

BACHELORS DEGREE IN BUSINESS ADMINISTRATION

BUSINESS ADMINISTRATION DEGREE PROGRAMME

BUSINESS INFORMATION TECHNOLOGY DEGREE PROGRAMME

INTERNATIONAL BUSINESS

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The Bachelor 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.

Graduating students will be awarded a Bachelors Degree in Business Administration. There are 120 study places available in this school, 40 in the Business Information Technology Degree Programme, 60 in the Business Administration Degree Programme and 20 in the International Business Degree Programme. The Degree qualification is worth 210 credits and takes 3.5 years to complete with a maximum completion time of 4.5 years.

THE DEGREE PROGRAMMES

GENERAL OBJECTIVES

The aim of the **degree programme** 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 studies

at least 2 languages

21 cr

- Production economics and logistics major
at least 2 languages 16 cr

* Business Information Technology
at least 2 languages 17 cr

BUSINESS INFORMATION TECHNOLOGY DEGREE PROGRAMME 210 CR

The skills and knowledge that correspond to the learning objectives of the degree programme include the following competences:

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

- 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 file 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)
- 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
- 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 software design or systems maintenance. 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**29 cr**

Basic Studies in Information Technology
Communication Skills I

21 cr
8 cr

SYSTEMS MAINTENANCE**BASIC STUDIES****35 cr**

Basic studies in systems maintenance
Business Operations I
Methodological Studies

17 cr
6 cr
12 cr

PROFESSIONAL STUDIES**86 cr**

Information Technology Studies
Business operations II
Communication Skills II

51 cr
12 cr
23 cr

GAME PRODUCTION**BASIC STUDIES****40 cr**

Game Production Basics
Business Operations I
Methodological Studies I
Communication Studies II

14 cr
3 cr
3 cr
20 cr

PROFESSIONAL STUDIES**81 cr**

Common in depth professional studies
The Game Business and Production or
Game Planning or
Game Graphics or
Game Programming

43 cr
38 cr

COMMON FREE-CHOICE STUDIES**15 cr****PRACTICAL TRAINING****30 cr**

5-month practical training period abroad or in Finland

THESIS**15 cr**

It is possible to select to major in Systems Maintenance or Game Production. Students will select the major during the first year of studies.

Students can opt for alternative or free-choice studies that are offered through the Information Processing Science degree programme in the Faculty of Science at the University of Oulu.

SYSTEMS MAINTENANCE

The Systems Management major focuses more 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, system managers or trainers.

GAME PRODUCTION

Students can select a major from amongst the Game Production in-depth study modules listed as follows: The game business and production, game planning, game graphics or game programming. Students will gain knowledge of and competence in traditional programming via the game programming studies. Graduates in this major will be able to work as software designers, game programmers, programmers or trainers.

BUSINESS INFORMATION TECHNOLOGY MODULES

COMMON BASIC STUDIES 29 CR

Information Technology Basic Studies **21 cr**

Basic Use of Micro-computers	6 cr
Introduction to Information Networks	6 cr
Data Security of an Organisation	3 cr
Introduction to Programming	6 cr

Communication Skills I **8 cr**

Communication and Presentation Skills	3 cr
Basics of Business and ICT English	5 cr

SYSTEMS MAINTENANCE**SYSTEMS MAINTENANCE BASIC STUDIES 35 cr****Systems Maintenance Basic IT Studies 17 cr**

Windows 4 cr

Linux 4 cr

Introduction to Operating Systems 3 cr

Introduction to Systems Development 3 cr

Introduction to Virtualisation 3 cr

Business Operations I 6 cr

Business planning 3 cr

Company and Contractual Law 3 cr

Methodological Studies I 12 cr

Discrete Mathematics 3 cr

Mathematical Models and Expressions 3 cr

Business Communication 3 cr

Personal development Programme 3 cr

SYSTEMS MAINTENANCE PROFESSIONAL STUDIES 86 cr**IT STUDIES 51 cr**

User Support 3 cr

Wireless Networks 3 cr

Networks Continuation Course 6 cr

Windows Server Environment 6 cr

Linux Server Environment 6 cr

Databases 6 cr

Technological Data Security 4 cr

Skripti Programming 5 cr

Server Virtualisation 6 cr

Desk Top Virtualisation 6 cr

Business Operations II 12 cr

Leadership 3 cr

Software Business and Marketing 5 cr

Management Accounting 4 cr

Communication Skills II 23 cr

Meetings and Negotiations 3 cr

Instructor Course 3 cr

ICT-English I 3 cr

ICT-English II 3 cr

Svenska i affärslivet 3 cr

IT Swedish 3 cr

Research and Academic Writing 5 cr

GAME PRODUCTION

GAME PRODUCTION BASIC STUDIES

40 cr

Game Production Basic IT Studies 14 cr

Project Work	5 cr
WWW and Internet	3 cr
Introduction to Databases	3 cr
Topical seminar	3 cr

Business Operations I 3 cr

Business Planning	3 cr
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Methodological Studies I 3 cr

Personal Development Programme	3 cr
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Communication Studies II 20 cr

ICT English I	3 cr
Svenska i affärlivet	3 cr
ICT-English II	3 cr
Spel Svenska	3 cr
Consultancy and Training	3 cr
Research Methods	3 cr

COMMON GAME PRODUCTION PROFESSIONAL STUDIES

Games and the Basics of Game Production	3 cr
The Visual Aspects of Games	3 cr
Introduction to the Mathematics and Physics of Games	3 cr
Game Project Management	5 cr
Flash Technology	3 cr
Prototyping	3 cr
Game Project I	6 cr
Game Project II	6 cr
Testing and Planning Testing	3 cr
Version Management	3 cr
Game Analysis I	5 cr

GAME PRODUCTION SPECIALISED PROFESSIONAL STUDIES 38 cr

Continuation Course in Game Production	3 cr
Business Operation Models and Financing in the Game Industry	5 cr
Game Engines	3 cr
Legal Issues and IP	3 cr
Selling and Sales Management	3 cr
Pre-production Planning and Concept Art	6 cr
Global and Distributed Game Production	3 cr
Management Accounting	3 cr
PR, Relationship Building and Pitching	6 cr
Localization	3 cr

Game Design

Game Engines	3 cr
Pre-production Planning and Concept Art	6 cr
Localization	3 cr
Introduction to Script Writing	5 cr
Concept Planning	3 cr
Social Innovations	3 cr
Game Usability	3 cr
Level Planning	6 cr
Scripting	3 cr
Game Architectures	3 cr

Game Graphics

Game Engines	3 cr
Pre-production Planning and Concept Art	6 cr
Concept Planning	3 cr
Game Usability	3 cr
Level Planning	6 cr
Scripting	3 cr
2 D/ 3 D Avatar/Figure Design	5 cr
Textures and Graphics	3 cr
Animation	3 cr
Motion Capture	3 cr

Game Programming

C++ and the Basics of Object Oriented Programming	6 cr
Game Programming I	5 cr
Programming Mobile Games	3 cr
Mathematics for Game Programmers	5 cr
Physics for Game Programmers	5cr
Game Programming II	5 cr
Software Algorithms	3 cr
Animation Programming	3 cr
Web Game Programming	3 cr

FREE CHOICE STUDIES 15 cr

PRACTICAL TRAINING 30 cr

THESIS 15 cr

Credits: 3 cr Timing: 1st yr

Objective:	Students will gain knowledge of current questions pertinent to an organisation's data security and will know data security solutions and risk management 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 Strategies:	Lectures, assignments
Assessment:	Exam
Bibliography:	Hakala M., Vainio M., Vuorinen O., Tietoturvallisuuden käsikirja, Vahti 1/2001, Valtion viranomaisen tietoturvallisuustyön yleisohje, opetusmonisteet

(KTPT013) Introduction to Programming

Credits:	6 cr	Timing:	1st yr
Objective:	Students will gain basic knowledge and skills in C# language computer programming and programming technique, as well as understanding the basic concepts of object-oriented programming and how to apply them in programming.		
Contents:	Visual Studio user interface and tools Basic structure of the C# programme Data types and variables Tables and character strings Control structures Classes and objects and their use Planning and programming a computer programme		
Learning Strategies:	Lectures, exercises and group work		
Assessment:	Exam and assignment		
Bibliography:	Material as indicated by the teacher		

(KTPV2Z) COMMUNICATION SKILLS I 8 cr

This module equips students with skills required to manage business and public administration communication situations in Finnish and foreign languages.

(KTPV004) Communication and Public Speaking Skills

Credits:	3 cr	Timing:	1st yr
Objective:	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 Using correct language and grammar structures and the writing process,		

Reporting, summarising, using quotes

Learning Strategies: Small group teaching

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

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

(KTPV002) English/Basics of Business and ICT English

Credits: 5 cr Timing: 1st yr

Objective: This course covers business and ICT English and document compilation and provides a grounding in human interaction and inter-cultural communication skills.

Prerequisite: Proficiency test

Contents: Central professional grammar and vocabulary
Company and product presentations
Cross-cultural interaction and international issues in working life

Learning Strategies: Small group teaching (86 - 106 h)

Assessment: Continuous assessment, oral presentation and written assignments and exams

Bibliography: Niskanen T., Vetter J., Urbom R., Business Express

(KTPT3Z) SYSTEMS MAINTENANCE PROFESSIONAL STUDIES 17 cr

(KTPT005) Introduction to Systems Development

Credits: 3 cr Timing: 2nd yr

Objective: Students will gain basic skills and know-how required in systems development.

Contents: Introduction to developing an information system
An information system's stages of development
Object-oriented modelling of data systems (UML): use case diagram, use case description, class diagram, sequence diagram and state transition diagram

Learning Strategies: Lectures and group work

Assessment: Exam and assignments

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

(KTPT014) Windows

Credits: 4 cr Timing: 1st yr

Objective: Students will be proficient in using the Windows operating system and maintaining Windows work stations in an organisation.

Contents: Installation and basic maintenance of operating systems
 Workstation maintenance and control
 Automatic installation
 Update distribution
 Centralised control

Learning Strategies: Small group teaching, lab assignments

Assessment: Exam and lab assignments

Bibliography: To be announced

(KTPT015) Linux

Credits: 4 cr Timing: 1st yr

Objective: 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
 Basic control
 Desktop features

Learning Strategies: Lectures and assignments

Assessment: Exercises and exam

Bibliography: To be announced

(KTPT021) Introduction to Operating Systems

Credits: 3 cr Timing: 1st yr

Objective: Students will understand how computers work and the role of the operating system.

Contents: The operating system as part of the functioning of a computer
 The functions of the operating system
 Different operating systems and their use

Learning Strategies: Lectures and assignments

Assessment: Assignment and exam

Bibliography: To be announced

(KTPT017) Introduction to Virtualization

Credits: 3 cr Timing: 1st yr

Objective: Students will know virtualisation technology, different virtualisation products and virtualisation targets of use

Contents: General overview
 Virtualisation models
 Virtualisation solutions

Use of virtualisation in an organisation

Learning Strategies: Lectures, lab work

Assessment: Exam

Bibliography: To be announced

(KTPB4Z) BUSINESS ACTIVITIES I 6 cr

(KTPB004) Introduction to Business Economics

Credits: 3 cr Timing: 2nd yr

Objective: 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 Strategies: Lectures and assignments

Assessment: Exam and business plan compilation

Bibliography: Isokangas J., Kinkki S. Yrityksen perustoiminnot

(KTPB003) Contract and Corporate Law

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

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

Contents: The legal system
Making contracts
Company forms
Contract of employment, work time and annual holiday
ADP contracts

Learning Strategies: Lectures and assignments

Assessment: Exam and assignments

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

(KTPM4Z) METHODOLOGICAL STUDIES I 12 cr

(KTPM005) Discrete Mathematics

Credits: 3 cr Timing: 1st yr

Objective: Students will know basic computing mathematics, and the logical expressions

required in programming, the significance of mathematical models and the basics of probability calculation.

Prerequisite: Proficiency test

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

Learning Strategies: Lectures and assignments

Assessment: Exam and assignments

Bibliography: To be announced

(KTPM002) Mathematical Models and Expressions

Credits: 3 cr Timing: 2nd yr

Objective: Students will learn to use and apply different mathematical models and improve their calculation skills.

Prerequisite: Discrete mathematics

Contents: Numbers and calculations
Logarithms and index functions
Number sequence
Interest and compound interest calculation models
Probability distribution

Learning Strategies: lectures and exercises

Assessment: Exam

Bibliography: To be announced

(KTPM006) Business Communication

Credits: 3 cr Timing: 1st yr

Objective: Students will know the basics of communication and learn to take care of written communication linked to their chosen professional field.

Prerequisite: Word Processing Skills

Contents: Disturbance-free communication
Problem situations
Recruitment
The features of a good document
Documents

Learning Strategies: Small group contact teaching

Assessment: Literature based exam, active participation in contact teaching, written exercises and assignments

Bibliography: Kylänpää, Viestintätilanteet
Kylänpää & Piirainen Liike-elämän kirjallinen viestintä

(KTPM004) Personal Development Programme

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

Objective: Students will get to know the Kajaani University of Applied Sciences, the field of data processing and how to use student services. 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 Strategies: lectures, group work, online learning, planning and personal progress sessions

Assessment: Participation and accomplishment of all tasks set

Bibliography: Study Guide, online material

(KTPT4Z) GAME PRODUCTION BASIC STUDIES 14 cr

(KTPT018) Project Management

Credits: 5 cr Timing: 1st yr

Objective: Students will adopt the goal-oriented working methods of game production development projects as the basis of their own activities. Students will be proficient in game production project planning and will be able to present and sell the plan effectively. Students will know the principles of compiling written reports.

Contents: The principles of project work, roles and project life span.
Each production team will write a project plan.
The principles of Academic Writing (2cr)
Instructions on how to compile a text, text analysis, use of source material
Language accuracy
Reporting and documentation

Learning Strategies: Lectures and assignments Language accuracy test

Assessment: Assignments and exercises

Bibliography: To be announced

(KTPT006) WWW and Internet

Credits: 3 cr Timing: 2nd yr

Objective: Students will gain 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
MS Expression Web 2 programme

Learning Strategies: Small group teaching

Assessment: Exam, assignments submitted for evaluation

Bibliography: New Perspective - Microsoft Expression Web
Handouts
Korpela, J., Linjama, T., WEB-suunnittelu

(KTPT019) Introduction to Databases

Credits: 3 cr Timing: 3rd yr

Objective: 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 Strategies: Small group teaching

Assessment: Exam and assignments

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

Objective: 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 Strategies: Small group teaching

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

Bibliography: Current available material

(KTPB3Z) BUSINESS OPERATIONS I 3 cr**(KTPB004) Introduction to Business Economics**

Credits: 3 cr Timing: 2nd yr

Objective: 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 Strategies: Lectures and assignments

Assessment: Exam and business plan compilation

Bibliography: Isokangas J., Kinkki S. Yrityksen perustoiminnot

(KTPM5Z) METHODOLOGICAL STUDIES I 3 cr**(KTPM004) Personal Development Programme**

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

Objective: Students will get to know the Kajaani University of Applied Sciences, the field of data processing and how to use student services. 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 Strategies: lectures, group work, online learning, planning and personal progress sessions

Assessment: Participation and accomplishment of all tasks set

Bibliography: Study Guide, online material

(KTPV3Z) COMMUNICATION STUDIES II 20 cr**(KTPV009) ICT English I**

Credits: 3 cr Timing: 2nd yr

Objective: Students will practise using spoken and written English in work-related situations.

Prerequisite: Basics of Business and ICT English

Contents: Texts based on major subject, vocabulary
 Speaking situations: product presentation, presentation, negotiation
 Written work: project description, script, application, presentation material, request for an offer, offer, report, application and CV, lecture or learning diary etc depending on major

Learning Strategies: Small group teaching

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

Bibliography: Niskanen-Vetter-Urbom: Business Express
 Handouts

(KTPV010) Svenska i affärslivet

Credits: 3 cr Timing: 2nd yr

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

Prerequisite: Proficiency test

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

Learning Strategies: Small group teaching

Assessment: Continuous assessment, oral presentation and written exam

Bibliography: To be announced

(KTPV011) ICT English II

Credits: 3 cr Timing: 3rd yr

Objective: 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.

