BACHELORS DEGREE IN BUSINESS ADMINISTRATION

BUSINESS ADMINISTRATION DEGREE PROGRAMME
BUSINESS INFORMATION TECHNOLOGY DEGREE PROGRAMME

Head of School: Heli Itkonen, Päivi Auno, official substitute Head of School until 31.12.2011

Study Secretary: Merja Suutari

Head of Degree Programmes:

Hannele Siipola, Business Administration Degree Programme

Tarja Karjalainen, Business Information Technology Degree Programme

The Bachelors qualification in Business Administration prepares undergraduates for professional careers in business administration and economics and business information technology managerial or expert posts and as independent entrepreneurs. The international degree programme (delivered in English, Degree Programme in International Business) focuses on internationality and cooperation with commerce and industry.

Graduating students will be awarded a Bachelor's Degree in Business Administration. There are 100 study places available in this school, 60 in the Business Information Technology Degree Programme, and 40 in the Business Administration Degree Programme. The Degree qualification is worth 210 credits and takes 3.5 years to complete.

THE DEGREE PROGRAMMES

GENERAL OBJECTIVES OF THE DEGREE PROGRAMMES

The aim of the **degree programmes** is to ensure that students gain high-level, comprehensive knowledge of their own chosen professional field and the ability to apply such knowledge in real life. The degree programme also ensures that students will be able to understand how business, trade and industry is regulated by law and how business relies on and affects other networks, organizations, and society as a whole and how society relies on business.

Bachelor of Business Administration language studies

During this degree programme Swedish studies are compulsory and the following language studies must be completed:

* According to major in the Business Administration degree programme

- Marketing and advertising

- Business administration and law

at least 2 languages	21 cr

* Business Information Technology

at least 2 languages 17 cr

BUSINESS INFORMATION TECHNOLOGY DEGREE PROGRAMME 210 CR

The Information Systems competence area at Kajaani University of Applied Sciences includes the degree programmes in Business Information Technology (Bachelor of Business Administration, UAS) and Information Technology (Bachelor of Engineering, UAS), which belong in turn to the CEMIS competence centre. One of the centre's aims is to increase the competitiveness, attraction, quality and influence of educational, research and development activities. There are similarities between the teaching content of Information technology and Business Information Technology which will be delivered in the form of common studies for both degree programmes. The skills and knowledge that correspond to the learning objectives of the degree programme include the following competences:

Business Information Technology degree specific competences

Information systems competence, with the aim that the business administration graduates:

- will understand information systems and their production, acquisition methods and commissioning as a whole as well as the principles of information management from a development point of view
- will be able to define, plan and debug software, databases and user interfaces bearing in mind data security
- will be proficient in programming
- will be able to report on and interpret documents for the purposes of maintaining software
- Will be able to plan and implement training

ICT infrastructure competence, with the aim that the business administration graduates:

- will understand the importance and operating principles of different components (hardware and software components) of an information network
- will be able to exploit information networks and their different components to create solutions
- will be able to construct and maintain basic network solutions
- will take data security into account in an organisation's ICT infrastructure solutions

ICT project competence, with the aim that the business administration graduates:

- will understand the nature of ICT projects and the overall role of project based activities within an organisation
- will understand the importance of a systematic approach to project work and will be able to participate responsibly in ICT projects
- will be able to use and supply ICT project planning and management methods
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- will be able to identify and be prepared for risks involved in ICT project activities

Business competence, with the aim that the business administration graduates:

- Will understand central business processes and operations

- Will understand the significance of IT as part of an organisation's activities and its role in developing operations
- Will know how to develop business processes and to use it to support development solutions
- Will understand the significance of contracts, offers, licenses and copyright in their own work
- Will know how to serve customers

Specialised ICT competence, with the aim that the business administration graduates:

- will be able to apply acquired knowledge and skills to a specific area of ICT and to analyse, evaluate and develop operations in this area

The progression of professional development during the degree programme is described below:

1st yr: IT competence

Business information technology students will be competent computer users with the ability to use computers for their everyday work. They will understand and be proficient in basic business concepts and be able to communicate and operate in groups.

2nd yr: IT professionals

Students will gain the professional skills and knowledge needed in their own specialist field. Students can complete major studies in either systems maintenance or game design. Students will be able to utilise acquired teamwork skills in their professional studies.

3rd yr: IT applicator

Students will develop expertise in their own major field, using different information retrieval methods and they will also be able to work as part of a team and to train others.

4th yr: IT specialist

Students will be able to apply their acquired professional skills and knowledge in practice. They will also be able to produce a small-scale research and development project.

COMMON BASIC STUDIES	**34 cr**
Basic Competence in Information Systems	19 cr
Communication and Interaction Competence I	15 cr
BASIC PROFESSIONAL BUSINESS ICT COMPETENCE	**31 cr**
Basic Systems Maintenance Competence	31 cr
or	
Basic Game Design Competence	31 cr
or	
Basic Game Engine Programming Competence	31 cr
COMMON PROFESSIONAL STUDIES	**31 cr**
Communication and Interaction Competence II	12 cr
Business competence	6 cr
Business ICT Methodological Competence	13 cr

ADVANCED BUSINESS ICT COMPETENCE	**54 cr**
Business Competence	12 cr
Advanced Systems Maintenance	42 cr
or	
Game Design Methodological Competence	12 cr
Game Business and Production Competence or	42 cr
Game Design Competence or	
Game graphics Competence or	
Game Programming Competence or	
Game Engine Programming Competence	

COMMON FREE-CHOICE STUDIES	**15 cr**

PRACTICAL TRAINING

5-month practical training period in Finland or abroad	30 cr
THESIS	15 cr

Students will be selected for the Systems Maintenance or Game Production major based on their academic record, aims and desires during the first autumn of their studies.

DATA CENTER SOLUTIONS (PREV. Systems Maintenace)

The Systems Management major focuses on hardware and the installation and management of user systems, and the functioning and maintenance of information networks and servers. Students majoring in Systems Management will be qualified to work as systems experts, operational managers or instructors.

GAME PRODUCTION

Students can select a major from amongst the Game Production specialised study modules listed as follows: Game Business and Production, Game Design, Game Graphics or Game Programming or Game Engine Programming. Students will also gain knowledge of and competence in traditional programming via the game and game engine programming modules. Graduates in this major will be able to work as software designers, game programmers, programmers or instructors.

BUSINESS INFORMATION TECHNOLOGY MODULES

COMMON BASIC STUDIES	**34 CR**
Basic Information Systems Competence	19 cr
Introduction to ICT	3 cr
Introduction to Information Networks	4 cr
Data Security of an Organisation	3 cr
Introduction to Programming 3 cr	
Algebra	3 cr
Object-oriented Programming	3 cr
Communication and Interaction Competence I	**15 cr**
Communication and Presentation Skills	3 cr
Basics of ICT English	3 cr
Basics of Business English	2 cr
Personal Development Programme	3 cr
Business Communication	4 cr

COMMON PROFESSIONAL STUDIES	**31 cr**
Communication and Interaction Competence II	**12 cr**
ICT English I	3 cr
Meetings and Negotiations	3 cr
Svenska i affärslivet	3 cr
ICT English II	3 cr
Business Competence	**6 cr**
Project Work	3 cr
Business Planning	3 cr
Business ICT Methodological Competence	**13 cr**
Introduction to Databases	3 cr
Topical Seminar	3cr
Instructor Training	3 cr
Research and Academic Writing	3 cr
BASIC PROFESSIONAL BUSINESS ICT COMPETENCE	**31 cr**
Data Centre Solutions (prev. Systems Maintenance	
Basic Systems Maintenance Competence	**31 cr**
Windows	4 cr
Linux	4 cr
Discrete Mathematics	3 cr
Introduction to Virtualisation	3 cr
Introduction to Systems Maintenance	3 cr
User Support	4 cr
Energy Efficiency of the IT Environment	4 cr
Technical Data Security	4 cr
Database Server Maintenance	3 cr
or	
GAME PRODUCTION	
Game Design Methodological Competence	**12 cr**
Game Development Process and Version Management	3 cr
WWW and Internet	3 cr
Testing and Test Planning	3 cr
Spel Svenska	3 cr
Game Business and Production Competence	**42 cr**
Leadership	3 cr
Concept Planning and Art	3 cr
Rapid Prototyping	3 cr
Marketing Video Production	3 cr
Pre-production Planning	3 cr
Scripting	3 cr
Introduction to Script Writing	5 cr
Continuation Course in Game Production	4 cr
Business Models and Financing in the Game Industry	3 cr
Legal Issues and IP	3 cr
Localization	3 cr
Selling and Sales Management	3 cr
Management Accounting	3 cr

Game Design Competence	**42 cr**
Introduction to Script Writing	5 cr
Concept Planning and Art	3 cr
Rapid Prototyping	3 cr
Marketing Video Production	3 cr
Pre-production Planning	3 cr
Scripting	3 cr
Level Planning	6 cr
Art Direction	3 cr
Continuation Course in Game Production	4 cr
Business Models and Financing in the Game Industry	3 cr
Legal Issues and IP	3 cr
Localization	3 cr
Game Graphics Competence	**42 cr**
2 D/ 3 D Character Design	5 cr
Concept Planning and Art	3 cr
Rapid Prototyping	3 cr
Marketing Video Production	3 cr
Pre-production Planning	3 cr
Scripting	3 cr
Level Planning	6 cr
Art Direction	3 cr
Animation	4 cr
Texturing and Graphics I	3 cr
Texturing and Graphics II	3 cr
Advanced 2D Techniques	3 cr
Game Programming and Game Engine Programming Competence	**42 cr**
C++ Programming	3 cr
Physics I	3 cr
C++ Continuation Course	3 cr
Game Programming I	5 cr
Programming Mobile Games	3 cr
Mathematics for Game Programmers	5 cr
Data Structures and Algorithms	3 cr
Game Programming II	5 cr
Game Artificial Intelligence	5 cr
Animation Programming	3 cr
Web Game Programming	4 cr
FREE CHOICE STUDIES	**15 cr**
PRACTICAL TRAINING	**30 cr**
THESIS	**15 cr**

COURSE DESCRIPTIONS FOR THE DEGREE PROGRAMME IN BUSINESS INFORMATION TECHNOLOGY

BASIC STUDIES FOR ALL 34 cr

(KTPT6Z) BASIC INFORMATION SYSTEMS COMPETENCE 19 cr

(KTPT027) Introduction to Data Processing

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will be proficient in the basics of IT and data security, possessing the ability to use the school computers and peripheral devices and the usual tools programmes for study related tasks.

Contents: Basics of IT
The school information system
Directory structure
Information security
Word processing
Presentation graphics
Spreadsheet calculation
Health and working environment

Learning Methods: Lectures and online studies

Assessment Methods: Exam and assignments in web-based learning environment

Bibliography: To be announced

(KTPT023) Introduction to Programming

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will possess basic know-how concerning computer programming and programming technology.

Contents: Programming and computer programme planning. Basics of C# language and the VisualSudio programming environment.

Learning Methods: Blended learning: lectures, supervised and independent exercises

Assessment Methods: Exam and assignment

Bibliography: To be announced

(KTPT024) Introduction to Information Networks

Credits: 4 cr Timing: 1st yr

Learning Objectives: Students will understand the basic concepts of networks, particularly local networks.

Contents: Basic concepts of information networks
Basics of local networks
TCP/IP network basics

Learning Methods: Lectures and exercises

Assessment Methods: Assignment and exam

Bibliography: To be announced

(KTPT025) Algebra

Credits: 3 cr Timing: 1st yr

Learning Objectives: To partly review and add to high school and vocational college mathematics, with the adoption of disciplined and determined working methods and to develop interaction skills.

Contents: Groups of numbers and calculations
Mathematical expressions and functions
Equations and equation groups
Exponential function and logarithms
Introduction to a mathematics programme

Learning Methods: Lectures and exercises. Individual and group work

Assessment Methods: To be announced

Bibliography: Majaniemi, A., Algebra I
Majaniemi, A., Algebra II
Henttonen, J., Peltomäki, J., Uusitalo, S., Tekniikan matematiikka 1

(KTPT012) Data Security in Organisations

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will gain knowledge of current questions pertinent to an organisation's data security and will know how to find data security and risk management solutions for an organisation.

Contents: Data security points of departure and concepts
Targets of data security
Data security legislation
Data security planning
Risk analysis and management
Leadership and developing leadership

Learning Methods: Lectures, assignments

Assessment Methods: Exam

Bibliography: Hakala M., Vainio M., Vuorinen O.,Tietoturvallisuuden käsikirja, Vahti 1/2001, Valtion viranomaisen tietoturvallisuustyön yleisohje,
Handouts

(KTPT026) Object Oriented Programming

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will understand the basic concepts of object-oriented programming and know how to apply them in software planning and implementation.

Previous Learning: Introduction to programming

Contents: Basics of object-oriented programming, classes and objects, inheritance and class diagrams.

Learning Methods: Lectures and exercises

Assessment Methods: Exam and assignment

Bibliography: To be announced

(KTPV5Z) COMMUNICATION AND INTERACTION COMPETENCE 15 cr

(KTPM004) Personal Development Programme

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: Students will get to know Kajaani University of Applied Sciences, the field of data processing and how to use student services. They will also know the content and teaching methods of their selected degree programme. The course also covers study planning, self-assessment and provides the tools for monitoring professional development.

Contents: Bootcamp
Studying at a university of applied sciences
Study skills and environment
Students services
Grouping
Study planning
Becoming an expert in your field
The bridge to working life

Learning Methods: lectures, group work, online learning, planning and personal progress sessions

Assessment Methods: Participation and accomplishment of all tasks set

Bibliography: Study Guide, online material

(KTPV004) Communication and Public Speaking Skills

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will gain the confidence to perform in front of a group and to express themselves clearly and cohesively in writing and orally.

Contents: Introduction to communication and the different areas of human communication.
The structure and implementation of an oral presentation, stage fright
Use of voice, body language
Preparing for an academic presentation, giving examples and illustrating your points

Learning Methods: Small group teaching

Assessment Methods: Book exam, participation in group work, assignments, exercises and assignments

Bibliography: Andersson, Kylänpää: Käytännön puheviestintä
Husu,Tarkoma,Vuorijärvi: Ammattisuomen käsikirja

(KTPV012) English/Basics of ICT English

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will be proficient in the main areas of ADP terminology and be able to use this vocabulary when speaking and writing.

Previous Learning: Proficiency test and Build up Your English course if required

Contents: Main ADP topic areas and their vocabularies
Reading and listening comprehension exercises
Main grammar structures of professional English
Spoken tasks

Learning Methods: Group work

Assessment Methods: Continual assessment. Spoken presentations. Written assignments and exam.

Bibliography: Study handouts

(KTPV013) Business Communication

Credits: 4 cr Timing: 1st yr

Learning Objectives: Students will be familiar with the basics of communication, being able to express themselves clearly and in a goal-oriented manner in writing for the purposes of business and administration communication situations.

Contents: Editing and language for writing
Basics of communication
Features of a good document
Faultless business communication
Business letters for problematic situations
Administrative communication: certificates, reports, summaries and job application documents
portfolio

Learning Methods: Contact teaching in small groups

Assessment Methods: Exam based on the literature, participation in classwork, spoken and written exercises and assignments

Bibliography: Repo-Nuutinen: Viestintätaito
Kortetjärvi-Nurmi,Kuronen, Ollikainen: Yrityksen viestintä
Kylänpää & Piirainen: Liike-elämän kirjallinen viestintä

(KTPV014) English/Basics of Business English

Credits: 2 cr Timing: 2nd yr

Learning Objectives: The student can describe education and the educational system in Finland and tell about work and workplace as well as about entrepreneurship and the operational environment of a company as part of society.

Contents: Education, Finnish educational system. Motivation and work, job descriptions, departments and people in a company. Operational environment of a company, company forms,changes in operation,graphs and charts, financial plan. Telephoning: formal and informal language.

Learning Methods: Small group learning.

Assessment Methods: Continual assessment. Oral company presentation. Written exam.

Bibliography: Will be announced in the progress plan.

PROFESSIONAL STUDIES FOR ALL 31 cr

(KTAV5Z) COMMUNICATION AND INTERACTION COMPETENCE II 12 cr

(KTPV009) English/ICT English I

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will practise using spoken and written English in work-related situations such as applications, compiling reports and project descriptions and oral presentations.

Previous Learning: Basics of ICT English ja Basics of Business English

Contents: Texts based on major subject, vocabulary
Speaking situations: presentation of own work and competences, project presentation, conversation concerning current trends in the field concerned
Written assignments: blog concerning current trends in the field concerned, project description, script, application, presentation material, request for offer, offer, report, application and CV, lecture or learning diary etc depending on major subject

Learning Methods: Small group teaching

Assessment Methods: Portfolio consisting of written work Evaluated oral presentations and continuous assessment

Bibliography: Handouts

(KTAV001) Meetings and Negotiation Skills

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will be conversant with meeting and negotiation procedure and duties.

Contents: This course covers group communication
Meeting and negotiation techniques
Making an impact, justification and decision-making
Documents: invitation, agenda, memos, minutes, applications, request, statement, bulletin

Learning Methods: Lectures, small group work, visits

Assessment Methods: Wide-scale project, writing documents, sample meeting, negotiation follow-up, exercises and exam

Bibliography: Heiska, Kontio, Majapuro, Valtonen, Korkeakouluopiskelijan kokoustaito
Jattu-Wahlström, Kallio, Neuvottelutaito
Kylänpää, Viestintätilanteet

(KTPV010) Swedish/Svenska i affärslivet

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will maintain and develop their previously acquired language skills and practise using Swedish in everyday business and commercial tasks

Previous Learning: Proficiency test, Bygg Upp Din Svenska if required

Contents: Grammar review
The course, structure and content of studies
Workplace communication situations
Customer service
Job applications
Company presentation

Learning Methods: Small group teaching

Assessment Methods: Continuous assessment, oral presentation and written exam

Bibliography: To be announced before the course

(KTPV011) English/ICT English II

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will activate their oral presentation skills in English in meetings and presentation sessions and gain the skills required to deal with a company's internal and external communication.

Previous Learning: ICT English I

Contents: Meetings and the documents of meetings
Project and/or test report and its presentation
Practical training report (and seminar)

Product development and localisation project and its presentation
Thesis abstract
Other written and spoken assignments according to major

Learning Methods: Small group teaching

Assessment Methods: Evaluated spoken presentations, e.g. meetings, seminar, presentation Portfolio of written work

Bibliography: Handouts

(KTAY1Z) BUSINESS COMPETENCE 6 cr

(KTAY001) Project Management

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will adopt a goal-oriented working approach in their game production/business information technology development projects, forming a basis for all their activities. They will be proficient in project planning and presenting and selling their project efficiently.

Contents: Principles of project work, roles and Project life-span
Compiling a project plan
Reporting and documentation

Learning Methods: Lectures and assignments, RDI studies (1 cr)

Assessment Methods: Exam, exercises and assignments

Bibliography: To be announced

(KTPB004) Introduction to Business Economics

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will be proficient in the basics of business operations and will gain a general overview of business planning.

Contents: The basic concepts of business operations
External and internal entrepreneurship
Business operational processes and environment
Business profitability monitoring
Business planning

Learning Methods: Lectures and assignments

Assessment Methods: Exam and business plan compilation

Bibliography: Isokangas J., Kinkki S., Yrityksen perustoiminnot

(KTAM1Z) METHODOLOGICAL COMPETENCE 13 cr

(KTPT019) Introduction to Databases

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand the principles of relational databases, being able to plan and create a simple database, use relational database software and the ready database using query language.

Contents: The basic concepts of databases
ER modelling
Normalisation
Basic Functions of SQL

Learning Methods: Small group teaching

Assessment Methods: Exam and assingments

Bibliography: Hernandez, Tietokannat - Suunnittelu ja toteutus käytännössä
Hovi, A., SQL-opas
Hovi, Huotari, Lahdenmäki, Tietokantojen suunnittelu & indeksointi

(KTPT020) Topical Seminar

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will be familiar with the latest applications and the newest methods in game production while being able to retrieve information from professional magazines, other information sources and combine them into a presentable form.

Contents: Selection of seminar presentation topic, retrieval/use of source material, compilation and giving of seminar presentation and participation in seminars. This course prepares students for completing their thesis as it includes an information literacy training course organised by the library. The course is also linked with the course contents and schedules of the Consultation and Trainer and Research Methods courses.

