

LAUREA UNIVERSITY OF APPLIED SCIENCES

Common and elective studies, Laurea Leppävaara, LYA11SY

Learning concept at Laurea

Universities of applied sciences have three tasks set by law: research and development, regional development, and pedagogy. The effective integration of these three tasks has been seen as one of the keys to the successful completion of Laurea's statutory duties. The aim for Laurea is to produce competent graduates who become research-oriented developers of their work and their fields. A further aim is to develop and renew labour market competence through research and to produce innovations that make use of multidisciplinary competence to have an impact on our surroundings.

Laurea's learning concept is embodied in the Learning by Developing model, which has been rewarded by the Finnish Higher Education Evaluation Council. The objective of learning is competence, which is visible as new ways and means of working, and which allows for renewal of the labour market and the field. Learning by Developing takes place in workplace-oriented projects in which students, lecturers, workplace experts and customers work together to develop innovative solutions.

Students are seen as partners who, as their competence develops, are able to take on increasing responsibility and make use of their creativity to complete research and development tasks. Students acquire competence in learning environments comprising diverse workshops and labs. Professional competence is constructed out of the integrated combination of empirical data, a deep understanding of it, and skills in doing and handling situations. Working together to build knowledge-based skills leads to competence that allows students to manage diverse situations in the constantly changing world of work.

Learning at Laurea progresses through an orientation of skills. Scientific data is significant as a tool. Learning directs students to process knowledge and to select ethically significant knowledge that can be utilised and applied in development projects that correspond to their degrees. Laurea places importance on ensuring that students grow into skilled experts who can renew the labour market. Workplace-oriented development projects as learning environments allow for genuine learning, the construction of partnership networks, the application of meaningful experiences and the development of creativity and research orientation. In the work-oriented development projects, individuals and the target community develop their competence together. In addition, they generate new knowledge for developing and reforming the labour market.

Learning environments

The aim of the learning environment is to facilitate the achievement of learning outcomes while supporting the generation and development of new competence. Laurea's learning environments utilise internal and external networks and are in constant interaction with the workplace. Regional influence increases through communities and the networks that they form. Students use projects to learn the basics of networking, social skills and communication with experts in the field. Students grow into developers by carrying out development tasks and by interacting in competence networks.

Practical applications of learning environments include initiatives and projects that form innovation environments for the community, as well as various operating spaces designed for learning and development, competence hubs and development labs.

The student's role and responsibility in learning

In Laurea's work-oriented research and development projects, the concept of partnership implies cooperation between teachers, experts from the labour market and students. The cooperation is based on responsible commitment to the development project. Studying at Laurea requires critical thinking, problem-solving skills, self-directiveness, a proactive attitude and cooperation skills from students. The studies place a focus on an independent attitude. In development projects, all participants are seen as learners, because the projects aim to produce change and generate something new. Partnership also means mutual respect and appreciation for diverse skills. The progress of the development project requires sharing competence and building new competence out of different areas of expertise. Students participate as partners who build their competence by obtaining new tools and by taking part in various research and development initiatives.

The teacher's role at Laurea

The teacher's role in development projects can be described as that of an expert, a participant and a pedagogical leader. The teacher cannot transfer competence to students but guides the student's learning process. Depending on their roles, Laurea's teachers are both researchers and developers, influencers in regional development, and pedagogues. Teachers who work as researchers publish reports that demonstrate the effectiveness of development projects as reformers and developers of competence in the labour market. As a developer, a teacher is responsible for ensuring the progress of a development project.

Structure of the curriculum

Laurea's curricula are based on themes and study units. A theme refers to a wider competence area that typically requires that a student master several study units within the subject area. The contents of the themes and study units cover the core vocational competence in the field. Annual themes form an umbrella for studies from the perspective of increased professional growth. The curriculum contains the nationally defined generic competences (see Table 1) as part of the objectives set for the themes or study units. Mastering the generic competences ensures vocational education that meets the requirements set for the level to be obtained at universities of applied sciences, and mastering the themes builds competence needed in working life.

Table 1. National generic Competences (Arene 2010)

Generic competences	Description of the competence, bachelor level
LEARNING COMPETENCE	• is able to self-evaluate and develop one's competence and learning style orientation • is able to retrieve and analyze information and evaluate it critically • is capable of taking responsibility for collaborative learning and sharing knowledge in teams
ETHICAL COMPETENCE	• is able to take responsibility for one's own actions and for the consequences of these actions • is able to work according to the ethical principles of the subject field • is able to take other people into account in one's actions • is able to apply the principles of equality • is able to apply the principles of sustainable development • is capable of social influencing using one's know-how and based on ethical values
WORKING COMMUNITY COMPETENCE	• is able to operate as a member of a work community • is able to operate in communicative and interactive situations in working life • is able to utilize information and communications technology in one's subject field • knows the working life in one's subject field and is able to create personal contacts in working life and to operate in professional networks • is capable of decision making in unpredicted situations • is able to apply the principles of organizational management and leadership in working life and has abilities for supervision tasks • possesses entrepreneurial skills
INNOVATION COMPETENCE	

	• is able to conduct research, development and innovation projects applying the existing knowledge and methods of the field • is able to work in projects • is capable of creative problem solving and development of working methods • is able to find customer-oriented, sustainable and profitable solutions
INTERNATIONALIZATION COMPETENCE	• possesses communicative competence necessary for one's work and for professional development in the subject field • is able to operate in a multicultural environment • takes into account the effects of and opportunities for internationalization development in one's own field

Competence evaluation

Competence evaluation is based on the objectives described in the curriculum. These objectives define the requirements that students have to meet to achieve their degree titles. Competence evaluation shows how well the set objectives have been met. On the one hand, competence is seen as knowledge, skills and values, and on the other hand, as experience. Evaluation through development projects looks at an individual's and the project community's learning, the progress and significance of different processes, and the results achieved. Study units are evaluated on a numerical scale of 0 to 5 or on a pass/fail (H/O) basis. The evaluations apply criteria developed for evaluating the competence of students at the beginning of their studies and at graduation (see Table 2). The evaluation criteria for each study unit are given in the study unit's syllabus.

Table 2. Evaluation criteria for initial stage and graduation stage students

BACHELOR'S DEGREE	INITIAL STAGE STUDENTS	GRADUATION STAGE STUDENTS
EXCELLENT grade 5 Students are able to:	• Apply professional concepts expertly. • Comply with occupational safety instructions responsibly and independently. • Justify activities using research knowledge. • Work independently and take initiatives in line with objectives. Operations are often flexible, systematic, development-oriented, creative and active. • Select the appropriate techniques and models for activities, and justify the choices. • Act in customer-oriented ways and according to the situation. • Promote group activities. • Able to critically apply ethical principles in the subject field in one's conduct and tasks.	• Apply professional concepts expertly and extensively, and manage the big picture. • Develop occupational safety of their operating environment. • Develop operating methods by comparing, combining and selecting research knowledge. • Work independently and innovatively in line with objectives. Activities are mostly creative, focused on developing the workplace and distinctly professional. • Select, combine and develop appropriate techniques and models for activities. • Take initiatives and act responsibly in customer relations, and understand the meaning of customer relationships for the big picture. • Develop and renew activities of

		multidisciplinary teams. • Critically apply ethical principles in the subject field in complex and unanticipated situations.
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BACHELOR'S DEGREE	INITIAL STAGE STUDENTS	GRADUATION STAGE STUDENTS
GOOD grade 3 Students are able to:	• Apply professional concepts systematically. • Apply occupational safety instructions in their activities. • Justify, compare and analyse their activities using general guidelines. • Able to cope independently in different tasks in each operating environment. • Apply acquired techniques and models diversely. • Act professionally in customer situations. • Work in a group in line with objectives. • Justify their activities in accordance with ethical principles.	• Apply professional concepts expertly. • Take care of occupational safety for themselves and the work community, and perceive development objects. • Select methods of operation in accordance with research knowledge and guidelines. • Work systematically and critically in line with objectives in complex situations. Operations are often flexible, systematic, creative and active. • Select the appropriate techniques and models for activities, and justify the choices. • Prioritise and maintain customer relationships. • Promote group activities. • Critically apply ethical principles in the subject field in one's conduct and tasks.

BACHELOR'S DEGREE	INITIAL STAGE STUDENTS	GRADUATION STAGE STUDENTS
SATISFACTORY grade 1 Students are able to:	• Apply most important/individual and appropriate professional concepts, and indicate their familiarity with the knowledge base. • Act safely, although activities are often schematic/ experimental/ fumbling/ self-involved. • Comply with rules and instructions, and justify their activities using provided instructions. • Act appropriately under guidance. • Use acquired techniques and models. • Take customers into account in their actions. • Act as group members. • Act in accordance with ethical	• Apply professional concepts systematically. • Comply with occupational safety instructions responsibly and independently. • Justify and analyse their activities using general guidelines and in accordance with evidence-based information. • Act professionally and responsibly in unanticipated customer and problem situations. • Work independently in different tasks in each operating environment. • Apply acquired techniques and models diversely • Act in customer-oriented ways

	principles.	and according to the situation, and understand customer needs. • Work in a group in line with objectives. • Act and justify their activities in accordance with ethical principles.
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Degree programme's quality evaluation and development

The quality of Laurea's operations is monitored and developed with the quality assurance system (picture 1.). The aim of the quality assurance system is e.g. to extensively guarantee the quality of education and of other activities, systematically produce quality-related data for the development of the operations and to promote recognition of insufficient quality.

Processes have been described as support for Laurea's basic operations. The core process is the Learning by Developing process, its implementation is supported by the Education process, the Strategy and Management process and the HR process.

Strategy Implementation Plan, where the critical success factors and their indicators have been defined, functions as a tool for monitoring and evaluating operations. Central indicators for a degree programme's quality assurance are e.g. progress of studies, learning through research and development, dropout rate, completion of studies and development of competence in graduating students. The results according to the indicators are discussed annually and based on them the appropriate measures for the development of operations are defined.

Besides the data related to critical success factor indicators, Laurea also collects other feedback and evaluation data in order to develop the quality of a degree programme. The degree programme specific curriculum is evaluated annually. In addition to personnel also students and working life representatives take part in the evaluation.

Students' most important channel of evaluating and developing operations is the student feedback system. Student feedback system includes feedback questionnaires that measure the quality of education, student's professional growth and student wellbeing as well as immediate feedback. Collecting feedback data, its systematic processing with students and personnel as well as versatile exploitation of the data enable continuous quality development in education.

Students are actively involved in different development teams both on Laurea and local unit levels. Consultation meetings between student union LAUREAMKO and the steering group are organised regularly. The aim of the meetings is to take into account the students' points of view in the development of the operations. The consultation meetings are held both on Laurea and local unit levels. Student members participate also in Laurea's internal audits which are organised once an academic year. Through the internal audits students contribute to the quality development of education and other operations.



Laureas curriculum as a part of the European Higher Education Area

Finnish higher education institutions have reformed their curricula in accordance with the creation of the European Higher Education Area, i.e., the Bologna Process. The EU's strategic objectives regarding education also guide education in Finland. The Bologna Process covers a total 46 of countries, including some outside the EU. The aim of the Bologna Process is to establish a consistent, compatible and attractive Higher Education Area in Europe by 2010.

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

Finnish universities of applied sciences adopted ECTS (European Credit Transfer and Accumulation System) credits in 2005. In the ECTS, one academic year equals 60 credits. The ECTS is a student-centric system. It is based on the student workload needed to achieve the targets set for each degree programme.

The curricula describe the learning outcomes and competence. From the point of view of promoting international mobility, curricula must be internationally understandable. The aim of standardising the structures and learning targets of degrees is to improve the conditions for mobility within and between higher education institutions during the studies, and also in the workplace after graduation. In terms of the recognition and comparability of degrees taken in different countries, it is important to link learning targets to concrete competence requirements and definitions in the labour market.

Laurea's competence-based curriculum takes into account the demands of the Common European Framework. Studies are accumulated in the form of credits, and study units form larger modules. Competence is defined in terms of the students' learning outcomes. Currently resources are being directed towards further enhancing the ability of the curriculum implementations to generate new competence and innovations for Laurea's operating environment.

Sources:

The Bologna Process

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

Global challenges and sustainable development in the curricula

The activities of the higher education institutions are based on responsibility, sustainable development and understanding and appreciating diversity within the higher education community.

A suggested measure of the Strategy for the Internationalisation of Higher Education Institutions is that the higher education institutions will increase education and research cooperation based on national and international networking in order to contribute to the attainment of the goals of the UN Decade of Education for Sustainable Development 2005-2014. Laurea's curricula will be developed according to the Strategy for the Internationalisation of Higher Education Institutions 2009-2015. Out of Laurea values sense of community and social responsibility represent these perspectives most clearly. Moreover, ethical competence of the generic competences of university of applied sciences degrees also means the ability to apply the principles of sustainable development in one's own work. Functioning in the globalising world requires the higher education institutions to critically consider the ethicality of their operational principles.

The goal is that all Finnish degree programmes have at least 30 cr. of studies in foreign language in their curricula. The local units proceed towards this goal gradually. In some degree programmes the goal has already been reached. The goal is also to produce competence that enables participating in solving global problems and building activities on an ethically sustainable foundation.

Source: <http://www.minedu.fi/export/sites/default/OPM/Julkaisut/2009/liitteet/opm23.pdf?lang=fi>

1. year

OP	STUDIES	
0315	LANGUAGE STUDIES	
00352	Advanced Finnish	
00305	Basic Finnish	
A0203	Basic Finnish 1	5
A0204	Basic Finnish 2	5
00469	Basics of Spanish Language 1	5
00882	Basic French 2	
01261	Preparatory Studies in English	5
00524	Basic Spanish 1	5
00525	Basic Spanish 2	5
A9048	Finnish for Working Life	3
00480	Fokus på Norden	5
00310	Intermediate Finnish	
A0205	Intermediate Finnish	5
00526	Basic Italian 1	5
00527	Basic Italian 2	5
00515	Tandem project in language and culture	3
01101	Tandem Project, Spanish - Finnish	3
01081	Proyecto Tándem español - inglés	3
00530	Basic French 1	5
00531	Basic French 2	5
01260	Preparatory Studies in Swedish	5
00532	Basic German 1	5
00533	Basic German 2	5
01283	Finnish language and Communication	5
00511	Tandem-Projekt (Finnisch - Deutsch)	3
00206	Working French 1	5
00211	Working French 2	5
00207	Working German 1	5
00212	Working German 2	5
00204	Working Spanish 1	5
00209	Working Spanish 2	5
00208	Working Russian 1	5
00213	Working Russian 2	5
00534	Basic Russian 1	5
00535	Basic Russian 2	5
A0193	Preparatory studies in English	5
A036	COMMON STUDIES	
00582	Creative Teams	10
00320	Developing Service Innovations	10
00387	Go abroad	3
A0176	Introduction to SID	10

A0199	Global Management Challenge - a Strategic Management Competition	5
00497	International Student Tutoring	5
A0201	User Communities as Innovations Developers	
00009	Creative Teams	10
00190	Student tutoring	5
00473	Implementing an Organisation's Communications	10
00010	Competence Development and Coaching	10
00817	Competence in Purchasing	10
00801	Service Innovation and Design Toolkit	
A9049	Academic Writing in English	5
A9050	Developing Your Business Idea	10
00202	Initial Test in English Skills	0
00203	Initial Test in Swedish Skills	0
01361	Basic studies on rules and regulations in working life	3
A038	BIT	
01131	Developing and Managing Customer Relationships	
00471	Research Methods	
01130	Responsible Leadership in a Work Community	
A0110	ICT Project Management	5
A039	BM	
A0195	Advanced Finnish	
00316	Highlighting a Target Market	5
00319	Design and Brand Management	10
01098	Financial Planning and Control	10
00478	Global Operating Environment	10
00318	Managing International Risks (excluding Financial Risks)	10
00472	Organisational Learning	5
00793	Nordiskt och internationellt	
A0187	Supply chain management	10
A9040	B-to-B Marketing Communication	5
A040	FM	
A041	SID	
A037	STUDIES IN BUSINESS MANAGEMENT	
00513	Customership in Business Networks 1	10
00512	Customer Relationships in Business Networks 2	10
A9042	Current Issues in Business	5
00050	Using ICT to Facilitate New Kinds of Business	10
00504	International Operation Environments	10
A9045	Cash and Liquidity Management	5
A0191	Commercial Law	5
A9043	Group accounting and reporting	10
00093	Effective Sales Management	10

