

SEINÄJOKI UNIVERSITY OF APPLIED SCIENCES



ECTS STUDY GUIDE

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SEINÄJOKI
UNIVERSITY OF APPLIED SCIENCES

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Academic Year 2007–2008

President's Greeting

Welcome to Seinäjoki University of Applied Sciences.

Seinäjoki University of Applied Sciences has now operated for 15 years. The academic year 2007–2008 is the twelfth academic year of Seinäjoki University of Applied Sciences as a permanent HEI (Higher Education Institution). Our vision is to be a successful, international and entrepreneur–spirited institution of higher education. We aim at a high quality of education and dynamic way of action.

All fields of study that are central to working life, commerce and industry are represented in our university of applied sciences:

- Culture
- Social sciences, Business and Administration
- Natural Sciences
- Technology, Communication and Transport
- Natural Resources and the Environment
- Social services, Health and Sports
- Tourism, Catering and Domestic Services

Our university of applied sciences consists of five units conducting both teaching and research. Teaching is arranged in Seinäjoki and five other locations in the surrounding area.

Seinäjoki University of Applied Sciences provides education to 4600 students. In addition to 20 degree programmes for young people, we offer opportunities to adults to complete degree programmes and professional specialisation studies. Every year about 1000 new students are enrolled in these study programmes. We aim to develop learning and teaching methods so that education is supported by the current know–how of working life and industry.

Master's degrees provided by universities of applied sciences are also establishing their position in the Finnish educational system. In 2007–2008 there are six master–level degree programmes in Seinäjoki University of Applied Sciences. Programmes are in the fields of Business, Social Services, Natural Resources and Natural Sciences. In one of the programmes the medium of instruction is English. In the next few years the range of master level programmes will be expanded.

We aim at providing our students with knowledge and skills that are needed in an operational environment that is becoming more and more international. Therefore we focus on international student and staff exchanges as well as planning joint programmes.

In this study guide you can find the curricula of all degree programmes with detailed descriptions of courses. In addition, it contains general information about studying in Seinäjoki University of Applied Sciences.

I wish you the best of success in your studies.

Tapio Varmola

President of Seinäjoki University of Applied Sciences

Seinäjoki University of Applied Sciences

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Academic Calendar

At Seinäjoki University of Applied Sciences tuition is given during 10 months (ca 40 weeks). The academic year is divided into five periods, one of which is implemented in summer, primarily in June or alternatively in August. Teaching can also be arranged at other times.

The periods for the academic year 2007–2008 are the following:

1. 3 September to 28 October 2007
2. 29 October to 23 December 2007
3. 7 January to 16 March 2008
4. 17 March to 25 May 2008
5. 26 May to 22 June 2008 or alternatively 6 August to 2 September 2008

In October and March most students have a week of independent study, during which contact teaching is not arranged. There is also a two-week break at Christmas.

Four graduations are arranged every academic year:

- Friday 26 October 2007
- Wednesday 19 December 2007
- Friday 16 March 2007
- Friday 25 May 2007

According to the Decree of Universities of Applied Sciences (16 June 2004/497), to complete a year of studies requires on average 1600 hours of student work, which produces 60 credits.

Administration and academic authorities

Seinäjoki University of Applied Sciences is maintained by the Joint Municipal Authority for Education, which is formed by 14 South-Ostrobothnian municipalities. The Joint Municipal Authority also runs a research library, R&D units and Seinäjoki Vocational Education Centre that provides secondary-level vocational education. The whole Joint Municipal Authority employs about 900 people.

The Council of the Joint Municipal Authority holds the supreme power of decision, while the Board of the Joint Municipal Authority is the highest executive authority. Dr Tapio Varmola is both President of the Joint Municipal Authority and Rector of the University of Applied Sciences.

Board of the Seinäjoki University of Applied Sciences

The operations of Seinäjoki University of Applied Sciences are led by the Board of the University of Applied Sciences chaired by the President/Rector. The Board consists of members representing the academic and non-academic staff and students of the university as well as representatives of working life.

Management of Seinäjoki University of Applied Sciences

The two main areas in the operations of the University of Applied Sciences are education and research & development. The educational operations are led by Vice President Jouni Niskanen, while R & D Director Hannu Haapala is in charge of research and development activities. Central administration and coordination tasks are conducted in the office of the university which is located in the campus area in Seinäjoki.

General Description of activities

SeAMK – Seinäjoki University of Applied Sciences

Seinäjoki University of Applied Sciences is a multidisciplinary regional institution of higher education, which offers education in seven fields of study. It offers 20 Bachelor-level and six Master-level programmes. In addition, continuing education and professional specialisation studies are available.

Fields of education

- Culture
- Social sciences, Business and Administration
- Natural Sciences
- Technology, Communication and Transport
- Natural Resources and the Environment
- Social services, Health and Sports
- Tourism, Catering and Domestic Services

Education leading to Bachelor's degrees

Bachelor's degrees are the fundamental degrees of the universities of applied sciences. The length of studies varies between 210 and 240 ECTS credits and the duration between 3.5 and 4 years depending on the programme.

The most important objectives of studies are professional development and growth into expertise. The competences required by working life form the basis of the curricula. Theoretical studies are supported by a strong connection with working life, for example in practical training, development tasks, projects and thesis work.

In addition to knowledge and skills in one's professional field, a graduate from a university of applied sciences needs design and evaluation skills, ability to make decisions, creativity and social skills. These qualities are trained in different learning situations: during lectures and exercises, team assignments and contacts with working life.

Learning takes place by means of different methods and in various surroundings led by a teacher, through independent studying or in virtual learning environments. Students also have an opportunity to study or do their practical training abroad.

Education leading to Master's degrees

A Master's degree (a second-cycle polytechnic degree) is a new type of higher education degree, the aim of which is to combine studies and development of working life. Practically-oriented education deepens students' professional know-how and expertise. The degree provides students with the knowledge and skills to work in demanding expert, development and management tasks of their own field and gives new opportunities of career development. It gives the same qualifications as a Master's degree taken at a university.

A Master's degree taken at a university of applied sciences is meant for a person who has taken a Bachelor's degree in a university of applied sciences or other applicable higher education degree and who has at least three years' work experience in the field. The length of the degrees is either 60 or 90 ECTS credits depending on the field.

Seinäjoki University of Applied Sciences offers six programmes leading to a Master's degree:

<i>Degree Programme</i>	<i>Head of Programme</i>
Development of Agriculture and Rural Enterprises	Jussi Esala, tel. 020 124 5745
Social Work	Timo Toikko, tel. 040 830 4189
Information Systems Competence	Anne-Maria Aho, tel. 020 124 4930
Entrepreneurship and Business Competence	Anne-Maria Aho, tel. 020 124 4930
International Business Management	Päivö Laine, tel. 040 830 4175
Construction	Heikki Ylihärtilä, tel. 040 830 4153

Education leading to Bachelor's degrees for adults

SeAMK provides degree-level study programmes intended for adult students. The supply of degree programmes vary annually, since the programmes are designed to meet the needs of labour market and the demand. The extent of most

degree programmes is either 210 or 240 credits.

Professional specialisation studies

Professional specialisation studies are extensive supplementary studies which support professional development and they are primarily arranged for people with higher education or vocational degree or other equivalent level of education. The extent of Professional specialisation studies are 30–60 credits.

Open education in universities of applied sciences

Open education is also provided in Seinäjoki University of Applied Sciences (SeAMK). Education is available for everyone, regardless of previous studies or age. Open studies in university of applied sciences are mainly courses and modules of the degree programmes. Studies conducted in open education can be recognised if the student later gains the status of a degree student.

Continuing education

Continuing education is a flexible and multifaceted form of meeting the educational needs of companies and organisations. Continuing education courses are characteristically of shorter duration than other types of education and is often implemented as a training project.

Number of students and staff of Seinäjoki University of Applied Sciences

Total number of students	4598
Adult students	682
Number of staff	418

Research and development

Research and development (R&D) is one of the three primary tasks of universities of applied sciences: education, research and development, and regional development. The importance of research and development is increasing all the time.

R&D at Seinäjoki University of Applied Sciences consists primarily of applied research and development work. Development projects and services serving the working life of the area are of great importance. Projects and services are closely connected with education and the development of the industry, commerce and working life of the area. Most of the work is conducted in South Ostrobothnia, but cooperation partners often come from other parts of Finland and from abroad.

The best know-how of Seinäjoki University of Applied Sciences is productized and offered to customers as market-priced services. New project ideas often arise in connection with service activities, and in this way projects and services support each other.

SeAMK Projects

SeAMK Projects coordinates our project activities. Seinäjoki University of Applied Sciences participates to an increasing degree in extensive research projects as an expert in applied research. International projects become more common, and staff and student exchanges promote internationalisation. Also the numerous theses produced by our students are an important resource in research and development. A thesis commissioned by a company or organisation gives the student hands-on knowledge of working life. It may also open the door to employment. Teachers' own research activities and doctoral dissertations also strengthen our research competence.

According to our strategy, the focus of our projects is on topics dealing with entrepreneurship, internationalisation and regional growth. Seinäjoki locates two national centres of expertise in the fields of intelligent technology and food industry. Consequently, the region of South Ostrobothnia has the profile of top expertise in these fields. We also participate in joint projects together with the EPANET professor network.

SeAMK Services

SeAMK Services sells and markets the knowledge and skills of Seinäjoki University of Applied Sciences to companies and organisations. The objective of SeAMK Services is to make the know-how of SeAMK better-known in the area and to make it easier for companies and organisations to contact SeAMK. The products of SeAMK Services are non-free education, research and development services. Most of the services are produced at educational units. More information can be found on the web pages at the address www.seamkpalvelut.fi.

Educational Units/Faculties

SCHOOL OF CULTURE AND DESIGN

Jurva, Seinäjoki

Dean: Irmeli Jussila,

Design

P.O.Box 4 / Kotikouluntie 1, 66301 Jurva

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Cultural Management
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BUSINESS SCHOOL
Seinäjoki, Kauhava, Kauhajoki
Dean: Elina Varamäki

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ravitsemisala.opintotoimisto@seamk.fi

SCHOOL OF ENGINEERING
Seinäjoki
Dean: Jorma Nevaranta

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Tel. +358 20 124 5300, telefax +358 20 124 5301
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Kampusranta 9 A, 60320 Seinäjoki
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SCHOOL OF AGRICULTURE AND FORESTRY
Ilmajoki, Ähtäri
Dean: Antti Pasila

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SCHOOL OF HEALTH CARE AND SOCIAL WORK
Seinäjoki
Dean: Asta Heikkilä

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terveys.opintotoimisto@seamk.fi

Library and Information Services

The library and information services of the institution are provided by the libraries of the faculties, Health Library, located in Health Technology Center Mediwest and Campus Library, located in the Campus Building. They offer library

and information services for the staff and students of Seinäjoki University of Applied Sciences and other educational institutions. The libraries provide literature and magazines that support the studies and the thesis process. Course literature is lent at the Campus Library only. The loan period of course literature is two weeks. Any required material unavailable in Seinäjoki, can be borrowed from other libraries. Inter-library loans can be made at the Campus Library.

At the Institution, independent information search is encouraged. The staff at Campus Library, library of Seinäjoki University of Applied Sciences, participates in the teaching of information gathering skills and provide user training in the libraries. National and international CD databases and access to the Internet are provided to the students. The objective is to teach the students to use different databases and all the library and information services in the region.

The Campus library collections consist of non-fiction and research literature, textbooks, periodicals and electronic material. The unit libraries specialise in the subjects taught in the faculty. Collections of Campus Library can be browsed through the Plari database <http://plari.amkit.fi/>

When borrowing books you need a Plari library card, available in any of the faculty libraries and Campus Library. You will need a form of identification when applying. The card is free, personal and you are responsible for all materials borrowed on your card. When obtaining the card you become responsible for obeying the library rules.

Contact information, opening hours and other information about library services can be found on the Internet <http://www.seamk.fi/kirjasto>

CAMPUSLIBRARY

Keskuskatu 34 (Campus building), FIN-60100 Seinäjoki
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SCHOOL OF AGRICULTURE AND FORESTRY (Agriculture)

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SCHOOL OF AGRICULTURE AND FORESTRY (Forestry)

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BUSINESS SCHOOL, LIBRARY

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SCHOOL OF CULTURE AND DESIGN, LIBRARY

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SCHOOL OF FOOD MANAGEMENT

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Studies at a university of applied sciences

Students of universities of applied sciences gain both theoretical knowledge and practical training in their own field. Studies at a university of applied sciences are characterised by varied teaching and learning methods. The amount of traditional lecturing has been reduced and the school emphasises the students' responsibility for their own studies. In modern society, information increases and diversifies constantly. Therefore it is important that students adopt the idea of lifelong learning, and independent search for information during and after their studies. The studies lead to degrees, which are higher education degrees for demanding tasks in working life. The degrees and titles are determined by the Ministry of Education.

Generic competences of polytechnic graduates

A project initiated by Arene and funded by the Ministry of Education has produced national guidelines for subject-specific competences and non-specific, generic competences of polytechnic graduates. The subject-specific competences can be found in the description of each degree programme.

Competences are understood as wide-ranging combinations of know-how – composites of knowledge, skills and attitudes possessed by an individual. Competences illustrate the person's proficiency, capacity and ability to perform in professional tasks.

The subject-specific competences form a base for the student's development in his/her career and expertise. The generic competences are common to different degree programmes and subject fields, but they may have different emphases and vary in importance in different professions and vocational tasks. The generic competences lay a foundation for the person's participation and collaboration in working life as well as for his/her professional development.

Generic Competences of Polytechnic Graduates
19 April 2006:

<i>Generic competences</i>	<i>Description of the competence, first-cycle graduates</i>	<i>Description of the competence, second-cycle graduates</i>
<i>Learning competence</i>	<ul style="list-style-type: none"> • is able to self-evaluate one's competences and define his/her development and learning needs • recognises one's learning style orientation and is able to conduct studies independently and develop one's learning strategies • is capable of collaborative learning and sharing knowledge in teams and working communities • is able to operate in changing environments and to recognise and utilise available learning opportunities and scopes for action • is able to plan, organise and develop one's own actions 	<ul style="list-style-type: none"> • is able to self-evaluate one's competences and expertise in a versatile and systematic way and to define one's development and learning needs • is equipped for life-long learning and understands and self-directs one's learning process • is able to study together and share one's learning and expertise in different expert teams and networks • is able to work initiatives and to anticipate changes and needs for change • is able to plan, organise and develop one's actions
<i>Ethical competence</i>	<ul style="list-style-type: none"> • is able to apply the value systems and ethical principles of the subject field in one's conduct and tasks • takes responsibility of one's own actions and works according to the jointly agreed principles and measures • is able to apply the principles of sustainable development in one's actions • is able to take other people into account in one's actions 	<ul style="list-style-type: none"> • is able to apply the value systems and ethical principles of the subject field in one's conduct and tasks as an expert and a developer of working life • takes responsibility of one's own actions and works according to the jointly agreed principles and measures • is able to apply the principles of sustainable development in one's actions and knows the social responsibility of one's organisation • is able to cater for others in one's actions and make decisions considering an individual, community and a society at large
<i>Communicative and social competence</i>	<ul style="list-style-type: none"> • is capable of listening to others and communicating in writing, speech and visually using different 	<ul style="list-style-type: none"> • is able to listen to others and communicate in writing, speech and visually with different target groups

	<ul style="list-style-type: none"> communicative styles is able to function in the communicative and interactive situations typical of the field understands the principles of group and teamwork and is able to work together with others in multidisciplinary teams is able to utilise information and communications technology at one's work 	<ul style="list-style-type: none"> is able to manage in different communicative and interactive situations and to organise and create professional networks understands the principles of group and team work and is capable of working together in multidisciplinary teams also as a team-leader is able to utilise information and communications technology at one's work
<i>Development competence</i>	<ul style="list-style-type: none"> is able to retrieve and analyse information of one's subject field, to critically evaluate it and to perceive entities in a holistic way knows the basic principles and methods of research and development work and is able to conduct small-scale research and development projects applying the existing knowledge of the field knows the principles of project work and is able to work in projects adopts an initiative and proactive approach to work and is capable of problem solving and decision making at one's work understands the principles of profitable and customer-focused operations and possesses entrepreneurial skills 	<ul style="list-style-type: none"> is able to retrieve and analyse information of one's own subject and neighbouring fields and to critically evaluate and holistically perceive it as well as to generate new knowledge masters the methods of research and development work and is able to independently carry out R&D projects of one's field knows the intricacies of project work and is able to work in projects and manage them works initiatively and proactively and is able to start and implement change processes is capable of creative and innovative problem solving and decision making at one's work is able to start profitable and customer-focused development projects is able to guide and mentor others
<i>Organisational and societal competence</i>	<ul style="list-style-type: none"> knows the socio-economic interdependence of the organisations in one's subject field knows the possibilities of societal influencing for the development of one's field knows the basic principles of organisational management and leadership and has abilities for supervision tasks knows the methods of working life and is able to operate in work communities is able to plan and organise activities 	<ul style="list-style-type: none"> knows the socio-economic interdependence of the organisations in one's subject field knows and is able to utilise the possibilities of societal influencing knows the organisational and work cultures and is able to participate in intra-organisational and inter-organisational coordination, development and management is able to evaluate the operations of a work community and to plan, organise and develop activities in the changing situations in working life is able to perceive holistically wide entities and cause – effect relationships as well as to operate in demanding situations requiring versatile competences even when there are constraints of information
<i>Internationalisation competence</i>	<ul style="list-style-type: none"> possesses spoken and written communicative competence at least in one foreign language necessary for one's work and for professional development understands cultural differences and is able to work together with people coming from different cultural backgrounds is able to use international sources of information of his/her own field 	<ul style="list-style-type: none"> possesses the written and spoken communicative competence in one or two foreign languages necessary for one's work and for professional development understands cultural differences and is able to operate in diverse international environments is able to apply international knowledge and competences in one's own field

- understands the effects and opportunities of internationalisation in one's own field

- possesses an overview of the position and importance of the profession in the international environment

Degree programmes

A degree programme is defined as a course of studies which concentrates on a given area of professional expertise. The first-cycle degree programme studies lead to a Bachelor's degree in both day and adult education. The total number of undergraduate degree programmes in Seinäjoki University of Applied Sciences is 23. Those with a polytechnic Bachelor's degree followed at least 3 years of relevant work experience are offered the opportunity to complete a second-cycle degree.

Structure of the Bachelor-level degree programmes

Studies leading to a Bachelor's degree are organised as degree programmes. A degree programme is an educational curriculum, which concentrates on a professional field and its development. A degree programme may include several specialisation lines.

Each degree programme includes basic studies, professional studies and practical training, thesis and maturity test. The studies consist of study modules and courses. A study module consists of two or more courses which focus on a particular subject or problem area. Courses are compulsory, alternative or elective. The degree programmes include a minimum of 12 credits of elective studies. The students have many opportunities to develop their skills by taking courses at the other faculties. The students can enrich their core knowledge provided by their educational fields by means of a personal curriculum. Naturally, the students have the wide international cooperation network of the University of Applied Sciences at their disposal. Studies in a foreign university provide the student with credits, too.

Basic studies

Basic studies give the student an overall picture of the degree programme and the field studied. The objective of basic studies is also to familiarise the student with the general theoretical basics of the field. Languages and communication skill studies also form an important part of the basic studies.

Professional studies

Professional studies deal with the essential problems and applications including their theoretical basis in the degree programme's professional field. Professional studies prepare the student for independent work in expert tasks of the field. Professional studies are compulsory, alternative or elective.

Practical training

Practical training is an essential part of the study programme. The objective is to introduce the student to the field and apply to practice the theoretical knowledge gained. An important part is to learn the practices and environments of working life. It widens students' working life connections and contacts with potential employers. Practical training is obligatory and equivalent to 30–75 credits depending on the degree programme.

Thesis

Thesis is a written work or project to show that the student has the required knowledge and skills to deal with the tasks connected with his/her professional field. It can be, for example, a study, survey or a R&D project, but it must be presented in the form of a written report. Thesis is equivalent to 15 credits. The maturity test taken at the final stage of the degree work demonstrates the student's knowledge of his or her field and skills in the mother tongue.

Learning Methods

One course may consist of lectures, literature, written assignments, laboratory work, projects, seminars, excursions, traditional homework and exams, the emphasis of which varies according to the objectives of the course.

Eligibility conferred by polytechnic degrees

The first cycle polytechnic degree (bachelor-level degree) confers eligibility for civil service posts and positions where the qualification requirement is higher education degree or lower academic degree.

The second cycle polytechnic degree (master-level degree) confers the same field-specific eligibility for civil service posts as a Master's degree completed at a university or another institution of higher education.

Finnish higher education degrees are equivalent to degrees taken at corresponding other European institutions of higher education.

Online studies

The aim of online studies is to offer all students alternative ways of completing courses. The objective is that all students would have an opportunity of conducting 30 credits of studies online. The primary online learning environment is Moodle. Ms Päivi Kiviranta is the coordinator of online studies at Seinäjoki University of Applied Sciences.

Study regulations

The student is entitled to complete the studies leading to the polytechnic degree in a certain field of study according to the Degree Programme and its curriculum as well as the foundations defined in the Degree Regulations of University of Applied Sciences. The student's personal curriculum is based on the educational curriculum of the academic year the studies were begun. The educational curriculum is confirmed every academic year, which may cause changes in the supply of the study programme.

Degree Regulations

General regulations and guidelines according to the studies and degrees in the University of Applied Sciences are presented in the Degree Regulations, which is an important document for every student to be familiar with. The Degree Regulations of Seinäjoki University of Applied Sciences can be found in intranet <http://intra.seamk.fi/yleinen/Tutkintosaanto2007.pdf>.

Study Entitlement

The maximum duration of the studies of a full-time student must not exceed the duration of the programme by more than one year. A full-time student may register as non-attending for two semesters. This period of non-attendance is not counted in the maximum duration of the studies. A non-attending student has no right to carry on the studies and is not entitled financial aid to students either.

When it comes to losing the study entitlement, the instructions of the Act of Universities of Applied Sciences (351/2003) is observed. A student has to participate in the necessary working methods of the course to be able to achieve the aims of the curriculum. The working methods as well as the evaluation methods are announced at the beginning of each course.

Registration for examinations

An examination arranged at the end of a course does not require separate registration unless agreed otherwise. A student has to register bindingly for other examinations at the latest seven days before the examination.

By using their own consideration the faculties also arrange general examination days for retaking a failed course and/or for improving the grade of an approved course. The accurate dates of examination days are informed in the study guide of each faculty. Unfounded absence is regarded as an exploited opportunity to take the examination.

Evaluation of study

The assessment of studies is part of the learning process which is supposed to measure the attainment of the objectives of a course. Assessment is done through oral or written examinations, case exercises or other assessment methods. In addition to the assessment of knowledge (depending on curriculum) it may include the assessment of working methods and attitudes.

The assessment is mainly made by using the following numerical scale:

- excellent K(5), corresponding to grade A of the ECTS scale
- good H(4–3), corresponding to grades B and C of the ECTS scale
- fair T(2–1), corresponding to grades D and E of the ECTS scale
- fail (0) corresponding to grade F of the ECTS scale.

If necessary, the courses can be assessed by using the scale pass/fail.

Assessment is done within one month from the study attainment, unless agreed otherwise, and approved study attainments are written in the Study Records. A student is entitled to receive information on the assessment criteria of the study attainment. Study attainments are archived for six months after announcement of the results. A student not satisfied with the assessment can make an appeal to the teacher who administered the assessment and, if necessary, further to the Examination Committee of the University of Applied Sciences.

