# **BACHELORS DEGREE IN BUSINESS ADMINISTRATION**

#### **BUSINESS ADMINISTRATION DEGREE PROGRAMME**

#### BUSINESS INFORMATION TECHNOLOGY DEGREE PROGRAMME

#### **INTERNATIONAL BUSINESS**

Head of School: Heli Itkonen Study Secretary: Merja Suutari Head of Degree Programmes:

> Päivi Malinen, Business Administration Degree Programme Jarmo Happonen, Business Administration Degree Programme, Production Economics Tarja Karjalainen, Business Information Technology Degree Programme

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

Graduating students will be awarded a Bachelors Degree in Business Administration. There are 100 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.

# THE DEGREE PROGRAMMES

# **GENERAL OBJECTIVES**

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

#### **Bachelor of Business Administration language studies**

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

- \* According to major in the Business Administration degree programme
- Marketing and advertising
- Business administration and law studies at least 2 languages 21 cr

at least 2 languages	16 cr
* Business Information Technology	
at least 2 languages	17 cr

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# **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:

#### 1<sup>st</sup> 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.

### 2<sup>nd</sup> 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.

### 3<sup>rd</sup> 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.

#### 4<sup>th</sup> 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	69 cr
Basic Competence in Information Systems	21 cr
Communication and Interaction Skills	28 cr
Basic Business Competence Business IT Methodological Studies	8 cr
Busiless IT Methodological Studies	12 cr
BASIC PROFESSIONAL BUSINESS ICT	43 CR
COMPETENCE	
SYSTEMS MAINTENANCE	27 cr
Basic Systems Maintenance Competence	16 cr
Business Competence	
OR	
GAME PRODUCTION	27
Basic Game Production Competence	37 cr
Information Systems Competence	6 cr
ADVANCED BUSINESS ICT COMPETENCE SYSTEMS MAINTENANCE	38 cr
Advanced Competence in Systems Maintenance	38 cr
OR	
GAME PRODUCTION	
Game Business and Production Competence or	38 cr
Game Design Competence or	
Game Graphics Competence or	
Game Programming Competence	
COMMON FREE-CHOICE STUDIES	15 cr
PRACTICAL TRAINING	30 cr
5-month practical training period in Finland or abroad	
THESIS	15 cr

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

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 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, operator managers or instructors.

# **GAME PRODUCTION**

Students can select a major from amongst the Game Production specialised study modules listed as follows: Game Business and Production, Game Design, Game Graphics or Game Programming. 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 instructors.

# **BUSINESS INFORMATION TECHNOLOGY MODULES**

# **COMMON BASIC STUDIES 69 CR**

<b>Basic Information Systems</b>	21 cr
Competence	
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

<b>Communication and Interaction</b>	28 cr	
Skills		
Communication and Presentation Skills	3 cr	
Basics of Business and ICT English	5 cr	
ICT English I	3 cr	
Svenska i affärslivet	3 cr	
ICT English II	3cr	

### **Systems Maintenance**

	Instructor Training	3 cr
	IT Swedish	3 cr
	Research and Academic Writing	5 cr
	or	
Game Pro	oduction	
	Consultancy and Instruction	5 cr
	Spel svenska	3 cr
	Research Activities	3 cr
Basic B	usiness Competence	8 cr
	Project Work	5 cr
	Business Economics and Planning	3 cr
System	s Maintenance Methodological	12 cr
e	8	12 cr
Compe	tence	<b>12 cr</b> 3 cr
Compe	8	
Compe	t <b>ence</b> Development Programme	
Compe	tence Development Programme <u>Systems Maintenance:</u>	3 cr
Compe	t <b>ence</b> Development Programme <u>Systems Maintenance:</u> Discrete Mathematics	3 cr 3 cr
Compe	t <b>ence</b> Development Programme <u>Systems Maintenance:</u> Discrete Mathematics Mathematical Models and Formulas	3 cr 3 cr 3 cr
Compe	tence Development Programme <u>Systems Maintenance:</u> Discrete Mathematics Mathematical Models and Formulas Introduction to Systems Development	3 cr 3 cr 3 cr
Compe	tence Development Programme <u>Systems Maintenance:</u> Discrete Mathematics Mathematical Models and Formulas Introduction to Systems Development or	3 cr 3 cr 3 cr
Compe	tence Development Programme <u>Systems Maintenance:</u> Discrete Mathematics Mathematical Models and Formulas Introduction to Systems Development or <u>Game Production:</u>	3 cr 3 cr 3 cr 3 cr 3 cr

# **BASIC PROFESSIONAL BUSINESS ICT COMPETENCE**

# SYSTEMS MAINTENANCE

Basic Systems Maintenance Competence	27 cr	
Windows	4 cr	
Linux	4 cr	
Introduction to Operating Systems	3 cr	
Introduction to Virtualisation	3 cr	
User Support	3 cr	
Technical Data Security	4 cr	
Databases	6 cr	
Business Competence	16 cr	
Business Communication	3 cr	
Meetings and Negotiations	3 cr	
Leadership	3 cr	
Corporate and Contractual Law	3 cr	
Management Accounting	4 cr	

#### or GAME PRODUCTION

# Basic Game Production Competence37 cr

Games and the Basics of Game Production	3 cr
The Visual Aspects of Games	5 cr
Game Analysis I	3 cr
Introduction to the Mathematics and Physics of Games	3 cr
Flash Technology	3 cr
Game Project Management	5 cr
Game Project I	6 cr
Game Project II	6 cr
Topical Seminar	3 cr
Information Systems Competence (	ó cr

# WWW and Internet3 crIntroduction to Databases3 cr

# ADVANCED BUSINESS INFORMATION TECHNOLOGY COMPETENCE 38 cr

ADVANCED BUSINESS INFORMATION TECHNOLOGY COMPETENCE	38 cr
Networks Continuation Course	6 cr
Server Virtualisation	6 cr
Windows Server Environment	6 cr
Skripti Programming	5 cr
Desk Top Virtualisation	6 cr
Linux Server Environment	6 cr

#### or

# GAME PRODUCTION

Game Business and Production Competence	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 Scattered Game Production	3 cr
Management Accounting	3 cr
PR, Relationship Building and Pitching	6 cr
Localization	3 cr
Game Design Competence	38 cr
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
	3 cr
Game Usability	
Game Usability Level Planning	6 cr
•	6 cr 3 cr

Game Graphics Competence		38	cr
Game Engines	3 c	r	
Pre-production Planning and Concept Art			r
Concept Planning		3 c	r
Game Usability		3 c	r
Level Planning		6 c	r
Scripting		3 c	r
2 D/ 3 D Avatar/Figure Design		5 c	r
Textures and Graphics		3 c	r
Animation		3 c	r
Motion Capture		3 c	r
Game Programming Competence	38	cr	
C++ and the Basics of Object Oriented Programming	60	cr	
Game Programming I	5 0	cr	
Programming Mobile Games	30	cr	
Mathematics for Game Programmers	5 0	cr	
Physics for Game Programmers	5c	r	
Game Programming II	5 0	cr	
Software Algorithms	3 0	cr	
Animation Programming	30	cr	
Web Game Programming	30	cr	

FREE CHOICE STUDIES	15 cr
PRACTICAL TRAINING	30 cr
THESIS	15 cr

# COURSE DESCRIPTIONS FOR THE DEGREE PROGRAMME IN BUSINESS INFORMATION TECHNOLOGY

# **BASIC STUDIES FOR ALL 69 cr**

# (KTPT5Z) BASIC INFORMATION SYSTEMS COMPETENCE 21 cr

# (KTPT010) Introduction to Computers

Credits:	6 cr	Timing:	1st yr	
Learning Objectives: Students will gain an overview of IT, while knowing computer parts and peripheral devices and their basic functions. They will be proficient in the use of computer support programmes and can use computer tools programmes independently.				
Contents:	Introduction to data processing The Internet and email Computer equipment and peripheral devices Windows user environment and auxiliary programmes The main features of word processing programmes Presentation graphics Spreadsheet calculation			
Learning Methods:	Lectures, assignmen	its		
Assessment Methods:	Exam, assignments	submitted for evaluat	ion	
Bibliography:	Reading as indicated	d by the lecturer		

# (KTPT011) Introduction to Information Networks

Credits: 6 cr Timing: 1st yr

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

Contents:	Basic concepts of information networks Basics of local networks TCP/IP network basics Internet
Learning Methods:	Lectures and exercises
Assessment Methods:	Assignment and exam
Bibliography:	To be announced

# (KTPT012) Data Security in Organisations

Credits:	3 cr	Timing:	1st yr
Learning Objectives			questions pertinent to an organisation's data security and risk management solutions for
Contents:	Data security points Targets of data secu Data security legisla Data security planni Risk analysis and m Leadership and deve	ntion ng anagement	icepts
Learning Methods:	Lectures, assignmen	its	
Assessment Methods:	Exam		
Bibliography:	-	M., Vuorinen O., Tieto en tietoturvallisuustyö	oturvallisuuden käsikirja, Vahti 1/2001, on yleisohje,
(KTPT013)	Introduction to	) Programming	

Learning Objectives: Students will have the basic skills in and knowledge of computer technology to compile a computer programme. They will understand and apply the basic concepts of object-oriented programming.

1st yr

Contents:	Planning and programming a computer programme
	Programming tool use
	Computer language syntax and basic structure
	Data types and variables
	Tables and character lines
	Basics of object-oriented programming; classes and objects and their use

Timing:

Learning Methods: Lectures, exercises and group work

Assessment Exam and assignment Methods:

6 cr

Credits:

Bibliography: Material as indicated by the teacher

# (KTPV4Z) COMMUNICATION AND INTERACTION COMPETENCE 28 cr

### (KTPV004) Communication and Public Speaking Skills

Credits:	3 cr	Timing:	1st yr
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Learning Objectives: Students will gain the confidence to perform in front of a group and to express themselves clearly and cohesively in writing and orally.

Contents: Introduction to communication and the different areas of human communication. The structure and implementation of an oral presentation, stage fright Use of voice, body language

			giving examples etures and the writing process,
Learning Methods:	Small group teaching		
Assessment Methods:	Book exam, particip	ation in group work,	assignments and exercises
Bibliography:		ä: Käytännön puhevi rijärvi: Ammattisuom	
(KTPV002)	English/Basics	of Business and	ICT English
Credits:	5 cr	Timing:	1st yr
Learning Objectives	ADP English, being	able to present a coments will also understa	vocabulary and grammar of business and pany's activities and products both orally and the significance of intercultural
Previous Learning:	Proficiency test		
Contents:	Central professional Reading comprehen Company and produ Cross-cultural intera	sion and vocabulary ct presentations	al issues in working life
Learning Methods:	Small group teaching (86 - 106 h)		
Assessment Methods:	Continuous assessm	ent, oral presentation	s and written assignments and exams
Bibliography:	Niskanen T., Vetter	J., Urbom R., Busine	ss Express
(KTPV009)	ICT English I		
Credits:	3 cr	Timing:	2nd yr
Learning Objectives			written English in work-related situations ad project descriptions and oral
Previous Learning:	Basics of Business a	nd ICT English	
Contents:	Speaking situations: presentation, conver Written assignments description, script, a	sation concerning cur blog concerning cur pplication, presentati	work and competences, project rrent trends in the field concerned rrent trends in the field concerned, project on material, request for offer, offer, report, iary etc depending on major subject
Learning Methods:	Small group teachin	g	
Assessment Methods:	Portfolio consisting assessment	of written work Eval	uated oral presentations and continuous
Bibliography:	Niskanen-Vetter-Ur	bom: Business Expre	SS

Handouts

(KTPV010)	Svenska i affär	slivet	
Credits:	3 cr	Timing:	2nd yr
Learning Objectives			previously acquired language skills and ess and commercial tasks
Previous Learning:	Proficiency test		
Contents:	Grammar review The course, structure Workplace commun Customer service Job applications Company presentation		ies
Learning Methods:	Small group teachin	g	
Assessment Methods:	Continuous assessm	ent, oral presentation	and written exam
Bibliography:	To be announced		
(KTPV011)	ICT English II		
Credits:	3 cr	Timing:	3rd yr
Learning Objectives: Students will activate their oral presentation skills in English in meetings and presentation sessions and gain the skills required to deal with a company's internal and external communication.			
Previous Learning:	ICT English I		
Contents:	Project and/or test re Practical training rep Product developmen Thesis abstract		tion oject and its presentation
Learning Methods:	Small group teachin	g	
Assessment Methods:	Evaluated spoken pr written work	resentations, e.g. mee	tings, seminar, presentation Portfolio of
Bibliography:	Handouts Niskanen - Vetter - 1	Urbom: Business Exj	press
	SYSTEMS MA	INTENANCE	

(KTAV002) Computer Trainer Skills

Credits:	3 cr	Timing:	3rd yr		
Learning Objectives: Students will be able to organise a training course.					
Contents:	The course covers th training session (45		or, course planning, and leading the		
Learning Methods:	Small group teachin	g			
Assessment Methods:	Continuous assessm material	ent, assesses training	session and exam on lecture and reading		
Bibliography:	Engeström, Perustie	toa opetuksesta			
(KTAV006)	ICT-Swedish				
Credits:	3 cr	Timing:	3rd yr		
Learning Objectives		he skills required for	the use of Swedish in different work related this business area in the media.		
Previous Learning:	Svenska i affärslivet	t			
Contents:	ADP terminology ADP applications for use in administration, commerce, accounting and engineering. Current trends Company presentation				
Learning Methods:	Small group teachin	g			
Assessment Methods:	Continual assessment, oral presentation and written exam				
Bibliography:	Handouts				
(KTAV008)	(KTAV008) Reasearch Activities and Academic Writing				
Credits:	5 cr	Timing:	3rd yr		
Learning Objectives: 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.					
Previous Learning:	Learning: 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 Methods:	Small group contact	teaching, lectures an	ad assignments		
Assessment Methods:			ey exam. Text analyses and exercises. sis report for evaluation (e.g. a seminar		

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

# GAME PRODUCTION

(KTPV007)	Consultancy and Training		
Credits:	5 cr	Timing:	3rd yr
Learning Objectives	Students will learn t organising a training		ultancy and training and be proficient in
Contents:	Students will practis	ng out a training sessi	ning by instructing and supervising students
Learning Methods:	Lectures and assignments		
Assessment Methods:	Consulting the lower year groups and reporting the consultations, a training session that will be evaluated, written exam		
Bibliography:	To be announced		
(KTPV006)	Spel svenska		
Credits:	3 cr	Timing:	3rd yr
Learning Objectives	companies while fol	llowing development	sh in different types of IT and game related in this field via the media. Students will be g messages presented in the target

Previous Learning: Svenska i affärslivet

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

Learning Methods:	Small group teaching	

Assessment Continual assessment, oral presentation and written exam Methods:

Bibliography: Handout

# (KTPV008) Research Methods

Credits:	3 cr	Timing:	3rd yr

Learning Objectives: Students will become familiar with the stages of the research process, information retrieval for the purposes of compiling a professional dissertation/thesis in a

Previous Learning:	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 Methods:	Lectures and seminar paper
Assessment Methods:	Exam and seminar paper The exam is based on the contents of the KvaliMOTV website
Bibliography:	To be announced

# (KTPB5Z) BASIC BUSINESS COMPETENCE 8 cr

cohesive and clear manner.

# (KTPT018) Project Management

Credits:	5 cr	Timing:	1st yr
Learning Objectives	development project in game production	s as the basis of their project planning and	king methods of game production own activities. Students will be proficient will be able to present and sell the plan ples of compiling written reports.
Contents:	Writing a project pla Reporting and docur	nentation	project life span. ng for game production students
Learning Methods:	Lectures and assignment	nents Language accu	racy test (games)
Assessment Methods:	Assignments and ex-	ercises	
Bibliography:	To be announced		
(KTPB004)	Introduction to	Business Econo	omics
Credits:	3 cr	Timing:	2nd yr
Learning Objectives	:Students will be pro- general overview of		f business operations and will gain a
Contents:	The basic concepts of	of business operations	3

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

Learning Methods: Lectures and assignments

Assessment Methods:	Exam and business	plan compilation	
Bibliography:	Isokangas J., Kinkk	ki S., Yrityksen peru	ustoiminnot
(KTPM6Z)			ESSING COMPETENCE 12 cr
(KTPM004)	Personal Deve	lopment Prog	ramme
Credits:	3 cr	Timing:	1st - 4th yr
Learning Objectives	processing and how teaching methods o	v to use student serv of their selected deg	versity of Applied Sciences, the field of data vices. They will also know the content and ree programme. The course also covers study s the tools for monitoring professional
Contents:	Bootcamp Studying at a unive Study skills and en Students services Grouping Study planning Becoming an exper The bridge to work	vironment rt in your field	ences
Learning Methods:	lectures, group wor	k, online learning, j	planning and personal progress sessions
Assessment Methods:	Participation and ac	ccomplishment of a	ll tasks set
Bibliography:	Study Guide, online	e material	

# SYSTEMS MAINTENANCE

# (KTPM005) Discrete Mathematics

Credits:	3 cr	Timing:	1st yr
Learning Objectives		ming, the significance	ematics, and the logical expressions e of mathemtical models and the basics of
Previous Learning:	Proficiency test		
Contents:	Boolean algebra Set theory	pressions and their conversions robability calculation	
Learning Methods:	Lectures and assignment	nents	

Assessment Methods:	Exam and assignme	nts	
Bibliography:	To be announced		
(KTPM002)	Mathematical 1	Models and Exp	pressions
Credits:	3 cr	Timing:	2nd yr
Learning Objectives			natical expressions and functions; they will culate using percentages and interest.
Previous Learning:	Discrete mathematic	28	
Contents:	Numbers and calcul Logarithms and inde Number sequences Interest and compou Probability distribut	ex functions and interest calculatio	n models
Learning Methods:	lectures and exercise	es	
Assessment Methods:	Will be announced i	n the course plan and	at the beginning of the course.
Bibliography:	To be announced		
(KTPT005)	Introduction to	) Systems Devel	opment
Credits:	3 cr	Timing:	2nd yr
Learning Objectives	how to classify and also know the differ	describe the different ent stages of sourcing ge when presenting th	s of systems development and will know phases of systems development. They will g an information system and be able to e sourcing process for a practical
Contents:	An information syst Object-oriented mod	agram, sequence diag	•
Learning Methods:	Lectures and group	work	
Assessment Methods:	Exam and assignme	nts	
Bibliography:		i, J., Ohjelmistotuota ärjestelmien kehittän	
	GAME PROD		

# GAME PRODUCTION

(KTAT033) Prototyping

Credits:	3 cr	Timing:	2nd yr	
Learning Objectives	Students will unders development.	stand the point of pro	totyping in the different stages of game	
Contents:	other students. The	course is extensively	r own production teams and present it to the integrated in the Pre-production Planning, contents and schedules.	
Learning Methods:	Lectures and small g	group work		
Assessment Methods:	Prototype created in	production teams an	d its documentation (reporting)	
Bibliography:	To be announced			
(KTAT037)	Version Manag	gement		
Credits:	3 cr	Timing:	2nd yr	
Learning Objectives		stand the main concep n management softw	ots of version management while learning are.	
Contents:	Version managemer Project version man	agement and making nagement and docume SVN tool	-	
Learning Methods:	Lectures, assignmen	its and small group w	vork	
Assessment Methods:	Assignment(s)			
Bibliography:	To be announced at	the beginning of the	course	
(KTAT036)	Testing and Pla	anning Testing		
Credits:	3 cr	Timing:	3rd yr	
Learning Objectives: Students will be proficient in the basic concepts and processes of testing as well as the different stages of testing and in the planning and reporting of a testing event.				
Contents:	production stage. The production company	ne course will be deli if possible. and terminology of te eporting	separately provided game that is at the vered in cooperation with a game	
Learning Methods:	Lectures and exercise	ses		
Assessment Methods:	Exam and game ana	lysis		
Bibliography:	To be announced			

# **PROFESSIONAL STUDIES**

# **BASIC INFORMATION PROCESSING PROFESSIONAL COMPETENCE 43 cr**

# (KTAT5Z) SYSTEMS MAINTENANCE BASIC COMPETENCE 27 cr

(KTPT014)	Windows		
Credits:	4 cr	Timing:	1st yr
Learning Objectives		tand the principles of vs work stations in an	the Windows operating system and organisation.
Contents:	Installation and basi Workstation mainter Automatic installatio Update distribution Centralised control		operating system
Learning Methods:	Small group teachin	g, lab assignments	
Assessment Methods:	Learning diary and l	ab assignments	
Bibliography:	To be announced		

## (KTPT015) Linux

Credits:	4 cr	Timing:	1st yr
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Learning Objectives: Students will understand the functioning principles of the Linux operating system and be able to use it in desktop work.