A9041	Management of marketing and corporate communications	10
A0185	Management of Purchasing Process, Import and Delivery Chain	10
00090	Financial and Stock Markets	10
A0172	Invest and Become Wealthy - a Genius Investor Competition	5
00088	Financial Planning and Control	10
A0171	Inventing and Developing New Services and Products	
00086	Responsible Business Operations	10
A0192	Law of Obligations and Credit Relations	5
A9046	Corporate finance	10
A0173	Profit Calculation and Taxation of a Company	10
A9044	Corporate and financial statement analysis	10
01225	Creating Innovation through Service Design	10
A0077	Skills and Tools for Professional Business V	5
A033	STUDIES IN TOURISM, CATERING AND DOMESTIC SERVICES	
A0189	Foodstuffs, Nutrition and Security 1	5
A0190	Foodstuffs, Nutrition and Security 2	5
01022	Event Management in Multicultural Environment	5
01023	Beverage product knowledge and bar operations	5
01289	Problems related to Consumer Legislation	
A9047	Municipal food services	
01006	Baking in a Professional Kitchen	
00809	Accommodation Management	10
00804	Destination Development Management	10
00808	Developing the Operations of a Restaurant and Catering Company	10
00807	Nutrition and wellbeing	10
A0183	Sustainable Acquisitions of Catering Services	5
A0184	Food Culture and Trends	5
01021	Event Management	
A0200	Environmental Competence in the Service Sector	
A032	TIKO	
A0164	Applied Innovative ICT Service Systems	10
00103	Interconnecting Networks	10
00019	Service Innovations in Business Development	
01010	Developing and Managing a Service System	
00020	Innovation-Based Entrepreneurship	
00104	Developing Data Network Services	10
A0132	Creating Innovation through Service Design	10
A035	SECURITY MANAGEMENT	
A0051	Toward the New Learning Environments	10
A0013	Protecting Critical Infrastructure	

A0007	Community Safety and Local Security Planning	
A0054	Marketing Services	
00180	Crime Prevention Competence	10
A0009	Crime Prevention	
A0052	Internal Security	
A0014	Managing Risks of Contracts	
A0012	Information Security- Development Project 2	
A0008	Information Security Technologies	
00185	Security of Data Networks and Systems	10
01071	Safe actions in crisis situations and emergency conditions	
A0010	Inspections and Audits of Security	
A0011	Managing Safety and Occupational Health	
A0043	Crisis in the Community as Experienced by the Individual	5
A0053	Entrepreneurship in Security	
0371	FUAS SUMMERSTUDIES	
01395	Developing intercultural competences	5
01318	Social media tool kit for effective communication	
00018	Developing Service Innovations	
01319	Methods for Competence Development	5
R0001	Workplace safety and security	5
A0153	Corporate Social Responsibility	5
A9058	Oracle Java Certification	5
A9059	Research Oriented ICT Project Management	10
01342	Special questions of information systems, networks, security and services	5
01389	Finance literature	5
		0

0315 LANGUAGE STUDIES, 0 cr

00352 Advanced Finnish, 5 cr

The student is able to:

- communicate in more formal situations
- develop her/his Finnish skills for work-related purposes

Contents of the study unit:

- vocabulary relating to studying and working life
- grammar (all tenses, adjective comparison etc.)

Study unit description:

The course will develop the students' Finnish language skills for professional purposes in order to reach level B1 according to the Common European Framework.

Previous studies:

The course mainly concentrates on developing communication skills (speaking and understanding Finnish). Grading is based on an oral exam, a written exam, and attendance and activeness during teaching.

00305 Basic Finnish, 5 cr

The student is able to:

- learn the main principles of the Finnish language
- understand and use the most common expressions in Finnish in everyday situations

Contents of the study unit:

- everyday situations (e.g. requesting and giving information, travelling by public transport, using a post office)
- discussions about everyday subjects (oneself, family, living conditions, etc.)
- basic grammar, vocabulary and pronunciation

Study unit description:

The course provides an introduction to the Finnish language. Students will reach level A1 in accordance with the Common European Framework.

A0203 Basic Finnish 1, 5 cr

The student is able to:

- learn the main principles of the Finnish language
- understand and use the most common expressions in Finnish in everyday situations

Contents of the study unit:

- everyday situations (e.g. requesting and giving information, travelling by public transport, using a post office)
- discussions about everyday subjects (oneself, family, living conditions, etc.)
- basic grammar, vocabulary and pronunciation

Study unit description:

The course provides an introduction to the Finnish language. Students will reach level A1 in accordance with the Common European Framework.

A0204 Basic Finnish 2, 5 cr

The student is able to:

- communicate in simple situations and routine tasks
- write simple texts
- understand the main points in messages and Finnish speech at normal speed about familiar subjects.

Contents of the study unit:

- everyday life, work, studying, daily and weekly routines
- everyday situations (shopping for food & clothes, going to a restaurant, etc.)
- grammar (e.g. past tense, local cases, question words, words describing time)

Study unit description:

Students will deepen their knowledge of the basics of the Finnish language and culture in order to reach level A2 in accordance with the Common European Framework.

00469 Basics of Spanish Language 1, 5 cr**The student is able to:**

- understand basic structures and vocabulary of Spanish
- communicate in simple situations of everyday life
- write simple texts
- understand the main points in messages and Spanish speech spoken at normal speed about familiar subjects

Contents of the study unit:

- simple communication events
- everyday life, work, studying, daily routines, everyday situations (telling about oneself, greeting, shopping, ordering food in a restaurant etc.)
- grammar
- e.g. articles, personal pronouns, possessive adjectives, present tense, interrogatives
- cultural knowledge, some characteristic features of Spain and Latin America

Study unit description:

- The course emphasizes acquisition of the four basic language skills: speaking, listening, writing and reading. Basic grammar is introduced and practiced.

Previous studies:

None.

00882 Basic French 2, 5 cr**The student is able to:**

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

Contents of the study unit:

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

Study unit description:

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

Previous studies:

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

01261 Preparatory Studies in English, 5 cr

The student is able to:

- englannin perusrakenteet
- käyttää opinnoissaan ja työelämässä tarvittavaa perussanastoa
- kirjallisen ja suullisen viestinnän perustaidot
- hyödyntää monipuolisesti erilaisia menetelmiä kielitaitonsa kehittämisessä

Contents of the study unit:

- englannin kielen keskeiset rakenteet
- sanaston laajentaminen
- suulliset ja kirjalliset oppimistehtävät
- erilaiset oppimisstrategiat

Study unit description:

Opiskelija harjoittaa viestintätaitojaan englannin kielessä kehittääkseen valmiuksiaan opintoihinsa ja työelämään.

Previous studies:

00524 Basic Spanish 1, 5 cr

The student is able to:

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

Contents of the study unit:

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

Study unit description:

Students attain skill level A1 as defined in the Common European Framework.

Previous studies:

None.

00525 Basic Spanish 2, 5 cr

The student is able to:

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

Contents of the study unit:

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

Study unit description:

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

Previous studies:

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

A9048 Finnish for Working Life, 3 cr

The student is able to:

Manage in basic work life situations (in speaking and in writing)

Contents of the study unit:

- Writing a CV
- “applying” for a job
- Small talk (introducing oneself, one’s country, talking about one’s job etc.)
- Making and cancelling an appointment
- Writing an e-mail
- etc. etc.

Study unit description:

- the course consists of lessons and independent work (written assignments)
- the lessons will be held in Finnish
- course material will be provided by the teacher

Previous studies:

Prerequisites for the study unit are Basic Finnish 1, Basic Finnish 2, and Intermediate Finnish courses or 15 credits in the Finnish language.

00480 Fokus på Norden, 5 cr

The student is able to:

- tunnistaa Pohjoismaiden poliittiset, taloudelliset, sosiaaliset ja ekologiset erityispiirteet sekä viestiä niistä suullisesti ja kirjallisesti
- viestiä suullisesti ja kirjallisesti Pohjoismaihin liittyvistä ajankohtaisista asioista
- tarkastella omaa ammattiaan ja koulutusalaan pohjoismaisesta perspektiivistä
- vaihtoehtoisesti soveltaa ja hyödyntää kielitaitoaan Pohjoismaihin liittyvässä hankkeessa

Contents of the study unit:

- pohjoismainen kulttuuri ja historia
- pohjoismainen yhteiskunta
- pohjoismaiset työmarkkinat ja elinkeinorakenne
- pohjoismainen yhteistyö
- pohjoismaiset kulttuurierot työelämässä
- ajankohtaista Pohjoismaista
- oma ammatti ja koulutusala pohjoismaisessa perspektiivissä
- vaihtoehtoisesti Pohjoismaihin liittyvä hanke tai hanke voi olla osana opintojaksoa

00310 Intermediate Finnish, 5 cr

The student is able to:

- communicate in simple situations and routine tasks

- write simple texts
- understand the main points in messages and Finnish speech at normal speed about familiar subjects.

Contents of the study unit:

- everyday life, work, studying, daily and weekly routines
- everyday situations (shopping for food & clothes, going to a restaurant, etc.)
- grammar (e.g. past tense, local cases, question words, words describing time)

Study unit description:

Students will deepen their knowledge of the basics of the Finnish language and culture in order to reach level A2 in accordance with the Common European Framework.

A0205 Intermediate Finnish, 5 cr

The student is able to:

- communicate in more formal situations
- develop her/his Finnish skills for work-related purposes

Contents of the study unit:

- vocabulary relating to studying and working life
- grammar (all tenses, adjective comparison etc.)

Study unit description:

The course mainly concentrates on developing communication skills (speaking and understanding Finnish). Grading is based on an oral exam, a written exam, and attendance and activeness during teaching.

00526 Basic Italian 1, 5 cr

The student is able to:

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

Contents of the study unit:

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

Study unit description:

Students attain skill level A1 as defined in the Common European Framework.

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Previous studies:

None.

00527 Basic Italian 2, 5 cr

The student is able to:

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

Contents of the study unit:

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

Study unit description:

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

Previous studies:

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

00515 Tandem project in language and culture, 3 cr

The student is able to:

- acquaint the student from a chosen language area into Finnish society and culture
- support the foreign degree student's or exchange student's Finnish language learning
- use the method of reciprocal learning in creating appropriate objectives for language or culture learning
- utilize and deepen her/his cultural and language knowledge

Contents of the study unit:

- peer tutoring in language and culture learning
- activating one's foreign language knowledge with a native speaker OR deepening one's intercultural abilities
- the process of cultural exchange

Study unit description:

The study unit consists of meetings between the tandem pair, meetings with the tutor and study diary report. The competence appears in students' developing language and cultural abilities.

Previous studies:

None. The objectives are created case-specifically.

01101 Tandem Project, Spanish - Finnish, 3 cr

The student is able to:

- perehdyttää espanjankieliseltä alueelta tulevaa opiskelijaa suomalaiseen yhteiskuntaan ja kulttuuriin
- tukea opiskelijaparinsa suomen / espanjankielen opiskelua
- hyödyntää ja syventää aiemmin hankkimaansa kielitaitoa
- syventää kohdekulttuurin tuntemusta

01081 Proyecto Tándem español - inglés, 3 cr

The student is able to:

- el/la estudiante finlandés/-a aprende castellano y sus conocimientos de la cultura y sociedad españolas/ latinoamericanas aumentan
- el/la estudiante español/-a aprende inglés y sus conocimientos de la cultura y sociedad finlandesas /de habla inglesa aumentan

Contents of the study unit:

- 1. Encuentros** regulares con el/la compañero/-a (por lo menos 6 veces)
- 2. Encuentros con la profesora** (tres veces, 30 minutos cada reunión). En la primera reunión la pareja tándem hace un plan en que se conciertan las fechas de las futuras citas, las tareas y las maneras de trabajo etc. La segunda reunión con la profesora tiene lugar después de 3 - 4 encuentros de la pareja.
- 3. Documentos escritos:** **A** Ambos compañeros llevan un *diario* (en español/inglés respectivamente) durante el proyecto, en que se describen los encuentros y las visitas, los asuntos comentados en las citas etc., contenido mín. tres hojas A4 (+ fuentes de información).
B El compañero no-finlandés: una *composición en inglés*, temas: propias experiencias culturales en Finlandia

(estilo de vida, comunicación, tradiciones etc.), comentarios sobre el aprendizaje de la lengua y cultura en el proyecto Tandém. El compañero finlandés: una *composición en finés*, temas, por ejemplo, el proceso de aprendizaje de la lengua y cultura durante el proyecto, el aprendizaje de la otra lengua del compañero, cinco consejos para la gente que va a viajar a España, qué es bueno saber si uno estudia o trabaja en España, cómo se celebran los días festivos en España. Devolución de los documentos a más *tardar una semana antes de la última reunión* con la profesora.

Study unit description:

Temas posibles para los encuentros de la pareja tandem

- familiarización de uno a otro
 - presentación de la ciudad natal/lugar de residencia
 - puntos de interés turístico
 - personas famosas españoles/inglesas/(latino)americanas
 - visita en casa del compañero
 - cocinar juntos
 - leer periódicos, revistas
 - ver un programa de tele y hacer comentarios
 - ir al cine, teatro, museo, a una biblioteca o exposición
 - tareas de la escuela
- temas según interés propio!

00530 Basic French 1, 5 cr

The student is able to:

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

Contents of the study unit:

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

Study unit description:

Students attain skill level A1 as defined in the Common European Framework.

Previous studies:

None.

00531 Basic French 2, 5 cr

The student is able to:

- kielen perusrakenteet sekä perussanasto
- viestiä kohdekielellä melko yksinkertaisissa tilanteissa
- kirjoittaa yksinkertaisia ja ohjattuja viestejä
- tunnistaa kielialueen kulttuurille tyypillisiä piirteitä

Contents of the study unit:

- yksinkertaiset viestintätilanteet
- keskeiset rakenteet
- kielialueen kulttuurituntemus

Study unit description:

Opiskelija saavuttaa eurooppalaisen viitekehyksen taitotason A2.

Previous studies:

Kyseisen kielen perusteet 1 tai muualla hankittu vastaava kielitaito.

01260 Preparatory Studies in Swedish, 5 cr**The student is able to:**

- ruotsin perusrakenteet
- käyttää opinnoissaan ja työelämässä tarvittavaa perussanastoa
- kirjallisen ja suullisen viestinnän perustaidot

hyödyntää monipuolisesti erilaisia menetelmiä kielitaitonsa kehittämisessä

Contents of the study unit:

- ruotsin/englannin kielen keskeiset rakenteet
- sanaston laajentaminen
- suulliset ja kirjalliset oppimistehtävät
- erilaiset oppimisstrategiat

Study unit description:

Opiskelija harjoittaa viestintätaitojaan ruotsin kielessä kehittääkseen valmiuksiaan opintoihinsa ja työelämään.

00532 Basic German 1, 5 cr**The student is able to:**

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

Contents of the study unit:

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

Study unit description:

Students attain skill level A1 as defined in the Common European Framework.

Previous studies:

None.

