

LAUREA UNIVERSITY OF APPLIED SCIENCES

Complementary competence (bachelor's studies), Common studies, TOY218SY

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	207
R084	ENTREPRENEURSHIP SKILLS	
R0436	Finding Your Business Idea	5
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R0438	Developing Your Business Idea	5
R076	LANGUAGE SKILLS, COMMUNICATION AND INTERNATIONALISATION	
R077	LANGUAGE SKILLS	
R0170	Preparatory English	3
R0246	Introduction to Professional English	5
R0171	Preparatory Swedish	3
R0247	Lev och må bra (Swedish Language Studies)	
R0248	Kommunikativ svenska (Swedish Language Studies)	5
R0249	Fokus på kundrelationer (Swedish Language Studies)	5
R0250	Nätverka i Norden (Swedish Language Studies)	5
R0251	Introduction to Professional Swedish	5
R0118	Basics of German 1	5
R0119	Basics of German 2	5
R0125	Working German 1	5
R0120	Working German 2	5
R0083	Basics of Spanish 1	5
R0084	Basics of Spanish 2	5
R0096	Working Spanish 1	5
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R0116	Basics of French 1	5
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R0087	Basics of Italian 1	
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R0123	Basics of Russian 1	5
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R0387	Working Russian 1	
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A9383	Viron kielen perusteet	5
R078	LANGUAGE SKILLS	
R0175	Preparatory Studies in English	
R0076	Basics of Spanish	5
R0261	Basics of Swedish	
R0079	Effective Writing in English	5
R0078	Effective Spoken Communication in English	5
R0257	Finnish Culture and Communication for Exchange Students	
R0233	Introduction to Finnish Language and Culture 1	5

R0258	Introduction to Finnish Language and Culture 2	
R0259	Intermediate Finnish	5
R0260	Introduction to Social and Healthcare Finnish	5
V1601	Nursing Documentation	
R0085	Finnish for Working Life	
V1533	Advanced Finnish	5
R079	INTERNATIONAL COMPETENCE	
R0262	International Professional Development	
R0089	Language and Culture Tandem	5
R0263	Go abroad - Multicultural Teamwork and Student Mobility	5
R0077	Developing Intercultural Competences	
R0264	Multicultural Teamwork in the 21st Century	
R0253	International Networking - Travel Project	
R040	EXPERT IN ORGANIZATIONAL COMMUNICATION	
R0254	Communication Tools for Reputation Management	
R0255	Effective Organizational Communication	
A9248	Interaction and Networking Skills	5
A9254	Basics of Digital Image Editing	5
A9436	Basics of Digital Image Editing	5
A9255	Implementing Visual Communication	10
R0256	Consolidate your Communication Skills	5
R075	WELLBEING, STUDY SKILLS AND IMPACTING IN STUDENT UNION	
0398	MANAGEMENT AND WELLBEING SUPPORTING PROFESSIONAL GROWTH	
01571	The Natural Way to Promote Well-being and to Approach Studies	5
01528	Growth in groups	5
01529	Tame Your Performance Anxiety	5
01530	Improving Your Study Skills and Finding Your Strengths	
01531	Ups and Downs in a Relationship	
V0155	Psychodrama Growth Group	
01535	Developing of Stress Coping Skills	5
V1552	Improving Your Study Skills and Finding Your Strengths	
R0223	Stress Tolerance	
R027	GUIDANCE AND EXPERTISE TRAINING	
R0155	International Activities	
R0156	Callidus Tutoring	
01540	Tutoring	5
R025	SOCIAL IMPACTOR	
R026	MANAGEMENT AND LEADERSHIP OF THE FUTURE	
R020	OTHER COMPLEMENTARY COMPETENCES	
R0169	Preparatory Studies in Mathematics	3
01527	Competitive Sport and Working Life Skills	
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R0226	Participation in Voluntary Work	
R0435	Business Culture	
01573	Preparatory Studies in Mathematics	3
		207

R084 ENTREPRENEURSHIP SKILLS, 15 cr

Description:

The aim of the module is that the student is able to evaluate and develop his or her own entrepreneurial qualifications and that s/he creates business ideas, models and plans. The aim is also that he is able to identify entrepreneurial obligations and opportunities in society.

The aim is that student is able to understand the requirements when applying funding from public and private sources and the need of agile development and s/he is able to apply lean start-up model in practice.