Prerequisite: ICT English 1

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 Strategies: Small group teaching

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

Bibliography: Handouts
Niskanen - Vetter - Urbom: Business Express

(KTPV006) Spel svenska

Credits: 3 cr Timing: 3rd yr

Objective: 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.

Prerequisite: Svenska i affärlivet

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

Learning Strategies: Small group teaching

Assessment: Continual assessment, oral presentation and written exam

Bibliography: Handout

(KTPV007) Consultancy and Training

Credits: 5 cr Timing: 3rd yr

Objective: Students will learn the principles of consultancy and training and be proficient in organising a training session.

Contents: The tasks of the consultant and trainer
Preparing training
Planning and carrying out a training session
Students will practise consulting and training by instructing and supervising students from lower year groups during their production projects.

Learning Strategies: Lectures and assignments

Assessment: Consulting the lower year groups and reporting the consultations, a training session that will be evaluated, written exam

Bibliography: To be announced

(KTPV008) Research Methods

Credits: 3 cr Timing: 3rd yr

Objective: Students will become familiar with the stages of the research process, information retrieval for the purposes of compiling a professional dissertation/thesis in a cohesive and clear manner.

Prerequisite: This course must be accomplished before the embarking on the thesis

Contents: The forms and significance of research activities, philosophy of science points of departure

The criteria of scientific knowledge
 Qualitative and action-based thesis, the research process and report
 The different trends in game research (serious games)
 Survey of theses in the field of computer games and review in the form of a seminar paper
 Theses guidelines

Learning Strategies: Lectures and seminar paper

Assessment: Exam and seminar paper The exam is based on the contents of the KvaliMOTV website

Bibliography: To be announced

PROFESSIONAL STUDIES

SYSTEMS MAINTENANCE PROFESSIONAL STUDIES 86 cr

(KTAT3Z) IT STUDIES 51 cr

(KTAT009) User Support

Credits: 3 cr Timing: 2nd yr

Objective: Equips students with the 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
 Acquisitions
 Problem solving

Learning Strategies: Lectures and small group teaching

Assessment: Exam

Bibliography: To be announced

(KTAT019) Wireless Networks

Credits: 3 cr Timing: 3rd yr

Objective: 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
 GPRS
 Others
 Data security of wireless networks

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

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

Bibliography: To be announced

(KTAT020) Networks Continuation Course

Credits: 6 cr Timing: 1st yr

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

Prerequisite: 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 Strategies: Lectures and lab work

Assessment: Exam, Work specifications and reports

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

(KTAT021) Windows Server Environment

Credits: 6 cr Timing: 2nd yr

Objective: 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 Strategies: Lectures and exercises

Assessment: Exam and/or assignment

Bibliography: To be announced

(KTAT022) Linux Server Environment

Credits: 6 cr Timing: 2nd yr

Objective: 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 installation

System maintenance from the services viewpoint
 Installation of services
 LAMP
 Samba
 DNS and DHCP
 backup copies
 Data security
 Firewall
 Updates
 Searching for information and dealing with faults using the Internet

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

Assessment: Learning diary, project work

Bibliography: To be announced

(KTAT023) Data Bases

Credits: 6 cr Timing: 2nd yr

Objective: 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
 Use of relational database software

Learning Strategies: Small group teaching

Assessment: exam, assignment

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

(KTAT024) Technical Data Security

Credits: 4 cr Timing: 2nd yr

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

Learning Strategies: Lectures and lab work

Assessment: Exam, assignments

Bibliography: To be announced

(KTAT025) Programming with Skripti

Credits:	5 cr	Timing:	2nd yr
Objective:	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.		
Contents:	Scripts in general Different options using Windows and Linux environments Script languages Command languages PowerShell Bash Perl,Ruby, Python		
Learning Strategies:	Contact teaching, supervised lab work, group work		
Assessment:	Learning diary Exam		
Bibliography:	To be announced		

(KTAT026) Server Virtualization

Credits:	6 cr	Timing:	2nd yr
Objective:	Students will understand the virtualisation solutions of the server environment and their use in an organisation.		
Prerequisite:	Introduction to Virtualisation		
Contents:	Server virtualisation products Planning a virtual environment Structuring and controlling a virtual server Network traffic Virtual infra access management Resource management and control		
Learning Strategies:	Lectures and lab work		
Assessment:	Exam and assignments		
Bibliography:	To be announced		

(KTAT027) Dest Top Virtualization

Credits:	6 cr	Timing:	2nd yr
Objective:	Students will know the technologies, solutions and targets of use of desk-top virtualisation.		
Prerequisite:	Introduction to Virtualisation		
Contents:	Introduction to desk-top virtualisation Distribution of applications Access control Data terminals		

Use and operational model in an organisation

Learning Strategies: Lectures and lab work

Assessment: Exam, assignments

Bibliography: To be announced

(KTAB4Z) BUSINESS OPERATIONS II 12 cr

(KTAB003) Leadership

Credits: 3 cr Timing: 2nd yr

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

Contents: The tasks and roles of a leader
Leadership theories
Job motivation
Groups and teams in an organisation
Organisation culture
Organisation structure models

Learning Strategies: Lectures and assignments

Assessment: Assignments and exam

Bibliography: To be announced

(KTAB002) Software: The Business and Marketing

Credits: 5 cr Timing: 3rd yr

Objective: This course emphasises the importance of marketing as part of normal business activities and provides students with know-how in basic marketing and the special traits of software marketing.

Contents: Software business models and value chains
Software and software service products
Software companies stages of development
Leading and networking in the software business
Software distribution chains
Customer-oriented marketing and the basic concepts of marketing
Marketing operational environments
Competitive strategies in marketing

Learning Strategies: Lectures and group work, course will be delivered in cooperation with the University of Oulu.

Assessment: Exam and assignments

Bibliography: Hyvönen, E. (toim.) 2003. Ohjelmistoliiketoiminta.
Bergström, S., Leppänen, A., Yrityksen asiakasmarkkinointi
Further reading/material to be announced

(KTPB002) Management Accounting

Credits:	4 cr	Timing:	3rd yr
Objective:	Students will be proficient in accounting methods supporting management level decision making, economy and profitability.		
Contents:	Business planning Monitoring profitability Cost calculation Investment calculations Activity-based accounting		
Learning Strategies:	Lectures, online teaching and assignments		
Assessment:	Exam and assignments		
Bibliography:	Alhola, K., Lauslahti, S., Laskentatoimi ja kannattavuuden hallinta		

(KTAV4Z) COMMUNICATION STUDIES II 23 cr**(KTAV001) Meetings and Negotiation Skills**

Credits:	3 cr	Timing:	1st - 2nd yr
Objective:	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 Strategies:	Lectures, small group work, visits		
Assessment:	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		

(KTAV002) Computer Trainer Skills

Credits:	3 cr	Timing:	3rd yr
Objective:	Students will be able to organise a training course.		
Contents:	The course covers the role of the instructor, course planning, and leading the training session (45 min)		
Learning Strategies:	Small group teaching		
Assessment:	Continuous assessment, assesses training session and exam on lecture and reading material		
Bibliography:	Engeström, Perustietoa opetuksesta		

(KTAV003) ICT English I

Credits:	3 cr	Timing:	2nd yr
Objective:	This course equips students with the courage and skills to actively make use of their ICT vocabulary, create instructions for use, project descriptions, applications, business letters and other written documents.		
Prerequisite:	Basics of Business and ICT English		
Contents:	ICT texts and listening comprehension exercises Written exercises, vocabulary exercises Introduction to business communication Oral presentation (training session, sales talk etc)		
Learning Strategies:	Small group teaching		
Assessment:	Continuous assessment, portfolio of written exercises, oral presentation, exam		
Bibliography:	handouts, Internet		

(KTAV004) ICT English II

Credits:	3 cr	Timing:	3rd yr
Objective:	This course will activate presentation skills in English for use in meetings, other presentation situations, internal and external business communication.		
Prerequisite:	ICT English 1		
Contents:	Meetings and documents for meetings, Project and/or test report and its presentation Practical training report (and seminar) Academic writing and thesis abstract Other written and spoken tasks according to work specialism		
Learning Strategies:	Small group teaching		
Assessment:	Oral assignments for evaluation, e.g. a meeting, seminar, presentation. Portfolio of written work		
Bibliography:	Handouts Niskanen-Vetter-Urbom: Business Express		

(KTAV005) Swedish in Business Life I

Credits:	3 cr	Timing:	2nd yr
Objective:	This course will maintain and develop previously acquired Swedish skills for use in daily business tasks.		
Prerequisite:	Proficiency test		
Contents:	Grammar revision Education, structure of studies and content Work place communication Scandinavian business		

Job applications

Learning Strategies: Small group teaching (contact teaching 40 - 80 hours)

Assessment: Continuous assessment and written exam

Bibliography: To be announced

(KTAV006) ICT-Swedish

Credits: 3 cr Timing: 3rd yr

Objective: 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.

Prerequisite: Svenska i affärslivet

Contents: ADP terminology
ADP applications for use in administration, commerce, accounting and engineering.
Current trends
Company presentation

Learning Strategies: Small group teaching

Assessment: Continual assessment, oral presentation and written exam

Bibliography: Handouts provided by the lecturer

(KTAV008) Reasearch Activities and Academic Writing

Credits: 5 cr Timing: 3rd yr

Objective: Students will become familiar with the stages of the research process, information retrieval for the purposes of compiling a professional dissertation/thesis in a cohesive and clear manner.

Prerequisite: This course must be accomplished before the embarking on the thesis

Contents: The forms and significance of research activities, philosophy of science points of departure
The criteria of scientific knowledge
The research process and report
Instructions for compiling a text
Language accuracy, text analysis
Semantics and syntax

Learning Strategies: Small group contact teaching, lectures and assignments

Assessment: Assignments, texts and language accuracy exam Text analyses and exercises
Production of a text pertaining to the thesis report for evaluation (e.g. a seminar paper)

Bibliography: Hirsjärvi, Remes & Sajavaara, Tutki ja kirjoita
Lappalainen, Opinnäytetyöohjeita
Further reading to be announced

GAME PRODUCTION PROFESSIONAL STUDIES 81 cr**(KTAT4Z) GAME PRODUCTION PROFESSIONAL STUDIES FOR ALL 43 cr****(KTAT028) Games and the Basics of Game Production**

Credits:	3 cr	Timing:	1st yr
Objective:	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		
Learning Strategies:	Lectures, exercises and small group work		
Assessment:	Assignment: creation of a brief game plan		
Bibliography:	Manninen Tony, Pelisuunnittelijan käsikirja		

(KTAT029) The Visual Aspects of Games

Credits:	3 cr	Timing:	1st yr
Objective:	Students will understand the basics of game graphics and their use and gain basic knowledge of creating 3 D models.		
Contents:	Game visuals Basic principles of game graphics planning and creation 3 dsMax software principles		
Learning Strategies:	Lectures, assignments and small group work		
Assessment:	Assignment(s)		
Bibliography:	To be announced		

(KTAT030) Introduction to the Mathematics and Physics of Games

Credits:	3 cr	Timing:	1st yr
Objective:	Students will understand the basic mathematics and physics used in games.		
Contents:	Use of trigonometry, vectors and matrixes in games Using physics in games		
Learning Strategies:	Lectures, exercises and small group work		
Assessment:	Exam		

Bibliography: To be announced

(KTAT031) Game Project Management

Credits: 5 cr Timing: 2nd yr

Objective: 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 Strategies: Lectures and small group work, negotiation/meetings follow-up

Assessment: Exam, assignments, documents and demonstration meeting

Bibliography: Kokous- ja neuvottelutaidon osalta:
Heiska, Kontio, Majapuro, Valtonen, Korkeakouluopiskelijan kokoustaito;
Juttu-Wahlström, Kallio, Neuvottelutaito
Further reading will be announced

(KTAT032) Flash Technology

Credits: 3 cr Timing: 2nd yr

Objective: This course covers the opportunities provided by Flash software for producing animations and games suitable for the Internet.

Contents: Flash user interface and tools
Flash game structure
Animation techniques
Basics of ActionScript programming language
Use of voices/noises
Publication

Learning Strategies: Lectures, assignments and small group work

Assessment: Assignment

Bibliography: To be announced

(KTAT033) Prototyping

Credits: 3 cr Timing: 2nd yr

Objective: 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 Pre-production Planning,

Concept Art, and Game Usability course contents and schedules.

Learning Strategies: Lectures and small group work

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

Bibliography: To be announced

(KTAT034) Game Project I

Credits: 6 cr Timing: 2nd yr

Objective: Student production teams will begin creating a game-demo for a game event in which they will participate. They will start the demo work by making an offer, which will form the basis for the work on the demo carried out throughout the spring by the production teams.

Contents: The production teams will start to create a game demo based on the previously created prototype
Business communication skills
Features of a good document
Letters for problem situations and business recruitment for professional posts

Learning Strategies: Lectures and small group work

Assessment: Game demo and related reporting

Bibliography: To be announced

(KTAT035) Game Project II

Credits: 6 cr Timing: 2nd yr

Objective: The production teams will test and perfect their game demo for a separately agreed game event where the demo will be presented.

Prerequisite: 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 Strategies: Lectures and small group work.

Assessment: Game demo and its documentation

Bibliography: To be announced

(KTAT036) Testing and Planning Testing

Credits: 3 cr Timing: 3rd yr

Objective: 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 Strategies: Lectures and exercises

Assessment: Exam and game analysis

Bibliography: To be announced

(KTAT037) Version Management

Credits: 3 cr Timing: 2nd yr

Objective: Students will understand the main concepts of version management while learning to use central version management software.

Contents: Basic principles of version management
 Version management software
 Project version management and making module versions
 Version change management

Learning Strategies: Lectures, assignments and small group work

Assessment: Assignment(s)

Bibliography: To be announced

(KTAT038) Game Analysis I

Credits: 5 cr Timing: 1st yr

Objective: Students will learn and become aware of the main elements and functioning principles of game user interfaces.

Contents: Game components, in depth review of theories and frames of reference relating to game evaluation in game and game concept analysis in different environments.
 The main focus will be on game analysis and the opportunities for using different analysis options for different purposes. Examination of games from a theoretical standpoint so that students are able to perceive the main contents and topics of the game discipline.
 Types of user interfaces,
 User interface elements, planning stages, usability of graphic user interface

Learning Strategies: Lectures and small group work

Assessment: Exam and assignments

Bibliography: To be announced

OPTIONAL PROFESSIONAL STUDIES

GAME PRODUCTION PROFESSIONAL SPECIALISATION STUDIES 38 cr

(KTVS0Z) GAME BUSINESS OPERATIONS AND PRODUCTION 38 cr

(KTVS001) Continuation Course in Game Production

Credits: 3 cr Timing: 1st yr

Objective: Students will be proficient in the main areas of game production, the game development process and its roles, being able to control and lead them. The main aim of the course is to raise awareness of the producer's role and tasks during the different stages of game production.

Contents: The production viewpoint of game development
The industrialisation of game production i.e. developing business competence and efficiency. The role of different bodies involved and how they affect game production.

Learning Strategies: Lectures and small group teaching

Assessment: Exam and production plan

Bibliography: To be announced

(KTVS002) Business Operation Models and Financing in the Game Industry

Credits: 5 cr Timing: 1st yr

Objective: Students will understand the special features of the game industry and its financing opportunities

Contents: The game industry and its special features
The effect of platforms (PC, console, mobile...) on business operational models and earnings logic
Mobile game industry
The course will be extensively delivered through the contents and schedule of the Project Work course in that the business operational model and definitions of earnings logic will be part of the Project Work course in the form of the project plan that must be completed as part of this course.

