

## **LAUREA UNIVERSITY OF APPLIED SCIENCES**

**Common and elective studies, Laurea Leppävaara, LYA14SY**

### **INTRODUCTION TO LAUREA**

#### **Laurea's Mission**

The strategic intent of Laurea University of Applied Sciences is to be "an international developer of well-being and competitiveness of the Helsinki Metropolitan area in 2020.

Laurea is a student-centred, international, inspiring and innovative university of applied sciences whose mission is to conduct education, research, development and innovation activities in international value networks following the operating model of Learning by Developing (LbD).

The students will encounter authentic workplace actors and their competence will be challenged during their studies. A student graduating from Laurea will be able to act in new situations, anticipate future trends, develop new operating models and examine the world with open eyes. Laurea's mission is to be an internationally networked university of applied sciences with an operating method that creates links between learning and the working life. This way, new competence will be produced and service innovations generated.

#### **Competence Development**

At Laurea our focus is on the student, emphasising the student's freedom and responsibility. The students are offered an opportunity to develop their competence as required by their professional goals. Freedom means that the learning outcomes may be achieved through different modes of studying. Responsibility means an active approach to studying, responsibility for your own choices and a constructive and motivated attitude towards doing things together. Laurea's staff is responsible for supporting and guiding the student's professional growth.

Internationality at Laurea means numerous opportunities for being active in various multicultural settings, developing your language skills, going on student exchanges and taking part in international research and development (R&D) projects.

Focus areas refer to areas of strong expertise on which the education offered by Laurea and Laurea's R&D activities are based. Laurea's focus areas are service business, expertise in nursing and coping at home as well as security, safety and social responsibility. Student entrepreneurship is a cross-cutting focus area, which is visible in Laurea's activities not only as an entrepreneurial attitude and cooperation with companies but also as concrete new businesses that the students may set up even before completing their studies.

Laurea produces experts for the future who can develop their own work, are professionally committed and have capabilities for serving in expert tasks in their own fields.

The education aims for an extensive and strong professional competence. Workplace driven projects also develop management competence, communication skills, creativity and ethical competence. The graduates will have capabilities for following and promoting the development of their professional fields and for continuous improvement of their personal professional competence. The education imparts the students adequate communication and linguistic skills for tasks in their fields as well as for international activities and cooperation.

#### **Campuses**

All of Laurea's campuses have their unique profiles, and they offer different learning environments:

The Hyvinkää campus specialises in the renewal of welfare services. The campus has a multi professional approach to developing financial, legal, social and health-related competence. You can study for a Bachelor's degree in Health Care (nurse), Social Services or Business Administration. Your studies will offer you opportunities to develop services in workplace projects together with working life specialists. The campus makes use of such development environments as a simulation hospital, simulation classrooms and a project learning environment in the provision of

education.

In Kerava you can choose a degree programme in Business Management or Business Information Technology. You can specialise in the management of customer-oriented service business, study tourism management or develop specialist competence in business information technology. The Kerava campus plays a pioneering role in both blended learning and virtual education. Learning through projects and acting in an international network of partners will be a standard part of your studies in Kerava.

Leppävaara SID focuses on service renewal. SID stands for Service Innovation and Design, which means user-centered innovation, development and design of services. Laurea SID provides a setting for active learning and turns out graduates who are innovative, internationally oriented and development-focused specialists of service business. In Leppävaara, you can study for a degree in Hospitality Management, Business Management, Business Information Technology or Security Management.

The Lohja campus is profiled as a developer of wellbeing and services. In the Bachelor of Health Care degree programme, nursing of adults and mental health work are emphasised. In the degree programme in business administration, you can focus on marketing, eBusiness, management and wellbeing business. Authentic workplace projects are carried out, and private and public sector services are developed, in such learning environments as Terveystori ('Health Market') and Yrityslabra ('Business Lab').

On the Otaniemi campus, students generate welfare and business competence together with working life actors. The campus is a multicultural and multidisciplinary meeting point where you can build yourself a professional network and study for a Bachelor's degree in Health Care (physiotherapist, nurse, public health nurse), Social Services, or Business Administration. The purpose of this network is to support the development of your competence and to generate new services, products and business. You may also launch your own business as part of your studies.

On the Porvoo campus, students of nursing take part in authentic workplace projects. You will build up strong basic capabilities in wellbeing entrepreneurship and work together with companies of this field during your studies. You will be offered opportunities for virtual study in the form of inspiring, up-to-date and versatile online implementations.

The aim of the Tikkurila campus is to promote future welfare. Its goal is to develop services in a participatory process with customers and to boost welfare. In Tikkurila, you can study for a Bachelor's degree in Health Care (nurse, public health nurse), Social Services (social welfare sector or correctional services), Business Administration or Beauty Care. As a student you will have opportunities for building up your competence in various development projects and learning environments together with working life specialists.

## **LEARNING BY DEVELOPING (LbD)**

Laurea's inspiring and innovative learning environments are based on the model of Learning by Developing. The idea of Learning by Developing is built around authentic encounters with the working life. The ensuing cooperation is based on trust and creativity.

The students learn to identify targets for workplace and competence development, to create new solutions, products and operating models and to develop their own action in observance of changing workplace requirements. The typical characteristics of LbD include authenticity, partnership, experiential nature, creativity and a research-oriented approach.

Learning by Developing combines learning that produces competence with creativity through various research and development projects. Learning builds on new opportunities that open up as the project progresses. The required competence is accumulated through practical activities in various workshops and labs.

## **DEGREE STRUCTURE IN EDUCATION LEADING TO A UNIVERSITY OF APPLIED SCIENCES DEGREE**

### **Scope and Extent of the Degree**

The scope of a Bachelor's degree in Business Administration, Hospitality Management, Beauty Care, and Health Care (physiotherapist, nurse) is 210 credits, and it takes on average 3.5 years to complete. The scope of a Bachelor's degree programme in Health Care (public health nurse) is 240 credits, and it takes on average 4 years to

complete.

In line with the international ECTS standard, one credit corresponds with 26.7 hours of work for an average student.