Contents:	Linux in general
	Installation
	Basic control
	Kernal translation
	Maintenance basics
	Graphical user interface
	Resource settings and management
	Data Security
	<b>T</b> . <b>1 .</b> .

Learning Methods: Lectures and assignments

Assessment Learning diary and exam Methods:

Bibliography: To be announced

# (KTPT021) Introduction to Operating Systems

Credits:	3 cr	Timing:	1st yr
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Learning Objectives: Students will understand how computers work and the role of the operating system.

Previous Learning: Introduction to Programming

Contents:	Structure and functioning of operating system Process and thread management Memory management and virtual memory Document systems
Learning Methods:	Lectures and assignments
Assessment Methods:	Exam

Bibliography: To be announced

# (KTPT017) Introduction to Virtualization

Credits:	3 cr	Timing:	1st yr

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

Contents:	General overview Virtualisation technologies	
	Virtualisation products	
	Use of virtualisation in an organisation	
Learning Methods:	Lectures, lab work	
U		
Assessment	Exam and assignment	
Methods:		
Wiethous.		
Bibliography:	To be announced	
Dionography.		

### (KTAT009) User Support

Credits:	3 cr	Timing:	2nd yr

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

Contents:	Computer support tasks and development User support Staff, architecture and work load distribution development Sourcing Problem solving
Learning Methods:	Lectures and small group teaching
Assessment Methods:	Exam
Bibliography:	To be announced

# (KTAT024) Technical Data Security

Credits:	4 cr	Timing:	2nd yr
Learning Objectives		the technologies, devia secure solutions for	ices and methods related to data security use in organisations.
Contents:	Basic concepts of da Dasic user data secu Encryption and verif Data security of e-tr Local network secur System level securit Data protection	rity fication ansactions ity	
Learning Methods:	Lectures and lab wo	rk	
Assessment Methods:	Exam, assignments		
Bibliography:	To be announced		
(KTAT023)	Data Bases		
Credits:	6 cr	Timing:	2nd yr
Learning Objectives: Students will know 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. Students will be able to install an SQL server and carry out basic server maintenance tasks.			
Contents:	The basic concepts of ER modelling Normalisation Use of relational dat Installation and main		erver

# (KTAB5Z) BUSINESS COMPETENCE 16 cr

### (KTPM006) Business Communication

exam, assignments

Hovi, SQL-opas

Learning Methods: Small group teaching

Assessment

Bibliography:

Methods:

Credits:	3 cr	Timing:	1st yr
Learning Objectives: Students will know the basics of communication and learn to take care of writ communication linked to their chosen professional field.			
Previous Learning:	Word Processing Sk	tills	
Contents:	Disturbance-free con	mmunication	

Hernandez, Tietokannat - Suunnittelu ja toteutus käytännössä

Hovi, Huotari, Lahdenmäki, Tietokantojen suunnittelu & indeksointi

Problem situations

	Recruitment The features of a goo Documents	od document	
Learning Methods:	Small group contact	teaching	
Assessment Methods:	Literature based exa assignments	m, active participatio	n in contact teaching, written exercises and
Bibliography:	Kylänpää, Viestintätilanteet Kylänpää & Piirainen, Liike-elämän kirjallinen viestintä		
( <b>VTA V001</b> )	Mostings and N	Jagotistian Skill	la
(KTAV001)	Meetings and N	Negotiation Skill	18
Credits:	3 cr	Timing:	1st - 2nd yr
Learning Objectives	Students will be con	versant with meeting	and negotiation procedure and duties.
Contents:	This course covers group communication Meeting and negotiation techniques Making an impact, justification and decision-making Documents: invitation, agenda, memos, minutes, applications, request, statement, bulletin		
Learning Methods:	Lectures, small group work, visits		
Assessment Methods:	Wide-scale project, writing documents, sample meeting, negotiation follow-up, exercises and exam		
Bibliography:		allio, Neuvottelutaito	keakouluopiskelijan kokoustaito

# (KTAB003) Leadership

Credits: 3 cr Timing: 2nd yr

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

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

Learning Methods: Lectures and assignments

Assessment Assignments and exam Methods:

Bibliography: To be announced

# (KTPB003) Contract and Corporate Law

Credits:	3 cr	Timing:	2nd - 3rd yr
Learning Objectives	Students will be con types.	versant with the main	n principles of contract law and contract
Contents:	The legal system Making contracts Company forms Contract of employr	nent, work time and a	annual holiday
Learning Methods:	Online course		
Assessment Methods:	Online assignments		
Bibliography:	Suojanen, Ojajärvi,	Savolainen, Vainio &	v Vanhanen, Opi oikeutta 1.
(KTPB002)	Management A	ccounting	
Credits:	4 cr	Timing:	3rd yr
Learning Objectives		nowledge of account onomy and profitability	ing methods supporting management level ity.
Contents:	Business planning Monitoring profitable Cost calculation Investment calculati Activity-based accord	ons	
Learning Methods:	Lectures, online tead	ching and assignment	S
Assessment Methods:	Exam and assignme	nts	
Bibliography:	Alhola, K., Lauslaht	i, S., Laskentatoimi j	a kannattavuuden hallinta
(KTAT6Z)	BASIC GAM	IE COMPETI	ENCE 37 cr
(KTAT028)	Games and the	Basics of Game	e Production
Credits:	3 cr	Timing:	1st yr
Learning Objectives	es: 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 w The game productio The game planning p Communication and From idea generatio Game plan and its de	n process process team work n to synopsis	
Learning Methods:	Lectures, exercises a	and small group work	
Assessment	Assignment: creatio	n of a brief game plai	n

Methods:				
Bibliography:	Manninen Tony, Pe	lisuunnittelijan käsiki	rja	
(KTAT041)	The Visual Asp	pects of Games		
Credits:	5 cr	Timing:	1st yr	
Learning Objectives	Learning Objectives: Students will have a broad overview of the visual aspect of games development. They will know the techniques used by practising 2d and 3d games artists.			
Contents:	Principles of game a Anatomy, perspectiv Photoshop technique 3d Studio Max mod Flash animation bas	ve and animation es elling and texturing	tion, colour, light, shape and texture	
Learning Methods:	Lectures, assignmer	nts, small group work		
Assessment Methods:	Assignments and ex	am		
Bibliography:	To be announced			

# (KTAT042) Game Analysis I

Credits:	3 cr	Timing:	1st yr
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Learning Objectives: Students understand how to analyse the structure of a computer game in detail.

Contents:		oard game concept nt game genres	s, gameplay, graphics and sound
Learning Methods:	Lectures and group	work	
Assessment Methods:	Assignments		
Bibliography:	To be announced		
(KTAT030)	Introduction to	o the Mathemat	ics and Physics of Games
Credits:	3 cr	Timing:	1st yr
Learning Objectives: Students will understand the basic mathematics and physics used in games.			
Contents:	Use of trigonometry, vectors and matrixes in games Using physics in games How game engines work		

- Learning Methods: Lectures, exercises and small group work
- Assessment Exam

Methods:			
Bibliography:	To be announced		
(KTAT032)	Flash Technology		
Credits:	3 cr Timi	ng:	2nd yr
Learning Objectives	s: Students will know Flash game for the Internet.	vector techniqu	es and the process of creating a casual
Contents:	Flash user interface and to Game creation process Colour theory Background and character Animation techniques incl Creating interactive buttor Using sound effects	design uding bones	
Learning Methods:	Lectures, assignments and	small group we	ork
Assessment Methods:	Assignment		
Bibliography:	To be announced		
(TZTT & TT0.2.1.)	Come Daylord Mar	4	
(KTAT031)	Game Project Man	-	
Credits:	5 cr Timi	ng:	2nd yr
Learning Objectives	Dbjectives: 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:	and their application in pra Quality awareness and the Different forms of group of	actical design and significance of communication,	used in data system and game planning nd planning situations. quality control in game projects. meetings and negotiation techniques, the ag and influencing, main project
Learning Methods:	Lectures and small group	work, negotiatio	on/meetings follow-up
Assessment Methods:	Exam, assignments, docur	nents and demo	onstration meeting
Bibliography:	Kokous- ja neuvottelutaid Heiska, Kontio, Majapuro Juttu-Wahlström, Kallio, I Further reading will be and	, Valtonen, Kor Neuvottelutaito	keakouluopiskelijan kokoustaito;

# (KTAT034) Game Project I

Credits:	6 cr	Timing:	2nd yr
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Learning Objectives	which they will part	icipate. They will star basis for the work on	ting a game-demo for a game event in rt the demo work by making an offer, the demo carried out throughout the spring
Contents:	The production team created prototype Business communic Features of a good d	ns will start to create a ation skills ocument	a game demo based on the previously ss recruitment for professional posts
Learning Methods:	Lectures and small g	group work	
Assessment Methods:	Game demo and rela	ated reporting	
Bibliography:	To be announced		
(KTAT035)	Game Project 1	I	
Credits:	6 cr	Timing:	2nd yr
Learning Objectives	-	ns will test and perfected and berfected and be been been been been been been been	t their game demo for a separately agreed nted.
Previous Learning:	Game Project I		
Contents:	This course is a cont demo and preparatio		oject I. Testing and perfection of game
Learning Methods:	Lectures and small g	group work.	
Assessment Methods:	Game demo and its	documentation	
Bibliography:	To be announced		
(KTPT020)	Topical Semina	ar	
Credits:	3 cr	Timing:	3rd yr
	:Students will be fam game production wh	iliar with the latest a ile being able to retri	pplications and the newest methods in eve information from professional l combine them into a presentable form.

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

Learning Methods:Small group teachingAssessment<br/>Methods:Seminar presentation, participation in seminars as an active and critical listener

Bibliography: Current available material

# (KTAW0Z) INFORMATION SYSTEM COMPETENCE 6 cr

### (KTPT006) WWW and Internet

Credits:	3 cr	Timing:	2nd yr		
Learning Objectives: Students will have a basic knowledge of the Internet and WWW and will be able to design and create web sites where they will maintain and display their portfolios.					
Contents:	Basic concepts and services of the Internet and WWW Putting WWW pages into the Internet HTML and CSS Design and structure of Web sites Style descriptions Adobe Dreamweaver CS4 programme				
Learning Methods:	Small group teachin	g			
Assessment Methods:	Exam, assignments	returned for assessme	ent		
Bibliography:	To be announced				
(KTPT019)	Introduction to	) Databases			
( <b>KTPT019</b> ) Credits:	<b>Introduction to</b> 3 cr	<b>Databases</b> Timing:	3rd yr		
Credits:	3 cr Students will unders:	Timing: stand the principles o database, use relatior	3rd yr f relational databases, being able to plan al database software and the ready database		
Credits:	3 cr Students will unders and create a simple	Timing: stand the principles o database, use relation ge. of databases	f relational databases, being able to plan		
Credits: Learning Objectives	3 cr S: Students will unders and create a simple using query languag The basic concepts of ER modelling Normalisation Basic Functions of S	Timing: stand the principles o database, use relation ge. of databases SQL	f relational databases, being able to plan		

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

# **OPTIONAL PROFESSIONAL STUDIES**

Methods:

# SPECIALISED INFORMATION PROCESSING COMPETENCE 38 cr

- (KTAJ0Z) SPECIALISED SYSTEMS MAINTENANCE COMPETENCE 38 cr
- (KTAT020) Networks Continuation Course

Credits:	6 cr	Timing:	1st yr		
Learning Objectives: Students will know the points of departure of data network planning and the central tasks of network maintenance.					
Previous Learning:	Introduction to Netv	vorks			
Contents:	Local network traffi Local network archi TCP/IP basics Subnetworks Traffic between netw Maintenance of swit Planning a local netw Data security of loca	tecture works tched local networks work			
Learning Methods:	Lectures and lab wo	rk			
Assessment Methods:	Exam, work reports				
Bibliography:	Hakala M., Vainio M	M., Tietoverkon raker	ntaminen and other reading to be announced		
(KTAT026)	Server Virtual	ization			
Credits:	6 cr	Timing:	2nd yr		
Learning Objectives	Students will unders their use in an organ		n solutions of the server environment and		
		iisation.			
Previous Learning:	Introduction to Virtu				
Previous Learning: Contents:	Server virtualisation Planning a virtual er	ualisation products nvironment trolling a virtual serve management	er		
Contents:	Server virtualisation Planning a virtual er Structuring and cont Network traffic Virtual infra access	ualisation products nvironment trolling a virtual serve management ent and control	er		
Contents:	Server virtualisation Planning a virtual er Structuring and cont Network traffic Virtual infra access Resource manageme	ualisation products nvironment trolling a virtual serve management ent and control rk	er		

# (KTAT021) Windows Server Environment

Credits:	6 cr	Timing:	2nd yr
		8.	

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

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

Learning Methods:	Lectures and exercises
Assessment Methods:	Exam and/or assignment
Bibliography:	To be announced

# (KTAT025) Programming with Skripti

Credits:	5 cr	Timing:	2nd yr
Learning Objectives		y will be able to progr	of scripting languages in system ramme normal command scripts in the
Contents:	Scripts in general Different options us and awk	ing Windows and Lir	ux environments: e.g. PowerShell, bash
Learning Methods:	Contact teaching, su	pervised lab work	
Assessment Methods:	Assignments and ex	am	
Bibliography:	To be announced du	ring the course.	

### (KTAT040) Desktop Virtualization

Credits:	6 cr	Timing:	2nd yr

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

Previous Learning:	Introduction to Virtualisation
Contents:	Introduction to workstation virtualisation Application distribution Access control Equipment Uses and operational model in an organisation
Learning Methods:	Lectures and lab work
Assessment Methods:	Exam and/or assignments
Bibliography:	To be announced

# (KTAT022) Linux Server Environment

Credits: 6 cr Timing: 2nd yr

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

Contents:	Linux server planning and installation Commissioning and defining the services System maintenance from the services viewpoint Data security
Learning Methods:	Contact teaching, supervised lab work, group work
Assessment Methods:	Learning diary, project work
Bibliography:	To be announced
(KTAT019)	Wireless Networks
Credits:	3 cr Timing: 3rd yr
Learning Objective	s: Students will understand the significance of wireless networks and how to create them. Students will be able to install and configure wireless networks.
Contents:	General overview of wireless data transfer Different network solutions WLAN Bluetooth 3G Others Connecting a wireless network with an organisations local network Data security of wireless networks
Learning Methods:	Contact teaching, supervised lab work, group work
Assessment Methods:	Learning diary Project work (installation of network solutions)
Bibliography:	To be announced
(KTVS4Z)	GAME BUSINESS AND PRODUCTION COMPETENCE 38 cr
(KTVS001)	<b>Continuation Course in Game Production</b>
Credits:	3 cr Timing: 1st yr
Learning Objectives	s: 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 Methods:	Lectures and small group teaching
Assessment Methods:	Exam and production plan

Bibliography:	To be announced				
(KTVS002)	Business Opera Industry	ation Models ar	nd Financing in the Game		
Credits:	5 cr	Timing:	1st yr		
Learning Objectives	S:Students will unders opportunities	stand the special feat	ures of the game industry and its financing		
Contents:	The effect of platfor earnings logic Mobile game indust The course will be e Project Work course earnings logic will b	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 Methods:	Visit lectures, lectur	es and group work			
Assessment Methods:	Exam and assignme	ents			
Bibliography:	To be announced				
(KTVS007)	Global and Dis	stributed Game	Production		
Credits:	3 cr	Timing:	2nd yr		
Learning Objectives			l game markets and the special features and (e.g. scattered/distributed production teams		
Previous Learning:	Games and Basics of	of Game Production,	Game Production Continuation Course		
Contents:	during Game Projec	This course prepares students for leading production teams in the role of producer during Game Project I and II. The project team members will understand the effects of different changes and decisions on processes and business planning.			
Learning Methods:	Lectures and leading	g production teams a	nd production		
Assessment Methods:	Exam and assignme	ents			
Bibliography:	To be announced				