The goal is that the student establish and develops a startup company or develops an existing company further. When establishing the business s/he recognizes the challenges in the early stages of entrepreneurship and can make financial calculations and analyze financial and operational information. The student understands the challenges in growth and internationalization and can develop the operations accordingly.

The module consists of 15-30 credits to develop entrepreneurial competences or to develop own business. The module can be extended by integrating training, thesis, generation change, or internationalization courses in the studies.

Learning process:

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

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

Responsible persons:

Otaniemi and Leppävaara: Marjo Ruuti

Hyvinkää: Maija Huhta

Lohja: Riku Riski

R0436 Finding Your Business Idea, 5 cr

The student is able to:

The student is able to:

- develop networking skills and recognize the importance of the essential interest groups to the success of the enterprise
- develop, document, present and analyze business ideas
- build up the team around one's idea and act entrepreneurially as a team member
- utilize various ideation and business development methods
- recognize and analyze customer problems and needs, create value based on understanding of customer needs, validate and develop the business idea together with the customers

R0437 Testing Your Business Idea, 5 cr

The student is able to:

Opiskelija osaa:

- laatia ja kehittää oman ideansa liiketoimintamalliksi
- hyödyntää omaa verkostoaan liiketoimintamallin suunnittelussa

- testata oman liiketoimintamallin toimivuutta asiakkailla
- esitellä ja argumentoida tavoitteellisesti omaa liiketoimintamalliaan ja ansaintalogiikkaa eri sidosryhmille
- luoda asiakaskontakteja ja asiakkuuksia omalle yritykselleen

R0438 Developing Your Business Idea, 5 cr

The student is able to:

The student is able to

- develops the business model further based on recognized needs and gaps

R076 LANGUAGE SKILLS, COMMUNICATION AND INTERNATIONALISATION, 0 cr

Description:

See the modules below. Please note that language studies in English are offered in module R078 and in Finnish in module R077.

R077 LANGUAGE SKILLS, 15 cr

Description:

The aim of the study units in the module is to develop language skills.

Learning process:

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

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

Responsible persons:

Tikkurila: Camilla Kåla

R0170 Preparatory English, 3 cr

The student is able to:

The student

- has a basic command of English grammar
- is able to use study-related and work-related vocabulary
- is able to use various strategies and tools to develop language skills

R0246 Introduction to Professional English, 5 cr

The student is able to:

The student is able to

- give information about his/her background, education and work experience in simple English
- use the professional terminology of his/her field in simple spoken and written communicative situations

R0171 Preparatory Swedish, 3 cr

The student is able to:

The student

- has a basic command of Swedish grammar
- is able to use study-related and work-related vocabulary
- is able to use various strategies and tools to develop language skills

R0247 Lev och må bra (Swedish Language Studies), 5 cr

The student is able to:

The student is able to

- have a discussion and write about matters related to his/her well-being and functional everyday life
- evaluate factors affecting the maintenance and increasing of well-being at work and communicate about them in Swedish
- describe the working life in his/her professional field in the Nordic Countries, particularly from the point of view of well-being at work.

R0248 Kommunikativ svenska (Swedish Language Studies), 5 cr

The student is able to:

The student is able to

- communicate in formal and informal situations
- apply their knowledge of the language and the culture e.g. in projects of their professional field
- explain the education and employment situation of their professional field in one of the Nordic Countries

R0249 Fokus på kundrelationer (Swedish Language Studies), 5 cr

The student is able to:

The student is able to

- communicate in Swedish about topics related to the economy and society orally and in writing
- carry out business and marketing communications tasks in Swedish
- maintain and develop customer relationships in Swedish

R0250 Nätverka i Norden (Swedish Language Studies), 5 cr

The student is able to:

The student is able to

- identify the features of the Nordic working life culture in his/her own professional field
- evaluate his/her field of study from the Nordic perspective
- make summaries and develop his/her professional communication skills both orally and in writing
- -operate in Swedish in an authentic event related to his/her profession

R0251 Introduction to Professional Swedish, 5 cr

The student is able to:

The student is able to

- give information about his/her background, education and work experience in simple Swedish
- use the professional terminology of his/her field in simple spoken and written communicative situations

R0118 Basics of German 1 , 5 cr

The student is able to:

The student is able to:

