

LAUREA UNIVERSITY OF APPLIED SCIENCES
Täydentävä osaaminen (amk-tutkinto), Laurea Kerava, TOE16SY
1. year

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R040 EXPERT IN ORGANIZATIONAL COMMUNICATION, 30 cr

Description:

During the module the student learns the principles of organizational communication. After completing the module the student is able to plan and carry out coherent communication activities which take into consideration the organization's strategic objectives and the needs of its stakeholders. The student is able to flexibly utilise various channels, forums and visual communication tools to carry out his/her communication tasks.

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

R0254 Communication Tools for Reputation Management, 5 cr

The student is able to:

The student is able to

- put together a targeted publication and media strategy and maintain media relations in support of company activities
- build and manage the reputation of the work organization in various public arenas
- communicate proactively in exceptional circumstances and crises

R0255 Effective Organizational Communication, 5 cr

The student is able to:

The student is able to

- plan and carry out organizational communications to support the organization's business objectives
- plan and maintain the organization's media relations
- encapsulate and communicate the organization's key messages
- communicate effectively and interactively according to stakeholder needs
- measure and analyse the effectiveness of communications

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)

R0256 Consolidate your Communication Skills, 5 cr

The student is able to:

The student is able to

- communicate effectively online and face-to-face for work-related interpersonal and intergroup communications
- take into consideration the communicative requirements of different target groups and communication channels
- produce various text types as appropriate to the situation
- analyse and interpret the texts produced by oneself and others
- act naturally in various professional presentations and communicate effectively in negotiations
- argue convincingly
- act in a goal-oriented way in group writing processes and other work-related group communications
- evaluate and develop personal communication skills utilising various communicative tools and resources

0386 ONLINE BUSINESS, 15 cr

Description:

Moduulin opinnoissa tavoite on kehittää verkkoliiketoimintaosaamista, kykyä arvioida tietyn liiketoimintamallin siirtämistä e-businekseen sekä tehdä yksinkertaisia verkkoliiketoimintalustoja.

Moduulin suoritettuaan opiskelija osaa käyttää logistiikan informaatiojärjestelmiä, luoda sisältöä verkkosivuille sekä rakentaa yritykselle verkkosivut.

Responsible persons:

Not offered anymore.

E9988 E-Logistics, 5 cr

The student is able to:

Opiskelija osaa

- hyödyntää sähköisen liiketoiminnan eri toimintatapoja ja -malleja ja niiden vaatimia logistisia ratkaisuja liiketoiminnan kehittämiseksi.
- käyttää logistiikan informaatiojärjestelmiä

Contents of the study unit:

Opintojaksolla käsitellään sähköisen liiketoiminnan tulevaisuuden mahdollisuuksia logistiikan näkökulmasta. Keskeisiä käsitteitä ovat B2X, ECR, E-SRM ja E-SCM.

E9986 Building a Website Utilising a Content Management System, 5 cr

The student is able to:

- rakentaa yksinkertaiset www-sivut jotakin sisällönhallintajärjestelmää hyväksikäyttäen
- tunnistaa ja hyödyntää sisällönhallintajärjestelmien tuomia mahdollisuuksia verkkoliiketoiminnassa sekä niiden osuuden osana verkkoliiketoiminnan arvontuottamista
- arvioida erilaisia verkkokaupan toteuttamismahdollisuuksia verkkosivujen sisälle

Contents of the study unit:

Opintojaksolla käsitellään joitakin sisällönhallintajärjestelmiä (esim. Wordpress, Drupal), joiden avulla rakennetaan yksinkertaiset verkkosivut kumppaniyritykselle. Lisäksi tarkastellaan ja arvioidaan erilaisten osien ja modulien lisäämistä verkkosivuille ja niiden tuomia hyötyjä yritykselle.

E9987 Target Group-based Content Production, 5 cr**The student is able to:**

- tunnistaa sähköisen liiketoiminnan kohderyhmät ja asiakaspolut verkko-ympäristössä
- arvioida kohderyhmien tarpeet
- tuottaa sisältöä kumppaniyrityksen verkkoympäristöön kohderyhmä-lähtöisesti

Contents of the study unit:

Opintojaksolla arvioidaan ja suunnitellaan kumppaniyrityksen markkinointi-viestintää verkkoympäristössä monikanavaisesti.