# (KTVS008) Management Accounting

	8	0		
Credits:	3 cr	Timing:	2nd yr	
Learning Objectives	management decisio analyse the profitabi	n-making, fina lity of their ow idget for their t	nd use accounting that supports company ances and profitability. They will be able to yn team using profit margin calculation, compile team and use activity-based accounting n teams.	e a
Contents:	Profit margin calcula Business planning Cost accounting Activity-based accound Estimating the profit	ation unting t on investmen	position using financial statements ts financial situation in business planning	
Learning Methods:	Lectures, exercises,	production tear	m group work	
Assessment Methods:	Exam and assignment	nts		
Bibliography:	To be announced			
(KTVS009)	PR, Relations I	Manageme	nt and Pitching	
Credits:	6 cr	Timing:	2nd yr	
Learning Objectives	view, how business plans into a profitab	ideas are gener le business ven	he possibility to learn from a practical point of rated, how business plans are made & how to tu nture. Students will learn the basis of rinciples of profit making.	ırn
Contents:	Business ideas Business plan Capital generation Basis of profit makin Business operation Marketing Creativity Teamwork Problem solving	ng		
Learning Methods:	Lectures, Practical p	roject work to	be accomplished in a team.	
Assessment Methods:	Presentation and rep	ort of Business	s Plan	
Bibliography:	Zimmerer,Scarborou	tarting and Ope 1gh and Wilsor	erating a Small Business, 2nd edition n Small Business Management, 5th edition	
(KTVS004)	Legal Issues an	d IP		

Credits:	3 cr	Timing:	3rd yr
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Learning Objectives: Students will be proficient in the general principles of contract law and business contracts.					
Contents:	The principles of sourcing The sourcing process Copyright issues Model protection and trademarks ADP contracts				
Learning Methods:	Online course				
Assessment Methods:	Learning assignments				
Bibliography:	To be announced				
(KTVS005)	Selling and Sales Management				
Credits:	3 cr	Timing:	3rd yr		
Learning Objectives: 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 Methods:	Lectures, case studies, oral and written tasks.				
Assessment Methods:	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.				
(KTVS5Z) GAME DESIGN COMPETENCE 38 cr					
(KTVS003)	Game Engines	l			
Credits:	3 cr	Timing:	1st yr		
Learning Objectives: 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 Basic use of game engines Kajak3D game engine and its use Unity3D game engine and its use				
Learning Methods:	Lectures, assignments and small group work				

Assessment Methods:	Assignment				
Bibliography:	Material as indicated by the teacher				
(KTVS011)	Introduction to Script Writing				
Credits:	5 cr Timing: 1st yr				
Learning Objectives	S: Students will know the basic principles of script writing through active thinking, comparison and writing. Students will be able to analyse games from the players viewpoint. They will be proficient in breaking down games into series of actions, understanding what the background story, plot and characters mean in game narration. Students will also learn to perceive different game cultures and generate ideas and develop the game script concept while knowing the different stages of script writing in game production.				
Previous Learning:	Games and the Basics of Game Production				
Contents:	Offline game genres and playing, online games and playing them, the similarities between scriptwriting for the cinema and games, the principles and form of scriptwriting. Scripting the player's actions. The game planning process				
Learning Methods:	Lectures, assignments and group work				
Assessment Methods:	Assignment(s), project/practical assignment				
Bibliography:	Jesse Schell: The Art of Game Design (2008) Bateman: Game writing: narrative skills for videogames (2007) Crawford: The Art of Computer Game Design (1982) Rollings and Adams: Andrew Rollings and Ernest Adams on game design (2003) Rouse: Game Design, Theory and Practice (2000) Huhtamo-Kangas (toim:) Mariosofia Elektronisten pelien kulttuuri, (2002) Further reading as indicated by the teacher				
(KTVS012)	Concept Planning				
Credits:	3 cr Timing: 1st yr				
Learning Objectives	S: 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, plans, playability, communication and user interface Initial field planning				
Learning Methods:	Lectures, assignments and group work				
Assessment Methods:	Assignment(s)				
	To be announced				

# (KTVS006) Pre-production Planning and Concept Art

Credits:	6 cr	Timing:	2nd yr		
Learning Objectives	Students will understand the significance and meaning of pre-production in game production. Students understand the importance of research in the pre-production phase. Students will learn the principles behind creating concept art for the games industry. They will be able to plan (volume, scheduling and resources) and carry out appropriate pre-production in their own teams.				
Contents:	Making a pre-production plan (producers) Making a game design document (designers) Strong understanding of lighting, composition, colour and perspective. Students will learn methods and techniques for designing characters, creatures, vehicles, interiors and exteriors (artists)				
Learning Methods:	Lectures and group work				
Assessment Methods:	Assignments				
Bibliography:	To be announced				
(KTVS013)	Social Innovations				
Credits:	3 cr	Timing:	2nd yr		
Learning Objectives: 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 Methods:	Visiting lectures, lectures and assignments				
Assessment Methods:	Participation in seminars and preparation and presentation of seminar paper.				

Bibliography: To be announced

# (KTVS014) Game Usability

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students understand the principles and importance of designing intuitive and user friendly interfaces. Students can plan and carry out a usability testing process, form test scenarios and select test subjects.

Contents: Principles behind designing user friendly game interfaces Analysing different user interface systems for different game types Different control mechanisms used in games How the use of sound and colour effect game usability

Learning Methods: Lectures and small group work

Assessment Methods:	Lectures, assignments and usability analysis			
Bibliography:	To be announced			
(KTVS015)	Level Planning	5		
Credits:	6 cr	Timing:	2nd yr	
Learning Objectives	tives: Students will understand the basics of level planning as part of the game environment and will be proficient in planning levels.			
Previous Learning:	The Visual Aspect of	of Games		
Contents:	Level planning principles and process for 2D and 3D games Creating concept sketches for game levels How to create atmosphere by using colour and lighting effectively Planning, implementing and testing levels			
Learning Methods:	Lectures, assignment	nts and group work		
Assessment Methods:	Assignment(s)			
Bibliography:	To be announced			

## (KTVS016) Scripting

Credits:	3 cr	Timing:	2nd yr
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Learning Objectives: Students will understand the use of script language in game development and will be proficient in the basics of LUA language for creating scripts.

Contents:	Use of scripts in game development Basics of LUA scripting language Programming game logic using script Communication between game objects Kajak3D game engine use in scripting
Learning Methods:	Lectures, exercises and group work
Assessment Methods:	Assignment

Bibliography:

(KTVS017)

Credits:	3 cr	Timing:	

**Game Architectures** 

To be announced

Learning Objectives: Students will be familiar with different types of architecture and how this effects the visual feel and atmosphere of a game.

2nd yr

Contents: The importance of research and concept sketches for game world architecture. Knowledge of architecture styles and history. 3D modelling techniques for designing architecture in game levels.

	Photoshop techniques for creating realistic and stylised textures. How to use lighting correctly to create atmosphere.
Learning Methods:	Lectures, assignments and group work
Assessment Methods:	Assignment(s)
Bibliography:	To be announced

# (KTVS010) Localization

Credits:	3 cr	Timing:	3rd yr		
Learning Objectives: Students will understand the geographical differences and requirements in game culture and the variety of demands this makes of game production.					
Contents:	Games from a cultural and social point of view The presence of culture, socialisation and values in games Ethical questions Students will carry out a small scale market analysis and marketing plan for selected geographical target areas The course will be organised in cooperation with language courses				
Learning Methods:	Lectures and group	work			
Assessment Methods:	Exam, market analy	sis and marketing pla	an		
Bibliography:	To be announced				
	GAME GRAPHICS COMPETENCE 38 cr				
(KTVS6Z)	GAME GRA	PHICS COM	IPETENCE 38 cr		
(KTVS6Z) (KTVS018)	GAME GRA 2D/3D Avatar/		IPETENCE 38 cr		
. , ,			IPETENCE 38 cr 1st yr		
( <b>KTVS018</b> ) Credits:	<b>2D/3D Avatar/</b> 5 cr s: Students will be pro	Figure Design Timing: ficient in the basic pa			
( <b>KTVS018</b> ) Credits: Learning Objectives	<b>2D/3D Avatar/</b> 5 cr s: Students will be pro	<b>Figure Design</b> Timing: ficient in the basic p ction of 2D and 3D to	1st yr rinciples of character design and in the		
( <b>KTVS018</b> ) Credits: Learning Objectives	2D/3D Avatar/ 5 cr 5: Students will be pro planning and produc The Visual Aspects The basics of figure Structure, shape, app Figure concept sketce Modelling, unwrapp Adding bones, skint	<b>Figure Design</b> Timing: ficient in the basic pertion of 2D and 3D to of Games design pearance and functio ching in Photoshop bing and texturing a 1 ning and rigging with	1st yr rinciples of character design and in the extured game figures.		

Assessment Assignment(s) Methods:

Bibliography:	To be announced				
(KTVS019)	Textures and Graphics				
Credits:	3 cr Timing: 2nd yr				
Learning Objectives	:Students will unders graphics and texture		t in the basic principles of creating 2D		
Previous Learning:	The Visual Aspect o	f Games			
Contents:	Techniques for creating high and low resolution hand painted and photographic textures UVW mapping in 3Ds Max How to create bump, specular and normal maps 2D painting techniques and creating tiles in Photoshop				
Learning Methods:	Lectures and assignments				
Assessment Methods:	Assignment(s)				
Bibliography:	To be announced				
(KTVS020)	Animation				
Credits:	3 cr	Timing:	2nd yr		
Learning Objectives: Students will understand the basic principles of animation and be proficient in planning and producing animated objects appropriate to the game environment.					
Previous Learning:	2D/3D Avatar/Figure Design				
Contents:	Animation overview including 2D, 3D and stopmotion Animation principles of timing, spacing, weight and anticipation Creating 2D animation in Photoshop Using 3Ds Max to create walk, run and hit animations				

	Basic understanding of Character Studio
Learning Methods:	Lectures, assignments and group work
Assessment Methods:	Assignment(s)
Bibliography:	To be announced

## (KTVS021) Motion capture

Credits:	3 cr	Timing:	3rd yr		
Learning Objectives	s: Students will be proficient in the basic principles and procedures of motion capture and be able to use motion capture knowledge in animation.				
Previous Learning:	Animation				
Contents:	Motion capture history Production process that includes pre-capture planning, script, storyboard, shot list and animatic How data is integrated with character rigs				
Learning Methods:	Lectures, assignmen	its and group work			
Assessment Methods:	Assignment(s)				
Bibliography:	To be announced				

# (KTVS7Z) GAME PROGRAMMING COMPETENCE 38 cr

## (KTVS022) C++ and the Basics of Object Oriented Programming

Credits: 6 cr Timing: 1st yr

Learning Objectives: 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.

Previous Learning:	Introduction to Programming
Contents:	Basics Classes Encapsulation, assembly and inheritance Operator overload Models Exception handling Creating a small 2 D game
Learning Methods:	Lectures, assignments and group work
Assessment Methods:	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		
Learning Objectives	s: Students will be able to plan, compile, test and document a 2D or 3d game using C++ programming language and the Kajak3D-game engine.				
Previous Learning:	Introduction to C++	Introduction to C++ and Object Oriented Programming			
Contents:	The functioning prir Kajak3D game engi Loading assets Programming game Principles of lighting	mechanics	lication		
Learning Methods:	Lectures, exercises a	and assignment			
Assessment Methods:	Assignment				
Bibliography:	To be announced				

# (KTVS024) Programming Mobile Games

Credits:	3 cr	Timing:	2nd yr		
Learning Objectives	s: Students will understand the demands and limitations of mobile devices for games and games graphics and they will know how mobile platforms differ from each other as well as the demands of code transferability. Students will be able to plan, compile and test a simple mobile game.				
Previous Learning:	Game Programming	Ι			
Contents:	concerned Differences in mobil Planning and creatin	e platforms and trans g a mobile game	es where games and game graphics are sferability of code le game development		
Learning Methods:	Lectures, exercises a	and assignment			
Assessment Methods:	Assignment				
Bibliography:	To be announced				
(KTVS025)	Mathematics for	or Game Progra	mmers		
a	-				

Credits:	5 cr	Timing:	2nd yr
Learning Objectives			ry, vector and matrix calculation and the quired in 3D graphics.
Previous Learning:	The Basics of Physi and Object Oriented		For Game Production Introduction to C++
Contents:	Trigonometry, vecto	or and matrix calculat	ion and their application in games.

	Geometrical conversions Cuts of 2D and 3D pieces
Learning Methods:	Lectures, assignments and group work
Assessment Methods:	Exam and assignment
Bibliography:	To be announced
(KTVS026)	Physics for Game Programmers

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Credits:	5 cr	Timing:	2nd yr
Learning Objectives	Students will be progames.	ficient in the basics a	and application of physics required in
Previous Learning:	The Basics of Physi and Object Oriented		for Game Production Introduction to C++
Contents:	The kinematics of p	nent and friction ad 3D objects in colli	
Learning Methods:	Lectures, assignmen	nts and group work	
Assessment Methods:	Exam and assignme	nt	
Bibliography:	Material as indicated	d by the teacher	
(KTVS027)	Game Program	nming II	

$(\mathbf{K} \mathbf{I} \vee \mathbf{S} \mathbf{U} \mathbf{Z} \mathbf{I})$	Game I Togram	nning 11	
Credits:	5 cr	Timing:	2nd yr
Learning Objectives	s: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.		
Previous Learning:	Game Programming	Ι	
Contents:	The demands of architecture for different types of games The basic functioning principles of a 3 D game Loading 3D assets 3D game mechanics Game design patterns Game data structures Visibility calculation Level of detail (LOD)		
Learning Methods:	Lectures, assignmen	ts and group work	
Assessment Methods:	Assignment		

Bibliography:	To be announced		
(KTVS028)	Software Algo	rithms	
Credits:	3 cr	Timing:	2nd yr
Learning Objectives		e to compile and carr on game algorithms.	y out sorting, search and save algorithms
Previous Learning:	Introduction to C++	and Object Oriented	Programming
Contents:	Sorting Collections Stacks and queues Lists and tree struct Simple route finder Common game algo	algorithms	
Learning Methods:	Lectures, assignmen	nts and group work	
Assessment Methods:	Exam		
Bibliography:	Kolehmainen Kauk	nutka, Tietorakenteet o, C++ ohjelmointi - indicated by the teach	Algoritmit ja mallit
(KTVS029)	Animation Pro	gramming	
Credits:	3 cr	Timing:	2nd yr
Learning Objectives		stand the principles o pjects and particle eff	f 2 and 3D animation and be able to load
Previous Learning:			ects in game development.
	Game Programming	g I	ects in game development.
Contents:		D and 3D object anim tot d kinematics an animated object	
	The principles of 2I Timing and dolly sh Skeleton models an Loading and using a Particle effects	D and 3D object anim not d kinematics an animated object ations	
	The principles of 2I Timing and dolly sh Skeleton models an Loading and using a Particle effects Physics based anim	D and 3D object anim not d kinematics an animated object ations	
Learning Methods: Assessment	The principles of 2I Timing and dolly sh Skeleton models an Loading and using a Particle effects Physics based anim Lectures, assignmen	D and 3D object anim not d kinematics an animated object ations	
Learning Methods: Assessment Methods:	The principles of 2I Timing and dolly sh Skeleton models an Loading and using a Particle effects Physics based anim Lectures, assignmen Assignment	D and 3D object anim tot d kinematics an animated object ations nts and group work	

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

Previous Learning:Game Programming I Game Programming IIContents:Different types of network games<br/>Network architectures, protocols and data transfer<br/>Network game communication<br/>Forecasting and synchronising state<br/>Controlling exceptional action-based situations<br/>Online game security problems<br/>Preventing fraud and attacks

Learning Methods: Lectures, assignments and group work

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

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.

## (KTWT033) Imagine Cup

Credits:	5 cr	Timing:	1st yr
Learning Objectives	: Students will form teams and participate in Microsoft's Imagine Cup game competition with the game produced during the course		
Contents:	Students will form teams who will create a game using XNA or Silverlight or will participate in the IT Challenge series, aimed at systems maintenance operators. In the game production series, this course covers the use of XNA Game Studio or Silverlight software, the basics of creating 2D graphics and creating a game as a team. In the IT Challenge series, students will create systems using Microsoft's products.		
Learning Methods:	Lectures and group work		
Assessment Methods:	Game or other solution sent to competition and their documentation		
Bibliography:	To be announced		
		ma Engine and	ОТ
(KTWT055)	RAJAROD Gal	me Engine and	Ų1
Credits:	5 cr	Timing:	Summer Course

Learning Objectives: Students will be able to develop a simple game using the Kajak3D game engine and will be proficient in the basics of QT programming.

Previous Learning: Introduction to C++ and Object-oriented Programming

Contents: Kajak3D game engine and its use

	Basics of QT progra	amming	
Learning Methods:	Lectures, exercises and group work		
Assessment Methods:	Assignment		
Bibliography:	As indicated by the	teacher	
(KTWT056)	Developing a C	Commercial Gar	ne Application
Credits:	10 cr	Timing:	Summer Course
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Learning Objectives: Students will be capable of productive work as part of a team in a commercial game application or demo development project, in the role of game producer, game designer, game graphic designer or game programmer.

- Previous Learning: Sufficient proficiency to take on the role of game producer, game designer, game graphic designer or game programmer
- Contents: Game concept Production pre-planning Initial production Production Publication

Learning Methods: Developing a commercial game or game demo in small teams

Assessment Active participation in developing the game or game demo Methods:

## (KTWT042) Advanced Studies in 3D Modelling

Credits:	5 cr	Timing:	2nd - 4th yr
Learning Objectives	:To deepen students'	knowledge of and sk	ills in 3D modelling.
Previous Learning:	2D/3D Figure plann	ing, Level Planning,	Animation
Contents:	Large-scale assignm	ent on a separately ag	greed topic.
Learning Methods:	Supervised independ	lent assignment	
Assessment Methods:	Assignment for eval	uation	
Bibliography:	To be announced		

## (KTVT021) Media Production and Audiovisual Technology

Credits:	5 cr	Timing:	1st - 3rd yr
Cicuits.	5.01	i minis.	ISC STU YI

Learning Objectives: 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.