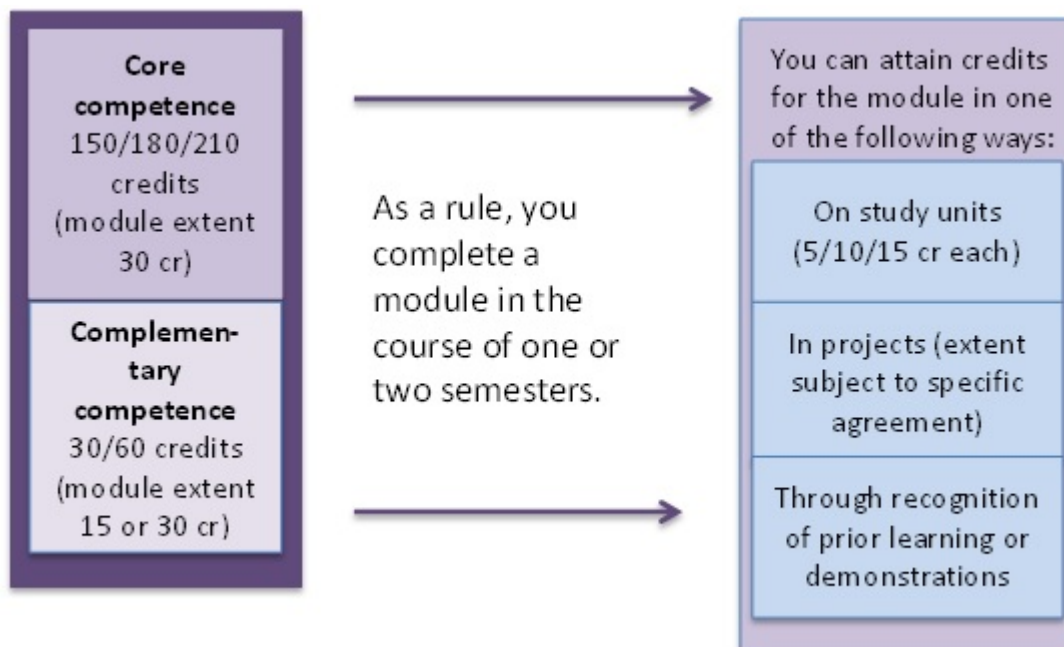
### Degree Structure

The degree studies at Laurea consists of core competence and complementary competence modules. The modules comprise competence areas that are part of the degree. Core competence modules impart competence that is part of the degree's compulsory requirements. Complementary modules make it possible to deepen or extend your knowledge.

Learning is made relevant to workplace development and the student's personal goals. The learning outcomes specified for the modules build on future workplace needs and Laurea's focus areas.

In practice, credits are attained when the student complete study units that are part of the module or engage in projects in which the corresponding competence area is develop (see picture 1). Credits can also be gained through recognition of prior learning or demonstrations.

The modules have been designed so that they can mainly be completed in the course of one or two semesters. Study units can be implemented either in Finnish or in English. The language of the implementation is decided for each semester and is visible in the study unit offer.



Picture 1. Structure of the studies.

### Core Competence and Complementary Competence Modules

**Core competence modules** lay the foundation for the competence required for a degree and are compulsory. The scope of the core competence varies depending on the degree:

- 150 credits for a Bachelor of Business Administration, a Bachelor of Hospitality Management, a Bachelor of Social Services, a Bachelor of Health Care (physiotherapist) and a Bachelor of Beauty Care degree
- 180 credits for a Bachelor of Health Care degree (nurse)
- 210 credits for a Bachelor of Health Care degree (public health nurse)

The scope of **core competence modules** is 30 credits. The modules contain the following types of studies: basic studies, professional studies, practical studies and a Bachelor's thesis.

The remaining part of the degree consists of **complementary competence modules**. Depending on the degree, the scope of the complementary competence thus is 30 or 60 credits. The scope of a module is either 15 or 30 credits. The modules can be freely selected. Complementary competence modules support individual study paths and competence. You can include in your degree complementary competence modules that are compatible with your professional goals. The compatibility of the elective studies with your degree will be subject to prior agreement with your teacher tutor.

Complementary modules include the following types of studies: professional studies, practical studies and elective studies.

### Flexible Possibilities for Completing Attainments and Specialising

At Laurea, there are flexible possibilities of building up the competence specified in the modules' learning outcomes. For example, the student can

- select core competence studies offered on Laurea's different campuses
- select complementary competence modules that support your professional goals in Laurea's various units
- select English study units from Laurea's offer of English education, even if you are studying in Finnish education,
- select Finnish study units from Laurea's offer of Finnish education, even if you are studying in an English education.
- select study units taught in Finnish from Laurea's offer of Finnish education
- include in your degree studies selected from the offer of the FUAS Federation, or HAMK University of Applied Sciences and Lahti university of Applied Sciences, without paying fees
- select online studies that give you more flexibility in your study schedules, and
- develop your competence by taking part in projects.

The study unit implementation plans specify the objectives, content and implementation form of the studies.

The development of a student's individual competence is also supported by campus modules, the contents of which emphasise the special competence areas of the campuses. In addition, you can deepen or extend your competence by your selections of complementary competence modules, placements and the theme of your thesis, and by participating in various projects. Career guidance will be provided to support a student on his or her study path.

### ASSESSMENT OF LEARNING AND COMPETENCE

In the curriculum, the learning outcomes are described as the learner's actions, so that the development of competence can be assessed with reference to the set goals. Competence is identified as knowledge, skills and values related competence as well as experiential competence that includes the competence of an individual and a community. The competence descriptions in the curriculum draw on Bloom's taxonomy, where the development of competence is described at six different levels: knowledge, comprehension, application, analysis, synthesis and evaluation/creativity.

Following Laurea's LbD model, it is expected that the learner's competence will develop from the level of application to the level of creativity in the course of the education. Laurea's description of shared general criteria for workplace competence is based on the National Quality Framework. General workplace competence develops as the students complete modules and study units and participate in projects.

