keywords: hallinto ja kauppa, International Business, Professional Studies, Global Marketing, Doing Business with the Chinese, Basics of the Chinese Markets

**FLM0001163 International Marketing, 5 cr**

**The student is able to:**

The student ©• develops an understanding about the kind of steps involved in the international marketing decision-making process ©• acquires an overview on the contemporary international marketing environment ©• is able to utilise strategic thinking, and skills ©• is able to analyse international global markets and market opportunities ©• further develops their understanding of the competitive tools of customer-oriented marketing ©• is able to apply customer-oriented marketing tools in order to enter international target market(s) ©• gains perspective on the challenges of managing international and global marketing operations

**FLM0000934 Basics of Economics, 3 cr**

**The student is able to:**

Learning objectives © ©The student ©- is familiar with the basic concepts of consumer and producer theory ©- understands how the market mechanisms function ©- knows the basic reasons and consequences of inflation and unemployment ©- is familiar with the basic nature of economic fluctuations ©- understands that "everything depends

on everything" in the economy

**FLM0001106 Communication material, 5 cr**

**FLM0001167 Finnish for Foreigners 2, 5 cr**

**FHA0001571 Personnel Management, 3 cr**

**FHA0001576 Business Development Project, Business and Design studies (FUAS Innovation School), 9 cr**

**The student is able to:**

Business development project is a practical learning exercise assigned by a business community. The project is based on actual need to develop one or several elements of a business. Carrying out the project requires planning and conducting project definition, setting objectives, tasks, tools, timetable, resources and budget. Business development project is done in co-operation with parties influenced by the project. Business development project focuses on different business elements: customers, products and services, business model, business model environment, business systems, financial performance and management issues. Learning objectives: student can define a business development project, identify and analyse external and internal factors influencing the project, plan, conduct and evaluate the project. Student can apply business modeling, business model environment analysis, competitor analysis, commercialisation tools, teamworking, individual judgement, communication, financial projection tools, idea analysis and business model evaluation.

**FHA0001577 Advanced Business Development Project, Business and Design studies (FUAS Innovation School), 12 cr**

**The student is able to:**

Advanced Business Development Project, Business and Design studies (FUAS Innovation School), 12 cr is designed only for students who have already participated for FUAS Innovation School in year 2014.

During this course student learns to take responsibility for project management and projects systematic organisation. Students learn to solve more advanced topics on their own field.

Student recognize, predict and is able to solve typical characteristics and challenges when carrying through a project. The key themes are project management, problem solving and responsibility.

Advanced business development project is a practical learning exercise mainly geared towards student's own business idea. The project is based on interactive learning process with key stakeholders of student's business idea. Carrying out the advanced business development project requires planning and conducting project definition, setting objectives, tasks, tools, timetable, resources, budget and interaction with stakeholders. Advanced business development project focuses on different business elements: customers, products and services, business model, business model environment, business systems, financial performance and management issues. Learning objectives: student can interactively define a business development project, identify and analyse external and internal factors influencing the project, plan, conduct and evaluate the project. Student can apply business modeling, business model environment analysis, competitor analysis, commercialisation tools, teamworking, individual judgement, communication, financial projection tools, idea analysis and business model evaluation.

**FLM0001207 Information Literacy, 1 cr**

**FLM0001198 Introduction to Entrepreneurship, 4 cr**

**FLM0001200 Responsible Business, 5 cr**

**FLM0001211 Professional Communication (Finnish), 3 cr**

**FLM0001212 Intercultural communication, 5 cr**

**The student is able to:**

Student: ©- will understand how culture impacts their behaviour and communication ©- will learn what personal knowledge, skills and attitude is required in international business ©- will learn to understand how cultural differences work in international teams, in negotiations and in decision-making ©- will develop their intercultural competence

**FLM0001124 Multidisciplinary networks, 5 cr**

**FLM0001125 Responsible service operation, 5 cr**

**FLM0000932 Business and financial mathematics, 4 cr**

**The student is able to:**

The student ©• knows how to use the most commonly used tools of business mathematics within business ©• understands the importance of financial mathematics

**FLM0001138 German for the workplace 2, 5 cr**

**FHA0000992 Amazing Business Train, 5 cr**

**The student is able to:**

Amazing Business Train -studies are experimental learning experience on moving train and on stations. Students learn recognizing business opportunities, creating ideas for solutions, describing business idea from users point of view, modeling their business with profitability evaluation, selling their business idea, working independently and in group, creating contacts and searching and analyzing knowledge.

Amazing Business Train / Yrittäjäyhteisön junamatka -opinnot on HAMKin opiskelijoille suunnattu kokeellinen yrittäjyyden ja yritteliäisyyden kokemuksellinen oppimismatka, joka tehdään fyysisesti junalla liikkuen, juna-asemilla toimintarasteja tehden, junamatkojen aikana ryhmässä työstäen ja verkostoa luoden. Matkan aikana opiskelija oppii käyttämään erilaisia liikeidean ja liiketoiminnan mahdollisuuksien tunnistamisen, analysoinnin ja kehittämisen työkaluja ja menetelmiä.