Study Records at WinhaWille

Through the student interface (WinhaWille) of the study management system Winha, a student may register as a student, to follow the advancement of the studies as well as to enrol for the elective subjects. To be able to use the student interface WinhaWille, a student needs a user identification as well as a pin code to log in the system. The pin codes are given by the Student Affairs Office of each faculty.

Codes of Curricula

In the supply of education in Seinäjoki University of Applied Sciences, each course has a code that follows a certain

code system. Codes can be needed for example for enrolling a course. The use of the study management system Winha is based on these codes.

For instance code KH14AAIL80 includes the following information of the course:

- level of education: K = higher education
- educational unit: H = School of Culture and Design
- Degree Programme: 14 = Degree Programme in Design
- classification: A = basic studies
- curriculum: AIL80 = photography

Degree Certificates

Two months before graduation, a student must inform the student affairs office about his/her willingness to graduate and two weeks before the graduation date at the latest submit a written Degree Application. More detailed directions concerning the graduation, relevant forms and the graduating dates can be found on the intranet <http://intra.seamk.fi/opiskelijat/opintoasiainhallinto>

The faculty gives a student the Degree Certificate for the degree completed. The Degree Certificate and its appendices show the courses completed and their extent as well as grades, language skills and the language of the Maturity Test.

On request, a student is entitled to receive an English translation of the Degree Certificate. An English–language Diploma Supplement is also given to every student. The Diploma Supplement includes the description of the Finnish educational system, the description of the student's own educational field and Degree Programme as well as a transcript of records in English.

During the studies, a student can receive on request an official transcript of records from the student affairs office of the faculty.

Degree Programmes

Bachelor–level Degree Programme

Agriculture and Rural Enterprises
Automotive and Transportation Engineering
Automation Technology
Business Information Technology
Business Management
Conservation
Construction Engineering
Cultural Management
Design
Food Processing and Biotechnology
Forestry
Health Care and Social Services/Elderly Care
Hospitality Management
Information Technology
International Business
Library and Information Services
Mechanical and Production Engineering
Nursing
Physiotherapy
SME Business Management
Social Work
Wood Technology

Head of Degree Programme

Juha Tiainen
Jukka Pajula
Hannu Reinilä
Markku Lahti
Päivö Laine
Matti Laine
Ilkka Loukola
Jussi Kareinen
Hannu Ruokonen
Jarmo Alarinta
Hannu Lassila
Aila Vallejo Medina
Eija Putula–Hautala
Petteri Mäkelä
Ville–Pekka Mäkeläinen
Pirkko Vuorela
Jukka Pajula
Raija Palo
Kaija Loppela
Pekka Nieminen
Päivi Rinne
Heikki Heiskanen

The email addresses are forename.lastname.

Admissions

There is a nation–wide joint application system for students applying for entry to Finnish universities of applied education/polytechnics. Degree programmes in foreign languages (www.admissions.fi) and for adult education will also join the nation–wide joint application system. The Student Admissions Office operating in connection with the Student Affairs Office at Seinäjoki University of Applied Sciences takes care of admissions. Nearly all degree programmes

arrange an admission test, to which the applicant is invited by mail. The final selection criteria are usually the results of the entrance examination, previous study record and grades, the student's own priorities for admission, work experience and often even preliminary exam in the field of Culture.

The general entry requirements for admission to universities of applied education/polytechnics are:

- general upper secondary school of matriculation examination
- International Baccalaureate–, Reiseprüfung– or European Baccalaureate –examination
- basic vocational qualification
- qualification of vocational upper secondary education
- combination studies of upper secondary education
- basic vocational qualification or joint studies in adult education
- or corresponding international or foreign qualification.

Detailed entry requirements are presented in the Act of Universities of Applied Sciences (351/2003, § 20).

Universities of applied sciences/polytechnics determine their principles of student selection and admission examinations independently, but they are committed to make a wide cooperation and to follow the general selection criteria in different fields of study. More accurate information about the entry requirements and selection criteria can be found in the annually published, national Admission Guide for Polytechnics as well as in the Applicant's Guide of each HEI.

Acceptance of student place

After accepting to study in Seinäjoki University of Applied Sciences student must enrol at the beginning of academic year. If the student does not enrol within the allotted time, he/she is considered to have given up his right to study in the school. The student's written notification of accepting the study place is always binding and cannot be withdrawn or modified.

Registration as a student

A student studying for the Degree of University of Applied Sciences has to register as a student every academic year during the time set by the University of Applied Sciences. Registration is done either through the student interface of the study management systems or in writing. Only a student registered as attending is entitled to study and receive completed courses in the record.

A new student who is starting studies has to register as a student at the same time he/she is notified the University of Applied Sciences of accepting the student place offered. Registration is done filling in a personal data form and for the whole academic year.

A student who has accepted a student place but postponed the start of the studies with a notification of absence, must register as a student the following year observing the same dates as the new students accepted into the degree programme in question.

A student continuing the studies has to register as a student for the whole academic year at a time between 15 April and 31 August.

The registration information may be changed during the period for registration (15 April to 31 August) or at the beginning of the spring semester (1 to 15 January).

Legislation and decrees

In the student admission, planning and implementation of the training of the Degree Programmes, as well as upon the establishment of study entitlement, the following Acts and Decrees, as well as later amendments to them, are observed:

- Act on Universities of Applied Sciences (351/2003)
- Decree on Universities of Applied Sciences (352/2003)
- Act on the Student Admission Register and on the Matriculation Register (1058/1998, 547/2002)
- Decree on the Joint Application System of the Universities of Applied Sciences (353/2003)
- Decree on the Basis for the Collection of Fees for Tuition (354/2003)
- Decree on the Eligibility Produced by Certain Studies for Studies in Universities of Applied Sciences (355/2003)
- Administrative Procedure Act (434/2003)
- Personal Data Act (523/1999)
- Act on the Openness of Government Activities (621/1999)
- Study Grants Act (65/1994)
- Study Grants Decree (260/1994)
- Act on the Financing of Education and Culture (635/1998)
- Decree on the Financing of Education and Culture (806/1998)

- Decree on the System of Degrees of Higher Education (464/1998, 1132/2003, 426/2005)
- Regulations of Seinäjoki Joint Municipality of Education and Seinäjoki University of Applied Sciences

With a view to achieving a licence to practise, in the Degree Programme of Nursing, the Act and the Decree on Health–Care Professionals are observed (L559/1994, A564/1994) as well as the EU Directives 77/452/EEC, 77/453/EEC, 89/48/EEC, 89/594/EEC, 89/595/EEC and 92/51/EEC.

ECTS – European Credit Transfer and Accumulation System

The purpose of the European Credit Transfer System, ECTS is to improve comparability of credits and grades between different educational systems. The recognition of studies and grades is a prerequisite for the free mobility of students. ECTS provides an instrument to evaluate the learning achievements of students through the use of commonly accepted measurements, and it also provides a basis for interpretation of national systems of higher education. Full academic recognition is necessary for student mobility in the framework of the Erasmus and Socrates programmes.

The ECTS is based on three core elements

- information on study programmes and student achievement
- mutual agreement between the partner institutions and the student
- ECTS credits to indicate student workload.

Credit transfer is implemented by means of three basic documents

- This Study Guide has been published to provide information on the degree structure and study programmes of Seinäjoki University of Applied Sciences. Potential partners, students and staff at partner institutions can use it as a guide to programmes, courses, and academic and administrative arrangements employed in the institutes of the University of Applied Sciences.
- The Student Application Form is filled in by the student when he intends to study at a foreign host institution. When the three parties involved – the student, the home institution and the host institution – agree about the study programme abroad, they sign a learning agreement attached to the application form. This agreement, which describes the scope of study abroad, must be signed before the student leaves for the host institution.
- Credit transfer in ECTS operates by means of exchange of transcript of record between home and host institutions.

ECTS credits are a numerical value allocated to course to describe the student workload. They reflect the total quantity of work including lectures, seminars, tutorials, private study, examinations etc., and are not limited to contact hours only.

The ECTS grading scale provides a tool for measuring the quality of student achievements. It is based on the combined use of appropriate keywords and numerical definitions as follows:

ECTS–grade Definition

ECTS credits are a numerical value allocated to course or study units to describe the student workload. They reflect the total quantity of work including lectures, seminars, tutorials, private study, examinations etc. and they are not limited to contact hours only. The workload for an academic year carries 60 credits. The Finnish credit unit (study week) is normally equivalent to 1.5 ECTS credits.

ECTS–grades

A	EXCELLENT	(best 10 %)
B	VERY GOOD	(next 25 %)
C	GOOD	(next 30 %)
D	SATISFACTORY	(next 25 %)
E	SUFFICIENT	(next 10 %)
FX	FAIL	(some more work required)
F	FAIL	(considerable further work required)

In Seinäjoki University of Applied Sciences like in other Finnish Universities of Applied Sciences, the Finnish grading scale is used:

- 5 Excellent
- 4 Good
- 3 Good
- 2 Satisfactory
- 1 Satisfactory
- 0 Failed

Diploma Supplement

The Diploma Supplement is a document that provides a standardised description of the nature, level, context, content and status of the studies completed at the polytechnic. The Diploma Supplement, which is based on a European template, is attached to the polytechnic degree certificate. It also contains an overview of the educational system in Finland. The purpose of the Diploma Supplement is to enhance transparency and to facilitate academic and professional recognition of qualifications. All students who complete a degree at Seinäjoki University of Applied Sciences obtain a Diploma Supplement– free of charge– on their graduation.

ECTS coordinators at Seinäjoki University of Applied Sciences

Seinäjoki University of Applied Sciences has appointed an institutional co–ordinator and departmental ECTS coordinators for each faculty. The task of the institutional co–ordinator is to promote ECTS within the University of Applied Sciences and outside, to facilitate the practical implementation of ECTS and provide support to departmental co–ordinators. The departmental co–ordinator is the contact person of students and teachers within the faculty and deals with the practical aspects of the implementation of ECTS. Departmental co–ordinators are in charge of documenting and counselling, as well as communication between home and host institutions.

Institutional coordinators:

Päivö Laine
Head of Programme, PhD
Seinäjoki University of Applied Sciences, Business School
Koulukatu 41, FI–60100 Seinäjoki
tel. +358 20 124 5409, fax +358 20 124 5401
email paivo.laine@seamk.fi

and

Helli Kitinoja
Manager of International Affairs
P.O.Box 412 / Keskuskatu 34, FI–60101 Seinäjoki
Tel. +358 20 124 5004, fax +358 20 124 5001
email helli.kitinoja@seamk.fi

Departmental coordinators:

The departmental ECTS coordinators are the international coordinators of the educational units. Please turn to them for further information on ECTS practices and forms.

Degree Programme in Agriculture and Rural Enterprises (In Finnish)

Head of degree programme: Mr Juha Tiainen, Tel. +358 40 830 2429, E-mail: juha.tiainen@seamk.fi
Student counsellor: Ms Anu Katila, Tel. +358 20 124 5747, E-mail: anu.katila@seamk.fi

Degree and qualification awarded

Bachelor of Natural Resources, Agronomist (AMK)

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

General description of the degree programme

Agronomists can work as advisers in rearing livestock and plant production, as specialists in administration, education or research as well as be involved in developing rural areas. Many agronomists also work as entrepreneurs.

The studies involve contact lessons, self-study, practice and a thesis. In the beginning of the studies, each student makes a personal study plan with the help of a student counsellor or a tutor. The studies progress according to the plan and the personal goals of the student.

Contact lessons integrate theory and practise. The studying is flexible and the student has an opportunity to emphasize different parts of the studies according to his/her own personal interests. Studies are divided into periods according to seasons, periods of growth and harvest times as well as according to for instance the animals' reproductive cycles. In addition to the lessons, the students are also weekly involved in work and practice situations especially during the first year of studies. Modern teaching rooms, farms and laboratories enable practical and problem-oriented studying.

In addition to basic studies, the study modules contain for instance livestock and plant production, forestry, technical subjects, agricultural economics, business economics, guidance, biology and environmental protection. The training periods include farm training and specialization training in Finland or abroad. A thesis is made in the end of the studies. Cooperation between the different units and faculties ensure students a wide and versatile course selection.

Subject specific competences

Agriculture and forestry

The student is familiar with the whole concept of farm and the functions and work connected. The student is able to farm appropriately as well as profitably. The student is able to keep, feed and breed livestock in a profitable manner, taking their health and well-being into consideration. The student knows how to operate the machinery both effectively and safely and is able to take care and utilize forests economically and in an ecologically sustainable manner.

Rural environments

The student knows the networks of activators in rural areas and is able to act in them. The student is also familiar with international and national agricultural politics and their effects on the precognitions and development of rural areas and agriculture.

Business and entrepreneurship

The student knows the basic principles of entrepreneurship and the different sectors of business operations and is able to run and develop rural enterprises both systematically and economically.

Environment

The student is familiar with the environmental effects of his/her own acts and the interaction between the rural enterprise and environment. The student is also able to develop the enterprise in an environmentally responsible way.

Pedagogy and learning methods

A constructive method emphasizes the active role of a student and his/her own experiences. The aim is in understanding the contents of the teaching and the role of the teacher can be seen as a tutor for the whole learning process.

General characteristics of learning:

1. The student sets goals for his/her learning
2. A personal study plan is made for each student
3. Theory is connected to the experiences of the students, to work and working environment
4. The communication between the teachers and the students is aimed to deepen the learned contents as well as to be used as a tool when evaluating the learning experiences
5. The nature of process learning is emphasized, not only the goals and contents of the studies
6. The student monitors and evaluates his/her own learning as well as his group's learning together with the teachers. The teaching is constantly developed and improved based on the received feedback which is collected in every course of the studies.

A wide range of methods is implemented in teaching and the student's professional growth is supported. The methods include for instance lectures, seek for information, projects, distance and on-line teaching, learning assignments, practice and different forms of community learning.

Access to further studies

The graduates will be eligible for a post-graduate degree in Agriculture and Rural Enterprises (Legislation on Finnish polytechnics 351/2003).

Structure of the studies

Degree Programme in Agriculture (240 cr) and Rural Enterprises consist of basic and professional studies (120cr), specialization studies (40 cr), elective studies (15 cr), practice (50 cr) and thesis (15 cr). The goal is that the student can complete the studies in 4 years.

Beginning the studies

The studies begin in mid-August with a two-day orientation during which the students get basic information concerning the structures and practises of the studies. In orientation, the students also meet their tutors who will help and guide them during the first few weeks. Contact lessons are usually held from Monday to Friday between 8 a.m. and 16.15 p.m. During the first year the students have also their first training period in Ilmajoki where they practice for instance harvesting and taking care of livestock. Students who have already completed a basic degree in agriculture do not attend to the first training period.

General studies and practices

During the first two years of study, the students concentrate on studies that are common to all students of the degree programme, i.e. basic and professional studies which include for instance computer studies, language studies, mathematics, biology and environmental protection, the basics of livestock and plant production, technical subjects, economy and forestry. After the first year of studies, the students have another training period which lasts from May to September. During the farm training the students get to know and learn to do the basic chores at the farm regarding the line of production they have selected. Training farms are located around the country but it is possible to complete the training also abroad.

The second year of studies begins in the beginning of October and ends in the end of April. During the second year, the students follow the choices made in the personal study plan. In general, the students focus on professional studies. The students can choose 15 credits of elective studies from the whole course selection of the Seinäjoki University of Applied Sciences. One credit equals 26 working hours. Also courses completed in another Polytechnic or University can be included into elective studies.

In the summer after the second year of studies, the students have a field period when the knowledge gained during the winter can be applied. During the summer the students have traditionally also made a study trip to Central Europe. The trip gives a chance to see and get to know the culture and agriculture of different countries. Since the students pay the expenses themselves, they have normally raised money through different manner for instance campaigns. The participation to the trip is voluntary.

Specialization

During the third year the students focus on specialization studies which can be selected for 50 credits. The students have an opportunity to specialize for instance rearing pigs, growing potatoes, rural environment, water management, environmental engineering, farm's business management and production design, development of rural areas or health care of domestic animals, just to mention a few examples.

After the third year of studies is the specialization training which lasts 75 days and is scheduled from May to August. The student can find a training place independently or with the help of a specialization training supervisor. When selecting the training place, it is also good to think one's own career orientations. Often the training can provide ideas or requests for the thesis which is made in the end of the studies.

The aim of the thesis work (15 cr) is to show the student's knowledge of his/her specialization area. The students in agriculture have been able to select the topics for their thesis quite freely but it is wise to keep in mind the possible uses of the thesis in the future when planning one's future career or employment.

Examination and assessment regulations

Degree Programme in Agriculture and Rural Enterprises (In Finnish), 240 cr (13.8.2007) MAELINK 2007

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KA01AYP	BASIC STUDIES					32
KA01AAMKAS	Introduction to studies and professional growth					5
KA01AAMKAS1	Studying at polytechnic	x				2
KA01AAMKAS2	Psychology	x				1
KA01AAMKAS4	Career planning and employment			x		2
KA01ATET	Health-related sports, labour protection and ergonomics					4
KA01ATET01	Health-related sports and ergonomics	x				3
KA01ATET02	Labour protection		x			1
KA01AMEN	Methodological studies					5
KA01AMEN001	Basics of applied research and documentation			x		2
KA01AMEN002	Information retrieval			x		1
KA01AMEN003	Statistical mathematics			x		2
KA01AVIE	Communication studies					3
KA01AVIE001	Written communication	x				1
KA01AVIE002	Organizational communication		x			2
KA01AKIE	Language studies					6
KA01AKIE001	Swedish	x				3
KA01AKIE002	English		x			3
KA01AATK	Tele informatics					3
KA01AATK001	Computer literacy	x				3
KA01AMAT	Mathematics and natural sciences					6
KA01AMAT001	Mathematics	x				2
KA01AMAT002	Natural sciences	x				4
KA01BYA	COMMON PROFESSIONAL STUDIES					78
KA01BKAS	Crop production					12
KA01BKAS001	Orientation of crop husbandry	x				1

KA01BKAS002	Plant biology	x				2
KA01BKAS003	Soils and meteorology	x				2
KA01BKAS004	Fertilization and soil cultivation	x				2
KA01BKAS005	Field crop production		x			3
KA01BKAS006	Basics of plant production		x			2
KA01BKOT	Animal husbandry					14
KA01BKOT001	Introduction to animal husbandry – basic knowledge and skills	x				4
KA01BKOT002	Biological principles of animal production	x				2
KA01BKOT003	Animal housing, behaviour and welfare	x				2
KA01BKOT004	Basics of animal nutrition and feeding	x				2
KA01BKOT005	Cattle production		x			2
KA01BKOT006	Pig production		x			2
KA01BYMP	Environmental information systems					3
KA01BMET	Private forestry					6
KA01BMET001	Silviculture	x				3
KA01BMET002	Forest management		x			3
KA01BTEK	Agricultural technology					11
KA01BTEK001	Use and maintenance of farming machines	x				4
KA01BTEK002	Fundamentals of agricultural technology		x			7
KA01BRAK	Basics of farm building					6
KA01BRAK001	Contracting	x				4
KA01BRAK002	Repair of buildings		x			2
KA01BBEK	Agricultural economics					11
KA01BEKO001	Basic principles of farm economics	x				5
KA01BEKO002	Tax management of the farm		x			3
KA01BEKO003	Applied production analysis		x			3
KA01BLII	Business economics and marketing					9
KA01BLII001	Introduction to bookkeeping		x			3
KA01BLII002	New venture strategies in rural small business		x			3
KA01BLII003	Introduction to marketing	x				3
KA01BKEH	Basics of development of rural areas					6
KA01BKEH001	Basics of rural extension and project work		x			3
KA01BKEH002	The techniques of negotiation and meetings and the psychology of customer service		x			3
KA01BKASVUK	THE GROWING SEASON					10
KA01CVA	ALTERNATIVE PROFESSIONAL STUDIES					40
KA01CKAS	Crop production					27
KA01CKAS001	Field drainage and irrigation		x			2
KA01CKAS002	The crop and seed production			x		3
KA01CKAS003	Cropping and fertilization planning			x		3
KA01CKAS004	Diseases and pests of cultivated plants			x		3
KA01CKAS005	Grassland management			x		3
KA01CKAS006	Potato production				x	3
KA01CKAS007	Sugar beet production				x	2

KA01CKAS008	Actual special field crops			x		2
KA01CKAS009	Living soil				x	2
KA01CKAS010	Different cropping systems			x		2
KA01CKAS011	Plant breeding				x	2
KA01CPUU	Horticulture production					8
KA01CPUU001	Basics of domestic planning				x	3
KA01CPUU002	Vegetable and Berry Production				x	3
KA01CPUU003	Greenhouse Production				x	2
KA01CLUO	Organic farming					11
KA01CLUO001	Organic farming			x		3
KA01CLUO002	Organic crop husbandry			x		2
KA01CLUO003	Organic animal husbandry				x	2
KA01CLUO004	Organic home gardening			x		2
KA01CLUO005	Organic gardening				x	2
KA01CYMP	Environment and rural enterprises					32
KA01CYMP001	Environment and agriculture			x		3
KA01CYMP002	Environment ecology				x	3
KA01CYMP003	The legislation of environmentalism				x	3
KA01CYMP004	Environmental questions of field crop production			x		2
KA01CYMP005	Environmental questions of animal husbandry			x		2
KA01CYMP006	Nutrient budgets of the farm and development of nutrient management			x		2
KA01CYMP008	Ecology				x	3
KA01CYMP009	Rural water resources management			x		8
KA01CYMP010	The environment quality systems				x	4
KA01CYMP011	Field course			x		2
KA01CKOT	Animal husbandry					31
KA01CKOT001	Specialising in pig production				x	6
KA01CKOT002	Specialising in cattle production				x	12
KA01CKOT003	Specialising in poultry production				x	6
KA01CKOT004	Other special topics of animal production				x	3
KA01CKOT005	Horse management 1				x	2
KA01CKOT007	Animal husbandry special practicals				x	2
KA01CTER	Health care of farm animals					20
KA01CTER001	Maintaining animal health			x		8
KA01CTER002	Applied microbiology			x		3
KA01CTER003	Animal diseases			x		3
KA01CTER004	Use of medicines in veterinary			x		3
KA01CTER005	Planning and management of health care			x		3
KA01CMET	Forestry					8
KA01CMET001	Small/medium –scale wood processing			x		8
KA01CTEK	Agricultural technology					25
KA01CTEK001	Technology of crop husbandry			x		4
KA01CTEK002	Basics of farm energy management			x		3

KA01CTEK003	Control engineering of agricultural machines			x		3
KA01CTEK004	Environmental technology of agriculture			x		4
KA01CTEK005	Technology of animal husbandry			x		5
KA01CTEK006	Research and development of agricultural machinery			x		3
KA01CTEK007	Bioenergy			x		3
KA01CRAK	Farm building					8
KA01CRAK001	Basics of building construction				x	3
KA01CRAK002	The water supply and sewerage and the waste management				x	3
KA01CRAK003	Plant productions buildings				x	2
KA01CEKO	Agricultural production economics and farm management					45
KA01CEKO001	Agricultural production economics			x		6
KA01CEKO002	Financial management and capital budgeting methods in agriculture			x		9
KA01CEKO003	Whole–farm planning			x		15
KA01CEKO004	A farmer and administration				x	5
KA01CEKO005	Agricultural policy			x		5
KA01CEKO007	Computer–aided planning of farm economics				x	5
KA01CLII	Management and development of rural entrepreneurship					55
KA01CLII001	Marketing planning and management			x		3
KA01CLII002	Collection and analysis of marketing information			x		3
KA01CLII003	Marketing communication			x		3
KA01CLII004	The economical leadership of a rural enterprise			x		9
KA01CLII005	Double entry bookkeeping by PC				x	3
KA01CLII006	The legislation of a rural enterprise			x		9
KA01CLII007	The quality control of a rural enterprise			x		3
KA01CLII008	The taxation of a rural enterprise			x		6
KA01CLII009	Rural politicsŽsystem			x		2
KA01CLII010	The rural development scene			x		2
KA01CLII011	The know–how of a project work			x		3
KA01CLII012	Leadership			x		6
KA01CLII013	Communication skills					3
KA01CMATK	Rural nature–based tourism					36
KA01CMATK01	Introduction to tourism			x		4
KA01CMATK02	Rural tourism			x		4
KA01CMATK03	The product development of a small/medium –scale rural tourism enterprise				x	4
KA01CMATK04	The legislation and product safety in rural tourism				x	2
KA01CMATK05	The marketing and distribution channels of a tourism				x	4
KI15CMATK01	Hygiene proficiency and in–house control in tourism business				x	2
KI15CMATK02	Food Experience as Tourist Experience			x		2
KI15CMATK03	Production of Food Experiences				x	4
KB02CMOEV1	Hiking			x		3
KB02CMOLL3	Survival skills in forests			x		3
KB02CLVLM1	Nature tourism			x		4
KA01CMARA	Rural Landscaping and Construction					30

KA01CMARA01	Planning and Landscaping Grounds					5
KA01CMARA02	Computerised Landscaping					5
KA01CMARA03	Construction Sites and Contracting					3
KA01CMARA04	Machines for Landscaping and Maintaining Green Areas					3
KA01CMARA05	Responsible Economic Activities					3
KA01CMARA06	Caring for Nature and the Landscape in the Countryside					5
KA01CMARA07	The Rural Environment as a Recreation Area					3
KA01CMARA08	Maintaining and Preserving the Landscape, Milieu and Built Environment					3
KA01CEJA	Food processing					9
KA01CEJA001	The quality chain of food			x		9
KA01CALU	Regional sciences					6
KA01CALU001	Introduction to Economics and regional sciences				x	6
KA01CMAKE	The development of agriculture					3
KA01CKEH001	Introduction to development co-operation					3
KA01CATK	Information technology					
KA01CATK001	Geographical information system			x		3
KA01CATK002	Image processing and www-pages			x		2
KA01CKIE	Language studies					
KA01CKIE001	Swedish for polytechnic studies	x				3
KA01CKIE002	English for polytechnic studies	x				3
KA01CKIE003	English conservation			x		3
KA01CMAT	Mathematics					
KA01CMAT001	Introduction to mathematics	x				3
KA01DVVO	FREE CHOICE STUDIES					15
KA01CKOT006	Horse management 2				x	2
KA01CEKO006	Regulations concerning farmer and the land use			x		3
KA01EH	PRACTICAL TRAINING					50
KA01EMHARJ	Practical training					30
KA01EEHARJ	Specialisation practice					20
KA01FOPNÄYT	FINAL THESIS					15

Study Descriptions

Studying at polytechnic, 2 op KA01AAMKAS1 (study unit)

Objectives

Students will learn to compile their personal study plan and grow mentally in becoming better in their studies.