Learning Methods: Small group teaching

Assessment Methods: Seminar presentation, participation in seminars as an active and critical listener

Bibliography: Current available material

(KTAV002) Computer Trainer Skills

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will be able to organise and carry out a training course.

Previous Learning: Public Speaking and Communication

Contents: The course covers the role of the instructor, course planning, and leading the training session (45 min)

Learning Methods: Small group teaching

Assessment Methods:	Continuous assessment, assessed training session and exam on lecture and reading material
Bibliography:	Engeström, Perustietoa opetuksesta Lappalainen, Pedagoginen viestintä -handout

(KTAM001) Research and Academic Writing

Credits: 4 cr Timing: 3rd yr

Learning Objectives:	Students will be familiar with the stages of the research process, information retrieval and will be able to compile a clear and cohesive scientific study.
Previous Learning:	This course must be accomplished before the thesis.
Contents:	Forms and significance of research Philosophy of science approaches Criteria of scientific knowledge The research process and report Editing, textual analysis Semantics and syntax
Learning Methods:	Contact teaching in small groups, lectures and exercises
Assessment Methods:	Assignments, texts and exam Text analyses and exercises, thesis text
Bibliography:	Hirsjärvi, Remes & Sajavaara, Tutki ja kirjoita Lappalainen, Opinnäytetyöohjeita Other material will be announced during the course

BASIC INFORMATION PROCESSING PROFESSIONAL COMPETENCE 31 cr

(KTAT7Z) SYSTEMS MAINTENANCE BASIC COMPETENCE 31 cr

(KTPT014) Windows

Credits: 4 cr Timing: 1st yr

Learning Objectives:	Students will understand the principles of the Windows operating system and maintaining Windows work stations in an organisation.
Contents:	Installation and basic maintenance of the operating system Workstation maintenance and control Automatic installation Update distribution Centralised control
Learning Methods:	Small group teaching, lab assignments
Assessment Methods:	Learning diary and lab assignments

Bibliography: To be announced

(KTPT015) Linux

Credits: 4 cr Timing: 1st yr

Learning Objectives: Students will understand the functioning principles of the Linux operating system and be able to use it in desktop work.

Contents:
Linux in general
Installation
Command line (shell)
Maintenance basics
Graphical user interface
Resource settings and management
Data Security
Linux open-source code operating system

Learning Methods: Lectures and assignments

Assessment Methods: Learning diary and exercises

Bibliography: To be announced

(KTPM005) Discrete Mathematics

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will know basic computing mathematics, and the logical expressions required in programming, the significance of mathemtical models and the basics of probability calculation.

Previous Learning: Proficiency test

Contents:
Clarifying logical expressions
Numerical systems and their conversions
Boolean algebra
Set theory
An introduction to probability calculation

Learning Methods: Lectures and assignments

Assessment Methods: Exam and assignments

Bibliography: To be announced

(KTPT017) Introduction to Virtualization

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will know virtualisation technology, different virtualisation products and virtualisation targets of use.

Contents: General overview

Virtualisation technologies
Virtualisation products
Use of virtualisation in an organisation

Learning Methods: Lectures, lab work

Assessment Methods: Exam and assignment

Bibliography: To be announced

(KTPT005) Introduction to Systems Development

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will recognise the basic concepts of systems development and will know how to classify and describe the different phases of systems development. They will also know the different stages of sourcing an information system and be able to apply that knowledge when presenting the sourcing process for a practical information system.

Contents: Introduction to developing information systems
Information systems' stages of development
Information systems documentation
Information system sourcing process

Learning Methods: Lectures and group work

Assessment Methods: Exam and assignments

Bibliography: Haikala, I., Merijärvi, J., Ohjelmistotuotanto
Pohjonen, R., Tietojärjestelmien kehittäminen

(KTAT045) Energy Efficiency in the IT Environment

Credits: 4 cr Timing: 2nd yr

Learning Objectives: Students will be able to itemise the main overall factors that affect a company's IT environment's energy consumption, from work stations to the machine hall. Students will be able to list areas where the company could save energy. They will be competent in defining the benefits of energy efficiency for a company, such as cost savings.

Contents: Work station energy consumption
Machine hall energy consumption
Network infrastructure energy consumption
Energy efficient solutions
The significance of saving energy to a company's business operations and image

Learning Methods: Lectures and assignments

Assessment Methods: Lecture diary

Bibliography: To be announced

(KTAT024) Technical Data Security

Credits: 4 cr Timing: 2nd yr

Learning Objectives: Students will know the technologies, devices and methods related to data security and how to plan data secure solutions for use in organisations.

Contents:
Basic concepts of data security
Dasic user data security
Encryption and verification
Data security of e-transactions
Local network security
System level security
Data protection

Learning Methods: Lectures and lab work

Assessment Methods: Exam, assignments

Bibliography: To be announced

(KTAT046) Database Server Maintenance

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will know how to install and maintain a database server

Previous Learning: Introduction to Databases

Contents:
Installing a Microsoft SQL server
SQL server architecture
Management tools
SQL server databases
Faults and recovery
Users and rights
SQL server basic maintenance tasks

Learning Methods: Lectures and exercises

Assessment Methods: Exam

Bibliography: To be announced

(KTAT009) User Support

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will know how to develop data processing at work and to solve data processing problems.

Contents:
Computer support tasks and development
User support
Staff, architecture and work load distribution development
Sourcing
Problem solving

Learning Methods: Lectures and small group teaching

Assessment Methods: Exam

Bibliography: To be announced

(KTAT8Z) BASIC GAME COMPETENCE 31 cr

(KTAT028) Games and the Basics of Game Production

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will gain knowledge of different types of games, perceive the manufacturing process of a game software product and understand the basics of compiling a game plan.

Contents: Introduction to the world of games
The game production process
The game planning process
Communication and team work
From idea generation to synopsis
Game plan and its development

Learning Methods: Lectures, exercises and small group work (RDI studies 1 cr)

Assessment Methods: Assignment: creation of a brief game plan

Bibliography: Manninen Tony, Pelisuunnittelijan käsikirja

(KTAT048) Flash And Silverlight Techniques

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will know Flash and Photoshop vector techniques and the process of creating a casual game for the Internet.

Contents: Background and character design
Flash user interface and tools
Animation techniques including bones
Working with symbols
Creating interactive buttons
Using sound effects

Learning Methods: Lectures, assignments and small group work

Bibliography: To be announced

(KTAT041) The Visual Aspects of Games

Credits: 5 cr Timing: 1st yr

Learning Objectives: Students will have a broad overview of the visual aspect of games development. They will know the techniques used by practising 2d and 3d games artists.

Contents:	Principles of game art including composition, colour, light, shape and texture Anatomy, perspective and animation Photoshop techniques 3d Studio Max modelling and texturing
Learning Methods:	Lectures, assignments
Assessment Methods:	Assignments and exam
Bibliography:	To be announced

(KTAT042) Game Analysis I

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students understand how to analyse the structure of a computer game in detail.

Contents:	Game design history Overview of different game genres Analysing a game's mechanics, objectives, gameplay, graphics and sound Analysing games on different platforms
Learning Methods:	Lectures and group work
Assessment Methods:	Assignments
Bibliography:	To be announced

(KTAT031) Game Project Management

Credits: 5 cr Timing: 2nd yr

Learning Objectives:	Students will be able to systematically manage game projects in an organised fashion, while gaining basic knowledge and competence in systems work and methods. They will know meetings and negotiation procedures and be able to work in different roles during meetings and negotiations.
Contents:	Main methods and description techniques used in data system and game planning and their application in practical design and planning situations. Quality awareness and the significance of quality control in game projects. Different forms of group communication, meetings and negotiation techniques, the principles of justification, decision-making and influencing, main project documentation
Learning Methods:	Lectures and small group work, negotiation/meetings follow-up, online studies (2 cr), RDI studies (2 cr), independent work
Assessment Methods:	Exam, assignments, documents and demonstration meeting
Bibliography:	For meetings and negotiations: Heiska, Kontio, Majapuro, Valtonen, Korkeakouluopiskelijan kokoustaito; Juttu-Wahlström, Kallio, Neuvottelutaito Further reading will be announced

(KTAT033) Prototyping

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand the point of prototyping in the different stages of game development.

Contents: Students will produce a prototype in their own production teams and present it to the other students.

Learning Methods: Lectures and small group work, online and RDI studies (3 cr)

Assessment Methods: Prototype created in production teams and its documentation (reporting)

Bibliography: To be announced

(KTAT049) Game Project I

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Student production teams will begin creating a demo-game for a game event. The process will start with compiling an offer based on which the production teams will work on the demo throughout the spring.

Contents: Production teams will start making a demo game based on a previously produced prototype.

Learning Methods: Lectures and small group work, RDI studies (3 cr)

Assessment Methods: Making a demo-game and compiling its documentation.

Bibliography: To be announced

(KTAT035) Game Project II

Credits: 6 cr Timing: 2nd yr

Learning Objectives: The production teams will test and perfect their game demo for a separately agreed publisher or game event to whom or where the demo will be presented.

Previous Learning: Game Project I

Contents: This course is a continuation of Game Project I. Testing and perfection of game demo and preparation for a game event.

Learning Methods: Lectures and small group work, distance meetings (1 cr), RDI studies (5 cr)

Assessment Methods: Game demo and its documentation

Bibliography: To be announced

(KTAT9Z) GAME ENGINE PROGRAMMING BASIC

COMPETENCE 31 cr

(KTAT050) Programming Real Time Graphics

Credits: 6 cr Timing: 1st yr

Learning Objectives: Students will understand how a 3D conveyor system works and be able to create simple real-time graphics applications.

Contents: 3D conveyor system.
Software based rendering
OpenGL interface basics

Learning Methods: Lectures, assignments and group work

Assessment Methods: Assignment

Bibliography: To be announced

(KTAT051) Oriented Programming

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will understand the basic principles of programming embedded systems and the challenges for software development that embedded systems pose.

Contents: Basics of embedded systems
Memory management
Dual core programming

Learning Methods: Lectures, exercises and group work

Assessment Methods: Assignment

Bibliography: To be announced

(KTAT052) Effects Programming

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will understand how shaders can be used to create visual effects.

Contents: OpenGL shader programming and techniques

Learning Methods: Lectures, exercises and group work

Assessment Methods: Assignment

Bibliography: To be announced

(KTAT053) Engine Project I

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will know how to plan and create a simple graphics engine.

Previous Learning: Introduction to Real-time Graphics

Contents:
Graphics engine requirements
Graphics engine architecture
Graphics engine implementation
Graphics engine testing

Learning Methods: Exercises

Assessment Methods: Assignment

Bibliography: To be announced

(KTAT054) Mathematics for Game Programmes II

Credits: 5 cr Timing: 2nd yr

Learning Objectives: Students will know how to use different mathematical tools for real world modelling.

Previous Learning: Game Mathematics I

Contents:
Differential and integral calculation
- Introduction to differential calculation of vector valued functions
- Differential equations
- Numeric solving of differential equations: Euler method, Runge-Kutta method and midpoint method
- Application to computer graphics
Interpolation and extrapolation
Use of analytical geometry for checking lines and points of collision

Learning Methods: Lectures, assignment

Assessment Methods: Exam, assignment

(KTAT055) Physics 2

Credits: 5 cr Timing: 2nd yr

Previous Learning: Physics I and Mathematics for Game Programmers

Contents:
Mass point mechanics
- Numerical solving of motion equations
- Collisions
Rigid body mechanics
- Translation and rotation
- Linear/angular momentum
- Inertia tensor

Learning Methods: Lectures, exercises

Assessment Methods: Exam and assignment

Bibliography: To be announced

(KTAT056) Game Engine Project II

Credits: 6 cr Timing: 2nd yr

Learning Objectives: Students will be able to plan and further develop their own game engine.

Previous Learning: Game Engine Project I

Contents: Adding graphics engine features
Downloading a 3D model from a file

Learning Methods: Exercises

Assessment Methods: Assignment

Bibliography: To be announced

OPTIONAL PROFESSIONAL STUDIES

SPECIALISED INFORMATION PROCESSING COMPETENCE 54 cr

(KTVA0Z) BUSINESS COMPETENCE 12 cr

(KTPB003) Contract and Corporate Law

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will be conversant with the main principles of contract law and contract types.

Contents: Making contracts
Company forms
Contract of employment, work time and annual holiday
Specific contract law

Learning Methods: Online and blended course

Assessment Methods: Assignments and exam

Bibliography: Suojanen, Ojajärvi, Savolainen, Vainio & Vanhanen, Opi oikeutta 1.

(KTAB003) Leadership

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will have basic knowledge of leadership and learn to understand the work of different members of an organisation. They will also know how to evaluate their activities and how they affect others.

Contents: The tasks and roles of a leader
Leadership theories
The individual in an organisation
Groups and teams in an organisation

Organisation culture
Organisation structures

Learning Methods: Lectures and assignments

Assessment Methods: Assignments and exam

Bibliography: To be announced

(KTVA001) Management Accounting

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will be able to compile and use management, financial and profitability accounting that support business management decisions.

Previous Learning: Business Planning

Contents: Profit and loss statement and balance sheet structure
Profitability and pricing calculations
Action-based accounting basics
Investments

Learning Methods: Lectures, online studies and exercises

Assessment Methods: Portfolio

Bibliography: To be announced

(KTAV006) Swedish/ICT-Swedish

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will have the skills required for the use of Swedish in different work related tasks in IT and to follow development of this business area in the media.

Previous Learning: Svenska i affärslivet

Contents: Branch terminology
Current trends
Business communication
Marketing
Company presentation

Learning Methods: Small group teaching

Assessment Methods: Continual assessment, oral presentation and written exam

Bibliography: Handouts

(KTVJ1Z) SPECIALISED SYSTEMS MAINTENANCE COMPETENCE 42 cr

(KTAT021) Windows Server Environment

Credits: 6 cr Timing: 1st yr

Learning Objectives: Students will be proficient in the installation and configuration of the Windows server operating system. They will also be able to administer and maintain the server environment.

Contents: The different installations and configurations of the Windows server versions.
The installation and use of active directories.
Administration of basic services.

Learning Methods: Lectures and exercises

Assessment Methods: Exam and/or assignment

Bibliography: To be announced

(KTAT020) Networks Continuation Course

Credits: 6 cr Timing: 1st yr

Learning Objectives: Students will know the points of departure of data network planning and the central tasks of network maintenance.

Previous Learning: Introduction to Networks

Contents: Local network traffic
Local network architecture
TCP/IP basics
Subnetworks
Traffic between networks
Maintenance of switched local networks
Planning a local network
Data security of local networks

Learning Methods: Lectures and lab work

Assessment Methods: Exam, work reports

Bibliography: Hakala M., Vainio M., Tietoverkon rakentaminen and other reading to be announced

(KTAT026) Server Virtualization

Credits: 6 cr Timing: 2nd yr

Learning Objectives: Students will understand the virtualisation solutions of the server environment and their use in an organisation.

Previous Learning: Introduction to Virtualisation

Contents: Cloud computing and cloud services
Server virtualisation products
Planning a virtual environment
Structuring and controlling a virtual server

Network traffic
Virtual infra access management
Resource management and control

Learning Methods: Lectures and lab work

Assessment Methods: Exam and/or assignments

Bibliography: To be announced

(KTAT025) Programming with Skripti

Credits: 5 cr Timing: 2nd yr

Learning Objectives: Students will understand the significance of scripting languages in system administration. They will be able to programme normal command scripts in the Windows and Linux environments.

Previous Learning: Windows, Linux

Contents: Scripts in general
Different options using Windows and Linux environments: e.g. PowerShell, bash and awk

Learning Methods: Contact teaching, supervised lab work

Assessment Methods: Assignments and exam

Bibliography: To be announced during the course.

(KTAT022) Linux Server Environment

Credits: 6 cr Timing: 2nd yr

Learning Objectives: Students will understand the server system for using Linux. They will be able to install and configure the Linux operating system to form a server environment. Students will also be able to plan, install and configure the most common server applications.

Contents: Linux server planning and installation
Commissioning and defining the services
System maintenance from the services viewpoint
Data security

Learning Methods: Contact teaching, supervised lab work, group work

Assessment Methods: Learning diary, project work

Bibliography: To be announced

(KTAT040) Desktop Virtualization

Credits: 6 cr Timing: 2nd yr

Learning Objectives: Students will know workstation virtualisation technologies, solutions and uses

Previous Learning: Introduction to Virtualisation

Contents:
Introduction to workstation virtualisation
Application distribution
Access control
Equipment
Uses and operational model in an organisation

Learning Methods: Lectures and lab work

Assessment Methods: Exam and/or assignments

Bibliography: To be announced

(KTAT047) IT-Services Back-up

Credits: 4 cr Timing: 3rd yr

Learning Objectives: Students will understand the significance of service usability and possess the confidence to plan an organisation's back-up and loss recovery solutions.

Contents:
Information life-span
Technical backup solutions
Virtual environment backup
Distance backup
Continual backup
Disaster recovery

Learning Methods: Lectures and laboratory work

Assessment Methods: Exam and/or assignment

Bibliography: To be announced

(KTAT019) Wireless Networks

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will understand the significance of wireless networks and how to create them. Students will be able to install and configure wireless networks.

Contents:
General overview of wireless data transfer
Different network solutions
WLAN
Bluetooth
3G
Others
Connecting a wireless network with an organisations local network
Data security of wireless networks

Learning Methods: Contact teaching, supervised lab work, group work

Assessment Methods: Learning diary Project work (installation of network solutions)

Bibliography: To be announced

(KTVB0Z) METHODOLOGICAL COMPETENCE 12 cr

(KTVB001) Game Development Process and Version Management

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand how the game development process progresses and the need for change management within the different stages. In addition students will understand the principles and methods of version management and will know how to use it in the different stages of a game development project.

Contents: The stages of a game development project
Managing the features and changes in a game project, quality control and tools for different stages of the process
The aim and basic principles of version management
Version management software
Project version management and creating module versions
Version changes management and documenting change history
Use of Tortoise SVN
Use of Bugzilla

Learning Methods: Lectures, exercises and group work

Assessment Methods: Assignment(s) and indication of use of version management tools in own game project.

Bibliography: To be announced

(KTPT006) WWW and Internet

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will have a basic knowledge of the Internet and WWW and will be able to design and create web sites where they will maintain and display their portfolios.

Contents: Basic concepts and services of the Internet and WWW
Putting WWW pages into the Internet
HTML and CSS
Design and structure of Web sites
Style descriptions
Website planning help programmes

Learning Methods: Small group teaching

Assessment Methods: Assignments returned for assessment (Home pages)

Bibliography: To be announced

(KTAT036) Testing and Planning Testing

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will be proficient in the basic concepts and processes of testing as well as

the different stages of testing and in the planning and reporting of a testing event.

Contents: Students will carry out game testing on a separately provided game that is at the production stage. The course will be delivered in cooperation with a game production company if possible.
The basic concepts and terminology of testing
Test planning and reporting
Testing techniques and automation

Learning Methods: Lectures and group work

Assessment Methods: Compilation of testing plan and testing of game

Bibliography: To be announced

(KTPV006) Spel svenska

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will be competent to use Swedish in different types of IT and game related companies while following development in this field via the media. Students will be proficient in producing and understanding messages presented in the target language.

Previous Learning: Svenska i affärslivet

Contents: IT terminology
Current trends: articles, news
Product presentation

Learning Methods: Small group teaching

Assessment Methods: Continual assessment, oral presentation and written exam

Bibliography: Handout

(KTVS8Z) GAME DESIGN COMPETENCE 42 cr

(KTVS011) Introduction to Script Writing

Credits: 5 cr Timing: 1st yr

Learning Objectives: Students will know the basic principles of script writing through active thinking, comparison and writing. Students will be able to analyse games from the players viewpoint. They will be proficient in breaking down games into series of actions, understanding what the background story, plot and characters mean in game narration. Students will also learn to perceive different game cultures and generate ideas and develop the game script concept while knowing the different stages of script writing in game production.

Previous Learning: Games and the Basics of Game Production

Contents: Offline game genres and playing, online games and playing them, the similarities between scriptwriting for the cinema and games, the principles and form of scriptwriting. Scripting the player's actions.