**Table 1. Shared criteria for generic working life competence at Laurea**

| Description of competence                                    | Learning outcome                                                                                                                                                                         | Examples |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>REFLECTION COMPETENCE</b><br><i>learning skills (EQF)</i> | <ul style="list-style-type: none"> <li>• is able to solve problems associated with his/her role, operating methods and competence in a goal-oriented manner to reach a target</li> </ul> |          |

|                                                                                                                              |                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assessment and development of the learner's personal competence and that of others in order to achieve the learning outcomes |                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>changes his/her operating methods and role, and develops his/her competence as the development process progresses in order to reach the objectives and the goal set for the project.</li> <li>brings up the views put forward by experts that he/she appreciates as the project progresses</li> </ul> |
|                                                                                                                              | <ul style="list-style-type: none"> <li>is able to analyse the implemented operating methods and the actors' competence and, based on this analysis, is able to draw conclusions together with other actors in order to achieve a shared goal</li> </ul> | <ul style="list-style-type: none"> <li>in a goal-oriented manner, compares different perspectives together with other project actors</li> </ul>                                                                                                                                                                                              |
|                                                                                                                              | <ul style="list-style-type: none"> <li>is able to compare and develop the operating methods of various actors, the set objectives and goal and the entire process, and to create a new operating model</li> </ul>                                       | <ul style="list-style-type: none"> <li>models a development project as a whole from the perspective of impact</li> </ul>                                                                                                                                                                                                                     |

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| <b>ETHICAL COMPETENCE</b> | <ul style="list-style-type: none"> <li>is able to follow the principles of equality and fairness</li> <li>is able to apply the underpinning values and principles of vocational ethics typical of his/her field to his/her actions</li> <li>is able to apply the principles of sustainable development (environmental, social and financial responsibility)</li> <li>acts as a responsible global citizen</li> </ul> | <ul style="list-style-type: none"> <li>follows the agreed operating methods</li> <li>is considerate to others, gives space to other people's ideas and listens</li> <li>complies with the rules (including schedules), is committed to work, is careful, reliable and fair, respects the work of others, shows discretion and behaves appropriately in each situation</li> <li>understands that local actions may also have international impacts and vice versa</li> </ul> |
|                           | <ul style="list-style-type: none"> <li>accepts responsibility for his/her own actions</li> <li>accepts responsibility for the actions of the group</li> </ul>                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>recognizes conflicts associated with choices</li> <li>compares and takes into consideration different viewpoints, is able to let go of selfish needs in order to achieve a common good</li> <li>shows appreciation for the work and outputs of others, for example by citing the original sources</li> </ul>                                                                                                                         |
|                           | <ul style="list-style-type: none"> <li>draws on his/her competence to have an impact in society (LbD regional development)</li> </ul>                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>designs/develops customer-oriented and sustainable solutions including a financial, social and environmental aspect</li> </ul>                                                                                                                                                                                                                                                                                                       |

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| <b>COMMUNICATION COMPETENCE</b> |  | <ul style="list-style-type: none"> <li>observes the communication requirements and capacities of the project</li> </ul> |
|---------------------------------|--|-------------------------------------------------------------------------------------------------------------------------|

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| <b>(IN WORK COMMUNITY)</b><br><br><i>The student is able to act appropriately in various work-related communication and interactive situations: the student uses diverse communication channels in various situations, exchanges messages and maintains interaction with others.</i> | <ul style="list-style-type: none"> <li>• is able to communicate appropriately in interactive situations of the work community and communicate in inter-cultural situations</li> </ul>                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• by his/her personal action, promotes a constructive atmosphere (appropriate, constructive criticism)</li> <li>• values, listens to and respects different communicators and cultures and linguistic diversity</li> <li>• applies his/her communication competence to different people</li> <li>• communicates in a foreign language</li> <li>• uses ICT in his/her tasks</li> </ul>                                                                          |
|                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• is able to communicate responsibly as part of a multi-disciplinary work community / network</li> <li>• is able to organise communications in a work community</li> <li>• is able to evaluate communication competence needed in multicultural cooperation</li> <li>• is able to evaluate the impacts and possibilities of internationalisation development</li> </ul> | <ul style="list-style-type: none"> <li>• communicates to promote well-being in the community</li> <li>• acts as an active and goal-oriented partner in cooperation and networks globally</li> <li>• shares information and takes initiative in disseminating information on the project's progress using various communication channels</li> <li>• finds solutions to communication challenges</li> <li>• constructs and organises network partnerships in cooperation with project actors</li> </ul> |
|                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• is able to renew communication modes</li> <li>• is able to direct communications</li> <li>• is able to develop working life connections and networks</li> <li>• is able to have an impact in society by communicating about project outcomes</li> </ul>                                                                                                               | <ul style="list-style-type: none"> <li>• has the courage to challenge him/herself and others to act</li> <li>• tolerates uncertainty, incompleteness and the possibility of failing in communication situations</li> <li>• acts professionally, interprets and controls emotions in critical interactive situations</li> <li>• builds and develops online partnerships independently</li> <li>• uses renewing modes of communication</li> </ul>                                                       |

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| INNOVATION COMPETENCE | <ul style="list-style-type: none"> <li>• is able to identify elements needing change in working life / a project</li> <li>• is able to use appropriate project and R&amp;D methods</li> <li>• is able to apply a development-oriented work approach in an RDI project</li> </ul> | <ul style="list-style-type: none"> <li>• obtains and processes knowledge in his/her field in relation to the RDI project</li> <li>• brings up practicable development ideas emerging from the project</li> </ul>                                                               |
|                       | <ul style="list-style-type: none"> <li>• is able to organise an RDI project</li> <li>• is able to analyse and interpret an innovation process applying existing international knowledge</li> </ul>                                                                               | <ul style="list-style-type: none"> <li>• documents and reports: describes knowledge or operating methods that renew working life in line with the project targets</li> <li>• brings up international standards and practices relevant to the field and follows them</li> </ul> |

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|  |                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>has the courage for constructive questioning</li> </ul>                                                                                                                                            |
|  | <ul style="list-style-type: none"> <li>is able to create new working methods by using creative problem-solving and finds customer-oriented, sustainable and cost-effective solutions</li> </ul> | <ul style="list-style-type: none"> <li>suggests and implements solutions bravely and creatively, justifies his/her point of view</li> <li>has visions of future (foresight, ability to also see the past)</li> <li>is creative</li> </ul> |

