

LAUREA UNIVERSITY OF APPLIED SCIENCES

Complementary competence (bachelor's studies), Business, administration and law, TOH218SY

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. The modules being offered at each campus are listed separately.

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 offering describes what studies the campus 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. Studies 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/project 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 or projects from 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
- select studies from the common study offering gathered by Laurea, Haaga-Helia UAS and Metropolia UAS

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	430
R056	PROJECT MANAGEMENT	
R073	CHAIN STORE OPERATIONS IN RETAIL TRAD	
A9402	Retail Trade Environment and Competitive Tools	5
R0391	Management of the Personnel and Sales of a Department in Retail Trade	5
R0392	Key Figures and Management in Trade	5
B073	LEARNING LANE: HUMAN RESOURCES MANAGEMENT	
R053	HUMAN RESOURCES MANAGEMENT	
R0303	Leadership and Supervisory Work	10
R0304	Human Resources Management	10
R0305	Key Legislation Related to Human Resources Management	5
R0306	Intercultural Leadership	5
A896	ORGANIZATIONAL BEHAVIOR	
A9176	Organizational Culture and Behavior	10
A9177	Personal Leadership	5
B074	LEARNING LANE: CUSTOMER-CENTRIC AND DIGITAL BUSINESS	
R048	BRANDS AS PART OF BUSINESS DEVELOPMENT	
R0287	Brand Performance and Development	5
R0288	Marketing Communications	10
R049	CUSTOMER RELATIONSHIPS AND MARKETING	
R0289	Personal Sales Work	5
R0290	Customer Relationship Management	10
R0388	Customer Relationship Management	10
R0291	Analysis of Customer Capital	5
R0292	Market Segmentation	5
R0384	Event Marketing	5
R050	DIGITAL MARKETING AND SALES	
R0293	Integrated Digital Sales and Marketing	5
R0294	Content Marketing	5
R0295	Building Online Shop	5
R0296	Digital Analytics and Consumer Insight	5
R0297	Internet Business Models	5
R0298	Building Webpages	5
R068	LOGISTICS AND INTERNATIONAL TRADE	
R0299	Customer-based Supply Chain Management	10
R0300	International Purchasing Expertise	5
R0301	Market Entry	10
R0302	Exporting Services	5
B075	LEARNING LANE: COMPETENCE IN LAW	
B045	COMPETENCE IN PUBLIC LAW	
B0211	Administrative and Municipal Law	5
B0212	Constitutional and EU Law	10

B0214	Criminal Law and Procedural Law	10
B0216	Swedish for Legal Expertise	5
B046	COMPETENCE IN PRIVATE LAW	
B0227	Insolvency Law	5
B0228	Family and Inheritance Law	5
B0230	Contract and Law of Obligations	5
B0231	Labour Law	5
B0232	Corporate and Finance Law	5
B0331	Law as a Research Area	5
B0229	Recovery and Insolvency Procedures	5
B076	LEARNING LANE: FINANCE AND FUNDING	
R063	ACCOUNTING AND FINANCE	
R0338	Profit and Loss Accounting	5
R0339	Financial Analysis	5
R0340	Financial Analysis	5
R0341	Corporate Financing	5
R0342	Financial Information Systems	5
R0343	Financial Management	10
R0344	Business Control	10
R064	EXPERT OF FINANCING	
R0345	Financial and Securities Markets	5
R0389	Financial and Securities Markets	5
R0346	Investment Activities in Practice	5
R0347	Current Phenomena in the Financial Sector	5
R0348	Investment and Finance Literature	5
R065	ACCOUNTING	
R0349	Payroll	5
R0350	Consolidated Financial Statements	5
R0351	Taxes	5
R0352	Financial Audit	5
R066	MANAGEMENT ACCOUNTING	
R0353	Strategic Management Accounting	5
R0354	Cost Accounting	5
R0355	Capital Budgeting	5
R0356	Capital Budgeting	5
R067	MANAGEMENT INFORMATION SYSTEMS	
R0357	Enterprise Systems	5
R0358	Tietojärjestelmät toiminnan ohjauksessa	5
R0404	Business Intelligence	5
V1547	Enterprise Architecture and IT Governance	5
B077	LEARNING LANE: FACILITY MANAGEMENT	