00533 Basic German 2, 5 cr**The student is able to:**

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

Contents of the study unit:

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

Study unit description:

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

Previous studies:

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

01283 Finnish language and Communication, 5 cr**The student is able to:**

- hyödyntää kielenhuollon ja kielitiedon apuvälineitä
- laatia asiatektejä
- kirjoittaa verkkotekstiä
- pitää erilaisia puheita ja presentaatioita
- toimia kokouksissa ja neuvotteluissa aktiivisena osallistujana

Contents of the study unit:

- Suomen kielen peruskielioppia
- Kielitietoa ja kielenhuoltoa
- Kirjoittamisen teoriaa
- Kirjoitusprosessi
- Lähteiden käyttö kirjoittamisessa
- Erilaisia tekstilajeja (essee, referaatti, tiivistelmä, artikkeli, raportti)
- Verkkoviestintää
- Puheviestinnän teoriaa
- Erilaisia puhetilanteita (tilannepuheet, presentaatiot, monenkeskiset ja kahdenkeskiset keskustelut, kokoukset, neuvottelut)

Study unit description:

Opiskelija kehittää viestinnällisiä taitojaan ja tulee tietoiseksi omista vahvuuksistaan viestijänä. Opiskelija harjaantuu käyttämään kielenhuollon apuvälineitä asiatekstin rakentamisessa. Hän oppii laatimaan erilaisia tekstejä ja pitämään erilaisia puheita.

00511 Tandem-Projekt (Finnisch - Deutsch), 3 cr**The student is able to:**

- Dem Lernen im Tandem liegt der Gedanke zugrunde, seinem Partner das Kennenlernen der Sprache und Kultur seines Heimatlandes zu erleichtern.

Contents of the study unit:

- Finnische Kultur und Sprache

Study unit description:

- Regelmäßige Treffen mit dem Tandempartner und dem Beratungslehrer
- Vereinbarte Aufgaben und Führen eines Lernertagebuchs

Previous studies:

Für deutschsprachige Studierende sind Finnischkenntnisse auf dem Grundkursniveau von Vorteil.

00206 Working French 1, 5 cr**The student is able to:**

- communicate in common workplace situations
- write clear general texts using tools
- recognise typical cultural characteristics of the areas where the language is spoken

- know the main professional vocabulary related to their fields
- use and deepen basic language skills acquired earlier

Contents of the study unit:

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

Study unit description:

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

Previous studies:

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

00211 Working French 2, 5 cr

The student is able to:

- use the terminology of their fields verbally and in writing
- deepen their cultural knowledge, particularly in workplace situations
- make use of various information sources related to the language in their own fields

Contents of the study unit:

- terminology of the field
- producing and making presentations
- looking for work, recruitment
- negotiations related to the field and reporting on these
- cultural differences at work

Study unit description:

Students attain skill level B1 as defined in the Common European Framework, with an emphasis on professional communication.

Previous studies:

Working language 1 or good skills in the language acquired elsewhere.

00207 Working German 1, 5 cr

The student is able to:

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

Contents of the study unit:

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

Study unit description:

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

00212 Working German 2, 5 cr

The student is able to:

- use the terminology of their fields verbally and in writing
- deepen their cultural knowledge, particularly in workplace situations
- make use of various information sources related to the language in their own fields

Contents of the study unit:

- terminology of the field
- producing and making presentations
- looking for work, recruitment
- negotiations related to the field and reporting on these
- cultural differences at work

Study unit description:

Students attain skill level B1 as defined in the Common European Framework, with an emphasis on professional communication.

Previous studies:

Working language 1 or good skills in the language acquired elsewhere.

00204 Working Spanish 1, 5 cr

The student is able to:

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

Contents of the study unit:

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

Study unit description:

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

Previous studies:

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

00209 Working Spanish 2, 5 cr

The student is able to:

- use the terminology of their fields verbally and in writing
- deepen their cultural knowledge, particularly in workplace situations
- make use of various information sources related to the language in their own fields

Contents of the study unit:

- terminology of the field
- producing and making presentations
- looking for work, recruitment
- negotiations related to the field and reporting on these
- cultural differences at work

Study unit description:

Students attain skill level B1 as defined in the Common European Framework, with an emphasis on professional communication.

Previous studies:

Working language 1 or good skills in the language acquired elsewhere.

00208 Working Russian 1, 5 cr

The student is able to:

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

Contents of the study unit:

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

Study unit description:

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

Previous studies:

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

00213 Working Russian 2, 5 cr

The student is able to:

- use the terminology of their fields verbally and in writing
- deepen their cultural knowledge, particularly in workplace situations
- make use of various information sources related to the language in their own fields

Contents of the study unit:

- terminology of the field
- producing and making presentations
- looking for work, recruitment
- negotiations related to the field and reporting on these
- cultural differences at work

Study unit description:

Students attain skill level B1 as defined in the Common European Framework, with an emphasis on professional communication.

Previous studies:

Working language 1 or good skills in the language acquired elsewhere.

00534 Basic Russian 1, 5 cr

The student is able to:

- kielen perusrakenteita sekä perussanastoa
- viestiä kohdekielellä yksinkertaisissa tilanteissa
- kirjoittaa yksinkertaisia ja ohjattuja viestejä
- tunnistaa kielialueen kulttuurille tyypillisiä piirteitä

Contents of the study unit:

- yksinkertaiset viestintätilanteet
- keskeiset rakenteet
- kielialueen kulttuurituntemus

Study unit description:

Opiskelija saavuttaa eurooppalaisen viitekehysten taitotason A1.

Previous studies:

Ei ole.

00535 Basic Russian 2, 5 cr**The student is able to:**

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

Contents of the study unit:

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

Study unit description:

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

Previous studies:

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

A0193 Preparatory studies in English, 5 cr**The student is able to:**

- improve the English skills needed during the studies
- write logical and formally satisfactory sentences
- write reasonably clear and detailed texts
- start practising academic writing
- make efficient presentations

Contents of the study unit:

- newspaper and magazine articles, grammar exercises
- summaries, reports
- presentations
- Laurea's in-house standards
- arguing for and against, acting as an opponent

Study unit description:

The purpose of this study unit is to provide students with basic skills necessary for participating in an academic programme of studies in English.

A036 COMMON STUDIES, 0 cr**00582 Creative Teams, 10 cr****The student is able to:**

- lead teams to conduct dialogues
- give constructive feedback to team members
- use various ideation methods in a team
- set team targets together with others

- motivate other team members to reach common targets
- analyse team activities and work methods
- model experts' and workers' tacit knowledge
- generate information on the work community's activities and make use of it in development
- present and sell ideas at organisation-wide level

Contents of the study unit:

- shared expertise, interaction and dialogue as development tools
- team development stages
- ideation methods in teamwork
- team leadership (especially motivation)
- shared expertise and modelling tacit knowledge
- analysing and benchmarking an organisation's operating processes
- analysing innovations generated in teams in relation to an organisation's values and strategic targets
- refining ideas into concrete plans
- selling an idea in an organisation
- developing a work community

Study unit description:

The competence gained in the study unit relates to participating innovatively in teams and leading teams in a proactive, target-oriented way. The central areas of expertise include active interaction and leadership skills needed in teams, the use of various ideation methods, analysing team activities and targets, and modelling competence and processes in an organisation. Competence is reflected concretely in the management of a project that aims to develop an innovative idea. The focus is on teamwork as a development tool.

Previous studies:

Responsible Leadership in a Work Community or equivalent knowledge.

00320 Developing Service Innovations, 10 cr

The student is able to:

- specify development objectives based on the development needs of businesses and of the region
- participate in partnership networks
- work efficiently in a team and act in an influential way in an expert organisation
- assess capabilities, work and results against development objectives
- use the tools and methods of applied research and development
- implement and report a target-oriented development project

Contents of the study unit:

- defining need for development
- creating a context and knowledge base
- planning, implementing and assessing a development process
- working in professional teams with multiple expertise

Study unit description:

Students will implement a target-oriented development project, in which the competence consists of development skills using investigative work methods. The project will be defined in accordance with Laurea's Research and Development clusters.

00387 Go abroad, 3 cr

The student is able to:

- work successfully in a foreign country's learning and work environment.

Contents of the study unit:

- process of cultural encounters
- target country and target higher education institution, company or organisation
- Finnish culture and education system

- practical arrangements related to exchanges

Study unit description:

In order to apply for the Erasmus grant awarded by the EU or for a grant awarded by Laurea, students departing for international exchanges or job placements must generally complete preparatory international studies.

The studies include the online studies, contact sessions and learning exercises, which vary by unit/region.

Previous studies:

Acceptance onto an international exchange or job placement.

A0176 Introduction to SID, 10 cr

The student is able to:

- *can evaluate service system
- * can plan and develop services using Service innovation and design methods

Contents of the study unit:

- * Service design tools

- * visualising

Study unit description:

The study unit with international network using modern technologies.

A0199 Global Management Challenge - a Strategic Management Competition, 5 cr

The student is able to:

- Opiskelija osaa laatia yritykselle strategian sekä kehittää strategiaa markkinaolosuhteiden muuttuessa.
- Opiskelija osaa analysoida yrityksen johtamisjärjestelmiä sekä laatia yritykselle toimivan johtamisorganisaation

Contents of the study unit:

Kilpailun kulku

Harjoituskierrokset

1. Harjoituskierros erikseen ilmoitetut viikot 2. Harjoituskierros erikseen ilmoitetut viikot

Kilpailu keväällä 2010

Alkukarsinnat erikseen ilmoitetut viikot

Välierät erikseen ilmoitetut viikot

Finaali erikseen ilmoitettuna ajankohtana

Kansainvälinen finaali erikseen ilmoitettuna ajankohtana

Kilpailussa on neljä vaihetta: Alkukarsinnat, välierät, finaali ja kansainvälinen finaali. Lisäksi jokainen tiimi voi osallistua toiseen harjoituskierroksista. Välieriin etenee noin 64 parasta tiimiä, joista kahdeksan parasta etenee suomenmestaruusfinaaliin. Suomen paras tiimi edustaa Suomea 31 maan kansainvälisessä finaalisessa.

Kansainvälinen finaali järjestetään erikseen ilmoitettuna ajankohtana.

Toteutusajankohta: syksy 2010 ja kevät 2011

Ilmoittautusajankohta Ilmoitetaan erikseen

Toteutustapa Pienryhmät/tiimit

Materiaali GMC manuaali

Study unit description:

Maailman suurimpaan strategisen ja operatiivisen johtamisen kilpailuun osallistuu vuosittain 15 000 opiskelijaa ja nuorta johtajaa 31 maasta. Maiden parhaat kilpailutiimit kohtaavat kansainvälisessä finaalisessa. Ainutlaatuisen tilaisuuteen osallistuu lisäksi kilpailua tukevien yritysten edustajia sekä korkeakoulujen edustajia.

Yrityksille kilpailu tarjoaa kanavan huipputekijöiden löytämiseen. Vuodesta toiseen mukana ovat esimerkiksi Accenture, Microsoft, HP, PricewaterhouseCoopers, Ernst & Young, KPMG, Deloitte ja HSBC. Kilpailu perustuu yrityspelisimulaatioon, jossa tiimi muodostaa virtuaalisen yrityksen johtoryhmän. Osallistujien tulee olla vähintään 2. vuosikurssin korkeakouluopiskelijoita. Mukana ovat esimerkiksi Aarhus, Oxford, Cambridge, Kööpenhaminan yliopisto ja Pariisin yliopisto.

00497 International Student Tutoring, 5 cr

The student is able to:

- understand the objectives and operating methods of the university of applied science and their degree programme
- understand the content of their culture
- plan operating methods related to grouping international students
- familiarise international students with Finnish learning environments and cultures
- actively promote well-being in a work community

Contents of the study unit:

- intensive international student tutor training
- planning of the tutoring process at each unit
- orientation of new international students
- tutoring of exchange students throughout the exchange; participation in exchange student orientation and in coordinated leisure activities
- developing competence in personal guidance and counselling

Study unit description:

The competence gained in the study unit relates to helping international degree and exchange students become settled in Finland, and to behaving responsibly in typical international situations at Laurea or one of its units. Competence is based on understanding Laurea's objectives, the basic principles of its operating culture, and the Finnish culture

A0201 User Communities as Innovations Developers, 10 cr

The student is able to:

- ymmärtää käyttäjätiedon merkityksen osana käyttäjäkeskeistä ja käyttäjälähtöistä suunnittelua
- ymmärtää käyttäjien roolin osana yritysten innovaatioprosesseissa
- toimia käyttäjäkeskeisessä ja/tai käyttäjälähtöisessä kehityshankkeessa
- toimia osana asiantuntijatiimiä tutkimusverkostossa

00009 Creative Teams, 10 cr

The student is able to:

- lead teams to conduct dialogues
- give constructive feedback to team members
- use various ideation methods in a team
- set team targets together with others
- motivate other team members to reach common targets
- analyse team activities and work methods
- model experts' and workers' tacit knowledge
- generate information on the work community's activities and make use of it in development
- present and sell ideas at organisation-wide level

Contents of the study unit:

- shared expertise, interaction and dialogue as development tools
- team development stages

- ideation methods in teamwork
- team leadership (especially motivation)
- shared expertise and modelling tacit knowledge
- analysing and benchmarking an organisation's operating processes
- analysing innovations generated in teams in relation to an organisation's values and strategic targets
- refining ideas into concrete plans
- selling an idea in an organisation
- developing a work community

Study unit description:

The competence gained in the study unit relates to participating innovatively in teams and leading teams in a proactive, target-oriented way. The central areas of expertise include active interaction and leadership skills needed in teams, the use of various ideation methods, analysing team activities and targets, and modelling competence and processes in an organisation. Competence is reflected concretely in the management of a project that aims to develop an innovative idea. The focus is on teamwork as a development tool.

Previous studies:

Responsible Leadership in a Work Community or equivalent knowledge.

00190 Student tutoring, 5 cr

The student is able to:

- understand the objectives and operating methods of the university of applied science and their degree programme
- plan ways of encouraging and motivating new students
- orientate new students in the local learning environment and culture
- market Laurea and its opportunities for studying
- use the communicating and marketing skills needed in marketing Laurea
- act as mentors for students who need special support
- actively promote well-being in a work community

Contents of the study unit:

- intensive training shared by all Laurea student tutors
- planning of the tutoring process at each unit
- orientation of new students
- marketing Laurea's studying opportunities
- acting as a student tutor
- developing competence in personal guidance and counselling

Study unit description:

The competence gained in the study unit relates to orientating new students and to behaving responsibly in typical situations requiring student tutoring at Laurea or one of its units. Competence is based on understanding Laurea's objectives and the basic principles of its operating culture.

00473 Implementing an Organisation's Communications, 10 cr

The student is able to:

- kehittää organisaation viestinnällisiä ratkaisuja
- suunnitella viestinnän toteutuksen organisaation strategisia tavoitteita tukevaksi
- huomioida viestinnän toteutuksessa eri sidosryhmät
- valita sopivimmat keinot sidosryhmien tavoittamiseksi
- visuaalisen viestinnän perusteet
- toteuttaa organisaation viestintää eri tekniikoin
- projektityötaidot

Contents of the study unit:

- viestinnän merkitys organisaation strategiassa
- visuaalinen suunnittelu
- digitaalinen kuvankäsittely

- www-sivujen suunnittelu ja toteutus
- videon ja audion editointi
- julkaisun suunnittelu ja toimittaminen
- sisällön ja tekstin tuottaminen
- uusimpien teknologioiden hyödyntäminen viestinnässä

Study unit description:

Opintojaksolla opiskelija oppii kehittämään, suunnittelemaan ja toteuttamaan organisaation viestintää eri sidosryhmille. Hän oppii hyödyntämään digitaalisia tekniikoita organisaation viestinnässä. Opiskelijan projektityötaidot kehittyvät hankkeen suunnittelussa ja toteutuksessa.