Learning Strategies: Visit lectures, lectures and group work

Assessment: Exam and assignments

Bibliography: To be announced

(KTVS003) Game Engines

Credits: 3 cr Timing: 1st yr

Objective: Students will understand the structure and functioning principles of game engines, becoming familiar with the use of the Kajak3D game engine

Contents: The structure and functioning principles of game engines
Kajak3D game engine and its use

Learning Strategies: Lectures, assignments and small group work

Assessment: Assignment

Bibliography: Material as indicated by the teacher

(KTVS004) Legal Issues and IP

Credits: 3 cr Timing: 3rd yr

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

Contents: The court system
Contracts and making contracts
Company forms
Work contract, working hours and annual holiday
Copyright questions
ADP contracts and general terms and conditions

Learning Strategies: Lectures and assignments

Assessment: Exam and assignments

Bibliography: To be announced

(KTVS005) Selling and Sales Management

Credits: 3 cr Timing: To be announced

Objective: To develop an understanding of the role selling and sales negotiations play in marketing management. It examines the origins of selling and sales management and its development into a specific discipline.

Contents: View of different types of sales negotiations within industry.
Negotiation skills and development
Negotiation Strategies and analysis

Learning Strategies: Lectures, case studies, oral and written tasks.

Assessment: Discussion, assessments and exam

Bibliography: David Jobber and Geoff Lancaster, Selling and Sales Management, 2000. Prentice Hall, U.K.
Michael R Carrel, Christina Heavrin, JD. Negotiating Essentials; Theory, Skill & Practices, 2007. Prentice Hall.

(KTVS006) Pre-production Planning and Concept Art

Credits: 6 cr Timing: 2nd yr

Objective: Students will understand the significance and meaning of preproduction in game production. They will be able to plan (volume, scheduling and resources) and carry out appropriate preproduction in their own teams.

Contents: During this course students will learn how to generate ideas for graphic concepts

and the principles of use of different development procedures, being able to apply them in practice. The preproduction process focuses on script writing, plot development and concept art through lectures and practical assignments. Work in the production teams concentrates on planning and starting-up preproduction and in generating concept art.

Learning Strategies: Lectures and group work

Assessment: Exam and assignments

Bibliography: To be announced

(KTVS007) Global and Distributed Game Production

Credits: 3 cr Timing: 2nd yr

Objective: Students will become aware of the global game markets and the special features and demands of distributed game production (e.g. scattered/distributed production teams and outsourcing)

Prerequisite: Games and Basics of Game Production, Game Production Continuation Course

Contents: This course prepares students for leading production teams in the role of producer during Game Project I and II.

Learning Strategies: Lectures and leading production teams and production

Assessment: Exam and assignments

Bibliography: To be announced

(KTVS008) Management Accounting

Credits: 3 cr Timing: 2nd yr

Objective: Students will be proficient in accounting that supports management decision-making, being able to carry out and use calculations concerning company economics and profitability. They will be able to analyse the profitability of their own team using profit margin calculation, compile a profit and finance budget for their team and use activity-based accounting information in their own production teams.

Contents: Analysis of a company's financial position using financial statements
Profit margin calculation
Business planning
Cost accounting
Activity-based accounting
Estimating the profit on investments

Learning Strategies: Lectures, exercises, production team group work

Assessment: Exam and assignments

Bibliography: To be announced

(KTVS009) PR, Relations Management and Pitching

Credits:	6 cr	Timing:	2nd yr
Objective:	The main task is to offer students the possibility to learn from a practical point of view, how business ideas are generated, how business plans are made & how to turn plans into a profitable business venture. Students will learn the basis of entrepreneurial activities and the principles of profit making.		
Prerequisite:	Company and Project Management (KTWT051)		
Contents:	Business ideas Business plan Capital generation Basis of profit making, Business operation, Marketing, Creativity, Teamwork Problem solving.		
Learning Strategies:	Lectures, Practical project work to be accomplished in a team.		
Assessment:	Presentation and report of Business Plan		
Bibliography:	Mariotti and Glackin Entrepreneurship: Starting and Operating a Small Business, 2nd edition Zimmerer, Scarborough and Wilson Essentials of Entrepreneurship and Small Business Management, 5th edition		

(KTVS010) Localization

Credits:	3 cr	Timing:	3rd yr
Objective:	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 Strategies:	Lectures and group work		
Assessment:	Exam, market analysis and marketing plan		
Bibliography:	To be announced		

(KTVS1Z) GAME DESIGN 38 cr**(KTVS003) Game Engines**

Credits:	3 cr	Timing:	1st yr
Objective:	Students will understand the structure and functioning principles of game engines, becoing familiar with the use of the Kajak3D game engine		
Contents:	The structure and functioning principles of game engines		

Kajak3D game engine and its use

Learning Strategies: Lectures, assignments and small group work

Assessment: Assignment

Bibliography: Material as indicated by the teacher

(KTVS006) Pre-production Planning and Concept Art

Credits: 6 cr Timing: 2nd yr

Objective: Students will understand the significance and meaning of preproduction in game production. They will be able to plan (volume, scheduling and resources) and carry out appropriate preproduction in their own teams.

Contents: During this course students will learn how to generate ideas for graphic concepts and the principles of use of different development procedures, being able to apply them in practice. The preproduction process focuses on script writing, plot development and concept art through lectures and practical assignments. Work in the production teams concentrates on planning and starting-up preproduction and in generating concept art.

Learning Strategies: Lectures and group work

Assessment: Exam and assignments

Bibliography: To be announced

(KTVS010) Localization

Credits: 3 cr Timing: 3rd yr

Objective: 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 Strategies: Lectures and group work

Assessment: Exam, market analysis and marketing plan

Bibliography: To be announced

(KTVS011) Introduction to Script Writing

Credits: 5 cr Timing: 1st yr

Objective: Students will learn 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 a action series, 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.

Prerequisite: Games and the Basics of Game Production

Contents: Offline game genres and ways of 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 Strategies: Lectures, assignments and group work

Assessment: 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

(KTVS012) Concept Planning

Credits: 3 cr Timing: 1st yr

Objective: Students will understand the principles of concept planning, being able to plan and produce documentation describing a game concept.

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

Learning Strategies: Lectures, assignments and group work

Assessment: Assignment(s)

Bibliography: To be announced

(KTVS013) Social Innovations

Credits: 3 cr Timing: 2nd yr

Objective: Students will recognise how society affects game production and the opportunities games have of influencing how society develops.

Contents: Games as part of society and society as part of games. The course will be delivered by visiting lecturers with expertise in different fields. Students will prepare a seminar presentation on the possible beneficial exploitation of games based on the lectures.

Learning Strategies: Visiting lectures, lectures and assignments

Assessment: Participation in seminars and preparation and presentation of seminar paper.

Bibliography: To be announced

(KTVS014) Game Usability

Credits: 3 cr Timing: 2nd yr

Objective: Students will be able to plan and carry out a usability testing process, form test scenarios and select test subjects, plan the test session and tasks, carry out usability tests and analyse the results and report on and present the test results.

Contents: The principles and description of user friendliness and usability of games.
What are user friendliness and usability and how to implement them in practice?
The main outcomes and improvement suggestions will be reported and presented in a final seminar.

Learning Strategies: Lectures and small group work

Assessment: Exam and usability analysis

Bibliography: To be announced

(KTVS015) Level Planning

Credits: 6 cr Timing: 2nd yr

Objective: Students will understand the basics of level planning as part of the game environment and will be proficient in planning and carrying out a functioning overall game field.

Prerequisite: The Visual Aspect of Games

Contents: Level planning principles and process
The architectures of levels and virtual worlds
Level creation techniques and production devices
Planning, implementing and testing levels

Learning Strategies: Lectures, assignments and group work

Assessment: Assignment(s)

Bibliography: To be announced

(KTVS016) Scripting

Credits: 3 cr Timing: 2nd yr

Objective: 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 Strategies: Lectures, exercises and group work

Assessment: Assignment

Bibliography: To be announced

(KTVS017) Game Architectures

Credits: 3 cr Timing: 2nd yr

Objective: Students will be conversant with different game architectures and understand the effects of architecture on the feel and features of games.

Contents: Architectures of different types of games
The basic principles of game architecture
The features and functionality of constructed game worlds
The technical and functional viewpoints of different architectures
The similarities and differences between the virtual and real world
The aesthetics of game worlds

Learning Strategies: Lectures, assignments and group work

Assessment: Assignment(s)

Bibliography: To be announced

(KTVS2Z) GAME GRAPHICS 38 cr

(KTVS003) Game Engines

Credits: 3 cr Timing: 1st yr

Objective: Students will understand the structure and functioning principles of game engines, becoming familiar with the use of the Kajak3D game engine

Contents: The structure and functioning principles of game engines
Kajak3D game engine and its use

Learning Strategies: Lectures, assignments and small group work

Assessment: Assignment

Bibliography: Material as indicated by the teacher

(KTVS006) Pre-production Planning and Concept Art

Credits: 6 cr Timing: 2nd yr

Objective: Students will understand the significance and meaning of preproduction in game production. They will be able to plan (volume, scheduling and resources) and carry out appropriate preproduction in their own teams.

Contents: During this course students will learn how to generate ideas for graphic concepts and the principles of use of different development procedures, being able to apply them in practice. The preproduction process focuses on script writing, plot development and concept art through lectures and practical assignments. Work in the production teams concentrates on planning and starting-up preproduction and in generating concept art.

Learning Strategies: Lectures and group work

Assessment: Exam and assignments

Bibliography: To be announced

(KTVS012) Concept Planning

Credits: 3 cr Timing: 1st yr

Objective: Students will understand the principles of concept planning, being able to plan and produce documentation describing a game concept.

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

Learning Strategies: Lectures, assignments and group work

Assessment: Assignment(s)

Bibliography: To be announced

(KTVS014) Game Usability

Credits: 3 cr Timing: 2nd yr

Objective: Students will be able to plan and carry out a usability testing process, form test scenarios and select test subjects, plan the test session and tasks, carry out usability tests and analyse the results and report on and present the test results.

Contents: The principles and description of user friendliness and usability of games.
What are user friendliness and usability and how to implement them in practice?
The main outcomes and improvement suggestions will be reported and presented in a final seminar.

Learning Strategies: Lectures and small group work

Assessment: Exam and usability analysis

Bibliography: To be announced

(KTVS015) Level Planning

Credits: 6 cr Timing: 2nd yr

Objective: Students will understand the basics of level planning as part of the game environment and will be proficient in planning and carrying out a functioning overall game field.

Prerequisite: The Visual Aspect of Games

Contents: Level planning principles and process

The architectures of levels and virtual worlds
 Level creation techniques and production devices
 Planning, implementing and testing levels

Learning Strategies: Lectures, assignments and group work

Assessment: Assignment(s)

Bibliography: To be announced

(KTVS016) Scripting

Credits: 3 cr Timing: 2nd yr

Objective: 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 Strategies: Lectures, exercises and group work

Assessment: Assignment

Bibliography: To be announced

(KTVS018) 2 D/ 3 D Avatar/Figure Design

Credits: 5 cr Timing: 1st yr

Objective: Students will be proficient in the basic principles of avatar design and in the planning and production of 2 and 3 D textured game figures.

Prerequisite: The Visual Aspects of Games

Contents: The basics of figure design
 Structure, shape, appearance and functionality of figures
 Graphics and textures in figure design
 Different figure modelling techniques
 2/3D figure design, implementation and texturing

Learning Strategies: Lectures, assignments and group work

Assessment: Assignment(s)

Bibliography: To be announced

(KTVS019) Textures and Graphics

Credits: 3 cr Timing: 2nd yr

Objective: Students will understand and be proficient in the basic principles of producing and texturing graphics and in building texture charts for use in 2 and 3 D models.

Prerequisite: The Visual Aspect of Games

Contents: Basic computer graphics
Graphic formats
Texture maps
Basics of texturing
From photo to texture
Mipmapping
Tiling
Normal mapping
Light and shade

Learning Strategies: Lectures, assignments and group work

Assessment: Assignment(s)

(KTVS020) Animation

Credits: 3 cr Timing: 2nd yr

Objective: Students will understand the basic principles of animation and be proficient in planning and producing animated objects appropriate to the game environment.

Prerequisite: 2D/3D Avatar/Figure Design

Contents: The basic principles and tools of animation
Animation in a 2D and 3D environment
Animating and object linkage
Timing and camera dolly shot
Animation testing
Bringing the animated object to the game platform

Learning Strategies: Lectures, assignments and group work

Assessment: Assignment(s)

Bibliography: To be announced

(KTVS021) Motion capture

Credits: 3 cr Timing: 3rd yr

Objective: Students will be proficient in the basic principles and procedures of motion capture and be able to use motion capture knowledge in animation.

Prerequisite: Animation

Contents: History and basic principles of motion capture
Motion capture technologies and methods
Motion capture utilisation plan, recording and processing
Use in own game environment

Learning Strategies: Lectures, assignments and group work

Assessment: Assignment(s)

Bibliography: To be announced

(KTVS3Z) GAME PROGRAMMING 38 cr**(KTVS022) C++ and the Basics of Object Oriented Programming**

Credits: 6 cr Timing: 1st yr

Objective: Students will be proficient in the use of C++ and the basics of object-oriented programming and in planning, compiling, testing and documenting a small C++ game programme.

Prerequisite: Introduction to Programming

Contents: Basics
Classes
Encapsulation, assembly and inheritance
Operator overload
Models
Exception handling
Creating a small 2 D game

Learning Strategies: Lectures, assignments and group work

Assessment: Exam and assignment

Bibliography: Hietanen Päivi, C++ ja olio-ohjelmointi
Further material as indicated by the teacher

(KTVS023) Game Programming I

Credits: 5 cr Timing: 1st yr

Objective: Students will understand the functioning principles and structure of game motors, being able to plan, compile, test and document a game using C++ programming language using the Kajak3D game engine.

Prerequisite: Introduction to C++ and Object Oriented Programming

Contents: Structure and functioning principles of game engines
Basics of programming 2D and 3D graphics
Kajak3D game engine architecture and use
The functioning principles of a game application
Illumination models
Loading settings
Programming game mechanics

Learning Strategies: Lectures, assignments and assignment

Assessment: Assignment

Bibliography: To be announced

(KTVS024) Programming Mobile Games

Credits: 3 cr Timing: 2nd yr

Objective: Students will understand the demands and limitations of mobile devices for games and will be able to plan, compile and test a simple mobile game.

Prerequisite:	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
Learning Strategies:	Lectures, exercises and assignment
Assessment:	Assignment
Bibliography:	To be announced

(KTVS025) Mathematics for Game Programmers

Credits:	5 cr	Timing:	2nd yr
Objective:	Students will be proficient in trigonometry, vector and matrix calculation and the basics and application of the geometry required in 3D graphics.		
Prerequisite:	The Basics of Physics and Mathematics for Game Production Introduction to C++ and Object Oriented Programming		
Contents:	Trigonometry, vector and matrix calculation and their application in games. Geometrical conversions Cuts of 2D and 3D pieces		
Learning Strategies:	Lectures, assignments and group work		
Assessment:	Exam and assignment		
Bibliography:	To be announced		

(KTVS026) Physics for Game Programmers

Credits:	5 cr	Timing:	2nd yr
Objective:	Students will be proficient in the basics and application of physics required in games.		
Prerequisite:	The Basics of Physics and Mathematics for Game Production Introduction to C++ and Object Oriented Programming		
Contents:	Location and movement Speed, acceleration and friction Examination of 2 and 3D objects in collision The kinematics of particles The functioning and use of physics engines		
Learning Strategies:	Lectures, assignments and group work		
Assessment:	Exam and assignment		
Bibliography:	To be announced		

(KTVS027) Game Programming II

Credits:	5 cr	Timing:	2nd yr
Objective:	Students will understand the demands of different game architectures and will be proficient in using different planning models and data structures in game development. Additionally students will be conversant with visibility calculation and different basics of using different degrees of detail.		
Prerequisite:	Game Programming I		
Contents:	The demands of architecture for different types of games Game design patterns Game data structures Visibility calculation Plotting internal and external areas Level of detail (LOD) and terrain models		
Learning Strategies:	Lectures, assignments and group work		
Assessment:	Assignment		
Bibliography:	To be announced		

(KTVS028) Software Algorithms

Credits:	3 cr	Timing:	2nd yr
Objective:	Students will be able to compile and carry out sorting, search and save algorithms and the most common game algorithms.		
Prerequisite:	Introduction to C++ and Object Oriented Programming		
Contents:	Sorting Collections Stacks and queues Lists and tree structures Simple route finder algorithms Common game algorithms		
Learning Strategies:	Lectures, assignments and group work		
Assessment:	Assignment		
Bibliography:	Kokkarinen ja Alamutka, Tietorakenteet ja algoritmit Kolehmainen Kauko, C++ ohjelmointi - Algoritmit ja mallit Further material as indicated by the teacher		

(KTVS029) Animation Programming

Credits:	3 cr	Timing:	2nd yr
Objective:	Students will understand the main principles of animation and be able to use animated objects and particle effects in game development.		
Prerequisite:	Game Programming I		
Contents:	The principles of 2 and 3D object animation Timing and dolly shot Skeleton models and kinematics		

Loading and using an animated object
Particle effects
Physics based animations

Learning Strategies: Lectures, assignments and group work

Assessment: Assignment

Bibliography: To be announced

(KTVS030) Web Game Programming

Credits: 3 cr Timing: 3rd yr

Objective: Students will understand the features and types of web games and will be able to design a simple web game.

