

LAUREA UNIVERSITY OF APPLIED SCIENCES

Täydentävä osaaminen (amk-tutkinto), Laurea Leppävaara, TOA14SY

Operating environment

COMPLEMENTARY COMPETENCE IN BACHELOR'S DEGREE PROGRAMMES

Elective studies compiled into modules

Elective studies are a part of completing a university of applied sciences degree. Complementary modules make it possible to deepen or extend your knowledge.

From autumn 2014, elective studies will be offered in modules. The modules being offered at Laurea are all listed and described in each campus's own complementary competence curricula.

The modules comprise competence areas. A module typically includes at least two study units, but alternatively competence can also be developed in projects. Credits can also be gained through recognition of prior learning or demonstrations.

Complementary competence modules are also well-suited for further education for those students, who have completed a degree. Graduates can enrol in them as students of the Open University of Applied Sciences.

Modules further competency in a subject area

The scope of a module is 15 - 30 credits. Complementary competence modules support individual study paths and competence. Complementary competence modules that are compatible with the student's professional goals can include in his/her degree. The compatibility of the elective studies with the degree will be subject to prior agreement with the teacher tutor.

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.

Completion of studies

Campus-specific curricula describe what studies a unit has planned to offer over the course of a degree programme. Not all courses are held every year, rather a new list of available courses is planned and published each academic year according to demand.

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits. The study unit implementation plans specify the objectives, content and implementation form of the studies. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case.

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.

In order for a student to further their competency, we recommend that the student selects entire modules, but it is also possible for a student to select individual study units (courses) from within modules.

Flexible Possibilities for Completing Attainments and Specialising

Any studies in an institution of higher education can be counted as advanced competency. In addition to complementary competence studies presented in the curriculum the student can for example

- select complementary competence studies offered on Laurea's different campuses
- select a core competence module in another degree programme as their advance competency
- include in the degree studies selected from the offer of the FUAS Federation, or HAMK University of Applied Sciences and Lahti university of Applied Sciences

Completion of studies

Campus-specific curricula describe what studies a unit has planned to offer over the course of a degree programme. Not all courses are held every year, rather a new list of available courses is planned and published each academic year according to demand.

In order for a student to further their competency, we recommend that the student selects entire modules, but it is also possible for a student to select individual study units (courses) from within modules.

Curriculum Development

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. Up to date plans on the available advanced competency modules will be published each academic year.

1. year

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A9213	Public Procurement and Legislation	
A836	FINANCIAL PLANNING	
A9227	Planning and Managing Finance	
A9228	Financial Analysis	5
A9229	Financial Statement Accounting	5
A9230	Corporate Finance	
A9231	Corporate Analysis	5
A835	ACCOUNTING SPECIALIST	
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A9225	Consolidated Financial Statements	
A9226	Taxation	
A834	FINANCE EXPERT	
A9214	Business Co-operation in the Financial Sector	
A9215	Financial Markets and Instruments	5
A9217	Investment and Finance Literature	5
A9218	Investments in Practise	5
A9338	Financial and Security Markets, Practical Applications	5
A844	USER-CENTERED DEVELOPMENT OF DIGITAL SERVICES	
A9162	User-centered Design of Digital Services	
A9163	Modelling of Digital Services	10
A9164	Digital Services in Business Development	
A9165	Usability Testing and Evaluation	5
A9166	User Interface Design	
A820	INNOVATING FOOD SERVICES	
A9219	Current Issues and Future Trends in Hospitality Field	
A9220	Developing Food Services into an Experience	
A9221	Food and Beverages	5
A9222	Food for Health	
A9223	Developing Sensory Quality of Food Services	5
A9400	Food event production	5
A821	PRODUCER OF EVENT SERVICES	

A9348	Developing Conference and Congress Services into an Experience	10
A9262	Event Management	
A9234	Developing Event Production by Service Design	5
A9235	Event Safety and Security	
A837	PRODUCING FACILITY SERVICES	
A9241	Property Management	
A9242	Planning Facility Services	
A848	SAFETY OF PERSONS	
A9179	Personnel Security	
A9180	Security Auditing and Screening	5
A9181	Occupational Health and Travel Safety	
A852	SECURITY IN SOCIETY	
A9381	Rikostorjuntaosaaminen	5
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A9257	International Security Environment and Crisis Management	
A9258	Securing Critical Infrastructure	5
A9259	Securing Critical Infrastructure	
A9260	Border Security	
A9261	Internal Security and Local Security Cooperation	5
A850	SECURITY OF OPERATIONS	
A9236	Basics of Corporate Security	
A9237	Business Continuity Planning	
A9238	Security of the Supply Chain	
A9240	The Security of Products and Services	
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A851	SECURITY MANAGEMENT	
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A9244	Security Clearances in Multinational Cooperations	
A9245	Managing Security	
A882	RETAIL AND ENTREPRENEURSHIP STUDIES	
A9402	Retail Trade Environment and Competitive Tools	5
A9403	Personnel and Management	5
A9404	Indicators and Management	5
G108	LAUREA STARTUP	
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R020 OTHER COMPLEMENTARY COMPETENCES, 15 cr

Description:

The aim of the studies offered in this module is to develop student's basic knowledge and skills. The studies will give basic abilities for the student to be able to manage on his/her studies in his/her field of studies. The student will conduct the appropriate studies from this module according to the initial tests or his/her needs. After completing the studies the student will have gained basic knowledge and skills to develop his/her skills to apply these competences.

