Lahti University of Applied Sciences

Business Information Technology

Study Guide 2014-2015

Sisällysluettelo

Business Information Technology ... 4
Degree Programme in Business Information Technology 210 ECTS ... 9
CORE COMPETENCE 150 OP ... 15
BASIC STUDIES 105 ECTS ... 15
Communication and Languages 15 ECTS ... 15
04FIN001 Basics of Finnish I 3 ECTS ... 15
04FIN002 Basics of Finnish II 4 ECTS ... 16
01SUO Asiantuntijaviestintä 4 op ... 16
01SUOA Asiantuntijaviestintä 3 op ... 16
01PINFO Informaatiolukutaito ja verkkotyöskentely 1 op ... 17
01RUO Ruotsi 3 op ... 18
01RUOK Ruotsin kieli kirjallinen ... 18
01PRUOS Ruotsin kieli suullinen ... 18
01ENGE English Language 3 ECTS ... 19
04FIN003 Finnish for Foreigners I 5 ECTS ... 20
04LII010 Yhteisöviestintä ja monikulttuurisuustaidot 5 op ... 20
KNOWING ICT 45 ECTS ... 21
Web Production 15 ECTS ... 21
47KIWT005 Web Technologies 5 ECTS ... 21
47KIIE003 Image Editing 3 ECTS ... 21
47KIWP003 Web Publishing 3 ECTS ... 22
47KINS003 Network Services 4 ECTS ... 23
47KIPW004 Project Work 4 ECTS ... 23
ICT Systems 15 ECTS ... 24
47KIIP004 Introduction to Programming 4 ECTS ... 24
47KICS004 Computer Networks and Security 4 ECTS ... 24
47KIOH003 Operating Systems and Hardware 3 ECTS ... 25
47KISP004 Green ICT Systems Project 4 ECTS ... 26
Applications 15 ECTS ... 26
47KIDS004 Data Storages 4 ECTS ... 26
47KIOP004 Object Oriented Programming 4 ECTS ... 27
47KICE003 ICT English 3 ECTS ... 27
47KIAP004 Green ICT Applications Project 4 ECTS ... 28
ENTREPRENEURSHIP AND BUSINESS ENVIRONMENT 45 ECTS ... 28
Understanding Business 15 ECTS ... 28
04EBCBP03 Company's Business and Personel 3 ECTS ... 29
04EBLOG03 Logistics 3 ECTS ... 29
04EBFM003 Financial Management 3 ECTS ... 30
04EBMS003 Marketing and Sales 3 ECTS ... 30
04EBCNS03 Customer Communication and Negotiation Skills 3 ECTS ... 31
Digitaalisuus palveluliiketoiminnassa 15 op ... 31

04YLPL005 Palveluliiketoiminta 5 op ... 32
04YLDP005 Digitaalisuus palveluissa 5 op ... 32
04EBFDS05 Finnish and Digital Services 5 ECTS ... 33
Entrepreneurship and Development 15 ECTS ... 34
04EBMWD05 Methods for Working Life Development 5 ECTS ... 34
04EBENT05 Entrepreneurship 5 ECTS ... 34
04EBIRM05 ICT Professional's Research Methods 5 ECTS ... 35
PRACTICAL TRAINING 30 ECTS ... 35
Part 1 10 ECTS ... 36
Part 2 10 ECTS ... 36
Part 3 10 ECTS ... 37
THESIS 15 ECTS ... 37
Part 1 5 ECTS ... 38
Part 2 5 ECTS ... 38
Part 3 5 ECTS ... 39
COMPLEMENTARY COMPETENCE 60 ECTS ... 39
PROFESSIONAL STUDIES 45 ECTS ... 39
Agile Web Application Development 15 ECTS ... 39
47AOADM05 Agile Software Development Methods 5 ECTS ... 39
47AOWAD05 Web Application Development 5 ECTS ... 40
47AOADP05 Agile Web Application Development Project 5 ECTS ... 41
eBusiness Solutions 15 ECTS ... 41
47AOEC005 eCommerce 5 ECTS ... 41
47AOEB005 eBusiness 5 ECTS ... 42
47AOPEBD5 Practical eBusiness Development 5 ECTS ... 43
Information Systems Design and Management 15 ECTS ... 43
47AOSAD05 Information Systems Analysis and Design 5 ECTS ... 43
47AOCMIS5 Communication Models in ICT Services 5 ECTS ... 44
47AOMAIS5 Management and Acquisition of Information Systems 5 ECTS ... 45
IT Project 15 ECTS ... 45
47AOPIP05 Practices in IT Project 5 ECTS ... 45
47AOPCR05 Project communication and reporting 5 ECTS ... 46
47AORLP05 Real life IT Project 5 ECTS ... 46
ELECTIVE STUDIES 15 ECTS ... 47

Business Information Technology

Foreign students *****, Finnish students ******

	CORE COMPETENCE 150 ECTS	1	2	3	4	YEAR
	BASIC STUDIES 105 ECTS	**X**	**X**	**X**		
04IMCOM	**Communication and Languages 15 ECTS**	**X**				
04FIN001	Basics of Finnish I 3 ECTS *	X				
04FIN002	Basics of Finnish II 4 ECTS *	X				
01SUO	Asiantuntijaviestintä 4 op **	X				
01RUO	Ruotsin kieli 3 op **	X				
01ENGE	English Language 3 ECTS	X				
04FIN003	Finnish for Foreigners I 5 ECTS *	X				
04LII010	Yhteisöviestintä ja monikulttuurisuustaidot 5 op **	X				
47BSICT45	**Knowing ICT 45 ECTS**	**X**	**X**			

47WEBPRO15	**Web Production 15 ECTS**	**X**				
47KIWT005	Web Technologies 5 ECTS	X				
47KIIE003	Image Editing 3 ECTS	X				
47KIWP003 OR 47KINS003	Web Publishing 3 ECTS OR Network Services 3 ECTS	X				
47KIPW004	Project Work 4 ECTS	X				
47ICTSYS015	**ICT Systems 15 ECTS**	**X**				
47KIIP004	Introduction to Programming 4 ECTS	X				
47KICS004	Computer Networks and Security 4 ECTS	X				
47KIOH003	Operating Systems and Hardware 3 ECTS	X				
47KISP004	Green ICT Systems Project 4 ECTS	X				
47APPLIC015	**Applications 15 ECTS**		**X**			
47KIDS004	Data Storages 4 ECTS		X			
47KIOP004	Object Oriented Programming 4 ECTS		X			
47KICE003	ICT English 3 ECTS		X			
47KIAP004	Green ICT Applications Project 4 ECTS		X			
47BSEBE45	**Entrepreneurship and Business Environment 45 ECTS**					

04EBUB015	**Understanding Business 15 ECTS**	**X**				
04EBCBP03	Company's Business and Personel 3 ECTS	X				
04EBLOG03	Logistics 3 ECTS	X				
04EBFM003	Financial Management 3 ECTS	X				
04EBMS003	Marketing and Sales 3 ECTS	X				
04EBCNS03	Customer Communications and Negotiation Skills 3 ECTS	X				
04YLDPT15	**Digitaalisuus palveluliiketoiminnassa 15 op** * and **		**X**			
04YLPL005	Palveluliiketoiminta 5 op * and **		X			
04YLDP005	Digitaalisuus palveluissa 5 op * and **		X			
04EBFDS05	Finnish and Digital Services 5 ECTS *		X			
04YLDPS05	Digitaalisen palvelun suunnittelu 5 op **		X			
04EBED015	**Entrepreneurship and Development 15 ECTS**		**X**	**X**		
04EBMWD05	Methods for Working Life Development 5 ECTS		X			
04EBENT05	Entrepreneurship 5 ECTS			X		
04EBIRM05	ICT Professional’s Research Methods 5 ECTS			X		
04PRACT30	**Practical Training 30 ECTS**			**X**	**X**	

	Part 1 10 ECTS			X		
	Part 2 10 ECTS			X	X	
	Part 3 10 ECTS				X	
04THESI15	**Thesis 15 ECTS**			**X**	**X**	
	Part 1 5 ECTS			X		
	Part 2 5 ECTS				X	
	Part 3 5 ECTS				X	
	COMPLEMENTARY COMPETENCE 60 ECTS	**1**	**2**	**3**	**4**	**YEAR**
	PROFESSIONAL STUDIES 45 ECTS					
47AOAAD15	**Agile Web Application Development 15 ECTS**		**X**			
47AOADM05	Agile Software Development Methods 5 ECTS		X			
47AOWAD05	Web Application Development 5 ECTS		X			
47AOADP05	Agile Web Application Development Project 5 ECTS		X			
47AOEBS15	**eBusiness Solutions 15 ECTS**			**X**		
47AOEC005	eCommerce 5 ECTS			X		
47AOEB005	eBusiness 5 ECTS			X		

47AOPEBD5	Practical eBusiness Development 5 ECTS			X		
47AOISD15	**Information Systems Design and Management 15 ECTS**			**X**		
47AOSAD05	Information Systems Analysis and Design 5 ECTS			X		
47AOCMIS5	Communication Models in ICT Services 5 ECTS			X		
47AOMAIS5	Management and Acquisition of Information Systems 5 ECTS			X		
47AOILK15	**ICT liiketoiminnassa ja kouluttajataidot 15 op**		**X**			
47AOTST05	Toimistosovellusten tehokäyttö 5 op		X			
47AOKT005	Kouluttajataidot 5 op		X			
47AOWSS05	Web-sivusto sisällönhallintajärjestelmällä 5 op		X			
47AOIH015	**ICT hyvinvointialalla 15 op**		**X**			
47AOJSP05	Julkisen sektorin palveluprosessit 5 op		X			
47AOTP005	Terveydenhuollon palvelujärjestelmät 5 op		X			
47AOHM005	Hyvinvointiteknologian mahdollisuudet 5 op		X			
47AOIP015	**IT Project 15 ECTS**			**X**		
47AOPIP05	Practices in IT Project 5 ECTS			X		
47AOPCR05	Project Communication and Reporting 5 ECTS			X		

47AORLP05	Real Life IT Project 5 ECTS			X		
04ELECT15	**ELECTIVE STUDIES 15 ECTS**		**X**		**X**	

Degree Programme in Business Information Technology 210 ECTS

Degree

Tradenomi, Bachelor of Business Administration (BBA)

Duration

210 ECTS, 3.5 years

The learning concept at LUAS

At Lahti University of Applied Sciences, learning is based on the shared values of trust, openness, customer orientation, respect for others, and renewal. Learning is underpinned by respect for the student and doing things together. Teaching and learning are also informed by the conception of knowledge. At LUAS, knowledge is seen as a constantly changing and evolving outcome of collective activity and a subject of critical analysis.