Prerequisite: Game Programming I Game Programming II

Contents: Different types of web games
Web architectures, protocols and data transfer
Web game communication
Forecasting and synchronising space
Controlling exception situations
Data security and attacks

Learning Strategies: Lectures, assignments and group work

Assessment: Assignment: Adding web game features to game project

Bibliography: Material as indicated by the teacher

(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.

(KTWT010) Linux Server

Credits: 3 cr Timing: 2nd yr

Objective: Students will be conversant with the use of the Linux operating system in the most common server roles.

Contents: LAMP-server base (Linux, Apache, Mysql, PHP)
Processing files and directories
Searching for server errors and correcting faults
Linux firewall
SAMBA file server and its control
Making back-up copies for the server from the command line and graphically

Learning Strategies: Laboratory work, compulsory laboratory work

Assessment: Laboratory work and reports, written exam

Bibliography: To be announced

(KTWT006) Software Development Management

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

Objective: Students will become aware of the problems and methods of rapid software development.

Contents: Effective development
The principles of rapid development
Good procedure

Learning Strategies: Independent work

Assessment: Book exam, assignment

Bibliography: McConnell, S., Ohjelmistotuotannon hallinta

(KTWT007) Flash-animation

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

Objective: This course introduces students to the opportunities of Flash software for producing suitable, interactive multi and hypermedia and animations in the Net.

Contents: Animation basics
Flash info
Drawn and producing text
Symbols
Animations and voice processing
Interaction
Publishing

Learning Strategies: Lectures, small group teaching

Assessment: Exercises and assignment

Bibliography: Handouts

(KTWT020) XNA Game Programming

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

Objective: Students will be able to plan, create and test a 3D-game using XNA.

Prerequisite: Introduction to Programming C# Programming

Contents: XNA Game Studio
Developing 2D- and 3D-games
XACT Audio tool
XBox 360 game development

Learning Strategies: Lectures and exercises

Assessment: Assignment: Development of a 3 D game using XNA
 Bibliography: To be announced

(KTWT015) Games and Game Production

Credits: 3 cr Timing: 1st - 4th yr
 Objective: Students will gain knowledge of different types of games and the game software product manufacturing process.
 Contents: Game types and genres
 Introduction to game production
 Learning Strategies: Lectures, course-work, group work
 Assessment: Assignment: Creating a game plan
 Bibliography: Manninen Tony, Pelisuunnittelijan käsikirja

(KTWT021) Development of Network Games

Credits: 3 cr Timing: 2nd - 4th yr
 Objective: Students will understand the features and types of network games and be able to develop a simple network game.
 Prerequisite: Introduction to Game Programming
 Contents: Different types of network games
 Network architectures, protocols and data transfer
 Network game communication
 Space synchronisation and forecasting
 Special situations management
 Data security and attacks
 Learning Strategies: Lectures and assignments
 Assessment: Assignment: Creation of a small network game
 Bibliography: To be announced

(KTWT022) Mobile Game Programming

Credits: 3 cr Timing: 2nd - 4th yr
 Objective: Students will know how to plan, compile, test and document a small mobile game.
 Prerequisite: Introduction to Programming and Object- Oriented Programming
 Contents: Mobile game architecture plan
 The demands and limits of mobile terminal equipment and graphics
 Learning Strategies: Lectures and assignments
 Assessment: Assignment: Creation of a small mobile game

Bibliography: To be announced

(KTWT023) Introduction to PHP Programming

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

Objective: 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

Prerequisite: Introduction to HTML

Contents: Installing PHP
An introduction to PHP language
Variables and control structures
Tables and how to handle them
Use of functions
Use of document files

Learning Strategies: Small group teaching

Assessment: 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

(KTWT033) Imagine Cup

Credits: 5 cr Timing: 1st yr

Objective: 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. This course covers the use of XNA Game Studio software, the basics of creating 2D graphics and creating a game as a team.

Learning Strategies: Lectures and group work

Assessment: Game sent to competition and its documentation

Bibliography: To be announced

(KTWT037) Game Idea Competition

Credits: 3 cr Timing: 3rd yr

Objective: Students will be able to report their own game idea from different viewpoints enabling the start of preproduction.

Contents: Students will generate ideas for a competition according to defined stages and objectives. The best game ideas will be sent to a game production company representative for assessment. The best ideas will be used by students in the following academic year as initial material for the Imagine Cup course. If one of

starting groups selects a game from the Game Idea Competition, the owner of the original idea will be entitled to act as a production team leader (Consulting and Trainer Course) in the role of project manager, expert or consultant.

Learning Strategies: Lectures and assignments

Assessment: Game idea and reporting

Bibliography: To be announced

(KTWT038) Towards Game Entrepreneurship

Credits: 5 cr Timing: 3rd yr

Objective: Those individuals and teams who wish to become self-employed entrepreneurs will outline and prepare the way for a future in business.

Contents: Sparring on the team based company to get on with and develop business operations. Participation in initial incubator and business incubator activities. Compiling a business plan.

Learning Strategies: Lectures and business sparring

Assessment: Business plan

Bibliography: To be announced

(KTWT039) Game Analysis

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

Objective: Students will be able to create and construct one or more functioning games around a game core(so called hook) that is the focus of analysis, bearing in mind its different uses.

Prerequisite: Game Analysis I

Contents: This course is based on the use of the analysis methods in Game Analysis I. Students must analyse their selected game and build one or more prototypes based on its main idea.

Learning Strategies: Lectures and group work

Assessment: Game analysis and game idea prototypes based on the analysis.

Bibliography: To be announced

(KTWT040) Advanced Studies in Game Design

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

Objective: Students will be able to plan, sell and market their game plan and start up game production based on the plan.

Contents: Students will finalise their production team game plans and start up production.

Learning Strategies: Lectures and group work

Assessment: Exam and assignments

Bibliography: To be announced

(KTWT041) Creative Writing

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

Objective: The aim is to free and enrich the students' written expression and to increase the clarity, fluency and of their writing, making it more interesting to read. Students will examine different types of texts and their styles and will understand their own writing process and to use feedback to improve their writing.

Contents: Examination of creative writing methods
Text types and styles
Narration methods
Idea creation methods and creativity exercises
Processing the stream of consciousness to form a readable text

Learning Strategies: Lectures, exercises and group work

Assessment: Assignment

Bibliography: To be announced

(KTWT042) Advanced Studies in 3D Modelling

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

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

Prerequisite: 2D/3D Figure planning, Level Planning, Animation

Contents: Large-scale assignment on a separately agreed topic.

Learning Strategies: Supervised independent assignment

Assessment: Assignment for evaluation

Bibliography: To be announced

(KTWT043) Autodesk Maya

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

Objective: Students will be proficient in 3D modelling and animation using Maya.

Prerequisite: 2D/3D Figure Planning

Contents: The basic tools and special features of the Maya 3D modelling programme
Producing and use of 3D models and animations

Learning Strategies: Supervised independent assignment(s)

Assessment: Evaluated assignment

Bibliography: To be announced

(KTWT044) Game Sounds and Audiostudio Work

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

Objective: Students will get to know different game sound production technologies, programmes and methods and sound studio work. Students will be able to plan and produce a world of sound and bring it into the game environment.

Contents: The properties of sound and acoustics
Sound production technologies
The special forms of digital sound
The logic of game sounds
Game sound planning and production
Sound manipulation, editing and saving using the studio programme
Loading and starting up sounds in the game environment

Learning Strategies: Lectures, exercises and group work

Assessment: Evaluated assignment

Bibliography: To be announced

(KTWT045) Game Engine and 3 D Graphics Programming

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

Objective: Students will be proficient in the basics of 3D graphics programming and will be able to plan and programme a simple 3D game engine.

Prerequisite: Game Programming I

Contents: 3D game engine architecture
3D graphics programming
3D graphics lighting and shadowing
Geometrical visibility focus
OpenGL/DirectX
Shader programming

Learning Strategies: Lectures, exercises and group work

Assessment: Assignment

Bibliography: To be announced

(KTWT048) Product Development

Credits: 6 cr Timing: 3rd year

Objective: The course aims to develop the interdisciplinary skills required for successful product development in today's competitive marketplace. Engineering, Business, Sport and Game programming students join forces on small product development groups to experience the new product development process in detail, learning about

the available methods, tools and techniques to execute each process step along the way. Each student brings his/her own disciplinary perspective to the group effort, and should learn to synthesize that perspective with those of the other students in the team to develop a sound marketable product. The course provides a multiple perspective approach that links the key areas of R&D, marketing and technology. Each project in the course addresses market (customer needs), technical (engineering design, prototyping, and manufacture) and financial (profitability) feasibilities of the new product. Students are expected to depart the course understanding new product development processes as well as useful tools, techniques and organizational structures that support new product development practice and innovations.

Prerequisite:	All first and second year courses
Contents:	Product development processes and organization Product planning and identifying customer needs Product specifications Concept generation, selection and testing Product architecture Patents and intellectual property
Learning Strategies:	Lectures and projects
Assessment:	Project report and presentation
Bibliography:	Product Design and Development by Ulrich and Eppinger. In addition to the handouts and the selected articles provided by the lecturers.

(KTWT049) Supply Chain Management

Credits:	4 cr	Timing:	2nd year
Objective:	This course is an introduction to the supply chain concept and an opportunity to explore the management of supply chains to improve an organization's overall supply efficiency.		
Contents:	The context of logistics Planning the supply chain Purchasing and quality management Inventory management Logistics strategies		
Learning Strategies:	Lectures, case studies, and exercises		
Assessment:	Case studies, exercises and exam		
Bibliography:	Fawcett, Ellram, and Ogden, Supply Chain Management: From Vision to Implementation Chopra and Meindl, Supply Chain Management, 3/E Waters, Logistics an Introduction to Supply Chain Management; Bowersox, Closs, Cooper, Supply Chain Logistics Management		

(KTWT050) Marketing in Game Business

Credits:	6 cr	Timing:	2nd year, Autumn
Objective:	The course aims at strengthening students' understanding of strategic Marketing		

techniques, and developing strategic thinking skills. At the end of the course, students will not only gain insight into the scope, roles and the processes involved in the strategic marketing process of a firm, but will also be able to perform strategic marketing analysis, planning, and implementation.

Prerequisite:	Introduction to Marketing, introduction to Management, and Management accounting.
Contents:	Business and Marketing Strategic management, Strategic analysis of internal and external environment, segmentation and opportunity analysis, market strategies, product/branding, promotion, distribution, and promotion strategies. Strategic Marketing planning, and implementation of integrated marketing program.
Learning Strategies:	Lectures, case studies presentations and discussions, and Web-based Strategic Marketing Simulation. The course is provided in collaboration with the course of Strategic Marketing Management (BBA).
Assessment:	Active participation in sessions, case studies presentations# discussions, Active and continuous role in the Simulation rounds, Final examination
Bibliography:	Kerin. Peterson, Strategic Marketing Problems (cases and comments) Aaker D. A, Strategic Market Management, 2007, Wiley and Sons.

(KTWT051) Enterprise and Project Management

Credits:	5 cr	Timing:	2nd year
Objective:	The course introduces the student to organization and management from an individual, group and organisational perspective, with the focus on human behavior and organizational structures and processes.		
Contents:	Foundations of management Cognitive processes of organizational behavior Dynamics of organizational behavior Organization design, change and innovation Managing and leading for high performance		
Learning Strategies:	Lectures, case studies, and exercises		
Assessment:	Case studies, exercises and exam		
Bibliography:	Hill and MacShane, Principles of Management Pettinger, Introduction to Management; Luthans, Organizational Behavior		

(KTWT052) Artificial Intelligence in Games

Credits:	5 cr	Timing:	2nd - 4th yr
Objective:	Students will understand the functioning principles of artificial intelligence and be able to create space engine and route finder algorithms		
Prerequisite:	Game Programming I		
Contents:	Demands of game artificial intelligence The artificial intelligence of different types of games Route finder algorithms Perception of space and space engines Planning game agents and functionality		

Decision making architecture

Learning Strategies: Lectures, exercise and group work

Assessment: Assignment

Bibliography: To be announced

(KTWT053) Database Management and Programming

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

Objective: Students will be proficient in the different sub sections of a data management system and will be able to model a UML class schema and Entity relationship schema while taking care of a small-scale database.

Contents: Creating a relational database
Defining ER schema
Creating UML class schema
Looking after databases
The functioning subsections of the data management system of a database

Learning Strategies: Lectures and lab work

Assessment: Exam and assignment

Bibliography: Hovi A: SQL-ohjelmointi
Petrovic Dusan: MS SQL Server 2005 - A beginners Guide

(KTWT046) Virtualization Project

Credits: 6 cr Timing: 3rd yr

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

Prerequisite: 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 Strategies: Supervised lab assignments and independent work

Assessment: Project implementation and report

Bibliography: Product documents

(KTWT047) Server Equipment

Credits: 5 cr Timing: 3rd yr

Objective: Students will be conversant with modern server equipment and be able to plan an organisation's server environment.

Contents: Server iron and virtualised servers
Discs and disc systems
Control solutions
Thin clients and server farms
Server infra maintenance

Learning Strategies: Lectures and lab work

Assessment: Exam, assignments

Bibliography: To be announced

(KTWT036) Study Trip

Credits: 3 cr Timing: 2nd yr

Objective: 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 Strategies: Preparatory lectures

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

(KTVT021) Media Production and Audiovisual Technology

Credits: 5 cr Timing: 1st - 3rd yr

Objective: Students will be able to design and produce multi and hypermedia for different forms of media and the 3D environment and use them where appropriate in game production. Students will be proficient in the use of audiovisual communication methods and tools.

Prerequisite: Recommended in the first instance for Systems Maintenance majors

Contents: Production of multi and hypermedia with different media tools
Audiovisual communication methods and tools
Internet negotiation systems
Virtual platforms

Learning Strategies: Lectures and assignments

Assessment: Exam

Bibliography: To be announced

(KTOO1Z) THESIS 15 cr

(KTOO001) Thesis

Credits: 15 cr Timing:

Objective:	The aim of the thesis is to develop and demonstrate 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.
Prerequisite:	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
Objective:	The aim of the practical training session is to provide a supervised opportunity for students to gain knowledge of work tasks associated with their own specialised area, in Finland or abroad.		
Prerequisite:	Basic Studies At least 90 cr		
Contents:	Practical training seminars 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		

Contents: Business financial activities and accounting
Double-entry bookkeeping

Profit calculation
 ADP bookkeeping
 The basics of VAT and company taxation
 Instruction to financial statement analysis and management accounting

Learning Strategies: Lectures and exercises

Assessment: Assignments and exam

Bibliography: To be announced

(KLPB003) Contract and Corporate Law

Credits: 5 cr Timing: 1st yr

Objective: Students will know the general principles of contract law and the central types of agreement used in business.