00010 Competence Development and Coaching, 10 cr

The student is able to:

- create enriching communities
- manage competence
- develop an organisation's competences
- plan and implement competence development programmes, development seminars and training events

Contents of the study unit:

- coaching
- coaching methods
- learning organisation
- learning and competence development
- developing an operating culture

Study unit description:

The framework for this study unit consists of competence-enriching communities, i.e. networked communities whose operations are primarily aimed at creating new competence. The focus is on competence development using development and training tools.

Previous studies:

Responsible Leadership in a Work Community or equivalent knowledge.

00817 Competence in Purchasing, 10 cr

The student is able to:

- handle the purchase process of services and products

Contents of the study unit:

- Purchase Law and Regulations
- Purchase Strategy
- Agreement law
- Invitation for tenders, tender documents, comparison of offers, draft decision

00801 Service Innovation and Design Toolkit, 10 cr

The student is able to:

- examine service experience and customer-based value creation comprehensively
- describe Service Design –process and business demands connected to it
- apply several Service Design methods

Contents of the study unit:

- Service Design as a diversified approach to user-centred service innovation, development and planning
- Understanding customer comprehensively
- Service Design process
- Service Design methods

Study unit description:

The aim of this study unit is to give student skills to innovate, develop and plan user-centred services. Latest international knowledge and method development are used during the study unit.

Previous studies:

Operating Environments, Clusters and Business Models or equivalent knowledge.

A9049 Academic Writing in English, 5 cr**The student is able to:**

- Learn the techniques and style of writing in English needed at University
- Produce academic texts that are correct in their use of language and layout
- Avoid plagiarism by paraphrasing and using sources in the appropriate manner

Contents of the study unit:

- Academic vocabulary, register and style, punctuation, spelling and layout
- Accuracy in the use of verbs, nouns, adjectives, adverbs and articles
- Planning and organising text, achieving cohesion, drafting and proofreading
- Reporting, discussing visual information and source referencing

Study unit description:

The purpose of this study unit is to provide first year students of degree programmes with a thorough introduction to the techniques of academic writing in English at university level, with a particular emphasis on report writing. Through a combination of lectures, grammar exercises and small-scale writing assignments the course will help students to improve their accuracy in writing, to acquire the essential skills needed in the writing process, such as the ability to plan and structure text, use references and combine sources, and to write in a fluent and appropriate style.

A9050 Developing Your Business Idea, 10 cr**The student is able to:**

Tiimeittäin tai yksin tehtävä oman liiketoiminnan toteuttamissuunnitelma.

Contents of the study unit:

Tiimeittäin tai yksin tehtävä oman liiketoiminnan toteuttamissuunnitelma.

- yrittäjäluennot
- työpajat
- ohjaus tiimeittäin tai yksin

Arviointi: Suunnitelman konkreettinen toteuttamismahdollisuus

Previous studies:

- Ei muodollisia vaatimuksia, mutta kohderyhmänä 2+ vuoden opiskelijat
- Tarkoitettu kaikille Leppävaaran opiskelijoille

00202 Initial Test in English Skills, 0 cr**Study unit description:**

At the beginning of their studies, all students who have English and/or Swedish qualifications on prior certificates required for studies at Laurea, or who have received previous instruction in English and/or Swedish take initial tests in these languages. The initial tests are the same for all fields of study and may only be taken once. Students who transfer between degrees within Laurea do not have to retake the test. The test is used to check the students'

starting level before language studies begin. Students who fail the test must take preparatory studies in the language at the start of their studies. Having passed the preparatory studies, students obtain credits for inclusion in elective studies.

00203 Initial Test in Swedish Skills, 0 cr

Study unit description:

At the beginning of their studies, all students who have English and/or Swedish qualifications on prior certificates required for studies at Laurea, or who have received previous instruction in English and/or Swedish take initial tests in these languages. The initial tests are the same for all fields of study and may only be taken once. Students who transfer between degrees within Laurea do not have to retake the test. The test is used to check the students' starting level before language studies begin. Students who fail the test must take preparatory studies in the language at the start of their studies. Having passed the preparatory studies, students obtain credits for inclusion in elective studies.

01361 Basic studies on rules and regulations in working life, 3 cr

Contents of the study unit:

AMMATILLINEN OSAAMINEN

Taitavaksi työnhakijaksi

- Sosiaalisen median hyödyntäminen työhaussa
- Työhakemus ja CV oman osaamisen markkinoinnissa
- Työhaastattelussa pärjääminen
- Työpaikkojen kartoittaminen
- Työpaikkailmoitusten tulkinta
- Yritystä koskevien taustatietojen hankkiminen osana työnhakua
- Työllisyystilanne nyt
- Mitä AMK-tutkinnon suorittaneilta odotetaan – mitä työnantajat etsivät?

Työsopimus ja sen vaikutukset työelämässä

- Mistä työsopimuksessa sovitaan?
- Työelämän pelikenttä
- Työehtosopimukset ja työlaainsäädäntö työelämän säätelijöinä
- Työelämän sopimukset työnantajan/ yrittäjän näkökulmasta

Työelämän arjessa

- Kiireen hallinta ja työssä jaksaminen
- Sosiaaliturva elämän eri tilanteissa; perhe, työttömyys, sairastuminen
- Tasa-arvo työssä
- Lisätietoa sosiaaliturvasta www.kela.fi
- Lisätietoa työtapaturmien ja ammattitautien korvaamisesta www.tvl.fi
- Lisätietoa eläkkeestä www.tyoelake.fi
- Yrittäjyys ja eläke

Study unit description:

The aim is to strengthen students' knowledge on working life issues and develop their job seeking skills. The course consists of three modules which are 1) job seeking and the use of social media, 2) rules and regulations in working life and 3) wellbeing at work and social security. Basics of working life will also be discussed from an entrepreneurs' point of view. The course is in Finnish.

A038 BIT, 0 cr

01131 Developing and Managing Customer Relationships, 10 cr

00471 Research Methods, 5 cr

The student is able to:

- identify the differences between qualitative and quantitative approaches
- acquire information necessary for the research process critically from various sources
- use various methods of data gathering and analysis
- read and report on research data and findings
- apply the skills acquired on the course to research and development projects

Contents of the study unit:

- Qualitative research methods
- Quantitative research methods
- Statistical methods

Study unit description:

The students demonstrate competence by comprehending and distinguishing different qualitative and quantitative research methodologies. S/he further becomes capable in using statistical methods in analyzing quantitative and qualitative data

Previous studies:

470 Basics of research and Project learning

01130 Responsible Leadership in a Work Community, 10 cr

A0110 ICT Project Management, 5 cr

The student is able to:

- understand basic concepts of project management: project organisation, roles and responsibilities
- follow good project practices and preparations of project management
- apply appropriate tools to support the project management process
- understand and utilise the principles of ICT project management models and methods within the IT/IS environment
- control the project work, schedule and finance, and effectively communicate project data while utilising appropriate methodologies and software
- understand the importance of management & leadership and monitoring & control as success factors for successful project management
- recognize projects success factors and possible pitfalls of project management

Contents of the study unit:

- Key concepts of project management
- Why some of the projects succeed and others fail
- The role of project manager and leadership
- Project management essentials - Initiation and planning to closing projects
- Modern ICT project models
- Project Management tools

Study unit description:

Project Management is a vital to the successful delivery and completion of different size of projects. Nowadays complex and large ICT or IS projects are notorious for being delivered over budget, late and failing to satisfy customers' requirements. Good project management practices, methods and tools help project managers to successfully confront different challenges and overcome difficulties during project management. This study unit aims to address the key themes of project management.

Previous studies:

Managing Business Performance and Implementing ICT Systems

A039 BM, 0 cr**A0195 Advanced Finnish, 5 cr****The student is able to:**

- How to communicate in more advanced everyday life situations
- How to describe his/her own country
- How to describe his/her studies

Contents of the study unit:

- More advanced grammar (all verb tenses, comparison of adjectives , ordinal numbers, vowel harmony)
- Expressing one's opinion and arguing on an issue
- More expressions of time (e.g. dates)
- More vocabulary (studying, body parts etc.)
- Telling about student's own country (geography, population, religion)
- Many issues related to Finnish culture will be discussed

Study unit description:

The course mainly concentrates on developing communicational skills (speaking and understanding Finnish)

Previous studies:

Basic and Intermediate Finnish courses

00316 Highlighting a Target Market, 5 cr**The student is able to:**

- master a specific business operating environment
- carry out market research
- make innovative use of the business potential offered by a market
- operate in a specific business culture

Contents of the study unit:

- economic operating environment
- market research
- history, culture, business culture
- suitability and use of different international operation modes
- business potential in the market

Study unit description:

The competence gained in the study unit is knowledge of a market area. Students will understand the opportunities offered by the market learn to use them for business potential and to build an international career.

00319 Design and Brand Management, 10 cr**The student is able to:**

- recognise the demands of an innovative advertising environment
- develop successful advertising projects with partners and associates
- recognise the difference between national and international advertising
- identify the essential elements in building corporate image and brands
- embed the idea of design management within a company

Contents of the study unit:

- advertising and brands as part of business strategies
- managing advertising value chains in the advertising industry
- developing and managing brands and media
- design management and corporate image
- research and analysis in international advertising

Study unit description:

The study unit provides competence in analysing, developing and implementing international advertising strategies and operations. Students will understand the steps of advertising hierarchy linked to corporate image and sub-brands, and can manage the working relationship between advertisers and media owners.

01098 Financial Planning and Control, 10 cr**The student is able to:**

- carry out planning, target and monitoring calculations and apply them to solve problems in executive decision-making
- apply financial administration methods and management information systems in setting targets, managing operations and monitoring
- carry out and utilise financial analyses, forecasts and reports in an international environment

Contents of the study unit:

- operational analyses and forecasts
- improving profitability and productivity
- implementing traditional cost calculation systems in practice
- activity-based accounting to support process management
- standard cost calculations
- profitability of profit centres
- budgeting process and target-setting
- management control and information systems
- strategic cost management

Study unit description:

Students deepen their competence in management financial administration by looking at accounting methods suited to problem situations and at control and information systems which support decision-making. The task of management financial administration is to set targets and control and monitor operations in line with the organisation's strategy. Students become familiar with related financial administration methods and management control and information systems, as well as relevant, timely and cost-effective reporting made using these systems to facilitate shareholder-oriented organisational control

Previous studies:

Strategic Business Development theme or equivalent knowledge.

00478 Global Operating Environment, 10 cr**The student is able to:**

- acquire and analyse global economic information
- assess the economic performance of different countries
- recognise different regional economic areas, their features and the different forms of international co-operation
- interpret phenomena in the global economy from a business perspective
- compare different exchange rate policies
- become familiar with the European Union as an institution
- be aware of the legal risks concerning international co-operation

Contents of the study unit:

- theories of international trade and investment
- patterns of world trade
- protectionism

- regional economic integration and international economic organizations
- balance of payments
- exchange rate systems
- international money and currency markets
- powers and responsibilities of EU institutions
- competition policy in European Union
- main legal orders in the world

Study unit description:

The competence gained in the study unit is the ability to acquire, analyse and use information on global economic phenomena from a business perspective. Also understanding of the significance of legal orders and the European law to successful business, will grow stronger

Previous studies:

Core professional competences.

00318 Managing International Risks (excluding Financial Risks), 10 cr

The student is able to:

- understand risk as part of business strategy and international business operations
- know different risk definitions and categories
- identify and assess loss exposures
- use risk management tools
- use existing research in risk assessment
- make suggestions on how to manage risks

Contents of the study unit:

- risk categories
- risks in an international operating environment
- risks in international marketing
- risks in international human resource management
- risks related to business networks
- risks in international projects
- risk management process

Study unit description:

The competence gained in the study unit is the ability to adapt risk management processes to international business operations.

00472 Organisational Learning, 5 cr

The student is able to:

- apply various learning disciplines for an organisation and describe, employ and evaluate techniques in achieving the learning organisations
- understand how to increase the learner's capacity to learn while also developing strategies to increase their organisation's capacity to learn
- analyse competencies related to developing a learning organisation through activity in organisations

Contents of the study unit:

- tradition and concepts of organisational learning
- individual and team learning
- learning disciplines: systems thinking, personal mastery, mental models, team learning and shared vision effect learning
- organisational memory
- supporting operations of a learning organisation with different information systems

Study unit description:

The competence gained in the study unit is the ability to understand the possibilities of building high performing

learning organisations. The focus is on the processes through which the organisation as a system learns and on the processes that allow the organisation to take in, use, develop, and retain knowledge.

00793 Nordiskt och internationellt, 5 cr

The student is able to:

- klara sig i exportverksamhet förekommande kontakter
- genomföra och dokumentera möten och förhandlingar
- beakta kulturskillnader i nordiska sammanhang

Contents of the study unit:

- förhandlingar och kundkontakter
- nordisk arbetskultur
- olika kontaktnät

Study unit description:

Studeranden når nivå B1.2. enligt den europeiska referensramen för språk (CEF).

A0187 Supply chain management, 10 cr

The student is able to:

- understands the meaning and importance of SCM
- Understands the contributions of a supply chain approach to organisational efficiency and effectiveness
- Understands the major change drivers in the economy and in the global market place
- Understands the role of purchasing and supply management in a supply chain context
- Understands the purchasing process
- Understands the role of demand management and customer service
- Is able to measure supply chain performance
- Understands importing procedures in global sourcing

Contents of the study unit:

A9040 B-to-B Marketing Communication, 5 cr

The student is able to:

- Determine the strategic factors affecting the composition of the communications mix in business markets
- Understand the significance of integrated marketing communication and the impact of culture on communication
- Plan international B2B campaigns

Contents of the study unit:

- Strategic planning and implementation of marketing communication in international B2B Markets
- Integrated marketing communication
- Business buying in a networked environment
- International B2B campaign planning

Study unit description:

The study unit concentrates on developing skills in planning and implementing international marketing communication in networked business customer markets.

A040 FM, 0 cr

A041 SID, 0 cr

A037 STUDIES IN BUSINESS MANAGEMENT, 0 cr

00513 Customership in Business Networks 1, 10 cr

The student is able to:

- arvioida asiakaspääoman merkitystä yrityksen liiketoiminnalle
- tehdä ulkoiset ja sisäiset lähtökohta-analyysit asiakkuusstrategian kehittämiseksi
- asettaa tavoitteet asiakastoiminnalle ja kehittää eri asiakaskohderyhmille soveltuvan asiakasstrategian
- hallita asiakastietoa asiakasjohtamisen tehokkaana työkaluna
- johtaa asiakkuuksia kannattavasti
- suunnitella yrityksen sisäisen toiminnan tukemaan kannattavaa asiakkuusjohtamisen järjestelmää

Contents of the study unit:

- lähtökohta-analyysit ja asiakasjohtamisen visio
- asiakastieto asiakasjohtamisen työkaluna
- asiakaslähtöinen liiketoimintamalli
- asiakkuuksien tehokas hallinta ja johtaminen
- sisäisten kyvykkyyksien johtaminen asiakkuusstrategiassa

Study unit description:

Opiskelija osaa analysoida asiakaslähtöisen liiketoimintamallin kehittämiseksi yrityksen ulkoista toimintaympäristöä ja yrityksen sisäistä toimintaa. Hän ymmärtää kannattavan asiakaspääoman merkityksen yrityksen pitkän tähtäimen menestykselle. Opiskelija tuntee eri asiakaskohderyhmien merkityksen ja osaa laatia niille asiakassuhteen kehittämiseen tähtäävän strategian. Hän osaa rakentaa kannattavan asiakkuusjohtamisen järjestelmän ja toteuttaa sitä yrityksen kaikessa toiminnassa. Näkökulmana on eettinen ja verkottuva asiakastoiminta. Reflektiivisyys ilmenee systemaattisena tiedonhankintana ja asiakastiedon analysointina kehittämiskohteiden määrittämiseksi ja toiminnan aikaansaamiseksi.