Previous Learning: Recommended in the first instance for Systems Maintenance majors

Contents:		nication methods and	n different media tools d tools	
Learning Methods:	Lectures and assignment	ments		
Assessment Methods:	Exam			
Bibliography:	To be announced			
(KTWT036)	Study Trip			
Credits:	3 cr	Timing:	2nd yr	
Learning Objectives			nation technology systems service solutions so sniff future trends by visiting IT trade	
Contents:	Study visit	Study visit planning and contact making Study visit Compilation of report on study visit		
Learning Methods:	Preparatory lectures			
Assessment Methods:	Participation Written themselves	Participation Written report Students have to pay part of the costs of the study trip themselves		
(KTWT047)	Server Equipm	ient		
Credits:	5 cr	Timing:	3rd yr	
Learning Objectives	Students will be con organisation's server		server equipment and be able to plan an	
Contents:	Server iron and virtualised servers Discs and disc systems Control solutions Thin clients and server farms Server infra maintenance			
Learning Methods:	Lectures and lab wo	rk		
Assessment Methods:	Exam, assignments			
Bibliography:	To be announced			
(KTWT023)	Introduction to	) PHP Program	ming	

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

2nd - 4th yr

Timing:

Credits:

3 cr

Previous Learning:	Introduction to HTML		
Contents:	Installing PHP An introduction to PHP language Variables and control structures Tables and how to handle them Use of functions Use of document files		
Learning Methods:	Small group teaching		
Assessment Methods:	Participation in lectures and exercises, classroom assignments and an assignment that must be handed in.		
Bibliography:	Rami Heinisuo - Ilkka Rauta: PHP ja MySQL Tietokantapohjaiset verkkopalvelut Rantala Ari, PHP - Web-ohjelmoijan peruskirja Rantala Ari, Web-ohjelmointi		
(KTWT052)	Artificial Intell	igence in Game	8
Credits:	5 cr	Timing:	2nd - 4th yr

Learning Objectives: Students will understand the functioning principles of artificial intelligence and be able to create space engine and route finder algorithms

Previous Learning: Game Programming I

Contents:	Demands of game artificial intelligence The artificial intelligence of different types of games Route finder algorithms (Pathfinding) Perception of space and Finite State Machines Planning game agents and functionality Waypoints Decision making architectures
Learning Methods:	Lectures, exercises and group work

Assessment Assignment Methods:

Bibliography: To be announced

# (KTWT030) Information Summary and Training

Credits:	5 cr	Timing:	2nd - 4th yr
Learning Objectives: Students will be able to write a summary and training material based on a source of information for the purposes of delivering a training session.			
Contents:	Agreement concerni Summary Compilation of train Delivery of training	6	for summarising
Learning Methods:			r information source with their teacher, take ver a training session on the same.
Assessment	a) a detailed summa	ry and presentation o	r b) a comprehensive summary, brief

Methods:	training package and session or c)a short summary, comprehensive training package and session			
Bibliography:	As indicated by the teacher			
(KTWT021)	Development of Network Games			
Credits:	3 cr	Timing:	2nd - 4th yr	
Learning Objectives	Students will unders develop a simple ner		types of network games and be able to	
Previous Learning:	Game Programming	I		
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 Methods:	Lectures and assignments			
Assessment Methods:	Assignment: Creation of a small network game			
Bibliography:	To be announced			
(KTWT046)	Virtualization Project			
Credits:	6 cr	Timing:	3rd yr	
Learning Objectives: Students will be able to plan, carry out and test a large-scale virtualisation environment				
Previous Learning:	Introduction to Virtualisation Server Virtualisation Work station virtualisation			
Contents:	Planning a virtualisation environment, Carrying out a virtualisation environment, Planning the maintaining of a virtualisation environment Testing and documentation			
Learning Methods:	Supervised lab assignments and independent work			
Assessment Methods:	Project implementation and report			
Bibliography:	Product documents	Product documents		
(KTWT057)	Business Proje	ct Management		

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

Learning Objectives: Students will be conversant with 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 Methods:	Lectures, case studies, and exercises
Assessment Methods:	Case studies, exercises and exam
Bibliography:	Hill and MacShane, Principles of Management Pettinger, Introduction to Management Luthans, Organizational Behavior

### (KTWT019) Organizational Data Security

Learning Objectives: Students will gain an overview of organisational data security.

Contents:	Administrative date security Planning and leadership
Learning Methods:	Independent study
Assessment Methods:	Book-based exam
Bibliography:	Hakala M., Vainio M., Vuorinen O., Tietoturvallisuuden käsikirja (sivut 1 -120), Vahti 1/2001, Valtion viranomaisen tietoturvallisuustyön yleisohje

# (KTOO1Z) THESIS 15 cr

#### (KTOO001) Thesis

Credits:	15 cr	Timing:	3rd - 4th yr
Cieuns.	15 01	rinnig.	31u - 4ui yi

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

Previous Learning:	Research and Academic Writing
Contents:	Thesis start-up seminar (During practical training) Approval of own topic and topic analysis Thesis plan Thesis Seminar and acting as opponent Maturity test - (Dates announced in advance)
Bibliography:	Hirsjärvi, P., Remes, P., Sajavaara, P., Tutki ja kirjoita

# (KTHH1Z) PRACTICAL TRAINING 30 cr

# (KTHH001) Practical Training

Credits:	30 cr	Timing:	3rd yr	
Learning Objectives	Objectives: The aim of practical training is to provide a supervised opportunity for students to gain knowledge of work tasks associated with their own specialised area, in Finland or abroad. Students will learn to apply theoretical knowledge and skills in practice and they will develop the ability required to work independently.			
Previous Learning:	Basic Studies of at le	east 90 cr		
Contents:	period 800 working hours (	C	eedback seminar after the practical training ontinuous practical training.	

# **BUSINESS ADMINISTRATION DEGREE PROGRAMME 210 cr**

#### The competences of the business administration degree program are:

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

Advanced business competence: Business administration graduates will possess in depth, specialized know-how and knowledge of their major subject (financial administration and law, marketing and advertising, production economics and logistics).

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

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

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

1<sup>st</sup> yr

Business observer

- will understand business procedures
- will be conversant with the basic principles of business
- will be able to plan the start-up of business operations

2<sup>nd</sup> yr

Business apprentice

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

#### 3<sup>rd</sup> yr

Applicator of knowledge

- will apply knowledge in practice
- will become an expert in his/her major subject
- will gain research and development skills

### 4<sup>th</sup> yr

Business developer

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

BASIC STUDIES	60 cr
Introduction to Business Activities	24 cr
Operational Environment	8 cr
Methodological Competence	19 cr
Communication Competence	9 cr
COMPULSORY PROFESSIONAL STUDIES	47 cr
Advanced Business Competence	21 cr
Advanced Communication Competence	13 cr
Business Methodological Studies	13 cr
<b>OPTIONAL PROFESSIONAL STUDIES</b> Students opt for one of the three alternative professional studies offered	43 cr
<b>PRACTICAL TRAINING</b> 5 months of practical training in Finland or abroad	30 cr
FREE-CHOICE STUDIES	15 cr
THESIS AND SEMINAR	15 cr

### **BUSINESS ADMINISTRATION AND LAW**

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

Having completed this major, graduates will also be able to find appropriate legal guidelines for application to specific legal problems enabling them to apply such guidelines in decision-making processes required of their work. Through free-choice studies, practical training, and the thesis, students

can deepen their insight into legislation and law thus qualifying them for work in law administration posts (the courts, prosecutor's office, debt recovery office, legal aid and registry offices), or in posts that require legal expertise in tax administration, banking, insurance and business.

## MARKETING AND ADVERTISING

In the Marketing and Advertising major students will deepen their marketing skills in the fields of communication, sales, marketing planning, R&D project work and leadership. In their capacity as marketing professionals, students will understand the importance of profitable business operations and possess comprehensive IT skills for use in their work that will include demanding customer services and other communication situations. This major opens doors to a variety of sales and customer service posts, marketing planning, implementation and follow-up, advertising, pr and relationship building, trade fairs, briefing and information dissemination and posts in foreign trade and commerce. Students will be able to pick and choose from posts in different fields of commerce and industry, tourism and the public sector.

## PRODUCTION ECONOMICS AND LOGISTICS MAJOR

The Production Economics and Logistics major combines technical and commercial knowledge with the aim of providing business administration expertise and technical knowledge to enable graduates to manage the operations and processes of a manufacturing company.

This major will enable graduates to work within the following production oriented fields: materials management, tendering, operational planning, marketing and sales, quality management and project work. Posts may be linked to planning, development, research and services as part of a group, as an expert or manager.

Business Administration graduates who have majored in Production Economics will be able to work independently and actively in different commercial and industrial posts world-wide while possessing the know-how and knowledge to set up and run their own companies.

## **BUSINESS ADMINISTRATION DEGREE PROGRAMME 210 CR**

60 CR

# BUSINESS ADMINISTRATION COURSES BASIC STUDIES

Business competence	24 cr
Introduction to Business Economics	3 cr
Planning a Business	3 cr
Introduction to Bookkeeping	5 cr
Contract and Corporate Law	4 cr
Customer-oriented Marketing	6 cr
Introduction to Financing	3 cr
<b>Operational Environment</b>	8 cr
Competence Introduction to Economics	5
	5 cr
Finnish Economic Geography	3 cr
Methodological Competence	19 cr
Introduction to Data Processing	3 cr
Introduction to Spreadsheet Accounting	3 cr
Business Mathematics	5 cr
Word Processing and Office Skills	5 cr
Personal Development Programme	3 cr
<b>Communication Competence</b>	9 cr
Business Communications	3 cr
Svenska I affärslivet 1	3 cr
Basics of Business English	3 cr

## COMPULSORY PROFESSIONAL STUDIES 47 cr

Advanced Business Competence	21 cr
Service Marketing	4 cr
Management Accounting	5 cr
Payroll Administration	3 cr
Introduction to Production and Logistics	3 cr
Leadership	3 cr
Commercial Law	3 cr

Advanced Communication	13 cr
Competence	
Meetings and Negotiations	3 cr
English (course according to major)	3 cr
Business Communication Skills	4 cr
Svenska i affärslivet 2 (Content according to major)	3 cr
Methodological Business Competence	13 cr
R&D 1 Introduction to Development Operations	3 cr
Introduction to Statistics	4 cr
Academic Writing	3 cr
R&D 2 Quantitative and Qualitative Research	3 cr

# SPECIALISED BUSINESS COMPETENCE

## **OPTIONAL PROFESSIONAL STUDIES 43 CR**

<b>Business Administration and Law</b>	43 cr
Contract and Corporate Law	5 cr
Public Law	3 cr
Procedural Law	4 cr
Labour and Civil Servants Law	3 cr
Personal Taxation	3 cr
Bookkeeping Continuation Course	4 cr
Planning Taxation and Financial Statements	5 cr
Auditing	4 cr
Value Added Taxation	3 cr
Financial Statement Analysis	3 cr
R&D 3 Product Development	6 cr

Marketing and Advertising	43 cr	
Product, Price and Availability	5 cr	
Sales Negotiation and Promotion	5 cr	
Advertising	4 ci	
Marketing Research	3 ci	
Focus Group Research	3 ci	
Visual Planning and Printing Technology	5 ci	
Marketing Planning	4 ci	
Strategic Marketing Leadership	4 ci	
Digital Marketing	4 ci	
R&D 3 Product Development	6 c	

# PRODUCTION ECONOMICS AND LOGISTICS MAJOR

Production Economics and Logistics	43 cr
Production Technology	3 cr
Production Technology Laboratories	3 cr
Technical Drawing	3 cr
CAD Design	3 cr
Structural Materials	4 cr
Production Automation	5 cr
Quality Management Technology	3 cr
Production Planning	4 cr
Project Activities	3 cr
Introduction to Production Maintenance	3 cr
Import and Export Routines	3 cr
R&D 3 Product Development	6 cr

# COURSE DESCRIPTIONS FOR THE DEGREE PROGRAMME IN BUSINESS ADMINISTRATION

## **BASIC STUDIES**

## (KLPB1Z) BUSINESS COMPETENCE 24 cr

#### (KLPB001) Introduction to Business Economics

Credits:	3 cr	Timing:	1st yr
Learning Objectives			siness concepts and how a business works. Ficance of entrepreneurship.
Contents:	Going into business and a basic business model Business operations and operational environment Profitability and business monitoring Entrepreneurship interview		
Learning Methods:	Lectures, assignmen	ts	
Assessment Methods:	Assignments and exa	am	
Bibliography:	Kinkki, Isokangas, Y	rityksen perustoimin	not, Basic Business Operations

#### (KLPB005) Business Planning

Credits: 3 cr Timing: 1st yr

Learning Objectives: Students will be able to compile a business plan

Contents:	The strategic business planning process	
	Business idea, values and vision	
	Business ideas and clarifying the business idea	
	Analyses	
	Calculations	
	Business plan	
	•	

Learning Methods: Blended and online studies

Assessment Compiling a business plan

Methods:

### (KLPB006) Introduction to Accounting

Credits: 5 cr Timing: 1st yr

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

Contents: Accounting as a part of business operations

		structure and company taxation	is and management accounting
Learning Methods:	Lectures and exercise	ses	
Assessment Methods:	Assignments and ex	am	
Bibliography:	Jormakka R Koiv	usalo K Lappalaine	n J Niskanen M., Laskentatoimi
(KLPB010)	Contract and I	Law	
Credits:	4 cr	Timing:	1st yr
Learning Objectives	:Students will be pro important business of		principles of contract law and the most
Contents:	General contract lav - general contract la - how a contract is r -representation/ager Specialised contract - forms of contract	w stipulations nade and invalidity acy	
Learning Methods:	Online course		
Assessment Methods:	Online exercises		
Bibliography:	Suojanen, Ojajärvi,	Savolainen, Vanhanen	n. Opi oikeutta 1 ja 2.
(KLPB009)	Introduction to	o Financing	
Credits:	3 cr	Timing:	1st yr
Learning Objectives	of describing fundin	ng structures, determin s. Students will be able	business financing. They will be capable ning funding options and preparing for e to name finance services and compile a
Contents:	Small business fund Business funding pr Company financing Finance markets and	plans	
Learning Methods:	Lectures including lectures by experts in this field		
Assessment Methods:	Exam and assignme	ents	

Bibliography: Leppiniemi J., Rahoitus Lecture handout

## (KLPB004) Customer Oriented Marketing

Credits:	6 cr	Timing:	1st yr	
Learning Objectives	ves: 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 Methods:	Lectures and group	work		
Assessment Methods:	Exam and assignme	nts		
Bibliography:	Ylikoski, Järvinen &	Rosti: Hyvä asiakas	markkinointi Edita 2003 palvelu 2006 edettä, taikuutta vai talonpoikaisjärkeä?	

# (KLPT2Z) OPERATIONAL ENVIRONMENT COMPETENCE 8 cr

## (KLPT003) Introduction to Economics

Credits:	5 cr	Timing:	2nd yr
Learning Objectives	relationship between	n micro and macro ec	omic concepts. They will understand the onomics. They will be able to acquire the purposes of writing a paper.
Contents:	The basic concepts of Microeconomic moo Macroeconomic moo Economic policy	lels	
Learning Methods:	Lectures, independe	nt study	
Assessment Methods:	Exam, essay		
Bibliography:	Miettinen, Linnosma	aa, Kannisto: Toimiv	a talous

## (KLPT002) Finnish Economic Geography

Credits: 3 cr Timing:	1st yr
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Learning Objectives: Students will know the basic concepts of regional economics and the factors affecting regional economic development.

Contents:	An introduction to regional economic structures The world as an operational environment Population theory factors and their effects on the economy Europe as an economic area and EU development The structure and requirements of manufacturing in Finland Forms of energy and energy issues in economic decision making
Learning Methods:	Lectures and group work
Assessment Methods:	Exam and assingments
Bibliography:	Vuoristo, KV., Maailman talousalueet, WSOY 2001 soveltuvin osin Hautala, Heikki, Suomen talouselämän rakenne ja kehitys (ss.1-148), WSOY 2003 Further reading/material provided by lecturer

# (KLPM3Z) METHODOLOGICAL COMPETENCE 19 cr

## (KLPM001) Introduction to Data Processing

Credits: 3 cr Timing: 1st yr

Learning Objectives: 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 Methods:	Lectures and group work
Assessment Methods:	Exam, assignments

Bibliography: To be announced in the progress plan

## (KLPM002) Introduction to Spreadsheet Accounting

Credits:	3 cr	Timing:	1st yr
Learning Objectives: Students will be conversant with the basic functions of spreadsheet accounting and how to use them in their work.			
Contents:	Basic concepts and Using formuli and f Graphical presentati Data separation and	unctions on of information	
Learning Methods:	Group work		
Assessment Methods:	Exam, assignments		

Bibliography: Handouts

## (KLPM003) Business Mathematics

Credits:	5 cr	Timing:	1st yr		
Learning Objectives: This course provides the necessary maths skills that students will be able to use a apply in business.					
Previous Learning:	Proficiency test	Proficiency test			
Contents:	Revision of basic mathematical topics and providing mathematical skill Margin and VAT Indexes Currencies Interest calculation and its applications Compound interest calculation and its applications Periodic performance and its applications Credit Economic functions (use, optimisation)				
Learning Methods:	Lectures and exercise	ses			
Assessment Methods:	Exam and assignme	nts			
Bibliography:	Karjalainen, L., Opt	imi -matematiikkaa ta	alouselämän ammattilaisille, 2005		

## (KLPM006) Word Processing and Office Skills

Credits:	5 cr	Timing:	1st yr

Learning Objectives: Students will be proficient in the 10-finger system, the main features of word processing, documentation and business letters. Students will know how to use an office calculator and will know the main features of business administration software.

Contents:	Keyboard exercises Main features of word processing Essay document settings Introduction to documentation and business letters Office calculator exercises Case study exercises using business admin. ADP application
Learning Methods:	Group teaching
Assessment Methods:	Exams, assignments, independent tasks
Bibliography:	Schroderus H., Kärkkäinen H., Tehoa tekstinkäsittelyyn Handouts

### (KLPM005) Personal Development Programme

Credits: 3 cr Timing: 1st - 4	in yr
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Learning Objectives: Students will get to know Kajaani University of Applied Sciences, their chosen field and how to use student services. Students will learn to plan their studies, assess their own learning and gain the tools to monitor their own professional development.