The game planning process

Learning Methods: Lectures, assignments and group work

Assessment Methods: Assignment(s), project/practical assignment

Bibliography:
Jesse Schell: The Art of Game Design (2008)
Bateman: Game writing: narrative skills for videogames (2007)
Crawford: The Art of Computer Game Design (1982)
Rollings and Adams: Andrew Rollings and Ernest Adams on game design (2003)
Rouse: Game Design, Theory and Practice (2000)
Huhtamo-Kangas (toim:) Mariosofia Elektronisten pelien kulttuuri, (2002)
Further reading as indicated by the teacher

(KTVS041) Concept Planning And Art

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will understand concept planning and be able to plan and produce documentation illustrating a game concept.

Contents:
Narrative - plot, backgrounds, theme, target group and game idea
Interaction and game mechanics
Initial concept illustration
Interaction planning - functions, rules, scales, playability, communication and user interface.
Initial field planning

Learning Methods: Lectures, exercises and group work

Assessment Methods: Assignment (s)

Bibliography: To be announced

(KTVS042) Rapid prototyping

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will understand the point of prototyping in the different stages of game development.

Contents: Students will produce a prototype in their own production teams and present it to the other students. The course is extensively integrated in the Concept Planning and Art course contents and schedules.

Learning Methods: Lectures and small group work

Assessment Methods: Prototype created in production teams and its documentation (reporting)

Bibliography: To be announced

(KTVS043) Marketing Video Production

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand how to create marketing videos to advertise their finished game projects.

Contents:
After Effects interface and tools
Working with layers
Animating motion graphics
Video editing techniques
Exporting in different video formats

Learning Methods: Tutorials and assignments

Assessment Methods: Assignments

Bibliography: To be announced

(KTVS044) Pre-production Planning

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand the significance and point of pre-production in game production. They will also be able to plan (sizing, scheduling and resource allocation)and carry out goal-oriented pre-production within their own production teams.

Contents:
The reasons for and contents of pre-production
Prototyping
Market and competition analysis
Business plan
Risk management plan
Testing plan
Pre-production plan

Learning Methods: Lectures and group work

Assessment Methods: A team-based preproduction plan that is preferably linked to the team's own game project.

Bibliography: To be announced

(KTVS016) Scripting

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand the use of script language in game development and will be proficient in the basics of LUA language for creating scripts.

Contents:
Use of scripts in game development
Basics of LUA scripting language
Programming game logic using script
Communication between game objects
Kajak3D game engine use in scripting

Learning Methods: Lectures, exercises and group work

Assessment Assignment

Methods:

Bibliography: To be announced

(KTVS015) Level Planning

Credits: 6 cr Timing: 2nd yr

Learning Objectives: Students will understand the basics of level planning as part of the game environment and will be proficient in planning levels.

Previous Learning: The Visual Aspect of Games

Contents: Level design history
Level planning principles and process for 2D and 3D games
Designing for mobile
Level editors
Planning, implementing and testing levels

Learning Methods: Lectures, assignments and group work

Assessment Methods: Assignment(s)

Bibliography: To be announced

(KTVS045) Art Direction

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will understand the responsibilities and management techniques of an art director in the games industry.

Previous Learning: The Visual Aspect Of Games

Contents: The process and pipeline of art direction in games
Management techniques
Visual case studies in mobile, PC and console games

Learning Methods: Lectures and assignments

Assessment Methods: Assignment(s)

Bibliography: To be announced

(KTVS046) Continuation Course in Game Production

Credits: 4 cr Timing: 2nd yr

Learning Objectives: Students will be proficient in the different areas of game production, the game development process and its roles, being able to manage and lead them. The central aim of this course is to create awareness of the producer's role and different jobs during the various stages of game production.

Contents: The production viewpoint in game development

Industrialisation of game production, i.e. development of business competence and increasing the efficiency of business operations
The role of different operators and their effect on game production.

Learning Methods: Lectures and group work, online teaching (1 cr), RDI studies (2 cr)

Assessment Methods: Exam and production plan

Bibliography: To be announced

(KTVS047) Business Operation Models and Financing in the Game Industry

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand the unique features of the game design business, business models and funding opportunities.

Contents: The game design business and its unique features
The effect of platforms on business operational models and earnings logic
The course is integrated with the contents and schedule of the Project Work course

Learning Methods: Visiting lecturers, lectures and group work, online lectures and RDI studies (3 cr)

Assessment Methods: Exam and assignments

Bibliography: To be announced

(KTVS048) Legal Issues and IP

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will be proficient in the general principles of contract law and the main types of business contracts.

Contents: General principles of contract law
Making a contract
Representation
ADP law
The main questions of immaterial rights

Learning Methods: Online course 3 cr

Assessment Methods: Assignments and exam

Bibliography: To be annouced

(KTVS010) Localization

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will understand the geographical differences and requirements in game culture and the variety of demands this makes of game production.

Contents: Games from a cultural and social point of view
The presence of culture, socialisation and values in games
Ethical questions
Students will carry out a small scale market analysis and marketing plan for selected geographical target areas
The course will be organised in cooperation with language courses

Learning Methods: Lectures and group work

Assessment Methods: Exam, market analysis and marketing plan

Bibliography: To be announced

(KTVL1Z) GAME BUSINESS AND PRODUCTION COMPETENCE 42 cr

(KTAB003) Leadership

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will have basic knowledge of leadership and learn to understand the work of different members of an organisation. They will also know how to evaluate their activities and how they affect others.

Contents: The tasks and roles of a leader
Leadership theories
The individual in an organisation
Groups and teams in an organisation
Organisation culture
Organisation structures

Learning Methods: Lectures and assignments

Assessment Methods: Assignments and exam

Bibliography: To be announced

(KTVL001) Concept Planning And Art

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will understand the principles of game concept planning and be able to plan and produce documentation describing a game concept.

Contents: Narrative - plot, background, theme, target group and game idea.
Interaction and game mechanics
Initial concept illustration
Interaction planning - functions, rules, plans, playability, communication and user interface.
Initial field planning

Learning Methods: Lectures, exercises and group work

Assessment Methods: Assignment(s)

Bibliography: To be announced

(KTVL002) Rapid prototyping

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand the point of prototyping in the different stages of game development.

Contents: Students will produce a prototype in their own production teams and present it to the other students. The course is extensively integrated in the Concept Plannning and Art course content and schedule.

Learning Methods: Lectures and small group work

Assessment Methods: Prototype created in production teams and its documentation (reporting)

Bibliography: To be announced

(KTVL003) Marketing Video Production

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand how to create marketing videos to advertise their finished game projects.

Contents: After Effects interface and tools
Working with layers
Animating motion graphics
Video editing techniques
Exporting in different video formats

Learning Methods: Tutorials and assignments

Assessment Methods: Assignments

Bibliography: To be announced

(KTVL004) Pre-production Planning

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will understand the significance and point of pre-production in game production. They will also be able to plan (sizing, scheduling and resource allocation)and carry out goal-oriented pre-production within their own production teams.

Contents: The reasons for and contents of pre-production
Prototyping
Market and competition analysis
Business plan
Risk management plan
Testing plan
Pre-production plan

Learning Methods: Lectures and group work

Assessment Methods: A team-based preproduction plan that is preferably linked to the team's own game project

Bibliography: To be announced

(KTVL005) Scripting

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand the use of script language in game development and will be proficient in the basics of LUA language for creating scripts.

Contents: Use of scripts in game development
Basics of LUA scripting language
Programming game logic using script
Communication between game objects
Kajak3D game engine use in scripting

Learning Methods: Lectures, exercises and group work

Assessment Methods: Assignment

Bibliography: To be announced

(KTVL006) Introduction to Script Writing

Credits: 5 cr Timing: 1st yr

Learning Objectives: Students will become proficient in the principles of game script writing through reflection, comparison and writing. They will be able to analyse games from the point of view of the player and to break down games into action series while understanding the meaning of background story, plot and characters in the game narrative. Students will become skilled player culture observers, being competent in creating ideas and working on a game script concept while at the same time controlling the different stages of the script writing process during game production.

Previous Learning: Games and the Principles of Game Production

Contents: Offline game types and ways of playing, online games, the similarities and differences between game and film scriptwriting, the principles and form of scripting games, scripting for player actions.
The game planning process

Learning Methods: Lectures, exercises and group work

Assessment Methods: Assignment(s), project/ practical work assignment

Bibliography: Jesse Schell: The Art of Game Design(2008)
Bateman: Game writing: Narrative skills for videogames (2007)
Crawford: The Art of Computer Game Design (1982)

(KTVL007) Continuation Course in Game Production

Credits:	4 cr	Timing:	2nd yr

Learning Objectives: Students will be proficient in the different areas of game production, the game development process and its roles, being able to manage and lead them. The central aim of this course is to create awareness of the producer's role and different jobs during the various stages of game production.

Contents: The production viewpoint in game development
Insudtrialisation of game production, i.e. development of business competence and increasing the efficiency of business operations
The role of different operators and their effect on game production.

Learning Methods: Lectures and group work, online studies (1 cr), RDI studies (2 cr)

Assessment Methods: Exam and production plan

Bibliography: To be announced

(KTVL008) Business Operation Models and Financing in the Game Industry

Credits:	3 cr	Timing:	2nd yr

Learning Objectives: Students will understand the idiosyncrasies of the game design business, its business models and finance channels.

Contents: The game design business and its special features
The effect of platforms on business models and earnings logic
This course will be integrated into the contents and schedule of the Projects course.

Learning Methods: Lectures by visiting lecturers, lectures and group work, online lectures and RDI studies (3 cr)

Assessment Methods: Exam and assignments

Bibliography: To be announced

(KTVS004) Legal Issues and IP

Credits:	3 cr	Timing:	3rd yr

Learning Objectives: Students will be proficient in the general principles of contract law and business contracts.

Contents: Basic principles of contract law
Making a contract
Representation
ADP legislation
The central questions of immaterial rights

Learning Methods: Online course (3 cr)

Assessment Methods: Assignmetns and exam

Bibliography: To be announced

(KTVS034) Localization

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will understand the differences in game culture, needs and demands of game design according to geographical location

Contents: Games form a cultural and social viewpoint
The presence of culture, socialisation and values in games
Ethical questions
Students will conduct a small-scale piece of market research and compile a marketing plan for a chosen region
The course will be integrated with language courses

Learning Methods: Lectures and group work

Assessment Methods: Exam, market analysis and marketing plan

Bibliography: To be announced

(KTVS005) Selling and Sales Management

Credits: 3 cr Timing: 2nd yr

Learning Objectives: The course develops an understanding of the selling and sales management process from theoretical viewpoints. Students understand the role of sales in marketing. The second aspect of the course deals with sales negotiation situations in the business environment.

Previous Learning: Introduction to Marketing, Consumer Buyer Behaviour, Intercultural Communication, Strategic Marketing management

Contents: Sales in marketing
Sales environment and settings
Sales techniques (KAM, direct marketing)
Sales management and control
Negotiation skills and strategies
Negotiation process

Learning Methods: Lectures, group exercises, role play.

Assessment Methods: Attendance, participation in activities, group presentation and assignment

Bibliography: David Jobber and Geoff Lancaster, Selling and Sales Management, 2009 (8th edition). Prentice Hall, U.K.

(KTVS008) Management Accounting

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will be able to compile and use accounting that supports company management decision-making, finances and profitability.

Previous Learning: Business Planning

Contents: Structure of income financial statement and balance sheet
Profit margin calculation and pricing
Basics of activity-based accounting
Investments

Learning Methods: Lectures, online learning and exercises

Assessment Methods: Portfolio

Bibliography: To be announced

(KTVG1Z) GAME GRAPHICS COMPETENCE 42 cr

(KTVG001) 2D/3D Character design

Credits: 5 cr Timing: 1st yr

Learning Objectives: Students will be proficient with the basic principles of character design and the planning and production of a 3D game character.

Previous Learning: The Visual Aspects of Games

Contents: 2D Character concept design,
Adding bones, skinning and rigging with basic animation in 3D Studio Max
Exporting the character in MotionBuilder for real-time 3D animation

Learning Methods: Lectures, and assignments

Assessment Methods: Assignment(s)

Bibliography: To be announced

(KTVG002) Concept Planning And Art

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will understand the principles of concept art planning and be able to plan and produce documentation of a game concept.

Contents: Narrative, plot, backgrounds, theme, target group and game idea
Interaction and game mechanics
Initial concept illustration
Interaction planning - functions, rules, plans, playability, communication and user interface.
Initial field planning

Learning Methods: Lectures, exercises and group work

Assessment Methods: Assignment(s)

Bibliography: To be announced

(KTVG003) Rapid prototyping

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand the point of prototyping in the different stages of game development.

Contents: Students will produce a prototype in their own production teams and present it to the other students. The course is extensively integrated in the Concept Planning and Art course content and schedule.

Learning Methods: Lectures and small group work

Assessment Methods: Prototype created in production teams and its documentation (reporting)

Bibliography: To be announced

(KTVG004) Marketing Video Production

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand how to create marketing videos to advertise their finished game projects.

Contents: After Effects interface and tools
Working with layers
Animating motion graphics
Video editing techniques
Exporting in different video formats

Learning Methods: Tutorials and assignments

Assessment Methods: Assignments

Bibliography: To be announced

(KTVG005) Pre-production Planning

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand the significance and point of pre-production in game production. They will also be able to plan (sizing, scheduling and resource allocation)and carry out goal-oriented pre-production within their own production teams.

Contents: The reasons for and contents of pre-production
Prototyping
Market and competition analysis
Business plan
Risk management plan
Testing plan
Pre-production plan

Learning Methods: Lectures and group work

Assessment Methods:	A team-based preproduction plan that is preferably linked to the team's own game project
Bibliography:	To be announced

(KTVS040) Scripting

Credits:	3 cr	Timing:	2nd yr

Learning Objectives:	Students will understand the use of script language in game development and will be proficient in the basics of LUA language for creating scripts.
Contents:	Use of scripts in game development Basics of LUA scripting language Programming game logic using script Communication between game objects Kajak3D game engine use in scripting
Learning Methods:	Lectures, exercises and group work
Assessment Methods:	Assignment
Bibliography:	To be announced

(KTVS039) Level Planning

Credits:	6 cr	Timing:	2nd yr

Learning Objectives:	Students will understand the basics of level planning as part of the game environment and will be proficient in planning levels.
Previous Learning:	The Visual Aspect of Games
Contents:	Level design history Level planning principles and process for 2D and 3D games Designing for mobile Level editors Planning, implementing and testing levels
Learning Methods:	Lectures, assignments and group work
Assessment Methods:	Assignment(s)
Bibliography:	To be announced

(KTVG006) Art Direction

Credits:	3 cr	Timing:	3rd yr

Learning Objectives:	Students will understand the responsibilities and management techniques of an art director in the games industry.
Previous Learning:	The Visual Aspect Of Games

Contents:	The process and pipeline of art direction in games Management techniques Visual case studies in mobile, PC and console games
Learning Methods:	Lectures and assignments
Assessment Methods:	Assignment(s)
Bibliography:	To be announced

(KTVG007) Animation

Credits:	4 cr	Timing:	2nd yr

Learning Objectives:	Students will understand the basic principles of animation and be proficient in animating game objects and characters.
Previous Learning:	2D/3D Character design
Contents:	Overview of 2D and 3D animation Animation principles of timing, spacing, weight and anticipation Creating 2D animation in Photoshop Using 3Ds Max to create walk, run and hit animations Basic understanding of Character Studio and MotionBuilder
Learning Methods:	Lectures, tutorials and assignments
Assessment Methods:	Assignment(s)
Bibliography:	To be announced

(KTVG008) Texturing And Graphics I

Credits:	3 cr	Timing:	2nd yr

Learning Objectives:	Students will understand and be proficient in the basic principles of creating 2D graphics and textures for 3D models.
Previous Learning:	The Visual Aspect of Games and 2D/3D Character design
Contents:	Techniques for creating high and low resolution hand painted and photographic textures UVW mapping in 3Ds Max How to create bump, specular and normal maps 2D painting techniques and creating tiles in Photoshop
Learning Methods:	Lectures and assignments
Assessment Methods:	Assignment(s)
Bibliography:	To be announced

(KTVG009) Texturing And Graphics II

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand the basic process of digital sculpting.

Previous Learning: The Visual Aspect of Games and 2D/3D Character design

Contents: Introduction to Mudbox
Digital Sculpting
Creating Normal Maps with Mudbox
Modelling and texturing an environment

Learning Methods: Lectures and assignments

Assessment Methods: Assignment(s)

Bibliography: To be announced

(KTVG010) Advanced 2d Techniques

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will learn all the different digital techniques for painting concept art.

Previous Learning: The Visual Aspect Of Games

Contents: Students will learn methods and techniques for designing characters, creatures, vehicles, interiors and exteriors

Learning Methods: Lectures and tutorials

Assessment Methods: Assignments

Bibliography: To be announced

(KTVO1Z) GAME PROGRAMMING COMPETENCE 42 cr

(KTVO001) Programming C++

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will be proficient in the use of C++ and able to use complete class libraries.

Previous Learning: Introduction to Programming Introduction to Object Oriented Programming

Contents: Principles, data types, classes, dynamic memory management, STL

Learning Methods: Lectures and exercises

Assessment Methods: Exam and assignment

Bibliography: As indicated by the teacher

(KTVO002) Physics 1

Credits: 3 cr Timing: 1st yr

Learning Objectives: To provide competence in physics required for other courses in this field of education.

Contents: Physics quantity and unit system
Motion theory, motion energy theory
Function, power and energy
Momentum and quantity of motion

Learning Methods: Lectures and exercises

Assessment Methods: Interim exams

Bibliography: Inkinen, P., Tuohi, J., Momentti 1, Insinöörifysiikka

(KTVO003) Programming in C++, Advanced Course

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will know how to plan and design games with C ++.

Previous Learning: C++ Programming

Contents: Encapsulation, structuring, overloading, models, deviations

Learning Methods: Blended learning: lectures, supervises and independent exercises

Assessment Methods: Lectures and assignments

Bibliography: As indicated by the teacher

(KTVS023) Game Programming I

Credits: 5 cr Timing: 1st yr

Learning Objectives: Students will be able to plan, compile, test and document a 2D or 3d game using C++ programming language and the Kajak3D-game engine.

Previous Learning: Introduction to C++

Contents: The functioning principles of a game application
Kajak3D game engine basic use
Loading assets
Programming game mechanics
Principles of lighting

Learning Methods: Lectures, exercises and assignment

Assessment Methods: Assignment

Bibliography: To be announced

(KTVS024) Programming Mobile Games

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand the demands and limitations of mobile devices for games and games graphics and they will know how mobile platforms differ from each other as well as the demands of code transferability. Students will be able to plan, compile and test a simple mobile game.

Previous Learning: Game Programming I

Contents: Demands and limitations of mobile devices where games and game graphics are concerned
Differences in mobile platforms and transferability of code
Planning and creating a mobile game
Use of the Kajak3D game engine in mobile game development

Learning Methods: Lectures, exercises and assignment

Assessment Methods: Assignment

Bibliography: To be announced

(KTVS025) Mathematics for Game Programmers

Credits: 5 cr Timing: 2nd yr

Learning Objectives: Students will be proficient in trigonometry, vector and matrix calculation and the basics and application of the geometry required in 3D graphics.

Previous Learning: The Basics of Physics and Mathematics for Game Production and C++ Continuation Course

Contents: Analytical geometry + trigonometry, Vectors
Matrices
Linear descriptions
Complex numbers
Quarternions
Geometrical conversions
Cuts of 2D and 3D pieces

Learning Methods: Lectures, assignments and group work

Assessment Methods: Exam and assignment

Bibliography: To be announced

(KTVO004) Data Structures and Algorithms

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand the significance of using complete algorithms and be able to apply the most common algorithms.

Previous Learning: C++ Programming

Contents:	Application of complete algorithms; Most common algorithms: Sorting: stacks, queues and lists Tree Significance, assessment and measurement of algorithm complexity
Learning Methods:	Lectures, independent and supervised exercises
Assessment Methods:	Exam and assignment
Bibliography:	To be agreed.