- learn the basic structures and vocabulary of the language
- communicate in the target language in fairly simple situations
- write simple, targeted messages
- recognise typical cultural characteristics of the areas where the language is spoken

R0119 Basics of German 2 , 5 cr

The student is able to:

The student is able to:

- learn the basic structures and vocabulary of the language
- communicate in the target language in fairly simple situations
- write simple, targeted messages
- recognise typical cultural characteristics of the areas where the language is spoken

R0125 Working German 1 , 5 cr

The student is able to:

The student is able to

- communicate in common workplace situations
- write clear general texts using tools
- recognise typical cultural characteristics of the areas where the language is spoken
- know the main professional vocabulary related to their fields
- use and deepen basic language skills acquired earlier

R0120 Working German 2 , 5 cr

The student is able to:

The student is able to:

- use the terminology of their fields verbally and in writing
- deepen their cultural knowledge, particularly in workplace situations
- make use of various information sources related to the language in their own fields

R0083 Basics of Spanish 1 , 5 cr

The student is able to:

The student is able to:

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

R0084 Basics of Spanish 2 , 5 cr

The student is able to:

The student is able to:

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

R0096 Working Spanish 1 , 5 cr

The student is able to:

The student is able to:

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

R0097 Working Spanish 2 , 5 cr

The student is able to:

The student is able to:

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

R0116 Basics of French 1 , 5 cr

The student is able to:

The student is able to:

- learn the basic structures and vocabulary of the language
- communicate in the target language in fairly simple situations
- write simple, targeted messages
- recognise typical cultural characteristics of the areas where the language is spoken

R0117 Basics of French 2, 5 cr

The student is able to:

The student is able to:

- learn the basic structures and vocabulary of the language
- communicate in the target language in fairly simple situations
- write simple, targeted messages
- recognise typical cultural characteristics of the areas where the language is spoken

R0167 Working French 1, 5 cr

The student is able to:

The student is able to:

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

The student is able to reach the level B1 of the Common European Framework of Reference.

Previous studies:

The requirement is that the student has completed studies in French at a high school or a university and has reached at least the level A2 of the Common European Framework of Reference.

R0281 Working French 2, 5 cr

The student is able to:

The student is able to

- use the terminology of their fields verbally and in writing
- deepen their cultural knowledge, particularly in workplace situations
- make use of various information sources related to the language in their own fields

R0087 Basics of Italian 1 , 5 cr

The student is able to:

The student is able to:

- learn the basic structures and vocabulary of the language
- communicate in the target language in fairly simple situations
- write simple, targeted messages
- recognise typical cultural characteristics of the areas where the language is spoken

R0088 Basics of Italian 2, 5 cr

The student is able to:

The student is able to:

- learn the basic structures and vocabulary of the language
- communicate in the target language in fairly simple situations
- write simple, targeted messages
- recognise typical cultural characteristics of the areas where the language is spoken

R0123 Basics of Russian 1 , 5 cr

The student is able to:

The student is able to:

- learn the basic structures and vocabulary of the language
- communicate in the target language in fairly simple situations
- write simple, targeted messages
- recognise typical cultural characteristics of the areas where the language is spoken

R0124 Basics of Russian 2 , 5 cr

The student is able to:

The student is able to:

- learn the basic structures and vocabulary of the language
- communicate in the target language in fairly simple situations
- write simple, targeted messages
- recognise typical cultural characteristics of the areas where the language is spoken

R0387 Working Russian 1 , 5 cr

The student is able to:

The student is able to:

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

The student is able to reach the level B1 of the Common European Framework of Reference.

Opiskelija saavuttaa eurooppalaisen viitekehysten taitotason B1.

R0122 Working Russian 2 , 5 cr

The student is able to:

The student is able to:

- use the terminology of their fields verbally and in writing
- deepen their cultural knowledge, particularly in workplace situations
- make use of various information sources related to the language in their own fields

A9383 Viron kielen perusteet, 5 cr

The student is able to:

Opintojakson suoritettuaan opiskelija osaa

- viron kielen perusteet: tervehdyksiä, perussanastoa, kielioppia
- viestiä kohdekielellä yksinkertaisissa tilanteissa
- kirjoittaa yksinkertaisia ja ohjattuja viestejä

- tunnistaa kielialueen kulttuurille tyypillisiä piirteitä.

Contents of the study unit:

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

R078 LANGUAGE SKILLS, 15 cr**Description:**

The studies in the module aim to develop language skills.