	They will be profic	ient in the basics of p	roject work.
Contents:	Studying at a university of applied sciences, study skills amd learning environments Student services Forming groups Basic principles of project work Study planning Developing expertise Transfer to working life		
Learning Methods:	Lectures, group wo	rk, online studies, pla	anning and personal progress reviews.
Assessment Methods:	Participation and co	ompleting all course	work set
Bibliography:	Study Guide, e-mat	erial, learning toolbo	x
(KLPV4Z)	COMMUNI	CATION CO	MPETENCE 9 cr
(KLPV001)	Finnish/Busin	ess Communica	tion Skills
Credits:	3 cr	Timing:	1st yr
Learning Objectives			aciples of communication and learn to ern goal-oriented way in wiring and in
Previous Learning:	Word Processing		
Contents:	Academic speeches The features of a go	nplementation of a particular of a particular of voice, wordle	ess communication
Learning Methods:	Contact teaching/gr	oups	
Assessment Methods:	Book exam, partici	pation in group work	, oral and written exercises and assignments
Bibliography:	Kansanen, Puhevier Kylänpää & Piirain	stinnän perusteet en, Liike-elämän kirj	allinen viestintä
(KLPV004)	Swedish/Busin	ess Swedish 1	
Credits:	3 cr	Timing:	1st yr
Learning Objectives	s:Students will maint business tasks.	ain and develop exist	ting Swedish language skills for use in daily
Previous Learning:	Proficiency test		
Contents:	Spoken Swedish in Training, structure Nordic business Company presentat	of studies and conten	ts

	Job applications			
Learning Methods:	Small group teaching	ng		
Assessment Methods:	Continuous assessment, written exam			
Bibliography:	To be announced			
(KLPV003)	English/Introd	uction to Busin	ess English	
Credits:	3 cr	Timing:	1st yr	
Learning Objectives	ectives: Students will be proficient in basic business English and they will come to understand the significance of language and interaction skills in international business relations.			
Previous Learning:	Proficiency test			
Contents:	Grammar review Commercial training The central grammar and vocabulary of Business English Internationalisation and cultural interaction in working life Job applications Company presentation			
Learning Methods:	Small group teaching	ng		
Assessment	Continual assessme	nt, oral presentation,	written exercises and exam	

Bibliography: Niskanen-Vetter-Urbom: Business Express

## **PROFESSIONAL STUDIES**

Methods:

(KLAB1Z)	ADVANCED	BUSINESS	COMPETENCE 21 cr
(KLAB002)	Management A	ccounting	
Credits:	5 cr	Timing:	2nd yr
Learning Objectives: Students will have knowledge of management accounting as well as the compilation and use of financial and profitabiliy accounting.			
Contents:	Planning activities Monitoring profitability Cost accounting Investment accounting An introduction to activity-based accounting		
Learning Methods:	Lectures, e-learning	and exercises	
Assessment Methods:	Exam and assignment	nts	
Bibliography:	Jormakka, R. , Koiv	usalo, K., Lappalaine	en, J.,Niskanen, M.

#### Laskentatoimi

(KLAB004)	Introduction to	Production and	d Logistics
Credits:	3 cr	Timing:	1st yr
Learning Objectives: 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 Methods:	Blended methods		
Assessment Methods:	Exam and exercises	or online studies	
Bibliography:	Handout Sakki J., Tilaus-toim Karrus K., Logistiik	nitusketjun hallinta (2 ka	001)

# (KLAB005) Leadership

Credits:	3 cr	Timing:	2nd yr		
Learning Objectives	ning Objectives: This course covers management and leadership issues and provides students with an understanding of what people do in an organisation. Students will also learn to assess how their own actions affect others.				
Contents:	The role and tasks of Guiding leadership The individual and of Groups and teams in Organisation culture Organisational struct	theories organisation an organisation e			
Learning Methods:	Lectures and assign	ments			
Assessment Methods:	Assignments and ex	am			
Bibliography:	To be announced in	the course plan			
(KLAB008)	Payroll Admin	istration			
Credits:	3 cr	Timing:	2nd yr		
Learning Objectives: Students will be able to calculate salaries manually and using ADP applications.					
Contents:	Form and content of	f salarv			

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

Learning Methods:	Group teaching
Assessment Methods:	Exams, assignments, independent assignment
Bibliography:	Eskola, A., Palkka - Työsuhteen ja palkanlaskennan perusteet Handouts

## (KLAB006) Marketing Law

Credits:	3 cr	Timing:	3rd yr
Learning Objectives		are and prohibited co	ing restrictions concerning consumer; mpetition restrictions concerning
Contents:	Consumer protection Entrepreneur protect Competition restrict Authorities	tion	
Learning Methods:	Online studies		
Assessment Methods:	Online assignments		
Bibliography:	To be announced in	the course plan.	

# (KLAB012) Service Marketing

Credits:	4 cr	Timing:	2nd yr		
Learning Object	ctives: To provide s	tudents with a compreh	ensive view of services n	narketing. Participants	
will gain a thorough understanding of the distinctive characteristics of services,					
whilst understanding the importance of services marketing in today#s international					
	business env	ironment.			

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

Learning Methods: Lectures, case studies

Assessment To be announced in course plan. Methods:

Bibliography: To be announced in course plan.

# (KLAV2Z) ADVANCED COMMUNICATION COMPETENCE 13 cr

## (KLAV001) Finnish/Meeting and Negotiation Skills

(		9		
Credits:	3 cr	Timing:	2nd yr	
Learning Objectives	ves: Students will be conversant with meeting and negotiation procedures and how to function in different tasks for meetings and negotiations.			
Contents:	Meeting and negotia	roup communication ation techniques on and decision mak		
Learning Methods:	Lectures, group wor	k, visits		
Assessment Methods:	Writing documents,	sample meeting, exe	rcises, portfolio	
Bibliography:		allio: Neuvottelutaito tilanteet	rkeakouluopiskelijan kokoustaito	
(KLAV009)	English/Busine	ess Communicat	tion Skills	
Credits:	4 cr	Timing:	3rd yr	
	: This course provides	s students with the pr	3rd yr roficiency to cope with written and spoken g different communication devices.	
	: This course provides business communica An introdcution to b	s students with the pr ation in English using pusiness communication ence, PR letters, com ction	roficiency to cope with written and spoken g different communication devices.	
Learning Objectives Contents:	: This course provides business communica An introdcution to b Routine corresponde Invoicing and collec	s students with the pr ation in English using pusiness communication ence, PR letters, com ction nents for meeting	roficiency to cope with written and spoken g different communication devices.	
Learning Objectives Contents:	: This course provides business communica An introdcution to b Routine corresponde Invoicing and collec Meetings and docun Small group teachin	s students with the pr ation in English using ousiness communication ence, PR letters, com ction nents for meeting	roficiency to cope with written and spoken g different communication devices.	
Learning Objectives Contents: Learning Methods: Assessment	: This course provides business communica An introdcution to b Routine corresponde Invoicing and collec Meetings and docun Small group teachin	s students with the pr ation in English using ousiness communication ence, PR letters, com ction nents for meeting	roficiency to cope with written and spoken g different communication devices. ions plaints and returns	
Learning Objectives Contents: Learning Methods: Assessment Methods:	This course provides business communica An introdcution to b Routine corresponde Invoicing and collec Meetings and docun Small group teachin Continual assessmen Handout	s students with the pr ation in English using ousiness communication ence, PR letters, com ction nents for meeting	roficiency to cope with written and spoken g different communication devices. ions plaints and returns written exercises, exam	
Learning Objectives Contents: Learning Methods: Assessment Methods: Bibliography:	This course provides business communica An introdcution to b Routine corresponde Invoicing and collec Meetings and docun Small group teachin Continual assessmen Handout	s students with the pr ation in English using pusiness communication ence, PR letters, com ction nents for meeting ag nt, spoken exercises,	roficiency to cope with written and spoken g different communication devices. ions plaints and returns written exercises, exam	

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

- Previous Learning: Basics of Business English
- Contents: Changes in business operations Financing Accounting Legal systems

	Legal vocabulary
Learning Methods:	Small group teaching Written task Oral presentation
Assessment Methods:	Continual assessment, written and spoken presentations and a exam
Bibliography:	Study handout

# (KLAV002) English/English for Marketing

	88	c	8
Credits:	3 cr	Timing:	2nd yr
Learning Objectives	: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.		
Previous Learning:	Basics of Business	English	
Contents:	Customer service, N Product presentation Marketing commun Distribution		ion
Learning Methods:	Small group teaching	ıg	
Assessment Methods:	Continual assessme	nt, product presentati	on, written exercises and exam
Bibliography:	To be announced in	the progress plan	
(KLAV004)	English/Englis	h for Production	n Economics
Credits:	3 cr	Timing:	2nd - 3rd yr
Learning Objectives			written and spoken presnetation skills in al topics vocabbulary of production
Previous Learning:	Desire of Dusiness I		
	Basics of Business	English	
Contents:		ssues - from idea to the ction process situations	ie market
Contents: Learning Methods:	Product life-cycle is Describing a produc Resolving problem Logistics Occupational safety	ssues - from idea to the ction process situations	e market

Bibliography: Handout

# (KLAV011) Swedish/Svenska i affärslivet 2

Credits:	3 cr	Timing:	2nd yr	
Learning Objectives	legislative issues, ac	Students will understand texts concerning company finance, administration and legislative issues, achieving the ability to use Swedish in a variety of written and spoken assignments related to their own field of study.		
Previous Learning:	Svenska i affärslivet	: 1		
Contents:	(e.g. company forms	Customer service The language of finance and administration (e.g. company forms, accounting) Business communication		
Learning Methods:	Small group teachin	g		
Assessment Methods:	Continual assessmen	nt, oral presentation w	vritten tasks and exam	
Bibliography:	To be announced in	the course plan		
(KLAV012)	Svenska i affär	slivet 2		
Credits:	3 cr	Timing:	2nd yr	
Learning Objectives	:Students will be propurposes.	ficient in written and	spoken Swedish for sales and marketing	
Previous Learning:	Svenska i affärslivet	I		
Contents:	Customer service and telesales Product presentation and trade fairs Marketing communication, consumer protection Distribution Business communication			
Learning Methods:	Small group teachin	g		
Assessment Methods:	Continual assessmen	nt, oral presentation.	written assignments and exam	
Bibliography:	To be announced in	the course plan		

## (KLAV013) Svenska i affärslivet 2

3 cr

Learning Objectives: Students will have the skill required to cope well with logistics related tasks using written and spoken Swedish.

2nd yr

Timing:

Previous Learning: Svenska i affärslivet 1

Credits:

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

Learning Methods:	Small group teaching
Assessment Methods:	Continual assessment, oral, presentation, written assignments and exam
Bibliography:	To be announced in the course plan

# (KLAM3Z) METHODOLOGICAL BUSINESS COMPETENCE 13 cr

## (KLAB010) R&D 1 Introduction to Development Activities

Credits:	3 cr	Timing:	2nd yr
Learning Objectives	Students will know process.	the main methods use	ed in the research based development work
Previous Learning:	Personal Developme	ent Programme: Intro	duction to Project Work
Contents:	Development-orient Development procee	e	
Learning Methods:	Lectures, assignmen	its	
Assessment Methods:	Exam and assignme	nts	
Bibliography:	To be announced in	the course plan	

# (KLAM001) Statistics

Credits:	4 cr	Timing:	2nd yr
Learning Objectives		nethods, statistical te	statisitical material, distribution numbers, sts, SPSS statisitics programme use and
Previous Learning:	Students should kno	w the basics of resear	rch but it is not strictly necessary
Contents:	Handling and interpreting quantitative research material: Basic concepts and tables Statistical numbers Dependence: cross tabling, correlation analysis and regression analysis Test theory and statistical tests Use of statistics programme Individual assignment		
Learning Methods:	Lectures, exercises a	and independent onlir	ne studies unit before course begins
Assessment Methods:	Exams, exercises an	d assignment	
Bibliography:	Karjalainen, L., Tila	stomatematiikka, 200	)4

## (KLAM003) Academic Writing

Credits:	3 cr	Timing:	2rd - 4th yr
Learning Objectives	S: Students will be abl	e to compile a well pl	lanned and clear academic text.
Previous Learning:	This course must be	accomplished prior t	to the thesis.
Contents:	Meaning and syntax Accuracy and text a Guidelines on creati	nalysis	
Learning Methods:	Small group teachin	g	
Assessment Methods:	Text analyses and ex	xercises Accurate wri	iting exam
Bibliography:	Hirsjärvi, Remes, Sa Lappalainen, Opinn	ajavaara, Tutki ja kirj äyteohjeita	oita

## (KLAM005) R&D 2 Qualitative and Quantitative Research

Credits:	3 cr	Timing:	2nd yr
Learning Objectives	well as in qualitative	e and quantitative res	esearch process and research concepts, as earch. Students will understand the ent work and they will know research
Contents:	Action research and	ructures of quantitati developmental job a ch/a development pro	•
Learning Methods:	Contact teaching and	d assignments	
Assessment Methods:	Assignments		
Bibliography:	To be announced in	the course plan	

#### **OPTIONAL PROFESSIONAL STUDIES**

### SPECIALIST BUSINESS COMPETENCE

# (KLVTAZ) BUSINESS ADMINISTRATION AND LEGISLATION 43 cr

## (KLVTJ01) Corporate Law

Credits: 5 cr Timing: 2nd yr

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

Contents: Company forms Setting up a company Board and representation

	Liability Changes in compan Other restructuring	•	
Learning Methods:	Delivered online		
Assessment Methods:	Online exercises		
Bibliography:	To be announced in	the progress plan	
(KLVTJ02)	Public Law		
Credits:	3 cr	Timing:	2nd yr
Learning Objectives	the sphere of public individuals. This co	law and the norms c	ic mechanisms of the legal system within oncerning the legal safeguard of ic power and official activities (state, beal regulations.
Contents:		uniciple administration	ty and the civil service

Learning Methods: Lectures and assignments

Assessment Exam and assignments Methods:

Bibliography: To be announced in the course plan

## (KLVTJ03) Procedural Law

Credits:	4 cr	Timing:	2nd yr	
Learning Objectives	Learning Objectives: Students will possess knowledge of trial procedure concerning civil action and disputes, the handling, decision-making and procedural regulations for petitions and the set of norms governing enforcement.			
Contents:	Petitions Civil action Appeal Collection Bankruptcy			
Learning Methods:	Delivered online			
Assessment Methods:	Exam and assignme	nts		
Bibliography:	To be announced in	the progress plan		
(KLVTJ04) Labour and Civil Service Law				
Credits:	3 cr	Timing:	2nd yr	

Learning Objectives	Students will know the laws and regulations concerning work and official post contracts, the special features, differences and similarities between them, the rights and duties of each partner, the most significant legal procedures and work and collective bargaining agreement systems.
Contents:	Work and official post contract The creation, conditions and termination of a work and official post contract Work and collective bargaining agreements Work time and annual holiday issues Equality and confidentiality issues Joint action procedures
Learning Methods:	Online studies
Assessment Methods:	Online exercises
Bibliography:	To be announced in the course plan
(KLVTJ05)	Personal Taxation

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

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

Contents:	Tax liability Proportional and graded taxation Taxable income (capital gains and earned income) Deductible outgoings Tax declaration and appeal
Learning Methods:	Online studies
Assessment Methods:	Online exercises

Bibliography: To be announced in the course plan

## (KLVTJ06) Follow-up Course in Bookkeeping

Timing: 2nd yr Credits: 4 cr Learning Objectives: Students will deepen their knowledge of bookkeeping and concentrate on separate aspects of this discipline. By the end of the course students will be able to cope with demanding bookkeeping tasks. Previous Learning: Introduction to Accounting Contents: Good bookkeeping Valuation of current assets and the principles of entering as an income item Planned depreciation and depreciation difference Provision and revaluation Financing entries Limited company Association

Learning Methods: Lectures and exercises

Assessment Methods:	Exam and exercises		
Bibliography:	Tomperi,S., Kehitty	vä kirjanpitotaito - oj	ppikirja ja harjoituskirja
(KLVTJ07)	Corporate Tax	ation and Finar	ncial Statement planning
Credits:	5 cr	Timing:	2nd yr
Learning Objectives	taxation. They will		tral legislation concerning corporate income orporate income tax and be proficient in the anning.
Contents:	Taxation in differen Calculating commer Financial statement	rcial taxable income	
Learning Methods:	Lectures and assign	ments	
Assessment Methods:	Exam and assignme	nts	
Bibliography:	· ·	verotus ja tilinpäätöss erial e.g. articles fron	sunnittelu n taxation and accounting

# (KLVTJ08) Auditing

Credits:	4 cr	Timing:	2nd yr	
Learning Objectives	Students will know statements.	how to audit adminis	tration, bookkeeping and financial	
Previous Learning:	Introduction to Bool	kkeeping		
Contents:	Auditing financial s	Auditing administration and bookkeeping Auditing financial statements Reporting and documentation		
Learning Methods:	Lectures and assignment	ments		
Assessment Methods:	Exam and assignme	nts		
Bibliography:	To be announced in the course plan			
(KLVTJ09)	Value Added T	axation		
Credits:	3 cr	Timing:	2nd - 3rd yr	
Learning Objectives: Students will know and be able to cope with the material regulations and taxation				

procedures concerning value added tax.

Contents: Tax liability Sales taxation Deductions system

	Taxation procedure Special issues
Learning Methods:	Lectures and exercises
Assessment Methods:	Exam and assignments
Bibliography:	Äärilä, L. & Nyrhinen, R., Arvonlisäverotus käytännössä
(KLVTJ10)	Financial Statement Analysis

Credits:	3 cr	Timing:	3rd yr		
Learning Objectives	ves: Students will learn to draw conclusions concerning the profitability, liquidity and solvency of a company from financial statement information published by companies.				
Previous Learning:	Introduction to Acco	ounting			
Contents:	Quick-analysis Traditional financial statement analysis Cash-flow analysis Interpretation of business ratios ADP-analysis programme				
Learning Methods:	Lectures and exercise	ses			
Assessment Methods:	Exam and exercices				
Bibliography:	Niskanen, J., Niskanen, M., Tilinpäätösanalyysi Yritystutkimusneuvottelukunta, Yritystutkimuksen tilinpäätösananlyysi				
(KLVTJ12)	(KLVTJ12) T&K 3 Product Development				
Credits:	6 cr	Timing:	2nd - 3rd yr		
Learning Objectives: Students will know how to develop products in cooperation with other fields and within teams including members from other sectors and fields. They will also know how to implement a product development project in practice.					
Contents:	Stages of a product Customer needs may Commoditiaation	development project pping			
Learning Methods:	RDI - studies				
Assessment Methods:	Project documentati	on			
Bibliography:					
	To be announced in	the course plan			

# (KLVMAZ) MARKETING AND ADVERTISING 43 cr

(KLVMM01) Product, Price and Availability

Credits:	5 cr	Timing:	2nd yr
Learning Objectives	how to make such d	ecisions. Students wi combine them while	duct, pricing and availability decisions and ll gain insight into basic competition taking into account profitability in
Previous Learning:	Customer-oriented r	narketing	
Contents:	Brands and creating Product developmer Product life-cycle th Price decisions as pa Factors affecting pri Pricing strategies an Price concept forma Marketing channel of	nt and commodification ainking art of the marketing n cing	on nix al pricing e marketing mix
Learning Methods:	Lectures, assignmen	ts and group work	
Assessment Methods:	Exam and assignme	nts	
Bibliography:	Jobber, D., Principle Further reading to be		rketing (or equivalent)

# (KLVMM02) Sales Negotiations and Promotion

Credits:	5 cr	Timing:	2nd or 3rd yr
Learning Objectives	They will be able to within the negotiatic sales process and the	analyse sales negotia on process. Students v	of customer psychology in profitable sales. ations and reflect on their own actions will be able to control the progress of the in the different areas of sales planning, ent sales promotion.
Contents:	The stages of a sales Planning and organi Making sales more of Sales promotion (SF	interaction skills in s negotiation sing sales effective and develop	ing as a salesperson s (PR) supporting sales
Learning Methods:	Small group teachin	g and assignments	
Assessment Methods:	Participation and sm	all group teaching, a	ssignments and written assignments
Bibliography:	2000.	pputason myyntitaito	aseen - oivaltamisen kautta tuloksiin, Edita 9. Asiakaslähtöisen myyntityön 7 vaihetta,

### (KLVMM03) Advertising

Credits:	4 cr	Timing:	2nd yr
Learning Objectives		to understand the ver	t forms of advertising and how to select satility of the field of advertising in terms
Contents:	Forms of advertising Studying advertising Advertising agency	cooperation d to strategic marketi	
Learning Methods:	Lectures, exercises,	written assignments	and study visits
Assessment Methods:	Learning diary, assi	gnments and written	exercises
Bibliography:	Study package hand reading	out, study handouts d	luring classwork and separate background

### (KLVMM04) Market Research

Credits:	3 cr	Timing:	2nd or 3rd yr
Learning Objectives	<b>_</b>		in information gathering using market ents will be able to plan and carry out a
Contents:	The concepts and st	nation requirements in ages of marketing res methods and requirer	search
Learning Methods:	Contact teaching an	d assignments	
Assessment Methods:	Exam and assignme	nts	
Bibliography:	Lahtinen Jukka Mar Further literature to		

### (KLVMM05) Focus Group Research

Credits:3 crTiming:2nd or 3rd yrLearning Objectives: Students will gain insight in how to carry out a focus group study as well as how to<br/>plan and carry out a piece of research.Previous Learning:Marketing ResearchContents:Qualitative and focus group research as a research method<br/>The advantages and limitations of focus group research<br/>Planning, carrying out and reporting focus group research (project)Learning Methods:Contact teaching and group supervision. R&D&I module.