00512 Customer Relationships in Business Networks 2, 10 cr

The student is able to:

- kuvata elinkeinoelämän verkostoituneen toimintaympäristön erilaisia liiketoimintaverkkoja ja osaa hyödyntää niitä liiketoiminnan kehittämisessä
- hallita asiakastietoa ja hyödyntää asiakastietojärjestelmiä asiakkuuksien johtamisessa ja kehittämisessä
- käyttää erilaisia analyysityökaluja kannattavien ja uskollisten asiakkuuksien johtamisessa
- arvioida strategisten kumppanuuksien merkitystä asiakaslähtöisen toiminnan kehittämisessä
- ymmärtää verkostojohtamisen merkityksen yrityksen menestymisen kannalta

Contents of the study unit:

- liiketoimintaverkot arvontuotantajärjestelmässä
- verkostojohtaminen yrityksen ydinkyvykkyytenä
- asiakasinformaatio ja -tietojärjestelmät
- asiakasjohtamisen analyysi- ja seurantatyökalut
- key account management toiminta
- strategisten kumppanuuksien kehittäminen

Study unit description:

Opintojaksossa osaaminen ilmenee opiskelijan taitona hahmottaa ja jäsentää verkostoitunutta toimintaympäristöä ja ymmärtää siinä toimivien strategisten verkkojen antamia mahdollisuuksia liiketoiminnan kehittämiseen. Opiskelija ymmärtää verkostojohtamisen merkityksen yrityksen kilpailukyvyyn edistäjänä. Opiskelija osaa arvioida asiakastiedon merkityksen asiakkuuksien johtamisessa ja suunnitella asiakastiedon keräämis- ja hallintajärjestelmän hyväksikäyttäen asiakastietojärjestelmiä. Opiskelija osaa suunnitella tehokkaan key account management toiminnan

ja hyödyntää asiakastietojärjestelmiä tavoitteena kannattavat ja uskolliset asiakkuudet. Hän ymmärtää strategisten kumppanuuksia merkityksen ja osaa luoda kumppanuuksia kannattavan ja tehokkaan liiketoiminnan edistämiseksi. Näkökulmana on eettinen ja verkottuva asiakas- ja partneritoiminta. Reflektiivisyys ilmenee systemaattisena asiakastiedon analysointina kehittämiskohteiden määrittämiseksi ja toiminnan aikaansaamiseksi.

Previous studies:

Keskeisten ammatillisten opintojaksojen osaaminen

Asiakkuudet liiketoimintaverkostoissa 1-opintojakson suorittaminen

A9042 Current Issues in Business, 5 cr

The student is able to:

In this study unit the students are introduced to the latest issues and research dealing with various aspects of business, economics, management, finance and law.

Contents of the study unit:

The contents of the study unit will vary depending on which business issues are topical and the expertise of the visiting lecturers from international universities.

00050 Using ICT to Facilitate New Kinds of Business, 10 cr

The student is able to:

- ennakoida ja arvioida uuden tieto- ja viestintäteknologian luomia mahdollisuuksia liiketoiminnalle
- hahmottaa sähköisen liiketoiminnan kehittämisen olevan kiinteässä yhteydessä yrityksen kokonaistrategiaan
- eritellä sähköisen liiketoiminnan hyötyjä ja ongelmia sekä yrityksen että kuluttaja- ja yritysasiakkaiden näkökulmasta
- analysoida kriittisesti olemassa olevia sähköisen liiketoiminnan malleja ja käytänteitä
- löytää ja analysoida uudenlaisia sähköisen liiketoiminnan malleja
- arvioida sähköisen liiketoiminnan asettamia vaatimuksia logististen ratkaisujen suunnittelussa

Contents of the study unit:

- ICT:n liiketoiminnalle tuottamat mahdollisuudet
- uudenlaiset tietointensiiviset tuotteet
- virtuaalinen palvelutuotanto

Study unit description:

Opintojakso käsittelee tieto ja viestintäteknologian mahdollistamia uudenlaisia toimintamalleja, esimerkiksi tilaus- ja toimitusketjut ja asiakkuuden hallinta sekä kokonaan uudenlaisia tietointensiivisiä tuotteita ja palveluja ja virtuaalista palvelutuotantoa.

Previous studies:

Keskeiset ammatilliset opintojaksot tai vastaavat tiedot.

00504 International Operation Environments, 10 cr

The student is able to:

- arvioida kansainvälisen talouden keskeisiä kehitystekijöitä ja syy-, seuraussuhteita
- arvioida valitun markkina-alueen erityispiirteitä organisaation liiketoimintamahdollisuuksien näkökulmasta
- analysoida kohdemarkkina-alueita
- huomioida kommunikoinnissa valtakulttuurien ominaispiirteet
- ennakoida ja arvioida arvojen, stereotyyppien ja rakenteiden vaikutuksia kulttuurien väliseen viestintään
- toimia monikansallisissa tiimeissä

Contents of the study unit:

- kansainvälisen talouden teoriaperusta
- maailmankaupan rakenne ja kehityssuunnat

- taloudellinen globalisaatio
- keskeiset kansainväliset taloudelliset organisaatiot
- kansainväliset toimintaympäristöt ja niiden analysointi
- maailman valtakulttuurien ominaispiirteet
- tapakulttuuri, businesskulttuuri
- kulttuurien välinen viestintä
- monikulttuuriset tiimit ja niiden johtaminen

Study unit description:

Opintojaksossa opiskelijan osaaminen ilmenee kykynä ymmärtää kansainvälisen talouden lainalaisuuksia ja hahmottaa eri alueiden taloudellisia-, kulttuurisia-, sosiaalisia ominaispiirteitä sekä rakenteita. Opiskelija osaa toimia ja kommunikoida kansainvälisissä toimintaympäristöissä. Opiskelijalla on taito analysoida liiketoimintamahdollisuuksia sekä arvioida kilpailutilanteita valituilla kohdemarkkina – alueilla.

Previous studies:

Kansainvälinen liiketoiminta-opintojakso.

A9045 Cash and Liquidity Management, 5 cr

The student is able to:

- suunnitella yrityksen likviditeettiä
- hallitsee likviditeetin muodostuminen eri tekijät
- hallitsee luottohallinnon eri osa-alueet
- hallitsee maksuliikenteen erityiskysymykset
- hallitsee likviditeetin hallintaan liittyvät riskit

Contents of the study unit:

- likviditeettihallinto
- luottohallinto
- tunnusluvut ja niiden tulkinta
- vaihtomaisuuden vaikutukset likviditeettiin
- riskienhallinta likviditeetin hallinnassa
- likvidien varojen sijoittaminen

Previous studies:

Yrityksen strateginen suunnittelu tai vastaavat tiedot

A0191 Commercial Law, 5 cr

The student is able to:

- keskeiset elinkeinotoiminnan harjoittamista koskevat kauppaoikeudelliset säädökset sekä omistussuhteisiin vaikuttavan normiston
- muodostaa kokonaiskuva markkinoinnin ja kilpailusuhteiden oikeudellisista reunaehdoista
- toimia juridisesti ja eettisesti oikein markkinoinnissa ja asiakassuhteissa
- soveltaa sopimusoikeudellista tietoa sekä tulkita sopimuksia

Contents of the study unit:

- markkinointisäännökset ja liikekilpailun sääntely
- kilpailunrajoitukset sekä julkiset hankinnat
- kauppasopimuksen tekeminen, sisältö ja tulkinta
- käyttöoikeussopimukset
- vahingonkorvaus

A9043 Group accounting and reporting, 10 cr

The student is able to:

- kehittää lisäarvoa yritykselle ja sen asiakkaille taloushallinnon avulla
- eritellä konsernitilinpäätöksen tavoitteet ja sisällön
- hallita kansainvälisen tilinpäätösraportoinnin perusteet
- suunnitella yrityksen verotettavaa tulosta ottaen huomioon myös omistajien näkökulman
- yritysrakenteiden muutokset ja niiden vaikutukset verotuksen näkökulmasta

Contents of the study unit:

- tilinpäätöksen rakentaminen ja tulkinta
- yritysrakenteiden muutokset ja niiden verovaikutukset
- talousjohtamisen erityispiirteet
- kansainvälisen yrityksen rahoitus
- konsernitilinpäätös
- tilinpäätöskäytäntö
- tilintarkastus talousjohtoon näkökulmasta

Study unit description:

Opintojakson aikana opiskelijan näkemys laajenee yksittäisen yrityksen tarkastelusta konserniin ja kansainvälisiin toimintoihin. Taloushallinnossa kerätään ja jalostetaan oikea-aikaista informaatiota kaikille asiakkaille. Tiedon keräämisen ja raportoinnin apuna käytetään integroituja taloushallinnon ohjelmia, ohjelmistoja ja tietoverkkoja. Taloushallinnon osaajan taidot kehittyvät yhä vaativampiin taloushallinnon tehtäviin jatkuvan opiskelun ja verkostoitumisen avulla. Yritysrakenteiden muutokset tulevat myös tarkasteltavaksi

Previous studies:

A0173 yrityksen tuloslaskenta ja verotus tai vastaavat tiedot

00093 Effective Sales Management, 10 cr

The student is able to:

- arvioida myyntityön ja vuorovaikutuksen merkitystä asiakassuhteiden hoidossa
- suunnitella ja johtaa kannattavaan liiketoimintaan tähtäävää myyntitoimintaa hyödyntäen erilaisia jakelukanavaratkaisuja
- suunnitella myynti- ja jakelukanavastrategian
- suunnitella, kehittää ja johtaa organisaation eri myyntikanavien myyntiprosessia
- laatia budjetteja sekä sisäistää kannattavan myynnin perusteet
- johtaa myyntitilanteita
- hallita vuorovaikutuksen ja vaikuttavan esiintymisen periaatteet ja liike-elämän tapatiedot
- ottaa huomioon myyntityöhön liittyvät eettiset asiat ja myyntiin liittyvät juridiset kysymykset

Contents of the study unit:

- myynnin ja jakelukanavien strateginen suunnittelu ja toteutus
- myyntiprosessien suunnittelu ja -seuranta
- kysyntä- ja myyntiennusteet
- vuosi-, kausi- ja kampanjasuunnittelu
- myyntitoiminnan budjetointi
- myyntikampanjan suunnittelu ja järjestäminen
- tehokas myyntineuvottelu

Study unit description:

Opintojakson osaaminen ilmenee opiskelijan taitona analysoida asiakkuuksien ja myynnin tuloksellisuutta. Opiskelija osaa suunnitella, organisoida, seurata ja kehittää eri myyntikanavien toimintaa. Opiskelija osaa vaikuttavan myyntineuvottelun taidot. Opintojaksossa perehdytään myös myyntikampanjan suunnitteluun ja toteuttamiseen.

Previous studies:

Keskeisten ammatillisten opintojaksojen osaaminen.

A9041 Management of marketing and corporate communications, 10 cr

The student is able to:

- käyttää erilaisia markkinointitutkimuksen menetelmiä liiketoiminnan analysoinnissa
- suunnitella yrityksen toimintaa tukevan sisäisen ja ulkoisen markkinointi- ja viestintästrategian
- rakentaa tuote- ja palvelubrändeja
- suunnitella viestintää erilaisille sisäisille ja ulkoisille sidosryhmille
- laatia tehokkaan kohderyhmäkohtaisen markkinointiviestintäsuunnitelman

Contents of the study unit:

Osio 1 Yritysten välisen integroidun markkinointiviestinnän strateginen suunnittelu ja toteutus

- Osion tavoitteena on perehdyttää opiskelijat yritysten välisessä kaupankäynnissä toteutettavaan integroituun markkinointiviestintään. Aihetta tarkastellaan yhtäältä yrityksen strategisen tavoiteasetannan, toisaalta markkinointiviestinnän operatiivisen suunnittelun ja toteutuksen näkökulmasta.

Osio 2 Yrityskuvan johtaminen ja Brand management

- Osion tavoitteena on perehtyä yrityskuvan ja maineohjauksen merkitykseen osana markkinointi- ja yritysviestinnän strategisia päätöksiä. Pääpaino tuote- ja palvelubrändien rakentamisen tarkastelussa on yritys- ja kuluttajamarkkinoinnin kenttä.
- Osion avainkäsitteitä ovat yrityskuva (corporate image), profilointi, brandiarvo, tunnettuuden luominen, mielikuvasisällöt sekä yrityskuvan ja brändinrakentamisen prosessi

A0185 Management of Purchasing Process, Import and Delivery Chain, 10 cr

The student is able to:

- Ymmärtää ostoprosessin sisällön
- Ymmärtää hankintatoimen merkityksen yrityksen taloudelliselle tulokselle
- Ymmärtää, miten yritys voi ostotoiminnan, tuonnin ja toimitusketjun hallinnan avulla tuottaa lisäarvoa asiakkaalleen
- Globaaliin ostotoimintaan liittyvät tuontikäytännöt
- Ymmärtää vastuullisen liiketoiminnan merkityksen

Contents of the study unit:

- ostoprosessin liittyminen muihin prosesseihin
- Ostoprosessi osana toimitusketjun hallintaa
- Ostostrategiat ja -politiikat
- Toimittajasuhteiden kehittäminen
- Ostoneuvottelut
- Toiminnan mittaaminen
- EU-sisäkauppa
- Tuonti kolmansista maista
- asiakirjat

00090 Financial and Stock Markets, 10 cr

The student is able to:

- määritellä rahoitusmarkkinoiden toiminnan
- eritellä sijoitus- ja rahoitustoimintaan liittyvät osapuolet ja ymmärtää rahoitusriskien luonteen sekä johdannaisten merkityksen riskienhallinnassa
- käsitellä eri tietolähteistä tulevaa informaatiota
- hallitsee eri sijoitus- ja rahoitusinstrumentit ja ymmärtää niiden erityispiirteet

Contents of the study unit:

- rahoitusmarkkinat
- sijoitustoiminta ja arvopaperikauppa
- suojautuminen ja johdannaiset
- finanssi-investoinnit

Previous studies:

Talouden johtaminen ja raportointi -opintojakso tai vastaavat tiedot.

A0172 Invest and Become Wealthy - a Genius Investor Competition, 5 cr

The student is able to:

Kesken.....

00088 Financial Planning and Control, 10 cr

The student is able to:

- carry out planning, target and monitoring calculations and apply them to solve problems in executive decision-making
- apply financial administration methods and management information systems in setting targets, managing operations and monitoring
- carry out and utilise financial analyses, forecasts and reports in an international environment

Contents of the study unit:

- operational analyses and forecasts
- improving profitability and productivity
- implementing traditional cost calculation systems in practice
- activity-based accounting to support process management
- standard cost calculations
- profitability of profit centres
- budgeting process and target-setting
- management control and information systems
- strategic cost management

Study unit description:

Students deepen their competence in management financial administration by looking at accounting methods suited to problem situations and at control and information systems which support decision-making. The task of management financial administration is to set targets and control and monitor operations in line with the organisation's strategy. Students become familiar with related financial administration methods and management control and information systems, as well as relevant, timely and cost-effective reporting made using these systems to facilitate shareholder-oriented organisational control.

Previous studies:

Strategic Business Development theme or equivalent knowledge.

A0171 Inventing and Developing New Services and Products, 5 cr

The student is able to:

kesken.....