Also other studies which develop professional skills can be offered in this module. Studies completed elsewhere can always be placed in this module.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Hyvinkää, sote: Terhi Hautaviita

Lohja, sote: Anu Elorinne

Porvoo: Erja Annola

Tikkurila: Marja Vellonen

01469 Student Tutor Activities, 5 cr

The student is able to:

Student is able to

- understand the objectives and operating methods of Laurea and his or her own degree programme
- plan new operating methods to enhance the commitment of new students
- perceive the content of his or her own culture
- provide new students from different cultures with information on the learning environment and culture of the Laurea community
- market Laurea University of Applied Sciences and the opportunities for study offered by Laurea
- apply communication and marketing skills required in the marketing of Laurea
- act as a mentor for students in need of support
- understand the significance of effective tutoring activities for the promotion of well-being in the community

Contents of the study unit:

- Campus-specific meetings according to an agreed-upon schedule and the planning of tutoring
- Training events for tutors organised by Laurea
- Creating their own competence profile in the Kyvyt.fi service and acting as a 'reflection tutor' in the context of the online service
- Tutoring activities related to entrance examinations in the spring and in the autumn
- Providing new students with an introduction to Laurea at the start of each term in September and January
- Providing guidance to international and exchange students throughout the term
- The planning of the Freshers' Event and the Pre-Freshers' Event Party
- Support measures for new students related to themes addressed in the study unit on career planning in accordance with the agreed upon division of labour
- Participation in campus events at the student's own campus

Study unit description:

- The students learn how to evaluate tutoring from the viewpoint of their own campus and the educational responsibilities that exist in that campus
- They know how to instruct new students in the Laurea operating culture
- The students are familiar with the systems currently in use
- They know how to create a competence portfolio for themselves and are able to support new students in the creation of a competence portfolio at the kyvyt.fi service.
- They are familiar with the learning environments of their campus and have the capacity to represent the campus in different events where necessary
- The students are familiar with working methods in the area of career planning and, in cooperation with a teacher tutor, are able to support new students in matters related to career planning
- They have the capacity to act as an active promoter of the work community and student well-being

Previous studies:

A student acting as a student tutor must be a member of the student union of Laurea University of Applied Sciences.

R0074 Basic Studies in Mathematics, 5 cr

The student is able to:

The student is able to

- solve mathematical problems at a level required in the UAS studies.

V1259 Growht in groups, 3 cr

01319 Methods for Competence Development, 5 cr

R015 LANGUAGE SKILLS AND INTERNATIONAL COMPETENCE, 15 cr

Description:

The aim of the study units in the module is to develop language skills and international competence needed at work. After completing the module the student has developed his/her ability to work in multicultural working environments.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Tikkurila: Camilla Kåla

A0041 Resesäkerhet, 5 cr

The student is able to:

- function in security management tasks in Swedish, adopting an active and target-oriented role as a member of a network

- acquire and make use of Swedish skills related to the profession
- improve their Swedish skills through self-study
- communicate in Swedish at least at skill level B 1.2. of the European Framework and pass the civil service language proficiency certificate in oral and written Swedish with a Good or Satisfactory grade.

Contents of the study unit:

- communication, ICT, interaction and negotiation skills in Swedish
- main security terminology in Swedish
- travel safety

Study unit description:

The competence gained in the study unit relates to improved communication, interaction and negotiation skills in Swedish, as a networking expert, in relation to organisational security matters in the workplace. The framework for competence development is formed by organisations that use Finnish and Swedish as their working languages.

Previous studies:

Pass in the initial language test or completed preparatory studies in the Swedish language.

R0089 Language and Culture Tandem, 5 cr

The student is able to:

The Student is able to

- improve his/her target language skills, especially oral skills
- make observations and get familiar with target (foreign) culture and society
- expand his/her general cultural competence

R0082 Basic Communication in English, 5 cr

The student is able to:

The student

- knows the basics of English grammar
- knows the basics of written and spoken communication
- is able to use study-related and work-related vocabulary
- is able to enhance language skills by making use of a variety of study methods

R0098 Basic Communication in Swedish , 5 cr

The student is able to:

The student is able to:

- know the basics of Swedish grammar
- use study-related and work-related vocabulary
- know the basics of written and spoken communication
- enhance his/her language skills by making use of a variety of study methods

R0090 Communicative Swedish , 5 cr

The student is able to:

The student is able to:

- understand communication in Nordic contacts
- communicate naturally both in formal and informal situations
- apply language and cultural skills in a project

R0080 Business Swedish, 5 cr

The student is able to:

The student is able to:

- discuss and write about current economic issues
- master essential business communication
- act in sales negotiations

R0086 Focus on the Nordic countries , 5 cr

The student is able to:

The student is able to:

- recognize the special characteristics in Nordic politics, economy, society and ecology and communicate both in writing and orally
- communicate in writing and orally about current Nordic issues
- put his/her own profession and education into a Nordic perspective
- alternatively apply and utilize his/her language skills in a Nordic project

R0083 Basics of Spanish 1 , 5 cr

The student is able to:

The student is able to:

- understand the basic structures and vocabulary of Spanish
- communicate in Spanish in simple situations
- write simple and targeted texts
- understand some cultural characteristics of the Spanish-speaking world

R0084 Basics of Spanish 2 , 5 cr

The student is able to:

The student is able to:

- understand the basic vocabulary and structures of Spanish
- communicate in Spanish in fairly simple situations
- write simple and targeted messages
- recognize typical cultural characteristics of the Spanish-speaking areas

R0096 Working Spanish 1 , 5 cr

The student is able to:

The student is able to:

- communicate in common workplace situations

- write understandable general texts using tools
- know the main professional vocabulary related to their field
- use and deepen his/her basic language skills acquired earlier
- recognise typical cultural characteristics of the areas where the language is spoken

R0097 Working Spanish 2 , 5 cr

The student is able to:

The student is able to:

- use the terminology of his/her own field both orally and in writing
- deepen his/her cultural knowledge especially in situations related to working life
- make use of various sources of information related to the language area in his/her own field

R0087 Basics of Italian 1 , 5 cr

The student is able to:

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

R0088 Basics of Italian 2, 5 cr

The student is able to:

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

R0116 Basics of French 1 , 5 cr

The student is able to:

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

R0117 Basics of French 2, 5 cr

The student is able to:

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

R0118 Basics of German 1 , 5 cr

The student is able to:

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

R0119 Basics of German 2 , 5 cr

The student is able to:

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

R0125 Working German 1 , 5 cr

The student is able to:

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

R0120 Working German 2 , 5 cr

The student is able to:

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

R0123 Basics of Russian 1 , 5 cr

The student is able to:

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

R0124 Basics of Russian 2 , 5 cr

The student is able to:

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

R0121 Working Russian 1 , 5 cr

The student is able to:

The student is able to:

- •meeting and escorting guests from Russia during their business travel; organizing business trips;
- participating in various business situations related to the Russian language and the culture of Russia;
- greeting and politely discussing a broad range of topics;
- the ability to type using the Russian keyboard and to look up information in different Russian sources..

R0122 Working Russian 2 , 5 cr

The student is able to:

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

R0049 Finnish Language and Communication, 5 cr

The student is able to:

The student is able to:

- use the tools of language planning and language knowledge
- write pragmatic texts
- write online texts
- make different speeches and presentations
- act as an active participant in meetings and negotiations

Study unit description:

The study unit is for those whose language of education is Swedish and who have studied Finnish as a second national language. After passing the study unit, students meet the language skills requirements for Finnish as the

second official language in public administration and the civil service language proficiency certificate will be registered in student's records.

A9383 Viron kielen perusteet, 5 cr

The student is able to:

Opintojakson suoritettuaan opiskelija osaa

- viron kielen perusteet: tervehdyksiä, perussanastoa, kielioppia
- viestiä kohdekielellä yksinkertaisissa tilanteissa
- kirjoittaa yksinkertaisia ja ohjattuja viestejä
- tunnistaa kielialueen kulttuurille tyypillisiä piirteitä.

Contents of the study unit:

Opintojaksontavoitteena on oppia viron kielen perusteet: tervehdyksiä, perussanastoa sekä kielioppia. Opiskelija oppii kertomaan itsestään ja perheestään sekä selviämään esimerkiksi kahvilassa. Kurssilla tutustutaan myös virolaiseen kulttuuriin.

A829 COMMUNICATION AND INTERACTION, 15 cr

Description:

During the module, the student will learn the basics of professional organizational communication. After completing the module, the student knows how to plan and implement an organization's communication. The student will be able to take into account an organization's strategic objectives and communicate effectively and consistently according to various stakeholders' needs. The student will learn to utilize and choose appropriate communication channels, forums and different visual communication applications.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

A9247 Effective Organizational Communication, 5 cr

The student is able to:

The student is able to:

- plan and implement a communication strategy that supports the operational goals of an organization
- plan and maintain the media relations of an organization
- summarize and communicate the core messages of an organization
- communicate and interact effectively with various stakeholder groups
- understand the fundamentals of reputation management
- measure and analyze the effectiveness of communication

A9248 Interaction and Networking Skills, 5 cr

The student is able to:

The student is able to

- build and maintain strategic networks in various forums
- utilize technology in interaction
- promote the organization's interaction and communicative goals with different stakeholder groups internationally

- extend written and spoken communication skills online and face-to-face.

A9254 Basics of Digital Image Editing, 5 cr

The student is able to:

The student is able to:

- understand the basic theories of digital photoediting
- use digital image editing software in an advanced level for both online and print publishing

A9255 Implementing Visual Communication, 10 cr

The student is able to:

The student is able to:

- understand the basics of visual communication
- develop communicational solutions for an organization while taking into account customer and end-user needs
- implement organizational communication by using different techniques and different forums
- use different visual communication applications (e.g. image editing, desktop publishing, vector graphics, presentation graphics)

A822 Coaching Superior, 15 cr

Description:

The objective of the module is to develop management competencies in a work community.