Assessment Methods:	Planning, carrying out and reporting a research project
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
Learning Objectives	Students will know		f planning a company's visual identity. al elements in different communication tion in practice.
Previous Learning:	Students will becom	ne proficient in image	manipulation and page folding.
Contents:	Readability and type Layout and visual e. The basis of creating Design managemen Printer cooperation Posters as a tool of y	xpression g an impression in ma t/house style	arketing communication
Learning Methods:	Contact teaching, as	ssignments and study	visits
Assessment Methods:	Portfolio, planning a	a poster	
Bibliography:	Study handouts		

### (KLVMM07) Planning in Marketing

Credits:	4 cr	Timing:	2nd - 3rd yr
Learning Objectives	planning process. Th		ing as part of the overall marketing f planning, evaluating and carrying out
Contents:	The stages of campa The aims of the cam Customer/target gro	nign planning and the apaign up analysis nd how to choose a fo	's marketing communication planning main points of a commission orm of advertising
Learning Methods:	Lectures, assignmen	nts, written assignmer	nts and visits
Assessment Methods:	Written assignments	s and a larger campaig	gn plan assignment
Bibliography:	A study package, stu	udy handouts during o	classwork and separate background reading

# (KLVMM08) Leading Strategic Marketing

Credits:	4 cr	Timing:	3rd yr
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Learning Objectives	s: Students will understand the principles 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 Methods:	Lectures and assignments, presentations
Assessment Methods:	Assignments, exam
Bibliography:	Aaker David: Strategic Marketing Management (2005) Further reading will be announced when the course begins.

# (KLVMM09) Digital Marketing

Credits:	4 cr	Timing:	3rd yr
Learning Objectives	providing an unders		nd main principles of digital marketing while tance of community based and engaged siness operations.
Contents:	Digital marketing a	ligital breakthrough s part of company str of digital marketing gital marketing	ategy
Learning Methods:	Lectures, assignment	nts, study visits	
Assessment Methods:	Assignments, writte	en exercises and exan	n
Bibliography:			igitaalinen markkinointi a ja muuttuva markkinointi 2.0
(KLVTJ12)	T&K 3 Produc	ct Development	
(KLVTJ12) Credits:	<b>T&amp;K 3 Produc</b> 6 cr	<b>ct Development</b> Timing:	2nd - 3rd yr
Credits:	6 cr s:Students will know within teams includ	Timing: how to develop prod ling members from or	
Credits:	6 cr s: Students will know within teams includ how to implement a	Timing: how to develop prod ing members from of product developmen development project	2nd - 3rd yr lucts in cooperation with other fields and ther sectors and fields. They will also know nt project in practice.
Credits: Learning Objective	6 cr s: Students will know within teams includ how to implement a Stages of a product Customer needs ma Commoditiaation	Timing: how to develop prod ing members from of product developmen development project	2nd - 3rd yr lucts in cooperation with other fields and ther sectors and fields. They will also know nt project in practice.
Credits: Learning Objectives Contents:	6 cr s: Students will know within teams includ how to implement a Stages of a product Customer needs ma Commoditiaation	Timing: how to develop prod ing members from or product developmen development project pping	2nd - 3rd yr lucts in cooperation with other fields and ther sectors and fields. They will also know nt project in practice.

## (KLVTUZ) PRODUCTION ECONOMICS AND LOGISTICS 43 cr

### (KLVTL23) Manufacturing Technology

Credits:	4 cr	Timing:	2nd yr
Learning Objectives		n general understandin in manufacturing pla	ng of the manufacturing methods, machines ants.
Contents:	Casting methods Forming methods Sheet and joining te Machining Coating methods Specialised methods	•	
Learning Methods:	Lectures and assignment	ments	
Assessment Methods:	Exam and assignme	nts	
Bibliography:		nen, K., Aromäki, M. ndicated by the teach	, Sihvonen, P., Valmistustekniikka er
(KLVTL14)	Manufacturing	g Technology La	aboratory Work
Credits:	3 cr	Timing:	2nd yr
Learning Objectives			f manufacturing and problems that may uired theoretical knowledge.
Contents:	Practical, hands-on	assignments linked to	production engineering studies.

Learning Methods: 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 Methods:

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

Learning Objectives: 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 Methods:	Lectures and assignments
Assessment Methods:	Exam and assignments
Bibliography:	Heikkilä M., Tekniset piirustukset Autio, A., Hasari, H., Koneenpiirustus ammattikorkeakouluille ja teknisille oppilaitoksille

# (KLVTL15) Computer-aided Design

Credits:	3 cr	Timing:	2nd yr
Learning Objectives		e to use CAD softwar ted by computer-aide	e for 2D design with an awareness of the ed design
Contents:	CAD systems and th Basic drawing funct Edit functions Dimensions Symbols and their us Printing drawings	ions and commands	
Learning Methods:	Small group teachin	g and exercises	
Assessment Methods:	Skills demonstration	test (evaluation 1 - 5	5), assignments
Bibliography:	Basics of Autocad as Further material will	s PDF files I be indicated by the t	teacher
(KLVTL16)	<b>Construction</b> M	laterials	
Credits:	4 cr	Timing:	2nd yr

Learning Objectives: 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 Methods:	Lectures and group work
Assessment Methods:	Exam and assignments
Bibliography:	Koivisto, K., Laitinen, E., Niinimäki, M., Tiainen, T., Tiilikka, P., Tuomikoski, J., Konetekniikan materiaalioppi

# (KLVTL07) Quality Technology

Credits:	3 cr	Timing:	3rd yr
Learning Objectives	maintained and deve applied with varying	eloped. The course w	te quality systems and how they work, are ill focus on quality standards that can be n different situations. Students will also and support advice.
Contents:	Corporate quality co Quality managemen Quality costs ISO 9000 quality sy Quality philosophies Statistical quality co	t stem s	
Learning Methods:	Lectures and assignment	ments	
Assessment Methods:	Exam and assignme	nts	
Bibliography:	To be announced		
(KLVTL19)	Production Pla	nning	
Credits:	4 cr	Timing:	3rd yr
Learning Objectives: 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 Layout and method Loading operations Material functions Production control of		g and supervision

- Learning Methods: Lectures and exercises
- Assessment Exams and assignments Methods:
- Bibliography: Lapinleimu, I. et al, Kone- ja metalliteollisuuden tuotantojärjestelmät Harju, A. et al, Teollisuustalous, tuotantotalous Karrus, K., Logistiikka

### (KLVTL21) Introduction to Maintenance Technology

Credits: 3 cr Timing: 3rd yr

Learning Objectives: 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 Methods:	Lectures and assign	ments		
Assessment Methods:	Exam and assignme	Exam and assignment		
(KLVTL11)	Export and Im	port Routines		
Credits:	3 cr	Timing:	2nd yr	
Learning Objectives		the basic routines and ms and actions relate	d procedures in export/import trade, being d to foreign trade.	
Contents:	Entry strategies, dis Quotations Incoterms Terms of payment Documents in foreig Transportation Customs clearance Insurance	tributorship and ager gn trade	icy contracts	
Learning Methods:	Online studies			
Assessment Methods:	Short tasks and assignment	gnments		
Bibliography:	Course material in t	he virtual studying e	nvironment and internet	
(KLVTL17)	Piece Work Ha	andling Equipm	ent	
Credits:	2 cr	Timing:	2nd yr	

Learning Objectives: 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 Methods:	Lectures, assignments and visit to industry
Assessment Methods:	Exam, (evaluation 1 - 5), attendance and accomplished visit
Bibliography:	Lecture handout Further material indicated by teacher

### (KLVTL18) Robotics

Credits:	3 cr	Timing:	2nd yr
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Learning Objectives: 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 Methods:	Lectures, exercises, lab. work and study visits
Assessment Methods:	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.

### (KLVTL09) Project Management Skills

Credits: 3 cr Timing: 2nd yr

Learning Objectives: Students will adopta systematic and goal-oriented way of working that can be applied to the planning and management of one-off sets of assignments.

Contents:	Management procedure General principles of project work Project plan structure Planning and supervision techniques and technology Use of IT in project management Schedule and time follow-up
Learning Methods:	Lectures and assignments
Assessment Methods:	Exam and assignments
Bibliography:	Silfverberg, P., Ideasta projektiksi Virkki, P., Somermeri, A., Projektityö - kehittämisen moottori Pelin, R., Projektihallinnan käsikirja

### (KLVTJ13) T&K 3 Product Development

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

Learning Objectives: Students will know how to develop products in cooperation with other fields and within teams including members from other sectors and fields. They will also know how to implement a product development project in practice.

Contents: Stages of a product development project Customer needs mapping Commoditisation

Learning Methods: RDI - studies

Assessment Project documentation

### Methods:

Bibliography: To be announced in the course plan

# (VAPAAZ) FREE-CHOICE STUDIES 15 cr

Students can freely select 9 cr of studies that will support their professional development, from their own field/degree programme or from another degree programme in their own university of applied sciences, from another university of applied sciences or science university. Students will achieve wide-ranging expertise.

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

Credits:	3 cr	Timing:	1st - 3rd yr
Learning Objectives	responsibility of emp		at a good working atmosphere is also the dge and introspection create a solid
Contents:			ated reading list, students will deepen their nal development plan.
Learning Methods:	Learning diary		
Assessment Methods:	of 15 pages, and acc	omplish the assignme sed on a scale of 1 - 5	sive learning diary, with a maximum length ents set in the course progression plan. The . The course can be accomplished anytime
Bibliography:	Silvennoinen, M. &	äin johdan esimiestär Kauppinen, R. 2007.	ni ja itseäni. Jyväskylä: Tammi. käytännössä. Jyväskylä:Tammi.

### (KLVY031) Securities Trade

Credits:	3 cr	Timing:	2nd - 4th yr
Learning Objectives		investment decision-1	ral principles and issues concerning the making, as well legal regulations
Contents:			t trusts, options and other securities) n
Learning Methods:	Delivered online		
Assessment Methods:	Assignments comple	eted and submitted or	lline
Bibliography:	Online material and	other appropriate Int	ernet sources of information

### (KLVY021) Filing

Credits:	3 cr	Timing:	2nd - 4th yr
Learning Objectives	Students will have an overall concept of the central methods and principles of document management and filing. operations, different e-document and information management methods.		
Contents:	Records and archives administration and management Organising private and public sector records and files Creating a filing plan as part of archive administration Filing facilities E-document management		
Learning Methods:	Independent study		
Assessment Methods:	Book exam and essa	Ŋ	
Bibliography:	Rastas, P., Arkistoto Further reading to be Handout	vimi ja asiakirjahallin e announced	to
(KLVY076)	Housing Comp	any Accounting	g and Administration
Credits:	3 cr	Timing:	2nd - 4th yr
Learning Objectives: Students will be conversant with housing company bookkeeping and accounting and their special features as well as the most important board regulations.			
Contents:	Budgeting Routine bookkeepin Financial statements Separate calculation Shareholders meetin Responsibility for m	s and taxation s ig, the board and prop	perty manager

Learning Methods: Lectures and assignments

Assessment Exam and assignments Methods:

Bibliography: To be announced

### (KLVY055) Digital Photo Manipulation

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

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

Contents: Colour theories Image manipulation basics - basic, editing and drawing tools Masks and layers Special tools and effects Filming and scanning

	Planning, creating an Copyright Panorama 3D filmin	nd assessing a publica	ation
Learning Methods:	Lectures, group wor	k, practical exercises	
Assessment Methods:	Exam, assignments,	presentations	
Bibliography:	Laakso A., Paint Sho Flyktman R, Digiku Walker M.,Barstow		allinta & -korjailu
(KLVY005)	Management C	Communication	
Credits:	5 cr	Timing:	2nd - 4th yr
Learning Objectives	Students will becom and how to recognise		ge of management communication forms
Contents:		communication	
Learning Methods:	Group teaching and	online teaching	
Assessment Methods:	Learning diary		
Bibliography:	Puro, Esimiehen vie	stintätaidot, Juholin,	communicare!
(KLVO009)	EU Law		
Credits:	3 cr	Timing:	2nd yr
Learning Objectives	bodies, functions and	d their power. Studen	th of the EU and its decision-making the will be conversant with the main aims and its links with the Finnish legal system.
Contents:	The birth and development of the EU Functioning bodies and their responsibilities The principles of European law and legal procedure		
Learning Methods:	Lectures and assignr	nents	
Assessment Methods:	Exam and assignment	nts	
Bibliography:	To be announced		
(KLVY032)	Financial Math	ematics	
Credits:	3 cr	Timing:	2nd - 4th yr

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

Previous Learning: Business Mathematics

Contents:	Investment procedures Interpreting and comparing results of different investment procedures Forms of funding Annual rates of interest Investment calculations Continuous compound interest calculation and payment flow Linear optimization Calculations using Excel
Learning Methods:	Lectures and exercises
Assessment Methods:	Exam and assignments
Bibliography:	Karjalainen, L., Optimi -matematiikkaa talouselämän ammattilaisille, 2005

# (KLVY095) Introduction to Public Contracts Legislation

Credits:	3 cr	Timing:	1st - 4th year	
Learning Objectives	arning Objectives: Students will know the basic principles of acquiring public contracts, the rules of procedure and the tendering process.			
Contents:	The general principles of the Public Contracts Act Methods of procurement Announcing procurements Tendering Appeal for amendment			
Learning Methods:	Online course			
Assessment Methods:	Online assignments			
Bibliography:	To be announced w	hen the course begins	3.	
			_	
(KLWY039)	Personal Safet	y and Crime Pr	evention	
Credits:	3 cr	Timing:	2nd - 4th yr	
Learning Objectives: 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:	Travel safety	lers, clients		

Criminal activities aimed at a company's operations, staff or property

	(Internal/external th	reat)	
		e authorities (police, l case	insurance companies)
Learning Methods:	Lectures and assignment	ments	
Assessment Methods:	Exam		
Bibliography:	To be announced		
(KLVY030)	Generally Acce	epted Accountin	ng Principles
Credits:	3 cr	Timing:	2nd - 4th yr
Learning Objectives	:Students will be able	e to apply rules and l	aws of accounting in practical situations.
Previous Learning:	Introduction to Acco	ounting	
Contents:	Good accounting pri Accountancy act Accountancy statuto Accoutancy Standar Good accountancy p	ory order ds Board guidelines	
Learning Methods:	Book exam		
Assessment Methods:	Book exam		
Bibliography:	Leppiniemi, Hyvä k painos) Articles provided by		on sallittua, mahdollista, kiellettyä? (uusin
(KLVY016)	Effective Use o	f InDesign and	Publisher
Credits:	3 cr	Timing:	2nd - 4th yr
Learning Objectives		nes, being able to m	s of InDesign and Publisher desk-top ake up newspaper announcements, adverts ns.
Contents:	Editing and paging t Page templates i.e. b Models Paragraph styles Tables Publication indexes, Paging publications	pasic style formats references and table	
Learning Methods:	Small group teachin	g	
Assessment Methods:	Exam, assignments,	independent tasks	
Bibliography:	Handouts		

# (KLVY070) International Tutoring

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Credits:	3 cr	Timing:	2nd - 4th yr
Learning Objectives	S: Students will develop interaction skills and knows how to perform and give good presentations. Students will be prepared to meet and interact with people from different countries. International tutoring develops oragnization skills and the courage to interact with others.		
Contents:	Tasks and responsib and confronting dive		raction, presentation and performance skills
Learning Methods:	Project learning		
Assessment Methods:		rnational tutor trainin d essay, participation	g, working as an international tutor for one in tutor meetings.
(KLVY002)	Management F	Procedures and	Strategies
Credits:	5 cr	Timing:	2nd - 4th yr
Learning Objectives	S:Students will unders	stand and be able to a	pply a business strategy control system.
Contents:		scorecard, scores and mpany strategies and	assessment, information gathering and strategic planning.
Learning Methods:	Online independent studies using available related literature. Students can also write the essay on an another theme related to the subject as previously agreed with the teacher.		
Assessment Methods:	Online assessed lon	g essay	
Bibliography:	ohjausmenetelmä	ı - suunnitelmasta toto	ed scorecard - Yrityksen strateginen eutukseen
(KLVY001)	New Trends in	Leadership and	d Management
Credits:	5 cr	Timing:	2nd - 4th yr
Learning Objectives	the central areas of a leadership to busine implementation of a	quality management, ss management and t	tal as a provider of competitive edge, know and understand how to apply operational he significance of leadership in the c duties and tasks. Students will also be ship.
Contents:	Knowledge capital, quality leadership, activity-based management and accounting, leading and leadership. New trends in leadership methods		
Learning Methods:	Online independent study using related literature. Students may also write the long essay on another theme related to the subject agreed with the teacher.		
Assessment Methods:	Online supervised lo	ong essay	
Bibliography:	Background reading Ståhle, Grönroos, K	g: nowledge Manageme	ent

Viitala, R., Henkilöstöjohtaminen ss. 1-223 Lumijärvi ym., Toimintojohtaminen - Activity Based Managementin suomalaisia sovelluksia Otala, L., Oppimisen etu - kilpailukykyä muutoksessa ss. 1-274 Other literature concerning leadership and management

### (KLVY072) Public Administration

Credits:	3 cr	Timing:	1st - 3rd yr
Learning Objectives	and municipal admin	nistration, public sect	n political system and how it works, state or decision making processes, the he operations of EU bodies
Contents:	State administration Municipal administr	ration	m vincial development programme
Learning Methods:	Independent online	studies	
Assessment Methods:	Assignments comple	eted and submitted fo	r assessment online
Bibliography:	Internet -sources		

### (KLVY079) Public Sector Economy

Credits:	3 cr	Timing:	2nd -3rd yr
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Learning Objectives: Students will know the basic principles of public sector accounting particularly municipal accounting.