A837	PRODUCING FACILITY SERVICES	
R0307	Planning Facility Services	10
R0308	Property Management	5
A824	EXPERTISE IN PROCUREMENT	
R0309	Procurement Process	10
A9213	Public Procurement and Legislation	5
R054	THE USER EXPERIENCE OF WORKPLACE	
R0310	New Ways of Working	10
R0311	Environmental Psychology	5
R055	SMART CITY	
A9526	Developing Smarter Cities	10
R0313	Real Estate Management	5
R020	OTHER COMPLEMENTARY COMPETENCES	
		430

R056 PROJECT MANAGEMENT, 30 cr

Description:

During the module, the student's project management-related skills and knowledge will grow. After completing the module, the student will be able to plan, implement, lead and assess projects. A student will know how to use professional tools needed in project management and manage a project's communications and finances. The student has a command of systematic project documentation, analysis and reporting. The student is able to control the project's risks and work flexibly and in an anticipatory manner. After completing the module, the student is able to head projects in different fields and in international networks.

Learning process:

Projekteissa osallistutaan kotimaisten ja kansainvälisten yritysten ja yhteisöjen kehittämistyöhön sekä hanketoimintaan. Työkieli projekteissa on joko suomi tai englanti. Projektit voivat kohdistua myös opiskelijan oman yrityksen toiminnan kehittämiseen. Projektin aihe ja siitä syntyvä osaaminen täsmentyvät projektin tullessa tarjontaan. Projektien laajuus sovitaan tapauskohtaisesti. Projektissa syntyvä osaaminen voi sisältyä osittain myös toisen moduulin tavoitteisiin ja siten opintopisteet voivat jakaantua usean moduulin kesken.

Responsible persons:

Hyvinkää: Taru Tallgren, Tero Uusitalo

Tikkurila: Kari Halme

Lohja: Juha Olava

R073 CHAIN STORE OPERATIONS IN RETAIL TRADE, 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

R0391 Management of the Personnel and Sales of a Department in Retail Trade , 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

R0392 Key Figures and Management in Trade , 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

B073 LEARNING LANE: HUMAN RESOURCES MANAGEMENT, 0 cr

Description:

See the modules below. Please note that not all are offered in English.

R053 HUMAN RESOURCES MANAGEMENT, 30 cr

Description:

After completing the module the student will be able to lead and develop personnel, teams and HR activities in accordance with a business strategy and organisation culture and complying with the norms of key labour legislation. During the module, the student's ability to act as a leader and develop their own supervisory skills in different operating environments will improve.

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: Maija Huhta, Taru Tallgren
Tikkurila: ei vielä tiedossa/tarjonnassa
Leppävaara: Anne Martola

R0303 Leadership and Supervisory Work, 10 cr

The student is able to:

The student is able

- to lead and train personnel in a manner that allows them to perform exceptionally well

- to apply what they have learned on organisations and management in practice
- to assess and develop themselves as a supervisor
- to influence organisation culture
- to communicate with the work community's different stakeholders
- to identify, analyse and solve work, unit and community-based problems

R0304 Human Resources Management, 10 cr

The student is able to:

The student is able

- to plan, develop and manage human resources in accordance with a business strategy
- to recruit and provide induction for employees
- to motivate and reward individuals and teams
- to develop competence in an organisation
- to promote the organisation's well-being

R0305 Key Legislation Related to Human Resources Management, 5 cr

The student is able to:

The student is able

- to apply key labour rights related legislation in their leadership and supervisory work
- to apply their own field's collective agreement

R0306 Intercultural Leadership, 5 cr

The student is able to:

Student is able to

- regard the specific characteristics of leadership in a intercultural environment
- manage the dynamics of an intercultural team working and communication in given organizational setup

A896 ORGANIZATIONAL BEHAVIOR, 15 cr

Description:

After completing the module, the student has gained knowledge in understanding the importance of leadership when improving the quality and well-being of an organization as well as individual performance and productivity. The student is be able to use various tools in a change process of an organization.