After completing the module, the student will be able to manage and develop the competencies in a work community. He/she will be able to act as a superior in a team.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Leppävaara: Miia Vakkuri

A9251 Service Process Management , 5 cr

The student is able to:

The student is able to

- plan, manage and develop service production and operations
- coordinate the internal and external processes in service production (purchases/procurement, logistics, customer service, communication)
- evaluate the internal efficiency and profitability of a service production

A9252 Management and Leadership in a Work Community , 10 cr

The student is able to:

The student is able to

- characterize various approaches and dimensions of management
- analyze management and leadership and their principles (vision, strategy, structure)
- evaluate Human Resource Management and the challenges in its development from the perspective of business strategy
- apply labour legislation and collective agreements
- promote wellbeing at a workplace as a member of the work community

A838 CUSTOMER-CENTRIC SUPPLY CHAIN MANAGEMENT, 15 cr**Description:**

After completing the module, the student will be able to understand the different steps of the purchasing process and the effects of purchases and the supply chain on a company's profitability. The student will be able to work as a purchaser or seller in international business. He/she will be able to understand the requirements of the customer-centric supply chain and make decisions in supply chain management based on this.

Responsible persons:

The module is no longer offered.

A9154 Global Sourcing, 5 cr**The student is able to:**

The student is able to:

- operate according to the purchasing process
- select and assess suppliers
- collaborate with the supplier network
- run supplier negotiations (quotations, contracts)
- take into consideration the special features of international trade (customs, import)

A9155 Customer-driven Supply Chain Management , 10 cr**The student is able to:**

The student is able to:

- understand how a company can create added value to its customers through supply chain management
- assess the effect of sales, purchasing and the supply chain on profitability
- plan the supply according to the demand
- optimize the efficiency of the supply chain
- define measures for supply chain management

A832 CUSTOMER KNOWLEDGE AS THE DRIVER OF MARKETING , 15 cr**Description:**

The aim of the module is that the student will understand the essence of managing customerships. After completing the module, he/she will be able to evaluate customer information and market research and make use of them for the purpose of customership development.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Moduuli ei ole enää tarjonnassa.

A9203 Customer Knowledge , 5 cr**The student is able to:**

The student is able to:

- define factors that affect buying behavior
- use market research as a source of customer knowledge in the international business environment

A9204 Managing Customerships , 10 cr**The student is able to:**

The student is able to

- understand the meaning of managing customerships
- identify the main principles in customership management
- evaluate customer knowledge and use it for the purpose of customership development

A9205 Neuromarketing, 5 cr**The student is able to:**

The student is able to:

- apply the knowledge of neuroscience to marketing
- analyse marketing problems from the point of view of the brain's rewarding, fear and social circuitry

R021 MARKETING COMMUNICATION AND SALES SKILLS, 15 cr

Description:

After completing the module, the student will be able to communicate the value of a product or service to customers. The student will be able to plan marketing messages targeted at specific groups. He/she will be able to use different marketing channels. The student will be able to use the possibilities offered by digital media in marketing. He/she will be able to use a customer-centric and interactive approach in sales situations.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Moduuli ei ole enää tarjonnassa.

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

A9335 Personal Selling , 10 cr**The student is able to:**

The student is able to:

- apply basic personal sales skills and identify different sales techniques
- apply a customer-centric approach in solution sales
- identify the situation and needs of a b-to-b customer and to adapt his/her communication accordingly
- take both the profitability and the ethical and judicial norms into account in sales

A9336 Marketing Communication Planning and Brands , 5 cr**The student is able to:**

The student is able to:

- plan marketing communication in accordance with brand identity
- identify the various areas of marketing communication
- develop an integrated target group oriented marketing communication plan

A824 EXPERTISE IN PROCUREMENT , 15 cr

Description:

The objective of the module is to develop procurement competencies in the context of public procurement from the points of view of selection and award criteria for the competitive tender process.

After completing the module, the student will be able to implement a procurement process in a competitive tender process related to public procurement. The student will be able to define the selection and award criteria for public procurement and draw procurement documents for a competitive tender process. The student will be able to evaluate the importance of procurement from the viewpoints of customers, cost efficiency and responsibility.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Leppävaara: Marjo Pääskyvuori

A9212 Procurement Process, 10 cr**The student is able to:**

The student is able to:

- plan, implement and analyze procurement processes based on the legislation of public procurement
- implement competitive tender processes and evaluate the tenders based on the legislation
- evaluate the implementation of public procurement from different viewpoints

A9213 Public Procurement and Legislation , 5 cr**The student is able to:**

The student is able to:

- define the core concepts of public procurement
- choose the types of tendering and implement tender notices
- apply procurement legislation in the procurement process

A836 FINANCIAL PLANNING, 15 cr**Description:**

The student will be able to do bookkeeping for a company and prepare financial statements. He/she will be able to interpret and analyze the financial information of a company and make use of it in decision-making. The student will understand the different operations in finance and plan the implementation of a company's financing. The student will deepen his/her understanding of the financial planning and management of an organization and prepare budgets, cost calculations and investment calculations.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on

developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Leppävaara: Lauri Larjavaara

A9227 Planning and Managing Finance, 10 cr

The student is able to:

The student is able to:

- prepare planning calculations, cost estimates and coverage counts
- apply accounting reports to solve problems that arise in the management's decision-making
- make use of budgeting and cost accounting in financial management
- evaluate the profitability of an investment project

A9228 Financial Analysis, 5 cr

The student is able to:

The student is able to:

- make an analysis of a company's financial situation
- interpret, count and analyse the parameters of the economy
- make use of the parameters of the stock markets

A9229 Financial Statement Accounting, 5 cr

The student is able to:

The student is able to:

- do the company's bookkeeping and statutory financial statements
- apply the standards governing the preparation of financial statements
- take into account the amortization of financial statements

A9230 Corporate Finance, 5 cr

The student is able to:

The student is able to:

- analyse the financial structure of a company
- define a company's value using different models of value determination
- make investment calculations using different methods
- evaluate and plan the short-term and long-term financial requirements of a company
- plan the financing a company's foreign trade

A9231 Corporate Analysis , 5 cr

The student is able to:

The student is able to:

- prepare an adjusted income statement and balance sheet for a company
- make a cash flow statement for a company
- analyse income statements, balance sheets and cash flow statements
- predict financial statements using various methods

- make comparisons of industries

A835 ACCOUNTING SPECIALIST, 15 cr

Description:

The student will deepen his/her knowledge on accounting. He/she will familiarize himself/herself with current legislation: the Accounting Act, the Finnish Companies Act, the Value Added Tax Act and the Associations Act.

The student will be able to operate in payroll accounting tasks. He/she will be able to manage the accounting operations of the public and third sectors.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

The module is no longer offered.

A9224 Payroll Accounting and Labour Law , 5 cr

The student is able to:

The student is able to:

- define and calculate wages
- retrieve the necessary information from legislation, tax administration and collective bargaining agreements
- take into account the cost of fringe benefits and allowances in payroll
- prepare payroll reports and official announcements
- design and develop appropriate human resources practices in accordance with the labor laws and collective bargaining agreements

A9225 Consolidated Financial Statements, 5 cr

The student is able to:

The student is able to:

- do accounting using a financial accounting software
- read and understand the IFRS financial statements
- prepare consolidated reports for internal and external stakeholders
- describe the main principles of the audit and the auditor's duties

A9226 Taxation , 5 cr

The student is able to:

The student is able to:

- calculate a person's income tax
- calculate the company's taxable income and taxes payable for the various forms of business
- amortise taxes and understand the connection between financial statements and taxation
- understand the principles of value added tax calculation, recording and accounting in domestic and international trade

A834 FINANCE EXPERT, 15 cr

Description:

The student will be able to understand the operation of financial markets and function globally in finance. He/she will be able to deepen and develop the financial processes of an organization.

The student will be able to work in various professional positions in finance. He/she will be able to understand financial processes from the point of view of the company and banking sector

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Leppävaara: Esa Aula

A9214 Business Co-operation in the Financial Sector , 5 cr

The student is able to:

The student is able to:

- act as an investment advisor and expert in the financial sector
- work in insurance and banking services
- help customers find the right solutions for different situations

A9215 Financial Markets and Instruments , 5 cr

The student is able to:

The student is able to:

- determine the market situation and act accordingly
- handle market information and the interests of different parties
- deal with various investment instruments
- identify mistakes made by investors
- invest in alternative investment products
- use derivatives for investment activities

A9217 Investment and Finance Literature , 5 cr

The student is able to:

The student is able to:

- have a critical approach towards financial market events
- prepare for post-graduate studies in business
- discuss the most notable books in the financial field

A9218 Investments in Practise , 5 cr**The student is able to:**

The student is able to:

- make specific investments in various investment instruments and securities in different market conditions
- use the portfolio management program for the implementation of specific investments
- manage practical investments as a part of the organization's liquidity and profitability management
- use technical and fundamental analysis to help in making investment decisions

A9338 Financial and Security Markets, Practical Applications , 5 cr**The student is able to:**

The student is able to:

- understand the function of financial and securities market in practice and apply his/her knowledge and skills to current market transactions in the markets
- analyze a variety of current market situations and causal connections in the market
- search for market information from key expert sources
- make decisions that advance the organization's activities in different market conditions

A844 USER-CENTERED DEVELOPMENT OF DIGITAL SERVICES, 30 cr**Description:**

During this module, the student will learn to work with the design, implementation and development of digital services. The student will work according to the principles of the user-centered design process while making use of applied research and development work.

After completing this module, the student will be able to operate in different development roles related to the design, development, and implementation of digital services. The student will be able to develop and implement innovative solutions by applying user-centered research methodologies to the planning, implementation and development of digital services. He/she will be able to understand the role and impact of new technologies in the development of digital services and as enablers of new business models. In addition, the student will be able to work in co-operation with different stakeholders and agents. He/she will be able to work according to user-centered design processes and the ethical rules of the field.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Leppävaara: Petri Säilynoja

A9162 User-centered Design of Digital Services , 5 cr**The student is able to:**

The student is able to

- apply user-centered design principles and methodologies in the development of digital services
- analyse the opportunities of user-centered design and implementation processes in the development of digital services
- conduct end-user research according to the ethical norms of the field

A9163 Modelling of Digital Services , 10 cr**The student is able to:**

The student is able to

- use user-centered techniques and description methods in the design and implementation of digital services
- model and document digital services
- conceptualize and produce suitable and usable prototypes based on design documents of digital services
- manage ICT development projects

A9164 Digital Services in Business Development , 5 cr**The student is able to:**

The student is able to

- evaluate the opportunities created by new technologies in business development
- analyze business opportunities in connection to digital service concepts

A9165 Usability Testing and Evaluation , 5 cr**The student is able to:**

The student is able to

- apply usability testing methods and techniques in the design and implementation of research and development projects that support product and service planning
- plan, organize, analyse and report a usability test
- explain the principles of attainability
- evaluate the usability of a digital media product

A9166 User Interface Design, 5 cr**The student is able to:**

The student is able to

- understand the standards related to user interfaces
- understand the significance of usability in user interfaces
- design user interfaces according to the principles of visual design
- design and implement user interfaces for digital services
- understand the latest techniques and tools used in the implementation of user interfaces

A820 INNOVATING FOOD SERVICES, 30 cr

Description:

The objective of the module is to develop competencies to innovate food services.