Content

Personal study plan

Literature / Study Material

Given material

Learning Methods

Group learning, field trips

Assessment

Completed study plan and active participation

**Psychology, 1 op
KA01AAMKAS2 (study unit)**

Objectives

Students shall broaden their knowledge of human nature and of the principles of behavior to adapt themselves in various tasks in the field. Students who have completed psychology in upper secondary school may receive full credit for this course.

Content

The course comprises the following topics:

- Psychology's scientific background
- The human being and social interaction
- Role of human being in processing information
- Emotion, motivation and cognition
- Mental health criteria

Literature / Study Material

Salo 1997. Psykologian perustieto 1. Teema ja muunnelmia.5.p.Karisto

Learning Methods

Lectures, active participation in lessons, written exam/journal

Assessment

Lectures, active participation in lessons, written exam/journal

**Career planning and employment, 2 op
KA01AAMKAS4 (study unit)**

Objectives

Students shall learn to manage in the job market.

Content

Curriculum vitae

Literature / Study Material

Given material

Learning Methods

Case studies

Assessment

Active participation and CVs

**Health-related sports and ergonomics, 3 op
KA01ATET01 (study unit)**

Lecturers

Heli Rätty

Objectives

The aim of the course is to improve students' physical, mental and social well-being. The purpose of their exercise program is to improve and maintain their health, to introduce them to various forms of sport and to provide them with aesthetical experiences.

Content

The course comprises the following topics:

- Planning a fitness program which improves personal health and assessing how the plan has worked
- Various forms of sport
- Exercises to enhance students' basic condition, mobility and muscle tone
- Indoor and outdoor games
- Music and physical education combined
- Seasonal sports

- Occupational health and safety: administration, organizing occupational health and safety at the workplace, problems pertaining to occupational safety in farming, safe working habits and methods

Learning Methods

Exercises

Assessment

Active participation in exercises

**Labour protection, 1 op
KA01ATET02 (study unit)**

Lecturers

Heli Rätty Jaana Petäinen

Objectives

Students shall learn the fundamentals of working safely in rural enterprises.

Literature / Study Material

Material distributed by the lecturer.

Learning Methods

Lessons, practical exercises

Assessment

Exam

**Basics of applied research and documentation, 2 op
KA01AMEN001 (study unit)**

Lecturers

Pia Lahdenmaa M.A. Samu Palander PhD (Agr.)

Objectives

Students shall learn to solve research problems professionally, become familiar with research processes, and possess the knowledge to write in an academic manner.

Literature / Study Material

Material provided by the lecturers.

Learning Methods

Lessons, exercises

Assessment

Exam

**Information retrieval, 1 op
KA01AMEN002 (study unit)**

Lecturers

Anu Latva-Reinikka, Bachelor of Economics and Agriculture

Objectives

The aim of the course is to provide students with basic knowledge of the various ways of acquiring information to use in their own field of study, and to utilize various sources of information.

Content

The course omprises the following topics:

- Basics of information retrieval,
- Use of various databases and the Internet
- Main producers of information in the agricultural field
- Evaluation of information

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures and exercises, assignment and active participation in class

Assessment

Pass/Fail

Languages of Instruction

Finnish

**Statistical mathematics, 2 op
KA01AMEN003 (study unit)**

Lecturers

Ville Vauhkonen, M.S.

Objectives

Students shall understand the purpose and significance of statistical numbers and know how to use them in scientific publications.

Content

The course comprises the following:

- Theory of statistical mathematics
- Use of SPSS for Windows software

Literature / Study Material

Material distributed by lecturer.

Learning Methods

Lectures/exercises, independent study

Assessment

Project work

Prerequisites

Mathematics(KA01AMAT001)

Languages of Instruction

Finnish

**Written communication, 1 op
KA01AVIE001 (study unit)**

Objectives

Students will understand the importance of language in interaction between individuals and groups and in mass communication. They will become trained in scientific thinking and obtaining information independently from various sources and estimating its value. Students shall be capable of expressing their knowledge, thoughts, feelings and experiences in writing naturally, clearly and in a way which is appropriate for a given situation. They shall also be able to assess their own communication skills and improve them.

Content

The course comprises the following:

- Various written assignments to meet the requirements of studies and working life — Purity of language from the professional point of view

Literature / Study Material

Repo & Nuutinen 1995. Aikuisten viestintätaito. Otava.

Learning Methods

Active participation in lessons, exercises, distance learning and written exam/portfolio

Assessment

Active participation in lessons, exercises, distance learning and written exam/portfolio

Organizational communication, 2 op KA01AVIE002 (study unit)

Lecturers

Later announced.

Objectives

Students shall understand the significance of communication in organizations and learn to communicate in various situations.

Content

The course comprises the following topics:

- Operations in organizations with regard to communication
- Goals and means of the various sub-sections of communication
- Theory and practices in making notifications
- Writing an article

Literature / Study Material

Siukosaari 1999. Yhteisöviestinnän opas. Tietosanoma; OR Åberg 1999 (or later) Viestintä. Tuloksen tekijä. Inforviestintä; material provided by the lecturer.

Learning Methods

Lectures and exercises

Assessment

Lectures, exercises, written exam

Swedish, 3 op KA01AKIE001 (study unit)

Objectives

Students shall possess knowledge of and produce language suitable for everyday life.

Content

The course comprises oral, written and listening exercises, language for everyday situations, grammar, and the structure of the language.

Learning Methods

Lectures, exercises, distance learning, continual assessment and written examination

English, 3 op KA01AKIE002 (study unit)

Lecturers

John Pearce

Objectives

Students shall be capable of communicating in English, both orally and in writing, in matters associated with their professional field, studies and leisure time.

Content

The course comprises the following topics:

- Telling about oneself and one's education
- Job applications, job interviews and curriculum vitae
- Describing one's work environment and job
- Describing agricultural and farming operations
- Texts associated with the field of agriculture and farming
- Discussion and oral practice
- Written exercises: summaries, reports, abstracts
- Agricultural terminology

Literature / Study Material

- Yates 1995, Agriculture. Phoenix.
- Håska 1998, English for you in Agriculture, Forestry and Horticulture. LTS Förlag
- Promentor 5: English-language computer program

- Lecturer's own material

Learning Methods

Written and oral exercises such as dialogues, group discussions, lectures, written assignments, presentations and computer work. Lectures (50 %), independent study (50 %)

Assessment

Active participation in lectures, active demonstration of both oral and written language skills, completion of all written and spoken assignments and exercises. Word tests and written examination: All parts must be passed to receive a grade for the course. Evaluation is based on a scale of 1 to 5.

Computer literacy, 3 op KA01AATK001 (study unit)

Lecturers

Timo Riikonen, Kati Koivisto

Objectives

The aim of the course is to familiarize students with computer hardware and the basics of the operating system.

Learning Methods

Lectures, exercises

Assessment

APPROVED exercises, written exam

Mathematics, 2 op KA01AMAT001 (study unit)

Lecturers

Ville Vauhkonen, M.S.

Objectives

The aim of the course is to develop students' mathematical skills. Upon completion of the course, students shall possess competency in solving algebraic and graphical problems independently, and calculating the area and volume of 2- and 3-dimensional objects.

Content

The course comprises the following:

- Polynomes
- Ratio and proportion
- Equations and using equations in problem-solving
- Trigonometry
- Calculating area and volume

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures/exercises, independent practice

Assessment

Active participation in exercises (20 % minimum) and 2 tests Option: initial test 50 % of the points required

Prerequisites

Mathematics I

Languages of Instruction

Finnish

Natural sciences, 4 op KA01AMAT002 (study unit)

Lecturers

Ville Vauhkonen, M.S.

Objectives

Study Descriptions

- Theme 1: Chemistry: Students shall acquire knowledge of basic chemistry to utilize in their studies and understand the principles for analyzing their own measurements. Students shall utilize basic laboratory equipment.
- Theme 2: Physics: Students shall acquire knowledge of the laws of physics that determine the restrictions, boundaries and possibilities in their work.

Content

- Theme 1: Chemistry: general chemistry, inorganic and organic chemistry, laboratory work.
- Theme 2: Physics: basics of mechanics, thermodynamics and electricity

Literature / Study Material

- Theme 1: Chemistry: Arvonen & Levonen 1999. Ammattikorkeakoulun kemia. Otava. OR Arvonen & Levonen 1985. Opistoasteen kemia. Otava
- Theme 2: Physics: Helakorpi, S., Ahoranta, J. 2001. Uusi Omega, Ammatillinen fysiikka. WSOY

Learning Methods

Lectures/exercises, independent practice

Assessment

- Chemistry: Final exam/tests, approved exercises (20 % minimum), laboratory work
- Physics: Final exam/tests, approved exercises (20 % minimum), laboratory work

Prerequisites

None

COMMON PROFESSIONAL STUDIES, 78 op KA01BYA (study entity)

The Basic Professional Studies provide students with a solid foundation for improving their professional skills.

Crop production, 12 op KA01BKAS (study entity)

The aim of the studies in Plant Production (6 themes and 12 cr) is to teach students basic plant biology, the impacts of soil properties and climate on the growth and well-being of plants, as well as the more common cropping methods.

Orientation of crop husbandry, 1 op KA01BKAS001 (study unit)

Lecturers

Leena Riikonen, Senja Arkko and Juhani Suojaranta

Objectives

Students shall be familiar with the techniques for cultivating the more significant field plants.

Content

The course involves the following:

- Crop production on the school farm
- Soil samples
- Cultivation techniques for field plants

Literature / Study Material

Hyttiäinen, Hedman-Partanen & Hiltunen 1995. Kasvintuotanto 2. Kirjayhtymä. Other material will be announced later.

Learning Methods

Lectures, practical work, distance learning and written exam

Assessment

Lectures, practical work, distance learning and written exam

Plant biology, 2 op KA01BKAS002 (study unit)

Lecturers

Horticulturist Senja Arkko

Objectives

Students shall be familiar with the internal and external structure of plants. In addition, they shall understand the phase of physiological growth and be able to utilize the information in practice. Students shall recognize the most common weeds and forest plants in Finland.

Content

The course discusses plant anatomy and physiology.

Literature / Study Material

Pankakoski, A. 1990 (or newer). Puutarhurin kasvioppi. Edita. Värikuvakasvio. Handouts.

Learning Methods

Active participation in lessons, laboratory work, written exam and an exam about plant identification

Soils and meteorology, 2 op KA01BKAS003 (study unit)

Objectives

Student shall acquire basic knowledge of soil formation and identify types of soils and their physical properties. They shall be capable of explaining the importance of soil, air, water, mineral components, clay minerals, soil organic matter and soil organisms in creating the best environment for plant growth. They shall know the principles associated with forecasting the weather and utilize agricultural weather forecasts. Students shall be familiar with the various agroclimatical areas and be able to adapt farming to meso- and micro-climatic conditions.

Content

The course comprises the following topics:

- Parent materials of soils and soil formation
- Primary and clay minerals
- Soil organic matter and soil organisms, fauna and flora
- Soil texture, soil structure and physical properties and soil air and water
- Soil classification
- Climate classification
- Soil and climate conditions in Finland
- Data collection and weather forecasting
- Macro-, meso- and micro-climate
- Agro-climatic areas in Finland
- Weather and crop quality and yields
- Agricultural weather forecasts and information services
- Frost and protection

Literature / Study Material

Heinonen etc. (ed.) 1992. Maa, viljely ja ympäristö. WSOY; Saavalainen (ed.) 1981. Salaojittajan käsikirja 1 a. Suomen olosuhteet kuivatusta silmälläpitäen. Salaojakoulutuksen kannatusyhdistys; Elomaa etc. 1988. Sää ja maatalous. Maaseutukeskusten liitto.

Learning Methods

Lectures, assignments/distance work and written exam

Assessment

Assignments/distance learning and written exam

Fertilization and soil cultivation, 2 op KA01BKAS004 (study unit)

Objectives

Students shall understand how nutrients behave in soil, plants and also with regard to the fertilization of plants. In addition, they shall be familiar with the methods and requirements for spreading lime and fertilizing soil, and be able to make plans for fertilization. Students shall understand the purposes for ploughing various soils and be familiar with the methods used in cultivating.

Literature / Study Material

Heinonen etc. (eds.) 1992. Maa, viljely ja ympäristö. WSOY. Yli-Savola 2002. Kalkitusyhdistyksen kalkitusopas. Kalkitusyhdistys. (Will be given to all.); Alakukku ym. 2002. Maan rakenteen hoito. Maaseutukeskusten liitto.

Learning Methods

Lectures, exercises and written examination

Assessment

Lectures, exercises and written examination

Field crop production, 3 op KA01BKAS005 (study unit)

Objectives

Students shall be aware of the origin, botanical characteristics and crop physiology of the main crops in Finland. They shall be able to make a cropping plan for an entire farm and know the type of cultivation required. They shall also be aware of the laws concerning seed and grain trade and production.

Literature / Study Material

Hyytiäinen, Hedman–Partanen & Hiltunen 1995. Kasvintuotanto 2. Kirjayhtymä; Esala etc. 1989. Leipäviljan tuotanto. Maatalouskeskusten liitto; Ansalehto etc. 1999. Laatuviljan tuotanto. Maaseutukeskusten liitto; Ruis 2005. Kansallinen ruisohjelma. Ruiskäsikirja 1998. Maa– ja metsätalousministeriö; www.mmm.fi/ruisopas ; Hakkola etc. 1998. Nurmenviljely. 2. uud. p. Maaseutukeskusten liitto; OR Nurmenviljely. 1994. Maaseutukeskusten liitto; Herneen tuotanto. 1993. 2. p. Maaseutukeskusten liitto; Franssila (ed.) 1997 (or newer). Öljykasvinviljelijän opas. MTK; Aikasalo etc. 2000. Ohrasta oluen synty. Käsikirja mallasohran tuottajille. Maa– ja metsätaloustuottajain keskusliitto; material provided by the lecturer.

Learning Methods

Lectures, laboratory work, and distance learning, planning work using a PC and written exam.

Assessment

Lectures, laboratory work, and distance learning, planning work using a PC and written exam.

Basics of plant production, 2 op KA01BKAS006 (study unit)

Lecturers

Leena Riikonen, MMM ja Jussi Esala, MML

Objectives

Students shall be competent in classifying weeds and identifying the most important weeds as seedlings, as well as the most common plant diseases and insects. They shall be aware of various methods of weed prevention and be able to plan plant protection, taking into consideration the economical and environmental aspects of it. Student shall also know the impact of pesticides on nature and on health.

Content

The course comprises the following:

- Classification of weeds
- Methods for preventing the growth of weeds
- Herbicides, growth regulators
- Plant protection plan, plant protection techniques
- Impact of pesticides on nature and health

Literature / Study Material

Mäki–Valkama (toim.) 2005. Ajankohtaisia kasvinsuojeluohjeita. 14. uud. p. Kasvinsuojeluseura; Erkamo 2001. Rikkakasviopas. Kasvinsuojeluseura; Hannukkala ym. 1999. Luomupellon kasvinsuojelu. Tieto tuottamaan 84. Gummerrus; Torjunta–aineoppaat

Learning Methods

Lectures (50 %), distance learning (15 %) and written exam (35 %)

Assessment

Active participation in lectures, distance learning and written exam

Animal husbandry, 14 op KA01BKOT (study entity)

The aim of the study module in Animal Husbandry is to become familiar with the caring, feeding, breeding and healthcare of farm animals. In addition to the economy of production, major topics include the welfare of animals, environmental topics and the demands of consumers.

Introduction to animal husbandry – basic knowledge and skills, 4 op KA01BKOT001 (study unit)

Lecturers

Teija Rönkä, MMM

Objectives

The course prepares students to take care of and feed the most common farm animals. Students shall understand the basics of controlling the quality of animal products and preventing of animal diseases.

Content

The course discusses the most common farm animals and breeds, production and life cycles, estrus detection, animal identification and registration, animal health examinations, care and management of disease risks, animal handling, feeding routines, milking, quality of animal products, quality systems, and animal recording.

Literature / Study Material

Hand-outs and other material distributed by lecturer.

Learning Methods

Lectures (25 %), practical training on the school's farm (50 %), exercises and studying (25 %)

Assessment

Written examination

Biological principles of animal production, 2 op KA01BKOT002 (study unit)

Lecturers

Samu Palander, PhD (Agric.)

Objectives

Students shall become familiar with the biology of farm animals and apply this knowledge in further studies.

Content

The course comprises the following topics:

- Basics of cell biology
- Anatomy
- Physiology
- Genetics and reproduction

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures

Assessment

Written exam

Animal housing, behaviour and welfare, 2 op KA01BKOT003 (study unit)

Lecturers

Samu Palander, PhD (Agric.)

Objectives

Students will acquire basic knowledge of how the environment affects the behavior, welfare, health and production of farm animals. They will also become familiar with Finnish legislation concerning animal welfare.

Content

The course comprises the following topics:

- Physical environment of animals
- Animal behavior
- Assessing animal welfare
- Legislation
- Practical housing for common farm animals

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures, group work

Assessment

Written examination

**Basics of animal nutrition and feeding, 2 op
KA01BKOT004 (study unit)**

Lecturers

Samu Palander, PhD (Agric.)

Objectives

Students will understand the basic principles of nutrition and feed evaluation.

Content

The course discusses the basics of feed chemistry, digestion and nutrition processes and the evaluation of feeding values.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures, exercises

Assessment

Written examination

**Cattle production, 2 op
KA01BKOT005 (study unit)**

Lecturers

Academic Agronomist Ulla Luomajärvi

Objectives

Students shall understand the principles pertaining to dairy management and the management of young cattle, as well as production.

Content

The course discusses management, various types of feed and nutrition, and the breeding and preventive healthcare of dairy cows, calves and heifers.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures

Assessment

Written exam

**Pig production, 2 op
KA01BKOT006 (study unit)**

Lecturers

Samu Palander, PhD (Agric.)

Objectives

Students shall be familiar with the principles pertaining to pork and piglet production.

Content

The course discusses management, various types of feed and nutrition, and the breeding and preventive healthcare of pigs.

Learning Methods

Lectures

Assessment
Written examination

Environmental information systems, 3 op
KA01BYMP (study entity)

Course objectives and content: The aim of the course is to teach students about worldwide environmental problems. They will understand the interactions between nature and the individual, and they will also know what special environmental protection questions are associated with their own profession. They will also be familiar with the administration of environmental management and the most important laws. Learning methods and assessment: Active participation in lessons, assignment or book exam Study material: To be announced by the lecturer.

Private forestry, 6 op
KA01BMET (study entity)

The aim of the study module, Introduction to Private Forestry, is to provide students with a general idea of the management of private forests and their biological, technical and economical aspects.

Silviculture, 3 op
KA01BMET001 (study unit)

Lecturers
Hannu Humalamäki ja Juha Tiainen

Objectives
Students shall be able to perform normal forestry operations and know the biological and silvicultural factors of the most important tree species. They shall also be familiar with the most common types of damage that may happen to trees as well as the diseases associated with trees.

Content
The course comprises the following topics:

- Basic principles of silviculture
- Rotation in timber production
- Basic operations in silviculture and logging

Literature / Study Material
Tapion Taskukirja, 24th edition. Metsälehti 2002.

Learning Methods
Lectures, practical work assignment, distance learning, active participation and written exam

Assessment
Active participation and written exam

Forest management, 3 op
KA01BMET002 (study unit)

Lecturers
Juha Tiainen

Objectives
Students shall learn the basic principles and definitions of forest mensuration and be able to perform the measuring of a single tree, a stand and a forestry plot. In addition, the student shall be aware of the principles of forest management planning and be able to utilize the plan in practical forestry.

Content
The course discusses forest mensuration and forest management planning.

Literature / Study Material
Tapion Taskukirja, 2002

Learning Methods
Lectures, practical work assignment, distance learning assignment, and examination

Assessment
Distance learning assignment and examination

Agricultural technology, 11 op KA01BTEK (study entity)

Students shall recognize the main structure of agricultural machines and be able to use the more important machines according to safety regulations. They shall be able to service machines, and possess basic skills of welding and other metal work. Students shall understand the importance of agricultural technology in agricultural production. Students shall also be able to make a mechanization plan for a farm.

Use and maintenance of farming machines, 4 op KA01BTEK001 (study unit)

Lecturers

Jouni Nurminen, KTO, Jussi Esala, MML

Objectives

Students shall be able to connect different machines and trailer to a tractor and use them correctly being aware of safety regulations. They shall realize the importance of machine maintenance and they shall be able to make the more important repairs on machines. Students shall know how to choose suitable oil and fuel for agricultural equipment. They shall possess basics skills in metal work such as cutting, grinding, boring, and welding.

