

LAUREA UNIVERSITY OF APPLIED SCIENCES

Täydentävä osaaminen (amk-tutkinto), Laurea Lohja, TOF14SY

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		
Y	CORE COMPETENCE	
T	COMPLEMENTARY COMPETENCE	30
R020	OTHER COMPLEMENTARY COMPETENCES	
R0074	Basic Studies in Mathematics	5
01469	Student Tutor Activities	5
FLM0000101	Mental health and substance abuse care in studying online	5
F0033	Mental health and alcohol and drugs intervention	5
R015	LANGUAGE SKILLS AND INTERNATIONAL COMPETENCE	
R0082	Basic Communication in English	5
R0098	Basic Communication in Swedish	5
F043	ENTREPRENEURSHIP AND INNOVATION	
F039	WELFARE AS A COMPETITIVE ADVANTAGE	
G110	LEADERSHIP AND MANAGEMENT	
F042	VISIONARY LEADERSHIP	
F040	DIGITAL BUSINESS	
F041	COMMUNICATION	
		30

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

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.

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.

FLM0000101 Mental health and substance abuse care in studying online, 5 cr

F0033 Mental health and alcohol and drugs intervention, 5 cr

The student is able to:

- Be able to recognise health risks and deepen their skills when planning, implementing and evaluating the treatment together with the patient and his/her family, assume an anticipating method of working
- Explore different care possibilities, guidance and how to deliver safe medical care when treating the whole patient
- Know how to entrust the whole team, multi-professional group and network into their work, taking into account the cultural differences
- Use work counselling, will be aware of the core legislation, ethical principles and other regulations in their work

Contents of the study unit:

Preventive mentalhealth and alcohol and drugs intervention care, helping methods in mentalhealth and alcohol and drugs intervention care, strengthening patient's resources, clinic psychology, psychiatry

Study unit description:

The module will include tutored teaching, assignments and an exam. The contents of this module will form the theoretical basis of mentalhealth and alcohol and drugs intervention care, integrated with student's prior knowledge of the topic.

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

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

F043 ENTREPRENEURSHIP AND INNOVATION, 15 cr**Description:**

The core of the module includes development of student preparedness to establish a business and innovate.

After completion of the module, the student is able to analyse the role of innovation in organisation development and the pertinent theoretical framework. She /he can describe Finnish innovation system and its central actors. The student can identify the stages of innovation process and has assimilated the methods of creative work and can apply them in practice. The student can analyse the significance of innovation leadership and its methods. The student is familiar with the prerequisites of a functional innovation strategy and the stages of its creation. The student can produce new solutions, services and service systems and assess their functionality either for aspiring or existing entrepreneurship.

Possibility to obtain 15-30 credits in projects.

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.

F039 WELFARE AS A COMPETITIVE ADVANTAGE, 15 cr

Description:

The core of the module includes development of welfare services through multiprofessional cooperation and ability to understand the significance of welfare as a competitive advantage both in society and entrepreneurship. After completion of the module, the student is able to assess the societal significance of welfare services. The student can develop welfare services and business opportunities on various sectors of welfare. The module contains multiprofessional cooperation, e.g. with a business that produces welfare services or the public sector. The student familiarizes himself/herself with the requirements and challenges of welfare services, as well as the operations of welfare service provider in authentic learning environments.

Possibility to obtain 15-30 credits in projects or courses.

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.

G110 LEADERSHIP AND MANAGEMENT, 15 cr

Description:

After completion of the module, the student is able to lead and develop an organization, its functions and personnel according to a business strategy. During the module, the managerial and project leadership skills of the student will develop.

The ability of the student to lead himself/herself, different individuals, teams and organizations will develop. The student is familiar with the rights and responsibilities that labour laws require of an employer. After completion of the module, the student is able to promote welfare at work. She/he is able to function in both national and international environment.

Student can study 15-30 credits 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:

Moduulia ei enää tarjota

F042 VISIONARY LEADERSHIP, 15 cr

Description:

The core of the module includes comprehension of future-oriented visionary leadership and the significance of transparent cultural interaction as a component of leadership and success of an organization.

The student reinforces his/her proficiency in practical supervisory skills, personnel management and strategic leadership. The student gains capabilities for business risk management and develops his/her leadership skills also in an international environment. The student is familiar with the basic principles of change management and can apply development tools in his/her own endeavors. Furthermore, the student has the ability to develop an organization and the people working in it.

Possibility to obtain 15-30 credits in projects or on courses.

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:

Lohja: Juha Olava

Module is not offered in the future.

F040 DIGITAL BUSINESS, 15 cr**Description:**

The core of the module includes development of e-commerce as a part of digital marketing.

After completion of the module, the student is able to analyse e-commerce and digital marketing as a part of it. The student can evaluate the opportunities digital environment offers to a company. The concept of digital customer relationship marketing is applied in practice and customer relationship management (CRM) systems are utilized and information obtained on customership and business development. The module utilizes social media in customership and partnership development, and analyses and studies challenges and opportunities that e-commerce and social media create. Online and internet services are assessed as a distribution channel from customer perspective. The new service and business opportunities created by online environment are identified.

Possibility to obtain 15-30 credits in projects or on courses

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.

F041 COMMUNICATION, 15 cr**Description:**

The core of the module is to develop communication on both individual and organization level.

The student can identify his/her own strengths and weaknesses as a communicator and can set personal development goals. The student can use his/her interaction skills to create an open and atmosphere to obtain results. The student can function in an active manner in working life meetings and negotiations, and is able to prepare, lead and document them appropriately. The student can set goals, work efficiently and co-operatively in group communication situations.

The student extends his/her competence in corporate media marketing and communication. The student can utilize marketing research in a versatile manner in planning of a modern publicity and media strategy. The student is aware of the importance of media in business and can build and maintain corporate media relationships.

The student understands the significance of strategic change communication and management communication in producing results.

Possibility to obtain 15-30 credits in projects or on courses.

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.