After completing the module, the student will be able to develop food services in a multisensory and customer-oriented manner while taking into account current trends. The student will be able to understand the risks related to food in food production services. He/she will be able to apply sensory evaluation methods in developing food products.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Leppävara: Henry Lybäck

A9219 Current Issues and Future Trends in Hospitality Field, 5 cr**The student is able to:**

The student is able to:

- develop his/her current skills and competences with respect to Hospitality Management
- apply current issues and future trends when organizing and developing services

A9220 Developing Food Services into an Experience , 10 cr**The student is able to:**

The student is able to

- recognize the importance of customer experience and trends in developing food services towards a peak experience
- plan, implement, analyze and develop food services and concepts responsibly for different customer segments
- implement a development process while taking quality criteria into consideration

A9221 Food and Beverages , 5 cr**The student is able to:**

The student is able to:

- introduce the food cultures of Finland and other countries
- recognize different kinds of food habits and their background
- plan and choose proper food and drink assortments for different kinds of events and purposes
- act responsibly in food and drink service processes

A9222 Food for Health , 5 cr**The student is able to:**

The student is able to:

- recognize the risks related to food and food services
- evaluate the newest food trends
- implement and develop a healthy and safe food production process in a customer-oriented manner

A9223 Developing Sensory Quality of Food Services , 5 cr

The student is able to:

The student is able to:

- compare food products and portions from the viewpoint of sensory characteristics
- apply sensory evaluation methods in developing the attributes of a food product and portion
- develop multisensory food services

A9400 Food event production, 5 cr

The student is able to:

The student is able to

- to develop and implement food services and service processes as part of a food event?
- to develop a food product through product development
- to develop the knowledge about organizing food events
- to develop customer experience as part of a food event

Contents of the study unit:

- Service Design methods
- product testing
- customer experience and feedback
- using social media as a part of food event and learning
- learning diary

Previous studies:

Laatu ravitsemuspalveluissa

A821 PRODUCER OF EVENT SERVICES, 30 cr

Description:

The objective of the module is to develop competencies in planning and production related to event services.

After completing the module, the student will be able to plan, implement, manage, evaluate and develop customer-oriented event services profitably and safely while offering peak experiences in cooperation with the customers by using service design methods.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case.

The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Leppävara: Kaija Meriläinen

A9348 Developing Conference and Congress Services into an Experience , 10 cr

The student is able to:

The student is able to

- analyze the experience of a service from the viewpoint of a customer
- plan and implement international customer-oriented conference and congress services
- apply service design methods in the development towards peak experience
- implement a service as a conceptualization process
- analyze the value of an experience for the customer and the service provider

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)

A9234 Developing Event Production by Service Design , 5 cr

The student is able to:

The student is able to

- interpret customer needs and trends as a basis of development
- develop the production process and production steering methods of an event
- apply service design methods in development

A9235 Event Safety and Security, 5 cr

The student is able to:

The student is able to

- recognize and define the regulations and risks related to event safety and security
- plan and implement a safety and security plan for an event
- produce a safe and functional space plan for an event

A837 PRODUCING FACILITY SERVICES, 15 cr

Description:

During the module, the student will get a general view of service production processes in real estate and residential buildings.

After completing the module, the student will be able to understand the main principles of end user-centric, cost-effective, flexible and high-quality service production.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Leppävaara: Kaisa Airo

A9241 Property Management, 5 cr

The student is able to:

The student is able to:

- act in various administrative and other service positions in housing and real-estate organizations
- manage short-term and long-term planning and produce required services in a high-quality, flexible and cost-effective manner
- define services needed in buildings and identify different actors and stakeholders of the process

A9242 Planning Facility Services, 10 cr

The student is able to:

The student is able to

- map the service needs of the users in a chosen facility
- design the necessary services of a facility
- measure the resources needed for the delivery of a chosen service with the use of IT applications
- calculate service costs
- understand the aspects of hygiene and the environment in the production of facility services

A848 SAFETY OF PERSONS, 15 cr

Description:

During this module, the student will learn to make use of societal regulations for work safety in his/her own work. He/she will be able to make plans and give instructions on how to travel and reside abroad safely. The student will be able to plan and organize security methods for personnel risk assessment and management in connection to recruiting, employment and the end of employment. He/she will be able to apply the criteria for corporate security to different organizations, understand safety regulations of the authorities and the methods of security checks and auditing.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Moduulia ei enää tarjota.