Contents: The law system
 Contracts and how to make them
 Company forms
 Work contract, working time and annual holidays
 Commercial agreements
 Debt relationship and securities

Learning Strategies: Lectures and assignments

Assessment: Exam and assignments

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

(KLPB004) Customer Oriented Marketing

Credits: 6 cr Timing: 1st yr

Objective: Students will gain a general overview of the concepts, content and implementation of customer-oriented marketing.

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 Strategies: Lectures and group work

Assessment: Exam and assignments

Bibliography: Bergström, Leppänen: Yrityksen asiakasmarkkinointi Edita 2003
 Ylikoski, Järvinen & Rosti: Hyvä asiakaspalvelu 2006
 Kannisto & Kannisto: Asiakaspalvelu. Tiedettä, taikuutta vai talonpoikaisjärkeä?
 Gummerus 2008

Credits:	3 cr	Timing:	1st yr
Objective:	Students will gain a comprehensive overview of the opportunities and effects of information technology in business. Students will be able to utilise a microcomputer and communication technology.		
Contents:	Introduction to data processing Internet and e mail		

Computer hardware and peripheral devices
 Using the Windows environment
 Using presentation graphics software

Learning Strategies: Lectures and group work

Assessment: Exam, assignments

Bibliography: To be announced

(KLPM002) Introduction to Spreadsheet Accounting

Credits: 3 cr Timing: 1st yr

Objective: Students will be conversant with the basic functions of spreadsheet accounting and how to use them in their work.

Contents: Basic concepts and data input
 Using formulae and functions
 Graphical presentation of information
 Data separation and filtering

Learning Strategies: Group work

Assessment: Exam, assignments

Bibliography: Handouts
 Pulkkinen, H., Excel 2003

(KLPM003) Business Mathematics

Credits: 5 cr Timing: 1st yr

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

Prerequisite: 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 Strategies: Lectures and exercises

Assessment: Exam and assignments

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

(KLPM004) Word Processing

Credits:	6 cr	Timing:	1st yr
Objective:	Students will be proficient in the 10-finger typing system and the most important features of word processing, documentation and business letters. This course also covers data transfer and management devices and the main office calculation and financial management software.		
Contents:	Keyboard exercises, numbers and special characters The most central features of word processing Essay/assignment layouts, an introduction to documentation and business correspondence The office environment and data transfer systems Office calculator exercises Case study using financial management ADP application		
Learning Strategies:	Small group teaching		
Assessment:	Exams, assignments, independent work		
Bibliography:	Schroderus H., Kärkkäinen H., Tehoa tekstinkäsittelyyn Handouts		

(KLPM005) Personal Development Programme

Credits:	3 cr	Timing:	1st - 4th yr
Objective:	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 and learning environments Student services Forming groups Basic principles of project work Study planning Developing expertise Transfer to working life		
Learning Strategies:	Lectures, group work, online studies, planning and personal progress reviews.		
Assessment:	Participation and completing all course work set		
Bibliography:	Study Guide, e-material, learning toolbox		

(KLPM005) Personal Development Programme

Students will learn how to listen to others and to present issues orally and in written form. They will be able to function in typical business communication and interaction situations while developing the language proficiency required for duties in their own professional field.

(KLPM001) Finnish/Business Communication Skills

Credits:	3 cr	Timing:	1st yr
Objective:	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.

Prerequisite: 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
Job applications

Learning Strategies: Contact teaching/groups

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

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

(KLPV004) Swedish/Business Swedish 1

Credits: 3 cr Timing: 1st yr

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

Prerequisite: Proficiency test

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

Learning Strategies: Small group teaching

Assessment: Continuous assessment, written exam

Bibliography: To be announced

(KLPV003) English/Introduction to Business English

Credits: 3 cr Timing: 1st yr

Objective: 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.

Prerequisite: Proficiency test

Contents: Commercial training
The central grammar and vocabulary of business English
Internationalisation and cultural interaction in working life
Job applications

Learning Strategies: Small group teaching

Assessment:	Continual assessment, oral presentation, written exercises and exam
Bibliography:	Niskanen-Vetter-Urbom: Business Express

PROFESSIONAL STUDIES

(KLAB0Z) FURTHER STUDIES IN BUSINESS ACTIVITIES 24 cr

Students will gain knowledge of an organisation's operations, the main principles of leadership and their own competence in management and leadership. They will be able to plan projects. Students will also understand the principles of profitable business undertakings and be competent in analysing a company's operations and risks while gaining an in depth understanding of how different areas of business affect each other.

(KLAB001) Relationship and Services Marketing

Credits:	4 cr	Timing:	2nd yr
Objective:	This course covers the contents of customer relationship marketing and the special features of marketing services. The course emphasises customer satisfaction to create profitable business operations.		
Contents:	The special features of services Services marketing model Customer viewpoint and quality according to customers Developing customer relationships Managing customer relationships		
Learning Strategies:	Lecturers, exercises		
Assessment:	Exam and assignments		
Bibliography:	Evert Gummesson Many-to-many markkinointi Anna-Maija Lämsä Palvelujen markkinointi esimiestyön haasteena		

(KLAB002) Management Accounting

Credits:	5 cr	Timing:	2nd - 3rd yr
Objective:	Students will be conversant in management accounting as well as the compilation and use of financial and profitability accounting.		
Contents:	Planning activities Monitoring profitability Cost accounting Investment accounting An introduction to activity-based accounting		
Learning Strategies:	Lectures, e-learning and exercises		
Assessment:	Exam and assignments		
Bibliography:	Alhola, K. , Lauslahti, S., Laskentatoimi ja kannattavuuden hallinta		

(KLAB011) Introduction to Financing

Credits: 3 cr Timing: 1st yr

Objective: Students will gain knowledge of SME financing. They will be able to plan a financing structure, determine different financing alternatives and prepare for funding negotiations. They will have knowledge of the services of the financial markets and be able to compile company finance plans.

Contents: SME financing and profitability
Business financing problems
Business finance planning
The financial markets and services

Learning Strategies: Lectures including visiting experts

Assessment: Exam and assignments

Bibliography: Leppiniemi, J., Rahoitus
Lecture handout

(KLAB004) Introduction to Production and Logistics

Credits: 3 cr Timing: 1st yr

Objective: Students will understand logistical processes. They will be able to calculate central characteristics 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
Characteristics
Planning and developing logistics

Learning Strategies: Lectures and assignments

Assessment: Exam and exercises or online course

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

(KLAB005) Leadership

Credits: 3 cr Timing: 2nd yr

Objective: 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
Job motivation
Groups and teams in an organisation
Organisation culture
Organisational structure models

Learning Strategies: Lectures and assignments

Assessment: Assignments and exam

Bibliography: To be announced

(KLAB006) Marketing Law

Credits: 3 cr Timing: 3rd yr

Objective: Students will be conversant with regulations concerning promotion of competition and marketing.

Contents: Consumer protection
Entrepreneur protection
Competition restrictions
Authorities

Learning Strategies: Lectures and exercises

Assessment: Exam and assignments

Bibliography: To be announced

(KLAB010) R&D 1 Introduction to Development Activities

Credits: 3 cr Timing: 2nd yr

Objective: Students will gain an understanding of organisational development operations and will be able to compile a concrete, justified project plan

Prerequisite: Personal Development Programme: Introduction to Project Work

Contents: Development-oriented thinking
Development procedure and methods
Project planning

Learning Strategies: Contact teaching, independent study. R&D course

Assessment: Exam and assignments

Bibliography: To be announced

(KLAV1Z) COMMUNICATION SKILLS II 13 cr

Students will understand the significance of communication and actively create interactive relationships. They will also be aware of cultural differences and be able to make use of international sources of information in their own field. They will also deepen their competence for operating in business communication and interaction situations.

(KLAV001) Finnish/Meeting and Negotiation Skills

Credits: 3 cr Timing: 2nd yr

Objective: 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 Strategies:	Lectures, group work, visits
Assessment:	Writing documents, sample meeting, exercises, exam
Bibliography:	Heiska, Kontio, Majapuro, Valtonen: Korkeakouluopiskelijan kokoustaito Jattu-Wahlström, Kallio: Neuvottelutaito Kylänpää: Viestintätilanteet Repo-Nuutinen: viestintätaito

(KLA V009) English/Business Communication Skills

Credits:	4 cr	Timing:	3rd yr
Objective:	This course provides students with the proficiency to cope with written and spoken business communication in English using different communication devices.		
Contents:	An introduction to business communications Routine correspondence, PR letters, complaints and returns Invoicing and collection Meetings and documents for meeting		
Learning Strategies:	Small group teaching		
Assessment:	Continual assessment, spoken exercises, written exercises, exam		
Bibliography:	Handout		

(KLA V002) English/English for Marketing

Credits:	3 cr	Timing:	2nd yr
Objective:	Students will be proficient in the vocabulary required for different marketing situations and they will also activate their spoken presentation skills through product presentations and other marketing and sales promotion exercises.		
Prerequisite:	Basics of Business English		
Contents:	Customer service, Network sales Product presentation, trade fairs Marketing communication, sales promotion Distribution		
Learning Strategies:	Small group teaching		
Assessment:	Continual assessment, product presentation, written exercises and exam		
Bibliography:	To be announced		

(KLA V019) English/English for Accounting and Law

Credits:	3 cr	Timing:	2nd yr
Objective:	Students will be conversant with the most crucial themes and terminology involved in business operations and financing as well as being able to provide a written and spoken presentation of a company including the most important figures. The course also covers the legal system and legal terminology.		
Prerequisite:	Basics of Business English		
Contents:	Changes in business operations Financing Accounting The legal system Legal vocabulary		
Learning Strategies:	Small group teaching		
Assessment:	Continual assessment, written and spoken presentations and a written exam		
Bibliography:	Study handout		

(KLA V004) English/English for Production Economics

Credits:	3 cr	Timing:	2nd - 3rd yr
Objective:	Students will activate and proactise their written and spoken presentation skills in English and be conversant with the central topics vocabulary of production economics.		
Prerequisite:	Basics of Business English		
Contents:	Product life-cycle issues - from idea to the market Describing a production process Resolving problem situations Logistics Occupational safety		
Learning Strategies:	Small group teaching		
Assessment:	Continual assessment, written and spoken presentations and exam		
Bibliography:	Handout		

(KLA V011) Swedish/Svenska i affärlivet 2

Credits:	3 cr	Timing:	2nd yr
Objective:	This course deepens and widens students' knowledge of Nordic business life and provides a foundation for understanding texts concerning company economics, administration and funding and the skills for coping with written and spoken tasks using different means of communication within their own field/administration.		
Contents:	Customer service Interest groups and stakeholders Company forms Business accounting Different court instances and legal vocabulary Business communication		

Learning Strategies: Small group teaching

Assessment: Continual assessment, written exam

Bibliography: To be announced

(KLAV012) Svenska i affärslivet 2

Credits: 3 cr Timing: 2nd yr

Objective: Students will gain sound skills in Swedish for sales and marketing purposes as well as other spoken and written business communication tasks.

Prerequisite: Svenska i affärslivet I

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

Learning Strategies: Small group teaching

Assessment: Continual assessment, written exam

Bibliography: To be announced

(KLAV013) Svenska i affärslivet 2

Credits: 3 cr Timing: 2nd yr

Objective: This course covers the skills required to cope well with logistics related tasks, written and spoken in Swedish using different means of communication.

Prerequisite: Svenska i affärslivet 1

Contents: Logistics
Network trade
Packaging
Warehouse and storage control
Forwarding and deliveries
Business communication

Learning Strategies: Small group teaching

Assessment: Continual assessment, written exam

Bibliography: Virrankare, Optimalt. Logistiksvenska

(KLAM2Z) METHODOLOGICAL STUDIES II 13 cr

Students will be competent in research and development operations. They will be able to apply business mathematics and statistical methods. They will also gain proficiency in the application of qualitative and quantitative research methods.

(KLAM001) Statistics

Credits:	4 cr	Timing:	2nd yr
Objective:	This course provides skills in handling statistical material, distribution numbers, common statistical methods, statistical tests, SPSS statistics programme use and interpretation of results.		
Prerequisite:	Students should know the basics of research but it is not strictly necessary		
Contents:	Handling and interpreting quantitative research material: Basic concepts and table Statistical numbers Dependence: cross tabling, correlation analysis and regression analysis Test theory and statistical tests Use of statistics programme Individual assignment		
Learning Strategies:	Lectures, exercises and independent online studies unit		
Assessment:	Exams, exercises and assignment		
Bibliography:	Karjalainen, L., Tilastomatematiikka, 2004		

(KLAM002) Further Studies in Data Processing

Credits:	3 cr	Timing:	2nd yr
Objective:	Students will be conversant with the central features of data base programmes for the purposes of acquisition and development. They will be proficient in the basic principles of electronic transactions and related data security.		
Prerequisite:	Introduction to Data Processing		
Contents:	How databases work Acquisition and maintenance of data systems Basic concepts of networks Current data processing issues E-business The basics of data security		
Learning Strategies:	Lectures, exercises and group work		
Assessment:	Exam		
Bibliography:	To be announced		

(KLAM003) Academic Writing

Credits:	3 cr	Timing:	2nd - 4th yr
Objective:	Students will be able to compile a well planned and clear academic text.		
Prerequisite:	This course must be accomplished prior to the thesis.		
Contents:	Meaning and syntax Accuracy and text analysis Guidelines on creating a text		
Learning Strategies:	Small group teaching		

Assessment: Text analyses and exercises Accurate writing exam

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

(KLAM005) R&D 2 Qualitative and Quantitative Research

Credits: 3 cr Timing: 2nd yr

Objective: Students will understand the basic concepts and structures of science and research. They will be able to critically read development project texts and reports and plan and implement surveys and development projects. They will gain the skills required to carry out their theses.

Contents: The concepts and structures of quantitative and qualitative research
Action research and developmental job analysis
The stages of research/a development project

Learning Strategies: Contact teaching and assignments

Assessment: Essay

Bibliography: To be announced

OPTIONAL PROFESSIONAL STUDIES

(KLVTJZ) FINANCIAL ADMINISTRATION AND LAW 40 cr

(KLVTJ01) Corporate Law

Credits: 5 cr Timing: 2nd yr

Objective: 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 Strategies: Lectures and assignments

Assessment: Exam and assignments

Bibliography: To be announced

(KLVTJ02) Public Law

Credits: 3 cr Timing: 2nd yr

Objective: 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 municipality administration
Legal protection for citizens

Learning Strategies: Lectures and assignments

Assessment: Exam and assignments

Bibliography: To be announced

(KLV TJ03) Procedural Law

Credits: 4 cr **Timing:** 2nd yr

Objective: Students will gain 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: Petitions
Civil action
Appeal
Collection
Bankruptcy

Learning Strategies: Lectures and assignments

Assessment: Exam and assignments

Bibliography: To be announced

(KLV TJ04) Labour and Civil Service Law

Credits: 3 cr **Timing:** 2nd yr

Objective: This course covers 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
Equality and confidentiality issues
Joint action procedures

Learning Strategies: Lectures and course-work

Assessment: Exam and assignments

Bibliography: To be announced

(KLV TJ05) Personal Taxation

Credits:	3 cr	Timing:	1st - 4th yr
Objective:	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 Strategies:	Lectures and course-work		
Assessment:	Exam and assignments		
Bibliography:	To be announced		

(KLV TJ06) Follow-up Course in Bookkeeping

Credits:	4 cr	Timing:	2nd yr
Objective:	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.		
Prerequisite:	Introduction to Bookkeeping		
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 Strategies:	Lectures and exercises		
Assessment:	Exam and exercises		
Bibliography:	Tomperi,S., Kehittyvä kirjanpitolaito - oppikirja ja harjoituskirja		

(KLV TJ07) Corporate Taxation and Financial Statement planning

Credits:	5 cr	Timing:	2nd yr
Objective:	Students will gain in depth knowledge of direct corporate taxation and the methods used in financial statement planning.		
Contents:	Taxation in different company forms Calculating taxable income Financial statement/result planning		
Learning Strategies:	Lectures and assignments		
Assessment:	Exam and assignments		

Credits:	4 cr	Timing:	2nd yr
Objective:	Students will know how to audit administration, bookkeeping and financial statements.		
Prerequisite:	Introduction to Bookkeeping		
Contents:	Auditing administration and bookkeeping Auditing financial statements Reporting and documentation		
Learning Strategies:	Lectures and assignments		
Assessment:	Exam and assignments		
Bibliography:	To be announced		

Credits:	3 cr	Timing:	2nd - 3rd yr
Objective:	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 Strategies:	Lectures and exercises		
Assessment:	Exam and assignments		
Bibliography:	Äärilä, L. & Nyrhinen, R., Arvonlisäveroitus käytännössä		

Credits:	3 cr	Timing:	3rd yr
Objective:	Students will learn to draw conclusions concerning the profitability, liquidity and solvency of a company from financial statement information published by companies.		
Prerequisite:	Introduction to Bookkeeping		
Contents:	Quick-analysis Traditional financial statement analysis Cash-flow analysis Interpretation of business ratios		

ADP-analysis programme

Learning Strategies: Lectures and exercises

Assessment: Exam and exercises

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

(KLV TJ11) R&D 3 Carry Out Project

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

Objective: Students will be able to apply development methods to solve a work based problem bearing in mind economic viewpoints.