(KTVS027) Game Programming II

Credits:	5 cr	Timing:	2nd yr

Learning Objectives:	Students will understand the demands of different game architectures and will be proficient in using different planning models and data structures in game development. Addtionally students will be conversant with visibility calculation and different basics of using different degrees of detail.
Previous Learning:	Game Programming I
Contents:	The demands of architecture for different types of games The basic functioning principles of a 3 D game Loading 3D assets 3D game mechanics Game design patterns Game data structures Visibility calculation Level of detail (LOD)
Learning Methods:	Lectures, assignments and group work
Assessment Methods:	Assignment
Bibliography:	To be announced

(KTWT052) Artificial Intelligence in Games

Credits:	5 cr	Timing:	2nd yr

Learning Objectives:	Students will understand the functioning principles of artificial intelligence and be able to create state machine and path finding algorithms.
Previous Learning:	Game Programming I
Contents:	The demands of artificial intelligence for games Artificial intelligence for different types of games Outlining state and finite state machines Path finder algorithms Neural networks Planning game agents and their functionality Decision-making architectures
Learning Methods:	Lectures, exercises and group work

Assessment Methods: Assignment

Bibliography: To be announced

(KTVS030) Web Game Programming

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will understand the features and types of network games and will be able to develop a simple multiplayer network game.

Previous Learning: Game Programming I Game Programming II

Contents:
Different types of network games
Network architectures, protocols and data transfer
Network game communication
Forecasting and synchronising state
Controlling exceptional action-based situations
Online game security problems
Preventing fraud and attacks

Learning Methods: Lectures, assignments and group work

Assessment Methods: Assignment: Adding network game features to the game project

Bibliography: Material as indicated by the teacher

(KTVO005) Animation Programming

Credits: 4 cr Timing: 2nd yr

Learning Objectives: Students will understand the principles of animating 2D and 3D objects and be able to load and use animated objects and particle effects in game design.

Previous Learning: Game Programming I

Contents:
Principles of animating 2D and 3D objects
Timing and tracking
Skeleton models and kinetics
Loading using animated objects
Particle effects
Physics-based animations

Assessment Methods: Assignment

(KTVM1Z) GAME ENGINE COMPETENCE 42 cr

(KTVM001) Programming C++

Credits: 3 cr Timing: 1st yr

Learning Objectives: The students will be proficient in the basics of C++ and be able to use different class libraries

Previous Learning: Introduction to Programming Introduction to Object-oriented Programming

Contents: Introduction, information types, classes, dynamic memory management, STL

Learning Methods: Lectures and exercises

Assessment Methods: Exam and assignment

Bibliography: To be announced

(KTVM002) Physics 1

Credits: 3 cr Timing: 1st yr

Learning Objectives: To provide competence in physics required for other courses in this field of education.

Contents: Physics quantity and unit system
Motion theory, motion energy theory
Function, power and energy
Momentum and quantity of motion

Learning Methods: Lectures and exercises

Assessment Methods: Interim exams

Bibliography: Inkinen, P., Tuohi, J., Momentti 1, Insinöörifysiikka

(KTVM003) Programming in C++, Advanced Course

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will know how to plan and design games with C ++.

Previous Learning: C ++ Programming

Contents: Encapsulation, structuring, overloading, models, deviations

Learning Methods: Lectures and exercises

Assessment Methods: Exam and assignment

Bibliography: As indicated by the teacher

(KTVM006) Programming I

Credits: 5 cr Timing: 1st yr

Learning Objectives: Students will be able to plan, design, test and document a 2 or 3 D game using C++ with the Kajak3D game engine.

Previous Learning: C++

Contents: Function of game application
Basic use of Kajak 3D game engine
Loading assets
Programming game mechanics
Lighting principles

Learning Methods: Lectures, exercises and assignment

Assessment Methods: Assignment

Bibliography: to be announced

(KTVM007) Programming Mobile Games

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand the demands and limitations of games and games graphics for mobile devices and know the differences between mobile platforms and the demands of transferring code. Students will be able to plan, compile and test a simple mobile game.

Previous Learning: Game Programming 1

Contents: Demands and limitations of games and game graphics for mobile devices
Different mobile platforms and code transfer
Planning and implementation of a mobile game
Use of Kajak3D game engine

Learning Methods: Lectures, exercises and assignment

Assessment Methods: Assignment

Bibliography: To be announced

(KTVM008) Mathematics for Game Programmers

Credits: 5 cr Timing: 2nd yr

Learning Objectives: Students will be proficient in the basics and application of trigonometry, vector and matrix calculation, and geometry required in 3D graphics

Previous Learning: Basics of Game Mathematics and Physics C++ Continuation Course

Contents: Analytical geometry and trigonometry
Vectors
Matrices
Linear mapping
Complex numbers
Quaternion

Learning Methods: Lectures and exercises

Assessment Methods: Exam, assignments

(KTVM004) Data Structures and Algorithms

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand and be able to use the most common complete algorithms.

Previous Learning: C ++ Programming

Contents: Introduction to applying complete algorithms

Learning Methods: Lectures, exercises

Assessment Methods: Exam, assignment

(KTVM009) Programming II

Credits: 5 cr Timing: 2nd yr

Learning Objectives: Students will understand the requirements of the architecture of different game types and be able to use different design models and data structures in game design. Students will also understand the principles and use of visibility calculation.

Previous Learning: Game Programming I

Contents: Architectural demands of different game types
Functioning principles of 3D games
Loading 3D assets
3D game mechanics
Game design patterns
Game data structures
Visibility calculation
Level of detail

Learning Methods: Lectures, exercises and group work

Assessment Methods: Assignment

Bibliography: To be announced

(KTVM010) Artificial Intelligence in Games

Credits: 5 cr Timing: 2nd yr

Learning Objectives: Students will understand how artificial intelligence works and will know the demands of artificial intelligence for different games. They will also be able to create finite state and route search algorithms.

Previous Learning: Game Programming I

Contents: Planning game agents and their functionality
Architectures for decision making

Learning Methods: Lectures, exercises and group work

Assessment Methods: Assignment

Bibliography: To be announced

(KTVM011) Programming Network Games

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will understand network game types and their special features while being able to develop a simple network game for many players.

Previous Learning: Game Programming I and II

Contents:
Types of network games
Network architectures, protocols and information transfer
Network game communication
Space synchronisation and prediction
Managing action-based special situations
Information security issues
Preventing hoaxes and attacks

Learning Methods: Lectures, exercises and group work

Assessment Methods: Assignment: addition of network game features to game project

Bibliography: As indicated by the teacher

(KTVM005) Animation Programming

Credits: 4 cr Timing: 2nd yr

Learning Objectives: Students will understand the principles of 2D and 3D animations, being able to load and use animated objects and particle effects in game design.

Previous Learning: Game Programming 1

Contents:
Principles of 2 and 3 D animations
Timing and tracking
Skeleton models and kinematics
Loading and using an animated object
Particle effects
Physics based animations

Learning Methods: Lectures, exercises and group work

Assessment Methods: Assignment

(VAPAAZ) FREE-CHOICE STUDIES 15 cr

Students can freely select 15 cr of studies that will support their professional development, from their own field/degree programme or from another degree programme in their own university of applied sciences, from another university of applied sciences or science university. Students will achieve wide-ranging expertise.

(KTWT069) Advanced Studies in 3D Modelling

Credits: 5 cr Timing: 2nd yr

Learning Objectives: To deepen students' knowledge of and skills in 3D modelling.

Previous Learning: The Visual Aspect Of Games, 2D/3D Character design

Contents: Low and high poly modelling techniques for characters and objects
Optimising 3d objects
Creating and optimising low resolution textures
Exporting 3d models and testing in game
Optimising UVW texture maps
Introduction to the Unity game engine
Advanced lighting techniques
Class assignments given relevant to
students' game projects

Learning Methods: Tutorials and assignments

Assessment Methods: Assignment(s)

Bibliography: To be announced

(KTWT061) Art Foundation Skills

Credits: 3 cr Timing: 1st yr

Learning Objectives: To understand the basic principles of drawing.

Contents: Life drawing techniques
Understanding light and shade
Negative space
Perspective
Contour drawing
Composition
Colour theory

Learning Methods: Lectures and drawing

Assessment Methods: assignment(s)

Bibliography: To be announced

(KTWT070) English/Build up Your English

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will develop their English speaking and writing skills acquired by earlier study to gain the ability required for the compulsory English studies of their chosen professional field. Students will also develop language study skills.

Previous Learning: Proficiency test

Contents: Basic grammar and vocabulary

	Activation of spoken and written language skills and listening and reading comprehension
Learning Methods:	Contact teaching
Assessment Methods:	Active participation, exercises
Bibliography:	Course book and/or handout

(KTWT071) Swedish/Bygg Upp Din Svenska

Credits:	3 cr	Timing:	2nd yr

Learning Objectives:	Students will develop their Swedish skills acquired during earlier studies in order to gain the ability to cope with compulsory Swedish studies required in their field of study. Students will also develop their language study skills.
Previous Learning:	Proficiency test
Contents:	Basic grammar and vocabulary Activation of spoken and written English and reading and listening comprehension
Learning Methods:	Supervised exercises
Assessment Methods:	Active participation (100%), exam
Bibliography:	Teaching handout

(KTWT033) Imagine Cup

Credits:	5 cr	Timing:	1st yr

Learning Objectives:	Students will form teams and participate in Microsoft's Imagine Cup game competition with the game produced during the course
Contents:	Students will form teams who will create a game using XNA or Silverlight or will participate in the IT Challenge series, aimed at systems maintenance operators. In the game production series, this course covers the use of XNA Game Studio or Silverlight software, the basics of creating 2D graphics and creating a game as a team. In the IT Challenge series, students will create systems using Microsoft's products.
Learning Methods:	Lectures and group work
Assessment Methods:	Game or other solution sent to competition and their documentation
Bibliography:	To be announced

(KTWT082) Introduction to Serious Games

Credits:	3 cr	Timing:	2nd - 3rd yr

Learning Objectives:	Students will be able to perceive areas of use linked to real life for games and game

elements.

Contents: Students will analyse serious gaming solutions implemented around the world and in groups will then compile a proposal of how to use games and game elements for real life purposes. Increased reality or games as a part of real life.

Learning Methods: Seminars and group work, online studies (1 cr), RDI studies (2 cr)

Assessment Methods: Presentation of documented idea, participation in seminars as an active and critical listener

Bibliography: To be announced

(KTWT083) Introduction to Cloud Technology

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will gain an overview of cloud technologies and their meaning. They will be able to list different cloud services and they will get to know commercial cloud services and be able to use some of them.

Contents: Terminology of cloud services
Technological solutions of cloud services
Examples of commercial cloud services
Use of cloud services

Learning Methods: Exercises and lectures

Assessment Methods: Learning diary

Bibliography: To be announced

(KTWT062) Developing a Commercial Game Application I

Credits: 10 cr Timing: Summer Course

Learning Objectives: Students will create a game demo in production teams aimed at a wider audience

Contents: Creation of a demo game according to a previously approved project plan, participation in the Assembly event during the same year

Learning Methods: Group work, RDI studies (10 cr)

Assessment Methods: Demo game, participation in game competition, reporting

Bibliography: Assembly event website, to be announced

(KTWT063) Developing a Commercial Game Application II

Credits: 10 cr Timing: Summer Course

Learning Objectives: Students will create a game or game demo for a wider audience in their production teams

Previous Learning:	Commercial Game Application Development I
Contents:	Creation of game or game demo according to previously approved project plan, product launch
Learning Methods:	Group work, RDI studies, 10 cr
Assessment Methods:	Demo game, transfer ready game product to distribution channels, reporting
Bibliography:	To be announced

(KTWT064) LUA Basics

Credits:	3 cr	Timing:	2nd - 4th yr

Learning Objectives:	Students will understand the use of script language in game development and will be proficient in the basics of LUA language for creating scripts.
Contents:	Use of scripts in game development Basics of LUA scripting language Integrating LUA into C++ Programming game logic using script Communication between game objects Kajak3D game engine use in scripting
Learning Methods:	Lectures, exercises and group work
Assessment Methods:	Assignment
Bibliography:	To be announced

(KTWT065) Basics of Mac OS X and OS X Server

Credits:	3 cr	Timing:	2nd - 4th yr

Learning Objectives:	Students will learn how to use the Mac OS X operating system and its basic functionality. They will know how to configure its settings and separate the differences between properties in other operating systems. Additionally students will know how to start up Mac OS X Server services and the differences between the Mac OS C operating system. They will be proficient in the basic use of the UNIX operating system.
Contents:	Mac OS X: use Mac OS X Server use and configuration Mac OS X settings, data security and updating
Learning Methods:	Exercises and lectures
Assessment Methods:	Learning diary
Bibliography:	To be announced

(KTWT085) Media Production

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will get to know sound and video tools. They will be albe to use the school's recording studio and will be proficient in video editing.

Contents: Sound tools
Use of recording studio and sound editing
Video tools and video editing
Exercises

Learning Methods: lectures, exercises

Assessment Methods: Classroom exercises, longer assignment

Bibliography: To be announced

(KTWT036) Study Trip

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will get to know practical information technology systems service solutions in different types of organisations and also sniff future trends by visiting IT trade fairs.

Contents: Study visit planning and contact making
Study visit
Compilation of report on study visit

Learning Methods: Preparatory lectures

Assessment Methods: Participation Written report Students have to pay part of the costs of the study trip themselves

(KTWT066) Game Engine and 3D Graphics Programming

Credits: 5 cr Timing: 2nd - 3rd yr

Learning Objectives: Students will understand the structure of a simple 2/3D game engine and the challenges involved in creating it. They will be able to create a simple game engine.

Previous Learning: Game Programming I Game Programming II

Contents: Game engine architecture
Structure of a 3D graphical object
Drawing a 3D object onto the screen
3D sprites and 3D texts
Speeding up 3D graphics

Learning Methods: Lectures, exercises and group work

Assessment Methods: Homework and assignment

Bibliography: To be announced

(KTWT023) Introduction to PHP Programming

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will be able to install PHP in the server, use PHP basic syntax and will know the most typical library functions. Students will be able to create server based applications using PHP; e.g. dynamic pages

Previous Learning: Introduction to HTML

Contents: Installing PHP
An introduction to PHP language
Variables and control structures
Tables and how to handle them
Use of functions and library functions set by the user
Use of objects and classes

Learning Methods: Small group teaching

Assessment Methods: Participation in lectures and exercises, classroom assignments and an assignment that must be handed in.

Bibliography: Rami Heinisuo - Ilkka Rauta: PHP ja MySQL Tietokantapohjaiset verkkopalvelut
Rantala Ari, PHP - Web-ohjelmoijan peruskirja
Rantala Ari, Web-ohjelmointi

(KTWT067) Game Sounds and Studio Work

Credits: 5 cr Timing: 2nd - 4th yr

Learning Objectives: Students will be proficient in the main theory concerning sound and sound equipment Students will know how to use audio tools and recording studios They will be able to plan and implement recording and game sound projects.

Contents: Special features and theories of sound
Sound tools - software and hardware
Use of recording studio
Exercises
Recording and game sound projects

Learning Methods: Lectures, exercises, group work

Assessment Methods: Coursework exercises, longer assignment

Bibliography: Teaching handouts

(KTWT084) Qt

Credits: 5 cr Timing: Summer course

Learning Objectives: Students will be proficient in the basics of Qt programming and will be able to develop software using Qt programming tools.

Previous Learning: Introduction to Object Oriented Programming

Contents: Introduction to Qt
Qt's object model and signal/slot mechanism
Widgets and layouts
Data types, collections and files

Customised widgets and drawing
Graphics View
Qt Quick
Model View Framework
Customised models
Network connections and web integration
Exercises

Learning Methods: Lectures, supervised exercises and separate assignment

Assessment Methods: Assignment

Bibliography: Qt In Education Course Material
Blanchette, J., Summerfield M., C++ GUI Programming with Qt 4

(KTWT086) Technology-based Business Opportunities

Credits: 3 cr Timing: 2nd -4th yr

Learning Objectives: Students will be familiar with different technologies that can be used to develop game or game-related solutions. They will learn to examine business models based on or that use game technologies.

Contents: Introduction to various business models that make use of game technologies through case studies, selection of technology based business idea, analysis of marketing methods and earnings logics

Learning Methods: Group teaching, online teaching, RDI studies (3 cr)

Assessment Methods: Presentation and analysis of business idea and outcomes

Bibliography: To be announced

(KTWT068) Data Base Programming

Credits: 5 cr Timing: 2nd - 4th yr

Learning Objectives: Students will understand the processing language for relational databases and be able to plan, implement and document database based applications.

Previous Learning: Proficiency in programming and the basics of databases

Contents: SQL
Relational model and planning
Database interfaces and programming

Learning Methods: Lectures, exercises, assignment and group work

Assessment Methods: Learning diary, exercises and assignment

Bibliography: To be announced

(KTWT080) Computer User Data Security

Credits: 2 cr Timing: 2nd - 4th yr

Learning Objectives: Students will become familiar with the threats to information security concerning the normal computer user and practical measures to protect the user's computer.

Contents: The most usual information security risks
The risks of e errands
Internet and social media risks
Protective measures and methods
Exercises

Learning Methods: Lectures, exercises

Assessment Methods: Exam/assignments

Bibliography: To be announced.

(KTWT046) Virtualization Project

Credits: 6 cr Timing: 3rd yr

Learning Objectives: Students will be able to plan, carry out and test a large-scale virtualisation environment

Previous Learning: Introduction to Virtualisation Server Virtualisation Work station virtualisation

Contents: Planning a virtualisation environment,
Carrying out a virtualisation environment,
Planning the maintaining of a virtualisation environment
Testing and documentation

Learning Methods: Supervised lab assignments and independent work

Assessment Methods: Project implementation and report

Bibliography: Product documents

(KTOO1Z) THESIS 15 cr

(KTOO001) Thesis

Credits: 15 cr Timing: 3rd - 4th yr

Learning Objectives: The aim of the thesis is to develop and demonstate students' abilities to apply their acquired skills and knowledge to a task linked to their professional studies requiring expertise. The thesis can take the form of a piece of research or a practical data processing project within a theoretical framework. The thesis should be of use in working life and promote professional development.

Previous Learning: Research and Academic Writing

Contents: Thesis start-up seminar (During practical training)
Approval of own topic and topic analysis
Thesis plan

Thesis
Seminar and acting as opponent
Maturity test - (Dates announced in advance)

Bibliography: Hirsjärvi, P., Remes, P., Sajavaara, P., Tutki ja kirjoita

(KTHH1Z) PRACTICAL TRAINING 30 cr

(KTHH001) Practical Training

Credits: 30 cr Timing: 3rd yr

Learning Objectives: The aim of practical training is to provide a supervised opportunity for students to gain knowledge of work tasks associated with their own specialised area, in Finland or abroad. Students will learn to apply theoretical knowledge and skills in practice and they will develop the ability required to work independently.

Previous Learning: Basic Studies of at least 90 cr

Contents: Practical training briefings before and a feedback seminar after the practical training period
800 working hours (about 5 months) of continuous practical training.
Practical training report and assignments

BUSINESS ADMINISTRATION DEGREE PROGRAMME 210 cr

The competences of the business administration degree program are:

Business competence: Business administration graduates can recognize how the different areas of business economics and the operational environment affect each other and will adopt an entrepreneurial way of working and entrepreneurship as a whole. They will understand the significance of profitability and be able to operate in a profit-oriented manner. They will also understand the importance of each individual's contribution within the working community, as well as the significance of communication – being able to actively create new interactive business relationships at home and abroad.

Advanced business competence: Business administration graduates will possess in depth, specialized know-how and knowledge of their major subject (Financial Administration and Law, Marketing)

Methodological business competence: Business administration graduates will be conversant with the principles of research and development tasks required to gain in depth knowledge. They will be able to apply business mathematics and statistical methods using IT. They will also be proficient in applying quantitative and qualitative research methods.

Applied business competence: Business administration graduates will be able to apply business theory and creative problem solving in their work. They will also apply the newest business theories in their own working community. They will be able to develop business processes and to apply quality-oriented thinking.