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| <b>MANAGEMENT COMPETENCE</b><br><br><b>Management</b><br><br>comprises goal-oriented, interactive social activity. Management guides the way people act. The aim of management is that a group <a href="#">of people</a> will work better and more efficiently than without management | <ul style="list-style-type: none"> <li>is able to draw on the basics of management and entrepreneurial operation as part of project work</li> </ul>                                                                               | <ul style="list-style-type: none"> <li>recognizes his/her role in order to manage his/her own actions in the project</li> <li>identifies the goals of the project and sets goals for him/herself</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>is able to lead a development project as a Project Manager</li> <li>is able to promote a communal spirit among those participating in a development project by personal example</li> </ul> | <ul style="list-style-type: none"> <li>draws up a project plan (legal and financial aspects)</li> <li>communicates about decisions and project changes, solves communication and interaction problems</li> <li>plans and implements a budget</li> <li>organises project activities and allocates responsibilities and tasks to actors</li> <li>supports the actors' development as Project Manager</li> <li>makes decisions in unexpected situations</li> <li>identifies risks and takes steps to find a solution</li> <li>monitors and evaluates the project in comparison to the plan</li> </ul> |
|                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>is capable of proactive management</li> <li>is able to generalise management competence produced in a development project in working life development</li> </ul>                           | <ul style="list-style-type: none"> <li>has visions of future</li> <li>renews management culture</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

Study units are graded on a scale of 0 to 5, as follows:

5 (Excellent),  
 4 (Good),  
 3 (Good),  
 2 (Satisfactory),  
 1 (Satisfactory) and  
 0 (Fail).

Some study units, study unit elements or parts can also be graded simply as Pass/Fail (H/0).

The students will be informed of the criteria for assessing competence at the beginning of each study unit/project. In

the planning of the assessment, shared assessment criteria applicable to initial stage and graduation stage students are utilised, with shared descriptions for levels 1, 3 and 5.

**Table 2. Shared assessment criteria for initial stage and graduation stage students**

| BACHELOR'S DEGREE                                    | INITIAL STAGE STUDENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | GRADUATION STAGE STUDENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EXCELLENT</b><br>grade 5<br>Students are able to: | <ul style="list-style-type: none"> <li>• Apply professional concepts expertly.</li> <li>• Comply with occupational safety instructions responsibly and independently.</li> <li>• Justify activities using research knowledge.</li> <li>• Work independently and take initiatives in line with objectives. Operations are often flexible, systematic, development-oriented, creative and active.</li> <li>• Select the appropriate techniques and models for activities, and justify the choices.</li> <li>• Act in customer-oriented ways and according to the situation.</li> <li>• Promote group activities.</li> <li>• Able to critically apply ethical principles in the subject field in one's conduct and tasks.</li> </ul> | <ul style="list-style-type: none"> <li>• Apply professional concepts expertly and extensively, and manage the big picture.</li> <li>• Develop occupational safety of their operating environment.</li> <li>• Develop operating methods by comparing, combining and selecting research knowledge.</li> <li>• Work independently and innovatively in line with objectives. Activities are mostly creative, focused on developing the workplace and distinctly professional.</li> <li>• Select, combine and develop appropriate techniques and models for activities.</li> <li>• Take initiatives and act responsibly in customer relations, and understand the meaning of customer relationships for the big picture.</li> <li>• Develop and renew activities of multidisciplinary teams.</li> <li>• Critically apply ethical principles in the subject field in complex and unanticipated situations.</li> </ul> |
| <b>GOOD</b><br>grade 3<br>Students are able to:      | <ul style="list-style-type: none"> <li>• Apply professional concepts systematically.</li> <li>• Apply occupational safety instructions in their activities.</li> <li>• Justify, compare and analyse their activities using general guidelines.</li> <li>• Able to cope independently in different tasks in each operating environment.</li> <li>• Apply acquired techniques and models diversely.</li> <li>• Act professionally in customer situations.</li> <li>• Work in a group in line with objectives.</li> <li>• Justify their activities in accordance with ethical principles..</li> </ul>                                                                                                                                | <ul style="list-style-type: none"> <li>• Apply professional concepts expertly.</li> <li>• Take care of occupational safety for themselves and the work community, and perceive development objects.</li> <li>• Select methods of operation in accordance with research knowledge and guidelines.</li> <li>• Work systematically and critically in line with objectives in complex situations. Operations are often flexible, systematic, creative and active.</li> <li>• Select the appropriate techniques and models for activities, and justify the choices.</li> <li>• Prioritise and maintain customer relationships.</li> <li>• Promote group activities.</li> <li>• Critically apply ethical principles in the subject field in one's conduct and tasks.</li> </ul>                                                                                                                                       |

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| <p><b>SATISFACTORY,</b><br/>grade 1</p> <p>Students are able to:</p> | <ul style="list-style-type: none"> <li>• Apply most important/individual and appropriate professional concepts, and indicate their familiarity with the knowledge base.</li> <li>• Act safely, although activities are often schematic/ experimental/ fumbling/ self-involved.</li> <li>• Comply with rules and instructions, and justify their activities using provided instructions.</li> <li>• Act appropriately under guidance.</li> <li>• Use acquired techniques and models.</li> <li>• Take customers into account in their actions.</li> <li>• Act as group members.</li> <li>• Act in accordance with ethical principles.</li> </ul> | <ul style="list-style-type: none"> <li>• Apply professional concepts systematically.</li> <li>• Comply with occupational safety instructions responsibly and independently.</li> <li>• Justify and analyse their activities using general guidelines and in accordance with evidence-based information.</li> <li>• Act professionally and responsibly in unanticipated customer and problem situations.</li> <li>• Work independently in different tasks in each operating environment.</li> <li>• Apply acquired techniques and models diversely.</li> <li>• Act in customer-oriented ways and according to the situation, and understand customer needs.</li> <li>• Work in a group in line with objectives.</li> <li>• Act and justify their activities in accordance with ethical principles.</li> </ul> |
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The assessments draw on the students' self and peer assessments and the assessments of employer representatives. The students can also avail themselves of recognition of prior learning (RPL). Assessment helps the students to monitor the development of their competence and the achievement of their personal goals in relation to the competence requirements set for the degree.