Literature / Study Material

To be announced at the beginning of course.

Learning Methods

Lectures, praxis in the school work shop

Assessment

Demonstration of skills and written exam

Fundamentals of agricultural technology, 7 op KA01BTEK002 (study unit)

Lecturers

Jussi Esala

Objectives

Students shall acquire basic knowledge of motors, transmissions, hydraulics, electrical equipment and control units used in agricultural machines. They shall also be capable of planning the mechanization of a farm.

Content

The course discusses motors, transmissions, hydraulics, electrical equipment and control units used in agricultural machines.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and group work

Assessment

Evaluation of group work and short exam

Basics of farm building, 6 op KA01BRAK (study entity)

Students shall learn the essential rules and instructions concerning buildings, as well as the meaning of city planning with regard to buildings. In addition, they shall know how to plan buildings and how to make drawings and compile investment plans and financial plans for buildings. They shall also be familiar with the procedures for obtaining a building license. Learning methods and assessment: Lectures, exercises, active participation in lectures, active participation in exercises, assignments and written exam.

Contracting, 4 op KA01BRAK001 (study unit)

Objectives

Students shall learn the essential rules and instructions concerning buildings and the meaning of city planning with regard to buildings. In addition, they shall know how to plan buildings, how to make drawings, investment plans and

financing plans for buildings. Students also learn how to obtain building license.

Literature / Study Material

Kopola 1995. Maaseudun rakennusoppi. Kirjayhtymä; Maankäyttö- ja rakennuslaki, maankäyttö- ja rakennusasetus, rakentamismääräykset, RT MRO–20919 Maatilarakennusten suunnitteluohjeet RMO A1, –A2, –B2 ja E1, RT MTH 20921 Maaseuturakennusten taloudelliset rakenteet RMO F1

Learning Methods

Lectures, exercises, active participation in lectures, active participation in exercises, assignments

Assessment

Lectures, exercises, active participation in lectures, active participation in exercises, assignments and written exam

Repair of buildings, 2 op KA01BRAK002 (study unit)

Lecturers

Construction Engineer Tiina Haapasaari

Objectives

Students shall be introduced to the heritage and types of agricultural buildings, as well as how to maintain them.

Content

The course discusses rural cultural buildings.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures, exercises and independent study

Assessment

Written exam

Agricultural economics, 11 op KA01BBEK (study entity)

Agricultural Economics and Farm Management is a field of studies that points out those economical principles, according to which a farm or rural enterprise should be managed to achieve the desired economical results. The programs for specialization include accounting, management, production economics, farm appraisal and agricultural policy. Teaching focuses on farm and/or rural enterprise management, production planning, production and cost theory, understanding enterprise, entrepreneurship and small businesses, as well as the principles of agricultural policy. A wide range of teaching methods are used in the study module, which include cooperative learning, lectures with demonstrations, and group work.

Basic principles of farm economics, 5 op KA01BEKO001 (study unit)

Lecturers

Eliisa Kallio, Paavo Hannila and Jyrki Rajakorpi

Objectives

Students will understand economic concepts, farm accounting information and statements. They will also understand the position and role of agriculture and the food sector in the domestic economy.

Content

The course discusses economic concepts, accounting information and book-keeping for farms that produce profit. The course also discusses national-level decisions in agricultural and rural policies.

Literature / Study Material

Karhula, Ylätalo, Ryhänen & Latukka 2002. Maitotilojen taloudellinen tulos ja kannattavuus 2000–2010. Helsingin yliopisto. Taloustieteenlaitos. Julkaisu 37: 157–166; Ryhänen, Sipiläinen & Latukka 2003. Maatalousyrittäjien tuotannon suunnittelu ja kehittäminen. Helsingin yliopisto. Taloustieteen laitos. Opetusmoniste. <http://www.mtt.fi/mttl/kirjanpitotilat.html>. Lecture notes and material provided by lecturer.

Learning Methods

Lectures with demonstrations and group work, exercises

Assessment

Exercises and written examination

**Tax management of the farm, 3 op
KA01BEKO002 (study unit)**

Lecturers

Eliisa Kallio and Juha Tiainen

Objectives

Students shall familiarize themselves with taxation and the regulations set forth in the Income Tax Act for farming. Students shall understand the meaning of planning the entire taxation procedures for a firm, and will know how to fill out tax forms.

Content

The course discusses the regulations set forth in the Income Tax Act, book-keeping, and the entire taxation procedures for a firm.

Literature / Study Material

Maatalouden verotus ja metsätalouden verotus; Veroilmoituksen täyttöohjeet (Instructions for filling out tax forms). Verohallituksen julkaisu 53.05. <http://www.vero.fi>. Kirjanpitoluvut. Hyvämäki (ed.) 2002. Tapion taskukirja 2002. 24th renewed edition. Other material provided by the lecturer.

Learning Methods

Lectures, group work and exercises

Assessment

Exercises and written examination

**Applied production analysis, 3 op
KA01BEKO003 (study unit)**

Objectives

Student will learn the principles of production and cost analysis. They will be familiar with production, cost relationships and making economical choices for various production lines. They will also learn about production and operations management, human resources and machinery management, as well as the basics of investment and financial analysis.

Literature / Study Material

Ryhänen, Sipiläinen & Latukka 2003. Maatalousyrityksen tuotannon suunnittelu ja kehittäminen. Helsingin yliopisto. Taloustieteen laitos. Opetusmoniste. 169 p.; Turkki 2003. Tuotantoekonomia. Helsingin yliopisto Taloustieteen laitos. Monistesarja nro 4. 2. uudistettu painos.; Kay & Edwards 2004. Farm management. McGraw-Hill. Boston; Research results concerning production economics; Lectures and material provided by the lecturer

Learning Methods

Lectures with demonstrations and group work

Assessment

Lectures with demonstrations and group work, written exam

**Business economics and marketing, 9 op
KA01BLII (study entity)**

The aim of the Business Economics Module is to prepare students for a career in entrepreneurship, or to work within the operations and development of enterprises.

**Introduction to bookkeeping, 3 op
KA01BLII001 (study unit)**

Objectives

Student will understand the basics of double-entry bookkeeping and be able to manually prepare a small-scale bookkeeping ledger.

Content

The course discusses double-entry bookkeeping.

Literature / Study Material

Material provided by the lecturer.

Learning Methods
Lectures and assignments

Assessment
Examination

New venture strategies in rural small business, 3 op KA01BLII002 (study unit)

Objectives

Students shall familiarize themselves with researching new business opportunities as well as planning and establishing a new enterprise. The aim of the course is to prepare students to establish a new business on their own, and to act as an advisor in such situations.

Content

The course comprises the following topics:

- Researching new business opportunities
- Analyzing business ideas
- Analyzing the economical preconditions of the enterprise to be established
- How to make a financial plan and select the type of company to be established

Literature / Study Material

Material provided by the lecturer.

Learning Methods
Lectures and assignments

Assessment
Examination

Introduction to marketing, 3 op KA01BLII003 (study unit)

Lecturers
Anu Katila

Objectives

Students shall master the theories of marketing. The course discusses product, price, distribution, and promotion: advertising, personal selling, sales promotion and public relations.

Literature / Study Material

Material provided by the lecturer.

Learning Methods
Lectures, exercises, independent study, and written examination

Assessment
Active participation and exam

Basics of development of rural areas, 6 op KA01BKEH (study entity)

The aim of the study module is to familiarize students with the many possibilities of rural areas as a living environment, a place to work, etc.

Basics of rural extension and project work, 3 op KA01BKEH001 (study unit)

Lecturers
Mikko Mustakallio, MMM and Agrologist Juhani Suojaranta

Objectives

Students will learn and understand the entire realm of rural environments as a places to work, establish enterprises and live. Students will also learn the chief organizations that develop rural areas and offer consultation.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lessons, work assignments

Assessment

Written exam

**The techniques of negotiation and meetings and the psychology of customer service, 3 op
KA01BKEH002 (study unit)**

Lecturers

Agronomist Juhani Suojaranta and Pia Lahdenmaa, M.A.

Objectives

Students will be familiar with various techniques used in meetings and negotiations and possess competency in leading various types of meetings and negotiations. In addition, students shall be competent in expressing their opinions and providing grounds for those opinions.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Active participation in lectures and exercises, assignments and written exam

Assessment

Exam and assignments

**THE GROWING SEASON, 10 op
KA01BKASVUK (study entity)**

Lecturers: Senja Arkko; Heikki Harmanen; Hannu Humalamäki; Mikko Loiva; Leena Riikonen; Juha Tiainen; Anna Tall, Jussi Esala Students shall familiarize themselves with the species of plants/varieties of plants, which are cultivated in fields, gardens and forests. They shall also be familiar with various weeds, plant diseases and insects, as well as plant protection. The factors, which influence the growth of plants and crop production, are monitored using various methods. Students shall also be aware of research in the field and landscape a garden.

**Field drainage and irrigation, 2 op
KA01CKAS001 (study unit)**

Objectives

Students shall be familiar with various drainage and irrigation systems and their advantages. They shall be competent in choosing the most effective methods for drainage and irrigation, and understand the principles of designing drainage and irrigation schemes.

Literature / Study Material

Heinonen etc. (eds.) 1992. Maa, viljely ja ympäristö. WSOY. (Maan vesitalous–osio); Sadetusopas 1979. Maatalouskeskusten liitto; Peltomaa 1999. Salaojien kunnossapito–opas. Salaojakeskus; Saavalainen (ed.) 1983. Salaojittajan käsikirja 1B. Kuivatuksen perusteet. Salaojakoulutuksen kannatusyhdistys; Saavalainen (ed.) 1984. Salaojittajan käsikirja 2A. Salaojituksen suunnittelu. Salaojakoulutuksen kannatusyhdistys; Saavalainen (ed.) 1991. Salaojittajan käsikirja, osa 3. Salaojitustöiden toteuttaminen, salaojitusten kunnossapito, täydennysojitus. Salaojakoulutuksen kannatusyhdistys

Learning Methods

Lectures, distance learning and written examination

Assessment

Lectures, distance learning and written examination

**The crop and seed production, 3 op
KA01CKAS002 (study unit)**

Lecturers

Jussi Esala, Mikko Loiva and Kimmo Nissinen

Objectives

Students shall become familiar with the principles of crop production.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures and exercises

Assessment

Active participation and an exam

Prerequisites

KA01BKAS005

**Cropping and fertilization planning, 3 op
KA01CKAS003 (study unit)**

Lecturers

Agronomist Heikki Harmanen

Objectives

Students shall learn how to compile a crop management plan both manually and on computer.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Problem-based learning

Assessment

Continuous assessment

**Diseases and pests of cultivated plants, 3 op
KA01CKAS004 (study unit)**

Lecturers

Leena Riikonen

Objectives

Students shall understand the classification of plant diseases and pests, and also be familiar with the factors influencing the developmental rhythm and life span of diseases and pests. Students shall also be able to identify plant diseases and pests and choose a suitable disease-/pest-control strategy.

Content

The course discusses plant diseases and their prevention methods and pests and their prevention methods.

Literature / Study Material

Mäki-Valkama (toim.) 2005. Ajankohtaisia kasvinsuojeluohjeita. 14. uud. p. Kasvinsuojeluseura; Hannukkala ym. 1999. Luomupellon kasvinsuojelu. Tieto tuottamaan 84. Gummerrus; Valkonen, Bremer & Tapio 1996. Kasvi sairastaa. Oppi kasvitaudeista. Yliopistopaino; Tasapainoinen kasvinsuojeluoppaat. Kasvinsuojeluseura.

Learning Methods

Lectures (40 %), distance learning (30 %) and written exam (30 %).

Assessment

Active participation in lectures, assignments, distance learning and written exam.

Prerequisites

Introduction to Plant Protection (KA01BKAS006)

**Grassland management, 3 op
KA01CKAS005 (study unit)**

Lecturers

Heikki Harmanen, Samu Palander and Kimmo Nissinen

Objectives

Students shall learn the principles and details of grassland management.

Literature / Study Material

Material provided by the lecturers.

Learning Methods

Lectures and assignments

Prerequisites

KA01BKAS005

**Potato production, 3 op
KA01CKAS006 (study unit)**

Lecturers

Agronomist Heikki Harmanen

Objectives

Students shall familiarize themselves with the various forms of potato production and their cultivation techniques. They shall also learn treatment measures, plant protection, storage, machinery, preparing potatoes commercially, disposal, quality and quantity of the crop, and the factors influencing profitability. In addition, students shall learn about supervising and be familiar with the regulations concerning potato production.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures, distance learning assignments

Assessment

Written exam

**Sugar beet production, 2 op
KA01CKAS007 (study unit)**

Lecturers

Agronomist Heikki Harmanen

Objectives

Students shall familiarize themselves with the possibilities and techniques involved in the cultivation of sugar beets. They shall also be familiar with the policies and regulations associated with cultivating sugar beets.

Learning Methods

Lectures and distance learning

Assessment

Written exam

**Actual special field crops, 2 op
KA01CKAS008 (study unit)**

Lecturers

Mikko Loiva M.S.(Agr.)

Objectives

Students shall be aware of the cultivation possibilities of special field crops, and the techniques used in cultivating and harvesting them, their treatment methods, storage, preparing them commercially and disposing of them. In addition, students shall be familiar with how different measures influence the quality and quantity of the crop.

Learning Methods

Lectures, group work, presentations

Assessment

Written exam

Living soil, 2 op KA01CKAS009 (study unit)

Lecturers

Visiting lecturers

Objectives

The aim of the course is to deepen the students' knowledge of the biological processes in soil and of the chemical and physical factors involved in the processes.

Content

The course discusses soil structure, soil microbes, and nutrients.

Literature / Study Material

Lectures and literature announced by the lecturer.

Learning Methods

Lectures, journal, and distance learning assignment

Assessment

Active participation in lectures and approved distance-learning assignment and journal

Prerequisites

Soils and Meteorology (KA01BKAS003)

Different cropping systems, 2 op KA01CKAS010 (study unit)

Lecturers

Visiting lecturers

Objectives

The aim of the course is to provide students with basic knowledge of and competency in comparing various farming systems.

Content

The course discusses traditional farming systems, IP-farming, organic farming and biodynamic farming.

Literature / Study Material

Material announced by the lecturer

Learning Methods

Lectures and journal

Assessment

Active participation in lectures and approved journal

Plant breeding, 2 op KA01CKAS011 (study unit)

Lecturers

Mikko Loiva

Objectives

Students shall understand the biological reasons for plant breeding, the basic methods of plant breeding, and the possibilities to use genetic engineering and biotechnology in plant breeding. Students shall also be aware of goals of breeding the more important field crops.

Learning Methods

Lectures, exercises, active participation in lessons

Assessment

Written exam

Basics of domestic planning, 3 op KA01CPUU001 (study unit)

Lecturers

Senja Arkko

Objectives

Students shall possess the knowledge necessary in the foundation work for gardens, which contain useful plants and ornamental plants. They shall also be knowledgeable in caring for them.

Literature / Study Material

Material provided by the lecturer.

**Vegetable and Berry Production, 3 op
KA01CPUU002 (study unit)**

Lecturers

Horticulturist Senja Arkko

Objectives

Students shall deepen their knowledge of horticulture and familiarize themselves with the possibilities and techniques of open-field cultivation.

Literature / Study Material

Material provided by the lecturer.

**Greenhouse Production, 2 op
KA01CPUU003 (study unit)**

Lecturers

Horticulturist Senja Arkko

Objectives

Students shall deepen their knowledge of horticulture and familiarize themselves with the possibilities and techniques of greenhouse cultivation.

Literature / Study Material

Material provided by the lecturer.

**Organic farming, 3 op
KA01CLUO001 (study unit)**

Lecturers

Leena Riikonen, Ulla Luomajärvi and Senja Arkko

Objectives

Students will learn the possibilities and the basic principles of organic farming. They will also be able to analyze the economic results and manage the marketing of organic products.

Content

The course comprises the following topics:

- Basics of ecology
- Statistics pertaining to organic production
- Soil fertility, crop rotation, fertilization, plant protection
- Economy and marketing
- Organic animal husbandry

Literature / Study Material

Rajala 2004. Luonnonmukainen maatalous. Helsingin yliopisto, Maaseudun tutkimus- ja koulutuskeskus OR Källander & Bovin 1993. Luonnonmukainen maanviljelys. Kirjayhtymä

Learning Methods

Lectures (40 %), distance learning (20 %) and written exam (40 %)

Assessment

Active participation in lectures, distance learning and written exam

Organic crop husbandry, 2 op KA01CLUO002 (study unit)

Lecturers

Leena Riikonen

Objectives

Students shall be familiar with organic cultivation techniques for common field plants, and be able to make an organic production plan for a real farm.

Content

The course comprises the following topics:

- Organic farming of common field plants
- Regulations and documentation of organic farming
- Production plan for organic farming

Literature / Study Material

Ansalehto ym. 2000. Luomuviljan tuotanto. Tieto tuottamaan 86; Rajala 2004. Luonnonmukainen maatalous. HY, Maaseudun tutkimus- ja koulutuskeskus OR Källander & Bovin 1993. Luonnonmukainen maanviljely. Kirjayhtymä; Luonnonmukaisen tuotannon ohjeet. Kasvintuotanto 2005. Other material to be announced at a later date.

Learning Methods

Lectures (40 %), distance learning (30 %) and written exam (30 %).

Assessment

Active participation in lectures, approved distance learning assignment and written exam.

Organic animal husbandry, 2 op KA01CLUO003 (study unit)

Lecturers

Agronomist Ulla Luomajärvi

Objectives

Students shall be competent in planning organic farming in animal husbandry. In addition, they shall be able to analyze economic results and manage marketing.

Learning Methods

Active participation in lectures and assignments

Assessment

Approved plan for organic farm and written examination.

Organic home gardening, 2 op KA01CLUO004 (study unit)

Lecturers

Horticulturist Senja Arkko

Objectives

Students will learn the principles and techniques of organic home-gardening.

Literature / Study Material

Material provided by the lecturer.

Organic gardening, 2 op KA01CLUO005 (study unit)

Lecturers

Horticulturist Senja Arkko

Objectives

Students will learn the principles and techniques of organic gardening.

Literature / Study Material

Material provided by the lecturer.

Environment and agriculture, 3 op KA01CYMP001 (study unit)

Lecturers

Irma Saarela

Objectives

Students shall learn the basic principles of interaction between rural enterprises and the environment.

Content

The course discusses basic environmental values and the traditions and ethics pertaining to the environment.

Learning Methods

Lessons and assignments

Assessment

Approved exam and assignments

Environment ecology, 3 op KA01CYMP002 (study unit)

Lecturers

Irma Saarela

Objectives

Students will learn the basic principles of ecology.

Content

The course discusses the basic principles of ecology.

The legislation of environmentalism, 3 op KA01CYMP003 (study unit)

Lecturers

Irma Saarela

Objectives

Students will learn the key areas of environmental legislation in Finland.

Content

The course discusses primary environmental laws.

Environmental questions of field crop production, 2 op KA01CYMP004 (study unit)

Lecturers

To be announced at a later date.

Objectives

Students will learn the environmental aspects of crop production in Finland.

Content

The course discusses environmental issues concerning crop production in Finland.

Environmental questions of animal husbandry, 2 op KA01CYMP005 (study unit)

Lecturers

Ulla Luomajärvi, Samu Palander

Objectives

Students shall learn about the more important environmental problems associated with livestock husbandry and how to solve these problems while at the same time taking into consideration economic issues, the well-being of the animals as well as the quality of products.

Content

The course discusses the cycle of nutrients, the chemistry of ammonia, the environmental impact of feed production,

pasture farming and feeding animals. The course also involves balancing feeding, the environmental impact of the removal, storage and spreading of manure, remnants of antibiotics and parasite medication, as well as microbes which may affect the quality of foodstuff.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures (25 %), exercises and distance-learning assignments (50 %) , exam (25 %)

Assessment

Approved assignments and exam

**Nutrient budgets of the farm and development of nutrient management, 2 op
KA01CYMP006 (study unit)**

Lecturers

Leena Riikonen

Objectives

The aim of the course is to familiarize students with the calculation and analysis of nutrient budgets.

Content

The course discusses trade balance, field balance and livestock balance.

Literature / Study Material

Myyrinmaa etc. 2001. Ravinnetaseopas. Kestävä kehitys Vantaanjoella. Uudenmaan ympäristökeskus. Other material to be announced at a later date.

Learning Methods

Lectures and exercises (50 %), distance-learning assignment (15 %) and exam (35 %)

Assessment

Active participation in lectures and exercises, approved distance learning assignment and written exam.

Prerequisites

Professional studies in plant and animal husbandry

**Ecology, 3 op
KA01CYMP008 (study unit)**

Lecturers

Horticulturist Senja Arkko

Objectives

Students learn about the structure of the ecosystem and the basic characteristics of its activity, as well as about the interaction of the organic and inorganic species in nature.

Content

The course discusses ecosystems, populations and environmental impact.

Learning Methods

30 % lectures, 70 % independent study

Assessment

Active participation in lectures, approved assignments

**Rural water resources management, 8 op
KA01CYMP009 (study unit)**

Lecturers

Construction Engineer Tiina Haapasaari and guest lecturers

Objectives

Students shall learn to do preliminary reports and field investigations needed to carry out water management planning. They shall also learn to determine the amount and quality of sewage, and become familiar with the operational principles, prerequisites and the efficiency of purification of sewage disposal methods. Students shall compile a treatment plan and cost estimate, as well as learn about servicing processing systems. They shall also familiarize themselves with

the various alternatives for obtaining household water, and the stipulations pertaining to water management.

Content

The course involves the discussion of water management legislation and various sewage treatment methods, evaluation of the quality and amount of sewage, the compilation of a plan and cost estimate, as well as servicing water treatment methods.

Learning Methods

Lectures (40 %), assignments (60 %) and independent study

Assessment

Approved assignments and exam

Prerequisites

Field Water Management (KA01CKAS001), Water and Waste Management in Rural Areas (KA01CRAK002)

The environment quality systems, 4 op KA01CYMP010 (study unit)

Lecturers

Erkki Laitila

Objectives

Students shall learn to create a quality and environmental management system for farms and small, rural enterprises. Using the quality and environmental management system, one can identify an organisation's needs for development and improve operations while abiding by the principles of sustainable development. Students shall learn to apply the management systems as a tool for managing a company, and in so doing shall be able to identify an organisation's needs in quality and environmental issues and improve operations while abiding by the principles of sustainable development. The aim of the course is to provide students with the readiness to create a quality and environmental management system for farms and small, rural enterprises, which complies with the standards in the ISO Quality Management Systems.

Content

The course involves the discussion of quality and environmental managements systems, policies concerning quality and environmental managements systems, viewpoints, objectives, procedures, metres, surveying the current situation, compiling a work execution plan and making sure objectives are being achieved.

Learning Methods

Lectures (30 %) , online discussions and assignments (60 %) , exam (10 %)

Assessment

Approved exercises, online assignments and exam

Field course, 2 op KA01CYMP011 (study unit)

Objectives

Field work allows students to apply theory to practice and to familiarize themselves with the various questions arising in environmental issues. Field work is usually carried out as a three-day field trip in Finland, but may also take place abroad.

Content

The course is based on a particular theme, which may include preserving the diversity of nature, environmental research, ecology, and the preservation of the Baltic Sea.

Learning Methods

The course contains some lectures, but the main emphasis is on field work.

Assessment

Active participation in exercises, journal

Specialising in pig production, 6 op KA01CKOT001 (study unit)

Lecturers

Samu Palander, PhD (Agric.)