The progress of professional competence development is described using the following year group themes:

1st yr

Business observer

- will understand business procedures
- will be conversant with the basic principles of business

2nd yr

Business apprentice

- will be conversant with the main contents of the major
- will be conversant with the main working methods of the major
- will develop information retrieval and teamwork skills

3rd yr

Applicator of knowledge

- will apply knowledge in practice
- will become an expert in his/her major subject
- will be proficient in research and development tasks

4th yr

Business developer

- will know how to apply the newest theories to develop the working community

BASIC STUDIES	**59 cr**
Business Competence	22 cr
Operational Environment	8 cr
Methodological Competence	20 cr
Communication Competence	9 cr
COMPULSORY PROFESSIONAL STUDIES	**48 cr**
Advanced Business Competence	24 cr
Advanced Communication Competence	13 cr
Business Methodological Studies	11 cr
OPTIONAL PROFESSIONAL STUDIES	**43 cr**
Students opt for one major either Marketing or Administration and Law	43 cr
PRACTICAL TRAINING	**30 cr**
5 months of practical training in Finland or abroad	
FREE-CHOICE STUDIES	**15 cr**
THESIS AND SEMINAR	**15 cr**

BUSINESS ADMINISTRATION AND LAW

The business administration and law major emphasises accounting and legal subjects: i.e. bookkeeping and management accounting, taxation and auditing studies, knowledge of the Finnish legal system, private and public law within different operational environments. This major provides students with the required skills and in depth knowledge to carry out a variety of demanding business and financial planning, control and analysis tasks and to operate in human resource management and internal business control and accounts auditing posts. Within this major students will also be able to complete courses required of the Certified HTM-auditor qualification.

Having completed this major, graduates will also be able to find appropriate legal guidelines for application to specific legal problems enabling them to apply such guidelines in decision-making processes required of their work. Through free-choice studies, practical training, and the thesis, students can deepen their insight into legislation and law thus qualifying them for work in law administration posts (the courts, prosecutor’s office, debt recovery office, legal aid and registry offices), or in posts that require legal expertise in tax administration, banking, insurance and business.

MARKETING AND ADVERTISING

In the Marketing and Advertising major students will deepen their marketing skills in the fields of communication, sales, marketing planning, RDI project work and leadership. In their capacity as marketing professionals, students will understand the importance of profitable business operations and possess comprehensive IT skills for use in their work that will include demanding customer services and other communication situations.

This major opens doors to a variety of sales and customer service posts, marketing planning, implementation and follow-up, advertising, pr and relationship building, trade fairs, briefing and information dissemination and posts in foreign trade and commerce. Students will be able to pick and choose from posts in different fields of commerce and industry, tourism and the public sector.

BUSINESS ADMINISTRATION DEGREE PROGRAMME 210 CR

BUSINESS ADMINISTRATION COURSES	
BASIC STUDIES	**59 CR**
Business competence	22 cr
Introduction to Business Economics	4 cr
Introduction to Accounting	5 cr
Contract and Corporate Law	4 cr
Customer-oriented Marketing	6 cr
Introduction to Financing	3 cr
Operational Environment Competence	**8 cr**
Introduction to Economics	5 cr
Finnish Economic Geography	3 cr
Methodological Competence	**20 cr**
Introduction to Data Processing	4 cr
E Communication	3 cr
Business Mathematics	5 cr
Word Processing and Office Skills	5 cr
Personal Development Programme	3 cr
Communication Competence	**9 cr**
Business Communications	3 cr
Svenska I affärslivet 1	3 cr
Basics of Business English	3 cr
COMPULSORY PROFESSIONAL STUDIES	**48 cr**
Advanced Business Competence	**24 cr**
Service Marketing	4 cr
Management Accounting	5 cr
Payroll Administration	3 cr
Introduction to Production and Logistics	3 cr
Leadership	3 cr
Commercial Law	3 cr
Business Planning	3 cr
Advanced Communication Competence	**13 cr**
Meetings and Negotiations	3 cr
English (course according to major)	3 cr
Business Communication Skills	4 cr
Svenska i affärslivet 2 (Content according to major)	3 cr

Methodological Business Competence	**11 cr**
R&D 1 Introduction to Development Operations	3 cr
Academic Writing	3 cr
R&D 2 Research and Development Operations	5 cr
SPECIALISED BUSINESS COMPETENCE	
OPTIONAL PROFESSIONAL STUDIES	**43 CR**
Business Administration and Law	**43 cr**
Contract and Corporate Law	5 cr
Public Law	3 cr
Procedural Law	4 cr
Labour and Civil Servants Law	3 cr
Personal Taxation	3 cr
Bookkeeping Continuation Course	4 cr
Planning Taxation and Financial Statements	5 cr
Auditing	4 cr
Value Added Taxation	3 cr
Financial Statement Analysis	3 cr
R&D 3 Business Projects	6 cr
Marketing	**43 cr**
Product, Price and Availability	5 cr
Sales Negotiation and Promotion	5 cr
Advertising	4 cr
Marketing Research	3 cr
Focus Group Research	3 cr
Visual Planning and Printing Technology	5 cr
Marketing Planning	4 cr
Strategic Marketing Leadership	4 cr
Digital Marketing	4 cr
R&D 3 Business Projects	6 cr
FREE-CHOICE STUDIES	**15 cr**
PRACTICAL TRAINING	**30 cr**
THESIS	**15 cr**

COURSE DESCRIPTIONS FOR THE DEGREE PROGRAMME IN BUSINESS ADMINISTRATION

BASIC STUDIES

(KLPB2Z) BUSINESS COMPETENCE 22 cr

(KLPB011) Introduction to Business Economics

Credits: 4 cr Timing: 1st yr

Learning Objectives: Students will be proficient in the basic concepts of business and understand how a business works. Students will understand the significance of entrepreneurship.

Contents: Entrepreneurship and basic business model
Business operational process and environment
Business profitability and monitoring
Entrepreneurship interview

Learning Methods: Lectures, assignments. Studies will be partly carried out as RDI studies.

Assessment Methods: Assignments and exam

Bibliography: Kinkki, Isokangas, Yrityksen perustoiminnot, Basic Business Operations

(KLPB006) Introduction to Accounting

Credits: 5 cr Timing: 1st yr

Learning Objectives: Students will be aware of the significance of bookkeeping and accounting as a part of entrepreneurial activities. They will know the basic principles of compiling accounts and financial statements. Additionally they will be able to assess a company's financial situation based on the profit and loss statement and balance sheet as well as understanding the significance of the financial statement as the basis of corporate taxation.

Contents: Accounting as a part of business operations
Double-entry bookkeeping
Financial statement structure
ADP bookkeeping
The basics of VAT and company taxation
Introduction to financial statement analysis and management accounting

Learning Methods: Lectures and exercises. Studies will be partly carried out as RDI studies.

Assessment Methods: Assignments and exam

Bibliography: Jormakka R. - Koivusalo K. - Lappalainen J. - Niskanen M., Laskentatoimi

(KLPB010) Contract and Law

Credits: 4 cr Timing: 1st yr

Learning Objectives: Students will be proficient in the general principles of contract law and the most important business contracts.

Contents:
General contract law
- general contract law stipulations
- how a contract is made and invalidity
-representation/agency
Specialised contract law
- forms of contract

Learning Methods: Online and blended course. Studies will be partly carried out as RDI studies.

Assessment Methods: Exercises and exam

Bibliography: Suojanen, Ojajärvi, Savolainen, Vanhanen. Opi oikeutta 1 ja 2. tai Kattunen, Koivunen, Laasanen, Sippel. Uitto ja Valtonen. Juridiikan perusteet

(KLPB009) Introduction to Financing

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will possess knowledge of small business financing. They will be capable of describing funding structures, determining funding options and preparing for finance negotiations. Students will be able to name finance services and compile a business financing plan.

Contents:
Small business funding and profitability
Business funding problems
Company financing plans
Finance markets and services

Learning Methods: Lectures including lectures by experts in this field. Studies will be partly carried out as RDI studies.

Assessment Methods: Exam and assignments

Bibliography:
Leppiniemi J., Rahoitus
Lecture handout

(KLPB004) Customer Oriented Marketing

Credits: 6 cr Timing: 1st yr

Learning Objectives: Students will gain a general overview of the concepts, content and implementation of customer-oriented marketing. Their knowledge, skills, attitude and competence in customer service for different organisations will improve.

Contents:
The basic concepts of marketing
The development of marketing thinking
Marketing operational environments
Segmentation
Basics of buyer behaviour
An general overview of competitive strategy in marketing
Implementing customer oriented marketing
Customer Service requirements and prerequisites

Customer service and occupational safety

Learning Methods: Lectures and group work

Assessment Methods: Exam and assignments. The course will be partly carried out as RDI studies.

Bibliography: Bergström, Leppänen: Yrityksen asiakasmarkkinointi Edita 2009
Ylikoski,Järvinen & Rosti: Hyvä asiakaspalvelu 2006
Kannisto & Kannisto: Asiakaspalvelu. Tiedettä, taikuutta vai talonpoikaisjärkeä? Gummerus 2008

(KLPT2Z) OPERATIONAL ENVIRONMENT COMPETENCE 8 cr

(KLPT003) Introduction to Economics

Credits: 5 cr Timing: 2nd yr

Learning Objectives: Students will be familiar with basic economic concepts. They will understand the relationship between micro and macro economics. They will be able to acquire up-to-date information on economics for the purposes of writing a paper.

Contents: The basic concepts of economics
Microeconomic models
Macroeconomic models
Economic policy

Learning Methods: Lectures, independent study

Assessment Methods: Exam, essay

Bibliography: Miettinen, Linnosmaa, Kannisto: Toimiva talous

(KLPT002) Finnish Economic Geography

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will know the basic concepts of regional economics and the factors affecting regional economic development.

Contents: An introduction to regional economic structures
The world as an operational environment
Population theory factors and their effects on the economy
Europe as an economic area and EU development
The structure and requirements of manufacturing in Finland
Forms of energy and energy issues in economic decision making

Learning Methods: Lectures and group work. Studies will partly be carried out as RDI studies.

Assessment Methods: Exam and assingments

Bibliography: As indicated by the teacher.

(KLPM4Z) METHODOLOGICAL COMPETENCE 20 cr

(KLPM007) Introduction to Data Processing

Credits: 4 cr Timing: 1st yr

Learning Objectives: Students will know how to use a computer safely and to take advantage of telecommunications opportunities. They will be proficient in the main functions of presentation graphics and spreadsheet accounting and be able to use them at work.

Contents:
Internet and email
Working in the Windows environment
Presentation graphics software use
Main functions of spreadsheet accounting

Learning Methods: Group teaching. Studies will be partly carried out as RDI studies.

Assessment Methods: Exam and exercises

Bibliography: Study handouts

(KLPM008) Electronic Communication

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will know how to use the most common electronic communication devices and will understand the significance and future trends of electronic communication in terms of their own area of work. They will be able to analyse the opportunities of using electronic communication devices to develop their work and organisation.

Previous Learning: Basic computer and office software skills and competence in using email and the Internet

Contents:
The web as a means of communication
Interactive media tools in an organisation
Applying web functions for different purposes
Methods and tools of monitoring communication
Information security of electronic communication and the development of instructions for using the Internet

Learning Methods: Lectures and independent study and group work in an online environment. Studies will partly be carried out as RDI studies.

Assessment Methods: Assignment, exam and group work in an online environment.

Bibliography:
Web material.
Leino A.2010. Dialogin aika. Markkinoinnin ja viestinnän digitaaliset mahdollisuudet.

(KLPM003) Business Mathematics

Credits: 5 cr Timing: 1st yr

Learning Objectives: This course provides the necessary maths skills that students will be able to use and apply in business.

Previous Learning:	Proficiency test
Contents:	Revision of basic mathematical topics and providing mathematical skill Margin and VAT Indexes Currencies Interest calculation and its applications Compound interest calculation and its applications Periodic performance and its applications Credit Economic functions (use, optimisation)
Learning Methods:	Lectures and exercises
Assessment Methods:	Exam and assignments
Bibliography:	Karjalainen, L., Optimi -matematiikkaa talouselämän ammattilaisille, 2005

(KLPM006) Word Processing and Office Skills

Credits:	5 cr	Timing:	1st yr

Learning Objectives:	Students will be proficient in the 10-finger system, the main features of word processing, documentation and business letters. Students will know how to use an office calculator and will know the main features of business administration software.
Contents:	Keyboard exercises Main features of word processing Essay document settings Introduction to documentation and business letters Office calculator exercises Case study exercises using business admin. ADP application
Learning Methods:	Group teaching. Studies will be partly carried out as RDI studies.
Assessment Methods:	Exams, assignments, independent tasks
Bibliography:	Schroderus H., Kärkkäinen H., Tehoa tekstinkäsittelyyn Handouts

(KLPM005) Personal Development Programme

Credits:	3 cr	Timing:	1st - 4th yr

Learning Objectives:	Students will get to know Kajaani University of Applied Sciences, their chosen field and how to use student services. Students will learn to plan their studies, assess their own learning and gain the tools to monitor their own professional development. They will be proficient in the basics of project work.
Contents:	Studying at a university of applied sciences, study skills amd learning environments Student services Forming groups Basic principles of project work Study planning

Developing expertise
Transfer to working life

Learning Methods: Lectures, group work, online studies, planning and personal progress reviews.

Assessment Methods: Participation and completing all course work set

Bibliography: Study Guide, e-material, learning toolbox

(KLPV4Z) COMMUNICATION COMPETENCE 9 cr

(KLPV001) Finnish/Business Communication Skills

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will gain knowledge of the principles of communication and learn to express themselves clearly and in a modern goal-oriented way in writing and in speech for different business and administrative communication situations.

Previous Learning: Word Processing

Contents: Oral and written communication:
The structure and implementation of a presentation
Academic speeches, use of voice, wordless communication
The features of a good document
Business correspondence for problem situations
Administrative communication: certificate, report, summary and Job application documents

Learning Methods: Contact teaching/groups

Assessment Methods: Book exam, participation in group work, oral and written exercises and assignments

Bibliography: Kansanen, Puheviestinnän perusteet
Kylänpää & Piirainen, Liike-elämän kirjallinen viestintä

(KLPV004) Swedish/Business Swedish 1

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will maintain and develop existing Swedish language skills for use in daily business tasks.

Previous Learning: Proficiency test

Contents: Spoken Swedish in the work place
Training, structure of studies and contents
Nordic business
Company presentations
Job applications

Learning Methods: Small group teaching

Assessment Methods: Continuous assessment, written exam

Bibliography: To be announced

(KLPV003) English/Introduction to Business English

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will be proficient in basic business English and they will come to understand the significance of language and interaction skills in international business relations.

Previous Learning: Proficiency test

Contents: Grammar review
Commercial training
The central grammar and vocabulary of Business English
Internationalisation and cultural interaction in working life
Job applications
Company presentation

Learning Methods: Small group teaching

Assessment Methods: Continual assessment, oral presentation, written exercises and exam

Bibliography: Niskanen-Vetter-Urbom:
Business Express

PROFESSIONAL STUDIES

(KLAB2Z) ADVANCED BUSINESS COMPETENCE 24 cr

(KLAB012) Service Marketing

Credits: 4 cr Timing: 2nd yr

Learning Objectives: To provide students with a comprehensive view of services marketing. Participants will gain a thorough understanding of the distinctive characteristics of services, whilst understanding the importance of services marketing in today´s international business environment.

Contents: The service product
The service encounter
Services buying behaviour
Service positioning and targeting Service quality
Making services accessible to consumers The pricing of services
Promoting services
Managing capacity
Service scapes

Learning Methods: Lectures, case studies, group discussion

Assessment Methods: Group presentation, home exam and research assignment (1 cr specifically for Finnish program students).

Bibliography: To be announced in course plan.

(KLAB002) Management Accounting

Credits: 5 cr Timing: 2nd yr

Learning Objectives: Students will have knowledge of management accounting as well as the compilation and use of financial and profitabiliy accounting.

Contents:
Planning activities
Monitoring profitability
Cost accounting
Investment accounting
An introduction to activity-based accounting

Learning Methods: Lectures, e-learning and exercises

Assessment Methods: Exam and assignments

Bibliography:
Jormakka, R. , Koivusalo, K., Lappalainen, J.,Niskanen, M.
Laskentatoimi

(KLAB008) Payroll Administration

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will be able to calculate salaries manually and using ADP applications.

Contents:
Form and content of salary
Overtime, fringe benefits, reimbursement of costs, annual holiday issues, employer payments, salary calculation programme

Learning Methods: Group teaching. Studies will be partly accomplished as RDI studies

Assessment Methods: Exams, assignments, independent assignment

Bibliography:
Eskola, A., Palkka - Työsuhteen ja palkanlaskennan perusteet
Handouts

(KLAB004) Introduction to Production and Logistics

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will understand logistical processes. They will be able to calculate figures and will understand how the efficiency of logistics can be improved.

Contents:
The basic concepts of production activities
The basic concepts of logistics
Warehouse and storage
Deliveries and terms of delivery
Figures
Planning and developing logistics

Learning Methods: Blended. Studies will be partly carried out as RDI studies.

Assessment Methods: Exam and exercises or online studies

Bibliography: Handout
Sakki J., Tilaus-toimitusketjun hallinta (2001)
Karrus K., Logistiikka

(KLAB005) Leadership

Credits: 3 cr Timing: 2nd - 3rd yr

Learning Objectives: This course covers management and leadership issues and provides students with an understanding of what people do in an organisation. Students will also learn to assess how their own actions affect others.

Contents: The role and tasks of a leader
Guiding leadership theories
The individual and organisation
Groups and teams in an organisation
Organisation culture
Organisational structure models

Learning Methods: Lectures and assignments

Assessment Methods: Assignments and exam

Bibliography: To be announced in the course plan

(KLAB006) Marketing Law

Credits: 3 cr Timing: 2nd - 3rd yr

Learning Objectives: Students will be conversant with marketing restrictions concerning consumer; competition procedure and prohibited competition restrictions concerning entrepreneur protection.

Contents: Consumer protection
Entrepreneur protection
Competition restrictions
Authorities

Learning Methods: Online studies

Assessment Methods: Online assignments

Bibliography: To be announced in the course plan.

(KLAB013) Business Planning

Credits: 3 cr Timing: 3rd - 4th yr

Learning Objectives: Students will be able to compile a company's business plan.

Previous Learning: Basic studies

Contents: Company strategic planning process
Business idea, values, vision

Business ideas and defining the business idea
Analyses
Calculations
Business plan

Learning Methods: Blended or online studies

Assessment Methods: The business planning studies will be partly carried out as RDI studies.

(KLAV2Z) ADVANCED COMMUNICATION COMPETENCE 13 cr

(KLAV001) Finnish/Meeting and Negotiation Skills

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will be conversant with meeting and negotiation procedures and how to function in different tasks for meetings and negotiations.

Contents: Different forms of group communication
Meeting and negotiation techniques
Influence, justification and decision making
Documents

Learning Methods: Lectures, group work, visits

Assessment Methods: Writing documents associated with meetings, sample meeting, negotiation exercises, portfolio

Bibliography: Heiska, Kontio, Majapuro, Valtonen: Korkeakouluopiskelijan kokoustaito
Jattu-Wahlström, Kallio: Neuvottelutaito
Kylänpää: Viestintätilanteet
Repo-Nuutinen: viestintätaito

(KLAV009) English/Business Communication Skills

Credits: 4 cr Timing: 3rd yr

Learning Objectives: This course provides students with the proficiency to cope with written and spoken business communication in English using different communication devices.

Contents: An introdcution to business communications
Routine correspondence, PR letters, complaints and returns
Invoicing and collection
Meetings and documents for meeting

Learning Methods: Small group teaching

Assessment Methods: Continual assessment, spoken exercises, written exercises, exam

Bibliography: Handout

(KLAV019) English/English for Accounting and Law

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will be conversant with the most crucial themes and terminology involved in financing and accounting and will be able to provide a description of company operations from a statistical point of view (key figures, business trends). The course also covers legal systems and legal terminology and provides the student with an ability to present one legal topic.

Previous Learning: Basics of Business English

Contents: Changes in business operations
Financing
Accounting
Legal systems
Legal vocabulary

Learning Methods: Small group teaching Written task Oral presentation

Assessment Methods: Continual assessment, written and spoken presentations and a exam

Bibliography: Study handout

(KLAV002) English/English for Marketing

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will be proficient in the vocabulary required for different marketing situations and they will activate their spoken presentation skills through product demonstrations and other marketing, sales promotion and customer service exercises.

Previous Learning: Basics of Business English

Contents: Marketing mix, marketing communication, sales promotion
Customer service, network sales
Product demonstration, trade fairs
Distribution

Learning Methods: Small group teaching

Assessment Methods: Continual assessment, oral product demonstration, written task on a marketing related theme, written exam

Bibliography: Study handout, Business Express

(KLAV011) Swedish/Svenska i affärslivet 2

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will understand texts concerning company finance, administration and legislative issues, achieving the ability to use Swedish in a variety of written and spoken assignments related to their own field of study.