## INTERNATIONAL COMPARABILITY OF THE DEGREE

Competence is at the centre of all activities at Laurea, and we recognize competence in a comprehensive sense. General working life capabilities specified at the national level and defined in greater detail at Laurea have been taken into account in the degree contents.

The level of the degree corresponds with level 6 of the National Qualifications Framework (NQF) and level 6 of the European Qualifications Framework (EQF).

In the curriculum, the learning outcomes of a study unit are described for level 3, good skills, on the assessment scale (1-5).

## CURRICULUM DEVELOPMENT

The curriculum is developed by using evaluation, monitoring and feedback data. Changes may occur in the study units and implementation modes of the modules. The offering of the complementary modules is constantly under development to match the requirements of the working life and thus the offering may change during the studies.

**1. year**

|       |                                                  |   |
|-------|--------------------------------------------------|---|
| OP    | STUDIES                                          |   |
| 0315  | LANGUAGE STUDIES                                 |   |
| A0203 | Basic Finnish 1                                  | 5 |
| A0204 | Basic Finnish 2                                  | 5 |
| 01399 | Advanced Finnish 1                               | 5 |
| A9105 | Advanced Finnish 2 / Suomen kielen jatkokurssi 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 |
| 01419 | Finnish for Working Life                         | 5 |
| 00480 | Fokus på Norden                                  | 5 |
| 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 |
| 01394 | Basics of French language                        | 5 |
| A036  | COMMON STUDIES                                   |   |
| A9101 | Neuromarketing                                   | 5 |
| 01395 | Developing intercultural competences             | 5 |
| 01385 | Consumer and user knowledge                      | 5 |
| 00387 | Go abroad                                        | 3 |

|       |                                                             |    |
|-------|-------------------------------------------------------------|----|
| A0176 | Introduction to SID                                         | 10 |
| 00497 | International Student Tutoring                              | 5  |
| 00009 | Creative Teams                                              | 10 |
| 00190 | Student tutoring                                            | 5  |
| 01407 | Implementing Visual Communication                           | 10 |
| 00010 | Competence Development and Coaching                         | 10 |
| 00817 | Competence in Purchasing                                    | 10 |
| 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  |
| 01388 | Responsibility in Business                                  |    |
| 01393 | Advanced image editing                                      | 5  |
| A0156 | Business Simulation                                         | 5  |
| 01406 | Digital Image Editing                                       | 5  |
| R0115 | Working Life Competences                                    | 1  |
| A038  | BIT                                                         |    |
| A039  | BM                                                          |    |
| 01098 | Financial Planning and Control                              | 10 |
| 00478 | Global Operating Environment                                | 10 |
| 00318 | Managing International Risks (excluding Financial Risks)    |    |
| 00472 | Organisational Learning                                     | 5  |
| A0187 | Supply chain management                                     | 10 |
| A9040 | B-to-B Marketing Communication                              | 5  |
| 01387 | Neuromarketing                                              | 5  |
| A9087 | Supply chain management                                     | 10 |
| A040  | FM                                                          |    |
| A811  | DEGREE PROGRAMME IN SECURITY MANAGERMENTS                   |    |
| A9023 | Entrepreneurship in Security Business                       | 5  |
| A9110 | Vulnerability Assessment                                    | 5  |
| A041  | SID                                                         |    |
| A037  | STUDIES IN BUSINESS MANAGEMENT                              |    |
| A9042 | Current Issues in Business                                  | 5  |
| 00504 | International Operation Environments                        | 10 |
| A0191 | Commercial Law                                              | 5  |
| 00093 | Effective Sales Management                                  | 10 |
| A0185 | Management of Purchasing Process, Import and Delivery Chain | 10 |
| 00088 | Financial Planning and Control                              | 10 |
| 00086 | Responsible Business Operations                             | 10 |
| A0192 | Law of Obligations and Credit Relations                     |    |

|       |                                                                |    |
|-------|----------------------------------------------------------------|----|
| A0173 | Profit Calculation and Taxation of a Company                   | 10 |
| 01386 | Financial statement analysis                                   | 5  |
| A9069 | Corporate finance                                              | 5  |
| A9070 | Cash management                                                | 5  |
| A9071 | Financial and securities markets, basics                       | 5  |
| A9072 | Financial and securities markets, practical applications       | 5  |
| A9073 | Corporate analysis                                             | 5  |
| A9074 | Investment advice and financial products                       | 5  |
| A9075 | Derivates and investment portfolios                            | 5  |
| A9076 | Consumer and company credits                                   | 5  |
| 01391 | Capital budgeting                                              | 5  |
| A9077 | Group accounting and reporting                                 |    |
| A9334 | Digital Marketing                                              | 10 |
| A9079 | Business to business palvelujen markkinointi                   | 5  |
| 01392 | Business models through service design                         |    |
| A9081 | B-2-B Marketing communication and campaign planning            | 5  |
| A9086 | Ostotoiminta ja toimitusketjun hallinta                        |    |
| A9088 | Marketing communications design and brandings                  | 10 |
| A9089 | Customer Relationship Management                               | 10 |
| 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  |
| A9262 | Event Management                                               | 10 |
| A9347 | Event Management                                               | 10 |
| 01023 | Beverage product knowledge and bar operations                  | 5  |
| 01289 | Problems related to Consumer Legislation                       |    |
| 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  |
| A032  | TIKO                                                           |    |
| A0164 | Applied Innovative ICT Service Systems                         |    |
| 00103 | Interconnecting Networks                                       | 10 |
| 00104 | Developing Data Network Services                               | 10 |
| A9082 | Digitaalisen palvelun käyttäjäkeskeinen suunnittelu            | 10 |
| A9122 | User-Centered Design of Digital Service                        | 10 |
| A9083 | Java Advanced                                                  | 5  |

|       |                                                                           |    |
|-------|---------------------------------------------------------------------------|----|
| A9084 | Recent trends in ICT, Event Seminar                                       | 5  |
| A035  | SECURITY MANAGEMENT                                                       |    |
| A0051 | Toward the New Learning Environments                                      | 10 |
| A0013 | Protecting Critical Infrastructure                                        | 5  |
| A0009 | Crime Prevention                                                          | 5  |
| A0052 | Internal Security                                                         |    |
| A0014 | Managing Risks of Contracts                                               |    |
| A0010 | Inspections and Audits of Security                                        |    |
| A0011 | Managing Safety and Occupational Health                                   |    |
| A0043 | Crisis in the Community as Experienced by the Individual                  | 5  |
| 0371  | FUAS SUMMERSTUDIES                                                        |    |
| 01389 | Finance literature                                                        | 5  |
| 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  |
| A9103 | Creating insight into consumers and end-user                              | 5  |
| A9104 | Procurement expertise                                                     | 5  |
|       |                                                                           | 0  |