Objectives

Students shall become acquainted with pig production.

Content

The course deepens students' knowledge of pig management, nutrition, feed formulation, healthcare and breeding using current topics in vocational literature.

Learning Methods

Lectures, discussions, individual and group work, acquisition of information, reporting

Assessment

Active participation, written and oral reports, presentations and examinations

**Specialising in cattle production, 12 op
KA01CKOT002 (study unit)**

Lecturers

Samu Palander, PhD (Agric.); Teija Rönkä M.S. (Agric.); Agronomist Ulla Luomajärvi; Kimmo Nissinen, M.S. (Agric.)

Objectives

Students shall become familiar with dairy production and the production of beef cattle production.

Content

The course deepens students' knowledge of topics related to cattle farming:

- Dairy and beef cattle management
- Nutrition and feed formulation
- Healthcare and breeding
- Technology and grass crop production

Learning Methods

Lectures, discussions, individual and group work, acquisition of information, reporting

Assessment

Active participation, written and oral reports, presentations and examinations

**Specialising in poultry production, 6 op
KA01CKOT003 (study unit)**

Lecturers

Samu Palander, PhD (Agric.)

Objectives

Students shall become acquainted with the poultry branch as the fastest growing branch of animal husbandry.

Content

The course discusses the biological, technical and nutritional aspects of layer and meat poultry, feeding and management, as well as other current topics in vocational literature.

Learning Methods

Lectures, discussions, individual and group work, acquisition of information, reporting

Assessment

Active participation, written and oral reports, presentations and examinations

**Other special topics of animal production, 3 op
KA01CKOT004 (study unit)**

Lecturers

Samu Palander, PhD (Agric.)

Objectives

The aim of the course is to familiarize students with some not-so-common branches of animal husbandry.

Content

The course discusses the biological, technical and nutritional aspects related to sheep, goat, fur animal, bee, fish and reindeer production, as well as the rearing of game animals.

Learning Methods

Lectures, discussions, individual and group work, acquisition of information, reporting

Assessment

Active participation, written and oral reports, presentations and examinations

**Horse management 1, 2 op
KA01CKOT005 (study unit)**

Lecturers

Agrologist and Horse Trainer Arja Ala-Kauppila

Objectives

The aim of the course is to familiarize students with horse management. The course deals with the fundamentals of stable conditions, feeding and healthcare, behavior of horses, and the handling and treatment of horses.

Literature / Study Material

To be announced by the lecturer.

Learning Methods

Lectures, exercises, written exam

Assessment

Exam

**Animal husbandry special practicals, 2 op
KA01CKOT007 (study unit)**

Lecturers

Rönkä Teija M.S.(Agr.)

Objectives

Students deepen their knowledge of and practical skills in animal husbandry in Finland.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Cooperative learning, field trips, self-orientated learning

Assessment

Active participation and written exercises

**Forestry, 8 op
KA01CMET (study entity)**

Students may choose additional courses in forestry from the selection of elective courses at Tuomarniemi, Ähtäri .
Further info: Head of Degree Programme Juha Tiainen, tel. 040 830 2429

**Small/medium –scale wood processing, 8 op
KA01CMET001 (study unit)**

Lecturers

Hannu Humalamäki, Esa Eloranta, Juhani Joensuu, Tiina Haapasaari and Juha Tiainen

Objectives

Students shall understand the connection between and the importance of timber quality and its processed products. In addition, they shall learn about forest machinery and the means to process timber on a farm using do-it-yourself principles.

Literature / Study Material

Tapion Taskukirja 2002

Learning Methods

Lectures, assignment (case study), and written exam

Assessment

Assignment and written exam

Prerequisites

Forest Management (KA01BMET001) and Forest Planning (KA01BMET002)

**Technology of crop husbandry, 4 op
KA01CTEK001 (study unit)**

Lecturers

Jussi Esala

Objectives

Students shall understand the fundamentals of efficient agricultural machine work. They shall be competent in making a mechanization plan with some alternatives and justifications for those alternatives.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, exercises and personal mechanization plan

Assessment

Written exam and mechanization plan

**Basics of farm energy management, 3 op
KA01CTEK002 (study unit)**

Lecturers

Jussi Esala

Objectives

Students shall gain knowledge of minerals and renewable energy resources. They shall be competent in selecting one of these when planning heating systems for a farm. They shall also acquire basic knowledge of environmental factors, heating, boilers and fuel purchasing.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and group work

Assessment

Exam

**Control engineering of agricultural machines, 3 op
KA01CTEK003 (study unit)**

Lecturers

Jussi Esala

Objectives

Students shall be aware of the central role of control engineering in modern agricultural technology. They shall understand how the control systems of the more common agricultural machines function and be able to change the settings on them.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and case study

Assessment

Written exam and case study

**Environmental technology of agriculture, 4 op
KA01CTEK004 (study unit)**

Lecturers

Jussi Esala, MML, Antti Pasila, MTT and Agronomist Arto Huhtala

Objectives

Students shall be aware of the more common technological means to prevent or reduce the impact of agricultural production on the environment.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and case study

Assessment

Case study

**Technology of animal husbandry, 5 op
KA01CTEK005 (study unit)**

Lecturers

Agronomist Arto Huhtala and Jussi Esala, MML

Objectives

Students shall be aware of the requirements for efficient, cost-effective and precise technology in animal feeding, milking, manure disposal and ventilation.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and case study

Assessment

Case study

**Research and development of agricultural machinery, 3 op
KA01CTEK006 (study unit)**

Lecturers

Jussi Esala, MML , Arto Huhtala, agr., Antti Pasila MTT

Objectives

Students will familiarize themselves with research in agricultural technology and the methods of measurement therein. They will also be capable of planning test situations.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Case study

Assessment

Case study

**Bioenergy, 3 op
KA01CTEK007 (study unit)**

Lecturers

Jussi Esala, MML and Hannu Humalamäki, MTI

Objectives

Students shall be competent in planning and evaluating energy alternatives and technology for a bioenergy plant for a farm.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Case study

Assessment
Case study

Basics of building construction, 3 op KA01CRAK001 (study unit)

Lecturers
Construction Engineer Tiina Haapasaari and Master Builder Juhani Pakkala

Objectives
Students shall acquire knowledge of the more common building materials and equipment, including their characteristics, used in agricultural buildings. Students shall also be aware of issues concerning occupational safety. They shall also be able to use, maintain and repair instruments and know the more common renovation and repair techniques.

Content
The course comprises the following topics:

- Building materials and equipment
- Outdoor painting and decorative painting
- Tools and their safety instructions
- Drawings
- Data acquisition

Literature / Study Material
Lecture handouts, material announced by the lecturer.

Learning Methods
Lectures (60 %), exercises, independent study

Assessment
Active participation in exercises, written exam

The water supply and sewerage and the waste management, 3 op KA01CRAK002 (study unit)

Lecturers
Construction Engineer Tiina Haapasaari

Objectives
Students shall be familiar with various sewage systems, water supply and waste management alternatives for farms. The course deals with norms, laws, functionality, structure and expenses.

Content
The course contents include waste management, water supply, and sewage systems.

Literature / Study Material
Lecture handouts, Kujala-Räty, K., Santala E. 2001. Haja-asutuksen jätevesien käsittelyn tehostaminen. Suomen ympäristökeskus. Other material to be announced by the lecturer.

Learning Methods
Lectures (60 %), exercises, independent study

Assessment
Exam and approved exercises

Plant productions buildings, 2 op KA01CRAK003 (study unit)

Lecturers
Construction Engineer Tiina Haapasaari and Master Builder Juhani Pakkala

Objectives
Students shall learn the more common building types used in plant growing, as well as the design, construction and repairing of those buildings.

Content
The course comprises the following topics:

- Cold–air drying
- Warm–air drying
- Hay drying
- Silos, rye houses, grain storage, potato storage
- Green houses
- Machine storage

Literature / Study Material

Lecture handouts and material announced by the lecturer.

Learning Methods

Lectures (60 %), field trips, exercises, independent study

Assessment

Written exam

**Agricultural production economics and farm management, 45 op
KA01CEKO (study entity)**

The study module in the Economics of Agricultural Production and Farm Management comprises 7 courses worth up to 40 ECTS altogether.

**Agricultural production economics, 6 op
KA01CEKO001 (study unit)**

Lecturers

To be announced at a later date.

Content

Theory vs. the real world: how to optimize and ways to maximize profit and minimize costs.

Literature / Study Material

Kay & Edwards 2004. Farm Management. McGraw–Hill. Boston: 97–146

Learning Methods

Lectures and self–oriented study

Prerequisites

Introduction to Economics in Agricultural Production (KA01BEKO003)

**Financial management and capital budgeting methods in agriculture, 9 op
KA01CEKO002 (study unit)**

Lecturers

Matti Ryhänen

Objectives

Students shall master methods in financial management and capital budgeting in agriculture.

Content

The course discusses investment theories, funding theories, the planning of funding, and the calculation of the profitability of an investment.

Literature / Study Material

Barry, Ellinger, Hopkin, & Baker 2000. Financial Management in Agriculture and Brealey & Myers 2003. Principles of Corporate Finance

Learning Methods

Lessons and self–orientated learning

Assessment

Exam

Prerequisites

Introduction to Agricultural Economics (KA01BEKO001) and Introduction to Economics in Agricultural Production (KA01BEKO003)

Whole-farm planning, 15 op KA01CEKO003 (study unit)

Lecturers

Docent Matti Ryhänen, MMT; Agronomist Heikki Harmanen; Jussi Esala MML; Samu Palander, MMT; Agronomist Eliisa Kallio; Agrologist Kati Koivisto

Objectives

Students shall develop plans for a farm business. They shall learn to search and utilize data for those plans, and understand the economic concepts and computational procedures for planning.

Literature / Study Material

The course material comprises the following literature:

- Kay & Edwards. 2004. Farm Management. McGraw–Hill. Boston
- Olson 2004. Farm Management: Principles and Strategies. A. Blackwell Publishing Company. Iowa State Press
- Barry, P.J., Ellinger, P.N., Hopkin, J.A., & Baker, C.B. 2000. Financial Management in Agriculture

Learning Methods

- Problem-based learning

Assessment

Written report, evaluated as a comprehensive process.

Prerequisites

Economics of Agricultural Production (KA01CEKO001)

A farmer and administration, 5 op KA01CEKO004 (study unit)

Lecturers

Agronomist Eliisa Kallio

Objectives

Students shall be familiar with the financial support rendered by the EU and the preconditions for receiving it. Students shall also be aware of the supervision involved in receiving financial support from the EU. The course also teaches students how to fill in applications for financial support.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures, exercises, active participation, approved assignments

Assessment

Examination

Prerequisites

Introduction to Agricultural Economics (KA01BEKO001)

Agricultural policy, 5 op KA01CEKO005 (study unit)

Lecturers

Agronomist Paavo Hannila and Jyrki Rajakorpi, MMM

Objectives

Students shall understand the position and role of agriculture and the food sector in the domestic economy. They shall also understand the aspects of real-life decisions in agricultural, food and rural policies at the national level.

Literature / Study Material

The course material is located at the following online addresses:

- http://europa.eu.int/comm/agriculture/mtr/index_fi.htm
- http://europa.eu.int/comm/agriculture/index_fi.htm.
- http://europa.eu.int/comm/dgs/agriculture/index_fi.htm

Learning Methods
Lectures

Assessment
Examination

Computer-aided planning of farm economics, 5 op KA01CEKO007 (study unit)

Lecturers
Agronomist Eliisa Kallio

Objectives
Students shall learn how to plan the production and management associated with farming.

Literature / Study Material
Materials provided by the lecturer.

Learning Methods
Problem-based learning

Assessment
Written assignment

Prerequisites
Introduction to Economics in Agricultural Production (KA01BEKO003)

Management and development of rural entrepreneurship, 55 op KA01CLII (study entity)

Students may create a study module for themselves, which provides enough knowledge and skill for developing and managing rural enterprises and auxiliary businesses. Students determine the type of study module themselves. The module must contain separately specified, mandatory studies worth at least 24 ECTS, which pertain to business and management. The topic of the thesis must tie in with the development and management of enterprises. Choosing a place for practical training where students may learn about developing and managing enterprises is recommended.

Marketing planning and management, 3 op KA01CLII001 (study unit)

Objectives
Students shall acquire knowledge about planning and managing marketing, and learn about the factors influencing planning and management. Students shall also learn how to compile a marketing plan.

Content
The course discusses strategic decisions in marketing and the planning of marketing.

Literature / Study Material
Lahtinen & Isoviita. 1998. Markkinoinnin suunnittelu. Avaintulos. Kumar. 2004. Marketing as Strategy. Harvard Business School Press. Material distributed during lectures.

Learning Methods
Lectures, independent and group work: 50 % teaching, 50 % independent study

Assessment
Active participation in classes and in completing assignments

Prerequisites
Introduction to Marketing (KA01BLII003)

Collection and analysis of marketing information, 3 op KA01CLII002 (study unit)

Objectives
Students shall acquire an understanding of the significance of market research. They shall plan and implement a market research project in practice.

Content

The course outlines the theory and significance of marketing research in a company's decision-making, planning and implementing marketing research, and reporting about it. The course requires an oral presentation of the research.

Literature / Study Material

Lahtinen & Isoviita. 1998. Markkinointitutkimus. Avaintulos. Lotti. 1998. Markkinointitutkimuksen käsikirja. 4th edition. WSOY. Articles set by the lecturer Online material

Learning Methods

Lectures, carrying out research independently, reporting and oral presentation: 20 % teaching, 80 % independent study.

Assessment

Progression of the research process, report and oral presentation

Prerequisites

Introduction to Marketing (KA01BLII003)

**Marketing communication, 3 op
KA01CLII003 (study unit)**

Lecturers

Anu Katila

Objectives

Students shall acquire the basic information and knowledge about marketing communications.

Content

The course discusses sales and customer service, advertising, public relations and sales promotion.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, independent and group work: 50 % teaching, 50 % independent study.

Assessment

Active participation in classes and assignments

Prerequisites

Introduction to Marketing (KA01BLII003)

**The economical leadership of a rural enterprise, 9 op
KA01CLII004 (study unit)**

Objectives

Students shall learn the principles and practices in cost calculation, the pricing of a product or a service and funding an SME enterprise.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures and assignments

Assessment

Examination

Prerequisites

Introduction to Double-entry bookkeeping (KA01BLII001) and Establishing a New Enterprise (KA01BLII002)

**Double entry bookkeeping by PC, 3 op
KA01CLII005 (study unit)**

Lecturers

Erkki Laitila

Objectives

Students shall learn how to do double-entry bookkeeping using a computer programme and in so doing they shall

develop an understanding of the administration of bookkeeping and the value-added tax system for small businesses and non-profit organisations. Students shall also learn how to compile year-end financial statements.

Content

The administration of computerized, performance-based, double-entry bookkeeping and the valued-added tax system

Literature / Study Material

To be determined by the lecturer

Learning Methods

Lectures and assignments

Assessment

Participation in the practical sessions and performance in doing assignments

Prerequisites

Basics in Double-entry Bookkeeping (KA01BLII001)

**The legislation of a rural enterprise, 9 op
KA01CLII006 (study unit)**

Objectives

Students shall learn about the principles of commerce, consumer trade and real estate business between entrepreneurs. Additionally, they shall become familiar with the maxims governing crucial communal legislation with regard to rural entrepreneurship, and the legislation and regulations pertaining to being an employer.

Content

The course comprises several parts:

- Part 1: Commerce between Entrepreneurs. This part of the course discusses the crucial stipulations and regulations, as well as the general business practices, between entrepreneurs.
- Part 2: Consumer Protection: This part of the course discusses the central stipulations, regulations and the general principles of commerce between entrepreneur and consumer.
- Part 3: Communal Law: This part of the course discusses the central stipulations, regulations and operational principles of limited companies, cooperatives and associations such that students shall be able to work in managerial and confidential posts in rural enterprises.
- Part 4: Working as an Employer: This part of the course discusses legislation central to employment and the collective agreements and other agreements closely associated with rural entrepreneurship.
- Part 5: Registration of Property and Surrender of Ownership: This part of the course discusses the legislation central to the registration of property and the surrender of ownership, especially from the point of view of rural entrepreneurship.

Literature / Study Material

Each part of the course has its own up-to-date material determined by the lecturer.

Learning Methods

Lectures, assignments

Assessment

Students shall complete each part of the course separately by submitting a exam-type assignment. The grade students receive for the entire course is the average of the grades received for each of the five parts of the course.

**The quality control of a rural enterprise, 3 op
KA01CLII007 (study unit)**

Objectives

Students shall learn about the general contents of the standards and principles for constructing a quality management system, and learn to apply them in constructing quality management systems for farming and rural enterprises.

Content

The course introduces the central contents of the ISO 9000–9004 quality standards, as well as other quality management principles in general. The principles involved in constructing a quality management system based on the ISO 9000 quality standard are also discussed.

Literature / Study Material

Current material determined by the lecturer.

Learning Methods
Lectures and assignments

Assessment
Project or exam as assigned by the lecturer.

The taxation of a rural enterprise, 6 op KA01CLII008 (study unit)

Objectives
Students shall learn about the principles of value-added taxation for rural enterprises (farming and other businesses), the principles of a company's income tax for various types of companies (taxation concerning farming is discussed in another course), as well as the general principles of other taxation laws (Real Estate Taxation Act and the Capital Transfer Taxation Act, etc.) pertaining to rural entrepreneurship.

Content
The course is divided into three parts:

- Part 1: Value-added Tax: This part of the course emphasises issues concerning value-added tax in farming and ordinary rural, small business operations.
- Part 2: Trade Taxation and Various Types of Companies: This part of the course emphasises not only the basic principles of the Trade Taxation Law but also taxation pertaining to the various types of companies.
- Part 3: Other Taxation Laws Essential to Rural Entrepreneurship: In particular the Real Estate Taxation Act and the Capital Transfer Taxation Act.

Literature / Study Material
Current material, determined by the lecturer, pertaining to legislation and the application of legislation.

Learning Methods
Lectures

Assessment
Completion of an exam-type assignment for each part of the course separately. The grade for the entire course is based on a summary of the assignments for each part.

Rural politicsŽsystem, 2 op KA01CLII009 (study unit)

Lecturers
Tarmo Vuorenmaa and Juhani Suojäranta

Objectives
Students shall acquire an understanding of rural policies on the whole, learn about the stages of development in Finnish rural policies, and become familiar with the tools and programmes involved in rural policies. Students shall develop a clear pattern of thought concerning rural policies.

Content
The course comprises the following topics:

- Operational environment for regional and rural policies
- Bases of rural policies
- Communal rural policies
- Tools and programs for rural policies

Literature / Study Material

- Eero Uusitalo. 1998. Elinvoimaa maaseudulle. Otava
- Maaseutupolitiikan yhteistyöryhmä. Elinvoimainen maaseutu –yhteinen vastuumme.
- Maaseutupoliittinen kokonaisohjelma 2005–2008. Publication of the Rural Council 11/2004.
- Also online: http://www.mmm.fi/ytr/Julkaisut_2004/YTR_julkaisu_11_2004.pdf

Learning Methods
50 % teaching, 25 % independent study, passed exam 25 %

Assessment
Active participation, passed exam

Prerequisites

Basics in Rural Development (KA01BKEH)

**The rural development scene, 2 op
KA01CLII010 (study unit)**

Lecturers

Tarmo Vuorenmaa and Mikko Mustakallio

Objectives

Students shall become familiar with the principles of developing programmes while considering various geographical aspects of development. They shall learn about the design, management and the decision-making system associated with development programmes. Furthermore, students shall learn to compile development programmes and implement them, as well as become familiar with various developer organisations.

Content

The course comprises the following topics:

- Making programs on the international, national, regional and local levels
- Designing, managing and decision-making systems involved in making programs
- Content and implementation of development programmes on the regional and local levels
- Developer organizations as implementers of programs

Literature / Study Material

Lecture material; essays and reports as assigned by the lecturers.

Learning Methods

50 % teaching, 25 % independent study, 25 % project

Assessment

Active participation and project

Prerequisites

Basics in Rural Development (KA01BKEH)

**The know-how of a project work, 3 op
KA01CLII011 (study unit)**

Lecturers

Mikko Mustakallio, Juhani Suojaranta and Tarmo Vuorenmaa

Objectives

Students shall learn about the various stages in planning a project, from the evaluation of the needs for a project and coming up with ideas for it to the actual project plan. Students shall also become familiar with the various sources of financing and types of projects, as well as managing budgets and compiling financial plans. Students shall learn about the various stages of project work and how to work in co-operation with various stakeholders. Students shall acquire skills in compiling internal and external announcements/reports and learn about the principles of engaging project workers. Students shall also acquire know-how in evaluating how well the objectives of the project have been achieved.

Content

The course comprise the following topics:

- Compiling a project plan
- Sources of financing, budgeting and financial planning
- Types of projects
- Organizing, managing and implementing projects
- Internal and external announcements/reports, organising training and briefings
- Evaluation of projects

Literature / Study Material

Lecture material: guide books on implementing projects, examples of projects and assigned reports.

Learning Methods

50 % teaching and field trips, 20 % independent study, 30 % project

Assessment

Active participation, project

Prerequisites

Basics in Rural Development (KA01BKEH)

**Leadership, 6 op
KA01CLII012 (study unit)**

Objectives

Students shall acquire the basic skills needed in strategically managing the various aspects of an SME business and its personnel.

Content

- Module 1: Strategic management and management systems, which comprise the foundations of strategic business analysis and organising business activities, as well as constructing a system of management.
- Module 2: The management of personnel, which comprises the basic theories associated with managing people and the foundations of current applications used in management.

Literature / Study Material

To be determined by the lecturer.

Learning Methods

Lectures, assignments, analyzing various cases of management

Assessment

Exam

**Communication skills, 3 op
KA01CLII013 (study unit)**

Lecturers

Heki Kaski , various visiting lecturers

Objectives

Students shall develop skills in dealing with various situations when communicating with others.

Content

The course discusses making appearances, skill in expressing oneself, confronting the media, and customer service.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Group work and independent assignments, lectures, journal; 60 % teaching and 40 % independent study

Assessment

Active participation in face-to-face teaching and assignments

Prerequisites

No prerequisites required.

**Rural nature-based tourism, 36 op
KA01CMATK (study entity)**

Rural Tourism, worth a maximum of 36 ECTS, will be offered to students for the first time beginning in autumn 2008. The study module may be completed as specialization studies in the forestry degree program at Tuomarniemi in Ähtäri or at the School of Food Management in Kauhajoki.

**Introduction to tourism, 4 op
KA01CMATK01 (study unit)**

Lecturers

Arja Korttesluoma and Sirpa Välilehto

Objectives

Students will learn the possibilities and special characteristics of nature and rural tourism.

Content

The course discusses the basics of tourism, the environment and tourism, and various types of tourism.

Literature / Study Material

Swarbrooke, 2000. Sustainable Tourism Management.

Learning Methods

Lectures and case studies

Assessment

Exam and approved case study

**Rural tourism, 4 op
KA01CMATK02 (study unit)**

Lecturers

Kortesluoma Arja

Objectives

Students shall become familiar with rural tourism as a line of business.