Multidisciplinarity and multi-professional co-activity create opportunities for new ideas and new ways of learning. Learning takes the form of collaborative and interactive knowledge construction, which supports students' development into independent and responsible experts of their chosen fields.

During the studies, students have access to different types of learning environments that combine both theory and practice and where learning is supported through teaching, guidance and assessment. Different projects as well as research and development initiatives offer students direct contacts with the working life in a setting that allows knowledge to be constructed, applied and evaluated collectively by the student, teacher and workplace representative using modern work methods and tools. An entrepreneurial approach to work is encouraged, and students have the opportunity to learn about and prepare for entrepreneurship during their studies. At Lahti University of Applied Sciences, the approaches to learning and competence development are described in the pedagogical strategy.

Being a student at LUAS

A high-quality studying and learning process of students is important to the university of applied sciences. At LUAS, every student must have the right to learning and professional development, taking into account his or her personal starting points, life circumstances and personality. Students should be encouraged to recognise their own style of learning. This helps them develop and diversify their learning styles in order to get the full benefits from different learning situations.

Students are expected to have an independent and responsible approach to their own learning and actively interact with the community. Learning takes place in various kinds of groups, which also helps students learn team work skills. Through research and development projects and real-life workplace situations, students learn to be innovative and creative, using critical thinking and a collective approach to problem-solving. Learning is characterised by the joy of discovery, by curiosity and openness to experience.

Being a teacher at LUAS

Teachers encourage and support students, guiding the learning process and students' professional development. Teachers have multidimensional competences. In addition to pedagogical and field-specific expertise, teachers' competences include solid ethical competence, bold pedagogical practice, the ability to work in a multidisciplinary workplace community, the ability to work in different organisational roles, development competence, and the ability to practice in multicultural settings.

At LUAS, we emphasise an investigative and developmental approach to work. This provides a foundation for the dissemination of new knowledge, skills and best practices. Teachers work together with students, researching and developing workplace competence. Teachers

take part in conferences and produce articles and publications for professional and scientific publications and other forums. Ultimately, new knowledge can offer solutions to qualification requirements arising from the employment sector, i.e. new competence needs.

Pedagogical and field-specific expertise as well as collaboration with different networks in building a future are at the core of teaching practice.

Study and learning guidance

Professional growth and the discovery and reinforcement of professional identity can be learned in various settings and through different methods. The process is supported through holistic guidance. Study and learning guidance involves supporting students through pedagogical and other means.

The aim is to improve study skills and support students' welfare. Tutoring begins at the time of enrolment and continues through the learning programme. Study guidance gradually changes into career guidance in later stages of the programme, and into alumni activity upon graduation. The guidance process supports different types of learners, the development of study and workplace skills, and life-long learning. Students are guided throughout the different stages of the learning path.

One guidance method is tutoring. Tutoring is understood as cooperation between the teacher and the student. The aim is to facilitate learning and the student's independent control of the learning process and integration in the learning community. At Lahti University of Applied Sciences, both teacher tutoring and student (peer) tutoring are used. In addition, all staff members take part in study guidance by contributing their personal, continuously developing expertise.

Learning environments

The multidisciplinary and interactive learning environment of Lahti University of Applied Sciences is designed to promote learning and professional growth. Through project-based learning, contact networks and technological solutions, the learning environment expands into a partnership network that makes a significant contribution to learning. Research, development and innovation projects provide multidisciplinary learning environments where students solve real-life problems of workplace organisations and have the opportunity to network with different partners. The learning environments are developed continuously in cooperation with LUAS' partners. The learning environment also serves the teachers of LUAS as a space for learning and further development of personal competences.

Learning is independent of time and institutional boundaries. Different actors, teaching methods, materials, facilities and technologies as well as real-life workplace settings together form a holistic work environment that supports students in developing and making visible their competences. The strategic alliance of LUAS, HAMK University of Applied Sciences and Laurea (FUAS) further expands the learning environments and opportunities available to students.

In the future, LUAS' operations will be centralised to the Niemi campus, which will be home to a new innovation cluster. The Lahti Region Innovation Cluster will offer authentic development and learning environments, which will include regional operators and international partners.

Curriculum structure

At Lahti University of Applied Sciences, curricula are comprised of multiple modules and their component courses. The core competence of each degree comprises core studies, professional studies, compulsory language and communications studies, work placements designed to develop professional skills, and a final project/thesis. The core competence ensures expertise in the chosen field. Students supplement the core competence through a selection of subject-specific modules and courses which steer and formulate their occupational profiles.

The total credit load of core competence modules at Lahti University of Applied Sciences is 150-210 ECTS credits depending on the degree option. Credit load of core competence/complementary competence by degree:

Bachelor of Business Administration	150 ECTS credits / 210 ECTS credits
Bachelor of Health Care	180 ECTS credits / 210 ECTS credits
Physiotherapist	180 ECTS credits / 210 ECTS credits
Bachelor of Social Services	180 ECTS credits / 210 ECTS credits
Bachelor of Engineering	180 ECTS credits / 240 ECTS credits
Designer	210 ECTS credits / 240 ECTS credits

In addition to the level descriptors (EQF, NQF), the ARENE recommendations on generic competences are used as reference points in the formulation of learning outcomes of modules and courses.

By mastering the generic competences (see the table), students are able to build a professional general knowledge to the level required at universities of applied sciences, while the professional core competences help students develop the expertise required in working life. In addition to the generic competences, the curricula include descriptions of field-specific professional competences.

Students' workload is expressed as credits in line with the European Credit Transfer and Accumulation System. Students are expected to earn 60 ECTS credits per one academic year. In terms of workload, one credit corresponds to approximately 27 hours of work by the student.

The generic competence areas of bachelor's degrees are:

COMPETENCE AREA	**COMPETENCE DESCRIPTION**
LEARNING COMPETENCE/ Students will be able to	• Evaluate and develop personal competence and learning methods • Acquire, process and critically evaluate information • Assume responsibility for a group's learning and for the sharing of learned knowledge
ETHICAL COMPETENCE	• Take responsibility for personal actions and their consequences • Act in accordance with ethical principles in the field • Acknowledge different operators in professional practice • Apply the principles of equality • Apply the principles of sustainable development • Manage socially impactful activities, drawing from personal competence and ethical values
WORKPLACE COMPETENCE	• Participate as members of the work community and contribute to its well-being • Act in workplace situations requiring communication and interaction • Use ICT in professional practice • Build personal contacts within the sector and participate in networks • Make decisions in unexpected situations • Manage work and function independently in expert roles • Possess entrepreneurship skills
INNOVATION COMPETENCE	• Engage in creative problem-solving and develop work methods • Work in projects • Conduct research and development projects, applying the existing knowledge and methods of the field • Find customer-oriented, sustainable and economically viable solutions
INTERNATIONAL COMPETENCE	• Have the necessary language skills for professional practice and development • Conduct multicultural cooperation • Take into account the effects and opportunities of internationalisation in their professional practice

The international dimension of studies

International competence is an integral part of professional expertise. International experience is highly valued in the job market; special emphasis is given to the ability to interact with people from different cultural backgrounds, language skills, and the ability to work in a multicultural environment. The development of students' international competence is supported in many different ways.

Main forms of international activity include international student exchange and work placement periods organised through various programmes, intensive courses, foreign-language courses, incoming exchange students and teachers, and participation in networks,

seminars and international projects in the chosen field of study. Lahti University of Applied Sciences has excellent international contacts, and students are encouraged to complete part of their studies abroad through student exchange programmes. Studies completed in another country are accredited towards the degree in accordance with the ECTS principles.

A study and learning guidance model has been formulated under FUAS cooperation for international students.

Quality assessment and development of curricula

Curriculum delivery is monitored in conjunction with the pedagogical strategy and the LUAS strategy. The LUAS strategy defines the key objectives and indicators of educational and competence development. These include feedback on courses, feedback on programmes, self-assessments of curricula and faculties/units, and pedagogical reviews of individual fields of study as part of the annual planning process.

At the LUAS level, assessment and development forums are organised annually on key strategic themes. Feedback is collected from graduates through follow-up monitoring, which includes employment status one year after graduation and career monitoring five years from graduation.

Degree Programme in Business Information Technology 210 ECTS

Programme aims and intended learning outcomes

The Degree Programme in Business Information Technology is aimed at preparing students for future expert roles in workplace settings which involve the use of digital services for business support and development. The programme is designed to equip students with skills and knowledge in IT systems, ICT infrastructure, ICT projects and business competencies, and specialised skills in the student's chosen area of ICT specialisation. On successful completion of the programme, graduates are able to analyse the needs and opportunities of a business and develop ICT solutions taking into account environmental aspects. Practical competencies include ICT support for end users, building new applications, the description of service processes, agile delivery of projects, the construction of user-centred online stores, designing ICT solutions which produce added value for the business, the appraisal of the suitability of off-the-shelf ICT solutions for different tasks, and the management of their deployment. (See Figure 1.)