## 0315 LANGUAGE STUDIES, 0 cr

### 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.

### 01399 Advanced Finnish 1 , 5 cr

**The student is able to:**

The aim of the course is to develop students' skills in speaking and writing.

Kurssin tavoitteena on kehittää opiskelijoiden suullista ja kirjallista suomen kielen taitoa.

**Contents of the study unit:**

•Verbal and written communication

•Grammar (depending on students' needs and wishes)

The course is meant for advanced learners. Passing of Finnish courses Basic 1-2 and Intermediate Finnish (or equivalent skills) is required for participating.

•Suullinen ja kirjallinen viestintä

•Kieliooppi (opiskelijoiden tarpeiden ja toiveiden mukaan)

Kurssi on tarkoitettu edistyneille opiskelijoille. Kurssien Basic Finnish 1-2 ja Intermediate Finnish suorittaminen (tai vastaavat taidot) on kurssille osallistumisen edellytys.

**Previous studies:**

Finnish courses Basic 1-2 and Intermediate Finnish (or equivalent skills)

Basic Finnish 1-2 ja Intermediate Finnish (tai vastaavat taidot)

**A9105 Advanced Finnish 2 / Suomen kielen jatkokurssi 2, 5 cr****The student is able to:**

Kurssin tavoite:

The aim of the course is to develop students' skills in speaking and writing.

Kurssin tavoitteena on kehittää opiskelijoiden suullista ja kirjallista suomen kielen taitoa.

**Contents of the study unit:**

Keskeinen sisältö:

Speaking, writing, reading and grammar.

Puhuminen, kirjoittaminen, lukeminen ja kielioppi.

**Previous studies:**

Intermediate Finnish and Advanced Finnish 1 (or equivalent skills)

**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.

## **01419 Finnish for Working Life, 5 cr**

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

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

### **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

**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 opiskelijajaparin 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 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 asiatekstejä
- 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 viitekehyksen 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.

**01394 Basics of French language, 5 cr**

**The student is able to:**

opiskelija osaa

**A036 COMMON STUDIES, 0 cr**

## **A9101 Neuromarketing, 5 cr**

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

In this course, students learn neuromarketing in easy and concrete way. After the course students can analyze marketing material in real context (prints, videos, internet pages) from NeuroMarketing point of view.

### **Contents of the study unit:**

Three modules. The first module: principles of human brain and the market context. The second module: How to analyze marketing material from neuromarketing point of view. The third module: real marketing material (print, videos, internet pages) will be analyzed.

## **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)

## **01385 Consumer and user knowledge, 5 cr**

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

- tuottaa kuluttajatietoa
- käyttää kuluttaja- ja käyttäjätietoa kulutustutkimuksessa

### **Contents of the study unit:**

- kuluttajakäyttäytyminen
- kulutus-, kuluttaja- ja käyttäjätutkimukset

### **Study unit description:**

Opiskelija ymmärtää kuluttajakäyttäjän toimintaa sekä osaa hyödyntää tutkittua tietoa kehittämisen välineenä.

### **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.

### **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

### **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.

**01407 Implementing Visual Communication, 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

**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](http://www.kela.fi)
- Lisätietoa työtapaturmien ja ammattitautien korvaamisesta [www.tvl.fi](http://www.tvl.fi)
- Lisätietoa eläkkeestä [www.tyoelake.fi](http://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.

### **01388 Responsibility in Business, 10 cr**

**The student is able to:**

CSR and more

### **01393 Advanced image editing, 5 cr**

**The student is able to:**

- digitaalisen kuvankäsittelyn perusteorian
- kuvankäsittelyn perustoiminnot, edistyneemmät toiminnot sekä muokata kuvia verkko- tai painojulkaisua varten

**Contents of the study unit:**

- digitaalisen kuvan peruskäsitteistö
- piirtotyökalujen käyttö
- vektorimuotojen piirtäminen
- sävyjen ja värien säätäminen ja värikorjailut
- kuvan vaatava syväys
- tasopaletin tehokäyttö
- maskien käyttö
- suodinten käyttäminen erikoistehosteissa
- yhdistelmäkuviin luominen
- kuvan valmistelu printtimedian että sähköisen median tarpeisiin

Kuvankäsittelyohjelmanä käytetään opiskelijan oman valinnan mukaan joko Adobe Photoshop'ia tai GIMP:iä.

### **A0156 Business Simulation, 5 cr**

**The student is able to:**

- use planning, analysis and decision-making tools and techniques in strategic planning
- analyse financial statements and different kinds of business reports and use them as a basis for decisions
- make business decisions in various business contexts and consider the multidimensional aspects of these decisions
- make business decisions in groups

**Contents of the study unit:**

- Implementation of strategy
- Basics of systematic business planning and analysis tools and techniques e.g. forecasting, what-if analysis, goal seeking and risk analysis
- Management decision-making
- Group decision-making
- Business Simulation Game

**Study unit description:**

A Business Simulation Game is used, which is an online exercise where students are divided into teams and assigned the task of running a global B2B company in head-to-head competition against each other. The business environment of this game is a modern global business environment.

### **01406 Digital Image Editing, 5 cr**

**The student is able to:**

Learning objectives

The student can independently create technically high-quality digital images and picture collages for screen based publications as well as for print publications.