Content

The course discusses the concepts of rural tourism and making a SWOT analysis of rural tourism.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lessons and field trips, a case study

Assessment

Case study

Prerequisites

Introduction to Tourism (KA01CMATK01) and Establishing a New Enterprise (KA01BLII002)

**The product development of a small/medium –scale rural tourism enterprise, 4 op
KA01CMATK03 (study unit)**

Learning Methods

Luennot ja oppitunnit, case–tapaukset, ryhmätyöt ja harjoitukset, omatoiminen opiskelu ja harjoitustehtävät, kirjallisen ja sähköisen oppimateriaalin hyödyntäminen, käytännön harjoitukset, vierailevat elinkeinon edustajat tai tutustumiskäynnit

**The legislation and product safety in rural tourism, 2 op
KA01CMATK04 (study unit)**

Lecturers

Kortesluoma Arja

Objectives

Students shall become familiar with legislation pertaining to rural tourism.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures and case studies

Assessment

Case study or a written exam

Prerequisites

Product Development in a Rural SME Enterprise for Tourism (KA01CMATK03) and Marketing and Distribution Channels for a Product of Tourism (KA01CMATK05)

The marketing and distribution channels of a tourism, 4 op KA01CMATK05 (study unit)

Lecturers

Arja Korttesluoma

Objectives

Students shall learn the marketing means and alternatives in rural tourism: marketing communication, the chief marketing organizations, etc.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures and case studies

Assessment

Exam and case study

Prerequisites

- Product Development in an Enterprise for Tourism (KA01CMATK03)
- Economics and Marketing (KA01BLII)
- Marketing Research (KA01CLII002)
- Marketing Communications (KA01CLII003)

Hygiene proficiency and in-house control in tourism business, 2 op KI15CMATK01 (study unit)

Lecturers

Seija Pihlajaviita, M.Sc.

Objectives

Students shall acquire basic knowledge in hygiene and the legislation concerning in-house control for tourism businesses. Students shall understand the meaning of updating their hygiene proficiency.

Content

- Hygiene proficiency test
- In-house control in tourism businesses and legislation

Literature / Study Material

Pönkä, A. 1996. Omavalvonta ja hygienia ravitsemisliikkeissä. Keuruu. Otava.; Pönkä, A. 1999. Ruokamyrkytykset ja elintarvikehygienia. Jyväskylä. Gummerus Kirjapaino Oy.; The other useful study material will be announced at the beginning of the course.

Learning Methods

Lectures and assignments (e.g. planning of in-house control)

Assessment

Continuous assessment, assignments, Hygiene Proficiency Test

Food Experience as Tourist Experience, 2 op KI15CMATK02 (study unit)

Lecturers

Tuija Pitkäkoski, Lic.Sc.

Objectives

The aim of this course is to provide students with insight and understanding of the creation and characteristics of the processes involved in experiences from the consumer's point of view. Students shall understand the importance and meaning of experiences as competitive factors in a company in the field of tourism.

Content

The focus lies on experience itself and the factors that are essential in producing experiences. Tourist behavior and decisions concerning purchases are viewed from the experiential marketing point of view. Examples from companies in tourism provide students with an opportunity to make comparisons and acquire profound understanding of the meaning of experience.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and assignment

Assessment

Assignment

**Production of Food Experiences, 4 op
KI15CMATK03 (study unit)**

Lecturers

Päivi Saarimäki, Bachelor of Hospitality Management and Tuija Pitkääkoski, Lic.Sc.

Objectives

Students shall acquire insight into food and creating meals, as well as the holistic principals in creating culinary experiences. Students shall develop their insight through the creation of customer-oriented experiences. They shall understand the principles associated with producing holistic, harmonized impressions around culinary experiences.

Content

The course comprises the following topics:

- Choice, processing and preparation
- Food and food service displays
- Culinary culture and the experience of tourists
- Balancing the use of colors, composition and choice of ingredients
- Skills in table setting and food displays

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, assignments, field trips

Assessment

Continuous assessment, assignments

Prerequisites

Hygiene Proficiency and In-house Control in Tourism Businesses

**Hiking, 3 op
KB02CMOEV1 (study unit)**

Objectives

Students shall acquire basic skills in hiking and camping out in the woods.

Content

The course involves going on a hike and compiling the plans for the excursion.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures and going on a hike

Assessment

Active participation in the planning and hiking.

**Survival skills in forests, 3 op
KB02CMOLL3 (study unit)**

Objectives

Students shall learn the written and unwritten rules of hiking in the woods and other parts of nature.

Content

The course involves going on a hike in the woods, using maps and orientating oneself around in the wilderness.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures and assignments

Assessment

Participation 100 %, graded on a pass/fail basis.

Nature tourism, 4 op KB02CLVLM1 (study unit)

Objectives

Students shall become familiar with nature as an environment for leisure–time activities, the production of recreation services, as well as with the opportunities and practices associated with tourism businesses.

Content

The course comprises the following topics:

- Forests, waterways, mires, birds and nature as hobbies, hunting and fishing
- Wilderness tourism, special groups, gathering ingredients from nature and using them to create culinary experiences
- Creating recreation services
- Management of recreation areas

Literature / Study Material

The course material comprises the following:

- Hall, C. M. and Härkönen, T. 2006. Lake Tourism.
- Hemmi, J. 2005. Matkailu, ympäristö, luonto.
- Järviluoma, J. & Saarinen, J. (eds.). (2001). Luonnon matkailu– ja virkistyskäyttö tutkimuskohteena. Metsäntutkimuslaitoksen tiedonantoja 796
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Learning Methods

Lectures, hikes, projects

Assessment

Hikes, projects, exam

Rural Landscaping and Construction, 30 op KA01CMARA (study entity)

- Scope of the study module: 30 ECTS, which comprises the following courses: Planning and Landscaping a Yard (5 ECTS), Computerized Landscaping (5 ECTS), Construction Sites and Contracting (3 ECTS), Machines for Landscaping and Maintaining Green Areas (3 ECTS), Responsible Economic Activities (3 ECTS), Caring for the Nature and Landscape in the Countryside (5 ECTS), The Rural Environment as a Recreation Area (3 ECTS), Maintaining and Preserving the Landscape, Milieu and the Built Environment (3 ECTS)
- Lecturers: Landscape Architect Marketta Nummijärvi, Master of Science and Gardener Kari Peltonen, Horticulturist Senja Arkko, Horticulturist Riitta Mäki, Horticulturist Maarit Kallioniemi

Students may compile a number of courses together, which will provide them with the necessary knowledge and skills to work in various rural industries and enterprises, as farmers, private landscaping contractors and employees, providers of rural holiday and adventure holiday services, providers of consultation, and as employees for public and private maintenance services. There are no mandatory courses in the study module; rather, students may freely choose the desired courses. If a student wants to specialize in landscaping and the building of landscapes, then (s)he must complete all of the courses in the study module.

Planning and Landscaping Grounds, 5 op KA01CMARA01 (study unit)

Lecturers

Senja Arkko, Marketta Nummijärvi and Kari Peltonen

Objectives

Students shall learn to design appropriate, purpose-built ground areas and create and maintain them in a sustainable way. They shall acquire knowledge concerning surveying, excavation and land filling, as well as the alternatives for the foundation and surfacing for grounds structures and road areas. Students shall also learn to consider the logistics of industrial buildings and to plant vegetation accordingly. They shall be able to compile the documents and illustrations necessary for planning. One important objective is to compile a grounds landscaping plan, including instructions for implementation, of a location chosen by the student.

Content

The course discusses the principles for landscaping, history and traditions of landscaping in Finland, instructions for building green areas, the study of ornamental plants, planting and instructions for care, and using traditional plants.

Learning Methods

Approximately 25 % lectures (35 h), 75 % distance guidance and independent study

Assessment

Active participation in lectures, approved landscaping plan with instructions for implementation.

**Computerised Landscaping, 5 op
KA01CMARA02 (study unit)**

Lecturers

Master of Science and Gardner Kari Peltonen, Horticulturist Maarit Kallioniemi

Objectives

Students shall become familiar with various design programs and learn how to use them. Practical work involves completing assignments using a computerized design program.

Content

The course involves utilizing the computer and its applications as a tool for landscape design.

Learning Methods

15 % lectures (35 h), 85 % distance guidance and independent study

Assessment

Lectures, assignments and distance learning

**Construction Sites and Contracting, 3 op
KA01CMARA03 (study unit)**

Lecturers

Master of Science and Gardener Kari Peltonen

Objectives

Students shall be familiar with the principles of contracting such that they know their rights and responsibilities as an employee, supervisor and contractor on a landscaping site. They shall also be prepared to work in cooperation with builders in various fields and find information in contracting documents essential for carrying out construction.

Content

The course involves the discussion of practices in landscape contracting.

Learning Methods

25 % lectures (20 h), 85 % distance guidance and independent study

Assessment

Participation in lectures and making a call for contracting bids and contracting offers via distance learning.

**Machines for Landscaping and Maintaining Green Areas, 3 op
KA01CMARA04 (study unit)**

Lecturers

Master of Science and Gardener Kari Peltonen

Objectives

Students shall learn to choose appropriate machines and devices for each stage of landscaping and maintenance of green

areas. They shall also learn to use machines for landscaping and maintaining green areas according to the instructions for usage and occupational safety. Students shall acquire knowledge of how to service the mentioned machines as well.

Content

The course involves the presentation of machines for landscaping and maintaining green areas as well as instructions on how to service them.

Learning Methods

25 % lectures (20 h), 75 % distance guidance and independent study

Assessment

Active participation in lectures and practical exercises, as well as approved assignments via distance learning

Responsible Economic Activities, 3 op
KA01CMARA05 (study unit)

Lecturers

Master of Science and Gardener Kari Peltonen

Objectives

Students shall acquire knowledge of how to work responsibly and ethically in caring for green areas. They shall have command of the planning, requesting for bids, contracting agreements, quality planning and the supervising involved in such work.

Content

The course discusses the principles of maintenance planning and the maintenance categories of various types of green areas.

Learning Methods

20 % lectures (20 h), 80 % distance guidance and independent study

Assessment

Active participation in the lectures and the compilation of a maintenance plan via distance learning

Caring for Nature and the Landscape in the Countryside, 5 op
KA01CMARA06 (study unit)

Lecturers

Landscape Architect Marketta Nummijärvi

Objectives

Students shall familiarize themselves with the care and special features of nature in the countryside, such as meadows, edges of forests, patches of forest and other special features of forests, as well as natural water systems, shores, small water systems, damp areas, roadsides, areas of field and barnyard grounds.

Content

The course involves the discussion of the creation of a meadow and the care of it, the care of traditional biotopes, forests and other tree stands as part of an agricultural landscape, the care of the shore areas of water systems, the prevention of erosion, protective zones, maintaining roadsides and road landscape, natural care for field areas, game pastures, and barnyard grounds.

Learning Methods

20 % lectures (35 h), 80 % distance guidance and independent study

Assessment

Active participation in lectures, approved assignments

The Rural Environment as a Recreation Area, 3 op
KA01CMARA07 (study unit)

Lecturers

Landscape Architect Marketta Nummijärvi

Objectives

Students shall learn to design and create places for recreation, typical to the environment in rural areas, such as nature trails, camping spots and bicycle trails.

Content

The course involves the discussion of Everyman's Rights and other norms associated with recreation areas, as well as identifying and examining local potential for recreation. Students shall design recreation areas such as nature trails, campfire spots, routes for bicycling, cross-country skiing, and boating, snowmobiling and look-out towers for watching animals in nature. Students shall also make trails and build duckboards, lean-tos, small bridges, exercise beams and campfire grounds.

Learning Methods

Lectures, guided assignments, independent study and group work, and field trips to places, which depict the route food travels from the producer to the consumer.

Assessment

Exams, assignments and exercises, active participation in lectures and field trips

Maintaining and Preserving the Landscape, Milieu and Built Environment, 3 op KA01CMARA08 (study unit)

Lecturers

Landscape Architect Marketta Nummijärvi

Objectives

Students shall familiarize themselves with the elements of natural landscape and types of landscapes, as well as the principles involved in designing and maintaining built milieus. They shall learn about the significance of zoning in supervising land use, and study the principles of maintaining and preserving the cultural environment.

Content

The course involves the discussion of maintaining, zoning and building a rural, cultural environment, as well as the various types of landscapes.

Learning Methods

20 % lectures, 80 % independent study

Assessment

Active participation in lectures, assignment submitted by the due-date

The quality chain of food, 9 op KA01CEJA001 (study unit)

Lecturers

Various teachers and lecturers

Objectives

Students shall become familiar with the route domestic food travels on its way from the producer to the consumer, as well as the quality management and risks involved. Students shall learn to work as responsible, critically-thinking purchasers for kitchens. They shall also learn of the significance of locally, organically and domestically grown food on sustainable development and the area's economy. Students shall learn to benefit from seasonal foods when preparing menus and understand the importance of self-sufficiency with regard to domestic food production. They shall know how to prepare menus utilizing a back-up system for institutional kitchens.

Content

The course introduces students to the various trends in agricultural production. It discusses agricultural quality systems, the food route and quality classification, local, organic and domestic food, imported food, products offered by global companies, fair trade, the influence of the seasons and the change of seasons on the availability of food, the amount of prices, quality and nutritive value. The course also involves teaching students about purchasing processes as a responsible and critically-thinking purchaser.

Learning Methods

Lectures, guided assignments, independent study and group work, and field trips to places, which depict the route food travels from the producer to the consumer.

Assessment

Exams, assignments and exercises, active participation in lectures and field trips

Regional sciences, 6 op KA01CALU (study entity)

The basics of regional sciences.

Introduction to Economics and regional sciences, 6 op KA01CALU001 (study unit)

Objectives

Students will learn the basics of regional sciences.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures, assignments

Assessment

Case study

The development of agriculture, 3 op KA01CMAKE (study entity)

Students will learn to better understand the present and the future by learning more about the previous methods of agriculture and the development of the position of agricultural population. Students will also learn the present preconditions and features of the worldwide production policy.

- Learning methods and assessment: Lectures; written exam and distance learning
- Study material: Material announced/given by the lecturer

Introduction to development co-operation, 3 op KA01CKEH001 (study entity)

Students shall familiarize themselves with the problems of agricultural production associated with plant production, animal husbandry, forestry and building. The length of the study module, as well as the objectives, can be agreed upon according to the needs of the student. The study module introduces the types of buildings in the tropics, forestry, plant production and forest management. Additionally, students shall familiarize themselves with the production and significance of the more important plants, trees and animals.

- Learning methods and assessment: Lectures, distance learning and untutored studying.
- Study material: Literature, online material and material announced by the lecturer

Geographical information system, 3 op KA01CATK001 (study unit)

Lecturers

Agricultural Engineer Timo Riikonen

Objectives

Students shall understand computer-based management and areas of applications pertaining to geographical information.

Content

The course involves the utilization of MapInfo software and GPS equipment.

Literature / Study Material

- Miettinen 1999. GPS vie vaivatta perille. 2nd edition.. Ajatus.
- Poutanen 1998. GPS-paikanmääritys. Tähtitieteellinen yhdistys URSA.

Learning Methods

Lectures (30 %), participation in exercises (30 %), approved teleworking (40 %)

Prerequisites

Introduction to Information Technology (KA01AATK001)

Image processing and www-pages, 2 op KA01CATK002 (study unit)

Lecturers

Agricultural Engineer Timo Riikonen

Objectives

Students will learn the principles and means of photo-processing and creating web-pages.

Content

The course discusses the basics of photo-processing and web-pages.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures and distance-learning assignment

Assessment

Approved distance-learning assignment

Prerequisites

Introduction to Information Technology (KA01AATK001)

**Swedish for polytechnic studies, 3 op
KA01CKIE001 (study unit)**

Objectives

This course is a preparatory Swedish course for those students who want to improve their elementary language skills.

Content

The course comprises basic Swedish.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lessons and exercises

Assessment

Examination

Further Information

Students may include this course in their personal study program.

**English for polytechnic studies, 3 op
KA01CKIE002 (study unit)**

Lecturers

John Pearce

Objectives

This course is a preparatory English course for those students who want to improve their elementary language skills.

Content

The course comprises basic English.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lessons and exercises

Assessment

Oral exam

Further Information

Students may include this course in their personal study program.

**English conservation, 3 op
KA01CKIE003 (study unit)**

Lecturers

John Pearce

Objectives

Students shall be competent in interacting orally in English in various situations.

Content

The course comprises the following topics:

- Small talk
- Discussions about current affairs in small groups
- Games, oral exercises and presentations
- Computer work

Literature / Study Material

Promotor 5: English–language computer program and the lecturer's own material.

Learning Methods

Oral exercises in small groups, role playing, group work, presentations, computer exercises and distance learning.

Assessment

Active participation during lessons, completion of all assignments and tasks, continual assessment

Prerequisites

English (KA01AKIE002)

Languages of Instruction

English

Introduction to mathematics, 3 op KA01CMAT001 (study unit)

Lecturers

Ville Vauhkonen, M.S.

Objectives

Students shall acquire the skills necessary in solving basic mathematical problems.

Content

The course comprises basic calculations, percentages, and calculations of roots and power, and interest.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures/exercises, independent practice

Assessment

Active participation (60 % attendance in lectures and 40 % attendance in exercises required)

Prerequisites

None

Languages of Instruction

Finnish

FREE CHOICE STUDIES, 15 op KA01DVVO (study entity)

Students may choose 15 ECTS worth of courses according to their interests. They may choose the courses from the selection of elective courses at the Seinäjoki University of Applied Sciences (intra.seamk.fi), or from the selection of elective course at the School of Agriculture in Ilmajoki. Taking courses from the selection of elective courses in other educational establishments, which are at the same level or higher as the university of applied sciences, is also possible.

Horse management 2, 2 op KA01CKOT006 (study unit)

Lecturers

Agrologist and Horse Trainer Arja Ala-Kauppila

Objectives

The aim of the course is to provide students with more profound knowledge of Horse Management 1.

Content

The course deals with the teaching, handling, training and breeding of horses.

Literature / Study Material

To be announced by the lecturer.

Learning Methods

Lectures, exercises, written exam

Assessment

Exam

Prerequisites

Horse Management 1 (KA01CKOT005) or corresponding studies

**Regulations concerning farmer and the land use, 3 op
KA01CEKO006 (study unit)**

Lecturers

Agronomist Paavo Hannila

Objectives

Students shall be familiar with the legislation pertaining to farmers.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures

Assessment

Examination

**PRACTICAL TRAINING, 50 op
KA01EH (study entity)**

The purpose of practical training is to deepen students' professional knowledge and skills.

**Practical training, 30 op
KA01EMHARJ (study entity)**

The duration of the practical training is 95 working days. The purpose of practical training is to deepen students' professional knowledge and skills. After the practical training, students will be able to work on an ordinary Finnish farm using effective, safe and ecological methods. Completing the practical training book and calculations assists students in planning farm management effectively.

**Specialisation practice, 20 op
KA01EEHARJ (study entity)**

The duration of the practical training for students' line of specialization is 75 working days. Doing the practical training in rural industries in Finland or abroad is possible. The aim of the practical training for the line of specialization is for students to gain international work experience and to support the aims of international education.

**FINAL THESIS, 15 op
KA01FOPNÄYT (study entity)**

Degree Programme in Automation Engineering (In Finnish)

Head of degree programme: Mr Hannu Reinilä, Tel. +358 40 830 4160, E-mail: hannu.reinila@seamk.fi

Student counsellor: Mr Ismo Tupamäki, Tel. +358 40 830 7484, E-mail: ismo.tupamaki@seamk.fi

ECTS/International coordinator: Mr Tapio Pihlajaniemi, Tel. +358 40 8303966, E-mail: tapio.pihlajaniemi@seamk.fi

Degree and qualification awarded

Bachelor of Science

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

General description of the degree programme

After completing the studies of Automation Engineering the students have gained extensive knowledge of machine automation and they can create and develop intelligent machines and production lines using the latest technology. The central entities of this degree program are automation-, electric-, and machine designing, robotics, control systems and their programming. Because of the governing role of technology in the modern world, the employment situation of automation engineers is good both nationally and internationally. The diversity of the education provides the students with the skills needed in various jobs. They can work, for example, as designers, technical specialists, production managers, project managers, sales managers, chief buyers, entrepreneurs or in teaching.

The goals of the education

After completing their studies of Automation Engineering the students will have a comprehensive conception of the operations of an automatic machine or a system. They will understand not only the advantages that can be attained through automation-, electric- and machine designing but also their possible limitations. All the designing tasks and simulations are carried out with the latest computer applications of the field.

Subject specific competences

Electrotechnical and other basic competence

- is able to apply mathematical methods and tools to describe the phenomena of the field and to solve problems
- is familiar with the important physical laws used in the applications of the field, especially regarding the field of electromagnetic phenomena
- is familiar with the components of electromagnetism and the basic connections
- knows the basic measurements of electrotechnology
- has the basic ICT skills

Design competence

- knows the methods and tools of hardware and software design in automation
- is able to dimension and select machines and components using techno-economic principles
- is able to produce standardised documentation
- understands the importance of standards and is able to apply them in every design phase of the field
- is familiar with the significance of the quality system
- understands the product life cycle

Competence in electricity and equipment safety

- knows the significant laws and regulations regarding electrical and equipment safety and is able to apply them in practice
- has a positive attitude for following and developing safe work methods

Competence in business and production management

- knows the prerequisites of profitable business and the most important tools of economical design and direction
- has the skills needed to take part in project work and to manage people, processes and projects
- is familiar with the basic principles of entrepreneurship, marketing and service

Competence of basic circuits

- is able to design measurement, control, valve and motor circuits
- knows the theory of conventional feedback control circuit
- is able to perform process experiments, draw basic models for process dynamics and to use PID control circuit tuning methods
- is able to implement measurement, control, valve and motor circuits on the software and hardware level

Competence in processes, machines and systems

- is familiar with the most common production processes and machines
- is familiar with sensors, transmitters and regulating units used in the processes
- is familiar with the structure and maintenance of control systems
- is able to implement control applications using programmable logic and process control systems
- knows the HW and SW design of automation systems from the definition to the implementation

Degree Programme in Automation Engineering (In Finnish), 240 cr (3.9.2007) AUTE 2007

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KL25AA	BASIC STUDIES					60
KL25AA10	Supporting studies					3
KL25AA10010	Introduction to technical studies	x				1
KL25AA10110	Research methods			x		2
KL25AA20	Languages and communication					18
KL25AA20000	English 1	x				3
KL25AA20100	English 2		x			3
KL25AA20200	English 3				x	3
KL25AA20300	Swedish		x			3
KL25AA20400	Communication and negotiation skills 1	x				3
KL25AA20500	Communication and negotiation skills 1			x		3
KL25AA31	Mathematics					18
KL25AA30110	Algebra and trigonometry	x				4
KL25AA30210	Vectors and analytic geometry	x				3
KL25AA30200	Differential and integral calculus		x			3
KL25AA30500	Computer aided mathematics		x			4
KL25AA30150	Mathematics of automation technology			x		4
KL25AA32	Physics					15
KL25AA30350	Mechanics	x				3
KL25AA30400	Electricity and magnetism	x				3
KL25AA30000	Wave motion and modern physics		x			3
KL25AA30450	Thermophysics		x			3
KL25AA30300	Laboratory assignments in physics		x			3

KL25AA40	Information technology					6
KL25AA40000	Micro computer technology	x				3
KL25AA50101	Office applications	x				3
KL25AB	PROFESSIONAL STUDIES					120
KL25AB10	Basics of professional studies					31
KL25AB10000	Basics of automation	x				3
KL25AB10050	Basics of digital technology		x			3
KL25AB10100	Electronic components		x			3
KL25AB10151	Human resources management				x	3
KL25AB10201	Basics of programming 1	x				3
KL25AB10250	Programmable logic controllers	x				3
KL25AB10300	Electrical safety	x				2
KL25AB10350	Industrial economics		x			3
KL25AB10401	Basics of electrical engineering	x				5
KL25AB10451	Basics of programming 2		x			3
KL25AB20	Professional studies modules					89
KL25AB30	Manufacturing technology					9
KL25AB30000	Basics of materials and manufacturing technology	x				4
KL25AB30100	Laboratory assignments in NC technology			x		3
KL25AB30200	Computer aided manufacturing			x		2
KL25AB40	Mechanics					10
KL25AB40000	Machine elements			x		4
KL25AB40100	Systems of mechanization			x		3
KL25AB40200	Statics		x			3
KL25AB50	Machine design					18
KL25AB50001	Hydraulics and pneumatics		x			5
KL25AB50100	Machine and equipment design			x		4
KL25AB50201	Strength of materials 1			x		4
KL25AB50300	Mechanical drawing and CAD	x				5
KL25AB60	Electronics					9
KL25AB60000	Laboratory assignments in electronics		x			3
KL25AB60100	Electronic circuits		x			3
KL25AB60200	Power electronics				x	3
KL25AB70	Programming of automation systems					20
KL25AB70000	Laboratory assignments in automation 1		x			4
KL25AB70100	Laboratory assignments in automation 2			x		4
KL25AB70200	Machine automation 1		x			4
KL25AB70300	Machine automation 2			x		4
KL25AB70400	Robotics			x		4
KL25AB80	Project studies					8
KL25AB80000	Special course in automation				x	4
KL25AB80100	Project work in automation			x		4
KL25AB90	Design of control system					15

KL25AB90000	Sensor technology		x			3
KL25AB90100	Drive technology		x			5
KL25AB90200	Laboratory assignments in control systems			x		3
KL25AB90300	Design of electrical and automation system		x			4
KL25AC	FREE–CHOICE STUDIES					15
KL25AD10	THESIS					15
KL25AD10000	Thesis				x	15
KL25AE20	PRACTICAL TRAINING					30
KL25AE20000	Practical training			x		30

Study Descriptions

Introduction to technical studies, 1 op KL25AA10010 (study unit)

Lecturers

Hannu Reinilä, M.Sc. Pia–Mari Riihilahti, M.A.