Content:

Course: Organizational Culture and Behavior 10 erts

Student is able to:

- understand the effects of organizational cultureand behavior on performance and productivity;
- carry out an organizational analysis for a change program;
- discover the meaning of why leaders do what they do instead of focusing on what and how;
- understand theimportance of intercultural and crisis communication in change situations
- apply strategic perspective into organizational and individual performance

Course: Personal Leadership 5 erts

Student is able to:

- identify the characteristics of leadership and understand theories behind them;

- carry out a personal leadership analysis based on influences from external and internal environments (outside-in/inside-out approach);
- identify factors and processes that play a role in recognizing people's motivations in change processes

Responsible persons:

Leppävaara: Anne Martola

A9176 Organizational Culture and Behavior, 10 cr

The student is able to:

The student is able to

- understand the effects of organizational culture and behavior on performance and productivity;
- carry out an organizational analysis for a change program;
- discover the meaning of why leaders do what they do instead of focusing on what and how;
- understand the importance of intercultural and crisis communication in change situations
- apply strategic perspective into organizational and individual performance

A9177 Personal Leadership, 5 cr

The student is able to:

The student is able

- to understand the meaning of personal leadership
- to identify the factors influencing personal behavior
- to identify his/her potential in the areas of personal leadership
- to use tools to develop self-knowledge, readiness to change and his/her professional identity.

B074 LEARNING LANE: CUSTOMER-CENTRIC AND DIGITAL BUSINESS, 0 cr

Description:

See the modules below. Please note that not all are offered in English.

R048 BRANDS AS PART OF BUSINESS DEVELOPMENT, 15 cr

Description:

The objective of the module's studies is to provide students with an understanding of how to build and develop the brand for a domestic and international organisation, product or service. The student is able to examine and monitor the organisation's operating environment and the development of its brand. On the basis of this monitoring, the student is then able to compile a business strategy-based marketing strategy and action plan, as well as a budget and the indicators needed for monitoring.

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:

Not in the study offering

R0287 Brand Performance and Development, 5 cr

The student is able to:

The student is able to

- utilize different methods of marketing research in analyzing business
- measure brand development activities
- utilize information in brand development

R0288 Marketing Communications, 10 cr

The student is able to:

The student is able

- to plan and realise a company's or brand's marketing communications entity according to its target groups
- to monitor and measure the success of marketing communications
- to develop different means of marketing communications as part of a marketing strategy

R049 CUSTOMER RELATIONSHIPS AND MARKETING, 30 cr

Description:

The objective of the module is for the student to acquire a command of marketing and sales planning as well as of the development of customer relationships. The student is able to plan and develop the company's customer management processes target group-specifically with the goal of achieving profitable and long-term customer relationships.

The student is able to develop the strategic solutions that apply to marketing competition methods for different customer target groups. The student is able to utilise the data from a customer data system with the objective of achieving a profitable customer capital for the 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:

Hyvinkää: Pyry Airaksinen, Pirjo Lappalainen

Leppävaara: Anne Martola

Tikkurila: not defined

R0289 Personal Sales Work, 5 cr

The student is able to:

The student is able

- to act in a customer-centred manner in solutions sales
- to identify the corporate customer's situation and needs as well as to use interaction methods suited for the situation
- to take profitability, ethicalness and legal issues into account in sales work
- to use a customer data system

R0290 Customer Relationship Management, 10 cr

The student is able to:

The student is able

- to describe the customer's purchase process and communicate about the benefits produced for customers
- to analyse the factors related to purchasing behaviour
- to identify the different roles taken on by company management
- to gather and utilise data on customers
- to create a customer relationship management plan and organisation
- to select operative measures for sales and marketing

R0388 Customer Relationship Management, 10 cr

The student is able to:

The student is able

- to describe the customer's purchase process and communicate about the benefits produced for customers
- to analyse the factors related to purchasing behaviour
- to identify the different roles taken on by company management
- to gather and utilise data on customers
- to create a customer relationship management plan and organisation
- to select operative measures for sales and marketing

R0291 Analysis of Customer Capital, 5 cr

The student is able to:

The student is able

- to identify customer capital as part of the company's immaterial assets
- to measure customer profitability and have a knowledge of the key methods and measures used for customer profitability and customer capital
- to produce a development plan for the organisation that will promote customer profitability