E9992 Creating Customer Centric Website with WordPress.org, 10 cr**The student is able to:**

The student is able to:

- analyze the online customer segments and their online customer paths
- assess the information needs of different customer segments
- produce segment-specific content for online environment
- build a complete website using WordPress content management system
- leverage on features and value-creation capability of content management system
- write instruction manual for maintaining the website
- compare different possibilities to include an online-shop as part of the website

E265 SMALL ENTERPRISE BUSINESS, 30 cr**The student will be able to:**

käyttää nykyaikaisia markkinointivälineitä potentiaalisten asiakkaiden hankintaan

hallinnoida pientä yritystä

palkata työntekijöitä ja huomioida työntekijöiden palkkaamisen vaikutukset omaan yritystoimintaansa

suunnitella ja arvioida yrityksensä toimintaa myös taloudelliset näkökohdat huomioiden

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:

Kerava: Tiina Turku

E9978 Social Media Marketing, 5 cr**E9979 Interactive Marketing and Sales, 5 cr****E9980 Motivated Personnel as a Company Resource, 5 cr****The student is able to:**

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E9981 Customer Relationship Management, 5 cr**E9982 Budgeting, 5 cr****E9983 Internal Accounting, 5 cr****The student is able to:**

X

A842 ADVANCED WEB DEVELOPMENT, 15 cr**Description:**

During this module, the student will learn and apply technologies and tools needed in the development of advanced websites and applications.

After completing this module, the student will be able to identify the role of advanced web development technologies and explain how they deliver value. The student will be able to set up a development environment associated with chosen technologies. He/she will be able to design and implement relational databases. In addition, he/she will be able to implement advanced websites and applications using chosen technologies.

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: Antonius de Arruda Camara

Tikkurila: Mika Stenberg

A9151 Dynamic Web Applications, 5 cr**The student is able to:**

The student is able to:

- identify the role of client-side web technologies and explain how they deliver value
- compare the features, benefits and applicability of major client-side web technologies available in the market
- set up a development environment associated with a selected client-side web technology
- design, develop and implement dynamic and interactive websites using a selected client-side technology

A9152 The Server-side of Web Applications, 5 cr

The student is able to:

The student is able to:

- install and configure database and web servers in a local computer
- design, develop and implement relational databases
- implement server-side web scripts using a selected scripting language
- implement server-side web scripts that interact with a relational database
- develop and demonstrate interactive web applications using a selected server-side technology

A9153 Web Development Frameworks, 5 cr

The student is able to:

The student is able to:

- identify the role of advanced web development frameworks and explain how they deliver value
- compare the features, benefits and applicability of major web development frameworks available in the market
- set up a development environment associated with a selected development framework
- design, develop and implement websites using a selected development framework

A847 MOBILE APPLICATION DEVELOPMENT, 15 cr

Description:

During this module, the student will learn and apply technologies and tools needed for developing mobile applications for a selected mobile platform.

After completing this module, the student will be able to describe key development frameworks for different mobile platforms. The student will be able to install and configure a development environment for a chosen mobile platform. He/she will be able to plan the design and implementation process of mobile applications. In addition, he/she will be able to design, develop and implement user interfaces for mobile applications and implement and demonstrate mobile 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.

Responsible persons:

Leppävaara: Paresh Rathod

A9209 Implementing Mobile Applications, 5 cr**The student is able to:**

The student is able to:

- plan and document the complete development process of a mobile application
- apply appropriate methods and technologies in the design, development and implementation of a mobile application
- identify and implement project management practices and techniques in a development project
- act as a team member and a key contributor in a development project of a mobile application

A9210 Mobile Application Development Frameworks, 5 cr**The student is able to:**

The student is able to:

- describe the key frameworks and required technologies to develop applications for the major mobile platforms in the industry
- install and configure a development environment for a chosen mobile platform
- design, develop and implement simple mobile applications using the chosen development environment

A9211 User Interface Design of Mobile Applications, 5 cr**The student is able to:**

The student is able to:

- describe the guidelines and the best common practices for designing user interfaces for a chosen mobile application
- apply guidelines and best practices to design user interfaces for a chosen mobile platform
- design, develop and implement user interfaces for mobile applications of a selected mobile platform
- test and demonstrate the user interface of mobile applications

E263 SOFTWARE DEVELOPMENT, 15 cr**Description:**

Student can act in different roles in software development process. Student is able to use different methods and tools for software design, implementation and testing. Student can apply his/her programming skills in practice.