Objectives

Introduction to the studies, the way of studying and the significance of the field.

Content

Studying, learning, data gathering, significance of engineering.

Literature / Study Material

To be announced during the lectures

Learning Methods

Lectures and team work, active participation.

Assessment

Active participation in the lectures and exercises, a written exam.

Languages of Instruction

Finnish

Research methods, 2 op KL25AA10110 (study unit)

Lecturers

Jorma Mettälä, Lic.Tech.

Objectives

Students shall acquire skills necessary in data acquisition for their thesis. They shall be familiar with various research methods and be able to apply them in their thesis process.

Content

The course involves the use of the internet and library and university data bases. Students shall be familiar with scientific research methods and how to apply them to their own thesis.

Literature / Study Material

To be announced during the lectures.

Learning Methods

Lectures and exercises

Assessment

Approved exercises and examination

Languages of Instruction

Finnish

English 1, 3 op KL25AA20000 (study unit)

Lecturers

Anne Vuokila, M.A.

Objectives

The objective of the course is to boost the language skills of the student. After completing the course the students

- are able to gather information in English from different sources and learn new terminology and concepts
- are able to discuss their studies in English
- are able to talk about the Finnish industry in English
- are able to comprehend the difference of communication situations in English and in Finnish
- are able to communicate in everyday situations and in work related situations in English
- have the ability to use basic IT terminology

Content

- Finnish education system, Finnish industry
- product explanations and descriptions
- basic hydraulic and material related terminology (integration)
- basic IT terminology; basic equipment related vocabulary
- basic mathematical terms and shapes in English
- how to search for information

Literature / Study Material

Mustonen, E. & Rautelin, J: English Booster for Engineering Students.WSOY

Learning Methods

Lectures, listening comprehension and speech exercises, independent study.

Assessment

Active lecture participation, oral presentation and approved final examination.

Languages of Instruction

Finnish and English

English 2, 3 op KL25AA20100 (study unit)

Lecturers

Anne Vuokila, M.A.

Objectives

The student understands and knows how to use the basic technical vocabulary when speaking or writing. After the course the student

- understands the different stages of business correspondence and knows how to write a quotation in English
- is familiar with typical business communication by phone or e-mail
- knows how to present a company
- is familiar with the vocabulary related to trade fairs
- is able to describe industrial processes in English
- knows how to write a CV

Content

- business correspondence
- business communication by e-mail or phone
- company presentations
- trade fairs
- process descriptions
- mathematical terms

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, listening comprehension and oral exercises, independent study.

Assessment

Active lecture participation, an oral presentation and an approved final examination.

Languages of Instruction

Finnish and English

**English 3, 3 op
KL25AA20200 (study unit)**

Lecturers

Anne Vuokila, M.A.

Objectives

After the course the student

- is able to apply for a job in English
- understands the basics of and conditions for technical reading and writing
- masters procedures of meetings
- is familiar with advanced technical terminology
- is able to prepare a thesis abstract in English

Content

- applying for a job
- technical reading and writing
- meetings and negotiations

Literature / Study Material

Mustonen, E. & Rautelin, J: English Booster for Engineering Students. WSOY.

Learning Methods

Lectures, listening comprehension and speech exercises, independent study.

Assessment

Active lecture participation, approved interim and final examinations.

Languages of Instruction

Finnish and English

**Swedish, 3 op
KL25AA20300 (study unit)**

Lecturers

N.N.

Objectives

After the course the student will be able to communicate in Swedish at work. They will be able to participate actively in work communication. They will know how to acquire and use the information of the field.

Content

- education, applying for a job, working
- work environment and society
- customer contacts
- general purpose texts
- basic terminology of the field

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, listening comprehension and speech exercises, independent study.

Assessment

Active lecture participation, interim and final examinations.

Languages of Instruction

Finnish and Swedish

Communication and negotiation skills 1, 3 op KL25AA20400 (study unit)

Lecturers

Pia–Mari Riihilahti, M.A.

Objectives

After completing the course the student

- is able to understand the principles of the communication process, has knowledge of the various factors of the process and is able to apply this knowledge in work life situations
- is able to write documents in proper Finnish
- is able to create a standardized document and knows the basics of business correspondence
- knows how to write excellent job applications and CVs and how to present themselves in job interviews
- knows how to speak in public and how to give good presentations
- understands how cultures affect the communication process
- is able to write good summaries.

Content

- communication process in work life
- teamwork
- documents
- business correspondence
- job applications, job interviews, and CVs
- non–verbal communication, presentations
- speaking in public
- cultures and communication
- grammar

Literature / Study Material

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

Learning Methods

Lectures, exercises in written and oral communication.

Assessment

Oral and written exercises and an examination.

Languages of Instruction

Finnish

Communication and negotiation skills 1, 3 op KL25AA20500 (study unit)

Lecturers

Pia–Mari Riihilahti, M.A.

Objectives

After completing the course the student

- is able to produce formal written material
- is able to write clear instructions and specifications
- knows how to write scientific reports and how to use citation
- has knowledge of negotiation procedures and meetings
- has presentation skills.

Content

- writing instructions and specifications
- reports
- analyzing texts
- scientific writing
- argumentation
- presentations
- negotiations
- meetings
- grammar

Literature / Study Material

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

Learning Methods

Lectures, oral and written exercises

Assessment

Oral and written exercises and an examination.

Languages of Instruction

Finnish

**Algebra and trigonometry, 4 op
KL25AA30110 (study unit)**

Lecturers

Pasi Mikkonen, Ph.D. Jyri Lamp, Ph.D.

Objectives

The student accomplishes the basic know-how needed in technological mathematics.

Content

Simplification of algebraic expressions, equations and trigonometry

Literature / Study Material

Antti Majaniemi: ALGEBRA I, Antti Majaniemi: GEOMETRIA

Learning Methods

Lectures, exercises and independent study.

Assessment

Final exam and the exercises during the course.

Languages of Instruction

Finnish

**Vectors and analytic geometry, 3 op
KL25AA30210 (study unit)**

Lecturers

Pasi Mikkonen, Ph.D. Jyri Lamp, Ph.D.

Objectives

The student accomplishes the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and it enables the command of demanding technical-mathematical knowledge.

Content

Vectors and analytic geometry.

Literature / Study Material

Antti Majaniemi: ALGEBRA I, Antti Majaniemi: GEOMETRIA.

Learning Methods

Lectures, excercises and independent study.

Assessment

Final exam and the exercises during the course.

Prerequisites

Algebra and trigonometry.

Languages of Instruction

Finnish

**Differential and integral calculus, 3 op
KL25AA30200 (study unit)**

Lecturers

Pasi Mikkonen, Ph.D Jyri Lamp, Ph.D

Objectives

The student accomplishes the basic know-how of the course contents as started below. This knowledge is needed in vocational subjects and it enables the command of demanding technical-mathematical knowledge.

Content

One variable differential and integral calculations.

Literature / Study Material

Antti Majaniemi: MATEMATIIKKA I, Antti Majaniemi: MATEMATIIKKA II.

Learning Methods

Lectures, exercises and independent study.

Assessment

Final exam and the exercises during the course.

Prerequisites

Algebra and trigonometry.

Languages of Instruction

Finnish

**Computer aided mathematics, 4 op
KL25AA30500 (study unit)**

Lecturers

Pasi Mikkonen, Ph.D.

Objectives

The student accomplishes the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and it enables the command of demanding technical-mathematical knowledge.

Content

Mathematical software and statistics.

Literature / Study Material

To be announced by the teacher

Learning Methods

Lectures, computer exercises, exercises and independent study.

Assessment

Final exam and the exercises during the course.

Prerequisites

Algebra and trigonometry.

Languages of Instruction

Finnish

**Mechanics, 3 op
KL25AA30350 (study unit)**

Lecturers

Jouni Björkman, Ph.D

Objectives

Basic information on physics for engineering and preparation for the adoption of demanding technical know-how in working life.

Content

Mechanics of rigid object, kinematics, dynamics and gravitation

Literature / Study Material

Hautala ym: Insinöörin (AMK) Fysiikka osa 1 (Physics for engineers)

Learning Methods

Lectures and exercises with the attendance of 80 %

Assessment

Mainly interim or course–end examinations.

Languages of Instruction

Finnish

**Electricity and magnetism, 3 op
KL25AA30400 (study unit)**

Lecturers

Jouni Björkman, Ph.D Jyri Lamp, Ph.D

Objectives

Basic information on physics for engineering and preparation for the adoption of demanding technical know–how in working life.

Content

Electrostatics, electrodynamics and magnetism

Literature / Study Material

Hautala ym: Insinöörin (AMK) Fysiikka osat 1 ja II (Physics for engineers)

Learning Methods

Lectures and exercises

Assessment

Interim or course–end examinations

Languages of Instruction

Finnish

**Wave motion and modern physics, 3 op
KL25AA30000 (study unit)**

Lecturers

Jouni Björkman, Ph.D

Objectives

Basic information on physics for engineering and preparation for the adoption of demanding technical know–how in working life.

Content

Acoustics, optics, radiation, nuclear physics

Literature / Study Material

Peltonen ym: Insinöörin (AMK) Fysiikka osa II (Physics for engineers)

Learning Methods

Lectures and exercises

Assessment

An examination

Languages of Instruction

Finnish

**Thermophysics, 3 op
KL25AA30450 (study unit)**

Lecturers

Jouni Björkman, Ph.D Jyri Lamp, Ph.D

Objectives

Basic information on physics for engineering and preparation for the adoption of demanding technical know–how in working life.

Content

Hydrostatics, hydrodynamics, mechanics of solids and fluids, thermophysics and thermodynamics.

Literature / Study Material

Peltonen et al: Insinöörin (AMK) Fysiikka osa II (Physics for engineers)

Learning Methods

Lectures and exercises

Assessment

Interim or course–end examinations

Languages of Instruction

Finnish

**Laboratory assignments in physics, 3 op
KL25AA30300 (study unit)**

Lecturers

Jouni Björkman, Ph.D. Jyri Lamp, Ph.D.

Objectives

Basic knowledge of measurements in experiments, processing and reporting of results, and application of experimental physics of various fields of engineering.

Content

Laboratory experiments

Literature / Study Material

Instructions for the exercises in physics (Seinäjoki Polytechnic, School of Engineering)

Learning Methods

Laboratory exercises, attendance at the lectures 80 %.

Assessment

Approved completion of exercises, approved work practice reports, an examination related to the work.

Languages of Instruction

Finnish

**Micro computer technology, 3 op
KL25AA40000 (study unit)**

Lecturers

Alpo Anttonen, M.Sc.

Objectives

Introduction to the micro computer and its most common peripheral devices, their structure and functions. Students learn the basic use and maintenance of a personal computer.

Content

PC structure, processors and connections. Magnetic and optic memory. Monitors, voice cards, scanners and printers.

Literature / Study Material

Lähteinen & Pietikäinen: PC–tekniikan käsikirja, Helsinki Media (PC technology manual)

Learning Methods

Lectures, exercises and laboratory tasks

Assessment

Active participation, exercises, laboratory assignments and an examination.

Languages of Instruction

Finnish

Office applications, 3 op KL25AA50101 (study unit)

Lecturers

Alpo Anttonen, M.Sc

Objectives

Ability to use word processing, spreadsheet, database, graphics, mathematics etc. software required during the studies.
Familiarity with the polytechnic's computer technology.

Content

Internet and email. Basics of word processing, spreadsheets, databases, graphics and mathematics software and creating a home page.

Literature / Study Material

Application program manuals. Handouts.

Learning Methods

Lectures, computer work, exercises and independent study, exercises.

Assessment

Assignments and an examination

Languages of Instruction

Finnish

Basics of automation, 3 op KL25AB10000 (study unit)

Lecturers

Martti Lehtonen, B.Sc

Objectives

Students shall understand the prerequisites for the functions of automated systems, and learn to identify functional areas and their interdependency.

Content

The course discusses control systems, programming, equipment, sensors, control and adjustment, feedback, and control components.

Literature / Study Material

To be announced during the lectures.

Learning Methods

Lectures and exercises

Assessment

Exercises and examination

Languages of Instruction

Finnish

Basics of digital technology, 3 op KL25AB10050 (study unit)

Lecturers

Tuomo Hirvonen, M.Sc Ismo Tupamäki, B.Sc

Objectives

Students shall acquire the understanding of digital data and its use.

Content

The course discusses gate circuits, binary arithmetic, number systems, codes, A/D and D/A conversions, digital technology and computers, and data transmission and control systems.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods
Lectures and exercises

Assessment
Exercises and an examination

Languages of Instruction
Finnish

Electronic components, 3 op KL25AB10100 (study unit)

Lecturers
Tuomo Hirvonen, M.Sc

Objectives
Introduction to basic electronic components.

Content
Electronic mechanics: PCB, connectors, switches. Passive components: resistors, capacitors, inductances. Discrete conductors: diodes and transistors, operational amplifiers and optoelectronic components. Simulation.

Literature / Study Material
To be announced at the beginning of the course.

Learning Methods
Lectures and calculation and simulation exercises

Assessment
An examination and active participation in the exercises.

Languages of Instruction
Finnish

Human resources management, 3 op KL25AB10151 (study unit)

Lecturers
N.N.

Objectives
Upon the completion of the course, students shall possess basic, operational and strategic knowledge in human resources management, from the point of view of both individuals and the processes involved.

Content
The course discusses human resources management today, with a focus on the learning organization. It also involves discussion on the strategic view points in human resources management and company culture, supervision in changing organizations, situation management and interaction, individuals as part of the work community (motivation, commitment and superior/subordinate dialogs), the development of knowledge, collective agreements and labor codes.

Literature / Study Material
Riitta Viitala, Henkilöstöjohtaminen, 2000. Lecturer's material.

Learning Methods
Active participation in lectures and group work, seminars and exercises

Assessment
Written examination and approved exercises: 80/20

Prerequisites
Industrial Economics

Languages of Instruction
Finnish

Basics of programming 1, 3 op KL25AB10201 (study unit)

Lecturers

Hilkka Niemelä, M.Ph.

Objectives

The students learn to understand the basics of programming and to design and test the logic of a program. The students will also learn general programming thinking not dependent on the programming language or equipment.

Content

The basics of high-level programming language: variables, input/output, logical expressions, decision-making, looping, methods and arrays.

Literature / Study Material

Material announced by the teacher.

Learning Methods

Lectures and programming exercises.

Assessment

Approved exercises and an exam

Languages of Instruction

Finnish

Programmable logic controllers, 3 op KL25AB10250 (study unit)

Lecturers

Hannu Reinilä, M.Sc. Niko Ristimäki, B.Sc.

Objectives

Students understand the prerequisites for the function of automatic machines and production systems. They understand the role of Programmable Logic Control (PLC) devices. The students learn the structure and the function of PLC devices, which are usually used in machine and production automation systems. They learn the logical way of programming and to create sequence based programs and human-machine interfaces with a control panel.

Content

A history of production automation and information systems. Taylorism. Flexible automation systems. The structure of Omron PLC devices and CX-One programming environment. Memory areas, timers, counters, bytes, words, holding relays, sequence based programming. The design and programming of an interface. After the course students have hands-on experience in programming.

Literature / Study Material

The lecturer's material, exercises, the product and programming manuals of the suppliers.

Learning Methods

Lectures, exercises, group work.

Assessment

Exercises and an examination.

Languages of Instruction

Finnish, English.

Electrical safety, 2 op KL25AB10300 (study unit)

Lecturers

Ismo Tupamäki, B.Sc.

Objectives

Students shall get familiar with the national guidelines concerning the rights to make electrical installations, and the instructions on how to do electrical jobs safely.

Content

The course discusses the dangers of electricity, the laws concerning electrical safety, shielding against electric shock,

safety at work and first aid.

Learning Methods
Lectures

Assessment
Online exams

Languages of Instruction
Finnish

Industrial economics, 3 op KL25AB10350 (study unit)

Lecturers
Jorma Mettälä, Lic. Tech.

Objectives
Students shall gain insight into the national economy, the structure of the industry and domestic competitive advantage. The main concepts of economics, marketing and production operations, quality management and environmental policies become familiar too.

Content
The course comprises the following topics: Industrial strategy and policies Labor market parties Types of enterprises Establishing and managing an enterprise Financial requirements, growth, profitability, liquidity, solvency Basic concepts of marketing, human resources and quality management

Literature / Study Material
Uusi–Rauva, Haverila, Kouri: Teollisuustalous (Industrial economics). Lecture handouts and other material

Learning Methods
Lectures, group work and exercises

Assessment
Approved exercises and an examination.

Languages of Instruction
Finnish

Basics of electrical engineering, 5 op KL25AB10401 (study unit)

Lecturers
Ismo Tupamäki, B.Sc.

Objectives
Students shall acquire the basic knowledge of the concepts in electrical engineering in theory and make the related calculations. They shall also learn to measure components for specific requirements.

Content
The course comprises the following topics:

- Electrodynamics/ DC and AC circuits
- Electrical circuit measurement
- Multi-phase systems
- Electrical motors

Literature / Study Material
Aura & Tonteri: Teoreettinen sähkötekniikka ja sähkökoneiden perusteet, WSOY (electrical engineering and motors)

Learning Methods
Lectures and exercises.

Assessment
Exercises and examinations.

Languages of Instruction
Finnish

Basics of programming 2, 3 op KL25AB10451 (study unit)

Lecturers

Hilkka Niemelä, M.Sc. Jukka Mäntylä, M.Sc.

Objectives

The course provides in-depth knowledge of structured program design and the student learns to use the controls of graphical user interface. The student learns to plan, code, document and test small-scale windows form applications.

Content

User interface controls, layouts, events.

Literature / Study Material

Material announced by the teacher.

Learning Methods

Lectures and programming exercises.

Assessment

Assessment is based on exercises, an independent assignment and an exam.

Prerequisites

Introduction to programming 1.

Languages of Instruction

Finnish

Basics of materials and manufacturing technology, 4 op KL25AB30000 (study unit)

Lecturers

Markku Kärkkäinen, M.Sc.

Objectives

Students are able to understand the fundamental concepts of material selection process and the properties of ordinary construction materials. The Students can also make evaluations between materials and manufacturing methods.

Content

The course comprises the following topics:

- Manufacturing methods used in the engineering industry
- Casting
- Welding
- Coating methods
- Powder metallurgy
- NC concept in brief
- Construction materials, their characteristics, handling, standards and selection
- Operating characteristics and material testing
- Internal structure of metals
- Equilibrium phase diagrams
- Heat treatment of steels
- Characteristics of steels and cast irons
- Other alloys
- Polymers and composite materials

Literature / Study Material

Handouts. Lecturer's material.

Learning Methods

Interactive lectures and exercises

Assessment

An examination and approved exercises.

Languages of Instruction

Finnish, English.

Laboratory assignments in NC technology, 3 op KL25AB30100 (study unit)

Lecturers

Markku Kärkkäinen, M.Sc. Jorma Mettälä, Lic.Tech.

Objectives

Students are familiar with the functions and CAD/CAM–systems of NC machines. They can independently use and program NC machines.

Content

Functions of NC machines, CAD/CAM–systems, machining operations and tool paths, post–processing, concepts of G–code, compensations and tool management.

Literature / Study Material

Pikkarainen, E. 1999. NC–tekniikan perusteet. Helsinki Hakapaino Oy. s. 170. ISBN 952–13–0452–9

Learning Methods

Lectures, supervised computer work and exercises, laboratory work and an approved examination.

Assessment

Supervised computer work and exercises, laboratory work and an approved examination.

Prerequisites

Mechanical drawing and CAD and Computer aided manufacturing.

Languages of Instruction

Finnish

Computer aided manufacturing, 2 op KL25AB30200 (study unit)

Lecturers

Jorma Mettälä, Lic.Tech.

Objectives

Students are familiar with CAM–systems (computer aided manufacturing) and the functions of NC machines. They can independently program numerical controlled (NC) machines.

Content

CAD/CAM–systems, machining operations and toolpaths, post–processing, concepts of G–code, compensations and using NC–machines.

Literature / Study Material

Pikkarainen, E. 1999. NC–tekniikan perusteet. Helsinki Hakapaino Oy. s. 170. ISBN 952–13–0452–9

Learning Methods

Lectures, supervised computer work and exercises.

Assessment

Active participation, exercises and an examination

Prerequisites

Mechanical drawing and CAD

Languages of Instruction

Finnish

Machine elements, 4 op KL25AB40000 (study unit)

Lecturers

Markku Kärkkäinen, M.Sc.

Objectives

Knowledge of the structure and design of machine elements, ability to use the design norms of the field and to select parts from standards and catalogs.

Content

Machine part calculations and design basis. Joints. Revolving machine parts, shaft connections, bearings, couplings. Basics of power transmission equipment design.

Literature / Study Material

Provided by the lecturer

Learning Methods

Interactive lectures and exercises

Assessment

An examination, exercise assignments.

Languages of Instruction

Finnish, English

**Systems of mechanization, 3 op
KL25AB40100 (study unit)**

Lecturers

Markku Kärkkäinen, M.Sc.

Objectives

To introduce a systematical procedure in order to construct a mechanical system based on standard components

Content

Linear guide systems. Components of power transmission. Calculation and optimization methods of power transmission components. V-belt drives, toothed belt drives. Introduction to tailor made calculation software for power transmission.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Interactive lectures and exercises.

Assessment

An examination and approved exercises.

Languages of Instruction

Finnish, English

**Statics, 3 op
KL25AB40200 (study unit)**

Lecturers

Markku Kärkkäinen, M.Sc.

Objectives

To develop student's ability to analyze a given problem in a simple and logical manner and to apply the few fundamental and well-known principles of statics on statically determined problems.