R0292 Market Segmentation, 5 cr

The student is able to:

The student is able

- to divide the potential markets into target groups on the basis of market segmentation criteria
- to adjust product and service ranges as well as marketing communications so that they are suited for the target groups
- to analyse the effectiveness of segmentation solutions

R0384 Event Marketing, 5 cr

The student is able to:

The student is able

- to plan and realise an event and its marketing
- to utilise an event in the management of customer relations
- to monitor and measure the realisation of an event's objectives

R050 DIGITAL MARKETING AND SALES, 30 cr

Description:

The objective of the module is to develop knowledge and skills for students to prepare themselves to become digital marketing and sales professionals. During the module, competences in digital marketing channels, content marketing, digital analytics, webpage building and online business are developed.

After completing the module, students have a broad insight into digital customer experience. Students are able to build attractive, usable and engaging content. They are able to make a digital content strategy plan based on target group needs and interests analysis. The students know the principles of building organizational webpages and running an online business. They are also able to make use of web analytics tools and techniques.

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 module

Responsible persons:

Leppävaara: Asko Mononen

Tikkurila: ei vielä tiedossa/tarjonnassa

R0293 Integrated Digital Sales and Marketing, 5 cr

The student is able to:

The student is able to

- build presence in internet and social media
- make use of Search Engine Optimization (SEO), Search Engine Marketing (SEM) and website analytics
- build an online advertising campaign
- integrate campaign to sales activities

R0294 Content Marketing, 5 cr

The student is able to:

The student is able to

- explain the consumer trends and their impact on the digital marketing today
- describe the elements of digital customer experience
- prepare a content strategy plan based on target group needs and interest analysis
- create attractive content and engage with customers
- apply the best practices in building organizational webpages

R0295 Building Online Shop, 5 cr

The student is able to:

The student is able to

- build an online shop and integrate it with website
- drive traffic to online shop
- optimize SEO for online shop
- analyze relevant conversions for different online businesses

- support customer's buying process

R0296 Digital Analytics and Consumer Insight, 5 cr

The student is able to:

The student is able to

- recognize the consumer behavior offline and online (per main demographics)
- plan data collection points and methods online
- analyze data (e.g. aggregation, trends, comparison)
- visualize results (e.g. dashboards)
- plan consumer activation methods based on data

R0297 Internet Business Models, 5 cr

The student is able to:

The student is able to

- describe differences between virtual world and physical world
- identify business opportunities in the internet and networks
- apply an understanding of the internet society to build new markets
- combine business and information technology knowledge
- utilize opportunities of digitalization for business

R0298 Building Webpages, 5 cr

The student is able to:

The student is able to

- build a comprehensive website
- create customer-focused content to the website and integrate with social media
- maintain and update a website
- build analytics and SEO capabilities

R068 LOGISTICS AND INTERNATIONAL TRADE , 30 cr

Description:

During the module, the student's knowledge and understanding of demand-based supply chain management and international trade will grow.

After completing the module, the student is able to implement solutions to the supply chain that will meet with customer needs and to assess their profitability impacts. The student knows the special characteristics of service exports and the practices of foreign trade. The student is able to act as a buyer in the international markets and recognise the market potential of products and services. The student is able to build a feasible foreign trade launch plan for a chosen target group.

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: Mervi Saarela

Tikkurila: not offered yet

R0299 Customer-based Supply Chain Management , 10 cr

The student is able to:

The student is able

- to produce added value for his/her customers in e.g. an online store
- to assess the effects of procurements, the supply chain and sales on the profitability of the organisation
- to utilise and draw up instruments and tools for the management of a supply chain
- to take into account different customer relationships and adjust the supply chain's activities so they meet with the customers' needs
- to utilise information on customer needs and demand volumes in procurements
- to take into account the typical characteristics of exports in logistics

R0300 International Purchasing Expertise, 5 cr

The student is able to:

The student is able

- to describe the specificities of international trade (customs, imports)
- to select and assess suppliers
- to work in cooperation with the supplier network
- to negotiate on procurements (tenders, agreements)
- to act in accordance with the purchasing process also in public procurements