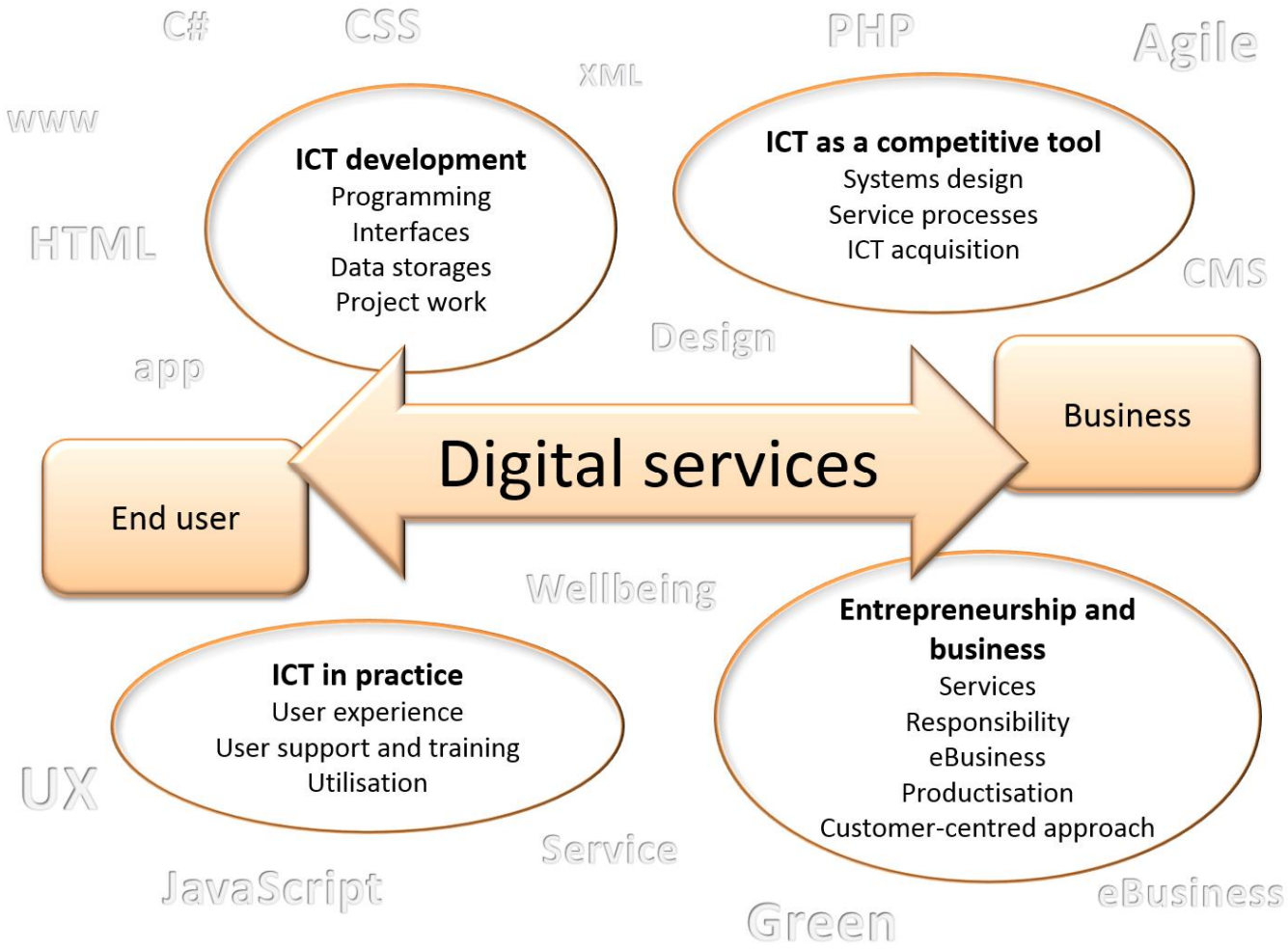

FIGURE 1. Competencies of Bachelor of Business Administration, Business Information Technology graduates

The degree programme is also designed to equip students with generic competencies needed in work life, such as skills in continuous professional development, sustainability competencies, communication and interaction skills, organisational and societal competencies, and international competence.

Programme structure

The Degree Programme in Business Information Technology comprises core competences and complementary competences. Core competence includes studies which ensure professional expertise in the chosen field. Complementary studies allow students to further define their professional profile based on their personal interests. (see Figure 2.) During the programme, students produce different types of systems solutions which are mainly related to well-being services. In systems development, special attention is paid to their environmental impacts and good user experience.

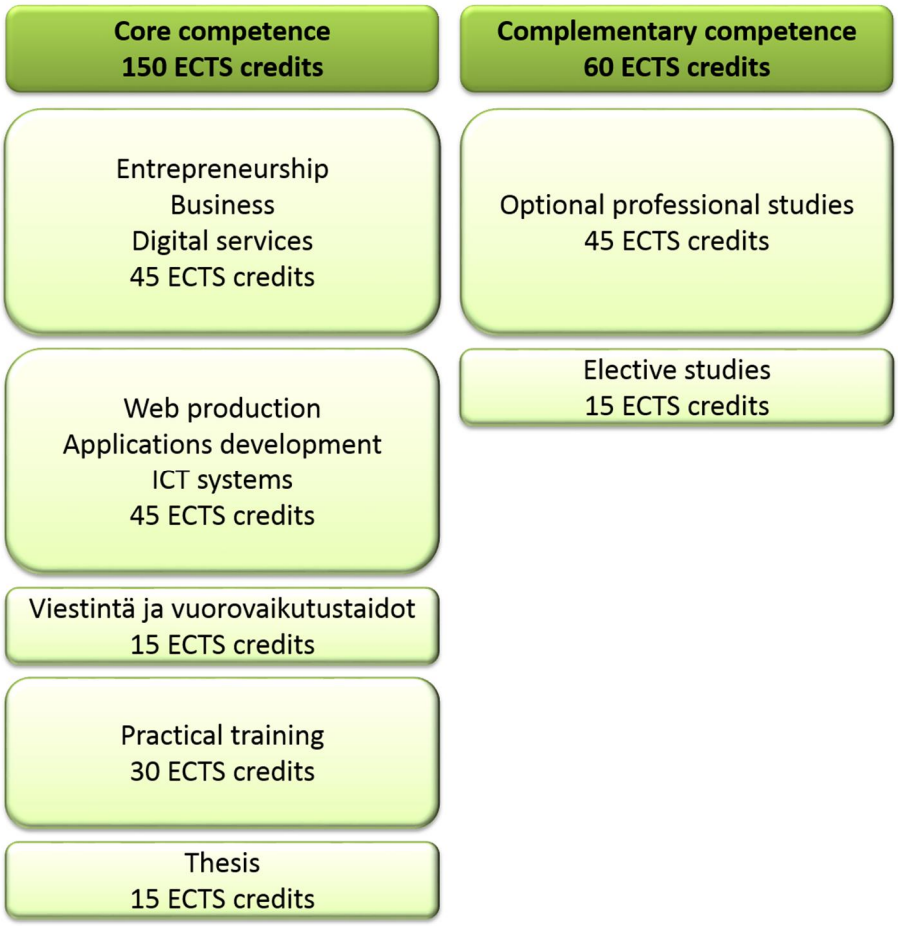

FIGURE 2. Bachelor of Business Administration, Business Information Technology - programme structure

In the first stage of the programme, the focus is on core competences. During the first year of study, students familiarise themselves with the basics of business administration and the utilisation of related applications. In addition, they learn common technologies used in ICT, such as web production, programming and databases.

In the second year of study, students develop advanced expertise required in ICT systems building and specialised expertise required in service business. In addition, students can start to develop in-depth expertise in areas such as the use of ICT in business or the development of web applications using agile and other methodologies.

In the third year of study, students focus their learning on their personal areas of interest. Expertise is developed through work placements and various practice-oriented studies in areas such as the design, acquisition and deployment of IT systems. In addition, students familiarise themselves with workplace development methods and entrepreneurship.

In the final autumn term, students take in-depth study in subjects such as eBusiness solutions or the role of ICT in the well-being sector and complete a final project designed to respond to real-life workplace requirements.

Programme delivery

During the programme, students apply theoretical knowledge in practice in various ways. Self-initiative, collaboration, innovativeness, creativity, multicultural skills and the ability to present solutions to other people are given emphasis.

There are different modes of course delivery. Students learn independently by working in groups of different sizes both in contact sessions and in virtual communities. During the programme, students participate in projects implemented in cooperation with local workplace organisations and in different types of development projects. The programme includes a work placement period which carries 30 ECTS credits and allows students to build their expertise by working in real-life workplace settings.

The programme is comprised of broad modules which include ICT studies as well as core competencies of other fields, such as interaction skills, languages, business management, well-being services, service expertise, etc. The business information technology courses are delivered jointly in the Monitori learning community by students and staff of the Business Information Technology Programme and the Faculty of Technology Degree Programme in Information and Communication Technology. The community maintains active network contacts with the labour market and international partners by training practice-oriented and innovative ICT professionals.

CORE COMPETENCE 150 OP

The Business Information Technology degree programme consists of studies which ensure that students gain expertise required in working life settings. The degree programme includes 150 ECTS credits of core competence studies which allow students to develop their competence in business management and etrepreneurship, digital services, web production, software development, ICT systems, workplace development methods, and in communication and interaction skills.

BASIC STUDIES 105 ECTS

The basic studies of the programme ensure that students gain basic professional skills and competencies. The basic competencies of the Business Information Technology programme graduates include ICT competencies as well as business and entrepreneurial competencies. In addition, basic studies include generic competencies such as communication and interaction skills.

Communication and Languages 15 ECTS

Module learning outcomes

Students will be able to

- interact appropriately and skilfully in professional communicative situations
- observe and explain communication from the perspective of an organization
- interact in communicative situations according to the recipient, the situation and the requirements of the industry
- develop their written and oral communication skills in diverse ways

04FIN001 Basics of Finnish I 3 ECTS

NB! Only for foreign students!

Learning Objectives

The student

- knows the very basic vocabulary and phrases for common everyday situations
- can speak a little about him/herself and understands basic phrases
- is able to read and write short and simple sentences.

Contents

Personal data, family and living, languages, countries, nationalities, greetings, thanking, asking, basic situations in everyday life, cardinal numbers, money and units of measure, time and calendar, seasons and weather. Basic types of nouns, verb types, present tense of the verbs (positive, negative, question), basics of consonant gradation (strong-weak grade), vowel harmony, basic pronouns, cardinal numbers, imperative and conditional in basic phrases.

Assessment and evaluation

Attendance and activity of the course, portfolio and the passing of the final exam. Evaluation: 1-5.

Materials

White, L. 2007. From Start to Finnish: A Short Course in Finnish.Helsinki: Finn Lectura.

Materials provided by the lecturer

04FIN002 Basics of Finnish II 4 ECTS

NB! Only for foreign students!

Learning Objectives

The student

- can communicate in most common everyday situations
- is able to understand slowly and clearly spoken Finnish provided the topic and the vocabulary are connected with his/her own life and experience
- understands the key idea of a simple message or text and is able to write one by him/herself
- knows the most common vocabulary and some grammatical structures of Finnish.