Prerequisite: R&D 1 Introduction to Development Operations

Contents: Implementation of a practical project linked the student's professional studies.

Learning Strategies: Commissioned project work under the supervision of the teacher. R&D module

Assessment: Implentation of the project, documentation and the presentation of results if applicable

Bibliography: Students will acquire information on the project work using different sources of information

(KLV MMZ) MARKETING AND ADVERTISING 40 cr**(KLV MM01) Product, Price and Availability**

Credits: 5 cr Timing: 2nd yr

Objective: 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.

Prerequisite: 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 Strategies: Lectures, assignments and group work

Assessment: Exam and assignments

Bibliography: Jobber, D., Principles and Practice of Marketing (or equivalent)

Objective: 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 Strategies: Contact teaching and assignments

Assessment: Exam and assignments

Bibliography: Lahtinen Jukka Markkinointitutkimus
Further literature to be announced

(KLVMM05) Focus Group Research

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

Objective: 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.

Prerequisite: 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 Strategies: Contact teaching and group supervision. R&D module (3 cr).

Assessment: Planning, carrying out and reporting a research project

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: 3rd yr

Objective: 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.

Prerequisite: 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 Strategies: Contact teaching, assignments and study visits

Assessment: Portfolio, planning a poster

Bibliography: Study handouts

(KLVMM07) Planning in Marketing

Credits:	4 cr	Timing:	2nd - 3rd yr
Objective:	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 Strategies:	Lectures, assignments, written assignments and visits		
Assessment:	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
Objective:	Students will gain in depth knowledge of strategic marketing management and leadership.		
Contents:	Marketing strategy as a concept Coordinating action processes Company offerings and business Marketing strategies Planning a development strategy		
Learning Strategies:	Lectures and assignments, presentation		
Assessment:	Assignments, exam, presentation		
Bibliography:	Aaker David: Strategic Marketing Management (2005); Timo Rope ja Irma Vahvaselkä Suunnitelmallinen markkinointi; Haverinen Markkinointi; Lambin Jean-Jacques Strategic Marketing Management		

(KLVMM09) Digital Marketing

Credits:	4 cr	Timing:	3rd yr
Objective:	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 Strategies:	Lectures, assignments, study visits		

Assessment:	Assignments, written exercises and exam
Bibliography:	Merisavo, Vesanen, Raulas, Virtanen: Digitaalinen markkinointi Salmenkivi, Nyman: Yhteisöllinen media ja muuttuva markkinointi 2.0

(KLVMM10) R&D 3 Carry Out Project

Credits:	3 cr	Timing:	2nd - 3rd yr
Objective:	Students will be able to apply development methods to solve a work based problem bearing in mind economic viewpoints.		
Prerequisite:	R&D 1 Introduction to Development Operations		
Contents:	Implementation of a practical project linked the student's professional studies.		
Learning Strategies:	Commissioned project work under the supervision of the teacher. R&D module		
Assessment:	Implentation of the project, documentation and the presentation of results if applicable		
Bibliography:	Students will acquire information on the project work using different sources of information		

(KLVTLZ) PRODUCTION ECONOMICS AND LOGISTICS 40 cr

(KLVTL13) Manufacturing Technology

Credits:	3 cr	Timing:	2nd yr
Objective:	Students will gain an overall perception of production methods, machinery and equipment used in the manufacturing industry.		
Contents:	Casting technique Forming methods Sheet and connecting technique Machining Coating methods Special methods		
Learning Strategies:	Lectures and assignments		
Assessment:	Exam and assignments		
Bibliography:	Ihalainen, E., Aaltonen, K., Aromäki, M., Sihvonen, P., Valmistustekniikka Further reading indicated by the teacher		

(KLVTL14) Manufacturing Technology Laboratory Work

Credits:	3 cr	Timing:	2nd yr
Objective:	Students will gain hands-on experience of manufacturing and problems that may arise; being able to apply previously acquired theoretical knowledge.		

Contents:	Practical, hands-on assignments linked to production engineering studies.
Learning Strategies:	Project work/lab assignments completed under teacher supervision for companies or educational institutions with required theoretical backup
Assessment:	Completion of set assignment, its documentation and presentation
Bibliography:	Students acquire relevant information themselves, related to the topic of their project work/lab assignment using different sources of information

(KLVTL02) Technical Drawing

Credits:	3 cr	Timing:	2nd yr
Objective:	Students will gain an understanding of the significance of technical drawing as a principle element of manufacturing. Additionally students will learn to read and do technical drawings.		
Contents:	Standards Projections and axonometry Cross sections Dimensions and tolerance Discipline-specific marks, symbols and graphs		
Learning Strategies:	Lectures and assignments		
Assessment:	Exam and assignments		
Bibliography:	Heikkilä M., Tekniset piirustukset Autio, A., Hasari, H., Koneenpiirustus ammattikorkeakoululle ja teknisille oppilaitoksille		

(KLVTL15) Computer-aided Design

Credits:	3 cr	Timing:	2nd yr
Objective:	Students will be able to use CAD software for 2D design with an awareness of the opportunities presented by computer-aided design		
Contents:	CAD systems and their features Basic drawing functions and commands Edit functions Dimensions Symbols and their use Printing drawings		
Learning Strategies:	Small group teaching and exercises		
Assessment:	Skills demonstration test (evaluation 1 - 5), assignments		
Bibliography:	Basics of Autocad as PDF files Further material will be indicated by the teacher		

(KLVTL16) Construction Materials

Credits:	4 cr	Timing:	2nd yr
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Objective:	Students will understand the overall economic significance of modern materials in product manufacturing, cost structuring and use.
Contents:	The common features of metals Material testing procedures Metals The general principles of polymers Technical plastics Technical ceramics Composite materials
Learning Strategies:	Lectures and group work
Assessment:	Exam and assignments
Bibliography:	Koivisto, K., Laitinen, E., Niinimäki, M., Tiainen, T., Tiilikka, P., Tuomikoski, J., Konetekniikan materiaalioppi

(KLVTL17) Piece Work Handling Equipment

Credits:	2 cr	Timing:	2nd yr
Objective:	Students will gain knowledge of equipment used in automated production such as conveyors, storage and dosing feeders		
Contents:	Introduction Different types of production systems Conveyors and piece storage Dosing feeder, turning equipment, and palettes.		
Learning Strategies:	Lectures, assignments and visit to industry		
Assessment:	Exam, (evaluation 1 - 5), attendance and accomplished visit		
Bibliography:	Lecture handout Further material indicated by teacher		

(KLVTL18) Robotics

Credits:	3 cr	Timing:	2nd yr
Objective:	Students will gain an overview of the use of modern robots in piece production and in the workshop while also being able to apply and programme robots.		
Contents:	Robot statistics Robot structures Grabbers and tools Robot sensors Use and programming of robots Application examples and peripheral devices Connecting robots to other automation systems Safety of robot systems		
Learning Strategies:	Lectures, exercises, lab. work and study visits		
Assessment:	Exam (evaluation 1-5), attendance and accomplished study visit		
Bibliography:	Lecture handouts		

Kuivanen, R., Robotiikka, Suomen robotiikkayhdistys RY:n julkaisu, 1999
 Salmelin, B., Temmes, J., Robottiautomaatio, Suomen robotiikkayhdistys RY:n julkaisu 9.

(KLVTL07) Quality Technology

Credits:	3 cr	Timing:	3rd yr
Objective:	Students will gain knowledge of corporate quality systems and how they work, are maintained and developed. The course will focus on quality standards that can be applied with varying degrees of success in different situations. Students will also grasp statistical quality control methods and support advice.		
Contents:	Corporate quality control systems Quality management Quality costs ISO 9000 quality system Quality philosophies Statistical quality control		
Learning Strategies:	Lectures and assignments		
Assessment:	Exam and assignments		
Bibliography:	To be announced		

(KLVTL19) Production Planning

Credits:	4 cr	Timing:	3rd yr
Objective:	Students will gain an overview of a manufacturing company's operations and production process control, while learning how to plan and implement a profitable manufacturing operation.		
Contents:	The basic concepts of production planning and supervision Layout and method planning Loading operations Material functions Production control operational models		
Learning Strategies:	Lectures and exercises		
Assessment:	Exams and assignments		
Bibliography:	Lapinleimu, I. et al, Kone- ja metalliteollisuuden tuotantojärjestelmät Harju, A. et al, Teollisuustalous, tuotantotalous Karrus, K., Logistiikka		

(KLVTL20) Project Management

Credits:	3 cr	Timing:	2nd yr
Objective:	Students will adopt a systematic approach and techniques to their work appropriate to one-off tasks and work required in working life and society.		
Contents:	Project concept		

Project cycle
 Planning and control methods
 Leading and monitoring
 ADP application use in project management

Learning Strategies: Lectures and exercises; MS project will be taught in English (2nd yr)

Assessment: Exams and assignments

Bibliography: Silfverberg, P., Ideasta projektiksi
 Pelin, R., Projektihallinnan käsikirja
 Virkki, P., Somermeri, A., Projektityö, kehittämisen moottori

(KLVTL21) Introduction to Maintenance Technology

Credits: 3 cr Timing: 3rd yr

Objective: Students will understand the importance of maintenance to ensure an uninterrupted production process and learn modern maintenance principles for their application in practice.

Contents: Introduction to maintenance
 Maintenance functions
 The maintenance and efficiency of maintenance
 Maintenance information systems
 Failure
 Runnability

Learning Strategies: Lectures and assignments

Assessment: Exam and assignment

(KLVTL11) Export and Import Routines

Credits: 3 cr Timing: 2nd year

Objective: To familiarize the student with the basic routines and procedures in export/import trade.

Contents: Entry strategies, distributorship and agency contracts
 Quotations
 Incoterms
 Terms of payment
 Documents in foreign trade
 Transportation
 Customs clearance
 Insurance

Learning Strategies: eLearning

Assessment: Assignments

Bibliography: Course material in the virtual studying environment and internet

(KLVTL12) R&D 3 Carry Out Project

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

Objective:	Students will know how to apply development procedures to solve a working-life based problem taking into account the economic aspects of operations.
Prerequisite:	R&D 1 Introduction to Development Operations
Contents:	Implementation of a practical project linked with professional studies
Learning Strategies:	A project(s) carried out for a commissioning party under the supervision of the teacher R&D module
Assessment:	Implementation of the project, documentation and possible presentation of results
Bibliography:	Students must find their own reading material appropriate to their project theme, 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.

(KLVY080) Introduction to 3D Modelling

Credits:	3 cr	Timing:	1st - 4th yr
Objective:	Student will know how to plan and produce 3D modelling based leaflets and animation for advertising and marketing		
Prerequisite:	Knowing how to use digital photo manipulation would be to the students' benefit		
Contents:	The principles of 3D graphics The principles of Studio 3ds Max Software The principles of photo manipulation Modelling and textures Lighting Visualization and 3D animation		
Learning Strategies:	Lectures, group work, assignments		
Assessment:	Modelling exercises, assignment: Composing, planning and compiling a advertising animation as a group work		
Bibliography:	Jones, A., et al., 3D Studio Max: Professional Animation		

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

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

(KLVY076) Housing Company Accounting and Administration

Credits:	3 cr	Timing:	2nd - 4th yr
Objective:	Students will be conversant with housing company bookkeeping and accounting and their special features as well as the most important board regulations.		
Contents:	Budgeting Routine bookkeeping Financial statements and taxation Separate calculations Shareholders meeting, the board and property manager Responsibility for maintenance		
Learning Strategies:	Lectures and assignments		
Assessment:	Exam and assignments		
Bibliography:	To be announced		

(KLVY055) Digital Photo Manipulation

Credits:	4 cr	Timing:	2nd - 4th yr
Objective:	This course comprehensively covers the principles of digital photo manipulation from legal issues to creating different kinds of leaflets, publications, adverts and web pages.		
Contents:	Colour theories Digital image manipulation programme features - basic, editing and drawing tools Masks and layers Special tools and effects Filming and scanning Planning, creating and assessing a publication Copyright Drawing and picture animation		
Learning Strategies:	Lectures, group work, practical exercises		
Assessment:	Exam, assignments, presentations		
Bibliography:	Laakso A., Paint Shop Pro X (+cd) Flyktman R, Digikuvaajan käsikirja Walker M., Barstow N., Digikuvan värinhallinta & -korjailu		

(KLVY056) Digital Photo Manipulation

Credits:	3 cr	Timing:	2nd - 4th year
Objective:	To familiarize students with basic photo manipulation so they learn how to use photos in publications, advertising and web sites		
Contents:	Color theories, vector- and bitmap graphics Basics of PaintShop Pro - basic-, editing- and drawing tools Layers, masks and effects Layout planning - photo design and composition Evaluating publications Digital cameras and scanners Panorama pictures		

Picture copyrights
A lot of photo manipulation exercises

Learning Strategies: Lectures, group work, practical exercises and presentations

Assessment: Return tasks, computer based exam

Bibliography: Huss David, Davis Lori J., Corel Paint Shop Pro X
The Official Guide

(KLVY005) Management Communication

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

Objective: 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 Strategies: Group teaching and online teaching

Assessment: Learning diary

Bibliography: Puro, Esimiehen viestintätaidot, Juholin, communicate!

(KLVO009) EU Law

Credits: 3 cr Timing: 2nd yr

Objective: 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 Strategies: Lectures and assignments

Assessment: Exam and assignments

Bibliography: To be announced

(KLVY032) Financial Mathematics

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

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

Prerequisite: 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 Calculations using Excel
Learning Strategies:	Lectures and exercises
Assessment:	Exam and assignments
Bibliography:	Karjalainen, L., Optimi -matematiikkaa talouselämän ammattilaisille, 2005

(KLVO004) Administrative Law

Credits:	3 cr	Timing:	3rd yr
Objective:	Students will have wide-ranging knowledge of the structure, general principles, procedures, responsibility issues and legal protection in administration		
Contents:	The legal status and functions of administration The principles of general and special administration Administration publicity Administrative procedure		
Learning Strategies:	Lectures and course-work		
Assessment:	Exam and course-work		
Bibliography:	To be announced		

(KLWY039) Personal Safety and Crime Prevention

Credits:	3 cr	Timing:	2nd - 4th yr
Objective:	This course introduces students to central aspects of legislation and regulations concerning personal safety and crime prevention. Students will be able to recognise threats to personal safety and criminal threats and how to combat them. They will also be proficient in travel safety issues.		
Contents:	Threatening situations The safety of outsiders, clients The safety of key persons Recruitment and actions at the end of a work contract Travel safety Criminal activities aimed at a company's operations, staff or property (Internal/external threat) Cooperation with the authorities (police, insurance companies) Actions in a criminal case Legislation (use of force, citizen's arrest)		
Learning Strategies:	Lectures and assignments		
Assessment:	Exam		
Bibliography:	To be announced		

(KLVY030) Generally Accepted Accounting Principles

Credits:	3 cr	Timing:	2nd - 4th yr
Objective:	Students will be able to apply rules and laws of accounting in practical situations.		
Prerequisite:	Introduction to Bookkeeping		
Contents:	Good accounting principles: Accountancy act Accountancy statutory order Accountancy Standards Board guidelines Good accountancy principles		
Learning Strategies:	Book exam		
Assessment:	Book exam		
Bibliography:	Leppiniemi, Hyvä kirjanpitolapa - Mikä on sallittua, mahdollista, kiellettyä? (uusin painos) Articles provided by lecturer		

(KLVY016) Effective Use of InDesign and Publisher

Credits:	3 cr	Timing:	2nd - 4th yr
Objective:	Students will be conversant with the features of InDesign and Publisher desk-top publishing programmes, being able to make up newspaper announcements, adverts and other forms of publication.		
Contents:	Editing and paging texts, text frames, graphics Page format, models Paragraph and character style Tables Publication indexes, references and tables of contents Paging publications - different forms of presentation		
Learning Strategies:	Small group teaching		
Assessment:	Exam, assignments, independent tasks		
Bibliography:	Handouts		

(KLWY040) InnoMarathon

Credits:	3 cr	Timing:	2nd - 4th yr
Objective:	Students will be able to innovate practical business development solutions for commissioning parties while simultaneously learning how to exploit innovation processes in development.		
Contents:	Getting to know the focus of development The innovative process Proposing solutions		
Learning Strategies:	Group work, R&D study module		

Assessment: Innovation process, learning diary

(KLVY070) International Tutoring

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

Objective: 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 organization skills and the courage to interact with others.