R0301 Market Entry, 10 cr

The student is able to:

The student is able to

- evaluate the impact of the changing environment on business operations
- assess preconditions for internationalisation for a company
- search for information to assess market opportunities
- establish a market entry plan
- act situation-oriented in cross-cultural sales negotiations

R0302 Exporting Services, 5 cr

The student is able to:

The student is able to

- identify the role of services in international trade
- define internationalization strategies of services and determinants of success in exporting services
- analyse internationalisation modes of service companies in different sectors

B075 LEARNING LANE: COMPETENCE IN LAW, 0 cr

Description:

Please see the modules below. Please note that not all studies are implemented in English.

B045 COMPETENCE IN PUBLIC LAW, 30 cr

Description:

The core of the competence created in the module consists of identifying the structures of the judicial system and applying them in various work-related situations.

After completing the module, students are able to list the basic principles of the Finnish judicial system. Students can define the fundamentals of both European law and constitutional law and apply the norms of tax law and administrative and municipal law. Students are able to apply the norms of labour law, the collective agreements system and the law on public service. Students are familiar with the fundamentals of judicial procedure and criminal law. In addition, students achieve the level of Swedish language competence required from public servants.

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: Irma Pahlman

B0211 Administrative and Municipal Law, 5 cr

The student is able to:

The student is able to

- understand the hierarchy and significance of the legal sources of administrative law and apply what they have learnt in their decision-making to good governance.
- understand the administrative functions and principles for operational decisions
- apply the topical, gradual and regional division of competency in State administration in their work.
- understand the key content of the Administrative Procedure Act, the Administrative Judicial Procedure Act, as well as the Local Government Act and be able to apply legal norms in practice in working life.
- understand administrative-legal principles and their significance

B0212 Constitutional and EU Law , 10 cr

The student is able to:

The student is able to

- understand the principles of constitutional law, the operations of higher State bodies and decision-making, as well as selection processes
- understand the creation and development of the European Union as well as the content and significance of European law, and be able to apply what they have learnt in their legal decision-making
- take into consideration in their work the Finnish constitutional system as well as the significance of the most important features of human rights treaties
- apply what they have learnt each year in annually changing public law themes (e.g. tax law, public procurement, social rights).

B0214 Criminal Law and Procedural Law , 10 cr

The student is able to:

The student is able to

- understand the basic concepts of criminal and procedural law
- understand the starting points for the system of criminal offences and system of penalties
- work in ancillary activities in the legal area

B0216 Swedish for Legal Expertise , 5 cr

The student is able to:

The student is able to

- understand the key legal vocabulary in Swedish and be able to make use of Swedish-language sources of information
- operate properly in the Swedish language both orally as well as in writing in different legal environments and to attain at least the Common European Framework B-1 skill level.

B046 COMPETENCE IN PRIVATE LAW, 30 cr

Description:

Applying the principles of private law in practical work-related situations is located at the core of the competence produced by the module.

After completing the module, students are able to apply the norms of company law and commercial law in their work. Students are familiar with the basics of family and inheritance law. They are capable of solving situations associated with debt collection and insolvency in their work and are able to critically obtain and apply legal information from reliable sources. Students have a command of English of the level required from individuals working in the 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:

Hyvinkää: Johanna Aalto

B0227 Insolvency Law, 5 cr

The student is able to:

The student is able to

- apply legislation related to recovery and insolvency procedures, and to act in a manner required by their duties for example carrying out work related tasks for enforcement agencies or companies.

B0228 Family and Inheritance Law , 5 cr

The student is able to:

The student is able to

to understand the fundamental principles of family law

to identify the main issues concerning the law

to apply family laws and regulations

B0230 Contract and Law of Obligations, 5 cr

The student is able to:

The student is able to

- understand the concepts and principles of contract law and liability law
- identify the key contractual risks and to prevent problems associated with the contractual system
- draw up the necessary basic contracts needed in business operations
- understand particular issues related to real estate
- assess the consequences for damages and breach of contract

B0231 Labour Law, 5 cr

The student is able to:

The student is able to

- apply key legislation related to labour relations and to anticipate challenging labour law situations
- apply legal norms related to key public service positions, especially the position and rights of public servants
- apply legislation related to the occupational safety and health of employees and officials, pensions and legislation related to privacy protection
- be familiar with the labour and collective bargaining system

B0232 Corporate and Finance Law , 5 cr

The student is able to:

The student is able to

- understand the main concepts and principles of corporate law and to be able to apply these in practical working life.
- apply the corporate legal norms related to partnerships and limited liability companies
- draw up corporate legal documents and company trade register notifications.