A9179 Personnel Security , 5 cr

The student is able to:

The student is able to

- use different risk evaluation methods to recognize and manage personnel risks
- apply various legislative requirements according to the functions of an organization
- assess and analyze threats directed at an organization and create security instructions to prevent them
- plan and organize a personnel risk assessment and management system for the whole employment from its beginning to the end

A9180 Security Auditing and Screening, 5 cr

The student is able to:

The student is able to:

- apply corporate security criteria in different organizations
- understand security requirements set by authorities
- use different screening and auditing methods
- create development plans and reports
- create a self-monitoring plan for security and safety

A9181 Occupational Health and Travel Safety , 5 cr

The student is able to:

The student is able to:

- operate according to occupational and travel safety requirements
- utilize relevant authorities in operations
- accomplish continuous monitoring of work conditions

A852 SECURITY IN SOCIETY, 15 cr

Description:

After completing this module, the student will be able to understand the impact of the European Union and Finland's safety on organizations and society and examine their significance from the viewpoints of different actors. He/she will be able to connect organizational security as a part of the security context of society. In addition, he/she will be able to operate in networks for internal security and local security work and lead local processes for safety planning. The student will be able to make analyses of crimes and their damages. He/she will also be able to apply notable crime strategies, criminological information and crime prevention strategies in the development of individual and organizational safety in co-operation with various actors. He/she will be able to analyze critical targets in society and the threats directed at them. In addition, he/she will be able to evaluate the builders, owners and administrators of critical infrastructure and the manners in which to protect the infrastructure.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Moduulia ei enää tarjota.

A9381 Rikostorjuntaosaaminen, 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 rikostorjuntayhteistyön eri tahojen kanssa ja kehittää sitä

Contents of the study unit:

- rikollisuus
- rikollisuuden torjunta
- kriminologinen tutkimus
- rikostorjuntayhteistyö

Study unit description:

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

SID turvallisuusosaamisen profiili näkyy opintojakson toteutuksessa työelämälähtöisenä turvallisuutena. Turvallisuus nähdään osana organisaation sisäisiä palveluita ja toisaalta myös tuotteistettuina kaupallisina asiantuntijapalveluina. Turvallisuuden teemat rikastuvat opintojen edetessä ja loppuvaiheen opiskelija pystyy sekä soveltamaan oppimaansa että myös luomaan uutta turvallisuusalan tarpeisiin. Turvallisuusosaaminen rakentuu turvallisuuden eri tekijöihin alan arvoista yritysturvallisuuden osa-alueisiin asti.

SID opiskelijayrittäjyyden profiili näkyy opintojakson toteutuksessa turvallisuusalan asiantuntijuuden ja yrittäjävalmiuksien kasvamisena. Opiskelijayrittäjyys rakentuu liiketoiminta- ja liiketalousosaamisen, johtamis- ja kehittämisosaamisen sekä vuorovaikutustaitojen avulla.

A9256 Crime Prevention, 5 cr

The student is able to:

The student is able to:

- make an analysis of crimes and their damages
- apply crime theories, criminological knowledge and strategies of crime prevention in the development of personal and communal security
- initiate and develop crime prevention cooperation with different parties

A9257 International Security Environment and Crisis Management, 10 cr

The student is able to:

The student is able to:

- identify the structures of International Security Political Environment
- describe security political guidelines, e.g. in the European Union
- describe the most common crisis management organizations and mechanisms
- describe the basic nature and the decision-making system of the EU's and the UN's Disaster Relief / Civil Protection mechanisms and identify the major differences between them
- identify the basic needs for resources and assets in Civil Crisis management, Civil Protection and Disaster Relief Operations
- recognize the security needs and means of an operation and connect them into a wider operative context
- understand the role, risks and possibilities of the media in multicultural security operations and civil crisis management
- identify media and security management at operational and strategic levels in order to understand the basics of working with the media and crisis communication
- identify the need and possibilities of civil protection and disaster relief for companies

A9258 Securing Critical Infrastructure, 5 cr

The student is able to:

The student is able to:

- analyze critical societal targets and the threats against them
- evaluate the builders, owners and administrators of critical infrastructure
- evaluate the means and actors that secure critical infrastructure
- derive elements from the strategy of securing nationally vital functions to the security planning of his/her own organization

A9259 Securing Critical Infrastructure, 5 cr

The student is able to:

The student is able to:

- analyze critical societal targets and the threats against them
- evaluate the builders, owners and administrators of critical infrastructure
- evaluate the means and actors that secure critical infrastructure
- derive elements from the strategy of securing nationally vital functions to the security planning of his/her own organization

A9260 Border Security, 5 cr

The student is able to:

The student is able to:

- understand the context of cross-border security environment as a part of the context of international security environment
- understand border control and cross-border security and recognize their development needs
- know the methods, means and some theory on the actors against organized crime and anti-terrorism
- know the basics of traffic and logistic operations in cross-border operations in the context of security
- identify international movability and its threats and advantages

A9261 Internal Security and Local Security Cooperation, 5 cr

The student is able to:

The student is able to

- understand security in the European Union and in Finland and its meaning from the perspective of different actors
- connect organizational security as a part of society's security context
- act in internal and local security networks
- prepare and manage a local security process

A850 SECURITY OF OPERATIONS, 15 cr

Description:

After completing this module, the student will be able to apply the legislation governing the security of consumer goods and services in the operations of an organization. He/she will be able to prepare a section on security in a user manual and security documents for services. In addition, he/she will be able to plan a product recall. As regards environmental safety, the student will be able to act according to society's environmental regulations and utilize government organizations in his/her actions. He/she will also be able to analyze and develop the security of the supply chain and make continuity plans

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Moduulia ei enää tarjota.