**Contents of the study unit:**

Having completed the study unit the student is able to

- basic theory of the digital image editing

- basic functions of the image editing
- more advanced functions
- to edit images for screen based publication and for print publication

**Previous studies:**

Prerequisites

None

**R0115 Working Life Competences, 1 cr**

**The student is able to:**

The student is able to

- apply for a job using a portfolio amongst other things
- prepare him/herself for a job interview and present his/her strengths as an applicant
- apply his/her knowledge of employee rights and responsibilities for his/her employment

**A038 BIT, 0 cr**

**A039 BM, 0 cr**

**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.

**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.

**01387 Neuromarketing , 5 cr**

**The student is able to:**

After the course students can analyze marketing material in real context (prints, videos, internet pages) from NeuroMarketing point of view.

**Contents of the study unit:**

Three modules. The first module: principles of human brain and the market context. The second module: How to analyze marketing material from neuromarketing point of view. The third module: real marketing material (print, videos, internet pages) will be analyzed.

**Study unit description:**

In this course, students learn neuromarketing in easy and concrete way. After the course students can analyze marketing material in real context (prints, videos, internet pages) from NeuroMarketing point of view.

**A9087 Supply chain management, 10 cr****The student is able to:**

- Understands the meaning and importance of customer driven supply chain management (SCM)
- Understands the contributions of a supply chain networks to organisational efficiency and effectiveness
- Understand the connection between supply chain management and sales
- Understands the role of purchasing and supply management in a supply chain context
- Understands the content of purchasing process
- Understands the role of demand management and customer service
- Is able to measure supply chain performance

**Contents of the study unit:**

- Demand forecasting, customer service
- Principal SCM activities
- Strategic and tactical view to SCM
- Purchasing process
- Purchasing strategies and policies
- Vendor management
- Supply chain metrics

**A040 FM, 0 cr****A811 DEGREE PROGRAMME IN SECURITY MANAGERMENTS, 0 cr****Description:**

Suunnattu ensisijaisesti Security Management -opiskelijoille.

**A9023 Entrepreneurship in Security Business, 5 cr****The student is able to:**

- Identify security and safety clusters and their development
- Benefit from security and safety research, development and innovation systems
- Know venture capital and funding systems
- Identify methods and challenges of international entrepreneurship and marketing

**Contents of the study unit:**

- process entrepreneurial skills
- evaluate their possibilities as an entrepreneur
- analyse the financial reports of small enterprises

- choose a business model for a business idea
- design a realistic business plan

**Study unit description:**

Security as business is wide and multidimensional. Exporting Finnish knowhow of safety and security needs entrepreneurship and international business knowledge. Commercialising safety and security innovations requires knowhow of security, safety and risk management. It also requires knowhow of innovations, funding systems, security and safety clusters and also international markets and marketing in security and safety field.

**Previous studies:**

Initiation of professional growth

**A9110 Vulnerability Assessment, 5 cr**

**The student is able to:**

- Understand different ISO standard techniques regarding Risk Management (Vulnerability Assessment)
- Understand the reasons why a proper vulnerability assessment needs to be done
- Gather information about a specific building for a vulnerability report
- Collect relevant information about current and potential future threats and risks for a specific building
- Evaluate the likelihood and consequences of different threats against a specific building
- Construct a vulnerability assessment report

**Contents of the study unit:**

- ISO standard 31000:2009 Principles and Guidelines on implementations
- ISO 31010:2009 – Risk Management – Risk Assessment Techniques
- ISO Guide 73:2009 Risk Management Vocabulary
- FEMA risk analysis
- A Vulnerability Assessment Methodology for Critical Infrastructure Facilities
- Risk analysis and the security survey

- Facility description
- Asset identification
- Threat identification/assessment
- Building design
- Specific evaluation
- Specific evaluation of protection level
- Vulnerability assessment / Consequences analysis

**Study unit description:**

Risk analysis / Vulnerability assessment is a management tool from the head of security in a company. The Vulnerability assessment needs to identify the vulnerabilities that exist in a company and what could be the consequences if they actually happen. The vulnerability assessment report that every student will create in the end of the course will be based on real companies and their problems.

The vulnerability assessment report is the core foundation for any company because it gives answers to; Construction of the building from a security point of view, assets that needs to be protected, threats against the company, security soft spots of the company, security awareness from the management and it gives facts for the mitigation plan that will follow the vulnerability assessment report.

**Previous studies:**

"Expert methodology in security management" and "Basics of corporate security" Study Units or equivalent knowledge

**A041 SID, 0 cr**

**A037 STUDIES IN BUSINESS MANAGEMENT, 0 cr**

**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.

**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.

**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

**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.

**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, tuonin 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

**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.

**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

**A0173 Profit Calculation and Taxation of a Company, 10 cr**

**The student is able to:**

Tulossa 00087 kuvauksesta

**01386 Financial statement analysis, 5 cr**

**The student is able to:**

osaa

**A9069 Corporate finance, 5 cr**

**The student is able to:**

Yrityksen rahoitusta

**A9070 Cash management, 5 cr**

**The student is able to:**

Likvidisyys

**A9071 Financial and securities markets, basics, 5 cr**

**The student is able to:**

rahoitus

**A9072 Financial and securities markets, practical applications, 5 cr**

**The student is able to:**

Rahoitus

**A9073 Corporate analysis, 5 cr**

**The student is able to:**

Tutkimusta

**A9074 Investment advice and financial products, 5 cr**

**The student is able to:**

- Identify methods for efficient and productive work
- To act as financial investment advice positions
- Operate in the financial sector in general customer service and sales positions
- The financial sector the most common products and their features

**A9075 Derivates and investment portfolios, 5 cr**

**The student is able to:**

Sijoitustoimintaa

**A9076 Consumer and company credits, 5 cr**

**The student is able to:**

Henkilöluototus

### **01391 Capital budgeting, 5 cr**

**The student is able to:**

The student is able to

- estimate the cash flow for a proposed investment or project
- set up a discounted cash flow analysis
- use investment criteria to determine whether or not a project is acceptable
- use scenario analysis and sensitivity analysis in decision making
- write an investment proposal for management
- use Excel and Invest for Excel in capital budgeting