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.

E9971 Object-oriented Programming, 5 cr

The student is able to:

The student is able to

- Apply the principles of object-oriented programming in software development
- Design object-structured applications using standard imaging techniques
- Make use of application libraries in software development

E9969 Software Testing, 5 cr

The student is able to:

The student is able to

- explain basic concepts, principles and terms of testing
- design test cases in different testing environments
- run functional and non-functional testing
- apply different testing methods and techniques
- report the results of testing reasonably
- analyze the relevance of testing
- sort different roles and tasks in software testing and understand their meaning

E9970 Applied Programming, 5 cr

The student is able to:

Opiskelija osaa

- toteuttaa ja testata sovelluksia työpöytä-, palvelin- ja verkkoympäristössä
- soveltaa ohjelmointitaitoja käytännön projekteissa
- hyödyntää muuttuvia ohjelmistokehitysympäristöjä
- kehittää ongelmanratkaisutaitojaan erilaisissa ohjelmointiongelmassa

E9955 Introduction to Linux Operating System , 5 cr

The student is able to:

The student is able to

- install Linux operating system
- modify OS according to requirements
- use desktop and command line interface
- create, modify and delete files and folders
- create command line scripts
- automate and schedule scripts
- maintain the system and its data security

Study unit description:

Kurssilla perehdytään Linux-käyttöjärjestelmän rooliin sekä mahdollisuuksiin osana yritysten tietojärjestelmiä. Kurssin aikana opiskelija tutustuu Linux-pohjaisten työasemien ja palvelimien käyttöön ja hallintaan. Aiheita ovat mm. käyttöjärjestelmän asentaminen ja konfigurointi, erilaisten palveluiden/palvelimien asennus ja ylläpito, tavallisimpien sovellusten käyttö, varmuuskopiointi, tietoturva-asiat sekä yksinkertaisten komentoriviohjelmien tuottaminen.

A9446 Programming with Optional Languages, 5 cr

The student is able to:

The student is able to:

- program with at least two new programming languages
- compare the features of different programming languages

A9447 Programming with Optional Languages, 5 cr

The student is able to:

The student is able to:

- program with at least two new programming languages
- compare the features of different programming languages

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

R0225 Participation in Voluntary Work, 0 cr

The student is able to:

See the description.

Study unit description:

The student participates in voluntary work during his/her studies. As a volunteer the student develops his/her general working life competences, professional competences and competence related to social themes. The competence is acknowledged as part of the other studies.

R0148 Surgery and Anesthesiology, 2 cr

The student is able to:

The student is able to

- recognise key surgical illnesses and surgically treated injuries
- describe the significance of background information in assessing the patient's fitness for surgery
- actively monitor the symptoms and condition of a surgical patient based on medical information
- describe the most common methods of examination, monitoring and treatment in surgery
- describe the special features of the medical treatment of a surgical patient
- describe the different areas of anaesthesiology
- describe different forms of anaesthesia
- recognise the most essential medicines used in anaesthesia

R0127 Geriatrics, 1 cr

The student is able to:

The student is able to

- describe the most essential changes in the organ system related to ageing
- know the causes, symptoms and principles of care of the most common illnesses related to ageing
- know the special features of the medical treatment of older people
- use medical information to examine the prevention of illnesses related to ageing, the onset of the illnesses, and changes and symptoms caused by the diseases as well as research findings

R0147 Gynecology and Obstetrics, 1 cr

The student is able to:

The student is able to

- recognise the most common gynecological diseases and their symptoms.
- describe the most common methods of examination, monitoring and treatment of gynecological diseases.
- describe the special features of the medical treatment of a gynecological patient.
- describe the basics of contraception, termination of pregnancy and infertility.
- describe the normal course of pregnancy and delivery.