Contents

Spending free time, the most common occupations and workplaces, food and drinks, traffic and travelling, communication in everyday situations, health, sickness, dressing-up, basic adjectives and adverbs, 50 basic verbs, partitive, genitive, nominative plural and local cases in different word types, possessive sentences, essive in time expressions, present tense of passive and object in practice.

Assessment and evaluation

Attendance and activity of the course, portfolio and the passing of the final exam.

Evaluation: 1-5.

Materials

White, L. 2007. From Start to Finnish: A Short Course in Finnish. Helsinki: Finn Lectura.

Materials provided by the lecturer

01SUO Asiantuntijaviestintä 4 op

01SUOA Asiantuntijaviestintä 3 op

Osaamistavoitteet

Opiskelija

- osaa arvioida ja tulkita erilaisten viestien merkityksiä
- osaa kehittää omia viestintätaitojaan
- osaa soveltaa suullisia ja kirjallisia viestintätaitoja tarkoituksenmukaisesti ja dialogisesti työelämän asiakastilanteissa
- osaa soveltaa ryhmätyötaitoja kokous- ja neuvottelutilanteissa
- osaa suunnitella ja tuottaa oikeakielisiä asiakastekstejä sekä tieteellisiä artikkeleita.

Sisältö

Työelämän tekstilajit, opiskelutekstit, artikkeli, ryhmätyön menettelytavat, kokouksen ja neuvottelut, puhe, suullinen raportointi.

Edeltävä osaaminen

-

Toteutus ja arviointi

Aktivoiva lähiopetus, verkkotehtävät, artikkeli, kielenhuollon koe.

Arviointi asteikolla 1–5

Arviointikriteerit

5 Opiskelija osaa

- tuottaa asiatyylistä artikkelitekstiä, joka täyttää lähdekriittisen tieteellisen tekstin kriteerit
- suunnitella ohjetekstejä ja raportteja eri kohderyhmille
- yhdistää erilaisia ryhmätyön menetelmiä kokous- ja neuvottelutilanteissa
- tulkita erityyppisten asiakkaiden viestintää ja tehdä sen pohjalta toiminnallisia johtopäätöksiä
- soveltaa suulliseen esitykseen opiskelualansa tietoa.

3 Opiskelija osaa

- tuottaa asiatyylistä esseetekstiä, jossa sovellettu lähdekritiikkiä
- tuottaa ohjetekstejä ja raportteja
- arvioida ryhmätyön menetelmien käyttöä kokous- ja neuvottelutilanteissa
- tulkita erityyppisten asiakkaiden viestintää
- suunnitella suullisen esityksen.

1 Opiskelija osaa

- tuottaa ammattialansa tekstiä
- tunnistaa ohjetekstejä ja raportteja
- määritellä kokous- ja neuvottelutilanteen rakenteen
- verrata erityyppisten asiakkaiden viestintää
- kuvata suullisesti oman alansa ammattitilanteita.

Oppimateriaali

Jokin seuraavista:

Kauppinen, A., Nummi, J. & Savola, T. 2010. Tekniikan viestintä. Helsinki: Edita Prima,

Mattila, H., Ruusunen, T. ja Uola, K. 2006. Viestinnän työkaluja AMK-opiskelijalle. Helsinki: WSOY,

Niemi, T., Nietosvuori, L. & Virikko, H. 2006. Hyvinvointialan viestintä. Helsinki: Edita Prima,

Roivas, M. & Karjalainen, A.-L. 2013. Sosiaali- ja terveysalan viestintä. Helsinki: Edita,

lisäksi verkkomateriaali

01PINFO Informaatiolukutaito ja verkkotyöskentely 1 op

Osaamistavoitteet

Opiskelija

- osaa tunnistaa tiedontarpeensa ja tiedonhankinnan merkityksen opintojen eri vaiheissa
- osaa hankkia opiskelussa tarvitsemaa tietoa tehokkaasti ja monipuolisesti
- osaa hyödyntää opiskelussa tarvittavia erityyppisiä lähdeaineistoja ja palveluja
- osaa arvioida tietoaineistoja lähdekriittisesti
- osaa käyttää tietoa eettisesti

Sisältö

Informaatiolukutaito liittyy aina johonkin opiskeltavaan aineeseen, kuten Asiantuntijaviestinnässä esseen/ artikkelin aiheeseen tehtävään tiedonhankintaan ja tulosten analysointiin tiedonlähteiden arvioinnin näkökulmasta. Keskeisiä oppimisalueita ovat: eri alojen elektroniset tietoaineistot ja -kannat, Finna-portaali, avoimet verkkojulkaisut, tiedonhankintastrategiat ja hakutekniikat, tietoaineistojen tekijän- ja käyttöoikeudet sekä lisenssit, lähdekriittisyys kriteereineen. Suoritusajankohta Osio on suositeltavaa suorittaa heti ensimmäisenä opiskeluvuotena, sillä hyvät tiedonhankinnan taidot ovat yksi sujuvan opiskelun edellytys.

Edeltävä osaaminen

Tietokoneen perushallinta. Opiskelija osaa käyttää Lahden ammattikorkeakoulussa hyödynnettäviä opetuksen ja opiskelun järjestelmiä.

Toteutus

Kontaktiopetuksena suorittavat

- Info tieto- ja kirjastopalveluista, kontaktiopetus yhteistyössä Asiantuntijaviestinnän opetuksen kanssa, yksilö- ja ryhmäohjaus tiedonhankintaklinikalla,
- Informaatiolukutaidon osaamiskoe, korvaava opetus osaamiskokeessa kaksi kertaa hylätyille
- Kontaktiopetuksen ajat ja paikat Asiantuntijaviestinnän kalenterin mukaan
- Tiedonhankintaklinikan ajanvaraus: https://www.webropolsurveys.com/Answer/SurveyParticipation.aspx?SDID=Fin671462&SID=d42979d2-7d49-4ebe-9092-4873f05333bb&dy=935875689
- Informaatiolukutaidon osaamiskokeen harjoitteluympäristö Repussa
- Itsenäinen perehtyminen verkkomateriaaleihin ja ohjeisiin
- Repussa olevan osaamiskokeen ja korvaavan opetuksen ajat ja paikat: http://www.phkk.fi/palvelut/tieto-ja-kirjastopalvelut/tiedonhankinta/osaamiskoe/Sivut/default.aspx

Verkkokurssina suorittavat

- Verkkotyöskentely Repussa (Asiantuntijaviestinnän verkkokurssin itsenäinen osio)
- Verkkokurssin aloitusinfo: yhteistyössä Asiantuntijaviestinnän verkkokurssin kanssa
- Ohjatut verkkotehtävät ohjeineen
- Tiedonhankintaklinikat: yksilö- ja ryhmäohjaus https://www.webropolsurveys.com/Answer/SurveyParticipation.aspx?SDID=Fin671462&SID=d42979d2-7d49-4ebe-9092-4873f05333bb&dy=935875689
- Itsenäinen perehtyminen verkkomateriaaleihin

Arviointi

Osaamiskokeen tai verkkokurssin hyväksytty/ hylätty suoritus

Oppimateriaali

- Itsenäinen perehtyminen verkkomateriaaleihin:
- Tiedonhankinnan opas: http://wiki.lamk.fi/display/tiedonhankinta
- Tiedonhallinnan perusteet / Virtuaaliammattikorkeakoulu http://www2.amk.fi/digma.fi/www.amk.fi/opintojaksot/030903/1136829497016.html
- Elektroniset tietoaineistot: itsenäinen harjoittelu, etäkäyttömahdollisuus
- http://www.phkk.fi/palvelut/tieto-ja-kirjastopalvelut/tietoaineistot/eaineistot/Sivut/default.aspx
- Informaatiolukutaidon verkkoharjoitteluympäristö ohjeineen ja harjoituksineen
- Omaehtoisen tiedonhankinnan tuloksena löytynyt tiedonhankinnan oheismateriaali

01RUO Ruotsi 3 op

01RUOK Ruotsin kieli kirjallinen

01PRUOS Ruotsin kieli suullinen

Osaamistavoitteet

Opintojakso on eurooppalaisen viitekehyksen tasolla B1:

”Ymmärtää pääkohdat selkeistä yleiskielisistä viesteistä, joita esiintyy usein esimerkiksi työssä, koulussa ja vapaa-aikana. Selviytyy useimmissa tilanteissa matkustaessaan kohdekielisillä alueilla. Pystyy tuottamaan yksinkertaista, johdonmukaista tekstiä tutuista itseään kiinnostavista aiheista. Pystyy kuvaamaan kokemuksia ja tapahtumia, unelmia, toiveita ja tavoitteita. Pystyy perustelemaan ja selittämään lyhyesti mielipiteitä ja suunnitelmia. ”

Yllä oleva kuvaus antaa taitotason, mutta se perustuu yleiskielen tavoitteisiin. Kuvausta sovelletaan ammattialakohtaisesti.

Sisältö

- Asiatyylinen viestintä (suullinen ja kirjallinen) •keskustelutaidot (sosiaalinen kanssakäyminen, tapaamiset, vierailut) puhelintilanteet, työpaikkahakemus + CV, sähköposti.
- Tietolähteiden käyttö ja sanakirjojen käyttö, lukutekniikka •oman alan tekstit ja perussanasto.
- Omasta koulutuksesta kertominen

- Rakenteita tarpeen mukaan
- Kulttuurituntemus, oppimaan oppiminen ja oppimisstrategiat kuuluvat läpäisyaiheina kaikkiin osa-alueisiin.

Edeltävä osaaminen

Opintojaksolle osallistuminen edellyttää lukion B-kielen tasoista kielen hallintaa. Kaikki opiskelijat osallistuvat ennen ruotsin kielen opintojen alkua kirjalliseen lähtötasokokeeseen (poikkeuksena opiskelijat, jotka ovat ylioppilaskokeessa saaneet kyseisestä kielestä arvosanan M, E tai L). Kokeessa hylätyt ohjataan täydentämään kielitaitoaan.