**FLM0001221 Tandem Finnish-Russian, 5 cr**

**FLM0001222 Tandem Finnish-Spanish, 5 cr**

**FLM0001352 Responsible Business, 12 cr**

**FHA0001654 Business Development Projects (FUAS Innovation School), 12 cr**

**The student is able to:**

FUAS Innovation School

**FHA0001655 Tools for Business Development (FUAS Innovation School), 3 cr**

**The student is able to:**  
FUAS Innovation School

**FLM0001367 Cost accounting methods, 5 cr**

**FHA0001659 Management and Leadership, 3 cr**

**The student is able to:**

Opiskelija ymmärtää esimiehen roolin ja tehtävät erilaisissa työyhteisöissä. Hän osaa toimia erilaisista ihmisistä koostuvissa ryhmissä, joissa ryhmädynaamiset tekijät asettavat toiminnalle omat haasteensa. Hän oppii oivaltamaan, että inhimillisten resurssien kehittäminen lisää työyhteisön toimivuutta ja tuloksellisuutta.

**FLM0001369 Organisational well-being HR management, 5 cr**

**FLM0001370 Contribution margin, 5 cr**

**FLM0001371 Savings and investments, 5 cr**

**FLM0001372 ICT English, 3 cr**

**The student is able to:**

The students can ©- use the terminology of their field and understand professional texts ©- discuss topics related with their field ©- communicate in job application situations ©- present their own project orally and in writing ©- write a professional report and a thesis abstract. ©

**FLM0001373 English Language, 3 cr**

**FLM0001375 International Economics, 3 cr**

**The student is able to:**

The student ©- is familiar with the basic concepts of economic policy, specially foreign exchange policy ©- is familiar with the different instruments of protection ©- is familiar with the basic mechanism of foreign exchange market ©- is familiar with certain international agreements / institutions

**FLM0001377 Consolidated Financial Statements, 5 cr**

**FLM0001378 Workplace skills, 5 cr**

**FLM0001376 Digital services helping in everyday life, 5 cr**

**FLM0001393 Logistics Service Companies, 3 cr**

**FLM0001397 From Nature to Business, 5 cr**

**FLM0001402 International Economics, 5 cr**

**The student is able to:**

The student

- is familiar with the basic concepts of economic policy, specially foreignexchange policy
- is familiar with the different instruments of protection
- understands the different levels of economic integration
- is familiar with the basic mechanism of foreign exchange market
- is familiar with certain international agreements / institutions
- understands what it means to be a member country of EMU
- is familiar with the economic trends in certain target areas

**FLM0001403 Human Resources Management, 5 cr**

**FLM0001404 Management communication, 5 cr**

**FLM0001405 The customer relationship management process, 10 cr**

**FLM0001406 Accounting and financial statements, 5 cr**

**FLM0001408 Quantitative Methods and Reporting, 5 cr**

**FHA0000001 The History, Culture and Concepts of Sexuality, 3 cr**

**The student is able to:**

Tavoite: Opiskelija ymmärtää seksuaalisuuden kulttuurisidonnaisuuden.

Esitiedot:

Yhteydet muihin opintojaksoihin:

Asiasanat: sosiaali-, terveys- ja liikunta-ala, terveydenhoitotyö, sivuaineopinnot

**FHA0001295 Organizational Communication, 3 cr**

**FHA0004438 Basics of the Chinese Markets, 4 cr**

**FHA0004439 Chinese Business Cultures, 4 cr**

**FHA0004440 Market Entry to the Chinese Market, 7 cr**

**FHA0004450 Business Opportunity Theory and Project, 5 cr**

**FHA0004451 Business Modeling Theory and Project, 5 cr**

**FHA0004460 Commercialisation Theory ja Project, 5 cr**

**FHA0004462 Financial Investing and Management, 5 cr**

**FHA0004481 Change Management, 5 cr**

**FHA0004482 Leadership and Organizational Development, 5 cr**

**FHA0004483 Startup Business School, 15 cr**

**FHA0004487 Business Communication, 3 cr**

**FLM0001452 Futures management, 5 cr**

**FLM0001453 Retail business indicators and management, 5 cr**

**FLM0001454 Retail business models and marketing, 5 cr**

**FLM0001472 Departmental HR and sales management, 5 cr**

**FLM0001473 Responsible Business, 5 cr**

**FLM0001474 Texts and Presentation Materials, 3 cr**

**FLM0001475 Spreadsheets, 3 cr**

**FLM0001484 Swedish Language Written SkillsSwedish Language Written Skills, 1.5 cr**

**FLM0001485 Swedish Language Oral SkillsSwedish Language Oral Skills, 1.5 cr**

**FLM0001486 Professional Communication (Finnish)Professional Communication (Finnish), 3 cr**