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

Learning Strategies: Project learning

Assessment: 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

Objective: 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.

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

Assessment: Web-based 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

Objective: Knowledge capital providing a competitive edge will be emphasised during this course, while providing students with a grounding in quality leadership, activity-based management in business leadership and the significance of leadership and management in the implementation of an organisation's basic tasks.

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

Learning Strategies: Web-based independent study using related literature. Students may also write the long essay on another theme related to the subject and agree with the teacher.

Assessment: Supervised long essay in the web

Bibliography: Background reading:
Ståhle, Grönroos, Knowledge Management
Viitala, R., Henkilöstöjohtaminen ss. 1-223

Lumijärvi ym., Toimintojohtaminen - Activity Based Managementin suomalaisia sovelluksia
 Ojala, L., Oppimisen etu - kilpailukykyä muutoksessa ss. 1-274

(KLVY072) Public Administration

Credits:	3 cr	Timing:	1st - 3rd yr
Objective:	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 Strategies:	Independent online studies		
Assessment:	Assignments completed and submitted for assessment online		
Bibliography:	Internet -sources		

(KLVY071) Organisation Activities

Credits:	4 cr	Timing:	2nd - 4th yr
Objective:	Students will become competent, active members of society and the community, while at the same time developing their interaction skills, and learning the principles of being active in committees and associations		
Contents:	Membership and participation in the activities of the student union board The UAS system and decision making Meeting and negotiation techniques Arranging events and meetings		
Learning Strategies:	Project learning		
Assessment:	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		

(KLVY079) Public Sector Economy

Credits:	3 cr	Timing:	2nd -3rd yr
Objective:	The course will provide proficiency in 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 Strategies: Lectures and exercises

Assessment: Exam and exercises

Bibliography: Study handout

(KLVY041) Global Business Manners

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

Objective: 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 Strategies: Online studies and assignments

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

Bibliography: Fintra, Suomalainen ensivaikutelma, lehtileikkeet

(KLVY040) House and Estate Agency

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

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

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

Learning Strategies: Lectures and exercises

Assessment: Exam and assignments

Bibliography: To be announced

(KLVY061) Consolidated Financial Statement

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

Objective: Students will be conversant with the principles of compiling a consolidated financial statement.

Prerequisite: Introduction to Bookkeeping

Contents: Consolidated financial statement

Learning Strategies: lectures and exercises

Assessment: Exam and assignments

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

(KLVY035) Consumer Behaviour

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

Objective: Students will be conversant with the factors affecting a consumer's and an organisation's decision to purchase.

Prerequisite: 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

Learning Strategies: Course delivered online (3 cr) independent study

Assessment: 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

Objective: Students will be conversant with the central principles 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 Strategies: Lectures and course-work

Assessment: Exam and assignments

Bibliography: Lecklin, Olli, Laatu yrityksen menestystekijänä

(KLV002) Business Plan Project

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

Objective: 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.

Prerequisite: 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 Strategies: Expert visits, tutoring sessions, mentoring, learning together, reading

Assessment: Business plan in the form of a portfolio

Bibliography: To be announced

(KLVY052) Practical Creativity

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

Objective: Students will be conversant with different forms of innovation techniques and the role of creativity and innovation in creating and searching for business ideas. Students will be able to use business promotion networks, e.g. Intotalo. Created business ideas can then be developed during Project Based Learning or Business Plan courses KLVY015, KLVL002.

Contents: The birth of business ideas
Innovation and creativity
Creative techniques
Networking as a source of creativity

Learning Strategies: Group work, project-based learning

Assessment: Portfolio

Bibliography: To be announced

(KLVY090) Women and Leadership

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

Objective: 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 Strategies: A series of books on which students will base a learning diary (max. 15 pages)

Assessment: 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. PS kustannus.

(KLVO011) Legal Data Protection

Credits:	3 cr	Timing:	1st - 4th yr
Objective:	Students will be conversant with the regulations and norms governing confidentiality and privacy and the data protection of personal information and in working life as well as security surveys.		
Contents:	Publicity in the work of officials Privacy and data security Data security as a legal phenomenon Privacy and confidentiality in working life		
Learning Strategies:	Delivered online		
Assessment:	Course work assignments and exercises that must be submitted for evaluation		
Bibliography:	To be announced		

(KLWO007) The Legal System

Credits:	3 cr	Timing:	1st -4th yr
Objective:	Students will be conversant with the structure of the legal system and the work officials. They will be able to search for current information in the activities of the legal system.		
Contents:	The Finnish legal system The process of legislation The work of different officials		
Learning Strategies:	Delivered online		
Assessment:	Assignments, learning diary and self-evaluation using the virtual learning platform.		
Bibliography:	To be announced		

(KLVY012) Organizational Psychology

Credits:	3 cr	Timing:	2nd - 4th yr
Objective:	This course provides in depth knowledge of organisational behaviour.		
Contents:	Leadership tasks and responsibility in conflict situations, dealing with problems in the working community, work satisfaction, encouragement and rewards and skills development.		
Learning Strategies:	Web-based independent study using related literature. Students can also write the essay on another theme related to the subject previously agreed with the teacher.		
Assessment:	Web-based long essay returned for assessment		
Bibliography:	Järvinen, P., Esimiestyö ongelmatilanteissa Ruohotie, P., Honka, J., Palkitseva ja kannustava johtaminen Other related literature		

(KLVY053) Payroll Administration

Credits:	3 cr	Timing:	2nd - 4th yr
Objective:	Students will be conversant with manual and computer-aided payroll calculation in the public and private sector.		
Contents:	Wage basis and formation Overtime Fringe benefits Reimbursement of expenses Annual holiday issues Employer's contributions Payroll administration documents Nova- wage calculation programme		
Learning Strategies:	Small group teaching		
Assessment:	Exams, assignments, independent task		
Bibliography:	Eskola, A., Palkka - Työsuhteen ja palkanlaskennan perusteet Handouts		

(KLVY088) Commodification of Services

Credits:	4 cr	Timing:	3rd - 4th yr
Objective:	This course provides the proficiency to commodify services and understand the opportunities offered by commodification in a company's commercial development.		
Contents:	Forming a service product The progression of the commodification process Creating a product description and leaflet		
Learning Strategies:	Contact teaching and independent study		
Assessment:	Creating a description and leaflet for a new service product		
Bibliography:	Parantainen, Jari Tuotteistaminen - Rakenna palvelusta tuote 10 päivässä. Helsinki, Talentum 2007 Sipilä, Jorma. Asiantuntijapalvelujen tuotteistaminen. Helsinki WSOY		

(KLVO002) Family and Inheritance Law

Credits:	3 cr	Timing:	1st - 4th yr
Objective:	Students will gain knowledge of 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 Strategies:	Lectures and course-work		

Assessment: Exam and course-work

(KLVY003) Learning by Projects

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

Objective: 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. Projects can also be implemented in the Intotalo business incubator. The amount of credits gained from this course depends on the size and extent of the project.

Prerequisite: Introduction to Project Work

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

Learning Strategies: Learning by doing, project work, reflection, can also be considered as an R&D course

Assessment: 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

(KLVY081) The Language of the Thesis

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

Objective: Students will be able to write clearly using accurate Finnish required of the written work produced in their professional field and studies.

Contents: Readability: sentences, coordination and punctuation
Accurate language: compound nouns, words of foreign origin, numbers and abbreviations
Writing: different texts and styles (e.g. maturity test)

Learning Strategies: Small group teaching

Assessment: Language exercises, production of text for evaluation

Bibliography: Iisa, Oittinen, Piehl Kielenhuollon käsikirja

(KLVY066) Finance

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

Objective: Students will understand the principles of financing and its main topics.

Prerequisite: Introduction to Finance

Contents: The basic questions in business financing

Different debt instruments
Structure and selection of finance
Finance risks

Learning Strategies: lectures, exercises

Assessment: exam, case study

Bibliography: to be announced

(KLVY078) Criminal Law

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

Objective: Students will gain knowledge of the general doctrines and concepts of criminal law and of preliminary investigation and criminal trial procedure, the system of punishment and the most common elements constituting a crime.

Contents: The most common doctrines of criminal law
Preliminary investigation and coercive measures
Crime recognition signs and essential elements of a crime
Consequences and punishments
A criminal trial

Learning Strategies: Lectures and assignments

Assessment: Exam and assignments

Bibliography: To be announced

(KLVY014) Risk Management

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

Objective: 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 Strategies: Independent online learning using appropriate available online material.

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

Bibliography: Online material

(KLVY087) Strategic Marketing

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

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

Prerequisite: Basic studies in Marketing

Contents: Strategic marketing thinking as apart of strategic business leadership:

Analysis of the business environment and competition
 Recognising customer needs
 Developing customer-oriented operations and products
 Creating and implementing a competitive marketing strategy

Learning Strategies: Delivered as an online course, independent studies (4 cr)

Assessment: Essay

Bibliography: Aaker, David A & McLoughlin Damien: Strategic Market Management (2007 European Edition)
 Drummond, Graeme: Strategic marketing planning and control (2002)
 Students' own selected reading

(KLWY042) Finnish Culture

Credits: 3 cr Timing: 2nd yr

Objective: Students will gain a basic overview of 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 Strategies: Lectures and assignments. Course partly delivered online

Assessment: Assignments and exam

Bibliography: To be announced

(KLVY023) IT Applications for Business Administration

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

Objective: This course provides students with the wide-ranging skills required to make best use of the Nova business administration programme as well as business and material administration tasks. Students will also acquire skills and information for other similar software.

Contents: Setting up and maintaining a register for Nova software
 Purchase and sales documents
 Warehouse Inventory bookkeeping
 Purchase and sales ledger
 Invoicing documents
 Inspecting and monitoring transactions
 Survey and presentation of other similar business administration software.

Learning Strategies: Small group teaching

Assessment: Exam, assignments, independent task

Bibliography: Handouts

(KLVY022) Spreadsheet Accounting - Follow-up Course

Credits:	3 cr	Timing:	2nd - 4th yr
Objective:	Students will be able to make effective use of computer tools programmes.		
Prerequisite:	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 Strategies:	Exam and assignments		
Assessment:	Small group teaching		
Bibliography:	Kivimäki, Rousku, Excel - hyötykäyttäjän opas Lammi Outi, Excel 2007		

(KLVY009) Statistical Research

Credits:	3 cr	Timing:	2nd - 3rd yr
Objective:	Students will be conversant with the handling, analysis and outcome reporting of quantitative research material as well as with new methods of statistical research.		
Prerequisite:	Introduction to Statistics		
Contents:	All statistical material linked to a piece of research/thesis: Entering and handling material (SPSS) Statistical methods (SPSS) Interpretation of results Presenting and reporting on outcomes in written form		
Learning Strategies:	Lectures, exercises		
Assessment:	Assignments, exam		
Bibliography:	Handout		

(KLVY025) Special Issues in Auditing

Credits:	3 cr	Timing:	2nd - 4th yr
Objective:	This course will deepen students' knowledge of auditing and auditing special issues.		
Prerequisite:	Introduction to Auditing		
Contents:	Auditing reports Bankruptcy Changes in company form Auditing a corporate financial statement		
Learning Strategies:	Lectures and exercises		
Assessment:	Exam and assignments		

Bibliography: To be announced

(KLVY083) Operation Supervision Methods

Credits: 3 cr Timing: 4th yr

Objective: Students will be conversant with different operation control methods and their main features and will learn to use them in different practical situations and environments. Students will perceive the opportunities of different methods and procedures from a management-oriented and economic viewpoint.

Contents: Concepts of operation control
Basic methods
Business networks
Outsourcing production
Sourcing a operation control system

Learning Strategies: Lectures and assignments

Assessment: Exam, assignments

Bibliography: Karjalainen, J. et al, Kehittyvä toiminnanohjaus
Möller, K. et al, Tulevaisuutena liiketoimintaverkot
Karjalainen, J. et al, Tuotannollinen ulkoistaminen
Vilpolä, I. et al, Toiminnanohjausjärjestelmän hankinta C-CEI-menetelmän avulla

(KLVY084) Production Processes and Logistics

Credits: 3 cr Timing: 4th yr

Objective: Students will learn to understand manufacturing as a process, adopting the principles of process-oriented thinking and leadership, while learning to model/outline processes for practical purposes. The course also provides students with a perception of the logistics chain linked to manufacturing processes and of the opportunities to control and improve its efficiency.

Contents: Process leadership
Process modelling
The logistics of industrial production
Controlling logistics
The efficiency and technologies of logistics
Organising logistical functions

Learning Strategies: Lectures and exercises

Assessment: Exam, assignments

Bibliography: Karrus, K., Logistiikka
Further material indicated by the lecturer

(KLWY054) Security and Safety Leadership and Risk Management

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

Objective: Students will be conversant with the basics of crime prevention, operational environments and related legislation. They will be able to carry out risk surveys and

be aware of the importance of planning ahead to ensure continuity. This course also covers the basics of crises communication and purchasing security services.

Contents: Operational environment; development trends
Security and crime prevention legislation
Planning and leading crime prevention, OHSAS18001
Standards and barometres
Accident and damage statistics
Risk survey and management methods
Planning ahead and being prepared
Crisis communication

Learning Strategies: Lectures and assignments

Assessment: Exam

Bibliography: To be announced

(KLWY047) Occupational Health and Safety

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

Objective: This course introduces students to occupational safety legislation and regulations as well as machine and device and dangerous substances' safety regulations. Students will know occupational safety notices and official regulations and they will also be conversant with the subject of occupational well-being and health.

Contents: Occupational safety and related legislation
Safety at work (machines and equipment, physical factors, dangerous substances, protective garments and accessories)
Close shave situations and learning from them
Occupational health and well-being (occupational health, work capability activities)
A shared work place

Learning Strategies: Lectures and assignments

Assessment: Exam

Bibliography: To be announced

(KLVY020) Effective Use of Word and Adobe Acrobat Professional

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

Objective: This course covers how to use the Word- word processing programme and Adobe Acrobat professional for creating forms for the Internet effectively.

Prerequisite: Introduction to Word Processing

Contents: The special features of word:
Group mail, Address books, Stickers, Tables, Network forms and protection, Columns, graphical features, hyperlinks, table of contents, thesis-related word processing issues
Adobe Acrobat Professional programme - features for creating forms, different form field, option and protection features, creating function buttons, creating links, remarks and leading form.

Learning Strategies: Small group teaching

Assessment: Exams, assignments, independent tasks

Bibliography: handouts

(KLVY062) Peer Tutoring

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

Objective: 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 Strategies: Project-based learning

Assessment: 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

Objective: 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 Strategies: Web -course

Assessment: 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

(KLVY069) Communication in Student Recruitment

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

Objective: Students will develop their interaction, presentation and group supervision skills. They will gain in depth knowledge of student recruitment and presentation skills.