Toteutus ja arviointi

Opintojakso suoritetaan osallistumalla aktiivisesti lähiopetukseen ja läpäisemällä hyväksytysti suullinen ja kirjallinen tentti. Opiskelijalla on myös mahdollisuus suorittaa korvaava koe (näyttökoe), mikäli hän katsoo omaavansa siihen valmiudet. Näyttökoe käsittää suullisen ja kirjallisen osion ja edellyttää opiskelijan koulutusohjelman ammatillisen perussanaston hallintaa. Hyväksytty suoritus vastaa ruotsin kielen 3 opintopisteen laajuisten opintojen suorittamista.

Arviointi asteikolla 1 – 5.

Oppimateriaali

Koulutusohjelmakohtainen materiaali.

01ENGE English Language 3 ECTS

Learning outcomes

The course corresponds to Level B2 of the Common European Framework of Reference: "Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue, giving the advantages and independent disadvantages of various options."

The description sets out the level of proficiency, but it is based on the objectives on standard language. The description should be applied as appropriate for the field in question.

Contents

Professional communication (oral and written)

- conversational skills and an oral presentation
- description of one's educational background
- job application documents
- field-specific literature and basic vocabulary
- use of online sources grammatical structures as needed according to context

Knowledge of cultures, 'learning to learn' and learning strategies are overarching themes in all topics.

Prerequisites

Upper secondary education Level A/B English or equivalent is required. All students are required to sit a written entry-level test before taking foreign language courses (excluding students who have earned the M, E or L grade in the matriculation examination in the language in question). Students who fail the test are required to supplement their language skills.

Delivery and assessment

Successful completion requires active participation in contact sessions, doing the Enterprise Portfolio assignment and passing the oral and written exams. Alternatively, students can sit a demonstration exam to demonstrate the required proficiency. The demonstration exam is comprised of oral and written components and requires command of the basic vocational vocabulary of the degree programme. A pass in the exam is equivalent to the credit load (3 ECTS) of the foreign language course.

Learning materials

Programme-specific materials

04FIN003 Finnish for Foreigners I 5 ECTS

NB! Only for foreign students!

Learning Objectives

Student

- can communicate in common everyday situations
- knows the most common vocabulary and phrases used in social intercourse (informal discussion, telephone conversation etc.)
- is able to write short and simple text connected with everyday situations
- knows the basic grammatical structures of Finnish
- is able to some extent to act in a Finnish Community and in the study stage, in Finnish.

The target language level is A2.1 of the Common European Framework of Reference for language learning.

Content

During the study module the student strengthens his / her language skills and receives additional practice on the basic Finnish structures and vocabulary. Especially the vocabulary related to degree studies and social study life is considered. The student increases his/her knowledge and understanding on the Finnish culture. Topcs example:travel and movement, expressing one's opinion, acting and asking at store, Doctor's office, illness & health, time and expressions of time.

Assessment and evaluation

attendance and activity of the course (80% presence in contact classes) oral
and written exercises and presentation
passing of the spoken exam passing of
the written exam.

Materials

Gehring, S. & Heinzmann, S. Suomen mestari 1. 2011. Finn Lectura.
Gehring, S. & Heinzmann, S. Suomen mestari 2. 2011. Finn Lectura. Materials
provided by the lecturer.

04LII010 Yhteisöviestintä ja monikulttuurisuustaidot 5 op

Osaamistavoitteet

Opiskelija

- ymmärtää viestinnän merkityksen yritysten tuloksenteon ja yhteistyön kannalta
- ymmärtää viestinnän vaikutuksen työtyytyväisyyteen ja maineenhallintaan
- ymmärtää viestinnän ja organisaatiorakenteen yhteyden
- ymmärtää kulttuurierojen merkityksen viestinnässä
- osaa toteuttaa yrityksen sisäistä ja ulkoista viestintää
- osaa valita tarkoituksenmukaisia keinoja ja kanavia viestintään
- osaa vaikuttaa yrityskuvaan tekstien avulla / teksteillä

Sisältö

Yhteisöviestinnän periaatteet ja tehtävät, viestintä maineenhallinnan osana, viestinnän suunnittelu, tiedottavat ja markkinoivat tekstit, yrityksen rekrytointiin liittyvä viestintä, monikulttuurinen työyhteisö, monikulttuurisuustaitojen kehittäminen

Suoritustapa ja arviointi

1. Lähi- ja etäopetus

2. Arvioitavat tehtävät: Yritysportfolio, case-tehtävä, mahdolliset yksilö- ja ryhmätehtävät. Portfolioseminaariesitys huomioidaan osana Yhteisöviestinnän arvosanaa.

Arviointi asteikolla T1 – K5.

Opiskelumateriaali

Juholin, E. 2008. Viestinnän vallankumous. Löydä uusi työyhteisöviestintä. Helsinki: WSOYpro

Juholin, E. 2013. Communicare. Kasva viestinnän ammattilaiseksi. Helsinki: Management Institute of Finland

Opettajan osoittama materiaali

KNOWING ICT 45 ECTS

Web Production 15 ECTS

Module learning outcomes

Students will be able to create and publish a website as a member of a project team, demonstrate a good command of basic skills in image editing, document and present a project, and demonstrate basic command of project work.

47KIWT005 Web Technologies 5 ECTS

Learning outcomes

Students will be able to

- use Lahti UAS web-based services
- describe the basic operation of the Internet and the most common protocols
- design and implement a website using the HTML markup language and CSS style specifications
- take into account the principles of accessibility and usability in website execution
- create a website from a layout design
- use basic programming structures when creating a website
- use basic scripts on websites

Contents

Lahti UAS learning systems (Reppu, Ressu, WinhaWille), TCP/IP, DNS, FTP, SSH, HTTP and HTTPS protocols, HTML language, CSS specifications, website layout based on an image file, Javascript basics, basic structures of programming

Prerequisites

No prerequisites

Delivery and assessment

In-class or online learning, in-class exercises, an assignment and a course exam.

Assessment 1-5

Learning materials

Materials specified by the lecturer

47KIIE003 Image Editing 3 ECTS

Learning outcomes

Students will be able to

- use terms and concepts related to image editing
- understand the basic stages of image editing
- assess the limitations and possibilities of digital images
- describe the differences and uses of numeral systems
- do conversions between numeral systems
- use image editing software to create collages and web images

Contents

Image editing software interface and shortcuts, the basics of digital imaging, the basic stages of image editing, digital image formats and saving for the web, the use of image editing software properties in creating collages and web images, basic theories of image editing, knowledge and understanding of numeral systems and conversions.

Prerequisites

No prerequisites

Delivery and assessment

In-class or online learning, in-class exercises, an assignment and a possible course exam.

Assessment 1-5

Learning materials

Materials specified by the lecturer

47KIWP003 Web Publishing 3 ECTS

Learning outcomes

Students will be able to

- describe the basic operating principles of web servers
- deploy a virtual machine, and configure and verify the operation of network settings
- install web server software
- install and deploy a content management system (CMS)
- create a website using a content management system application
- edit and create website themes deploy
- add-on modules and create their own modules

Contents

Virtual machine deployment, web server software deployment, content management software deployment, creating a website using a content management system application, editing a website layout using themes, CMS extension with add-on modules, creating a basic CMS module

Prerequisites

No prerequisites

Delivery and assessment

In-class or online learning, a group assignment.

Assessment 1-5

Learning materials

Materials specified by the lecturer

47KINS003 Network Services 4 ECTS

Learning outcomes

Students will be able to

- explain what virtualisation and cloud services are
- describe different types of cloud services and their uses choose an appropriate cloud service according to the intended uses
- deploy a virtual machine, configure network settings and verify their operation
- create a new virtual machine, install an operating system (Linux / Windows) and configure the basic settings
- install web server software and deploy a content management system (CMS) application
- publish material in web systems

Contents

Getting to know various content management systems, and their basic requirements and uses. The deployment of a publishing system, and the publication of material using virtualisation.

Prerequisites

No prerequisites

Delivery and assessment

In-class or online learning, individual and group assignments and a possible exam.

Assessment 1-5

Learning materials

Materials specified by the lecturer

47KIPW004 Project Work 4 ECTS

Learning outcomes

Students will be able to

- document the various stages of a project using word processing, spreadsheet and presentation software
- work in groups and create a solution to meet the spefications of a project
- work individually and as members of a project team to create a solution for a particular project
- retrieve and apply relevant information for a particular project
- evaluate the use of ICT from an ecological perspective
- describe electical energy and its use, and measure electrical energy

Contents

Basic computer skills, word processing, spreadsheets, presentation graphics, team work, project management, a project on electricity measurement/consumption carried out in a team

Prerequisites

No prerequisites

Delivery and assessment

In-class or online learning, assignments and project work.

Assessment 1-5

Learning materials

Materials specified by the lecturer

ICT Systems 15 ECTS

Module learning outcomes

Students will be able to design and implement a secure ICT system according to the specifications of a particular project.

47KIIP004 Introduction to Programming 4 ECTS

Learning outcomes

Students will be able to

- use logical operators in programming
- describe software development stages and the principles of execution
- design and implement a modular interactive application
- use software development tools
- name variables and functions in a descriptive manner
- follow good programming practices

Contents

Basic programme functions and structures, subprograms and functions, data types and basic data structures, table and file management, code writing, debugging and testing.

Prerequisites

Web Technologies

Delivery and assessment

In-class or online learning, learning assignments and an exam.

Assessment 1-5

Learning materials

Materials specified/provided by the lecturer

47KICS004 Computer Networks and Security 4 ECTS

Learning outcomes

Students will be able to

- plan and implement a secure local area network for a small office
- describe the basic structure and operation of the Internet
- describe the principles of IP addressing and subnetting

- apply the basics of Boolean algebra in subnetting and use 1's and 2's complement
- use the most common local area network technologies in planning and implementation
- implement a secure home network (SOHO) and connect it to an operator's network
- explain the principles of encryption do network troubleshooting operate according to the principles of packet and content filtering

Contents

Planning and implementing a secure local area network for a small office and connecting the network securely to the Internet, the administrative structure of external networks, the basic components of networks (switches, routers and firewall)

Prerequisites

No prerequisites

Delivery and assessment

In-class or online learning, individual and group assignments and an exam.