Previous Learning: Svenska i affärslivet 1

Contents: Customer service
The language of finance and administration; company forms, accounting
Business communication

Learning Methods: Small group teaching

Assessment Methods: Continual assessment, oral presentation written tasks and exam

Bibliography: To be announced before the course

(KLAV012) Svenska i affärslivet 2

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will be proficient in written and spoken Swedish for sales and marketing purposes.

Previous Learning: Svenska i affärslivet I

Contents: Customer service and telesales
Product presentation and trade fairs
Marketing communication, consumer protection
Distribution
Business communication

Learning Methods: Small group teaching

Assessment Methods: Continual assessment, oral presentation. written assignments and exam

Bibliography: To be announced before the course

(KLAM4Z) METHODOLOGICAL BUSINESS COMPETENCE 11 cr

(KLAB010) R&D 1 Introduction to Development Activities

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will know the main methods used in the research based development work process.

Previous Learning: Personal Development Programme: Introduction to Project Work

Contents: Development-oriented thinking
Development procedure and methods

Learning Methods: Lectures, assignments

Assessment Methods: Exam and assignments

Bibliography: To be announced in the course plan

(KLAM003) Academic Writing

Credits: 3 cr Timing: 2rd - 4th yr

Learning Objectives: Students will be able to compile a well planned and clear academic text.

Previous Learning: This course must be accomplished prior to the thesis.

Contents: Meaning and syntax
Accuracy and text analysis
Guidelines on creating a text

Learning Methods: Small group teaching

Assessment Methods: Text analyses and exercises Accurate writing exam

Bibliography: Hirsjärvi, Remes, Sajavaara, Tutki ja kirjoita
Lappalainen, Opinnäyteohjeita

(KLAM006) Research and Development Activities

Credits: 5 cr Timing: 3rd - 4th yr

Learning Objectives: Students will understand the basic concepts and structures of science and research being able to critically read the texts and reports of development projects and plan and carry out studies, surveys and development schemes during their studies and in working life. Students will be proficient in using the most important research methods.

Contents: Research processes and the basics of scientific decision-making. The concepts and basic methods of quantitative and qualitative research. The relationship between research and development.

Learning Methods: Lectures and exercises

Assessment Methods: Exam, exercises

Bibliography: To be announced.

OPTIONAL PROFESSIONAL STUDIES

SPECIALIST BUSINESS COMPETENCE

(KLVTAZ) BUSINESS ADMINISTRATION AND LEGISLATION 43 cr

(KLVTJ01) Corporate Law

Credits: 5 cr Timing: 2nd yr

Learning Objectives: Students will be conversant the principles of corporate law for different company forms and the legal problems associated with changes in company form and restructuring.

Contents: Company forms
Setting up a company
Board and representation
Liability

Changes in company form
Other restructuring issues

Learning Methods: Delivered online

Assessment Methods: Online exercises

Bibliography: To be announced in the progress plan

(KLVTJ02) Public Law

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will be conversant with the basic mechanisms of the legal system within the sphere of public law and the norms concerning the legal safeguard of individuals. This course also covers public power and official activities (state, municipalities), decision-making and appeal regulations.

Contents: Basic rights
The structure and activities of an authority and the civil service
Government and municiple administration
Legal protection for citizens

Learning Methods: Lectures and assignments

Assessment Methods: Exam and assignments

Bibliography: To be announced in the course plan

(KLVTJ03) Procedural Law

Credits: 4 cr Timing: 3rd yr

Learning Objectives: Students will possess knowledge of trial procedure concerning civil action and disputes, the handling, decision-making and procedural regulations for petitions and the set of norms governing enforcement.

Contents: General principles of procedural law
Petitions
Dispute action
Appeal
Legal aid
Collection
Bankruptcy

Learning Methods: Online and blended

Assessment Methods: Exam and assignments

Bibliography: To be announced in the course plan

(KLVTJ04) Labour and Civil Service Law

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will know the laws and regulations concerning work and official post contracts, the special features, differences and similarities between them, the rights and duties of each partner, the most significant legal procedures and work and collective bargaining agreement systems.

Contents:
Work and official post contract
The creation, conditions and termination of a work and official post contract
Work and collective bargaining agreements
Work time and annual holiday issues
Equality and confidentiality issues
Joint action procedures

Learning Methods: Online studies

Assessment Methods: Online exercises

Bibliography: To be announced in the course plan

(KLVTJ05) Personal Taxation

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: Students will be conversant with the principles, procedures and appeal in personal taxation.

Contents:
Tax liability
Proportional and graded taxation
Taxable income (capital gains and earned income)
Deductible outgoings
Tax declaration and appeal

Learning Methods: Online studies

Assessment Methods: Online exercises

Bibliography: To be announced in the course plan

(KLVTJ06) Follow-up Course in Bookkeeping

Credits: 4 cr Timing: 2nd yr

Learning Objectives: Students will deepen their knowledge of bookkeeping and concentrate on separate aspects of this discipline. By the end of the course students will be able to cope with demanding bookkeeping tasks.

Previous Learning: Introduction to Accounting

Contents:
Good bookkeeping
Valuation of current assets and the principles of entering as an income item
Planned depreciation and depreciation difference
Provision and revaluation
Financing entries
Limited company
Association

Learning Methods: Lectures and exercises

Assessment Methods: Exam and exercises

Bibliography: Tomperi,S., Kehittyvä kirjanpitotaito - oppikirja ja harjoituskirja

(KLVTJ07) Corporate Taxation and Financial Statement planning

Credits: 5 cr Timing: 2nd yr

Learning Objectives: Students will have knowledge of the central legislation concerning corporate income taxation. They will be able to calculate corporate income tax and be proficient in the basic principles of financial statement planning.

Contents: Taxation in different company forms
Calculating commercial taxable income
Financial statement planning

Learning Methods: Lectures and assignments

Assessment Methods: Exam and assignments

Bibliography: Tomperi, S., Yritysverotus ja tilinpäätössunnittelu
Further reading material e.g. articles from taxation and accounting journals/magazines

(KLVTJ08) Auditing

Credits: 4 cr Timing: 2nd yr

Learning Objectives: Students will know how to audit administration, bookkeeping and financial statements.

Previous Learning: Introduction to Bookkeeping

Contents: Auditing administration and bookkeeping
Auditing financial statements
Reporting and documentation

Learning Methods: Lectures and assignments

Assessment Methods: Exam and assignments

Bibliography: To be announced in the course plan

(KLVTJ09) Value Added Taxation

Credits: 3 cr Timing: 2nd - 3rd yr

Learning Objectives: Students will know and be able to cope with the material regulations and taxation procedures concerning value added tax.

Contents: Tax liability

Sales taxation
Deductions system
Taxation procedure
Special issues

Learning Methods: Lectures and exercises

Assessment Methods: Exam and assignments

Bibliography: Äärilä, L. & Nyrhinen, R., Arvonlisäverotus käytännössä

(KLVTJ10) Financial Statement Analysis

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will learn to draw conclusions concerning the profitability, liquidity and solvency of a company from financial statement information published by companies.

Previous Learning: Introduction to Accounting

Contents: Quick-analysis
Traditional financial statement analysis
Cash-flow analysis
Interpretation of business ratios
ADP-analysis programme

Learning Methods: Lectures and exercises

Assessment Methods: Exam and exercices

Bibliography: Niskanen, J., Niskanen, M., Tilinpäätösanalyysi
Yritystutkimusneuvottelukunta, Yritystutkimuksen tilinpäätösananlyysi

(KLVTJ14) R&D 3 Business Projects

Credits: 6 cr Timing: 2nd - 3rd yr

Learning Objectives: Students will be able to use development procedures and working methods central to their major in working life-based development assignments or other commissions.

Previous Learning: R&D 1 Basics of Development Operations

Contents: Implementation of a practical project related to professional studies.

Learning Methods: Projects implemented under supervision of teacher for commissioning parties. RDI studies

Assessment Methods: Implementation of project/s and related documentation

Bibliography: Students search for material linked to the topic using different sources.

(KLVMBZ) MARKETING 43 cr

(KLVMM01) Product, Price and Availability

Credits: 5 cr Timing: 2nd yr

Learning Objectives: This provides in depth knowledge of product, pricing and availability decisions and how to make such decisions. Students will gain insight into basic competition methods and how to combine them while taking into account profitability in marketing implementation.

Previous Learning: Customer-oriented marketing

Contents:
Product decisions as part of the marketing mix
Brands and creating a brand
Product development and commodification
Product life-cycle thinking
Price decisions as part of the marketing mix
Factors affecting pricing
Pricing strategies and methods
Price concept formation and psychological pricing
Marketing channel decisions as part of the marketing mix
Developing retail and availability questions

Learning Methods: Lectures, assignments and group work Partly accomplished as RDI studies.

Assessment Methods: Exam and assignments

Bibliography:
Jobber, D., Principles and Practice of Marketing (or equivalent)
Further reading to be announced

(KLVMM02) Sales Negotiations and Promotion

Credits: 5 cr Timing: 2nd or 3rd yr

Learning Objectives: Students will understand the importance of customer psychology in profitable sales. They will be able to analyse sales negotiations and reflect on their own actions within the negotiation process. Students will be able to control the progress of the sales process and they will be proficient in the different areas of sales planning, possessing the ability to plan and implement sales promotion.

Contents:
The psychology of sales work
Communication and interaction skills in sales
The stages of a sales negotiation
Planning and organising sales
Making sales more effective and developing as a salesperson
Sales promotion (SP) and public relations (PR) supporting sales
- trade fairs, exhibitions and sponsorship

Learning Methods: Small group teaching and assignments

Assessment Methods: Participation in small group teaching, exercises and set assignments and exam (part II). Studies will be partly accomplished as RDI studies.

Bibliography:
Havunen, Risto, Uusi näkökulma asiakkaaseen - oivaltamisen kautta tuloksiin, Edita 2000.
Chitwood, Roy, Huipputason myyntitaito. Asiakaslähtöisen myyntityön 7 vaihetta, Oy Rastor Ab
Further reading to be announced

(KLVMM03) Advertising

Credits: 4 cr Timing: 2nd yr

Learning Objectives: Students will be conversant with different forms of advertising and how to select them and will learn to understand the versatility of the field of advertising in terms of research and a field of employment.

Contents:
The history of advertising and definitions
Forms of advertising and their selection
Studying advertising
Advertising agency cooperation
Advertising as an aid to strategic marketing planning
Marginal terms of advertising
Advertising agency cooperation

Learning Methods: Lectures, exercises, written assignments and study visits. Studies will be partly accomplished as RDI studies.

Assessment Methods: Learning diary, assignments and written exercises

Bibliography: Lecture handout, study handouts during classwork and separate background reading

(KLVMM04) Market Research

Credits: 3 cr Timing: 2nd or 3rd yr

Learning Objectives: This course provides students with skills in information gathering using market research necessary in management. Students will be able to plan and carry out a piece of research.

Contents:
Management information requirements in decision-making
The concepts and stages of marketing research
Marketing research methods and requirements

Learning Methods: Contact teaching and assignments

Assessment Methods: Exam and assignments

Bibliography:
Lahtinen Jukka Markkinointitutkimus
Further literature to be announced

(KLVMM05) Focus Group Research

Credits: 3 cr Timing: 2nd or 3rd yr

Learning Objectives: Students will gain insight in how to carry out a focus group study as well as how to plan and carry out a piece of research.

Previous Learning: Marketing Research

Contents:
Qualitative and focus group research as a research method
The advantages and limitations of focus group research
Planning, carrying out and reporting focus group research (project)

Learning Methods:	Contact teaching and group supervision. R&D&I module.
Assessment Methods:	Planning, carrying out and reporting a research project. Studies will be accomplished as RDI studies.
Bibliography:	Solatie, Jim: Focusryhmät - kvalitatiiviset ryhmäkeskustelut strategisen markkinointitutkimuksen apuna, 2001. Further reading to be announced

(KLVMM06) Visual Planning and Printing Techniques

Credits:	5 cr	Timing:	2nd yr

Learning Objectives:	Students will understand the principles of planning a company's visual identity. Students will know how to combine visual elements in different communication situations and can coordinate communication in practice.
Previous Learning:	Students will become proficient in image manipulation and page folding.
Contents:	Readability and typographical planning Layout and visual expression The basis of creating an impression in marketing communication Design management/house style Printer cooperation Posters as a tool of visual expression
Learning Methods:	Contact teaching, assignments and study visits. Studies will be partly accomplished as RDI studies.
Assessment Methods:	Portfolio, planning a poster
Bibliography:	Study handouts

(KLVMM07) Planning in Marketing

Credits:	4 cr	Timing:	2nd - 3rd yr

Learning Objectives:	Students will understand campaign planning as part of the overall marketing planning process. They will be capable of planning, evaluating and carrying out different types of advertising campaigns.
Contents:	Campaign planning as part of a company's marketing communication planning The stages of campaign planning and the main points of a commission The aims of the campaign Customer/target group analysis Media advertising and how to choose a form of advertising Time and action programme/budgeting
Learning Methods:	Lectures, assignments, written assignments and visits. Studies will be partly accomplished as RDI studies.
Assessment Methods:	Written assignments and a larger campaign plan assignment
Bibliography:	A study package, study handouts during classwork and separate background reading

(KLVMM08) Leading Strategic Marketing

Credits: 4 cr Timing: 3rd yr

Learning Objectives: Students will understand the principles of strategic marketing as a part of a company's business strategy development.

Contents: The sub-disciplines of strategic marketing
Coordinating action processes
Recognising customer needs and developing customer-orieted functions and products
Brand-based thinking and communication as a strategic sub-discipline of marketing

Learning Methods: Online course

Assessment Methods: Assignments. Studies will be partly accomplished as RDI studies.

Bibliography: Aaker David: Strategic Marketing Management (2005)
Further reading will be announced in Moodle

(KLVMM09) Digital Marketing

Credits: 4 cr Timing: 3rd yr

Learning Objectives: This course outlines the corner stones and main principles of digital marketing while providing an understanding of the importance of community based and engaged media in a company's marketing and business operations.

Contents: Marketing and the digital breakthrough
Digital marketing as part of company strategy
Channels and areas of digital marketing
The processes of digital marketing

Learning Methods: Lectures, assignments, study visits

Assessment Methods: Assignments, written exercises and exam

Bibliography: Merisavo, Vesanen, Raulas, Virtanen: Digitaalinen markkinointi
Salmenkivi, Nyman: Yhteisöllinen media ja muuttuva markkinointi 2.0

(KLVMM12) R&D 3 Business Projects

Credits: 6 cr Timing: 2nd - 3rd yr

Learning Objectives: Students will be able to use development procedures and working methods central to their major in working life-based development assignments or other commissions.

Previous Learning: R&D 1 Basics of Development Operations

Contents: Implementation of a practical project related to professional studies.

Learning Methods: Projects implemented under supervision of teacher for commissioning parties. RDI studies.

Assessment Implementation of project/s and related documentation.

Methods:

Bibliography: Students search for material linked to the topic using different sources.

(VAPAAZ) FREE-CHOICE STUDIES 15 cr

Students can freely select 15 cr of studies that will support their professional development, from their own field/degree programme or from another degree programme in their own university of applied sciences, from another university of applied sciences or science university. Students will achieve wide-ranging expertise.

(KLVY089) Employee skills: Succeed and Develop as a Subordinate Employee

Credits: 3 cr Timing: 1st - 3rd yr

Learning Objectives: Students will become aware of the fact that a good working atmosphere is also the responsibility of employees. Self-knowledge and introspection create a solid foundation for job satisfaction to flourish.

Contents: Using a learning diary based on the indicated reading list, students will deepen their self-knowledge and aim to create a personal development plan.

Learning Methods: Learning diary

Assessment Methods: Students will create an essay-style discursive learning diary, with a maximum length of 15 pages, and accomplish the assignments set in the course progression plan. The course will be assessed on a scale of 1 - 5. The course can be accomplished anytime throughout the academic year.

Bibliography: Silvennoinen, M. & Kauppinen,R. 2006.
Onnistu alaisena - näin johdan esimiestäni ja itseäni. Jyväskylä: Tammi.
Silvennoinen, M. & Kauppinen, R. 2007.
Kehity alaisena - onnistuneet alaistaidot käytännössä. Jyväskylä:Tammi.

(KLVY031) Securities Trade

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will be conversant with the central principles and issues concerning the securities trade and investment decision-making, as well legal regulations concerning the securities trade.

Contents: Stock exchange operating principles
Choice of investment (shares, bonds, unit trusts, options and other securities)
Making investment decisions and taxation

Learning Methods: Delivered online

Assessment Methods: Assignments completed and submitted online

Bibliography: Online material and other appropriate Internet sources of information

(KLVY021) Filing

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will have an overall concept of the central methods and principles of document management and filing. operations, different e-document and information management methods.

Contents:
Records and archives administration and management
Organising private and public sector records and files
Creating a filing plan as part of archive administration
Filing facilities
E-document management

Learning Methods: Independent study

Assessment Methods: Book exam and essay

Bibliography:
Rastas, P., Arkistotoimi ja asiakirjahallinto
Further reading to be announced
Handout

(KLVY103) Commoditization of Expert Services

Credits: 3 cr Timing: 2nd - 3rd yr

Learning Objectives: Students will recognise the challenges particular to services marketing and will be able to analyse factors pertaining to the quality and development of service. They will be able to make services into products and develop a company's service processes for business economic processes.

Contents:
Features of service
Total services marketing model
Quality of service
Making a service into a product and its marketability
Developing and managing customer relations

Learning Methods: Lectures and assignments

Assessment Methods: Exam and development assignment concerning the development of a service process

Bibliography: To be announced in the course plan

(KLVY076) Housing Company Accounting and Administration

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will be conversant with housing company bookkeeping and accounting and their special features as well as the most important board regulations.

Previous Learning: Basics of Accounting

Contents:
Budgeting
Routine bookkeeping
Financial statements and taxation

Separate calculations
Shareholders meeting, the board and property manager
Responsibility for maintenance

Learning Methods: Online studies

Assessment Methods: Online exercises

Bibliography: To be announced

(KLVY104) Business Ethics

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will learn to observe and solve everyday ethical problems in business life.

Contents: Basic concepts of ethics
Trends in ethics
Everyday ethical problems (relationship with subordinates, managers, partners in cooperation and other parties)

Learning Methods: Online course, independent study

Assessment Methods: Online assignments and set tasks

Bibliography: Airaksinen, Timo: Ammattien ja ansaitsemisen etiikka (Yliopistopaino)
Other material will be announced

(KLVY055) Digital Photo Manipulation

Credits: 4 cr Timing: 2nd - 4th yr

Learning Objectives: Students will possess comprehensive ability in the basic principles of digital photo manipulation from legal issues to creating different kinds of leaflets, publications, adverts and web pages.

Contents: Colour theories
Image manipulation basics - basic, editing and drawing tools
Masks and layers
Special tools and effects
Filming and scanning
Planning, creating and assessing a publication
Copyright
Panorama 3D filming

Learning Methods: Lectures, group work, practical exercises

Assessment Methods: Exam, assignments, presentations

Bibliography: Laakso A., Paint Shop Pro X (+cd)
Flyktman R, Digikuvaajan käsikirja
Walker M.,Barstow N., Digikuvan värinhallinta & -korjailu

(KLVY005) Management Communication

Credits:	5 cr	Timing:	Autumn 2113 / Free timing

Learning Objectives: Students will become familiar with a range of management communication forms and how to recognise and assess them.

Contents:
Managing communication and interactive situations.
Spoken and wordless communication in management
Fear and uncertainty in communication.
Internal and external communication
Interest group analysis

Learning Methods: Group teaching and online teaching

Assessment Methods: Learning diary

Bibliography: Puro, Esimiehen viestintätaidot, Juholin, communicare!

(KLVO009) EU Law

Credits:	3 cr	Timing:	1st - 4th yr

Learning Objectives: Students will gain an overview of the birth of the EU and its decision-making bodies, functions and their power. Students will be conversant with the main aims and leading principles of European law and its links with the Finnish legal system.