R0135 Pediatrics, 1 cr

The student is able to:

The student is able to

- recognise the most common childhood diseases
- describe common examination, follow-up and treatment methods of childhood diseases
- collect background information
- monitor the symptoms and condition of a child patient
- describe and take into account special features of the medical treatment of a child patient

R0159 Psychiatry, 1 cr

The student is able to:

The student is able to

- recognise the most essential mental disorders and illnesses included in the discipline of psychiatry
- understand the etiology and etiological diversity of key mental health disorders and psychological illnesses
- describe the signs and symptoms of key mental health disorders, psychological illnesses and alcohol-related illnesses

- describe the examination, monitoring and treatment methods of mental health patients and the treatment of alcohol-related disorders
- describe the medical treatment practices of the most common psychiatric illnesses

R0134 Internal Medicine, 1.5 cr

The student is able to:

- keskeiset sisätautien erikoisalaan kuuluvat sairaudet.
- tunnistaa ja seurata sisätauteja sairastavan potilaan yleisimpiä oireita.
- eri sisätautien yleisimmät tutkimus-, seuranta- ja hoitomenetelmät.
- kuvata yleisimpien sisätautien lääkehoidon käytänteet.

R0133 Surgery, 1.5 cr

The student is able to:

- keskeisimmät kirurgiset sairaudet ja kirurgisesti hoidettavat vammat
- kuvata esitietojen merkityksen potilaan leikkauskelpoisuuden arvioinnissa
- seurata aktiivisesti kirurgisen potilaan oireita ja tilaa lääketieteellisen tiedon avulla
- kirurgian yleisimmät tutkimus-, seuranta- ja hoitomenetelmät
- kuvata kirurgisen potilaan lääkehoidon erityispiirteet

E0050 Internationalising Business Operations, 5 cr

The student is able to:

Students are able to analyse the international operating environment and select a suitable internationalisation plan for the company. They can develop business and service models that suit the international market. The students are able to plan and implement the takeover of an international company in an acquisition. They are able to predict the effects of and opportunities offered by internationalisation in one's field.

Contents of the study unit:

What opportunities and threats are associated with international markets? How to plan and implement an effective internationalisation process? What factors should be taken into consideration in an international business acquisition?

Study unit description:

International business operations require understanding the effect of being an international company and becoming more international on the company's operations, understanding the opportunities offered by international markets, and planning and implementing international operations.

E0113 Financial Auditing and Monitoring, 5 cr

The student is able to:

Students are able to plan the company's internal monitoring, execute measures related to monitoring and compile reports.

Students know the basic principles of auditing.

Contents of the study unit:

What is the significance of internal auditing and monitoring as an executive monitoring tool?

How does the auditing process work in practice?

Students are able to participate in the auditing and internal monitoring process as a responsible players and as creators and users of information.

Study unit description:

In the study unit, the students familiarise themselves with both internal and external auditing.

Previous studies:

Knowledge of central professional study units.

R027 GUIDANCE AND EXPERTISE TRAINING, 15 cr**Description:**

Expertise is born via guidance activities in the Guidance and expertise module.

Completing this module provides the student with varied expertise in guiding different people in different situations. The student will know how to support the development of both competence and identity, and to advise on the use of different tools. They know which actions promote a sense of community.

Learning process:

Competence as defined in this module can be developed by, for example, taking part in student union activities during study units. The working language can be either Finnish or English.

Responsible persons:

Teija Laamanen

01540 Tutoring, 5 cr**The student is able to:**

The Student is able to

- evaluate tutoring from the perspective of their own campus and the campus's educational responsibilities
- provide guidance and advice to new students with regard to Laurea's practices and operational culture
- aware of and have a command of the systems currently in use
- create an expertise profile for themselves and can support new students in building an expertise profile in the kyvyt.fi portal
- know the learning environments on their campus and can, when necessary, represent the campus at different events
- have a command of the work methods related to career planning and are able, together with the teacher tutor, to support new students in themes related to career planning
- act as active promoters of well-being within the workplace and among students

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 entrepreneurdefine 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