B0331 Law as a Research Area, 5 cr

The student is able to:

The student is able

- to critically assess and analyse legal research data
- to apply legal research data to workplace development and elsewhere in practical legal contexts
- to select a suitable approach to carrying out legal research
- to master key features of research at universities of applied sciences and engage in professional development and research in a legal operational environment
- to deepen their competence in a theme that changes yearly

B0229 Recovery and Insolvency Procedures , 5 cr

B076 LEARNING LANE: FINANCE AND FUNDING, 0 cr

Description:

See the modules below. Please note that not all are offered in English.

R063 ACCOUNTING AND FINANCE, 30 cr

Description:

The goal of the module is to give students a more in-depth understanding of financial administration and finance.

After completing the module, the student will be able to complete a company's accounting and draw up the final accounts reports. The student is able to interpret and analyse the company's financial data and utilise it in decision making. The student understands the different functions related to finance and is able to plan the realisation of a company's finance. The student acquires in-depth knowledge on an organisation's financial planning and administration, as well as on how to draw up budgets, costs calculations and investment calculations. The student uses an integrated financial administration data system and utilises the possibilities brought about by digital financial administration.

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

Tikkurila: not in the current offering

R0338 Profit and Loss Accounting, 5 cr

The student is able to:

The student is able

- to compile a company's accounting and official financial statement taking into account the company type
- to apply the norms that regulate the compiling of accounting and financial statements
- to take amortisation into account when drawing up financial statements
- to calculate, record and pay value-added taxes

R0339 Financial Analysis, 5 cr

The student is able to:

The student is able to

- analyze the income statement, balance sheet and cash flow statement
- prepare a cash flow statement
- calculate and analyze financial ratios and use industry benchmarks
- make financial forecasts using different methods
- conduct a corporate analysis

R0340 Financial Analysis, 5 cr

The student is able to:

The student is able to

- analyze the income statement, balance sheet and cash flow statement

- prepare a cash flow statement
- calculate and analyze financial ratios and use industry benchmarks
- make financial forecasts using different methods
- conduct a corporate analysis

R0341 Corporate Financing, 5 cr

The student is able to:

The student is able

- to analyse the financing structure of the company
- to determine the value of the company with various valuation models
- to assess and plan the company's short-term and long-term financing needs
- to measure the connection between the financial profit and risk

R0342 Financial Information Systems, 5 cr

The student is able to:

The student is able

- to use an integrated financial administration information system
- to utilise the possibilities provided by digital financial administration also in communications with stakeholders
- to draw up and interpret financial administration reports
- to use spreadsheet software in a diverse manner in work tasks related to financial administration

R0343 Financial Management, 10 cr

The student is able to:

The student is able

- to draw up design, target and monitoring calculations
- to draw up the company's budgets and utilise these in the company's financial administration
- to draw up cost and price estimates
- to assess the profitability of an investment venture
- to use accounting reports in resolving problems that come up in decision making by management

R0344 Business Control, 10 cr

The student is able to:

The student is able to

- prepare reports for management planning and control purposes
- prepare budgets and forecasts
- calculate the cost of a product or service using traditional cost accounting and activity-based costing
- use different investment criteria in capital budgeting

R064 EXPERT OF FINANCING, 15 cr

Description:

The module focuses on financing activities. After completing the module, the student will understand how the financing markets function and be able to act in the financial sector's tasks globally. The student will learn about the background and impact of current phenomena. The students will acquire in-depth knowledge on the financing processes used by organisations and be able to develop these. The student will be able to act in versatile expert positions in the finance sector. The student will understand financing processes from the perspective of the

company and the 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

Tikkurila: not in the current offering

R0345 Financial and Securities Markets, 5 cr

The student is able to:

The student is able

- to use various investment instruments
- to compare market information from various sources and the interests of its different parties
- to identify different types of investment strategies
- to determine the price of securities
- to explain the connection between the securities' profit and risk
- to use derivatives in investment activities
- to explain the effects of market psychology

R0389 Financial and Securities Markets, 5 cr

The student is able to:

The student is able

- to use various investment instruments
- to compare market information from various sources and the interests of its different parties
- to identify different types of investment strategies
- to determine the price of securities
- to explain the connection between the securities' profit and risk
- to use derivative in investment activities
- to explain the effects of market psychology

R0346 Investment Activities in Practice, 5 cr

The student is able to:

The student is able

- to act on the basis of a chosen investment strategy by managing his/her own portfolio
- to invest also in alternative investment products
- to identify the errors investors make and their behaviour in the markets

R0347 Current Phenomena in the Financial Sector, 5 cr

The student is able to:

The student is able to

- apply insights about the sector's newest trends into different areas of use
- to analyse (or theorise) the backgrounds and impacts of current phenomena
- to draw up a research plan in the finance sector

R0348 Investment and Finance Literature, 5 cr

The student is able to:

The student is able

- to write about the financial sector and its changes
- to critically process the events taking place in the financial sector and investment market

R065 ACCOUNTING, 15 cr

Description:

After completing the module, the student will be able to handle tasks related to payroll and write reports needed by the corporate group for internal and external stakeholders. The student will also be able to plan and calculate the taxable income in various company forms and calculate the taxes that a natural person must pay from their income. The student is able to conduct an audit of a small organisation during the financial period and draw up the documentation related to the audit.

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: Anu Pilli-Sihvola

Tikkurila: not in the current study offering

R0349 Payroll, 5 cr

The student is able to:

The student is able

- to determine and calculate salaries
- to search for the necessary information from legislation, the Finnish Tax Administration and collective agreements
- to take in-kind benefits and reimbursement of costs into account in payroll
- to draw up payroll reports and notifications to authorities

R0350 Consolidated Financial Statements, 5 cr

The student is able to:

The student is able

- to draw up consolidated financial statements
- to read IFRS-based consolidated statements
- to draw up reports needed by the corporate group for internal and external stakeholders

R0351 Taxes, 5 cr

The student is able to:

The student is able

- to calculate the taxes that a natural person will have to pay from their income
- to calculate the taxable income and the amount of taxes paid by different types of companies
- to amortise taxes and understand the connection between financial statements and taxes

R0352 Financial Audit, 5 cr

The student is able to:

The student is able

- to plan the company's internal control, realise measures related to this control and report on it
- to describe the typical characteristics and obligations related to audits, and to act in accordance with these in tasks related to an audit
- to act responsibly in audit and internal control-related processes, and as a producer and user of data

R066 MANAGEMENT ACCOUNTING, 15 cr

Description:

In this module the student will deepen his/her knowledge on current issues in management accounting.

After completing the module the student will be able to develop the budgeting process and understand the behavioral implications of the process. The student will be able to calculate the cost and price of a product or service. The student will learn to set up a discounted cash flow analysis and determine the feasibility of a project. The student will know how different measurement systems and key performance indicators can be used in financial planning.

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: Kaija Koivusalo

R0353 Strategic Management Accounting, 5 cr

The student is able to:

The student is able to

- prepare operational budgets and the master budget and link the budgets to each other
- understand the key issues in strategic budgeting, eg. long-term budgeting, balance sheet, investment planning, growth strategies
- make conclusions on past performance and act respectively in future planning
- understand the behavioral implications of the budgeting process
- use Balanced Scorecard as a planning tool
- set targets for an organization using financial ratios and key performance indicators (KPI)

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R0354 Cost Accounting, 5 cr

The student is able to:

The student is able to

- calculate the cost of a product or service using different cost accounting techniques
- use marginal costing and absorption costing in calculating the cost of a product or service
- use cost accounting information in pricing and decision making
- use activity-based costing to analyze customer profitability

R0355 Capital Budgeting, 5 cr

The student is able to:

The student is able to:

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

R0356 Capital Budgeting, 5 cr

The student is able to:

The student is able to:

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

R067 MANAGEMENT INFORMATION SYSTEMS, 15 cr

Description:

The module covers the foundations to understanding ERP and managerial issues, such as using data effectively in decision-making. The student will be able to understand how to use analytical tools that can be used in decision-making, and he/she will have analytical skills that enable him/her to work with the data, understand it and turn it into intelligence for particular decisional contexts. The student will also be able to integrate business processes and enterprise systems.