Assessment 1-5

Learning materials

Materials specified/provided by the lecturer

47KIOH003 Operating Systems and Hardware 3 ECTS

Learning outcomes

Students will be able to

- compare different operating systems
- describe the role and technical functionality of the active directory
- install an operating system in a virtual environment and configure the basic settings
- monitor and determine the status and overall load of server processes
- implement a domain and use it to manage users and workstations

Contents

Workstation and server operating systems (Windows/Linux/OSX), their deployment and administration in a virtual environment. The use of active directories in the management of user and workstation accounts. The emphasis on different contents depends on students' prior learning (Web
Publishing or the Network Services course)

Prerequisites

Web Publishing or Network Services

In-class or online learning, individual and group assignments and an exam.

Assessment 1-5

Learning materials

Materials specified/provided by the lecturer

47KISP004 Green ICT Systems Project 4 ECTS

Learning outcomes

Students will be able to

- explain basic concepts related to intellectual property rights
- solve problems in a systematic manner to meet the objectives of a project
- plan and implement an ICT project as part of a project team present and justify the solutions of a project team in a project document review
- use tools efficiently

Contents

Intellectual property rights, the problem-solving process, project management and review, a project

Prerequisites

Project work basics

Delivery and assessment

In-class or online learning, assignments and a project.

Assessment 1-5

Learning materials

Materials specified/provided by the lecturer

Applications 15 ECTS

Module learning outcomes

Students will be able to implement an object-oriented service using data storages for a real-life customer. In addition, students will be able to use professional English in practice.

47KIDS004 Data Storages 4 ECTS

Learning outcomes

Students will be able to

- execute database queries and data updates using the SQL language
- understand the basic principles of normalisation and operate accordingly maintain databases
- explain the basic principles of transactions
- explain the importance of data security in data management
- describe XML, object-relational and NoSQL database types

Contents

The basic principles of relational databases, the basic principles of the conceptual schema and its use in database design, the SQL language, the tasks of a database management system, normalisation, transactions, other database types

Prerequisites

Introduction to programming

Delivery and assessment

In-class or online learning, learning assignments and an exam.

Assessment 1-5

Learning materials

Materials specified/provided by the lecturer

47KIOP004 Object Oriented Programming 4 ECTS

Learning outcomes

Students will be able to

- understand the object paradigm and the basic concepts of object-oriented programming
- design and implement applications using an object-oriented language
- operate efficiently in a modern software development environment
- organise a maintained application structure

Contents

The syntax of a chosen programming language, object classes and instances, inter-object relations, inheritance and interfaces, the software development environment and how to utilise it.

Prerequisites

Introduction to programming.

Delivery and assessment

In-class or online learning, learning assignments and an exam.

Assessment 1-5

Learning materials

Materials specified/provided by the lecturer

47KICE003 ICT English 3 ECTS

Learning objectives

The students will be able to

- give a fluent and convincing presentation about an IT company
- quickly find the key topics in a professional text by skimming
- understand professional texts in detail using aids when necessary
- find professional information from English sources
- discuss professional topics fluently
- tell about themselves, their education and work experience in a job interview in detail and by using an appropriate style
- write a report in formal style
- plan and evaluate their own learning

Contents

Business vocabulary and an oral presentation of an IT company. Reading and discussing professional texts, and working on professional texts chosen by the students themselves. Different reading techniques, the use of dictionaries and other study aids, and the language of Bachelor's theses and formal reports. Job interviews and the language used in them.

Prerequisites

01PENG English language and communication 3 ECTS credits

Assessment

Attendance (80%) and active participation, portfolio and a possible exam.

Assessment 1-5

Study materials

Set of handouts, the Internet.

47KIAP004 Green ICT Applications Project 4 ECTS

Learning outcomes

The student will be able to

- retrieve information independently and apply it in the execution of an application project
- analyse a customer's problems and create a project plan based on the analysis design and execute software which utilises data storages and meets the project specifications
- utilise the properties of a software development environment in project implementation work both independently and as an active member of a team towards predetermined project objectives
- understand the tasks of a project manager and a project steering group

Contents

Independent information retrieval, the problem-solving process, project design and implementation.

Prerequisites

Project work and the Green ICT systems project, Introduction to programming

Delivery and assessment

In-class or online learning, learning assignments and a project.

Assessment 1-5

Learning materials

Materials specified/provided by the lecturer

ENTREPRENEURSHIP AND BUSINESS ENVIRONMENT 45 ECTS

Understanding Business 15 ECTS

Module learning outcomes

- explain the business operations of a company as a whole
- describe the various areas of a company's business and cite examples of their tasks model the main processes of a company
- evaluate the effect of environmental issues in business
- evaluate a company's business from a development perspective
- work in a multicultural project team

Enterprise portfolio™ is a form of learning and assessment which combines basic studies in business and utilises integrative pedagogy. The tasks of different courses are applied in the context of a company chosen by the students themselves. The objective of Enterprise portfolio is to allow students to develop broad-based understanding of business operations and apply theoretical knowledge of basic studies in a practical business environment using the RDI approach. The outputs are compiled into an electronic information package which is presented and handed over to the company in question. For example, the information package can be used in employee orientation or to contribute ideas for business development. Enterprise portfolio™ concept has been awarded the STTK workplace knowledge development award. All courses in this module are linked to Enterprise Portfolio™.

04EBCBP03 Company's Business and Personel 3 ECTS

Learning outcomes

- explain the different areas of a company's business and list IT systems used in these areas
- understand the role of the mission, vision and values of a company in its operations
- describe a company's business processes examine a company from the perspectives of the personnel and human resource management
- discuss about the rules and practices of working life

Contents

Organisational models, HR management, the basics of labour legislation, an environmentally sound operating culture, the business process, the process description method.

Prerequisites

No prerequisites

Delivery and assessment

1. In-class learning: Active participation in contact sessions, individual and group assignments and an exam.

2. Distance learning: An Enterprise portfolio assignment.

Assessment 0-5

Learning materials

Materials specified by the lecturer.

04EBLOG03 Logistics 3 ECTS

Learning outcomes

- explain logistics as a part of business activities plan a company's profitability from the perspective of logistics
- name the key functions of logistics
- apply methods to develop and monitor business operations
- explain the principles of enterprise resource planning systems (ERPs)

Contents

The concept of logistics, business profitability, acquisitions, warehousing, production, distribution and transport, environmental logistics and control methods.

Prerequisites

No prerequisites

Delivery and assessment

1. In-class learning: Active participation in contact sessions, learning assignment, a company visit.

2. Distance learning: An Enterprise portfolio assignment.

Assessment 0-5

Learning materials

Materials specified by the lecturer.

04EBFM003 Financial Management 3 ECTS

Learning outcomes

- understand the role of financial management in a company
- interpret a company's bookkeeping records
- interpret the financial statement and understand how cash flow is generated
- assess a company's financial status from its financial statement

Contents

Accounting tasks, the legal obligation to keep books and records and VAT liability, the contents of the profit and loss account and the balance sheet, cash flow generation, and the assessment of financial indicators.

Prerequisities

No prerequisites

Delivery and assessment

1. In-class learning: Active participation in contact sessions, individual and group assignments and an exam.

2. Distance learning: An Enterprise portfolio assignment.

Assessment 0-5

Learning materials

Tomperi, S. Käytännön kirjanpito ja harjoituskirja. Latest edition. Edita.

Other materials specified by the lecturer

04EBMS003 Marketing and Sales 3 ECTS

Learning outcomes

- operate in a customer-oriented way describe the key functions of marketing and sales
- analyse sales in the IT sector
- plan the use of a digital operating environment for marketing purposes

Contents

The basics of customer relationship marketing, internal and external marketing environments, purchasing behaviour in the B2B and B2C markets, digital consumer behaviour, competitive tools in marketing: the product, price, availability and marketing communications, the role

of sales and customer relationship management in a business, environmental responsibility in marketing, partnership networks and marketing.

Prerequisites

No prerequisites

Delivery and assessment

Integrated into the Customer Communications and Negotiation Skills course.
1. In-class learning: Active participation in contact sessions, individual and group assignments and an exam.

2. Distance learning: An Enterprise portfolio assignment.

Assessment 0-5

Learning materials

Materials specified by the lecturer

04EBCNS03 Customer Communication and Negotiation Skills 3 ECTS

Learning outcomes

- interact in sales and purchasing negotiations
- use marketing communications tools
- plan communication for customer service situations
- communicate in digital environments

Contents

Social media as a marketing communications tool, negotiation skills, marketing communications tools, the marketing of IT services and agile projects, communication design, earned visibility, sales and purchasing situations, environmental responsibility in marketing communications.

Prerequisites

No prerequisites

Delivery and assessment

Integrated into the Marketing and Sales course.

1. In-class learning: Active participation in contact sessions, individual and group assignments and an exam.

2. Distance learning: An Enterprise portfolio assignment.

Assessment 0-5

Learning materials

Materials specified by the lecturer

Digitaalisuus palveluliiketoiminnassa 15 op

Moduulin osaamistavoitteet

Opiskelija

- osaa tarkastella palvelua käyttäjän näkökulmasta erilaisissa palveluympäristöissä
- osaa tunnistaa palveluliiketoiminnan erityispiirteet
- osaa arvioida ja kehittää erilaisia digitaalisia palvelukonsepteja
- osaa arvioida digitaalisuutta toimintaympäristön muutoksena
- osaa hallita digitaalisuuden haasteet ja mahdollisuudet arvon luomisessa

Sisältö

Palvelun luonne; palveluympäristöt; digitaalisten palvelujen käytettävyys; digitaalisuus muutosvoimana; digitaalisten palveluiden erityispiirteet, haasteet ja mahdollisuudet; digitaalisuus arvon luomisessa; digitaalisen palvelun suunnittelu koodaamisen perustana

Arviointi

Moduulin kolme opintojaksoa on tarkoitus toteuttaa yhdessä, integroidusti. Kaikki kolme opintojaksoa arvioidaan erikseen. Kaikki suoritukset arvioidaan asteikolla 1–5.

Opiskelumateriaalit

Paavola, H. & Uusikylä, M. (toim.) 2013. Rajatonta rohkeutta. Tarinoita palveluliiketoiminnan edelläkävijöistä. Tekes. Helsinki

Lehti, M., Rouvinen, P. & Ylä-Anttila, P. 2012. Suuri hämmennys. Työ ja tuotanto digitaalisessa murroksessa. Taloustieto Oy ja ETLA. Helsinki

Leino, A. 2010. Dialogin aika: markkinoinnin & viestinnän digitaaliset mahdollisuudet. Infor Oy. Helsinki.