Contents:	Strategic municipal planning Municipal finances (e.g. budget, financial statement, VAT, financial monitoring, internal accounting) Parish and state finances
Learning Methods:	Lectures and exercises
Assessment Methods:	Exam and exercises

Bibliography: Study handout

### (KLVY071) Organisation Activities

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

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

- Contents: membership and participation in the activities of the student union board - the UAS system and decision making
  - meeting and negotiation techniques

	- arranging events ar	nd meetings	
Learning Methods:	Project learning		
Assessment Methods:	Report on student activities, participating in the board's activities		
Bibliography:		0	SAMOK ry:n and regulations of associations and UAS
(KLVY041)	<b>Global Busines</b>	s Manners	
Credits:	3 cr	Timing:	1st - 4th yr
Learning Objectives	representation in diff appropriately in an in	ferent cultures. This c nternational setting a ill also learn about bu	ess manners, unwritten rules and course also covers how to behave nd how to welcome visitors from different isiness codes of dress, travel, dining,
Contents:	Why are manners red Do as the Romans de Dining and business International politess	o - business dress	ur client
Learning Methods:	Online studies and a	ssignments	
Assessment Methods:	Learning diary based etiquette	l on online course and	d one of the books concerning manners and
Bibliography:	Fintra, Suomalainen	ensivaikutelma, lehti	leikkeet
(KLVY040)	House and Esta	ate Agency	
Credits:	3 cr	Timing:	1st - 4th yr
Learning Objectives	:Students will be con agencies.	versant with the legal	regulations concerning house and estate
Contents:	Legislation Housing and propert Consumer protectior Special issues in hou		
Learning Methods:	Online course		
Assessment Methods:	Online assignments		
Bibliography:	To be announced		
(KLVY061)	Consolidated F	inancial Statem	ent
Credits:	3 cr	Timing:	2nd - 3rd yr

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

Previous Learning:	Introduction to Accounting
Contents:	Consolidated financial statement
Learning Methods:	lectures and exercises
Assessment Methods:	Exam and assignments
Bibliography:	Tomperi, S., Kehittyvä kirjanpitotaito - oppikirja ja harjoituskirja

# (KLVY035) Consumer Behaviour

Credits:	3 cr	Timing:	2nd - 4th year
Learning Objectives		on to purchase and w	ors affecting a consumer's and an ith how to analyse factors that lead to the
Previous Learning:	Customer-oriented n	narketing	
Contents:	Consumer behaviour Factors affecting con Reference groups an Consumer decision of The purchasing proc	nsumer behaviour ad their influence making processes	n and factors affecting the decision to buy
Learning Methods:	Course delivered on	line (Moodle)(indepe	endent study)
Assessment Methods:	Analysis assignment	ts according to set tas	ks
Bibliography:	•	•	S: Consumer behaviour

# (KLVY034) Quality Management Tools

Credits:	3 cr	Timing:	3rd yr
Learning Objectives	will be able to descr		ral priciples of process leadership. They n terms of process and use quality quality.
Contents:	Core processes and Progress model for p Ways of describing The Finnish prize for Benchmarking	a process	t capability
Learning Methods:	Lectures and exercise	ses	
Assessment Methods:	Exam and assignme	nts	
Bibliography:	Lecklin, Olli, Laatu	yrityksen menestyste	kijänä

# (KLVL002) Business Plan Project

Credits:	5 cr	Timing:	3rd - 4th yr
Learning Objectives	students will produc	e a concrete business	of strategic planning. During the course plan which can be used to start up a Intotalo business incubator can be used
Previous Learning:	All basic studies mu business idea is also	· ·	rior to enrolling on this course. A genuine
Contents:	Visioning skills Models of different The different parts of	<b>1</b>	
Learning Methods:	Expert visits, tutorin	g sessions, mentoring	g, learning together, reading
Assessment Methods:	Business plan in the	form of a portfolio	
Bibliography:	To be announced		

# (KLVY090) Women and Leadership

Cradita	2	Timina	1 of 2 million
Credits:	3 cr	Timing:	1st -3rd yr
Learning Objectives	styles and methods of	of leadership look like nagement are combin	woman leader in Finland and what different e. Students will be able to consider how hed, and how change is controlled and
Contents:		and, how leadership n	in a perception of what types of women nay develop and which issues influence the
Learning Methods:	A series of books on	which students will	base a learning diary (max. 15 pages)
Assessment Methods:			cursive learning diary according to the Vriting Toolkit. Evaluation 1 - 5.
Bibliography:		. Valta jakkupuvussa. Jaislahjakkuus. PS ku	
(KLVO011)	Legal Data Pro	otection	
Credits:	3 cr	Timing:	1st - 4th yr
Learning Objectives		e	lations and norms governing protection of personal information and in
Contents:	Publicity in the work Privacy and data sec Data security as a le Privacy and confider	curity	e

Learning Methods:	Delivered online
Assessment Methods:	Course work assignments and exercises that must be submitted for evaluation
Bibliography:	To be announced when the course begins

# (KLVY012) Organizational Psychology

Credits:	3 cr	Timing:	2nd - 4th yr
Learning Objectives			organisational behaviour, being able to on psychological factors on staff and
Contents:	<b>A</b>	1 2	nflict situations, dealing with problems in n, encouragement and rewards and skills
Learning Methods:		•	terature. Students can also write the essay previously agreed with the teacher.
Assessment Methods:	Online long essay ret	turned for assessmen	t
Bibliography:	Background reading: Järvinen Esimiestyö Ruohotie, Honka Pal Other related literatu	ongelmatilanteissa; kitseva ja kannustava	a johtaminen, Järvinen Ammattina esimies;

# (KLVY053) Payroll Administration

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

Learning Objectives: Students will be conversant with manual and computer-aided payroll calculation.

Contents:	Basis of salaries and how they formed Overtime Fringe benefits Reimbursement of expenses Annual holiday issues Employer's contributions Payroll administration documents Nova- wage calculation programme
Learning Methods:	Small group teaching
Assessment Methods:	Exams, assignments, independent task
Bibliography:	Eskola, A., Palkka - Työsuhteen ja palkanlaskennan perusteet Handouts
(KLVV088)	Commodification of Services

### (KLVY088) Commodification of Services

	Credits:	4 cr	Timing:	3rd - 4th yr
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Learning Objectives		l the opportunities th	principles of service commoditisation and nat commoditisation offers to the commercial
Contents:	Forming a service particular forming a service particular formation of the transmission of transmission of the transmission of transmissio	he commoditisation	
Learning Methods:	Contact teaching and	d independent study	
Assessment Methods:	Creating a description	on and leaflet for a r	new service product
Bibliography:	Talentum 2007		enna palvelusta tuote 10 päivässä. Helsinki, otteistaminen. Helsinki WSOY
(KLVO002)	Family and Inl	neritance Law	
Credits:	3 cr	Timing:	1st - 4th yr
Learning Objectives			s concerning marriage, cohabitation, a child's heritance and gift taxation for application in
Contents:	The legal status of c Testate succession Legacy law	hildren, maintenanc	of the spouses, common law marriage e (affiliation), custody and visiting rights ion of the estate, inheritance tax
Learning Methods:	Online studies		
Assessment Methods:	Online assignments		
Bibliography:	To be announced in	the course plan.	
(KLVY003)	Learning by Pi	rojects	
Credits:	5 cr	Timing:	1st - 4th yr
Learning Objectives	generate ideas, plan, acquiring higher edu of the project. Project	, carry out and evalution level theoret cts can also be imple	of team and project work, enabling them to nate projects. They will be proficient in ical information appropriate to the contents emented in the Intotalo business incubator. course depends on the size and extent of the

project.

Previous Learning: Introduction to Project Work

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

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

Assessment Methods:	Learning the theory, compiling a project plan, active participation in the implementation of the project, reporting, assessment of own learning
Bibliography:	Kajaani University of Applied Sciences tool pack on the Internet Reading based on the project subject area

### (KLVY066) Finance

Credits:	5 cr	Timing:	2nd - 4th yr
Learning Objectives	S: Students will unders	stand the principles of	f financing and its main topics.
Previous Learning:	Introduction to Fina	nce	
Contents:	The basic questions in business financing Different debt instruments Structure and selection of finance Finance risks		
Learning Methods:	lectures, exercises		
Assessment Methods:	exam, case study		
Bibliography:	To be announced in	the course plan	

### (KLVY096)

Credits:	3 cr	Timing:	1st - 4th yr
Learning Objectives		and criminal trial pro-	minal law decrees, its nomenclature, and cedure, the sanction system and the most
Contents:	General decrees of t Initial investigation Indications of an off Sanctions Criminal trial proces	and coercive measure fence	25
Learning Methods:	Online studies		
Assessment Methods:	Online assignments		
Bibliography:		kosoikeuden perusteet 1 oikeustieteellinen tie	

### (KLVY014) Risk Management

	Credits:	3 cr	Timing:	2nd - 3rd yr
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Learning Objectives: Students will gain knowledge of the different areas of risk management and be able to make a company risk management plan.

Contents: Risk analysis starting points, risk analysis, estimating commercial and other risks,

	risk management, methods and decision making
Learning Methods:	Independent online learning using appropriate available online material.
Assessment Methods:	Online learning assignment - risk management plan and insurance exercises
Bibliography:	Online material Arto Suominen, Riskienhallinta ja Kai-Erik Berg, Yrityksen riskinhallinta. Other literature concerning risk management

# (KLVY087) Strategic Marketing

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Credits:	4 cr	Timing:	2nd - 4th yr
Learning Objectives		tand the principles of ny's business strategy	strategic marketing thinking as a part of
Previous Learning:	Basic studies in Mar	keting	
Contents:	<ul> <li>Strategic marketing thinking as a part of strategic business leadership:</li> <li>analysis of the business environment and competition</li> <li>recognising customer needs</li> <li>developing customer-oriented operations and products</li> <li>creating and implementing a competitive marketing strategy</li> </ul>		
Learning Methods:	Delivered as an onlin	ne course, independer	nt studies (Moodle)
Assessment Methods:	Long essay consistir	ng of the analysis of a	n example company
Bibliography:	European Edition) Drummond, Graeme	e: Strategic marketing sinen, A. StratMark:S	Strategic Market Management (2007 planning and control (2002) Strateginen markkinointiosaaminen (2010)

# (KLWY042) Finnish Culture

Credits:	3 cr	Timing:	2nd yr
Learning Objectives	Students will be fam apply this knowledge		way of life and its history and be able to stry.
Contents:	Background to Finnish culture National and local culture Significant events, people, environments and phenomena. Finnish culture in tourism product development.		
Learning Methods:	Lectures and assignment	nents. Course partly	delivered online
Assessment Methods:	Assignments and exam		
Bibliography:	To be announced in	the course plan	

### (KLVY098)

Credits:	3 cr	Timing:	1st yr
Learning Objectives	understand the signi	ficance of e-commun analyse the opportur	communication tools. They will also ication and its future within their own nities provided by communication tools in
Contents:	Application of web	or use in companies a functions nitoring methods and	
Learning Methods:	Lectures, independe	nt study in Moodle a	nd online group work
Assessment Methods:	Book summary Ass	ignment Seminar pres	sentation
Bibliography:	Moodle material		

### (KLVY023) IT Applications for Business Administration

Credits:	3 cr	Timing:	2nd - 4th yr
Learning Objectives	business administrat	ion programme, with	required to make the best use of the Nova the ability to carry out business and ill also be able to present the features of
Contents:	Purchase and sales d Warehouse Inventor Purchase and sales la Invoicing documents Inspecting and moni	y bookkeeping edger s toring transactions	Nova software pusiness administration software.
Learning Methods:	Small group teaching	g 2	
Assessment Methods:	Exam, assignments,	independent task	
Bibliography:	Handouts		

### (KLVY022) Spreadsheet Accounting - Follow-up Course

	Credits:	3 cr	Timing:	2nd - 4th yr
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Learning Objectives: Students will be able to make effective use of computer tools programmes.

Previous Learning: Introduction to Spreadsheet Accounting

Contents: Editing work books and tables Designing and editing diagrams and charts Statistics, funding and search functions and logical functions

		ng functional macros	ling information, subtotals and pivot table
Learning Methods:	Exam and assignment	nts	
Assessment Methods:	Small group teaching	g	
Bibliography:	Kivimäki, Rousku, H Lammi Outi, Excel 2	Excel - hyötykäyttäjäi 2007	n opas
(KLVY009)	Statistical Rese	arch	
Credits:	3 cr	Timing:	2nd - 3rd yr
Learning Objectives: Students will be conversant with the handling, analysis and outcome reporting of			

earning Objectives: Students will be conversant with the handling, analysis and outcome reporting of quantitative research material as well as with new methods of statistical research.

Previous Learning: 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

Learning Methods: Lectures, exercises

Assessment Assignments, exam Methods:

Bibliography: Handout

### (KLVY025) Special Issues in Auditing

Credits:3 crTiming:2nd - 4th yrLearning Objectives: Students will possess in depth knowledge of auditing and auditing special issues.Previous Learning:Introduction to AuditingContents:Auditing reports<br/>Bankruptcy<br/>Changes in company form<br/>Auditing a corporate financial statementLearning Methods:Lectures and exercisesAssessment<br/>Methods:Exam and assignments

Bibliography: To be announced in the course plan

### (KLVY020) Effective Use of Word and Adobe Acrobat Professional

Credits:	3 cr	Timing:	2nd - 4th yr
Learning Objective			l- word processing programme, being able to d Adobe Acrobat professional.
Previous Learning:	Introduction to Wo	rd Processing	
Contents:	The special features Group mail Use of address book Columns Graphical features Stickers Tables Online forms Protection Links Tables of contents		
Learning Methods:	Small group teaching	ng	
Assessment Methods:	Exams, assignment	s, independent tasks	
Bibliography:	handouts		
(KLVY062)	Peer Tutoring		
Credits:	2 cr	Timing:	2nd -3rd yr
Learning Objective	gain the confidence		presentation and group mentoring skills and nt types of people, organise different affairs in working life.
Contents:	The tasks and responsibilities in peer tutoring, tutoring, interaction and presentation skills, group mentoring and counselling.		
Learning Methods:	Project-based learn	ing	
Assessment Methods:	Active participation	n in peer tutoring, lea	rning diary and essay on an agreed topic.
Bibliography:	To be agreed in cor	njunction with the ess	ay.
(KLVY013)	Export and In	port Routines	
Credits:	3 cr	Timing:	2nd - 3rd yr
Learning Objective		to interpret and comp of delivery and payme	bile international commercial documents and ent.
Contents:	Contracts Quotations as a bas Supply and delivery Terms of payment Insurances Export and import of International trade	customs routines	reements

Learning Methods:	Web -course
Assessment Methods:	Independent study in the Internet, completed and returned assignments
Bibliography:	Pehkonen, E., Vienti- ja tuontitoiminta, web -course material and other material linked to the subject

### (KLVY069) Communication in Student Recruitment

Credits:2 crTiming:2nd - 3rd yrLearning Objectives:Students will develop their interaction, presentation and group supervision skills.<br/>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<br/>presentation skills. Student recruitment.Learning Methods:Project Learning<br/>Active tutoring, learning diary and essay<br/>Methods:Bibliography:To be agreed in conjunction with essay

### (KLVY018) WWW Page Production

	-			
Credits:	3 cr	Timing:	2nd - 4th yr	
Learning Objectives	s:Students know how Expression Web 2	to plan and create we	eb pages using the latest product, MS	
Contents:	Planning Web pages	Main concepts and services of the Web Planning Web pages and their structure Use of the MS Expression Web 2 programme and HTLM		
Learning Methods:	Lectures and exercise	ses		
Assessment Methods:	Exam and assignme	ents		
Bibliography:	To be announced in	the course plan		
(KLVL003)	Corporate Cor	nmunications		
( / / /	<b>F</b>			
Credits:	5 cr	Timing:	2nd - 4th year	
Learning Objectives	organisation/compa		nd internal briefings for a public e emphasises the significance of providing ommunication.	
Contents:	Introduction to corp Internal and externa Briefing and media Crisis communication Informative writing	relations ons	IS	

	Communication strategic planning as part of corporate communications as a whole
Learning Methods:	Lectures, written assignments and study visits
Assessment Methods:	Exercises and assignments, portfolio
Bibliography:	Study handout and further reading e.g. Juholin Elisa, Communicare!