00086 Responsible Business Operations, 10 cr

The student is able to:

- carry out tasks in business operations promoting sustainable development and social responsibility
- prepare and develop environmental policy and environmental management program of an organisation
- measure the effects of an environmental management program
- recognise environmental management systems as tools of responsible management

- participate in planning and implementing internal and external evaluations, reviews and audits

Contents of the study unit:

- sustainable development
- responsibility in business operations
- environmental management systems
- environmental management
- environmental communication
- environmental accounting

Study unit description:

The student deepens and broadens his/her competence in responsible business operations by becoming familiar with management programs and with the content and preparation of social responsibility programs. The student internalises the significance of responsible business operations as a company strategy and as an essential part of business development and growth in a global environment.

A0192 Law of Obligations and Credit Relations, 5 cr

The student is able to:

- muodostaa kokonaiskuvan kaupallisten yritysmuotojen vastuista
- valita eri vakuusvaihtoehdoista tarkoituksenmukaisimman
- tiedostaa velkasuhteisiin liittyvien vakuuksien oikeudellisen merkityksen
- hallita oikeudelliset menettelytavat yrityksen saneeraus ja konkurssitilanteissa

Contents of the study unit:

- yhteisöjen vastuut
- velkasuhde ja vakuudet
- yrityssaneeraus ja konkurssi
- talousrikokset
- velkomuskanteen vireille tulo ja käsittely käräjäoikeudessa sekä tuomion täytäntöönpano

A9046 Corporate finance, 10 cr

The student is able to:

- suunnitella yrityksen rahoitusrakenteen ja arvioida sen vaikutusta yrityksen liiketoimintaan
- hallita ulkomaankaupan rahoituksen erityispiirteet
- määrittää yrityksen arvon eri menetelmillä ja hyödyntää tätä esimerkiksi yrityskaupoissa ja järjestelyissä
- analysoida rahoitukseen liittyviä riskejä

Contents of the study unit:

- yrityksen rahoitusrakenne
- ulkoisen rahoituksen suunnittelu
- lyhytaikainen ja pitkäaikainen rahoitus
- rahoitusinstrumentit
- yrityskaupat ja arvonnäätitys
- velkasuhteet ja vakuudet
- ulkomaankaupan rahoitus

Study unit description:

Opintojaksolla opiskelija syventää ja laajentaa osaamistaan rahoituksesta ja riskienhallinnasta osana yrityksen kokonaisstrategiaa ja perehtyy myös ulkomaankaupan rahoituksen erityispiirteisiin.

Previous studies:

Yrityksen strateginen suunnittelu tai vastaavat tiedot

A0173 Profit Calculation and Taxation of a Company, 10 cr

The student is able to:

Tulossa 00087 kuvauksesta

A9044 Corporate and financial statement analysis, 10 cr

The student is able to:

- arvioida yrityksen taloudellista tilaa lukemalla tilinpäätöstä
- laskea tilinpäätöstunnuslukuja
- analysoida yrityksen kannattavuutta, maksuvalmiutta ja vakavaraisuutta käyttäen tilinpäätöstunnuslukuja
- hyödyntää tilinpäätösanalyysin tunnuslukuja yrityksen erilaisissa päätöksentekotilanteissa
- toteuttaa yritystutkimuksen sekä analysoida ja hyödyntää tutkimuksen tuloksia yrityksen omassa kehittämistoiminnassa sekä rahoittajan päätöksentekoprosessissa
- suunnitella yrityksen reaali-investointeja ja arvioida niiden kannattavuutta

Contents of the study unit:

- tilinpäätösanalyysi ja yritystutkimus
- yrityksen reaali-investoinnit

Study unit description:

Opintojaksolla opiskelija syventää ja laajentaa osaamistaan tilinpäätösinformaation hyödyntämisestä yrityksen päätöksenteossa. Opiskelija pystyy erottamaan yrityksen tilinpäätöksestä olennaisen taloudellisen informaation.

Previous studies:

Yrityksen strateginen suunnittelu tai vastaavat tiedot

01225 Creating Innovation through Service Design, 10 cr

The student is able to:

carry out an innovation project applying the newest existing knowledge and service innovation and design methods

- carry out creative problem solving and development of working methods
- know the prerequisites for profitable and customer-oriented operations
- work in a diversified project

Contents of the study unit:

- service innovations
- innovation process in practice
- SID methods
- planning, conducting and evaluating an innovation project

Study unit description:

Students carry out a service innovation project.

A0077 Skills and Tools for Professional Business V, 5 cr

The student is able to:

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- Participate in steering group activities as part of project work

- Act as steering group chairman and member in projects
- Develop meeting and negotiation skills
- Develop their interaction skills
- Utilise development and forecasting methods for developing business activities

Contents of the study unit:

- Managing project work
- Project steering group tasks and division of responsibility
- Project management operating models and tools
- Business development and forecasting methods

Study unit description:

The competence gained in the study unit is based on project management and steering as well as examining interaction in these. Competence is demonstrated as familiarity with the operating methods of project management and steering group work. Students participate in the project steering groups of new students. Their development competence is evident in multidisciplinary environments of service design development projects.

Previous studies:

Skills and Tools for Professional Business I-III study unit, or equivalent knowledge

A033 STUDIES IN TOURISM, CATERING AND DOMESTIC SERVICES, 0 cr

A0189 Foodstuffs, Nutrition and Security 1, 5 cr

The student is able to:

- suunnitella ja järjestää aistinvaraisen arvioinnin testejä
- analysoida pakkauksen turvallisuutta kuluttajalle
- arvioida terveysvaikutteisia ja erityiselintarvikkeita ja niiden tarpeellisuutta ravitsemuksen kannalta

Contents of the study unit:

- Elintarvikkeiden turvallisuus
- Aistinvarainen arviointi elintarvikkeiden laadun varmistamisessa
- Elintarvikepakkaukset
- Terveysvaikutteiset elintarvikkeet
- Erityisruokavaliot ja erityiselintarvikkeet

Study unit description:

Opiskelija syventää osaamistaan aistinvaraisessa arvioinnissa. Hän arvioi elintarvikkeiden turvallisuutta pakkausteknologisesta ja ravitsemuksellisesta näkökulmasta.

A0190 Foodstuffs, Nutrition and Security 2, 5 cr

The student is able to:

- Analysoida elintarviketurvallisuutta vaarantavat riskit elintarvikeketjussa
- Suunnitella poikkeusolosuhteisiin tarkoitetun toimivan ruokatuotantoprosessin
- Arvioida luontaistuotteita ja muotidieettejä ruokavalion turvallisuuden kannalta

Contents of the study unit:

- Elintarvikkeiden laatuketju

- Poikkeustilanteet ja ravitsemus
- Luontaistuotteet ja muotidieetit

Study unit description:

Opiskelija arvioi elintarvikkeiden laatua elintarvikeketjussa. Hän hahmottaa ruokatuotantoprosessin toimivuuden poikkeusolosuhteissa. Hän tutustuu erilaisiin ruokavalioihin ja arvioi niiden ravitsemuksellista laatua.

01022 Event Management in Multicultural Environment, 5 cr

The student is able to:

- work in multicultural teams and environments
- plan and establish an event
- understand different cultures and manage diversity

Contents of the study unit:

- service communication and professionalism
- event management
- concept of culture, diversity and intercultural communications
- cultural practices in event management

Study unit description:

The competence gained in the study unit is an understanding of the role of public relations in multicultural environment. Through theory and practice students will understand the meaning of the value creation and service concepts in the multicultural service sector. Specific skills are provided in the study unit to arrange events, to understand the variation between the cultures and to communicate professionally.

01023 Beverage product knowledge and bar operations, 5 cr

The student is able to:

- choose and recommend drinks and cocktails appropriate for different kinds of events, occasions and purposes
- evaluate the quality of non-alcoholic and alcoholic drinks
- work with bar service processes and operations

Contents of the study unit:

- types of drinks, drink production, preparation of drinks, procurement and storage
- drink serving etiquette
- testing drink products using the senses
- practical bar operations

Study unit description:

The study unit is centred upon knowing and identifying different drink products, being able to use them professionally and master the bar service processes and operations.

01289 Problems related to Consumer Legislation, 5 cr

The student is able to:

- ratkaista kuluttajan ongelmia lainsäädännön mahdollistamalla tavalla
- neuvoa ja ohjata kuluttajaa oikeudellisissa kysymyksissä

Contents of the study unit:

- * kuluttajalainsäädäntö
- * muu kuluttajaa koskeva juridiikka (perhe- ja yksityisoikeus)
- kuluttaja yhteiskunnallisena toimijana Suomessa ja EU:ssa

Study unit description:

Opiskelija oppii määrittämään, ratkaisemaan ja neuvomaan/ ohjaamaan omaan alaan liittyviä kuluttajajuridisia ongelmia.

A9047 Municipal food services, 10 cr

The student is able to:

- kunnallisen keittiötoiminnan ja ravitsemispalveluiden perusteet
- ottaa työskentelyssään huomioon hygieenisyyden ja kestävä kehityksen
- tuntee kunnalliset asiakasryhmät ja asiakaspalvelun

Contents of the study unit:

- Kunnalliset ravitsemispalveluiden asiakkaat ja eri kulttuurit
- Ravitsemussuositukset eri kohderyhmille
- Ruokalajit ja erikoisruokavaliot
- Ruoanvalmistusmenetelmät (cook-serve; cook-chill; cook-freeze)
- Ruokatuotantoprosessit
- Ammattikeittiön koneet ja laitteet
- Puhtaanapito, hygieenisuus ja omavalvonta ammattikeittiössä
- Jakelulogistiikka ja asiakaspalvelu
- ATK-järjestelmät ammattikeittiössä
- Työkulttuuri ammattikeittiössä

01006 Baking in a Professional Kitchen, 5 cr

The student is able to:

- * muokata ja vakioida leivontaohjeita ammattikeittiöön ja erityisruokavalioihin soveltuviksi
- * tehdä erilaisia leivonnaisia ammattikeittiöön kustannustehokkaasti
- * laskea tuotteen valmistuskustannukset ja tehdä vertailulaskelmia itse valmistetun ja teollisen tuotteen välillä sekä arvioida ja vertailla tuotteen laatua

Contents of the study unit:

- * leivonnin raaka-aineet ja niihin tutustuminen
- * leivonnin ammattitekniikat ja erilaiset taikinat
- * ammattikeittiön leivontareseptiikka
- * kustannus- ja kannattavuuslaskenta, katetuotto

Study unit description:

teoriaopintoja, käytännön leivonnin harjoittelua BarLaurean keittiössä iltpäivisin. Tuotteet hinnoitellaan ja myydään kahvilassa. Arviointi: oppimistehtävät.

00809 Accommodation Management, 10 cr

The student is able to:

- analyze, plan and manage accommodation business services successfully
- measure effectiveness and productivity as part of successful accommodation business
- realize control of agreements, reservations and sales, as well as produce research information to develop the business further
- develop accommodation services from point of view of customers and company value chain and take responsible account of security and legal issues

Contents of the study unit:

- Accommodation as a business service

- Control of sales and profitability
- Agreements from the point of view of company value chain
- Security and legal issues

Study unit description:

Course competences are ground of researches and analyses of accommodation business and management of successful business. In the development of the competences the framework is the value chain theory from point of view of customers and company businesses in national and international networks.

Previous studies:

Service Culture competence theme or equivalent knowledge.

00804 Destination Development Management, 10 cr

The student is able to:

- research and analyse the interaction of departure area and arrival destination
- act and manage in the cluster of tourism destination network
- cooperate in network projects of tourism destination
- produce research information and develop customer-oriented business services in the tourism destination

Contents of the study unit:

- dynamic of departure area and arrival destination
- destination management
- cooperating in the cluster of tourism destination network
- customer-oriented business services in the tourism destination

Study unit description:

The competences in study unit are related to researches, developments and analyses of interaction and dynamics of departure area and arrival destination in national and international cluster of the tourism destination network. The core competence is the development of customer-oriented tourism business services.

Previous studies:

Service Culture competence theme or equivalent knowledge.

00808 Developing the Operations of a Restaurant and Catering Company, 10 cr

The student is able to:

- utilize futures research methods when developing of restaurant and catering services
- operate environmentally responsibly and profitably

Contents of the study unit:

- developing the restaurant and catering services
- the futures research methods, trends, themes
- environmental responsibility and profitability

Study unit description:

The competence gained in this study unit is to develop the operations of a restaurant and catering company profitably from the viewpoint of a manager.

Previous studies:

00175 Systems Competence in a Service Network.

00807 Nutrition and wellbeing, 10 cr

The student is able to:

- evaluate and develop his/her own diet related to the nutrition recommendations

- conduct health promoting actions and wellbeing

Contents of the study unit:

- from meal to energy
- food, physical activity and healthy lifestyle
- nutrition trends in media

Study unit description:

The competence gained in this study unit is related to nutrition, physical activity and wellbeing from public health and health promotion perspectives. The student will be able to evaluate the long term influences of food choices and physical activities in different phases of life.

A0183 Sustainable Acquisitions of Catering Services, 5 cr**The student is able to:**

kesken

A0184 Food Culture and Trends, 5 cr**The student is able to:**

- tunnistaa tulevaisuuden signaaleja ja soveltaa ruokatrenditutkimuksia
- järjestää edustustilaisuuden ja toimia isännän roolissa
- tulkita kulttuurien eroja ja ilmentymiä

Contents of the study unit:

- Suomalainen ja kansainvälinen ruokakulttuuri
- Tapakulttuuri
- Yrityksen edustajan rooli ja etikettitietous edustustilaisuudessa
- Ajankohtaiset ruokatrenditutkimukset

Study unit description:

Opiskelija tutustuu suomalaisen ruokakulttuurin ja kansainvälisen ruokakulttuurin erityispiirteisiin ja tapakulttuuriin.

Opiskelija tutustuu uusimpiin ruokatrendeihin.

01021 Event Management, 5 cr**The student is able to:**

- plan, establish and develop event services (seminars, congress, etc.)
- operate as business orientated, negotiate of budget and other arrangements with the customer

Contents of the study unit:

- event management
- catering trends
- etiquette

Study unit description:

Student is able to act in a professional event producer, and she/he can build on the latest trends.

A0200 Environmental Competence in the Service Sector, 5 cr**The student is able to:**

- kehittää palveluympäristöä sosiaalisen, taloudellisen ja ekologisesti kestävä kehityksen näkökulmasta
- työskennellä ajankohtaisessa kestävä kehitystä tukevassa hankkeessa

Contents of the study unit:

- kestävä kehitys
- ympäristöosaaminen
- ympäristöjärjestelmät
- ympäristöosaaminen
- ympäristöpolitiikka
- ympäristöohjelma
- ympäristökatselmus

Study unit description:

Opintojakson osaaminen liittyy ympäristöosaamiseen, jossa opiskelija toimii monialaisessa verkostossa kehittäen alan toimintoja kestävästä kehityksestä mukaisesti. Opintojakso liittyy ajankohtaiseen ympäristövastuulliseen hankkeeseen tutkimuksen ja kehittämisen keinoin.

A032 TIKO, 0 cr**A0164 Applied Innovative ICT Service Systems, 10 cr****The student is able to:**

- facilitate the alignment of ICT service systems with business objectives by applying skills in business awareness, design and consultancy
- assist in the creation of an effective project plan in the field of ICT
- use tools and techniques of project management to conduct a project in the field of ICT
- analyze, design, develop, implement, and evaluate an ICT system, process, component, or program to meet desired needs
- collaborate in an international value network as learners and developers

Contents of the study unit:

- Key concepts of project management
- Systems planning
- Systems analysis
- Systems design
- System implementation
- System support and security
- Tools and techniques to create and maintain innovative ICT service systems

Study unit description:

The competence gained in the study unit relates to designing, developing and maintaining innovative ICT Service Systems as members of an international R&D project team. Students will use their existing skills in business awareness, system analysis and design, programming, and databases to collaborate in a R&D project. During the collaboration process the students will deepen existing skills and learn new skills in technical subjects, project management, and team work.