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:

R0357 Enterprise Systems, 5 cr

The student is able to:

The student is able to

- use enterprise systems, particularly ERP (Enterprise Resource Planning) systems
- integrate business processes and enterprise systems
- give value to the processes of acquiring, implementing, maintaining and operating

R0358 Tietojärjestelmät toiminnan ohjauksessa, 5 cr

The student is able to:

Opiskelija osaa

- hyödyntää tietojärjestelmiä organisaation liiketoiminnan ohjauksessa
- yhdistää organisaation liiketoimintaprosessit ja tietojärjestelmät

R0404 Business Intelligence, 5 cr

The student is able to:

The student is able to

- understand the connection between the analytical tools that can be used on real data in companies and the decision-making
- use analytical skills to work with the data, to understand it and to turn it into intelligence for particular decisional contexts

V1547 Enterprise Architecture and IT Governance, 5 cr

The student is able to:

The student is able to

- utilize enterprise architecture models and IT Governance best practices as a tool for business and IT management
- describe different areas of enterprise architecture
- describe the importance of enterprise architecture in developing company business management
- choose an appropriate approach to the development of business and IT systems

B077 LEARNING LANE: FACILITY MANAGEMENT, 0 cr

Description:

See the modules below. Please note that not all are offered in English.

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

R0307 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
- apply the understanding of the aspects of hygiene and the environment in the production of facility services
- measure the resources needed for the delivery of a chosen service with the use of IT applications
- calculate service costs

R0308 Property Management, 5 cr**The student is able to:**

The student is able to

- define services needed in properties and identify the actors and stakeholders related to these processes
- manage short-term and long-term planning
- act in various administrative and other service positions in housing and real-estate organizations

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

R0309 Procurement Process, 10 cr

The student is able to:

The student is able to:

- evaluate the implementation of public procurement from different viewpoints
- 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

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

R054 THE USER EXPERIENCE OF WORKPLACE, 15 cr

Description:

The student will get a general picture of planning processes and managing working environment. The student will identify physical, social and virtual factors, which impact to the user experience of different spatial solutions and spatial networks.

After completing the module, the student will be able to apply the perspective of the end user in development projects and the responsibilities and roles of other actors. The student will be able to act in change processes.

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

R0310 New Ways of Working, 10 cr

The student is able to:

The student is able to

- identify the user needs when planning and designing work stations and facilities
- design a workplace concept, which is effective for the company and satisfying for the user
- conduct acquisitions of work stations and facilities together with the customer and end-user
- act in a change process

R0311 Environmental Psychology , 5 cr

The student is able to:

The student is able to:

- identify the social, physical and virtual characteristics of space and their influence on user
- design usable spaces from the perspective of different stakeholders
- apply the principals of environmental psychology in space concepting and spatial design

R055 SMART CITY, 15 cr**Description:**

Module focuses on the real estate business from the perspective of the organization and urban environment. In addition, real estates and facilities are studied from the perspective of the spatial networks and technology between them.

The module introduces the traffic arrangements, the relationships between sites and the significance of the location. Alongside in this module student gets introduced to various smart city applications as well as their ability to develop new areas and facilities. Student is able to apply the principals of regional development to the business and organizational activities.

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

A9526 Developing Smarter Cities, 10 cr**The student is able to:**

The student is able to

- observe the differences between regions economically
- identify the interesting location of real estate on map
- identify the usability of traffic arrangements
- apply the principals of regional development
- develop Smart City -concepts

R0313 Real Estate Management, 5 cr**The student is able to:**

The student is able to

- identify the key factors in property value.
- identify certification systems and model their impact on CREM
- apply attributes of sustainability in real-estate management

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