### **A9077 Group accounting and reporting, 5 cr**

**The student is able to:**

ks. vanha a9043/10 op

### **A9334 Digital Marketing, 10 cr**

**The student is able to:**

The student is able to:

- create a strategy for digital marketing
- recognize the different channels for own, bought and earned media
- build a brand in the social media and in a mobile manner
- utilize search engine optimization and marketing
- recognize the metrics of digital media
- do content marketing

### **A9079 Business to business palvelujen markkinointi, 5 cr**

**The student is able to:**

b to b

### **01392 Business models through service design, 10 cr**

**The student is able to:**

business models

### **A9081 B-2-B Marketing communication and campaign planning, 5 cr**

**The student is able to:**

B-2-B

### **A9086 Ostotoiminta ja toimitusketjun hallinta, 10 cr**

**The student is able to:**

- Ymmärtää asiakaslähtöisen toimitusketjun hallinnan merkityksen yrityksen toiminnassa
- Ymmärtää toimitusketjun hallinnan ja myynnin yhteyden toisiinsa

- Ymmärtää ostoprosessin sisällön
- Ymmärtää hankintatoimen merkityksen yrityksen taloudelliselle tulokselle
- Ymmärtää, miten yritys voi ostotoiminnan ja toimitusketjun hallinnan avulla tuottaa lisäarvoa asiakkaalleen

**Contents of the study unit:**

- Kysynnänhallinta ja asiakaspalvelu
- Strateginen ja taktinen näkökulma toimitusketjun hallintaan
- Toimitusketjun hallinnan pääasialliset komponentit
- Ostoprosessi osana toimitusketjun hallintaa
- Ostostrategiat ja -politiikat
- Toimittajasuhteiden kehittäminen
- Ostoneuvottelut
- Toiminnan mittaaminen

**A9088 Marketing communications design and brandings, 10 cr**

**The student is able to:**

Osaa jotain

**A9089 Customer Relationship Management, 10 cr**

**The student is able to:**

Osaa..

**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.

**A9262 Event Management, 10 cr****The student is able to:**

- plan and implement a customer-oriented event as a service concept
- manage the implementation process of an event in a goal-oriented and responsible manner
- evaluate an event from different perspectives (goals, financing, functionality, customer satisfaction)

**A9347 Event Management, 10 cr****The student is able to:**

- plan and implement a customer-oriented event as a service concept
- manage the implementation process of an event in a goal-oriented and responsible manner
- evaluate an event from different perspectives (goals, financing, functionality, customer satisfaction)

**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.

**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.

**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.

**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.

**A9082 Digitaalisen palvelun käyttäjäkeskeinen suunnittelu, 10 cr**

**The student is able to:**

Käyttöliittymäsuunn

## **A9122 User-Centered Design of Digital Service, 10 cr**

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

- to work as a developer of digital media research and development activities
- understand the opportunities of User-Centered Design in the field of digital media
- carry out research and development projects applying the user-centered methods
- to do user/usability research applying the ethical norms and standards of research

## **A9083 Java Advanced , 5 cr**

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

- define, choose and evaluate Java client and server technologies
- apply various Java programming language constructs to create Java technology web applications
- implement Java programming and object-oriented (OO) concepts in Java web application
- use expertly a robust Java architecture for rapid application development (RAD)
- demonstrate developing rich internet applications (RIA)
- evaluate advanced web application technologies

### **Contents of the study unit:**

- Java Implementation of Object-Oriented Concepts
- Java Web Application Development Framework
- Setting up development environment: Java EE, IDE, Java Framework, Debug Tool
- Introduction to AJAX, GWT, JSON
- Writing a Web Application
- User Interface Component
- Managing Layout
- Visual User Interface Design
- Creating and Using Themes
- Binding Components to Data
- Developing New Components
- Exploring Advanced Web Application

### **Study unit description:**

The study unit focuses on Java based web application development. Student learns to develop rich internet application (RIA) using java based framework.

### **Previous studies:**

Fundamental of Programming using Java

## **A9084 Recent trends in ICT, Event Seminar, 5 cr**

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

Opiskelija osaa luoda asiantutntijuus alueensa verkostoitumistapahtuman

Opiskelija osaa hankkia syventävää tietämystä IT:ssa tapahtuvasta merkityksellisestä kehityksestä; tietoverkkoista, järjestelmistä ja työvälineistä.

## **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 osajana 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:
  - o Lainsäädäntö
  - o Kansallinen turvallisuus
  - o 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

**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

## **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 syvimiltään 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. Turvallisuusalalla 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.

**0371 FUAS SUMMERSTUDIES, 25 cr****01389 Finance literature, 5 cr****The student is able to:**

finanssikirjallisuus

**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 ryhminä.

#### A9103 Creating insight into consumers and end-user, 5 cr

#### The student is able to:

identify factors that affect demand and consumer behaviour in food services  
understand changes in consumer behaviour  
discover unarticulated customer/user needs  
interpret results of the latest research and methods in his or her own operating environment  
understand customers'/users' experiences

#### Contents of the study unit:

Customer behaviour as a research subject  
Customer/user values, attitudes, needs and expectations  
Ethnographic research, the practice of studying customer behaviours in their natural environment

#### Study unit description:

This study unit enables to understand customer-centred design of services. The study unit looks at factors affecting service demand and customer behaviour. The students practise methods enabling gaining of understanding of customers and end-users. Research methods are mainly based on customer empathy (e.g. ethnography). Focus is

on the whole customer journey – not merely on the touch points.

**Previous studies:**

None

**A9104 Procurement expertise, 5 cr**

**The student is able to:**

Opintojakson suoritettuaan

opiskelija on perehtynyt hankinta-osaamiseen ja tietää avainasiat hankintastrategian, hankintalainsäädännön sekä palvelujen ja tavaroiden kilpailutusprosessin näkökulmasta.

**Contents of the study unit:**

- hankinta-osaaminen ja hankintatoimi, julkiset hankinnat, keskeiset käsitteet
- hankintaprosessi: hankintakriteerit, tarjouspyyntö, sopimuskäytännöt