Previous studies:

Innovative Web Development or equivalent knowledge.

00103 Interconnecting Networks, 10 cr**The student is able to:**

- be learners and developers in an international value network
- participate in an internationally benchmarked learning process
- handle data network building in practice

- manage and maintain selected data network equipment
- design and implement network environments in lab work
- describe and define the workings, characteristics and components of WANs
- test and diagnose network connections

Contents of the study unit:

- content and materials of an internationally benchmarked, employer-driven study unit
- facilitating lifelong learning as participants in a value network
- lab work

Study unit description:

The competence gained in the study unit relates to using and managing telecommunications equipment made by a chosen manufacturer. Students master the practical use of chosen equipment and deepen their competence as experts in data networks.

Previous studies:

Data Networks at Work or equivalent knowledge.

00019 Service Innovations in Business Development, 10 cr

The student is able to:

- analyse the competence of the region and of organisations and set suitable development objectives
- carry out an objective-oriented development project
- generate new solutions, services and service systems
- assess their usefulness in terms of the profitability of either a start-up company or an existing business
- understand the effects of their own actions in an open network for the sector
- promote creativity with their actions

Contents of the study unit:

- familiarisation with major regional and national development strategies
- creating a context and knowledge base
- planning, implementing and evaluating the development process
- working in a shared expertise group as part of an innovation network
- analysing development and information needs
- evaluating the usefulness of generated solutions, services, products or systems
- copyright issues

Study unit description:

The competence gained in this study unit forms the basis of target-oriented developmental competence in promoting business operations. The framework is the promotion of innovations and related entrepreneurship. A development project is carried out to produce new competence for cluster interfaces and evaluate the added value generated by the competence for a network. Multidisciplinary teams are formed on the basis of the competence needs of each development project.

Previous studies:

Developing Service Innovations or equivalent knowledge.

01010 Developing and Managing a Service System, 10 cr

The student is able to:

- participate actively and responsibly in national and international R&D projects
- develop a service system related to a topical project, in line with the project's life cycle
- acquire the necessary competence in specifying, designing, implementing, testing, commissioning and maintaining a service system
- acquire the necessary competence in working with customers

Contents of the study unit:

- Familiarisation with a workplace-oriented project and setting targets for it

- Acquiring the knowledge and competence required for the project
- Carrying out the development work for the project
- Evaluating outcomes and specifying further action
- Possibility of taking a certification test

Study unit description:

Students deepen their competence in developing service systems. They learn to participate as ex-perts in service system development projects.

Previous studies:

Implementing an Information System or equivalent knowledge.

00020 Innovation-Based Entrepreneurship, 10 cr

The student is able to:

- evaluate their own opportunities for starting up an innovation-based service business
- formulate an appropriate business model for their business ideas
- formulate a realistic business plan
- start up a business
- interpret the financial reports of a small business

Contents of the study unit:

- business ideas, business models and business plans
- planning the finances and funding of a start-up company
- choosing a form of enterprise and the rules steering business activities
- authorities and official activities related to starting up a business
- product-specific expenses and pricing
- entrepreneurs as employers

Study unit description:

In this study unit, students evaluate their own opportunities for putting business ideas based on service innovations into practice through entrepreneurship. Students formulate a business plan for their business idea, including all the appropriate documentation, and become familiar with the practical obligations and responsibilities of planned business operations.

Previous studies:

Developing Service Innovations or equivalent knowledge.

00104 Developing Data Network Services, 10 cr

The student is able to:

- apply new network technologies and develop data network services
- implement and analyse chosen network server environments
- implement, change, combine and program network-based services
- implement and develop information security solutions
- implement name services in different network environments
- know about wireless network technologies and their practical bases
- know about IP phones and related new technologies in practice
- evaluate their own development work
- provide documentation related to development work

Contents of the study unit:

- network server systems
- programming network server systems
- shared services such as Windows Active Directory and LDAP
- selected firewall solutions and pointer-related services
- name services
- WLANs, support stations and their maintenance

- IP technologies such as VOIP
- LivingLab work and developing the field in practice
- network technologies of the future
- core competence of the future

Study unit description:

The deepening competence gained in the study unit relates to developing LAN services and their implementations. Knowledge of architectures, the solution to be implemented and the service forms the basis of development work and competence. The emphasis is on applying theory and new technologies to services and usability. Learning takes place through research and development in Laurea's learning environments. The study unit also generates evaluation competence.

Previous studies:

Data Networks at Work or equivalent knowledge.

A0132 Creating Innovation through Service Design, 10 cr

The student is able to:

- carry out an innovation project applying the newest existing knowledge and service innovation and design methods
- carry out creative problem solving and development of working methods
- know the prerequisites for profitable and customer-oriented operations
- work in a diversified project

Contents of the study unit:

- service innovations
- innovation process in practice
- SID methods
- planning, conducting and evaluating an innovation project

Study unit description:

The aim of the study unit is to acquaint the students with multidisciplinary knowledge in service innovation and design by carry out a service innovation project. It also covers studies of different service innovation methods and their implications for service innovation and design practice.

Previous studies:

Developing ICT Systems or equivalent knowledge.

A035 SECURITY MANAGEMENT, 0 cr

A0051 Toward the New Learning Environments, 10 cr

The student is able to:

- käyttää erilaisia oppimisteorioita hyvän oppimisen mahdollistavan opetuksen suunnittelussa ja toteutuksessa sekä arvioinnissa
- tuottaa laadukasta opetusta erilaisissa oppimisympäristöissä erilaisin opetusmenetelmin
- suunnitella ja tuottaa verkko-oppimiskokonaisuuden sekä siihen keskeiset, ja uusimmat työkalut kuten bodcastit, sosiaaliset mediat yms.
- hyödyntää uusinta teknologiaa verkkopedagogiikan rinnalla
- organisaatiossa oppimisen johtamisen mahdollisuudet ja työtavat oppimisen tunnistamisesta sen kartuttamiseen

Contents of the study unit:

- hyvän oppimisen, oppijan ja osaamisen kolmiyhteys
- opetusmenetelmät
- erilaiset avoimet ja suljetut
- oppimateriaalin tuottaminen erilaisiin oppimisympäristöihin verkkopedagogiikan perusteet ja verkon mahdollisuudet oppimisen mahdollistajana

- verkkopedagogiikan perusteet ja verkon mahdollisuudet oppimisen mahdollistajana
- sosiaaliset mediat oppimisen vallankumouksessa
- minä kouluttajana; osaan ja uskallan, vakuutan ja vaikutan

Study unit description:

Opintojakson tavoitteena on oppia toimimaan osaajana erilaisissa oppimisympäristöissä niin kouluttajana, luennoitsijana, viestinnän asiantuntijana kuin myös verkko-opetuksen kehittämistehtävissä. Opintojaksolla keskeinen teema-alue on myös oppivien organisaatioiden osaamisen johtaminen, osaamisen tunnistaminen ja kartuttaminen.

A0013 Protecting Critical Infrastructure, 5 cr

The student is able to:

- Analysoida yhteiskunnan kannalta kriittisiä kohteita sekä niihin kohdistuvia uhkia
- Arvioida, keitä ovat kriittisen infrastruktuurin rakentajat, omistajat ja hallinnoijat
- Arvioida, keitä ovat kriittisen infrastruktuurin suojaamisen keinot ja toimijat
- Tarvittaessa johtaa kansalliseen elintärkeiden toimintojen turvaamisen strategiasta elementtejä oman organisaation turvallisuussuunnitteluun

Contents of the study unit:

- Kriittinen infrastruktuuri, määrittely ja rajaukset
- Kriittisen infrastruktuurin suojaamisen ulottuvuudet:
- Lainsäädäntö
- Kansallinen turvallisuus
- Kansainvälinen yhteistyö
- Kriittisen infrastruktuurin rakentajat, omistajat ja hallinnoijat
- o Uhkakuvasuunnittelu
- o Tilannekuvan ylläpito
- Käytännön ratkaisuja ja tekniikan suomia mahdollisuuksia kriittisen infrastruktuurin suojaamiseksi
- Kriittistä infrastruktuuria suojaavat toimijat

Study unit description:

Kriittinen infrastruktuuri tarkoittaa toimintoja ja rakenteita, jotka ovat yhteiskunnan jatkuvan toiminnan kannalta välttämättömiä. Opintojakson aikana opiskelija oppii ymmärtää mitä ovat yhteiskunnan kannalta kriittiset kohteet sekä niihin kohdistuvat uhat. Opintojaksolla perehdytään kriittisen infrastruktuurin suojaamisen keinoihin ja toimijoihin eri yhteiskunnallisissa tilanteissa.

Previous studies:

Teemat Ammatillisen kasvun käynnistyminen ja Alan ydinosaamisen kehittäminen

A0007 Community Safety and Local Security Planning, 5 cr

The student is able to:

- Laatia ja johtaa paikallisen turvallisuussuunnitteluprosessin
- Kunnallishallinnon keskeiset toimijat ja toiminnot
- Poliisin ja pelastustoimen keskeiset strategiat ja organisoitumisrakenteet
- Toimia verkostoissa
- Muodostaa kokonaiskuvan kunnan turvallisuustilanteesta
- Keskeisten kuntalaisturvallisuutta vaarantavien riskien kehittymispolut ja niiden hallintajärjestelmät

Study unit description:

Kunnat ovat alkaneet laatia paikallisia turvallisuussuunnitelmia kuntalaisturvallisuuden edistämiseksi.

Kuntalaisturvallisuus rakentuu kunnan alueella toimivien kansalaisten, elinkeinoelämän, viranomaisten sekä kolmannen sektorin kokonaisturvallisuuden ylläpitämisestä. Paikallinen turvallisuussuunnittelu ja –työ ovat keskeisiä sisäisen turvallisuuden jalkauttamiskeinoja. Laaja valmistelu ja yhteistyö eri toimijoiden kanssa edellyttävät verkostojen johtamista, mutta myös kunnallishallinnon riittävää tuntemusta

Previous studies:

Sisäisen turvallisuuden toiminnot- opintojakso

A0054 Marketing Services, 5 cr

The student is able to:

- Markkinoida ja myydä palveluja niiden erityispiirteet huomioiden
- Tutkia ja analysoida yritys- ja kuluttaja-asiakkaiden tarpeita

Contents of the study unit:

- Tuotteiden vs. palvelujen markkinointi
- Arvon tuottaminen asiakkaalle
- Kuluttaja- ja ostokäyttäytyminen
- Palvelujen brändäys ja tuotteistaminen

Study unit description:

Arvon tuottaminen asiakkaalle erilaisten palvelujen avulla on noussut yritysten keskeiseksi kilpailukeinoksi. Asiakkaiden tarpeiden syvälinen tunteminen korostuu palvelujen kehittämisessä ja markkinoille tuomisessa. Opintojaksolla tutustutaan arvoajatteluun sekä palvelupainotteisen toimintalogiikan tuomiin mahdollisuuksiin. Opiskelija oppii suunnittelemaan, toteuttamaan ja arvioimaan yrityksen palvelujen markkinointia.

Previous studies:

Yritystoiminta muuttuvilla markkinoilla

00180 Crime Prevention Competence, 10 cr

The student is able to:

- make analysis of crimes and crime-related damages
- apply crime theories, criminological research data and crime prevention strategies to develop the security of individuals and communities
- activate and develop cooperation for crime prevention between various bodies

Contents of the study unit:

- criminality
- crime prevention
- criminological research
- collaboration in preventing crimes

Study unit description:

During the study unit, students acquire competence related to using criminological data. The framework for the competence is developing the safety of individuals and communities.

Previous studies:

Risk Assessment in Security Development and Developing Personal Safety, or equivalent knowledge.

A0009 Crime Prevention, 5 cr

The student is able to:

- laatia analyysin rikoksista ja niiden aiheuttamista vahingoista
- soveltaa rikollisuusteorioita, kriminologista tutkimustietoa ja rikosentorjuntastrategioita yksilön ja yhteisön turvallisuuden kehittämisessä
- käynnistää rikosentorjuntayhteistyön eri tahojen kanssa ja kehittää sitä

Contents of the study unit:

- rikollisuus
- rikollisuuden torjunta
- kriminologinen tutkimus
- rikosentorjuntayhteistyö

Study unit description:

Opintojakson aikana opiskelija saavuttaa kriminologisen tiedon hyväksikäyttöön liittyvää osaamista. Osaamisen viitekehyksenä on yksilön ja yhteisön turvallisuuden kehittäminen.

Previous studies:

Teemat Ammatillisen kasvun käynnistyminen ja Alan ydinosaamisen kehittäminen

A0052 Internal Security, 5 cr**The student is able to:**

- EU:n ja Suomen yhteiskunnan turvallisuuden kokonaisuuden ja ymmärtää sen merkityksen eri toimijoiden näkökulmista
- Liittää organisaatioturvallisuuden osaksi yhteiskunnan turvallisuuskontekstia
- Toimia sisäisen turvallisuuden ja paikallisen turvallisuustyön verkostoissa
- Laatia ja johtaa paikallisen turvallisuussuunnitteluprosessin

Contents of the study unit:

- EU:n ja Suomen turvallisuus- ja puolustuspolitiikan kuvaus
- EU:n ja Suomen sisäisen turvallisuuden ohjelma (EU Internal Security Program)
- Yhteiskunnan elintärkeiden toimintojen strategia
- Paikallinen turvallisuussuunnittelu (yleiskuvaus)

Study unit description:

Suomalaisen yhteiskunnan turvallisuus rakentuu EU:n ja Suomen turvallisuus- ja puolustuspolitiikan ja sisäisen turvallisuuden ylläpitämisen perustalle. Sekä EU:n että Suomen sisäisen turvallisuuden ohjelmat ovat merkittäviä eri toimijoita ohjaavia ja yhdistäviä ohjelmia. Yhteiskunnan tulee myös varmistaa elintärkeiden toimintojen turvallisuus sekä luoda paikallinen turvallisuusstrategia kuntalaisten turvallisuuden ylläpitämiseksi ja edistämiseksi.

Previous studies:

Ammatillisen kasvun käynnistyminen- teema

A0014 Managing Risks of Contracts, 5 cr**The student is able to:**

- tunnistaa ja hallita keskeisiä sopimus- ja vastuuriskejä
- käyttää tarkoitukseen soveltuvia sopimusehtoja sopimuksen osana
- noudattaa hyvän sopimushallinnon perusteita

Contents of the study unit:

- Sopimuksen syntymekanismit
 - Tarjousprosessi
 - Sopimuksen sitovuus
 - Edustus ja valtuutus
 - Sopimuksen tulkinta
 - Yleiset sopimusehdot
 - Sopimuksen rikkomisen seuraukset
 - Sopimus- ja vastuuriskien tunnistaminen ja hallinta
- Yrityksen sopimushallinnon perusteet

Study unit description:

Opintojakson aikana opiskelija saa kuvan sopimusoikeudesta sekä yrityksen sopimus- ja vastuuriskeistä ja oppii näiden riskien hallintaa.

Previous studies:

Ammatillisen kasvun käynnistyminen teema

A0012 Information Security- Development Project 2, 5 cr**The student is able to:**

- tuottaa ja kuvata tietoturvallisuuden kehittämisprosessin perustuen soveltuvaan tietoturvastandardiin

Contents of the study unit:

- BSI IT-Grundschutz ja/tai muu soveltuva tietoturvallisuuteen liittyvä standardi

Study unit description:

Opiskelijat työskentelevät ryhmissä tuottaakseen yritykselle, organisaatiolle tietoturvallisuuden kehittämissuunnitelman. Ryhmien kehittämiskohteet ovat luonteeltaan teknisempiä.