Learning process:

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

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

Responsible persons:

Tikkurila: Camilla Kåla

R0175 Preparatory Studies in English, 3 cr**The student is able to:**

The student is able to:

- participate effectively in English language tuition
- write coherent and grammatically correct English in the appropriate register
- present clearly and logically
- interact confidently

R0076 Basics of Spanish, 5 cr**The student is able to:**

The student is able to:

- understand the basic structures and vocabulary of Spanish
- communicate in simple situations of everyday life
- write simple texts
- understand the main points in messages and in Spanish speech spoken at a normal speed about familiar subjects

R0261 Basics of Swedish, 5 cr**The student is able to:**

The student is able to

- understand the basic structures and vocabulary of Swedish
- communicate in simple situations of everyday life
- write simple texts

- understand the main points in messages and in Swedish speech spoken at a normal speed about familiar subjects
- reach the target level of A1.1 in the Common European Framework of Reference for Languages

R0079 Effective Writing in English, 5 cr

The student is able to:

The student is able to:

- develop writing skills in general and academic contexts, including essays, summaries and reports
- write more accurately and with an awareness of the correct style and layout
- avoid plagiarism by paraphrasing and using sources in the appropriate manner
- diagnose and remedy personal weaknesses in writing ability

R0078 Effective Spoken Communication in English, 5 cr

The student is able to:

The student is able to:

- deliver effective presentations and speeches in academic and general situations
- interact smoothly and take an active part in discussions and conversations
- understand the significance of nonverbal communication
- speak with improved pronunciation and a richer vocabulary

R0257 Finnish Culture and Communication for Exchange Students, 5 cr

The student is able to:

The student is able to

- obtain an understanding of Finnish culture
- recognize the special characteristics of Finnish communication
- have knowledge in basic Finnish vocabulary and expressions

R0233 Introduction to Finnish Language and Culture 1, 5 cr

The student is able to:

The student is able to:

- speak and understand Finnish in very basic and familiar everyday situations
- find information in very short texts and write simple messages
- use some of the basic grammar structures
- become familiar with Finnish cultural manners and customs
- reach the target level of A1.1 in the Common European Framework of Reference for Languages

Study unit description:

The study unit is for those whose language of education and mother tongue are other than Finnish and Swedish and who have not studied Finnish before.

R0258 Introduction to Finnish Language and Culture 2, 5 cr

The student is able to:

The student is able to

- speak and understand Finnish in basic and familiar everyday situations
- understand and write very short and simple texts
- use basic grammar structures
- become familiar with Finnish cultural manners and customs
- reach the target level A1.2 in the Common European Framework of Reference for Languages

R0259 Intermediate Finnish, 5 cr**The student is able to:**

The student is able to

- interact in various social situations
- develop her/his Finnish skills independently
- understand Finnish lifestyle and Finns more deeply
- use most frequent grammar structures to convey her/his message in spite of possible mistakes
- reach the target level A1.3-A2.1 in the Common European Framework of Reference for Languages

R0260 Introduction to Social and Healthcare Finnish, 5 cr**The student is able to:**

The student is able to

- communicate both orally and literally in frequent situations in professional field
- further develop skills and understanding of communication culture in Finland
- retrieve information and vocabulary of Social Services and Healthcare using Finnish sources

V1601 Nursing Documentation, 5 cr**The student is able to:**

The student is able to

- communicate both orally and literally in various situations of nursing in Finnish
- develop skills and understanding of professional instructions, documentation and multi-disciplinary interaction
- use relevant information of nursing practises and producing structured professional documents

R0085 Finnish for Working Life, 5 cr**The student is able to:**

The student is able to:

- write a CV in Finnish
- apply for a job
- be interviewed for a job
- present his/her workplace
- write work-related emails
- understand and use general work vocabulary

V1533 Advanced Finnish, 5 cr**The student is able to:**

The student is able to

- understand extended speech provided the topic is reasonably familiar
- interact with a degree of fluency and spontaneity
- take an active part in discussion in familiar contents
- read articles and reports about contemporary problems
- present a clear, detailed description on a wide range of subjects related to a field of expertise
- write a clear, detailed text on a wide range of subjects related to a field of expertise

R079 INTERNATIONAL COMPETENCE, 15 cr

Description:

After completing the module the student has developed his/her ability to work in multicultural working environments.