Contents: The tasks and responsibilities of a peer to peer tutor, tutoring, interaction and presentation skills. Student recruitment.

Learning Strategies: Project Learning

Assessment: Active tutoring, learning diary and essay

Bibliography: To be agreed in conjunction with essay

(KLVY018) WWW Page Production

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

Objective: Students will gain the necessary knowledge of the World Wide Web to plan and produce web pages using MS Expression Web 2

Contents: Main concepts and services of the Web
Planning Web pages and their structure
Use of the MS Expression Web 2 programme and HTML

Learning Strategies: Lectures and exercises

Assessment: Exam and assignments

Bibliography: Henry Bojack: New Perspective on Microsoft Expression Web

(KLVL003) Corporate Communications

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

Objective: 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 Strategies: Lectures, written assignments and study visits

Assessment: Exercises and assignments, portfolio

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

(KLVY064) Entrepreneurship in practise

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

Objective: 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.

Prerequisite: Basic studies

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

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

Objective:	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.
Prerequisite:	5 cr of approved Italian studies or the equivalent
Contents:	Culture and geography of Italy Tourism and tourist services Society
Learning Strategies:	Small group teaching
Assessment:	Continuous assessment, written exam
Bibliography:	Katerinov, K., - Boriosi-Katerinov, M.C., Lingua italiana per stranieri 1

(KLWK004) German for Beginners I

Credits:	5 cr	Timing:	1st - 4th yr
Objective:	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.		
Prerequisite:	No previous German studies required or proficiency test		
Contents:	Basic grammar Travelling, at the hotel, in the bank, shopping Company visits, negotiations Giving instructions Everyday German		
Learning Strategies:	Small group teaching		
Assessment:	Continuous assessment and written test		
Bibliography:	Kudel-Kyyhkynen: Einverstanden 1		

(KLVK014) German for Beginners II

Credits:	3 cr	Timing:	1st - 4th yr
Objective:	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 thier own professional field.		
Prerequisite:	Anfängerstufe Deutsch im Beruf I or proficiency test		
Contents:	Basic grammar Everyday German Telephoning Emails German culture and business etiquette		
Learning Strategies:	Small group teaching		

Assessment:	Continuous assessment and written exam
Bibliography:	Kudel-Kyyhkynen: Einverstanden 1 and study handout

(KLWK005) Italian for Beginners

Credits:	5 cr	Timing:	1st - 4th yr
Objective:	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.		
Contents:	Pronunciation, grammar and writing Service situations Culture		
Learning Strategies:	Small group teaching		
Assessment:	Continuous assessment and written exam		
Bibliography:	Conforti, C., - Cusiamo, L., Linea diretta 1 De Rôme, D., Italianissimo 1		

(KLVK004) English/Business travel and PR

Credits:	3 cr	Timing:	3rd - 4th year
Objective:	To improve oral and written skills and to understand the importance of cultural awareness in business		
Prerequisite:	Basic and professional studies		
Contents:	Case: company visit Company presentation, invitations, replies Visit programme, social programme Event/fair arrangements Negotiations, meetings Reservations, appointments, Facts about Finland Business gifts, speeches of thanks, goodwill-letters		
Learning Strategies:	Small group sessions		
Assessment:	Continuous assessment, oral and written tasks		
Bibliography:	Handout		

(KLVK003) Business World

Credits:	3 cr	Timing:	2nd - 4th year
Objective:	To familiarize oneself with the current issues in international business in different market areas, to learn about the business culture and the customs of the areas selected and to present oral and written reports		
Prerequisite:	Basic and professional studies		

Contents:	Current issues in international business Communicational differences and similarities Cultural awareness Business culture Pull factors of the areas
Learning Strategies:	Small group sessions
Assessment:	Continuos assessment, oral and written reports, written exam
Bibliography:	Handout

(KLVK020) Italian Business Communication

Credits:	3 cr	Timing:	2nd - 4th yr
Objective:	This course covers spoken and written communication in business and students will improve their capabilities to understand, speak and write Italian.		
Prerequisite:	Beginners and continuation studies in Italian		
Contents:	Job applications, job interviews Company presentations and routine correspondence.		
Learning Strategies:	Independent study, supervised distance learning		
Assessment:	Written exercises, written and spoken exam, listening comprehension test		
Bibliography:	Cherubini, N., L'italiano per gli affari		

(KLWK001) Spanish for Beginners - Curso de español elemental - nivel 1

Credits:	5 cr	Timing:	1st - 4th yr
Objective:	To equip a complete beginner with the skills needed in practical everyday situations and to give background information about Spain, its society and culture.		
Contents:	Basic grammar, pronunciation and written exercises Service situations Culture		
Learning Strategies:	Small group teaching		
Assessment:	Continuous assessment, written exam		
Bibliography:	to be announced later		

(KLVK008) Continuation Course in Spanish

Credits:	3 cr	Timing:	1st - 4th yr
Objective:	Students will improve their knowledge and skills in Spanish, including grammar, vocabulary, speaking skills and knowledge of Spanish culture and countries.		
Prerequisite:	Approved grade for 5 cr of basic studies in Spanish or earlier equivalent studies		

Contents: Verbs, pronunciation
travel, hobbies, trade
Culture

Learning Strategies: Small group teaching

Assessment: Continuous assessment, written exam

Bibliography: to be announced later

(KLVK030) Swedish/Det låter bra!

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

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

Prerequisite: Basic and professional Swedish studies

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

Learning Strategies: Small group teaching

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

Bibliography: Study handout

(KLVK015) German Grammar

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

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

Prerequisite: Anfängerstufe Deutsch im Beruf II or proficiency test

Contents: Verbs
Adjectives
Nouns
Adverbs
Pronouns
Word Order
Style

Learning Strategies: Independent study

Assessment: Written exam

Bibliography: Handout

(KLVK007) English Conversation

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

Objective: The student will diversify his/her oral language skills and learn to use and recognise

variations of the English language

Contents: Conversation exercises, topics from various fields
Foreign guests and discussion leaders

Learning Strategies: Small group sessions

Assessment: Oral tasks and oral group exam

Bibliography: To be agreed at the beginning of the course

(KLVK033) English/English for Law Studies

Credits: 3 cr Timing: 3rd yr

Objective: Students will activate and deepen their written and spoken presentation skills so as to be able to work in the legal system and legal customer service situations using English.

Prerequisite: English for Accounting and Law

Contents: Trial
Presenting criminal cases e.g. TV crime series or a local court decision
Public law
Customer service

Learning Strategies: Partly web-based

Assessment: Written and oral presentations, written exam

Bibliography: To be announced

(KLWY038) Español elemental - nivel 3

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

Objective: Students will strengthen and widen their knowledge and use of Spanish grammar and vocabulary, develop their spoken Spanish and acquire a variety of knowledge on Spanish-speaking countries and their cultures.

Prerequisite: Previously accomplished beginners' courses or equivalent studies/knowledge

Contents: Verb tenses and moods, family, everyday and work related situations, cultural perspectives

Learning Strategies: Small group teaching

Assessment: Continual assessment, written exam

Bibliography: To be announced

(KLVK009) Working Spanish

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

Objective: To equip the students with the required skills to communicate orally and in writing

using Spanish and specialised vocabulary in different business situations.

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

Contents: Job application
Job interviews
Routine correspondence
Spanish and Hispanic business culture

Learning Strategies: Independent study, supervised independent study

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

Bibliography: Lindgrén, Savinainen, Seppä, Claves del éxito

(KLVK021) Working Spanish 2

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

Objective: This course is a continuation from Working Spanish 1, equipping students with the skills needed in various business situations in the Spanish-Speaking world

Prerequisite: Basic and lower intermediate studies in Spanish

Contents: Business travel
Commercial relations between Finland and Spain
Company presentation
Products and services
Product presentation

Learning Strategies: Independent study, supervised distance learning

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

Bibliography: Lindgrén-Savinainen-Seppä, Claves del éxito

(KLVK028) German/Fachdeutsch für Fortgeschrittene

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

Objective: 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.

Prerequisite: 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 Strategies: Small group teaching

Assessment: Continual assessment and written exam

Bibliography: Study handout

(KLVK032) Swedish/Fakta inom din bransch

Credits:	3 cr	Timing:	2nd - 4th yr
Objective:	Students will deepen their knowledge of their field of business		
Prerequisite:	Basic and professional Swedish studies		
Contents:	Economic life Tourism services The world of business		
Learning Strategies:	Independent study		
Assessment:	Chat, comments and exercises in the moodle learning environment		
Bibliography:	Web-based material		

(KLVK031) Swedish/Finland och Norden i nötskal

Credits:	3 cr	Timing:	2nd - 4th yr
Objective:	Students will develop their Swedish skills and their knowledge of nordic business/tourism culture.		
Prerequisite:	Basic and professional studies in Swedish		
Contents:	The Nordic countries and the special features of their cultures.		
Learning Strategies:	Independent study		
Assessment:	Distance assignments and essay exam		
Bibliography:	Study handout		

(KLWK002) French for Beginners

Credits:	5 cr	Timing:	1st - 4th yr
Objective:	To equip an absolute beginner with the French language skills required in various everyday situations and with knowledge of french culture.		
Contents:	grammar, pronunciation and writing exercises Greetings, introductions Restaurant French Travel Telephoning		
Learning Strategies:	Small group teaching		
Assessment:	Continuous assesment, written exam		
Bibliography:	Bird at el., Absolute Beginner's Business French		

(KLVK010) Continuation Course in French

Credits:	3 cr	Timing:	2nd - 4th yr
Objective:	Students will develop their grammar use, vocabulary and speaking skills in French.		
Prerequisite:	5 cr of approved basic studies or previous equivalent studies		
Contents:	Travel - customer services Company and product presentations French table manners Pronunciation and grammar exercises		
Learning Strategies:	Small group teaching		
Assessment:	Continuous assessment, written exam		
Bibliography:	Truscott et al., Le français à grande vitesse Coultras, Business French		

(KLVK011) Working French

Credits:	3 cr	Timing:	1st - 4th yr
Objective:	To equip students with the skills to communicate orally and in writing, using specialised vocabulary in different business contexts.		
Prerequisite:	High School short course in French		
Contents:	Job applications and interviews Company presentations Routine correspondence		
Learning Strategies:	Independent study, supervised self-study		
Assessment:	Continuous assessment, written exam		
Bibliography:	Honkavaara et al., La France, notre affaire Delcos et al., Carte de visite		

(KLVK022) Working French 2

Credits:	2 cr	Timing:	2nd - 4th yr
Objective:	Students will be able to describe company operations and give a company presentation in French.		
Prerequisite:	High School Basic french course or equivalent studies		
Contents:	Company form, field of operations, location, services		
Learning Strategies:	Independent study, small group teaching, oral and written exercises		
Assessment:	Oral presentation, written exam		
Bibliography:	E-learning material		

(KLVK037) Juridisk svenska

Credits:	3 cr	Timing:	2nd yr
Objective:	Students will become proficient in the Swedish terminology specific to this field. Students will be able to work in law-related customer service situations using Swedish.		
Prerequisite:	Svenska i affärlivet I		
Contents:	The system of law and courts in Finland Law related words and terminology The progress and terminology of a trial Customer service Company forms Oral presentations		
Learning Strategies:	Small group teaching		
Assessment:	Continual assessment, oral presentation and written exam		

(KLVK027) Landeskunde und Kultur

Credits:	3 cr	Timing:	2nd - 4th yr
Objective:	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.		
Prerequisite:	Geschäftsdeutsch für Fortgeschrittene		
Contents:	The special features of German etiquette and manners		
Learning Strategies:	Independent study		
Assessment:	Distance learning and written exam		
Bibliography:	Handout		

(KLVK013) Introduction to Business Russian

Credits:	3 cr	Timing:	2nd - 3rd yr
Objective:	Students will be proficient enough in Russian grammar to be able to understand and write basic business letters and other documents.		
Prerequisite:	Basic and continuation studies in Russian or equivalent to 8 cr Russian language studies		
Contents:	Grammar exercises Vocabulary exercises Introduction to business correspondence		
Assessment:	Continuous assessment, written exercises, written exam		
Bibliography:	Salenius, P., Liikekirjeet venäjäksi Binder, Kärnä jne Liikeviestinnän käsikirja Alestalo-Shepelenko M. - Härmäläinen E., Venäjän kielioppi - venäjää aikuisille Kohls, S., Business Russian (tai vastaava)		

(KLWY049) French Grammar Exercises

Credits:	3 cr	Timing:	1st - 4th yr
Objective:	Students will strengthen and broaden their proficiency in French grammar and vocabulary.		
Prerequisite:	High School short course or equivalent studies		
Contents:	Exercises in french grammar		
Learning Strategies:	Independent studies		
Assessment:	Written exercises, written exam		
Bibliography:	Study handout		

(KLWK003) Russian for Beginners

Credits:	5 cr	Timing:	1st - 4th yr
Objective:	To equip a complete beginner with the skills needed to communicate in practical everyday service situations in Russian and to be able to read and write the Cyrillic alphabet.		
Contents:	Reading and writing skills Pronunciation and intonation Greetings, introductions, talking about yourself and your family Service situations Travelling		
Learning Strategies:	Small group teaching: listening, pronunciation and writing exercises, pair-work		
Assessment:	Continuous assessment, written tests		
Bibliography:	Berdichevski A, Steps Jegorenkov M., Piispanen S., Väisänen T., Mozno!1 Alestalo, M., Venäjää matkailijoille		

(KLVK012) Continuation Course in Russian

Credits:	3 cr	Timing:	1st - 4th yr
Objective:	Students will learn to read, write and pronounce Russian fluently for conversing and communicating in service situations and on the telephone.		
Prerequisite:	Russian for Beginners		
Contents:	Numerals Verbs of motion, use of cases On the phone, hobbies, sales and purchasing, hotel and restaurant situations		
Learning Strategies:	Small group teaching: listening, pronunciation and writing exercises, pair-work		
Assessment:	Continuous assessment, written tests, oral test		
Bibliography:	Berdichevski A., Steps Jegorenkov M., - Piispanen S., - Väisänen T., Mozno!1		

Alestalo M., Venäjää matkailijoille
 Vassilieva E., Kto? Gde? Kogda? Intensiivinen puhutun venäjän peruskurssi

(KLWY048) Russian Continuation Course 2

Credits:	3 cr	Timing:	1st - 4th yr
Objective:	Students will strengthen and widen their proficiency in Russian grammar and vocabulary, develop their spoken Russian and knowledge of Russian culture and ways of conducting business.		
Prerequisite:	Russian for beginners, Russian Continuation course (total 8 credits) or equivalent studies		
Contents:	Commercial texts Vocabulary practice Role-plays Grammar exercises: verb tenses, declensions and their use		
Learning Strategies:	Small group teaching		
Assessment:	Written exercises, exam		
Bibliography:	Study handout		

(KLOO1Z) FINAL YEAR PROJECT 15 cr

(KLOO001) Thesis

Credits:	15 cr	Timing:	3rd - 4th yr
Objective:	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 and it must promote the students' professional development and be of use in working life.		
Prerequisite:	R&D 2 Quantitative and qualitative Research Introduction to Statistics		
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 Seminars Maturity test		
Learning Strategies:	R&D module		
Bibliography:	Hirsjärvi, S., Remes, P., Sajavaara, P., Tutki ja kirjoita		

(KLHH1Z) PRACTICAL TRAINING 30 cr

(KLHH001) Practical Training

Credits: 30 cr Timing: 3rd year

Objective: The aim of the practical training period is to provide a supervised opportunity for students to gain experience of the main work tasks associated with their own specialism either in Finland or abroad. The aim is to bridge the gap between theory and practice while developing the skills and courage to work independently.

Prerequisite: Basic studies and a sufficient 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).

Contents: Training information sessions before the training period and feedback session after the training period
Uninterrupted training period in a working environment appropriate to students' field of study
Practical training report and assignments