Contents:
The birth and development of the EU
Functioning bodies and their responsibilities
The principles of European law and legal procedure

Learning Methods: Lectures and assignments

Assessment Methods: Exam and assignments

Bibliography: To be announced

(KLVY032) Financial Mathematics

Credits:	3 cr	Timing:	2nd - 4th yr

Learning Objectives: Students will be conversant with investment calculation, different forms of funding and investment calculations and how to determine annual percentage rates of interest.

Previous Learning: Business Mathematics

Contents:
Investment procedures
Interpreting and comparing results of different investment procedures
Forms of funding
Annual rates of interest
Investment calculations
Continuous compound interest calculation and payment flow
Linear optimization

Calculations using Excel

Learning Methods: Lectures and exercises

Assessment Methods: Exam and assignments

Bibliography: Karjalainen, L., Optimi -matematiikkaa talouselämän ammattilaisille, 2005

(KLVY095) Introduction to Public Contracts Legistlation

Credits: 3 cr Timing: 1st - 4th year

Learning Objectives: Students will know the basic principles of acquiring public contracts, the rules of procedure and the tendering process.

Contents: The general principles of the Public Contracts Act
Methods of procurement
Announcing procurements
Tendering
Appeal for amendment

Learning Methods: Online course

Assessment Methods: Online assignments

Bibliography: To be announced when the course begins.

(KLWY015) Personal Taxation

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: Students will be proficient in the principles of personal taxation, taxation procedure and appeal.

Contents: The duty to pay tax
Proportional and progressive taxation
Taxable income (capital income and earnings)
Deductible expenses
Tax procedure

Learning Methods: Online studies

Assessment Methods: Online assignments

Bibliography: To be announced

(KLVY030) Generally Accepted Accounting Principles

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will be able to apply rules and laws of accounting in practical situations.

Previous Learning: Introduction to Accounting

Contents: Good accounting principles:
Accountancy act
Accountancy statutory order
Accoutancy Standards Board guidelines
Good accountancy principles

Learning Methods: Book exam

Assessment Methods: Book exam

Bibliography: Leppiniemi, Leppiniemi, Pieni kirjanpitovelvollinen, kirjanpito ja tilinpäätös
Articles provided by lecturer

(KLVY016) Effective Use of InDesign and Publisher

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will be proficient in the features of InDesign and Publisher desk-top publishing programmes, being able to make up newspaper announcements, adverts and other multi-part and form publications.

Contents: Editing and paging texts, text frame processing, graphics
Page templates i.e. basic style formats
Models
Paragraph styles
Tables
Publication indexes, references and tables of contents
Paging publications - from A4 forms to distinguished presentations

Learning Methods: Small group teaching

Assessment Methods: Exam, assignments, independent tasks

Bibliography: Handouts

(KLVY105) Innova Start Up

Credits: 5 cr Timing: 2nd - 4th yr

Learning Objectives: Students will be able to develop their own or their team's business ideas in a customer/market-oriented way. Students will be proficient in searching for information concerning establishing their company and in planning profitable business operations.

Previous Learning: Basic studies in business enconomics Genuine business idea concept approved during initial interview

Contents: Entrepreneurship and business models
Customerships and customer psychology
Making an idea into a product
Pitching an idea
Profitability

Learning Methods: Tutoring, mentoring, participation in seminars, study of related literature, R&D course (5 cr)

Assessment Methods: Business plan as a portfolio, learning diary or essay

Bibliography: To be agreed as the course progresses

(KLVY070) International Tutoring

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will develop interaction skills and knows how to perform and give good presentations. Students will be prepared to meet and interact with people from different countries. International tutoring develops oragnization skills and the courage to interact with others.

Contents: Tasks and responsibilities of a tutor, interaction, presentation and performance skills and confronting diversity.

Learning Methods: Project learning

Assessment Methods: Participation in international tutor training, working as an international tutor for one term, study diary and essay, participation in tutor meetings.

(KLVY002) Management Procedures and Strategies

Credits: 5 cr Timing: 2nd - 4th yr

Learning Objectives: Students will understand and be able to apply a business strategy control system.

Contents: Using the balanced scorecard, scores and assessment, information gathering and implementation. Company strategies and strategic planning.

Learning Methods: Online independent studies using available related literature. Students can also write the essay on an another theme related to the subject as previously agreed with the teacher.

Assessment Methods: Online assessed long essay

Bibliography: Olve, N.-G., Roy, J., Wetter, M., Balanced scorecard - Yrityksen strateginen ohjausmenetelmä
Karlöf, B., Strategia - suunnitelmasta toteutukseen
Other literature on strategic leadership

(KLVY001) New Trends in Leadership and Management

Credits: 5 cr Timing: 2nd - 4th yr

Learning Objectives: Students will understand knowledge capital as a provider of competitive edge, know the central areas of quality management, and understand how to apply operational leadership to business management and the significance of leadership in the implementation of an organisation's basic duties and tasks. Students will also be familiar with the newest trends in leadership.

Contents: Knowledge capital, quality leadership, activity-based management and accounting, leading and leadership. New trends in leadership methods

Learning Methods: Online independent study using related literature. Students may also write the long

essay on another theme related to the subject agreed with the teacher.

Assessment Methods: Online supervised long essay

Bibliography: Background reading:
Ståhle, Grönroos, Knowledge Management
Viitala, R., Henkilöstöjohtaminen ss. 1-223
Lumijärvi ym., Toimintojohtaminen - Activity Based Managementin suomalaisia sovelluksia
Otala, L., Oppimisen etu - kilpailukykyä muutoksessa ss. 1-274
Other literature concerning leadership and management

(KLVY072) Public Administration

Credits: 3 cr Timing: 1st - 3rd yr

Learning Objectives: Students will gain insight into the Finnish political system and how it works, state and municipal administration, public sector decision making processes, the provincial development programme and the operations of EU bodies

Contents: The basic principles of the political system
State administration
Municipal administration
EU bodies and the main points of the provincial development programme

Learning Methods: Independent online studies

Assessment Methods: Assignments completed and submitted for assessment online

Bibliography: Internet -sources

(KLVY079) Public Sector Economy

Credits: 3 cr Timing: 2nd -3rd yr

Learning Objectives: Students will know the basic principles of public sector accounting particularly municipal accounting.

Contents: Strategic municipal planning
Municipal finances (e.g. budget, financial statement, VAT, financial monitoring, internal accounting)
Parish and state finances

Learning Methods: Book exam

Assessment Methods: Book exam

Bibliography: Raudasoja, Johansson: Esimies talouden johtajana julkishallinnossa

(KLVY071) Organisation Activities

Credits: 4 cr Timing: 2nd - 4th yr

Learning Objectives: Students will be competent, active members of society and the community, while at the same time developing their interaction skills, and know the principles of being active in committees and associations

Contents: Membership and participation in the activities of the student union boardT
The UAS system and decision making
Meeting and negotiation techniques
Arranging events and meetings

Learning Methods: Project learning

Assessment Methods: Report on student activities, participating in the board's activities

Bibliography: Opiskelijakunnan säännöt ja ohjesäännöt, SAMOK ry:n
Publications and training materials, rules and regulations of associations and UAS legislation SAMOK ry

(KLVY041) Global Business Manners

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: Students will become familiar with business manners, unwritten rules and representation in different cultures. This course also covers how to behave appropriately in an international setting and how to welcome visitors from different cultures. Students will also learn about business codes of dress, travel, dining, meetings and seminar procedure.

Contents: Why are manners required?
Do as the Romans do - business dress
Dining and business etiquette
International politesse and the ways of your client

Learning Methods: Online studies and assignments

Assessment Methods: Learning diary based on online course and one of the books concerning manners and etiquette

Bibliography: As agreed

(KLVY040) House and Estate Agency

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: Students will be conversant with the legal regulations concerning house and estate agencies.

Contents: Legislation
Housing and property trade
Consumer protection
Special issues in house and estate agency

Learning Methods: Online course

Assessment Methods: Online assignments

Bibliography: To be announced

(KLVY061) Consolidated Financial Statement

Credits: 3 cr Timing: 2nd - 3rd yr

Learning Objectives: Students will know the principles of compiling a consolidated financial statement.

Previous Learning: Introduction to Accounting

Contents: Consolidated financial statement

Learning Methods: lectures and exercises

Assessment Methods: Exam and assignments

Bibliography: Tomperi, S., Kehittyvä kirjanpitotaito - oppikirja ja harjoituskirja

(KLVY035) Consumer Behaviour

Credits: 3 cr Timing: 2nd - 4th year

Learning Objectives: Students will be conversant with the factors affecting a consumer's and an organisation's decision to purchase and with how to analyse factors that lead to the decision to purchase.

Previous Learning: Customer-oriented marketing

Contents: Consumer behaviour model
Factors affecting consumer behaviour
Reference groups and their influence
Consumer decision making processes
The purchasing process of an organisation and factors affecting the decision to buy

Learning Methods: Course delivered online (Moodle)(independent study)

Assessment Methods: Analysis assignments according to set tasks

Bibliography: Blythe, Essence of Consumer Behaviour
Solomon, M. Bamossy, G. & Askegaard S: Consumer behaviour
Students' selected reading

(KLVY034) Quality Management Tools

Credits: 3 cr Timing: 3rd yr

Learning Objectives: Students will be conversant with the central priciples of process leadership. They will be able to describe quality systems in terms of process and use quality management tools to assess and develop quality.

Contents: Core processes and business achievement capability
Progress model for process leadership
Ways of describing a process
The Finnish prize for quality
Benchmarking

Learning Methods: Lectures and exercises

Assessment Methods: Exam and assignments

Bibliography: Lecklin, Olli, Laatu yrityksen menestystekijänä

(KLVL002) Business Plan Project

Credits: 5 cr Timing: 3rd - 4th yr

Learning Objectives: Students will understand the significance of strategic planning. During the course students will produce a concrete business plan which can be used to start up a business during or after graduation. The Intotalo business incubator can be used during this course.

Previous Learning: All basic studies must be accomplished prior to enrolling on this course. A genuine business idea is also required.

Contents: Visioning skills
Models of different business plans
The different parts of a business plan

Learning Methods: Expert visits, tutoring sessions, mentoring, learning together, reading

Assessment Methods: Business plan in the form of a portfolio

Bibliography: To be announced

(KLVY106) Practical Creativity

Credits: 3 cr Timing: 1st - 2nd yr

Learning Objectives: Students will know different ways of generating ideas and understand the significance of creativity and inventiveness in the birth of and search for business ideas. They will also be able to use networks promoting entrepreneurship.

Contents: How business ideas are born
Inventiveness and creativity
Creativeness techniques
Networking as a source of creativity

Learning Methods: Group work, project learning, R&D course (3 cr)

Assessment Methods: Portfolio

Bibliography: To be agreed

(KLVY101) Media Skills

Credits: 3 cr Timing: 1st - 3rd yr

Learning Objectives: Students will recognise the rules of communication, the basics of written and visual communication, the mechanism of crisis communication and the risks associated with different electronic communication situations Students will know how to make use of the benefits the media has to offer

Contents:	Communication etiquette Electronic media Traditional media Optional book assignment linked to topic
Learning Methods:	Online studies, Moodle assignments
Assessment Methods:	Learning diary, with assignments 1-4 (max. 15 pages)
Bibliography:	Moodle material, literature based assignment separately agreed with teacher

(KLVY102) How I communicate in Business

Credits:	3 cr	Timing:	1st - 3rd yr

Learning Objectives:	Students will be able to recognise the strengths and weaknesses of their communication style, analyse competition and recognise the opportunities of their own networks.
Contents:	Communicator profile Publicity as a sales opportunity Networking My business communication style-update
Learning Methods:	Online studies and book assignments
Assessment Methods:	Students compile a learning diary according to instructions and a video clip
Bibliography:	Kortesuo,K.2011. Tee itsestäsi brändi, Porvoo:Docendo., Mäkinen,M., Kahri,A. & Kahri,T. 2010.Porvoo:WSBookwell, Brändi kulmahuoneeseen!, Sounio,L.2010. Brändikäs.Hämeenlinna: Talentum.

(KLVY090) Women and Leadership

Credits:	3 cr	Timing:	1st - 3rd yr

Learning Objectives:	Students will learn what it is like to be a woman leader in Finland and what different styles and methods of leadership look like. Students will be able to consider how values and profit management are combined, and how change is controlled and predicted, with the help of the literature.
Contents:	Through different stories students will gain a perception of what types of women leaders exist in Finland, how leadership may develop and which issues influence the formation of leadership style.
Learning Methods:	A series of books on which students will base a learning diary (max. 15 pages)
Assessment Methods:	Students will compile an essay-style, discursive learning diary according to the Kajaani University of Applied Sciences Writing Toolkit. Evaluation 1 - 5.
Bibliography:	Hirvikorpi, H. 2005. Valta jakkupuvussa. Helsinki: WSOY, Uusikylä,K.2008. Naislahjakkuus. Juva:PS -kustannus Uusikylä, K. 2008.Naislahjakkuus. PS kustannus.

(KLVO011) Legal Data Protection

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: Students will be conversant with the regulations and norms governing confidentiality and privacy and the data protection of personal information and in working life.

Contents:
Publicity in the work of officials
Privacy and data security
Data security as a legal phenomenon
Privacy and confidentiality in working life

Learning Methods: Delivered online

Assessment Methods: Course work assignments and exercises that must be submitted for evaluation

Bibliography: To be announced when the course begins

(KLVY012) Organizational Psychology

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will have in depth knowledge of organisational behaviour, being able to take into account the effects of organisation psychological factors on staff and management.

Contents: Leadership tasks and responsibility in conflict situations, dealing with problems in the working community, work satisfaction, encouragement and rewards and skills development.

Learning Methods: Online independent study using related literature. Students can also write the essay on another theme related to the subject as previously agreed with the teacher.

Assessment Methods: Online long essay returned for assessment

Bibliography: Background reading:
Järvinen Esimiestyö ongelmatilanteissa;
Ruohotie, Honka Palkitseva ja kannustava johtaminen, Järvinen Ammattina esimies;
Other related literature chosen by student

(KLVY053) Payroll Administration

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will be able to calculate salaries manually and using ADP applications.

Contents:
Basis of salaries and how they formed
Overtime
Fringe benefits
Reimbursement of expenses
Annual holiday issues
Employer's contributions
Payroll administration documents
Salary calculation programme

Learning Methods: Small group teaching

Assessment Methods: Exams, assignments, independent tasks

Bibliography: Eskola, A., Palkka - Työsuhteen ja palkanlaskennan perusteet
Handouts

(KLVO002) Family and Inheritance Law

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: Students will know laws and regulations concerning marriage, cohabitation, a child's legal status, property of the deceased, inheritance and gift taxation for application in practical situations.

Contents: Engagement, marriage, the legal status of the spouses, common law marriage
The legal status of children, maintenance (affiliation), custody and visiting rights
Testate succession
Legacy law
Drawing up deed of inventory, distribution of the estate, inheritance tax

Learning Methods: Online studies

Assessment Methods: Online assignments

Bibliography: To be announced in the course plan.

(KLVY003) Learning by Projects

Credits: 5 cr Timing: 1st - 4th yr

Learning Objectives: This course grounds students in the art of team and project work, enabling them to generate ideas, plan, carry out and evaluate projects. They will be proficient in acquiring higher education level theoretical information appropriate to the contents of the project. The amount of credits gained from this course depends on the size and extent of the project.

Previous Learning: Introduction to Project Work

Contents: Project idea and planning
Project contents-based theory back-up
Project implementation
Project assessment
Self-assessment

Learning Methods: Learning by doing, project work, reflection, can also be considered as an RDI course

Assessment Methods: Learning the theory, compiling a project plan, active participation in the implementation of the project, reporting, assessment of own learning

Bibliography: Kajaani University of Applied Sciences tool pack on the Internet
Reading based on the project subject area

(KLVY096) Criminal Law and Procedural Law

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: Students will know the most common criminal law decrees, its nomenclature, and initial investigation and criminal trial procedure, the sanction system and the most typical indications of an offence

Contents: General decrees of the criminal act
Initial investigation and coercive measures
Indications of an offence
Sanctions
Criminal trial proceedings

Learning Methods: Online studies

Assessment Methods: Online assignments

Bibliography: Pekka Koskinen Rikosoikeuden perusteet.
Helsingin yliopiston oikeustieteellinen tiedekunta

(KLVY014) Risk Management

Credits: 3 cr Timing: 2nd - 3rd yr

Learning Objectives: Students will gain knowledge of the different areas of risk management and be able to make a company risk management plan.

Contents: Risk analysis starting points, risk analysis, estimating commercial and other risks, risk management, methods and decision making

Learning Methods: Independent online learning using appropriate available online material.

Assessment Methods: Online learning assignment - risk management plan and insurance exercises

Bibliography: Online material
Arto Suominen, Riskienhallinta ja Kai-Erik Berg, Yrityksen riskinhallinta.
Other literature concerning risk management

(KLVY087) Strategic Marketing

Credits: 4 cr Timing: 3rd - 4th yr

Learning Objectives: Students will understand the principles of strategic marketing thinking as a part of developing a company's business strategy.

Previous Learning: Basic studies in Marketing

Contents: Sub-disciplines of strategic marketing
Coordinating operational processes
Recognising customer needs and developing customer-oriented functions and products
Brand thinking and communication as a strategic sub-discipline of marketing

Learning Methods: Delivered as an online course, independent studies (Moodle)

Assessment Methods: Online studies. Delivered partly as RDI studies.

Bibliography: Aaker, David A & McLoughlin Damien: Strategic Market Management (2007 European Edition)
Drummond, Graeme: Strategic marketing planning and control (2002)
Tikkanen, H. & Vassinen, A. StratMark:Strateginen markkinointiosaaminen (2010)
Students' own selected reading

(KLWY042) Finnish Culture

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will be familiar with the Finnish way of life and its history and be able to apply this knowledge to the tourism industry.

Contents: Background to Finnish culture
National and local culture
Significant events, people, environments and phenomena.
Finnish culture in tourism product development.

Learning Methods: Lectures and assignments. Course partly delivered online

Assessment Methods: Assignments and exam

Bibliography: To be announced in the course plan

(KLVY098) Electronic Communication

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will be able to use the newest e-communication tools. They will also understand the significance of e-communication and its future within their own sector, being able to analyse the opportunities provided by communication tools in terms of developing their own work.

Contents: The web as a communication tool
Social media tools for use in companies and organisations
Application of web functions
Communication monitoring methods and tools
Data security in e-communication

Learning Methods: Lectures, independent study in Moodle and online group work

Assessment Methods: Book summary Assignment Seminar presentation

Bibliography: Moodle material

(KLVY022) Spreadsheet Accounting - Follow-up Course

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will be able to make effective use of computer tools programmes.

Previous Learning: Introduction to Spreadsheet Accounting

Contents: Editing work books and tables

Designing and editing diagrams and charts
Statistics, funding and search functions and logical functions
Data base operations, filtering and compiling information, subtotals and pivot table
Recording and editing functional macros
Shared use of tools programmes

Learning Methods: Exam and assignments

Assessment Methods: Small group teaching

Bibliography: Kivimäki, Rousku, Excel - hyötykäyttäjän opas
Lammi Outi, Excel 2007

(KLVY107) Team Work in Practice

Credits: 4 cr Timing: 1st - 2nd yr

Learning Objectives: Students will understand their own role as team leaders and will develop their team-leading skills. They will understand the importance of commitment to performance targets and a shared objective.

Contents: Team activities
Project planning and implementation
Leadership
Marketing/making an idea into a product
Team enterprise

Learning Methods: Group work, project learning, R&D course (4 cr)

Assessment Methods: Portfolio

Bibliography: To be agreed

(KLVY025) Special Issues in Auditing

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will possess in depth knowledge of auditing and auditing special issues.

Previous Learning: Introduction to Auditing

Contents: Auditing reports
Bankruptcy
Changes in company form
Auditing a corporate financial statement

Learning Methods: Lectures and exercises

Assessment Methods: Exam and assignments

Bibliography: To be announced in the course plan

(KLVY062) Peer Tutoring

Credits: 2 cr Timing: 2nd -3rd yr

Learning Objectives: Students will develop their interaction, presentation and group mentoring skills and gain the confidence to work with different types of people, organise different affairs and to justify and defend their opinions in working life.

Contents: The tasks and responsibilities in peer tutoring, tutoring, interaction and presentation skills, group mentoring and counselling.

Learning Methods: Project-based learning

Assessment Methods: Active participation in peer tutoring, learning diary and essay on an agreed topic.