Pajarinen, M. & Rouvinen, P. 2010. Missä arvo syntyy? Suomi globaalissa kilpailussa. ETLA. Helsinki.

Jaakkola, E., Orava, M. & Varjonen, V. 2009. Palvelujen tuotteistamisesta kilpailuetua. Opas yrityksille. Tekes. Helsinki

Materiaali täydentyy ja tarkentuu toteutuksen käynnistyessä.

04YLPL005 Palveluliiketoiminta 5 op

Osaamistavoitteet

Opiskelija

- osaa tarkastella palvelua liiketoimintana
- osaa huomioida palveluliikennetoiminnan erityispiirteet toiminnassaan
- osaa vertailla erilaisia palvelukonsepteja
- osaa arvioida palvelun onnistumista

Sisältö

Palveluliiketoiminnan erityispiirteet, haasteet ja mahdollisuudet; palvelu liiketoimintana, tuotteena ja kilpailutekijänä; palveluiden erityispiirteet; erilaiset palvelukonseptit; asiakkaan palvelupolku

Toteutus ja arviointi 1. Lähiopetus: Aktiivisuus lähiopetuksessa ja oppimistehtävät. 2. Etäopetus: Itsenäinen tehtäväkokonaisuus. Arviointi asteikolla 0 – 5. Tarkemmat arviointikriteerit toteutuksen käynnistyessä

Oppimateriaali

Opettajan ilmoittama materiaali toteutuksen käynnistyessä.

04YLDP005 Digitaalisuus palveluissa 5 op

Osaamistavoitteet

Opiskelija

- osaa tunnistaa ja vertailla erilaisia digitaalisia palveluita
- osaa arvioida digitaalisuuden tuomaa lisäarvoa palveluissa
- osaa arvioida digitaalisten palveluiden käytettävyyttä
- osaa arvioida digitaalisen palvelun liiketoimintamahdollisuuksia

Sisältö

Digitaaliset palvelut; digitaalisuus toimintaympäristön muutoksena; digitaalisuus lisäarvona; digitaaliset palvelut arvon luomisessa; digitaalisten palveluiden käytettävyys; digitaaliset palvelut liiketoimintana; digitaalisuuden integrointi palvelukokonaisuuksiin

Toteutus ja arviointi

1. Lähiopetus: Aktiivisuus lähiopetuksessa ja oppimistehtävät.

2. Etäopetus: Itsenäinen tehtäväkokonaisuus. Arviointi asteikolla 0 – 5. Tarkemmat arviointikriteerit toteutuksen käynnistyessä

Oppimateriaali

Opettajan ilmoittama materiaali toteutuksen käynnistyessä

04EBFDS05 Finnish and Digital Services 5 ECTS

Learning outcomes

The student will

- improve his or her written and oral communication skills in Finnish
- learn professional vocabulary related to digital services
- learn the basics of operating in Finnish workplaces
- be able to write a job application and related documents in Finnish

Contents

During the course, the students improve their Finnish skills and learn new structures and vocabulary. Particular attention is given to working life related vocabulary and communicative situations, in particular. Among others, the course covers the following topics: applying for a job, job applications and related documents, and job interviews.

The course is partly integrated with other contents of the module.

Prerequisites

Finnish for Foreigners I

Delivery and assessment

Contact lessons, active participation, individual and group assignments

Assessment 1-5

Learning materials

Materials specified by the lecturer

Entrepreneurship and Development 15 ECTS

Module learning outcomes

- demonstrate a good command of the basics of entrepreneurship
- evaluate business opportunities and write a business plan
- understand the role of continuous development in business
- take customers and other stakeholders into consideration as success factors for a company's business
- develop a company's business as a whole and develop their own work as part of it

04EBMWD05 Methods for Working Life Development 5 ECTS

Learning outcomes

Students will be able to

- apply development and innovation methods in a workplace environment
- operate in an innovative and investigative way and display a developmental approach to work
- evaluate the suitability of different methods in development work
- evaluate the reliability of information read and interpret statistical research reports

Contents

workplace development and innovation methods, incl. agile methods common futures research methods, e.g. the Peste analysis, the futures wheel, scenario analysis, the 8-box SWOT, etc.
data collection and analysis
the reliability of information, interpreting statistical research reports

Delivery and assessment

Active participation in contact sessions, learning assignments and a development assignment or an exam.

Assessment 0-5

Learning materials

Materials specified by the lecturer

Learning materials

Materials specified by the lecturer

04EBENT05 Entrepreneurship 5 ECTS

Learning outcomes

Students will be able to

- explain the basics of entrepreneurship and the Finnish business sector
- evaluate business opportunities
- analyse a business idea and its potential for success write a business plan

Contents

Internal and external entrepreneurship. Entrepreneurship in Finland. The operational environment analysis. The business idea and its purpose. The components of a business plan, and finance and profitability calculations. A business idea video and a business idea competition.

Delivery and assessment

In-class and distance learning: learning assignments, a business plan and a practice seminar. Assessment: The business plan and business idea video on a scale of 0-5, a practice seminar/exam.

Alternative modes of delivery

1. Online option, introductory session. Same assignments as in the in-class option, an exam. Assessment: the business plan and exam on a scaleof 0-5.

2. The JA-YE Start Up programme. Implementation: according to the YE Year schedule. Assessment: Pass/Fail.

3. Participation in a student cooperative company. Assessment: Pass/Fail.

Learning materials

Materials posted on Reppu and other materials as agreed.

04EBIRM05 ICT Professional's Research Methods 5 ECTS

Learning outcomes

Students will be able to

- explain the principles of scientific research and the research process
- adopt a research-oriented and developmental approach to work and use the latest research data
- apply common research methods used in the field, e.g. case study, action research and design science
- write according to the principles of scientific writing report the findings of their work in research reports
- evaluate the reliability of scientific data and its usefulness in business

Contents

defining a research task and research focus qualitative research methods and CASE studies action-based research methods: action research and design science

Prerequisites

A minimum of 80 ECTS credits

Delivery and assessment

1. In-class learning: Active participation in contact sessions, assignments.

2. Distance assignments: Assessment on a scale of 1-5 and the assessment criteria.

Learning materials

Mark Saunders, Philip Lewis and Adrian Thornhill, Research Methods for Business Students, Prentice Hall

Robert K.Yin, Case Study Research, Design and Methods, Sage Publications

PRACTICAL TRAINING 30 ECTS

Module learning outcomes

Students will be able to

- carry out practical duties related to their personal professional goals
- apply their knowledge and skills at work
- set personal objectives to expand and deepen their professional competencies
- report on their personal professional development process

Students are advised to take the work placement period in the autumn term of their third year. Students organise the placement themselves, and the period is supervised by lecturers.

Part 1 10 ECTS

Learning outcomes

Students will be able to

- define their personal strengths and weaknesses
- act according to the general working life standards
- set personal objectives to expand and deepen their professional competencies during the work placement

Contents

Career planning, the job-seeking process, job application documents and the job interview, the elevator pitch, the general practices of the labour market, the employee's rights and responsibilities.

Prerequisites
30 ECTS credits of Monitori studies and 15 ECTS credits of Entrepreneurship and Business studies.

Delivery and assessment

1. In-class learning: Active participation in group sessions (information sessions and a meeting in small groups), individual and group assignments.

2.Distance learning: Professional tasks carried out in a workplace environment (min. 6 weeks) and learning assignments.

Assessment: Pass/Fail.

Learning materials

Materials specified by the lecturer.

Part 2 10 ECTS

Learning outcomes

Students will be able to

- apply field-specific knowledge and skills in working life
- evaluate their personal professional development
- report essential information about the work placement from the point of view of learning

Contents

The products, services and operating models of the workplace, the learning process, self-assessment of learning.

Prerequisites

Part 1

Delivery and assessment

1. In-class learning: A group meeting.

2. Distance learning: Documentation of the learning process. Professional tasks carried out in the workplace.

Assessment: Pass/Fail.

Learning materials

Materials agreed with the instructor.

Part 3 10 ECTS

Learning outcomes

Students will be able to

- carry out practical duties related to their personal professional goals
- analyse and report on their personal professional development process

Contents

Professional growth.

Prerequisites

Part 2

Delivery and assessment

1. In-class learning: A meeting with the supervisor, a presentation and critical commentary in the final seminar.
2. Distance learning: final report. Professional tasks carried out in the workplace.

Assessment: Pass/Fail.

Learning materials

Materials agreed with the instructor.

THESIS 15 ECTS

Module learning outcomes

Students will be able to

- manage their personal competencies and apply them in research and development related to their field use scientific sources and understand the nature of scientific knowledge
- select a working life oriented topic appropriate to their personal competencies, plan and carry out a research, report findings and present it to a professional audience
- develop the practices and operations of an organisation

Prerequisites

Students are required to have completed the majority of their subject-specific professional studies.

Part 1 5 ECTS

Learning outcomes

Students will be able to

- understand the nature of research and scientific knowledge
- read scientific literature and use it in their own research
- set a scientifically formulated and defined research question
- define the research objectives and the nature of the knowledge being sought
- determine the key concepts and framework of reference for the research
- select a suitable research approach and methodology

Contents

Setting the research question, determining the theoretical framework of reference, induction and deduction, formulating a literature review, determining the research subject and data, the data collection plan.

Delivery and assessment

Examination of the final project (by the supervisor)

Learning materials

Hirsjärvi, S., Remes, P. & Sajavaara, P. 2004. Tutki ja kirjoita. 10. uudistettu painos. Helsinki: Tammi.

Methodology course materials

Part 2 5 ECTS

Learning outcomes

Students will be able to

- understand the link between research data and the real world from the perspective of the reliability and validity of research
- collect and organise research data
- describe and analyse research data

Contents

Collection, organisation and analysis of research data.

Delivery and assessment

Examination by the supervisor and a presentation seminar

Learning materials

Hirsjärvi, S., Remes, P. & Sajavaara, P. 2004. Tutki ja kirjoita. 10. uudistettu painos. Helsinki: Tammi.