Learning process:

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

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

Responsible persons:

Tikkurila: Camilla Kåla

R0262 International Professional Development, 5 cr

The student is able to:

The student is able to:

- understand his/her future profession from a global perspective
- follow topical international development in his/her field
- recognize European/ global trends in their field

R0089 Language and Culture Tandem, 5 cr

The student is able to:

The Student is able to

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

R0263 Go abroad - Multicultural Teamwork and Student Mobility, 5 cr

The student is able to:

The student is able to:

- arrange practicalities related to studies/traineeship abroad
- understand different dynamics in multicultural teamwork
- recognise international competences and develop them further

R0077 Developing Intercultural Competences, 5 cr

The student is able to:

The student is able to:

- understand and interpret meanings of different cultural behaviors and phenomena
- apply cross-cultural knowledge to improve intercultural encounters
- work effectively in multicultural teams and work environments
- resolve intercultural conflicts in a professional manner

R0264 Multicultural Teamwork in the 21st Century, 5 cr

The student is able to:

The student is able to:

- recognize and reflect on features of his/her own cultural values, assumptions and culturally specific behaviour
- apply mental management strategies to enrich multicultural teamwork
- develop his/her own communication strategies for multicultural encounters

R0253 International Networking - Travel Project, 5 cr

The student is able to:

The student is able to

- function in an international working environment
- create international contacts and communicate in speech and in writing in a second language
- manage the practical arrangements for travel projects in a second language before, during and after the travel
- recognize cultural differences and take these into consideration
- evaluate and develop intercultural competences and second language skills

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

A9436 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

R075 WELLBEING, STUDY SKILLS AND IMPACTING IN STUDENT UNION, 0 cr

Description:

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

0398 MANAGEMENT AND WELLBEING SUPPORTING PROFESSIONAL GROWTH, 30 cr

Description:

The core skill learnt in this module is the development of the individual's skills to support learning and well-being. The skills developed in the module help to improve learners' capacity for lifelong learning.

On completion of the module, students see evidence of improved self-knowledge and have the skills needed for self-management and self-development. They have the knowledge and skill needed to determine their own well-being.

Responsible persons:

Pirjo Nieminen

01571 The Natural Way to Promote Well-being and to Approach Studies, 5 cr

The student is able to:

Students are able

- to identify the natural environment's rejuvenating effects and its capacity for enhancing well-being
- to make use of practical, natural methods to help them strengthen their well-being and capacity for study

01528 Growth in groups, 5 cr

The student is able to:

- Students learn to find ways to prevent stress, burnout and depression.

Students learn to notice the link between feelings, thoughts and moods.

Contents of the study unit:

- Hyvä arki, toiminta ja ajankäyttö
- Hyvinvointi, stressi ja ongelmanratkaisu
- Tunteiden ja ajatusten tunnistaminen
- Itsetunto ja ajatusten muuttaminen
- Sosiaaliset suhteet ja taidot
- Hyvä arki ja elämä - ole oman elämäsi tähti

01529 Tame Your Performance Anxiety, 5 cr

The student is able to:

Students are able

- to identify and analyse their performance anxiety
- to use their self-knowledge when reflecting on the causes of their performance anxiety
- to find ways to manage their performance anxiety and boost their confidence
- perform more confidently

Contents of the study unit:

- orientaatiotehtävä aiheeseen
- esiintymisjännitys
- esiintymisjännityksen ilmenemismuodot
- kokemukset esiintymisjännityksestä
- selviytymiskeinoja esiintymisjännitykseen
- esiintymistilanteiden harjoittelu

01530 Improving Your Study Skills and Finding Your Strengths, 5 cr

The student is able to:

- The aim is to increase motivation to study.
- This involves examination of students' own study habits and their development.
- The objective is for students to learn to recognise their own ways of learning, be able to assess their own learning and studies, and learn to identify barriers to, and the resources available for, their studies

Contents of the study unit:

- laatia tavoitteita ja aikatauluja opiskeluunsa
- hyödyntää erilaisia oppimistekniikoita opiskelussaan
- tarkastella omaa opiskelumotivaatiotansa ja parantaa sitä
- käyttää omia voimavarojaan ja tunnistaa stressin varoitusmerkkejä
- havainnoida tunteiden, asenteiden ja ilmapiirin vaikutusta opiskeluunsa
- tarkastella itseään oppijana
- suunnitella ja jäsentää omaan elämäänsä kokonaisuutena tasapainoisemmaksi

01531 Ups and Downs in a Relationship, 5 cr

The student is able to:

Students are able both to develop their professionalism in relationships and their relationship skills. Those who achieve a pass in the course

- are aware of the key issues that relate to starting, maintaining and terminating relationships and the relevant solutions.
- are able to apply the theory, practice exercises, face-to-face instruction, and assignments covered during the course, as well as the discussions connected with these, in their own relationships and professional work.