Bibliography: To be agreed in conjunction with the essay.

(KLVY013) Export and Import Routines

Credits: 3 cr Timing: 2nd - 3rd yr

Learning Objectives: Students will learn to interpret and compile international commercial documents and to negotiate terms of delivery and payment.

Contents:
Contracts
Quotations as a basis for commercial agreements
Supply and delivery contracts
Terms of payment
Insurances
Export and import customs routines
International trade documents

Learning Methods: Web -course

Assessment Methods: Independent study in the Internet, completed and returned assignments

Bibliography: Pehkonen, E., Vienti- ja tuontitoiminta, web -course material and other material linked to the subject

(KLVL003) Corporate Communications

Credits: 5 cr Timing: 2nd - 4th year

Learning Objectives: Students will be able to handle external and internal briefings for a public organisation/company/project. The course emphasises the significance of providing information as part of wider integrated communication.

Contents:
Introduction to corporate communications
Internal and external communications
Briefing and media relations
Crisis communications
Informative writing
Communication strategic planning as part of corporate communications as a whole

Learning Methods: Lectures, written assignments and study visits

Assessment Methods: Exercises and assignments, portfolio

Bibliography: Study handout and further reading e.g.
Juholin Elisa, Communicare!

(KLVY077) The Special Features of Corporate Taxation

Credits: 5 cr Timing: 2nd - 3rd yr

Learning Objectives: Students will know how taxation is affected when a company changes form, undergoes a generation change or is restructured. Students will also be conversant with international taxation.

Previous Learning: Corporate Taxation and Financial Statement Planning

Contents: Differences in taxation of different types of companies
Changing company form
Capital transfer tax
Consequences of value added tax
Consequences of direct taxation
Generation changes in business - taxation issues
Restructuring
Introduction to international taxation

Learning Methods: Lectures and assignments

Assessment Methods: Exam and assignments

Bibliography: Tomperi, S: Yritysverotus ja tilinpäätössuunnittelu
Articles - to be announced

(KLVY064) Entrepreneurship in practise

Credits: 6 cr Timing: 2nd - 3rd yr

Learning Objectives: Students will develop their business ideas in the form of a project while creating customer contacts with different companies and developing their business and project skills in the Intotalo environment.

Previous Learning: Basic studies

Contents: Leading customer-bases
Practical project leadership
Leading teams
- Marketing and Innovation

Learning Methods: Project learning, teamwork and reading

Assessment Methods: Planning, carrying and promoting out a customer project and report

Bibliography: To be agreed at the beginning of the course

(KLVK005) English/Academic Writing

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: To be able to write short academic texts in English, e.g. the abstract for the thesis and to be able to analyse source material and use help tools

Previous Learning: Basic and professional English studies

Contents: Sentence structure, fluent writing
Text analysis, style
Summaries, memos, reports
Thesis abstract

Learning Methods: Small group sessions

Assessment Methods: Continuous assessment, return tasks, written exam

Bibliography: Handout

(KLVK015) German / Deutsche Grammatik

Credits: 3 cr Timing: 1st - 3rd yr

Learning Objectives: Students will gain in depth knowledge of German grammar and vocabulary enabling them to improve their speaking and writing skills.

Previous Learning: Basic German 2 or or proficiency test

Contents: Verbs
Adjectives
Nouns
Adverbs
Pronouns
Word Order
Style

Learning Methods: Independent study

Assessment Methods: Written exam

Bibliography: Handout

(KLVK040) Diskussion

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will develop their spoken Swedish so as to be able to participate in different types of discussions and conversations.

Previous Learning: Basic and professional Swedish studies

Contents: Speaking exercises through drama
The topics of conversation will be agreed with the group

Learning Methods: Small group teaching

Assessment Methods: Evaluated conversation completed in pairs or other form of assessment as agreed.

Bibliography: Study handout

(KLVK007) English Conversation

Credits: 3 cr Timing: 2nd-3rd year

Learning Objectives: The student will diversify oral language skills, can apply new words and expressions and can use discussion strategies. The student recognises main variations of the English language

Contents: Conversation sessions on current topics from various fields.
Oral presentation on a free-choice current topic and acting as a conversation leader based on the topic.

Learning Methods: Small group discusson sessions Oral presentation Oral exam

Assessment Methods: Conversational activity Oral presentation Oral exam

Bibliography: Articles and texts

(KLVK042) Basic Spanish 1

Credits: 5 cr Timing: As indicated by the teacher.

Learning Objectives: Students will know the basics of the Spanish language, the culture of Spain and will be capable of dealing with everyday situations with a limited vocabulary and limited knowledge of the language.

Contents: Pronunciation, writing and grammar exercises
Service situation
Knowledge of Spanish culture and of the country

Learning Methods: Group teaching

Assessment Methods: Continuous assessment, written and spoken exercises, written exam

Bibliography: To be announced in the course plan

(KLVK043) Basic Spanish 2

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: Students will strengthen their proficiency in Spanish grammar, broaden their vocabulary and develop their speaking skills as well as adding to their knowledge of the cultures of different Spanish-speaking countries.

Previous Learning: 5 cr of basic studies in Spanish - successfully accomplished or equivalent studies.

Contents: Verb forms, pronunciation
Travel, hobbies, trade and commerce
Cultural aspects

Learning Methods: Group teaching

Assessment Methods: Continuous assessment, written and spoken exercises, written and spoken exam

Bibliography: To be announced in the course plan

(KLVK044) Basic Spanish 3

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: Students will strengthen their proficiency in Spanish grammar and vocabulary and develop their speaking skills as well as deepening their knowledge of the cultures of different Spanish-speaking countries.

Previous Learning: Previous beginners' course or equivalent studies

Contents: Verb tenses and moods
Family, everyday and working life situations

Learning Methods: Group teaching

Assessment Methods: Continuous assessment, written and spoken exercises, written and spoken exam

Bibliography: To be announced in the course plan

(KLVK009) Spanish / Español en el trabajo 1

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: Students will be proficient in using Spanish for spoken and written communication assignments in business, they will also acquire a specialised vocabulary and improve their Spanish comprehension, as well as their speaking and writing skills.

Previous Learning: Basic and lower intermediate studies in Spanish or equivalent qualifications.

Contents: Commercial relations with Spanish speaking countries.
Job application
Job interviews
Spanish and Hispanic culture and business culture, business trips
Economic outlook of Hispanic countries

Learning Methods: Independent study, supervised independent study

Assessment Methods: Written exercises, written and oral exam, listening test

Bibliography: Lindgrén, Savinainen, Seppä, Claves del éxito

(KLVK038) Spanish / Español en el trabajo 2

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: Students will be able to deal with a variety of business situations in the hispanic world.

Previous Learning: Basic and Intermediate Spanish studies

Contents: The world of business
Products and services
Marketing

Learning Methods: Independent study, supervised distance learning

Assessment Methods: Written exercises, written and oral exam, listening comprehension test

Bibliography: Lindgrén -Savinainen - Seppä: Claves del éxito

(KLVK032) Swedish/Fakta inom din bransch

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students have a deeper knowledge of their field of business in Swedish

Previous Learning: Basic and professional Swedish studies

Contents: Economic life
Tourism services
The world of business

Learning Methods: Independent study

Assessment Methods: Chat, comments and exercises in the moodle learning environment

Bibliography: Web-based material

(KLVK018) German / Fakten über Finland

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: Students will improve their spoken and written German and their German vocabulary enabling them to provide varied information on Finland and to discuss Finland- related topics.

Previous Learning: Earlier studies in German are necessary

Contents: The history, nature, people and languages of Finland
Economic life
Culture
Finland as a tourist destination
Kainuu

Learning Methods: Independent study

Assessment Methods: Distance assignments and oral exam

Bibliography: Handout

(KLVK011) French / Francais et le travail 1

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: To equip students with the skills to communicate orally and in writing, using specialised vocabulary in different business and tourism contexts.

Previous Learning: High School short course in French

Contents: Job applications and interviews. phone situations at work.
Business letters.
Tourism services

Learning Methods: Guided independent self-study incl. small group sessions. Written application and CV. Grammar and situational exercises.

Assessment Methods: Continual assessment, written tasks, Written exam.

Bibliography: Study handout

(KLVK039) French / Francais et le travail 2

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: Students will be able to describe company operations and give a company presentation in French.

Previous Learning: High School basic French course or equivalent studies

Contents: Company forms, field of operations, location, products and services, meetings

Learning Methods: Guided independent study incl. small group sessions, oral company presentation. Situational grammar exercises

Assessment Methods: Oral and written company presentation, written exam

Bibliography: Study handout.

(KLVY099) Going Global

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will be able to plan an international company visit and will understand international and business cultures and etiquette.

Previous Learning: Basic and Professional studies

Contents: Planning an international business visit and receiving visitors from abroad
Business etiquette
Goodwill letters

Learning Methods: Small group teaching

Assessment Methods: Continual assessment, oral presentations, written assignments and exam

Bibliography: Handout

(KLVK062) Italian Business Communication

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: This course covers spoken and written communication in business and students will improve their capabilities to understand, speak and write Italian.

Previous Learning: Basic Italian 1 and Basic Italian 2

Contents: Job applications, job interviews
Company presentations and routine correspondence.

Learning Methods: Independent study, supervised distance learning

Assessment Methods: Written exercises, written and spoken exam, listening comprehension test

Bibliography: Cherubini, N., L´italiano per gli affari

(KLVK060) Basic Italian 1

Credits: 5 cr Timing: 1st - 4th yr

Learning Objectives: To equip a complete beginner with the skills needed to communicate in practical everyday situations in Italian and to give some background information about italy and its society and culture.

Previous Learning: No previous studies

Contents: Pronunciation, grammar and writing
Service situations
Culture

Learning Methods: Small group teaching

Assessment Methods: Continuous assessment and written exams

Bibliography: Espresso 1

(KLVK061) Basic Italian 2

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: This course will reinforce students' Italian grammar skills, widen their vocabulary and develop their spoken Italian as well providing a variety of information on Italian culture.

Previous Learning: 5 cr of approved Italian studies or the equivalent

Contents: Culture and geography of Italy
Tourism and tourist services
Society

Learning Methods: Small group teaching

Assessment Methods: Continuous assessment, written exams

Bibliography: Espresso 1 and handout

(KLVK027) German / Landeskunde und Kultur

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will improve their German skills and their knowledge of German speaking areas and the main manners and etiquette of working life appropriate to the area.

Previous Learning: Basic German 1, Basic German 2 and Basic German 3

Contents: The special features of German etiquette and manners

Learning Methods: Independent study

Assessment Methods: Distance learning and written exam

Bibliography: Handout

(KLVK053) Business Russian

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will be proficient in a variety of Russian grammar structures and vocabulary in written and spoken business situations.

Previous Learning: Russian studies at UAS or equivalent studies (at least 10 cr) accomplished elsewhere

Contents: Grammar exercises
Vocabulary exercises
PR communication
Basic business correspondence

Learning Methods: Group teaching, spoken pair work exercises, writing exercises

Assessment Methods: Continuous assessment Portfolio of written work Written exam

Bibliography: Salenius P., Liikekirjeet venäjäksi
tai Bazvanova T.N.,- Orlova T.K., Biznes-korrespondentsija

(KLVK041) Norden i nötskal

Credits: 3 cr Timing: 2nd - 4th yr

Learning Objectives: Students will develop their Swedish skills and their knowledge of nordic business/tourism culture.

Previous Learning: Basic and professional studies in Swedish

Contents: The Nordic countries and the special features of their cultures.

Learning Methods: Independent study

Assessment Distance assignments and essay exam

Methods:

Bibliography: Study handout

(KLVY091) Practice first

Credits: 3 cr Timing: 1st - 3rd yr

Learning Objectives: Students will be able to name and use basic English grammar for speaking and writing to the level required in university of applied sciences professional English studies.

Contents: Basic English Grammar:
Pronunciation
Grammar terminology
Tenses
The passive voice
The word order of sentences
I and II conditional
Verbs
Nouns
Pronouns
Adjectives

Learning Methods: Online studies and supervision (90%), contact teaching and supervision (10%)

Assessment Methods: All online exercises, final exam, 100% participation in contact sessions, written final exam

Bibliography: Material available online/in Moodle

(KLWY049) French Grammar

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: Students will strengthen and broaden their proficiency in French grammar and vocabulary.

Previous Learning: High School short course or equivalent studies

Contents: Exercises in French grammar

Learning Methods: Guided independent studies

Assessment Methods: Written grammar exercises, written exam

Bibliography: Study handout

(KLVK047) Basic French 1

Credits: 5 cr Timing: 1st - 4th year

Learning Objectives: The student will be able to use the basic French language in everyday situations. The student can apply politeness conventions and describe the French kitchen in a small scale.

Contents: Grammar, pronunciation and writing exercises
Greetings, introductions,reception of visitors
At a restaurant, a cafe
Phone situations
Time expressions

Learning Methods: Small group learning

Assessment Methods: Continual assessment, written exam

Bibliography: Eevi Nivanka, Soile Sutinen:
Chez Marianne: French for Beginners.

(KLVK048) Basic French 2

Credits: 3 cr Timing: 1st -4th year

Learning Objectives: Students will develop their grammar use, vocabulary and speaking skills in more requiring situations.

Previous Learning: Approved French Basics 1 or equivalent knowledge

Contents: Pronunciation and grammar exercises
Travelling
Living
In a shop, at a hotel
Computer vocabulary
Working life language

Learning Methods: Small group learning

Assessment Methods: Continual assessment, written exam

Bibliography: Eevi Nivanka, Soili Sutinen:
Chez Marianne: French for Beginners

(KLVK049) Basic French 3

Credits: 3 cr Timing: 1st - 4th year

Learning Objectives: The student deepens his knowledge of vocabulary and grammar and can apply it in more requiring speech and writing situations.

Previous Learning: Approved French basics 2 or equivalent knowledge

Contents: Writing letters and emails. Consulting a doctor. Work intervju. Speaking on the phone at work. Guiding excursions. Knowledge of wines

Learning Methods: Small group learning.

Assessment Methods: Continual assessment, written exam

Bibliography: Eevi Nivanka, Soili Sutinen:
Chez Marianne: French for Beginners
Study handout

(KLVK054) Basic German 1

Credits: 5 cr Timing: 1st - 4th yr

Learning Objectives: This course will equip students with the German skills required to cope in everyday communication situations, to understand simple business texts and to gain knowledge of the German speaking world and its culture.

Contents:
Basic grammar
Travelling, at the hotel, in the bank, shopping
Company visits, negotiations
Giving instructions
Everyday German

Learning Methods: Small group teaching

Assessment Methods: Continuous assessment and written tests

Bibliography: Kudel-Kyyhkynen: Einverstanden 1

(KLVK056) Basic German 2

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: This course covers basic German grammar and vocabulary enabling students to cope in simple business communication situations and to broaden their basic grammar and vocabulary skills as well as their knowledge of Germany and German etiquette and manners. Students will also be able to talk about general issues to a certain extent, their own country and work place and understand simple, general texts concerning their own professional field.

Previous Learning: Basic German 1 or proficiency test

Contents:
Basic grammar
Everyday German
Telephoning
Emails
German culture and business etiquette

Learning Methods: Small group teaching

Assessment Methods: Continuous assessment and written exam

Bibliography: Kudel-Kyyhkynen: Einverstanden 1 and study handout

(KLVK057) Basic German 3

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: Students will be equipped with the skills needed to cope in service situations in business and in the tourism and hospitality business according to the requirements of

German etiquette. They will be able to present the company's services and to provide information about their own region and country.

Previous Learning: Basic German 1 and Basic German 2 or proficiency test

Contents: Students will be equipped with the skills needed to cope in service situations in business and in the tourism and hospitality business according to the requirements of German etiquette. They will be able to present the company's services and to provide information about their own region and country.

Learning Methods: Independent studies

Assessment Methods: Written tasks and oral exam

Bibliography: Study handout

(KLVY100) Uppdatera din svenska

Credits: 3 cr Timing: 1st year

Learning Objectives: Students will know the basic grammar of Swedish.

Contents: Swedish grammar

Learning Methods: Contact teaching and independent work, pair and group work

Assessment Methods: Active participation, exam

Bibliography: Handout

(KLVK050) Basic Russian 1

Credits: 5 cr Timing: 1st - 4th yr

Learning Objectives: The students can read texts printed and handwritten in the Cyrillic alphabet,and can write Russian text themselves. They know the basic rules of pronunciation and intonation and are familiar with basic grammar structures to be applied in simple everyday speaking, service and tourism situations.

Contents: Reading and writing exercises
Pronunciation and intonation exercises
Greetings, telling about your family
Service situations
Travel situations

Learning Methods: Small group sessions: listening,pronunciation, reading and writing exercises; oral service situations in pairs

Assessment Methods: Continual assessment, written exams

Bibliography: Alestalo, M., Kafe Piter 1 tai vastaava alkeiskirja

(KLVK051) Basic Russian 2

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: The students can read, pronounce and write Russian handwriting with ease. They know enough Russian to be able to apply their grammar knowledge and vocabulary in simple service situations or on the telephone with knowledge of rules of politeness.

Previous Learning: Basic Russian 1 (5 cr) or equivalent studies in Russian

Contents: Numerals and their usage
Verb forms
Adjectives and adverbs
Basics of cases
Telephoning
Shopping situations
Hotel and restaurant situations

Learning Methods: Small group sessions with listening, pronunciation and writing exercises and lots of group and pair practice

Assessment Methods: Continual assessment, written and oral exam

Bibliography: Alestalo M.,Kafe Piter 1

(KLVK052) Basic Russian 3

Credits: 3 cr Timing: 1st - 4th yr

Learning Objectives: The students can read printed text, and write Russian without difficulty and they will know Russian pronunciation rules. They have a good command of essential Russian grammar and vocabulary to be able to manage in Russian in a variety of spoken and written service situations either as a client or a member of staff.

Previous Learning: Basic Russian 1 and Basic Russian 2) or equivalent 8 cr of studies in Russian.

Contents: Travelling; holidays
On the phone
Celebrations, congratulations, speeches
Shopping
Ordering a meal in a restaurant

Learning Methods: Group work, spoken pair work exercises

Assessment Methods: Continuous assessment, written and spoken exam

Bibliography: Alestalo M., Kafe Piter 1
Teaching handouts

(KLOO1Z) THESIS 15 cr

(KLOO001) Thesis

Credits: 15 cr Timing: 3rd - 4th yr

Learning Objectives: The aim of the thesis is to develop and demonstrate the students' ability to apply their knowledge and skills to a practical task requiring expertise related to their professional studies. The thesis can be either a piece of research or developmental project or a project linked with working life and it must promote the students' professional development and be of use in working life.

Previous Learning: R&D 2 Research and Development

Contents: Thesis start-up seminar (during practical training)
Approval of topic and topic analysis
Compilation of thesis plan, presentation and acting as an opponent
Thesis + thesis workshop
Seminars
Maturity test

Learning Methods: Seminars and independent study

Assessment Methods: Topic analysis Compilation of thesis plan, presentation and acting as an opponent
Research/development work or project and report (written and oral presentation)
Seminars Maturity test

Bibliography: Hirsjärvi, S., Remes, P., Sajavaara, P., Tutki ja kirjoita
http://www.kajak.fi/opari
Thesis-specific literature

(KLHH1Z) PRACTICAL TRAINING 30 cr

(KLHH001) Practical Training

Credits: 30 cr Timing: 3rd year

Learning Objectives: The Polytechnic Act (16.6.2005/423) defines practical training as a part of University of Applied Sciences studies and according to this act the aim of the practical training period is to provide a supervised introduction to the main work tasks associated with their own specialism and to applying knowledge and competences in working life. The function of practical training is to support conscious development, practical working life and personal competence development. Practical training can be accomplished abroad or in Finland in a working environment related to the students' field of study.

Previous Learning: Basic studies and a sufficinet amount of professional studies. Students are assumed to have at least 90 cr (training in the autumn of the 3rd yr) and at least 115 cr (training period in the spring of the 3rd academic year). Attendance of practical training information briefings.

Contents: Information briefings before the training period
Approval of practical training contract, plan and work tasks form,
Uninterrupted training period in a working environment appropriate to students' field of study
Assignment
Practical training diary
Feedback seminar after period is over
Practical training evaluation and report

Learning Methods: Practical training will be accomplished partly as RDI studies