Methodology course materials

Part 3 5 ECTS

Learning outcomes

Students will be able to

- draw conclusions based on data evaluate
- research findings in relation to other studies, to one's own research data and the research question
- write scientific text and report the findings

Contents

Conclusions, reliability, validity and the comparison of findings. Writing and presentation of the report

Delivery and assessment

Publication seminar and assessment. Critical commentary

COMPLEMENTARY COMPETENCE 60 ECTS

Students can select 60 ECTS credits' worth of complementary learning modules based on their personal interests. The complementary modules help students formulate their occupational profiles and steer their professional goals. The Bachelor of Business Administration, Business Information Technology degree programme includes optional professional studies worth 45 ECTS credits and elective studies worth 15 ECTS credits. Students can choose complementary studies from the course offering of the Business Information Technology programme or from other faculties.

PROFESSIONAL STUDIES 45 ECTS

Module learning outcomes

- develop a business operation by applying IT
- create solutions according to workplace requirements by using office applications
- design and develop a website with a user-centred approach by using a content management system
- plan, implement and assess a training event

Agile Web Application Development 15 ECTS

Module learning outcomes

The student will

- know the key agile software development methods
- be able to apply agile development processes in a software development project
- understand the essential concepts and technologies related to Web applications
- be able to develop and update Web applications which apply different Web technologies
- be able to report and present the outcomes of a project in a professional manner

47AOADM05 Agile Software Development Methods 5 ECTS

Learning outcomes

The student will

- understand the basic concepts and methods of agile software development
- know the values, practices and principles of agile development
- be able to apply common agile practices in a team
- be able to apply tools supporting agile development methods
- know agile testing principles
- know the role of the review process as a quality control method

Contents

The course concentrates on the following topics: characteristics of agile development, practices, methodology, Scrum, Kanban, Test Driven Development (TDD), the principles of software testing, version control tools and their application, teamwork platforms

Assessment

Course work, exam.

Materials

Materials specified by the lecturer

Prerequisites

Basic programming skills, basic knowledge of information systems development

47AOWAD05 Web Application Development 5 ECTS

Learning outcomes

The student will

- know how different programming languages and system software are applicable to the implementation of Web applications
- understand the key concepts, technical foundations and principles of Web applications
- know the importance of data security and privacy
- be able to design the system and software architecture of a Web application
- be able to design the user interface and server side business logic of a Web application
- be able to implement the graphical user interface of a Web application
- be able to implement the server side business logic of a Web application
- be able to incorporate the application of databases into server side programs
- be able to apply a graphical software development tool in Web application development

Contents

Web application architectures and infrastructures, server side programming, web application development technologies, Web data access, session state control, the development of a graphical user interface for different terminal equipment, Web Services, AJAX, XML, XML Schema, XLST, XPath.

Prerequisites

HTML, Object-Oriented Programming, Databases

Delivery

Contact lessons include an introduction to web programming tools and technologies which are tested with small exercises.

Assessment

Exercises, exam, learning diary

Materials

Materials specified by the lecturer

47AOADP05 Agile Web Application Development Project 5 ECTS

Learning outcomes

The student will

- be able to apply the principles of agile development methods in a software development project
- be able to develop a completely functional Web application
- be able to report and present the outcomes of the project professionally in English
- be able to plan, implement and report the testing of a system

Contents

The practical application of methods, tools and technologies learned in this module.

Prerequisites

Participation in the courses Agile software development methods and Web application development. Ability to communicate in English (min 3 ECTS credits)

Implementation

Application of the learned agile methods in a practical Web application development project

Assessment

Project work process and results, literature reviews, presentations

Materials

Materials specified by the lecturer

eBusiness Solutions 15 ECTS

Learning outcomes

Student will

- be able to implement a web shop and promote it
- understand the financial principles of eCommerce
- understand the principles and effects of integrated eBusiness

47AOEC005 eCommerce 5 ECTS

Learning outcomes

The student will

- know web business models and can identify their applications
- be able to select an appropriate web business model
- be able to select an appropriate and suitable e-commerce solution
- be able to implement a functional web shop using a web shop service solution
- understand the key concepts of e-marketing
- be able to apply the potential offered by e-marketing in business

Contents

Web business models, technical options for implementing e-commerce solutions, supply chain models in e-commerce, the implementation of a web shop on a service solution, the payment options on a web shop, e-marketing, affiliate programs, search engine optimization, marketing in social media

Delivery and assessment

Online, no contact lessons. Students implement a working web shop with an e-commerce service. Other topics are studied through versatile and appropriate learning tasks.

Materials

Materials specified by the lecturer and produced during the course.

Prerequisites

15 ECTS credits of business studies

47AOEB005 eBusiness 5 ECTS

Learning outcomes

The student will

- be able to describe the concept of the business value chain
- understand the concepts of the internet, intranet and extranet and will know the possible technologies used in their implementation
- understand the concepts of CAD, ERP, MES, APS and CRM and knows the possible technologies used in their implementation
- understand the function of interfaces between different information systems
- be able to define interfaces between different information systems
- understand the concepts of JIT and LEAN

Contents

Value chain. The enterprise information systems of a company such as design tools (CAD), production control, order, storage control and financial control systems (ERP), manufacturing execution systems (MES), advanced planning and scheduling systems (APS), customer relationship management (CRM). The roles of different level information network implementations i.e. intranet, extranet and the internet. The production practices of JIT and LEAN. The interfaces between enterprise information systems and system integration through them. The integration of a web shop and other web services with enterprise information systems.

Delivery and assessment

Lessons and learning tasks.

Materials

Materials specified by the lecturer and produced during the course.

Prerequisites

15 ECTS credits business studies

47AOPEBD5 Practical eBusiness Development 5 ECTS

Learning outcomes

The student will

- be able to describe the structure of existing information systems in an organization
- be able to identify potential targets for development in eBusiness
- be able to analyse the system requirements of a specific enterprise information system development
- be able to implement a solution for eBusiness development

Contents

eBusiness

development.

Delivery and assessment

The course consists of a development project whose aim is to create an eBusiness development solution. This can be, for example, an integrated web shop and/or an implementation or description of an interface between two systems.

Materials

Materials specified by the lecturer.

Prerequisites

Previously studied or simultaneously studying two other courses of the module

Information Systems Design and Management 15 ECTS

Module learning outcomes

The student will

- understand information technology as a strategic asset
- understand the importance of communication in systems design
- be able to work in an international team
- be able to analyze systems requirements and design an information system based on the requirements
- be able to design a systems acquisition process and evaluate investment costs

47AOSAD05 Information Systems Analysis and Design 5 ECTS

Learning outcomes

The student will

- be able to design information systems that support business processes

- understand the importance of system requirements in systems design
- be able to apply essential descriptive notations
- be able to apply the main principles of usability
- be able to work in an international team

Contents

Information systems analysis and design in international teams, agile methods, usability, databases in information systems, UML.

Delivery and assessment

Contact lessons: Group work assignments in international teams, exams.

Assessment 1-5

Materials

Materials specified by the lecturer.

Prerequisites

Business studies (10 ECTS credits) and ICT studies (15 ECTS credits).

47AOCMIS5 Communication Models in ICT Services 5 ECTS

Learning outcomes

The student will

- understand the basic principles of service-oriented information systems management process models and frameworks
- be able to act and communicate in an environment implementing the customer-provider model
- be able to communicate clearly and interactively in English
- be able to read and write professional documents

Contents

ITSM (Information Technology Service Management). Process Models Standards: ISO 20000, ITIL V3, Reading and writing professional documents, Group ware, communication and documentation systems

Prerequisites

01ENG English (3 ECTS credits)

Assessment

Course work and individual assignments

47AOMAIS5 Management and Acquisition of Information Systems 5 ECTS

Learning outcomes

The student will

- understand the strategic uses of information technology
- be able to define the requirements for the system being acquired
- be able to model an organization's current functions, processes and data stores
- be able to evaluate how a system impacts an organization, its finances and the environment
- be able to search and evaluate options
- be able to design customer support solutions

Contents

Strategic uses and planning of IS, the process and organisation of initiatives and acquisitions, information systems as an investment, creating requirements, the COTS software acquisition processes, the integration of information systems, systems life-cycle, change management.

Delivery and assessment

Contact lessons, case studies, group work assignments in international teams, project work.

Assessment 1-5

Materials

Materials specified by the lecturer.

IT Project 15 ECTS

47AOPIP05 Practices in IT Project 5 ECTS

Learning objectives

The student is able to

- plan and implement IT project work processes and methods
- create a project plan by utilizing appropriate tools
- apply project management methods in practice manage and monitor an IT project
- recognize the importance of change and quality management

Contents

IT project process models, management techniques, risks identification, international team skills, and practical methods in IT projects. Course is integrated to Real life IT Project 5 ECTS.

Method of completion and assessment

1. Contact lessons: Group work assignments in international teams, exams.
2. Distance learning: Individual assignments, group work assignments in international teams.

Assessment in scale 1-5

Materials

Literature and other material provided.

Prerequisites

Understanding business studies (10 ECTS), Knowing ICT studies (45 ECTS), and project studies (5 ECTS)

47AOPCR05 Project communication and reporting 5 ECTS

Learning objectives

The student is able to

- recognize the importance of communication and documentation in IT projects
- identify the different aspects of project
- utilize English and Finnish in international project Work
- identify differences between formal and informal English

Contents

Reporting, documenting, communication, presentation skills. Course is integrated to Real life IT Project 5 ECTS.

Method of completion and assessment

1. Contact lessons: Reports, project documentation, presentations.
2. Distance learning: Individual and group work assignments.

Course is integrated to Real life IT Project 5 ECTS.Assessment in scale 1-5

Materials

Provided and directed

Prerequisites

English (5 ECTS), Finnish (5 ECTS) for foreign students

47AORLP05 Real life IT Project 5 ECTS

Learning objectives

The student is able to

- act as a project member and manager in an IT project
- implement a solution for an IT related problem in real business environment
- organize deployment workflow and product roll-out activities

Contents

Project work, project process and presentations in international teams.

Method of completion and assessment

1. Contact lessons: Presentations, steering meetings.
2. Distance learning: Project work in co-operation with local industry in a real business context. Assessment in scale 1-5

Prerequisites

Understanding business studies (10 ECTS), Knowing ICT studies (45ECTS), ICT professional studies (15 ECTS), and project studies (5 ECTS)

ELECTIVE STUDIES 15 ECTS

Students can choose 15 ECTS credits' worth of elective studies based on their personal interests. Studies can be chosen from the course offering of the Business Information Technology programme or from other faculties.