Contents of the study unit:

Omien taustojen merkitys parisuhteelle, parisuhteen vaiheet, roolimallit, tunteiden tunnistaminen, ristiriitojen käsittely, pariviestintä, yksinäisyyden ja kumppaniin kohdistuvien toiveiden käsittely, seksuaalisuus sekä pettymysten ja eron selvittelykeinot.

Etukäteis- ja välitehtävissä käytettävä kirjallinen materiaali:

Pruuki, Timoria & Väättäinen: Pari suhteessa. Tunne itsesi, uskalla rakastaa (Otava, Keuruu 2013).

Luukkala, Jouni: Kukoistava parisuhde - parisuhteen psykologia (Duodecim 2015)

Kallio, Maaret & Kontula, Osmo: Happy End - Seksuaalisesti vireät pitkät parisuhteet (WSOY 2015)
Ammatilliseen reflektointiin käytetään materiaaleja mm. osoitteessa
<http://www.city.fi/blogit/suhdeklินิกka>

V0155 Psychodrama Growth Group, 5 cr

The student is able to:

Students are able

- to identify and control the factors that affect well-being, functional ability and self-knowledge
- find ways to strengthen professional growth and identity
- to find ways to strengthen professional growth and identity in the group and recognise their approach to interaction and roles within the group
- to understand the basics of the psychodrama method and the principles underlying the work

01535 Developing of Stress Coping Skills, 5 cr

The student is able to:

Students are able to

- identify the different factors that cause stress
- use their own self-knowledge when reflecting on the causes of stress
- assess their own solutions for stress management
- employ various stress management techniques and remedies
- develop theoretical knowledge and skills in the area of stress management

Contents of the study unit:

- rentoutumis ja mindfulness – harjoituksia
- eri stressitekijöiden ja -tilanteiden tarkastelua
- stressin vaikutukset kehossa ja mielessä
- stressiä lieventävien keinojen kartoittaminen ja löytäminen
- ratkaisu- ja voimavarakeskeisten harjoitusten tekeminen

V1552 Improving Your Study Skills and Finding Your Strengths, 5 cr

The student is able to:

The student is able to

- improve his/her study motivation and time management
- recognize his/her learning styles and methods
- reflect on how to improve his/her studying skills and methods
- recognize his/her strengths and positive attitude
- minimize barriers in the study success

R0223 Stress Tolerance, 5 cr

The student is able to:

The student is able to

- recognize his/her stress factors
- improve his/her stress management skills
- improve his/her skills in carrying out studies and graduate in time
- manage his/her thesis angst and minimize barriers

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

R0155 International Activities, 5 cr

The student is able to:

The student is able to

- take into account the special characteristics of international activities
- form international networks
- act in an international environment with people from different cultures

R0156 Callidus Tutoring, 5 cr

The student is able to:

The student is able to

- provide guidance to other students in their areas of strength
- encourage and motivate the students they provide guidance to
- develop their own interaction skills

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](https://www.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

R025 SOCIAL IMPACTOR, 15 cr

Description:

The Social Impactor module is part of the core competence of all students while actively taking part in student union activities. Students acquire a command of the module's areas of expertise while e.g. organising events, taking part in student union activities on campus and taking part in the active development of the student union's

communications in networks and social media.

The focus of the module is in improving the student's knowledge and skill base, which support acting as an influencer in different situations and operative levels. Completing the module demonstrates the student's ability to carry initiatives onward and to act as an influencer and with responsibility in different operating environments.