A9236 Basics of Corporate Security, 10 cr**The student is able to:**

The student is able to:

- analyze the security needs of a company
- utilise the subareas of security
- plan a corporate security programme

A9237 Business Continuity Planning, 5 cr**The student is able to:**

The student is able to

- identify critical activities
- do business impact analysis
- prepare a business continuity plan

A9238 Security of the Supply Chain , 5 cr**The student is able to:**

The student is able to

- analyse and develop the security of a supply chain
- prepare a continuity plan for operations
- acquire transport insurance

A9240 The Security of Products and Services , 5 cr**The student is able to:**

The student is able to

- understand the legislation governing the security of consumer goods and services
- use qualitative research and evaluate the reliability of its results
- prepare a section on security in a user manual
- prepare a security document for services
- plan a product recall

A9239 Environmental Safety, 5 cr

The student is able to:

The student is able to:

- act according to the environmental requirements of the society
- cooperate with the authorities of the field
- carry out the continuous monitoring of environmental conditions

A851 SECURITY MANAGEMENT, 15 cr**Description:**

After completing this module, the student will be able to create a security management system that meets the needs of an organization. He/she will be able to prepare a security policy and programme, lead security operations in an organization and create integrated security management systems. The student will be able to direct the operations of a crisis organization, develop security and crisis communication and make use of research and development activities related to security.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Moduulia ei enää tarjota.

A9243 Crisis Management, 5 cr**The student is able to:**

The student is able to:

- analyze the impacts of different crises in an organization
- organize a crisis management process in an organization
- establish and train a crisis management team
- plan, implement and evaluate the crisis communication of an organization
- communicate effectively as an expert

A9244 Security Clearances in Multinational Cooperations, 5 cr**The student is able to:**

The student is able to:

- identify the need to protect classified information
- plan the necessary protection of classified information
- plan the facility clearance process

A9245 Managing Security, 10 cr**The student is able to:**

The student is able to:

- create a security management system according to the needs and requirements of an organization
- prepare a security policy and programme for an organization

- manage safety and security operations in an organization
- produce integrated systems
- develop security and safety communication
- research and develop security and safety
- understand the influence and possibilities of internationalization in his/her professional branch

A882 RETAIL AND ENTREPRENEURSHIP STUDIES, 15 cr

Description:

The objective of the study module is to familiarize the student with retail trade based on entrepreneurship and to contribute to his capacity to work in positions of responsibility in retail trade sector.

In the beginning of the module the student familiarizes himself with the retail trade environment and competitive tools. After finishing the study module the student knows how to plan the retailer activities and finance at department level. He is also capable of engaging in an entrepreneurial position as retailer. The student is able to define the target groups for retail trade and is familiar with the competitive tools applied in this field. He knows how to use the human resource management tools and is able to interpret the indicators of retail trade at department level.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Tuija Marstio

A9402 Retail Trade Environment and Competitive Tools, 5 cr

The student is able to:

The student is able to

- form a complete picture of the trade sector and its importance in Finland
- describe the target groups of different retail trade sectors and their purchasing preferences
- describe the role and tasks of retail trade in the supply chain
- describe the competitive tools of a retailer entrepreneur define the role of a retailer entrepreneur in the retail trade supply channel and in a retail chain

A9403 Personnel and Management, 5 cr

The student is able to:

The student is able to

- sell himself to get a job in a store
- manage the risks and security of a retail store
- take the leadership of a work team at department level, stressing active sales work
- manage the sales process of at department level of retail store

A9404 Indicators and Management, 5 cr

The student is able to:

The student is able to

- interpret the indicators of retail trade at department level
- plan the activities and finance at department level of a retail store
- engage in an entrepreneurial position as retailer

G108 LAUREA STARTUP, 15 cr**Description:**

The objective of the module is that the student is able to evaluate and develop his/her entrepreneurial skills, is able to assess his/her business idea and draw up a business plan on the basis of his/her business idea. The goal is also that he is familiar with entrepreneurial social obligations and opportunities.

If a student is interested in starting his/her own business, the objective is that the student is able to do so in practice and knows how to prepare for early-stage entrepreneurial challenges. Student is able to analyze and to utilise financial and operational performance information in his/her business.

Students can complete 15–30 credits in the module with the aim of developing their entrepreneurial skills or their own company.

Learning process:

The competences described in the module can be developed either by participating in study units or working in projects. Please note that in some education forms projects are the primary way of gathering credits.

In the projects you participate in the development work of domestic or international businesses and communities and in project work. The language used in the project can be either Finnish or English. Projects can also focus on developing the student's own business. The topic of the project and the competences developed by participating in it will be clarified when the project is added to the study offer. The scope of the project will be agreed on in each case. The competences generated in the projects can partly be included in the learning outcomes of some other module(s) and thus the credits can be divided between several modules.

Responsible persons:

Otaniemi and Leppävaara: Marjo Ruuti

Hyvinkää: Maija Huhta

Lohja: Riku Riski