# (KLVY077) The Special Features of Corporate Taxation

Credits:	5 cr	Timing:	2nd - 3rd yr	
Learning Objectives	Learning Objectives: Students will know how taxation is affected when a company changes form, undergoes a generation change or is restructured. Students will also be conversant with international taxation.			
Previous Learning:	Corporate Taxation	and Financial Statem	nent Planning	
Contents:	Differences in taxation of different types of companies Changing company form Capital transfer tax Consequences of value added tax Consequences of direct taxation Generation changes in business - taxation issues Restructuring Introduction to international taxation			
Learning Methods:	Lectures and assignment	ments		
Assessment Methods:	Exam and assignme	Exam and assignments		
Bibliography:	Alhola, K., Koivikko, A. & Räty, P., Tilinpäätöksen suunnittelu - Yritysverotus ja yritysjärjestelyt Articles - to be announced			
(KLVK005)	English/Acade	mic Writing		
Credits:	3 cr	Timing:	2nd - 4th yr	
Learning Objectives: To be able to write short academic texts in English, e.g. the abstract for the thesis and to be able to analyse source material and use help tools				
Previous Learning:	Basic and profession	nal English studies		
Contents:	Sentence structure, i Text analysis, style Summaries, memos Thesis abstract	-		
Learning Methods:	Small group session	IS		
Assessment Methods:	Continuous assessm	ent, return tasks, wri	tten exam	

Bibliography: Handout

### (KLVK19) Lower Intermediate Course in Italian

Credits:	3 cr	Timing:	1st - 4th yr
Learning Objectives	: This course will reinforce students' Italian grammar skills, widen their vocabulary and develop their spoken Italian as well providing a variety of information on Italian culture.		
Previous Learning:	5 cr of approved Ital	lian studies or the equ	ivalent
Contents:	Culture and geography of Italy Tourism and tourist services Society		
Learning Methods:	Small group teachin	g	
Assessment Methods:	Continuous assessment, written exam		
Bibliography:	Espresso 1 and hand-out		
(KLWK004)	German for Be	eginners I	
( <b>KLWK004</b> ) Credits:	<b>German for Be</b> 5 cr	<b>ginners I</b> Timing:	1st - 4th yr
Credits:	5 cr This course will equ communication situa	Timing: ip students with the (	German skills required to cope in everyday simple business texts and to gain
Credits: Learning Objectives	5 cr This course will equ communication situa	Timing: ip students with the 0 ations, to understand erman speaking world	German skills required to cope in everyday simple business texts and to gain d and its culture.

Learning Methods: Small group teaching

Assessment Continuous assessment and written test Methods:

Bibliography: Kudel-Kyyhkynen: Einverstanden 1

### (KLVK014) German for Beginners II

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

Learning Objectives: This course covers basic German grammar and vocabulary enabling students to cope in simple business communication situations and to broaden their basic grammar and vocabulary skills as well as their knowledge of Germany and German etiquette and manners. Students will also be able to talk about general issues to a certain extent, their own country and work place and understand simple, general texts concerning thier own professional field.

Previous Learning: Anfängerstufe Deutsch im Beruf I or proficiency test

Contents:	Basic grammar Everyday German Telephoning Emails German culture and business etiquette		
Learning Methods:	Small group teaching		
Assessment Methods:	Continuous assessment and written exam		
Bibliography:	Kudel-Kyyhkynen: I	Einverstanden 1 and s	tudy handout
(KLWK005)	Italian for Begi	nners	
Credits:	5 cr	Timing:	1st - 4th yr
	<b>T</b> ' 1.	1	11 1 1

Learning Objectives: To equip a complete beginner with the skills needed to communicate in practical everyday situations in Italian and to give some background information about italy and its society and culture.

Contents:	Pronunciation, grammar and writing Service situations Culture
Learning Methods:	Smalll group teaching

Assessment	Continuous assessment and written exam
Methods:	

Bibliography: Espresso 1

# (KLVK020) Italian Business Communication

Credits:	3 cr	Timing:	2nd - 4th yr
Learning Objectives			ommunication in business and students will speak and write Italian.
Previous Learning:	Beginners and conti	nuation studies in Ita	lian
Contents:	Job applications, job Company presentati	o interviews ons and routine corre	spondence.
Learning Methods:	Independent study, s	supervised distance le	earning
Assessment Methods:	Written exercises, w	ritten and spoken exa	am, listening comprehension test
Bibliography:	Cherubini, N., L´ita	liano per gli affari	

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

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

Learning Objectives: To equip a complete beginner with the skills needed in practical everyday situations

Contents:	and to give background information about Spain, its society and culture. Basic grammar, pronunciation and written exercises Service situations Culture		
Learning Methods:	Small group teaching	g	
Assessment Methods:	Continuous assessme	ent, written exam	
Bibliography:	to be announced later		
(KLVK008)	Continuation C	Course in Spanis	sh
Credits:	3 cr	Timing:	1st - 4th yr
Learning Objectives			nd skills in Spanish, including grammar, ge of Spanish culture and countries.
Previous Learning:	Approved grade for 5 cr of basic studies in Spanish or earlier equivalent studies		
Contents:	Verbs, pronunciation travel, hobbies, trade Culture		
Learning Methods:	Small group teaching		
Assessment Methods:	Continuous assessment, written exam		
Bibliography:	to be announced late	er	
(KLVK030)	Swedish/Det lå	ter bra!	

Credits: 3 cr Timing: 2nd - 4th yr Learning Objectives: Students will develop their spoken Swedish so as to be able to participate in different types of discussions and conversations. Previous Learning: Basic and professional Swedish studies Contents: Speaking exercises through drama The topics of conversation will be agreed with the group Learning Methods: Small group teaching Assessment Evaluated conversation completed in pairs or other form of assessment as agreed. Methods: Study handout Bibliography:

### (KLVK015) German Grammar

Credits:	3 cr	Timing:	1st - 3rd yr
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Learning Objectives: Students will gain in depth knowledge of German grammar and vocabulary enabling them to improve their speaking and writing skills.

Previous Learning: Anfängerstufe Deusch im Beruf II or proficiency test

Contents:	Verbs Adjectives Nouns Adverbs Pronouns Word Order Style
Learning Methods:	Independent study
Assessment Methods:	Written exam
Bibliography:	Handout

# (KLVK007) English Conversation

Credits:	3 cr	Timing:	2nd -3rd year
Learning Objectives	The student will dive English language	ersify oral language s	skills and recognise variations of the
Contents:	Conversation sessions on current topics from various fields. Possibly foreign discussion leaders. Oral presentation on a free-choice current topic and leading a conversation on the basis of the topic.		
Learning Methods:	Small group session	s Oral presentation	
Assessment Methods:	Conversational activ	vity Oral presentation	Oral group exam
Bibliography:	To be agreed at the b	beginning of the cour	se

# (KLWY038) Español elemental - nivel 3

Credits:	3 cr	Timing:	1st - 4th yr
Learning Objectives	and vocabulary, dev		knowledge and use of Spanish grammar anish and acquire a variety of knowledge on tures.
Previous Learning:	Previously accompl	ished beginners' cour	ses or equivalent studies/knowledge
Contents:	Verb tenses and more perspectives	ods, family, everyday	v and work related situations, cultural
Learning Methods:	Small group teachin	g	
Assessment Methods:	Continual assessment	nt, written exam	
Bibliography:	To be announced		

### (KLVK009) Working Spanish

Credits:	3 cr	Timing:	1st - 4th yr
Learning Objectives	assignments in busir	ness, they will also ac	sh for spoken and written communication quire a specialised vocabulary and improve heir speaking and writing skills.
Previous Learning:	Basic and lower inte	rmediate studies in Sp	panish or equivalent qualifications.
Contents:	Job application Job interviews		ing countries. s culture, business trips
Learning Methods:	Independent study, s	supervised independer	nt study
Assessment Methods:	Written exercises, w	ritten and oral exam,	listening test
Bibliography:	Lindgrén, Savinaine	n, Seppä, Claves del e	éxito

### (KLVK038) Working Spanish 2

Credits:	3 cr	Timing:	1st - 4th yr
Learning Objectives	Students will be able world.	e to deal with a variet	y of business situations in the hispanic
Previous Learning:	Basic and Intermedia	ate Spanish studies	
Contents:	The world of busine Products and service Marketing	~~	
Learning Methods:	Independent study, s	supervised distance le	arning
Assessment Methods:	Written exercises, w	ritten and oral exam,	listening comprehension test
Bibliography:	Lindgrén -Savinaine	en - Seppä: Claves del	éxito

### (KLVK028) German/Fachdeutsch für Fortgeschrittene

Credits:	3 cr	Timing:	1st - 4th yr
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Learning Objectives: Students will be equipped with the skills needed to cope in service situations in business and in the tourism and hospitality business according to the requirements of German etiquette. They will be able to present the company's services and to provide information about their own region and country.

Previous Learning: 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

(KLVK032)	Swedish/Fakta inom din bransch
Bibliography:	Study handout
Assessment Methods:	Continual assessment and written exam
Learning Methods:	Small group teaching
	information about their own region and country.

Credits:	3 cr	Timing:	2nd - 4th yr
Learning Objectives	: Students have a deep	per knowledge of thei	r field of business in Swedish
Previous Learning:	Basic and profession	al Swedish studies	
Contents:	Economic life Tourism services The world of busines	SS	
Learning Methods:	Independent study		
Assessment Methods:	Chat, comments and	exercises in the moo	dle learning environment
Bibliography:	Web-based material		

# (KLVK018) German/Facts about Finland

Credits:	3 cr	Timing:	1st - 4th yr
Learning Objectives	s: Students will improve their spoken and written German and their German vocabulary enabling them to provide varied information on Finland and to discuss Finland- related topics.		
Previous Learning:	Earlier studies in Ge	erman are necessary	
Contents:	The history, nature, people and languages of Finland Economic life Culture Finland as a tourist destination Kainuu		
Learning Methods:	Independent study		
Assessment Methods:	Distance assignmen	ts and oral exam	
Bibliography:	Handout		
(VI VV0 <b>2</b> 1)	S-modiah/Finlar	d ook Nordor i	n ätalval
(KLVK031)	Swedisn/Finlar	nd och Norden i	notskal
Credits:	3 cr	Timing:	2nd - 4th yr

Learning Objectives	s: Students will develop their Swedish skills and their knowledge of nordic business/tourism culture.		
Previous Learning:	Basic and profession	nal studies in Swedish	1
Contents:	The Nordic countrie	s and the special featu	ures of their cultures.
Learning Methods:	Independent study		
Assessment Methods:	Distance assignment	ts and essay exam	
Bibliography:	Study handout		
(KLWK002)	French for Beg	inners	
Credits:	5 cr	Timing:	1st - 4th yr
Learning Objectives: To equip a beginner with the French language skills required in various everyday situations and with knowledge of French culture.			
Contents:	Grammar, pronuncia	ation and writing exer	cises

Contents:	Grammar, pronunciation and writing exercises Greetings, introductions, reception of visitors Restaurant, travelling Telephoning Time expressions
Learning Methods:	Small group teaching
Assessment Methods:	Continuous assesment, written exam
Bibliography:	Eevi Nivanka, Soile Sutinen: Chez Marianne: French for Beginners.

# (KLWK006) Français élémentaire - niveau de base 2

Credits:	3 cr	Timing:	1st - 4th yr
Cicuits.	50	rmmg.	1 St - 4th yr

Learning Objectives: Students will develop their grammar use, vocabulary and speaking skills in French.

Previous Learning:	5 cr of approved basic studies or pro	evious equivalent studies
		· · · · · · · · · · · · · · · · · · ·

Contents:	Pronunciation and grammar exercises Customer service situations French table manners Communication, computer vocabulary Working life language
Learning Methods:	Small group teaching
Assessment Methods:	Continuous assessment, written exam

Bibliography: Eevi Nivanka, Soili Sutinen: Chez Marianne: French for Beginners

### (KLVK011) Working French

Credits:	3 cr	Timing:	1st - 4th yr		
Learning Objectives	Learning Objectives: To equip students with the skills to communicate orally and in writing, using specialised vocabulary in different business contexts.				
Previous Learning:	High School short c	ourse in French			
Contents:	Job applications and Business communic				
Learning Methods:	Guided independent exercises	self-study incl. small	l group sessions. Written grammar		
Assessment Methods:	Continous assessme	nt, written exam			
Bibliography:	Honkavaara et el., L Delcos et el, Carte d Other material	a France, notre affair e visite	e		

# (KLVK039) Working French 2

Credits:	3 cr	Timing:	1st - 4th yr	
Learning Objectives: Students will be able to describe company operations and give a company presentation in French.				
Previous Learning:	High School basic F	French course or equiv	valent studies	
Contents:	Company forms, fie	ld of operations, loca	tion, products and services	
Learning Methods:	Guided independent grammar exercises	study incl. small gro	up sessions, oral presentation written	
Assessment Methods:	Oral presentation, w	ritten exam		
Bibliography:	To be announced in	the progress plan		

### (KLVY099) Going Global

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

Learning Objectives: Students will be able to plan an international company visit and will understand international and business cultures and etiquette.

Previous Learning: Basic and Professional studies

Contents: Planning an international business visit and receiving visitors from abroad Business etiquette Goodwill letters

Learning Methods: Small group teaching

Assessment Continual assessment, oral presentations, written assignments and exam Methods:

Bibliography:	Handout				
(KLVK027)	Landeskunde	Landeskunde und Kultur			
Credits:	3 cr	Timing:	2nd - 4th yr		
Learning Objective			ls and their knowledge of German speaking e of working life appropriate to the area.		
Previous Learning:	Geschäftsdeutsch fü	ir Fortgesschrittene			
Contents:	The special features	s of German etiquette	and manners		
Learning Methods:	Independent study				
Assessment Methods:	Distance learning as	nd written exam			
Bibliography:	Handout				
(KLVK013)	Introduction to	o Business Russ	ian		
Credits:	3 cr	Timing:	2nd - 3rd yr		
Learning Objectives: Students will be proficient enough in Russian grammar to be able to understand and write basic business letters and other documents.					
Previous Learning:	Basic and continuation studies in Russian or equivalent to 8 cr Russian language studies				
Contents:	Grammar exercises Vocabulary and reading comprehension exercises Introduction to business correspondence				
Assessment Methods:	Continuous assessm	nent, written exercise	s, written exam		
Bibliography:	Salenius, P., Liikekirjeet venäjäksi Binder, Kärnä jne Liikeviestinnän käsikirja Salenius P., Lehmuskallio A., Biznes grammatika				
(KLVY091)	Practice first				
Credits:	3 cr	Timing:	1st - 3rd yr		
Learning Objectives: Students will be able to name and use basic English grammar for speaking and writing to the level required in university of applied sciences professional English studies.					
Contents:	Basic English Gram Pronunciation Grammar terminolo Tenses				

Tenses The passive voice The word order of sentences I and II conditional

	Verbs Nouns Pronouns Adjectives		
Learning Methods:	Online studies and s	supervision (90%), co	ntact teaching and supervision (10%)
Assessment Methods:	All online exercises, exam	, final exam, 100% pa	articipation in contact sessions, written final
Bibliography:	Material available o	nline/in Moodle	
	Unndatana din	avaralıa	
(KLVY100)	Uppdatera din		
Credits:	3 cr	Timing:	1st yr
Learning Objectives	Students will know	the basic grammar of	Swedish.
Contents:	Swedish grammar		
Learning Methods:	Contact teaching and independent work, pair and group work		
Assessment Methods:	Active participation, exam		
Bibliography:	Handout		
(KLWY049)	French Gramn	nar Exercises	
Credits:	3 cr	Timing:	1st - 4th yr
		-	
Learning Objectives: Students will strengthen and broaden their proficiency in French grammar and vocabulary.			
Previous Learning:	High School short course or equivalent studies		
Contents:	Exercises in French grammar		
Learning Methods:	Guided independent studies		
Assessment Methods:	Written grammar exercises, written exam		
Bibliography:	Study handout		
(KLWK003)	Russian for Be	ginners	
	_	-	

Learning Objectives: Students will be able to read and write the Cyrillic alphabet, both printed and hand written; They will know the basics of pronunciation and intonation and the main grammar structures of Russian, possessing the competence to cope with simple

everyday speaking situations and easy service and tourism situations.

Timing:

1st - 4th yr

Contents: Reading and writing exercises Pronunciation and intonation exercises

5 cr

Credits:

	Greetings, introductions, talking about yourself and your family Service situations Travelling
Learning Methods:	Small group teaching: listening, pronunciation and writing exercises, pair-work
Assessment Methods:	Continuous assessment, written tests
Bibliography:	Alestalo, M., Kafe Piter 1 Alestalo, M., Venäjää matkailijoille
(KLVK012)	Continuation Course in Russian
Credits:	3 cr Timing: 1st - 4th yr

Learning Objectives: Students will learn to read, write and pronounce Russian fluently for conversing and communicating in service situations and on the telephone.

Previous Learning: Russian for Beginners

Contents:	Numerals Verbs Adjectives and adverbs Grammatical cases On the phone Hobbies Sales and purchasing Hotel and restaurant situations
Learning Methods:	Small group teaching: listening, pronunciation and writing exercises, pair-work
Assessment Methods:	Continuous assessment, written tests, oral test
Bibliography:	Alestalo M., Kafe Piter 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
Learning Objectives		their spoken Russian	proficiency in Russian grammar and a and knowledge of Russian culture and
Previous Learning:	Russian for beginner studies	rs, Russian Continuat	ion course (total 8 credits) or equivalent
Contents:	Commercial texts Vocabulary practice Role-plays Grammar exercises: plural		ons, cases and their use in the singular and
	a 11		

Learning Methods: Small group teaching

Assessment Written exercises, spoken and written exam Methods:

Bibliography: Study handout Alestalo, M.,Kafe Piter 1

# (KLOO1Z) THESIS 15 cr

### (KLOO001) Thesis

Credits:	15 cr	Timing:	3rd - 4th yr	
Learning Objectives	The aim of the thesis is to develop and demonstrate the students' ability to apply their knowledge and skills to a practical task requiring expertise related to their professional studies. The thesis can be either a piece of research or developmental project or a project linked with working life and it must promote the students' professional development and be of use in working life.			
Previous Learning:	R&D 2 Quantitative	and qualitative Resea	arch Introduction to Statistics	
Contents:	Approval of topic an		training) nd acting as an opponent	
Learning Methods:	RDI module			
Assessment Methods:		ent work or project an	, presentation and acting as an opponent d report (written and oral presentation)	
Bibliography:	Hirsjärvi, S., Remes, http://www.kajak.fi/ Thesis-specific litera		tki ja kirjoita	
(KLHH1Z)	PRACTICAI	L TRAINING	30 cr	

### (KLHH001) Practical Training

Credits:	30 cr	Timing:	3rd year
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Learning Objectives: The Polytechnic Act (16.6.2005/423) defines practical training as a part of University of Applied Sciences studies and according to this act the aim of the practical training period is to provide a supervised introduction to the main work tasks associated with their own specialism and to applying knowledge and competences in working life. The function of practical training is to support conscious development, practical working life and personal competence development. Practical training can be accomplished abroad or in Finland in a working environment related to the students' field of study.

Previous Learning: Basic studies and a sufficinet amount of professional studies. Students are assumed

to have at least 90 cr (training in the autumn of the 3rd yr) and at least 115 cr (training period in the spring of the 3rd academic year). Attendance of practical training information briefings.
 Contents: Information briefings before the training period Approval of practical training contract, plan and work tasks form, Uninterrupted training period in a working environment appropriate to students' field of study Assignment Practical training diary Feedback seminar after period is over Practical training evaluation and report