The student will be able to:

Personal development

After completing this module the student

- is able to distinguish between a strategic and operative approach
- understands the effects of laws and other provisions that regulate activities
- is able to delegate assignments and monitor the progress
- has a command of time management
- is able to assess the strengths of his/her actions and expertise and the areas which need to be developed
- has a command of different digital tools
- is able to work in a collaborative manner within different electronic platforms

Event management

After completing this module the student

- is able to organise events and functions
- is able to draw up an overall approach and realise this
- is able to draw up a safety plan
- has a command of budgeting and human resources
- is able to coordinate and realise marketing for an event
- is able to manage quickly shifting situations and react to these

Customer service competence

After completing this module the student

- has an understanding of what fantastic customer service is
- has an understanding of different types of people
- wants to act in a constructive manner that promotes community

Stakeholder work

After completing this module the student

- is able to interact with stakeholders in the course of his/her work
- understands the significance of different types of networks

Communication, interaction and decision-making

After completing this module the student

- is able to organise an efficient meeting and make it happen successfully
- is able to advocate activities and business through communication
- understands the requirements of a constructive and open communication culture
- is able to report on his/her own work in an agreed upon manner
- pays attention to changes and is able to react to these when necessary

Working of the Board of Directors

After completing this module the student

- takes part in advocacy work
- realises business cooperation

- understands the significance of having a competence in management
- is adept at project management and working as a member of a project team
- has an understanding of strategic planning

Learning process:

Competence as defined in this module can be developed by, for example, taking part in organising student union activities. The working language can be either Finnish or English. Competence is recognised as described above with a portfolio and it will be recorded as a project. The scope will be agreed on a case by case basis.

Responsible persons:

Teija Laamanen

R026 MANAGEMENT AND LEADERSHIP OF THE FUTURE, 15 cr

Description:

The Management and Leadership of the Future module focuses on development of management competence and leadership in practice.

Completing the module demonstrates the student's ability to act in a management role over both issues and people. The student will be able to use his/her management skills to contribute to an organisation's goals and to implement appropriate management communication. In management she/he will be able to make use of expertise related to quality work, safety evaluation and HR management.

The student will be able to:

Command of self-leadership

After completing this module the student

- is able to act as a motivator and organiser
- has a clear understanding of him/herself and is able to head and manage his/her own work
- is able to develop him/herself and his/her expertise throughout his/her work
- is able to act as an example to other actors
- participate in the mentoring programme

Strategic management

After completing this module the student

- act as a responsible leader
- is able to build an organisation's vision
- is able to follow the news cycle and trends related to his/her work and to react to these when necessary
- is prepared for fast changes and is able to react to these
- understands the strategic results and consequences of his/her actions
- is able to set targets and measure the results of his/her work

Personnel management

After completing this module the student

- understands his/her responsibility as a leader (when necessary)
- is able to head a team and produce results
- is able to motivate, encourage and support his/her team
- knows how to work in challenging situations that require interaction

Safety and quality management

After completing this module the student

- has a command of quality assurance principles

- acts in positions where safety is promoted
- understands responsibilities related to personal data and confidentiality

Communication and influencing society

After completing this module the student

- takes part in proactive advocacy work
- knows how to communicate effectively in advocacy work
- knows how to work in different communication forums

Learning process:

Competence as defined in this module can be developed by, for example, taking part in organising student union activities. Students acquire a command of the module's areas of expertise while e.g. acting as chair of the student union or as head of a large project entity or association. The working language can be either Finnish or English. Competence is recognised as described above with a portfolio and it will be recorded as a project. The scope will be agreed on a case by case basis.

Responsible persons:

Teija Laamanen

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

R0169 Preparatory Studies in Mathematics, 3 cr

The student is able to:

The student is able to

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

01527 Competitive Sport and Working Life Skills, 5 cr

The student is able to:

The student is able

- to understand the significance of competitive sports in professional growth
- to set objectives and commit to these
- to identify the skills gained from competitive sport
- to understand and identify the importance of working life skills
- to utilise skills gained in competitive sport
- to identify the strengths and development areas in their own working life skills

Previous studies:

Kilpaurheilutausta

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.

R0226 Participation in Voluntary Work, 0 cr

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 /societal themes. The competence is acknowledged as part of the other studies.

R0435 Business Culture, 5 cr

The student is able to:

The student is able to

- understand business culture and work ethics widely
- identify the core competences needed in work life now and in the future
- relate those skills to his/her professional interest area
- understand the importance of networking and international perspective as crucial factors for personal and professional development

01573 Preparatory Studies in Mathematics, 3 cr

The student is able to:

The student is able to

- demonstrate the basic skills of mathematical applications required by his / her field of study