Previous studies:

Tietoturvallisuuden tekniikat ja Managing Information Security

A0008 Information Security Technologies, 5 cr**The student is able to:**

- tunnistaa ja analysoida tietojärjestelmien haavoittuvuuksia
- arvioida ja soveltaa teknisiä tietoturvallisuusratkaisuja

Contents of the study unit:

- IP-verkkojen tietoturvallisuus
- salakirjoituksen perusteet ja sovellukset
- julkisen avaimen infrastruktuuri
- tiedon luottamuksellisuuden ja eheyden turvaaminen yksityisissä ja avoimissa verkoissa
- tietojärjestelmien ja sovellusten tietoturvallisuus
- tietojärjestelmien haavoittuvuuksien hallinta
- tietojärjestelmiin tunkeutumisen havaitseminen ja estäminen

Study unit description:

Opintojakso esittelee tietoturvallisuuden teknisiä ratkaisuja sekä niiden soveltamista. Keskeiset teemat ovat

salakirjoitus ja sen sovellukset sekä tietoverkkojen turvallisuuskysymykset. Tavoitteena on oppia hyödyntämään teknisiä tietoturvatkaisuja organisaation tietoturvallisuuden toteuttamisessa.

Previous studies:

Managing Information Security (tai vastaava)

00185 Security of Data Networks and Systems, 10 cr

The student is able to:

- recognise and analyse the vulnerabilities of data networks
- safeguard the functionality of information systems in various fault situations
- apply technical information security solutions
- determine security requirements in developing and purchasing information systems

Contents of the study unit:

- basics of IP networks (Degree Programme in Security Management)
- threats and risks related to information systems
- technical protection from information risks
- protecting the confidentiality and integrity of data in information systems and networks
- encryption methods and applications
 - public key encryption and public key infrastructure
- information security in networks
- preventing intrusions into information systems

Study unit description:

This study unit relates to students' development in applying their competence in information systems and networks.

Previous studies:

Managing Information Security or equivalent knowledge.

01071 Safe actions in crisis situations and emergency conditions, 5 cr

The student is able to:

Perceive the actions public authorities are performing in various conditions (normal conditions, disasters, emergency conditions) as laid out in the regulations and principles guiding these actions

Define the various tasks and responsibilities of different authorities when working under emergency conditions

Analyze the effects and importance of crisis/disasters/emergency conditions have on individuals / population and learn to help and support them at crisis work

learn to deliver first aid in different danger or accident situations and co-operate with various public authorities

recognize risks, evaluate the effects from the operating environmental point of view as well as use risk management tools and develop the targets by using these tools

Contents of the study unit:

Basic information about rescue politics (personnel safety, fire and rescue services, police services, civil protection, and dangerous goods) first aid in emergency conditions, emergency medical aid and debriefing, emergency medical air exercise performed together with the defence forces.

Study unit description:

Tutored teaching, learning journal, visits, first aid teaching, exercises during the course with several authorities (e.g. a terrain course, usually during weekends).

A0010 Inspections and Audits of Security, 5 cr

The student is able to:

- Yritysturvallisuuskriteeristön soveltamisen erilaisiin organisaatioihin
- Viranomaisten turvallisuusvaatimukset

- Tarkastus- ja auditointimenetelmät
- Raportoinnin ja kehittämissuunnitelmien laatimisen
- Omavalvontasuunnitelman laatimisen

Study unit description:

Yritysten tulee hallita kaikki omaan toimintaansa liittyvät turvallisuusvaatimukset. Näistä vaatimuksista säädetään eri laeissa ja asetuksissa sekä niitä valvovat useat eri viranomaiset. Yritysten omavalvonnan tarkoituksena on hallita tätä kokonaisuutta. Omavalvonnan lisäksi eri yritysturvallisuuskriteeristöt ja sopimukset edellyttävät turvallisuustarkastuksia ja auditointeja.

Previous studies:

Teemat Ammatillisen kasvun käynnistyminen ja Alan ydinosaamisen kehittäminen

A0011 Managing Safety and Occupational Health, 5 cr

The student is able to:

- analysoida organisaation työhyvinvoinnin tilaa
- käyttää työturvallisuustoiminnan keskeisiä menetelmiä
- laatia työturvallisuuden ja –terveyden johtamisjärjestelmän
- laatia työolojen kehittämisohjelman

Contents of the study unit:

- työturvallisuuden ja –terveyden ja tuottavuuden yhteys
- työolojen vaara- ja kuormitustekijät ja niiden hallinta
- johdon sekä lähiesimiesten roolit ja tehtävät työturvallisuustyössä
- mittarit ja niiden hyödyntäminen
- työolojen kehittämisohjelma
- työturvallisuuden ja -terveyden johtamisjärjestelmä

Study unit description:

Organisaation johdon tehtävänä on määrittää työpaikan työturvallisuuspolitiikka ja yleiset turvallisuuden päämäärät. Kilpailukykyä voidaan lisätä tuottavuuden jatkuvalla parantamisella. Tuottavuuden ja työhyvinvoinnin samanaikainen kehittäminen on mahdollista. Se vaatii johdon, asiantuntijoiden ja henkilöstön osaamista ja yhteistä näkemystä ja yhteistä tekemistä.

Previous studies:

Turvallisuuden johtaminen opintojakso

A0043 Crisis in the Community as Experienced by the Individual, 5 cr

The student is able to:

- arvioida yksilön aiheuttamaa vakavaa uhkaa käytettävissä olevien menetelmien avulla
- hyödyntää kriisipsykologista osaamista turvallisuuskontekstissa sekä analysoida omia tunteitaan, jotka liittyvät akuutteihin kriisitilanteisiin
- tunnistaa traumaperäiset stressihäiriöt sekä auttajien psykologiset reaktiot
- suunnitella ja johtaa kriisitilanteissa toimimista sekä psykososiaalisen tuen järjestämistä.
- rakentaa osaamisverkostoja, joissa kartutetaan organisaation osaamista kriisi-interventioiden suunnittelussa ja toteutuksessa itse kriisitilanteissa

Study unit description:

Opintojakson keskiössä on vahva psykologinen ydin; lähes kaikki turvallisuuteen liittyvät, yksilön tai ryhmän

käyttäytymisestä juontuvat ilmiöt voidaan ymmärtää ja ottaa näin paremmin haltuun psykologian tarjoamin keinoin. Opintojaksolla keskitytään yksilöiden käyttäytymiseen traumaattisen tapahtuman tunnusmerkistön täyttävissä tilanteissa, niiden ennakointiin, itse kriisitilanteen johtamiseen jälkihoidon järjestelyineen. Jokainen kriisi organisaatiossa on syvimmiltään joko yksilön tai pahimmillaan koko työyhteisön kokema, tietyn psykologisen traumaprosessin käynnistävä, elämänarvoja ja koko olemassaoloa ravisteleva tapahtumasarja, jonka ymmärtäminen on perusedellytys kaiken kriisitilannejohtamisen suunnittelussa ja toteuttamisessa. Turvallisuusosalalla tarvittava osaaminen syntyy yksilön käyttäytymistä selittävistä kriisi- ja traumapsykologisista teorioista. Opintojaksolla keskitytään myös sosiaalipsykologiaan, mikä tutkii vuorovaikutusta yksilön ja hänen sosiaalisen ympäristönsä välillä, kohdistuen huomionsa samanaikaisesti sekä yksilöön että ryhmään. Kiinnostuksen kohteena ovat ihmismielen sosiaalinen muotoutuminen sekä ryhmien väliset suhteet. Samoin se kuvaa ja selittää sosiaalisten ilmiöiden syntyä sekä muuttumista eritellen ryhmätoiminnan säännönmukaisuuksia turvallisuuskonteksteissa.

A0053 Entrepreneurship in Security, 5 cr

The student is able to:

- Turvallisuusalan liiketoimintaklusterit ja niiden kehittymisen
- Turvallisuusalan tutkimus-, tuotekehitys- ja innovaatiojärjestelmät
- Pääomasijoitus- ja rahoitusjärjestelmät
- Kansainvälisen yrittäjyyden ja markkinoinnin menetelmät ja haasteet

Study unit description:

Turvallisuus liiketoiminta-alueena on monimuotoinen ja laaja. Suomalainen turvallisuusalan osaaminen on vientituote, jonka toteuttamiseen tarvitaan yrittäjyyttä sekä kansainvälistä liiketoimintaosaamista. Turvallisuuden innovaatioiden kaupallistaminen edellyttää osaamista sekä turvallisuudesta ja riskien hallinnasta, mutta myös innovaatioista, rahoitusjärjestelmistä, turvallisuusalan klustereista sekä kansainvälisistä turvallisuusalan markkinoista ja markkinoinnista.

Previous studies:

Talouden suunnittelu ja ohjaus

0371 FUAS SUMMERSTUDIES, 25 cr

01395 Developing intercultural competences, 5 cr

The student is able to:

- * understand and interpret meanings of different cultural behaviors and phenomena
- apply cross-cultural knowledge to improve intercultural encounters and work effectively in multicultural teams and work environments
- resolve intercultural conflicts in a professional manner.

Contents of the study unit:

- Basic concepts of cultural studies
- Cross-cultural theories
- Intercultural conflict management
- Cross-cultural research
- Development of intercultural competence

Study unit description:

Students are learning how cultures vary and how they can be classified based on values or other cultural dimensions. Knowing some main characteristics of certain cultures, e.g. the culture of an exchange country,

provides students with knowledge, awareness and skills to have good intercultural relationships, manage conflicts and work effectively in a multicultural work environment.

The course is an online implementation. It can be taken as a preparatory course for an exchange period, during it or to support an “internationalization at home” process

Previous studies:

Intercultural Communication Today (5 cr) or similar knowledge

(Priority given for students who have completed the study unit Intercultural Communication Today)

01318 Social media tool kit for effective communication, 5 cr

00018 Developing Service Innovations, 10 cr

The student is able to:

- describe development objectives from the perspectives of the labour market and regional development
- participate in a partnership network
- work effectively in a team and act as opinion leaders in a community of experts
- evaluate their own and others' competence, work and results in accordance with development objectives
- use the tools and methods of applied R&D in development work
- carry out and report on an objective-oriented development project

Contents of the study unit:

- determining development needs
- creating a context and knowledge base
- planning, implementing and evaluating the development process
- working in a shared expertise group

Study unit description:

The study unit forms an objective-oriented development project, where the competence gained is that of a developer using investigative research methods. The object of competence development is determined for each cluster by Laurea's research and development policy.

Previous studies:

Main professional competences minimum of 120 cr or equivalent knowledge.

01319 Methods for Competence Development, 5 cr

R0001 Workplace safety and security, 5 cr

The student is able to:

- link basic concepts to various contexts
- apply occupational safety instructions in his/her activities
- understand phenomena under scrutiny as a whole
- work in teams and self-directedly, itemise factors that affect his/her actions and consider their consequences
- analyse processes and evaluate development needs
- assume different roles in project teams and practise leading teams
- assume responsibility for a group's learning and for the sharing of learned knowledge
- make well-founded decisions and choices in development projects.

Contents of the study unit:

- customership and operational environment
- safety and security
- hazard, risk and risk management

Study unit description:

Student will become familiar with workplace safety and security with the material given in Optima system. Student will create an understanding of the workplace hazard identification, risk assessment and key concepts of the safety development work, approaches as well as technique of analysing potential problems.

Previous studies:

Ei vaatimuksia.

A0153 Corporate Social Responsibility, 5 cr**The student is able to:**

- Develop a wider approach to ethical questions and organisational values
- Combine CSR with business actions and strategy
- Discuss social responsibility issues

Contents of the study unit:

- Ethics and organisational values
- Sustainable guidelines on economic, environmental and social performance
- Responsible leadership
- Product safety
- Occupational safety and health
- Equality at work
- Diversity and multicultural issues
- Current issues on sustainability reporting and CSR standards

Study unit description:

This study unit introduces the students to the basic concept of corporate social responsibility. Organisational responsibility is seen from three viewpoints: economic, environmental and social responsibility. The critical thinking of the students is enhanced through discussions.

A9058 Oracle Java Certification, 5 cr**The student is able to:**

- outline the significance of professional certification
- initiate life-long learning and continued development as an ICT professional
- promote self-learning using Oracle Academy virtual learning platform
- Demonstrate knowledge of Java technology, the Java programming language, and the product life cycle
- apply various Java programming language constructs to create several Java technology applications
- apply decision and looping constructs and methods to dictate program flow
- implement intermediate Java programming and object-oriented (OO) concepts in Java technology programs
- distinguish the basic characteristics of the three Java platforms: J2SE, J2ME, and J2EE, and given a high-level architectural goal, select the appropriate Java platform or platforms
- describe at a high level the benefits and basic characteristics of RMI, JDBC, SQL, and RDBMS JNDI, messaging, and JMS technologies
- define, choose and evaluate java client and server technologies

Contents of the study unit:

- Introduction to Oracle Certified Associate professional certification and Oracle Academy
- Fundamental Object-Oriented Concepts
- Java Implementation of Object-Oriented Concepts
- Algorithm Design and Implementation
- Java Development Fundamentals
- Java Platforms and Integration Technologies

- Client Technologies
- Server Technologies

Study unit description:

The study unit offers comprehensive blended training for the Oracle Certified Associate, Java SE 6 professional certification. This worldwide credential validates basic knowledge of Object-Oriented Concepts, UML representation of OO concepts, the Java programming language, and general knowledge of Java Platforms and Technologies. The professional training is designed for students studying to become ICT professionals, programmers, and project or program managers working with Java technology in the ICT fields

Previous studies:

Basic know-how of solving logical problems

A9059 Research Oriented ICT Project Management, 10 cr

The student is able to:

- apply the entire project life cycle from initiation and planning through execution, acceptance, support and closure
- validates that project managers have the necessary skills to complete projects on time and within budget
- analyses topical specialist research questions. The questions can relate to information systems, information security or information networks
- participate in a community of experts as applied R&D professionals and experts

Contents of the study unit:

Phase – 01: Applied ICT Project Management (5 CR)

- Project Management Fundamentals
- Identifying Project Management Processes
- Initiating a Project
- Managing Project Scope
- Estimating Project Time
- Developing and Controlling a Project Schedule
- Analysing Project Cost
- Organizing Human Resources for a Project
- Devising Effective Communication Methods
- Analysing Project Risks
- Processing Project Procurements
- Integrating Project Workflow

Phase – 02: Research and Development Project (5 CR)

- Formulating and clarifying research topic
- Critically reviewing literature
- Research philosophies and approaches
- Formulating research design
- Writing and presenting research project

Study unit description:

Students will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI) to manage projects successfully. The study unit offers the ICT specific challenges of research oriented project management, and methods to avoid common pitfalls. It is designed for students who are keen to learn research oriented project management in ICT, or who are professionals starting to work as project managers in the field.

Previous studies:

Basic know-how of ICT field

01342 Special questions of information systems, networks, security and services, 5 cr

The student is able to:

- Toimia asiantuntijayhteisössä tutkimus- ja kehitystoiminnan toteuttajana sekä asiantuntijana.
- Käyttää tutkimusta osana kehitystoimintaa.

Contents of the study unit:

- Vaihtelevat vuosittain ja erityiskysymyksittäin.

Study unit description:

- Perehdytään ajankohtaiseen erityiskysymykseen.
- Kohteet ja aihealueet ovat tietojärjestelmiin, tietoturvallisuuteen tai tietoverkkoihin liittyviä erityiskysymyksiä.

Previous studies:

- Menetelmäopinnot.
- Suorittaminen sovitaan ohjaajan kanssa yksilöllisesti tai ryhmänä.

01389 Finance literature, 5 cr

The student is able to:

finanssikirjallisuus