Content

Basic laws of mechanics. Combination of forces, moment of force, equilibrium of particle and rigid body. Statically determinate beams, shear force and bending diagrams. Center of gravity calculations.

Literature / Study Material

To be announced during the lectures.

Learning Methods

Lectures and exercises

Assessment

Interim tests or a final examination, approved exercises.

Languages of Instruction

Finnish, English

Hydraulics and pneumatics, 5 op KL25AB50001 (study unit)

Lecturers

Markku Kärkkäinen, M.Sc.

Objectives

Students shall learn the operation principles of the main components in hydraulic and pneumatic systems, their design concepts and applicability. They will also acquire the ability to select between these two systems.

Content

The course discusses the fundamentals of hydraulic and pneumatic systems. The structure and operation of hydraulic and pneumatic components, cylinders, pumps and engines. It also discusses valve technology and computer-aided design in both hydraulics and pneumatics.

Literature / Study Material

Provided by the lecturer

Learning Methods

Interactive lectures, exercises and laboratory work

Assessment

Approved exercises and laboratory work, an examination

Languages of Instruction

Finnish, English

Machine and equipment design, 4 op KL25AB50100 (study unit)

Lecturers

Jorma Mettälä, Lic.Tech.

Objectives

Knowledge of the stages of machine and equipment design process.

Content

Common construction principles. Materials and their selection. Tolerances. Production method in relation to product design. Machine safety directives. Ergonomics.

Literature / Study Material

To be announced during the lectures.

Learning Methods

Lectures and guided exercises.

Assessment

An examination and approved assignments

Languages of Instruction

Finnish

Strength of materials 1, 4 op KL25AB50201 (study unit)

Lecturers

Markku Kärkkäinen, M.Sc.

Objectives

Basic knowledge of the elasticity and strength of materials and their application to machine parts and structures.

Content

Fundamental concepts of the strength of materials. Stress, changes of form, measurement in conditions of pulling, pressure, shearing, bending and torsional load. Plane strain. Combined strain. Stability. Curved beam. Hypothesis of fracture.

Literature / Study Material

Karhunen ym: Lujuusoppi (Strength of materials)

Study Descriptions

Learning Methods
Lectures and exercises

Assessment
Examination, approved exercises

Prerequisites
Statics

Languages of Instruction
Finnish

Mechanical drawing and CAD, 5 op KL25AB50300 (study unit)

Lecturers
Jorma Mettälä, Lic.Tech.

Objectives
Students learn to use computer aided methods in designing and measuring machines and machine parts in accordance with regulations and standards.

Content
Significance of engineering drawing, projections, measurement, assembly drawings, surface markings. SolidEdge 3D program's 2D and 3D modelling, sheet metal design, assembly, kinetics, 3D calculations, virtual reality.

Literature / Study Material
To be announced by the lecturer at the beginning of the course.

Learning Methods
Lectures, supervised computer work and exercises.

Assessment
Exercises and an examination

Languages of Instruction
Finnish, English

Laboratory assignments in electronics, 3 op KL25AB60000 (study unit)

Lecturers
Tuomo Hirvonen, M.Sc.

Objectives
Building, observing and measuring electronic switches.

Content
Semiconductors, digital components, amplifiers and digital logic circuits.

Literature / Study Material
Material provided by the lecturer

Learning Methods
Guided and independent laboratory work

Assessment
Approved job reports

Prerequisites
Electronic circuits

Languages of Instruction
Finnish, English

Electronic circuits, 3 op KL25AB60100 (study unit)

Lecturers

Tuomo Hirvonen, M.Sc.

Objectives

Ability to use basic electronic components. Use of data books, passive components: resistors, capacitors, adaptors, connectors.

Content

Semiconductor components, linear and switched mode power supplies. The break-downs and protection of electronics.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and exercises.

Assessment

Examination and active participation in exercises

Prerequisites

Electronic components

Languages of Instruction

Finnish

Power electronics, 3 op KL25AB60200 (study unit)

Lecturers

Seppo Stenberg, M.Sc.

Objectives

Use of power components. Equipment design.

Content

Director components, the structure and characteristics of circuits, the measurement of cooling. Frequency converter structure, characteristics and operations. Servo and stepping motor control.

Literature / Study Material

Lecturer's handouts.

Learning Methods

Lectures and exercises.

Assessment

An examination and exercises.

Prerequisites

Electronic components, electronic circuits.

Languages of Instruction

Finnish

Laboratory assignments in automation 1, 4 op KL25AB70000 (study unit)

Lecturers

Hannu Reinilä, M.Sc. Niko Ristimäki, B.Sc.

Objectives

Students apply skills gained in the course of the machine automation in groups of two. The students shall design programs and human-machine interfaces to multifunctional automated production systems.

Content

Siemens, Omron and Beckhoff programmable logic controllers, touch screens, Profibus and Device-Net buses,

identification system, machine vision. The actuators are electric motors and pneumatic valves.

Literature / Study Material

Product and programming manuals, material in network.

Learning Methods

Supervised laboratory assignments

Assessment

Approved laboratory assignments

Prerequisites

Programmable Logic Controllers, Machine Automation 1.

Languages of Instruction

Finnish, English

**Laboratory assignments in automation 2, 4 op
KL25AB70100 (study unit)**

Lecturers

Hannu Reinilä, M.Sc. Niko Ristimäki, B.Sc.

Objectives

Students in groups of two apply skills gained in the machine automation 2 study unit on the design, assembly, construction and programming of an automated material handling system.

Content

One axes motion control, servo drives, frequency inverters, rotating servo motors, programmable logic controllers and field buses in motion control.

Literature / Study Material

Handouts, product and programming manuals

Learning Methods

Supervised laboratory assignments

Assessment

Approved laboratory assignments

Prerequisites

Basics of automation, Programmable logic controllers, Machine automation 1, Machine automation 2.

Languages of Instruction

Finnish, English.

**Machine automation 1, 4 op
KL25AB70200 (study unit)**

Lecturers

Hannu Reinilä, M.Sc. Niko Ristimäki, B.Sc.

Objectives

Students know the structures and functions of the control systems used in machine automation systems. They utilize several standardized programming languages of PLC devices.

Content

Siemens and Beckhoff PLC devices, TwinCat and STEP7 tool programs, programming using Function Blocks and Functions, timers, counters, analog signals, recipes, standardized programming languages.

Literature / Study Material

Lecturers' handouts and the product and programming manuals of the suppliers.

Learning Methods

Lectures, exercises and group work.

Assessment

Approved exercises and an exam.

Languages of Instruction
Finnish, English

Machine automation 2, 4 op KL25AB70300 (study unit)

Lecturers
Hannu Reinilä, M.Sc. Niko Ristimäki, B.Sc.

Objectives
The student learns to implement modern motion control system by using frequency inverters, AC motors, servo drives and rotating servo motors. The student learns how to configure various industrial network systems which are required in modern motion control tasks.

Content
One axes motion control, servo drives, frequency inverters, rotating servo motors, programmable logic controllers and field buses in motion control.

Literature / Study Material
Handouts, product and programming manuals.

Learning Methods
Lectures, examples, exercises and group work.

Assessment
Exercises and an examination.

Prerequisites
Basics of automation, Programmable logic controllers, Machine automation 1.

Languages of Instruction
Finnish, English.

Robotics, 4 op KL25AB70400 (study unit)

Lecturers
Martti Lehtonen, B.Sc.

Objectives
Students gain insight into the potential and limitations of robotics in industrial production, and learn to program an industrial robot. Provides fundamental knowledge of robotics and an ability to design and select equipment for the automatic handling of products.

Content
Structure, design, control and programming of robots. Development views.

Literature / Study Material
Risto Kuivanen: Robotiikka, Suomen Robottiyhdistys Ry. (Robotics)

Learning Methods
Lectures, programming exercises and laboratory assignments

Assessment
Approved exercises and exams

Prerequisites
Basics of automation, sensor technology

Languages of Instruction
Finnish, English

Special course in automation, 4 op KL25AB80000 (study unit)

Lecturers
Hannu Reinilä, M.Sc. Niko Ristimäki, B.Sc.

Objectives

Students get acquainted with some current technology in machine or factory automation. They learn to utilize the technology in designing or implementing machine automation systems.

Content

The content of the course varies in every year. The content is announced at the beginning of the course.

Literature / Study Material

Announced at the beginning of the course.

Learning Methods

Lectures, exercises and group work.

Assessment

A practical work and an exam.

Prerequisites

Machine automation 1, Machine automation 2.

Languages of Instruction

Finnish, English.

**Project work in automation, 4 op
KL25AB80100 (study unit)**

Lecturers

Hannu Reinilä, M.Sc. Niko Ristimäki, B.Sc.

Objectives

The students will get acquainted with some topic in the machine automation which they are interested in and they will carry out a project work about the topic.

Content

The content of the course varies depending on the students.

Literature / Study Material

The literature varies depending on the topic of the student's project work.

Learning Methods

Project work

Assessment

The project work is reported and assessed like a final thesis.

Languages of Instruction

Finnish, English

**Sensor technology, 3 op
KL25AB90000 (study unit)**

Lecturers

Martti Lehtonen, B.Sc.

Objectives

Students learn the structure of the basic sensors in mechatronics and a selection of appropriate sensors. Introduction to connecting sensors to control systems. Insight into the sensors used in process industry.

Content

Basics of sensor technology, protection classes, on–off sensors, intelligent sensors, detection techniques, measuring sensors, connecting sensors to control systems.

Literature / Study Material

To be announced during the lectures

Learning Methods

Lectures and exercises

Assessment
Examination and seminar

Prerequisites
Basics of automation

Languages of Instruction
Finnish

Drive technology, 5 op KL25AB90100 (study unit)

Lecturers
Matti Lehtonen, B.Sc.

Objectives
Students learn about the basic principles of electric motors and the functions of direct current motors (DC motors) and alternating current motors (AC motors). Adjustable drives and control system engineering is also discussed. The aim of the course is to give the students a general idea of electric motors as an integral part of mechatronics. After the course the student can choose the correct electric drives and connect them to an electrical network.

Content
Basic principles of electric motors, direct current motors, (DC motors), squirrel-gage motors, frequency converters, servo motors, servo controls, stepping motors and their controls; control engineering, control devices and the setting of control circuits.

Literature / Study Material
Material announced by the teacher.

Learning Methods
Lectures, examples and exercises

Assessment
Exercises and an exam

Languages of Instruction
Finnish, English

Laboratory assignments in control systems, 3 op KL25AB90200 (study unit)

Lecturers
N.N.

Objectives
A student learns to make basic connections in electric and automation solutions. A student gets acquainted with the implementation of an automation system.

Content
A student will implement an automation system during the course. An automation system involves mechanics, programmable logic controller, some different sensors and such actuators as valves and electric motors.

Literature / Study Material
The handouts provided by the lecturer and the product and programming manuals of the suppliers.

Learning Methods
Lectures and exercises.

Assessment
Approved exercises.

Languages of Instruction
Finnish

Design of electrical and automation system, 4 op KL25AB90300 (study unit)

Lecturers

N.N.

Objectives

Students will acquire the ability to interpret and design diagrams in the fields of electrical engineering and electronics by using CAD. The students will also learn to assess wire and fuse requirements.

Content

The course discusses symbols, diagram drawing, wiring diagrams, the lists of assembly parts, automation design, file layout, CAD programs relevant to the field, motor output, components and design, and wire and fuse requirements.

Literature / Study Material

Lecturer's handouts

Learning Methods

Lectures and exercises using CAD

Assessment

Examination and assignments

Languages of Instruction

Finnish

Degree Programme in Automotive and Transportation Engineering (In Finnish)

Head of degree programme: Mr Jukka Pajula, Tel. +358 40 830 2396, E-mail: jukka.pajula@seamk.fi

Student counsellor: Mr Veli-Jukka Uitto, Tel. +358 40 830 4241, E-mail: veli-jukka.uitto@seamk.fi

ECTS/International coordinator: Mr Tapio Pihlajaniemi, Tel. +358 40 830 3966, E-mail: tapio.pihlajaniemi@seamk.fi

Degree and qualification awarded

Bachelor of Engineering

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

General description of the degree programme

The Automotive and Transportation Engineering study programme has a specialisation line in Automotive and Work Machine Engineering. The aim is to provide the students with special skills needed in the fields of automotive, work machines, transportation and mechanical engineering in addition to the basic studies in engine assembly.

The students should become competent performing expert tasks in automotive and working machine industries, including responsibilities in an engineering workshop from product design to marketing. The students have practical training periods to get familiar with the work of workers as well as with the work of bachelors of science.

Bachelors of science have vast and diverse field of work, typically they can work in design, production, management, marketing and sales as an independent entrepreneur.

The branch of car technology is one of the most important branches of industry, what has changed the world. The changes have happened from the time of Mr. Henry Ford to these days and it shall continue. The profession of the automotive engineers is nowadays the trend-setter of the technology and by the competence of them they ensure the development to the future. Come with us to do portion of this famous history.

Subject specific competences

Degree programme in Automotive Engineering

Basics of automotive engineering

- understands the principles of physics in automotive applications
- is familiar with the common chemicals, materials and their properties
- is familiar with manufacturing methods
- knows the basic structures, components and systems used in vehicles
- understands the dynamic behaviour of a car and can describe and simulate it using by mathematics means
- is familiar with semiconductor technology and the most important components

Competence in automotive specialities

- understands the most important structures of car chassis, body, tires, engine and power transmission, understands the meaning importance of service
- masters the environmental effects of traffic
- is familiar with the most important applications of electronics and information technology in cars
- masters the diagnostics related to car service
- knows the sensor technology and can reliably measure technical quantities

Legislation competence

- knows the central main points of legislation related to the structure of vehicles, traffic and driving
- masters the rights and duties of employers and employees
- masters the environmental and occupational health and safety legislation

- knows the rights and duties of the a consumer

Competence in company finances and customer services Business and customer service competence

- knows the preconditions for profitable business and understands the business idea of an automotive and transport company
- understands the meaning of customer service in a service company
- can communicate and act work in an international organization
- knows the fundamentals of leadership and can work as a foreman
- understands the meaning of external and internal logistics in business operations

Degree Programme in Automotive and Transportation Engineering (In Finnish), 240 cr (3.9.2007) AUTO 2007

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KC04AA100	BASIC STUDIES					55
KC04AA10012	Introduction to technical studies	x				1
KC04AA10013	Research methods			x		2
KC04AAKO	Language studies					
KC04AA10027	Communication and negotiation skills 1	x				3
KC04AA10029	Communication and negotiation skills 2		x			3
KC04AA10031	Swedish	x				3
KC04AA10041	English 1	x				3
KC04AA10050	English 2		x			3
KC04AA10060	English 3				x	3
KC23AEKLT	Natural sciences					
KC04AA10054	Algebra and trigonometry	x				4
KC04AA10055	Vectors and analytic geometry	x				3
KC04AA10056	Differential and integral calculus	x				3
KC04AA10057	Differential equations and business mathematics		x			3
KC04AA10058	Computer aided mathematics		x			3
KC04AA10059	Mechanics	x				3
KC04AA10063	Thermal and electrical physics	x				3
KC04AA10064	Wave and modern physics		x			3
KC04AA10065	Physics laboratory works		x			3
KC04AA10151	Basics of chemistry	x				3
KC04AA10067	Office applications	x				3
KC04AP	BASICS OF PROFESSIONAL STUDIES					38
KC04BA20012	Engineering drawing and CAD	x				6
KC04BA20023	Materials 1	x				3
KC04BA20034	Manufacturing technology	x				3
KC04BA20052	Statics	x				3
KC04BA20062	Dynamics		x			3

KC04BA20071	Strength of materials 1		x			4
KC04BA20092	Machine elements		x			4
KC04BA20101	Electrical engineering and electronics	x				4
KC04BA20132	Industrial economics		x			3
KC04BA20135	Sustainable development		x			3
KC04BA40013	Basics of automotive engineering	x				2
KC04BA30	PROFESSIONAL STUDIES MODULES					60
KCAA10	Module in automotive engineering					15
KC04BA40101	Vehicle laws	x				2
KC04BA40031	Automotive engineering 1		x			3
KC04BA40021	Automotive engineering 2		x			3
KC04BA40072	Automotive engineering 3			x		4
KC04BA60022	Engine technology		x			3
KCAA50	Automotive Electronics Module					15
KC04BA50071	Automotive electrical and electronic systems	x				3
KC04BA50052	Automotive and work machine electronics 1		x			3
KC04BA50053	Automotive and work machine electronics 2			x		3
KC04BA50072	Automotive laboratories		x			6
KCBA60	Module in Transport Engineering					15
KC04BA60033	Hydraulics		x			3
KC04BA60032	Mobile work machines			x		3
KC04BA60070	Commercial vehicles		x			4
KC04BA70011	Farming machinery engineering				x	3
KC04BA70050	Work machine engineering laboratories				x	2
KC04CA85	Module in entrepreneurship 6 cu					15
KC04BA60060	Repair shop economy		x			4
KC04BA84000	Project management			x		4
KC04BA85022	Automotive marketing and services			x		3
KC04BA85050	Human resources management				x	4
KC04EA30	PROJECT STUDIES					27
KC04DA90	FREE-CHOICE STUDIES					15
KC04EA20	PRACTICAL TRAINING					30
KC04FA80	THESIS					15

Study Descriptions

Introduction to technical studies, 1 op KC04AA10012 (study unit)

Lecturers
Jukka Pajula

Objectives
Introduction to the studies, the way of studying and the significance of the field.

Content
Studying, learning, data gathering, significance of engineering.

Literature / Study Material

To be announced during the lectures

Learning Methods

Lectures and team work, active participation.

Assessment

Active participation in the lectures and exercises, a written exam.

Languages of Instruction

Finnish

**Communication and negotiation skills 1, 3 op
KC04AA10027 (study unit)**

Lecturers

Helena Mikkilä

Objectives

Students shall acquire insight into the objectives of communication at work, producing legible material, and proper conduct at meetings.

Content

The course comprises the basic concepts of communication, document linguistics and layouts, producing oral and written information, skills associated with meetings and negotiations, and compiling the minutes of a meeting.

Literature / Study Material

Kauppinen, A., Nummi, J. & Savola, T. 2005. Tekniikan viestintä. Kirjoittamisen ja puhumisen käsikirja. 4.–5. painos. Edita

Learning Methods

Lectures, exercises in written and oral communication

Assessment

Oral and written exercises and exam

**Communication and negotiation skills 2, 3 op
KC04AA10029 (study unit)**

Lecturers

Helena Mikkilä

Objectives

Students shall develop interactive communication skills. They shall be able to communicate with others in various situations in the working world and be competent in procedures associated with negotiations and in compiling formal, written material.

Content

The course comprises presentations, interviews, discussions and negotiations, and writing negotiation documents, reports and job applications.

Literature / Study Material

Kauppinen, A., Nummi, J. & Savola, T. 2005. Tekniikan viestintä. Kirjoittamisen ja puhumisen käsikirja. 4.–5. painos. Edita; Opinnäytetyön kirjoitusohjeet.

Learning Methods

Lectures, oral and written exercises

Assessment

Oral and written exercises and exam

**Swedish, 3 op
KC04AA10031 (study unit)**

Lecturers

Riikka Ala-Sankila

Objectives

Upon completing this course, students shall be capable of using Swedish in various work-related situation in their own professional field. They shall also be competent in interactive communication and in acquiring and utilizing field-specific information.

Content

This course comprises issues concerning education, job applications and work, work environments and society, customer contacts, general texts, and terminology related to field-specific texts in automotive and transportation engineering.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, listening comprehension and speech exercises, written assignments, independent study, pair work and small group work

Assessment

Active participation in the lectures, approved interim and exams

Languages of Instruction

Finnish and Swedish

English 1, 3 op KC04AA10041 (study unit)

Lecturers

Tapio Pihlajaniemi, MA

Objectives

This course develops the oral and written language skills of the students. At the end of the course, students will be able to describe the type of education they have received. They will understand the job application process and learn to write job applications (curricula vitae in English). The course also teaches basic business correspondence. Additionally, students will become familiar with and be capable of understanding the basic vocabulary associated with texts in the field of automotive and transportation engineering and will be able to use this vocabulary both in writing and speaking.

Content

The course consists of exercises in effective interactive communication, data acquisition and the use of the Internet, the basic vocabulary associated with the field of automotive and transportation, oral and written exercises including CV, oral presentations and the texts in the course book.

Literature / Study Material

Huhta, Marjatta: Connections: Communication Guidelines for Engineers, Edita, the latest edition. Texts associated with the field of automotive and transportation engineering and other study material.

Learning Methods

Oral and written assignments in pairs and groups and individually

Assessment

Active participation in lectures and assignments and approved interim and final examination

Languages of Instruction

Finnish and English

English 2, 3 op KC04AA10050 (study unit)

Lecturers

Tapio Pihlajaniemi, MA

Objectives

This course deepens students' oral and written language skills, as well as their skills in written communication and business correspondence. Additionally, students shall learn and understand the more profound professional vocabulary found in automotive and transportation engineering texts and be able to use that vocabulary both in writing and speaking.

Content

The course comprises exercises in effective interactive communication based on professional automotive and transportation engineering texts, oral and written exercises including business correspondence and some business terminology, oral presentations on topics pertaining to the field, and texts in the course book.

Literature / Study Material

Huhta, Marjatta: Connections: Communication Guidelines for Engineers, Edita, the latest edition. Texts associated with the field of automotive and transportation engineering, and other study material.

Learning Methods

Oral and written assignments in pairs, groups and individually.

Assessment

Active participation in lectures and assignments and approved interim and final examination

Languages of Instruction

Finnish and English

**English 3, 3 op
KC04AA10060 (study unit)**

Lecturers

Tapio Pihlajaniemi, MA

Objectives

This course enforces and maintains the oral and written language skills, which students have acquired at an earlier time. Assignments for writing abstracts, procedures for meetings and negotiations, and vocabulary form the central themes of the course. Additionally, students shall process comprehensive, professional texts associated with the field of automotive and transportation engineering. They will also learn to use professional vocabulary both in writing and speaking.

Content

The course comprises assignments pertaining to effective interactive communication using professional texts associated with automotive and transportation engineering, oral and written exercises including technical reading and writing, oral presentations, which pertain exclusively to the profession, and texts in the course book.

Literature / Study Material

Huhta, Marjatta: Connections: Communication Guidelines for Engineers, Edita, the latest edition. Texts associated with the field of automotive and transportation engineering, and other study material.

Learning Methods

Oral and written assignments in pairs and groups and individually

Assessment

Active participation in lectures and assignments and approved interim and final examination

Languages of Instruction

Finnish and English

**Algebra and trigonometry, 4 op
KC04AA10054 (study unit)**

Lecturers

Heikki Kokkonen, FL

Objectives

The student must accomplish the basic know-how needed in technological mathematics.

Content

Simplification of algebraic expressions, equations and trigonometry.

Literature / Study Material

Antti Majaniemi: ALGEBRA I, Antti Majaniemi: Geometria

Learning Methods

Lectures, exercises and independent study. NB! 80 % lectures required.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

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Languages of Instruction
Finnish

Vectors and analytic geometry, 3 op KC04AA10055 (study unit)

Lecturers
Heikki Kokkonen, FL

Objectives
The student must accomplish the basic know-how of the course contents as started below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content
Vectors and analytic geometry.

Literature / Study Material
Antti Majaniemi: ALGEBRA I, Antti Majaniemi: GEOMETRIA.

Learning Methods
Lectures, exercises and independent study.

Assessment
Two mid-term exams or final exam and exercise points.

Prerequisites
Algebra and trigonometry.

Languages of Instruction
Finnish

Differential and integral calculus, 3 op KC04AA10056 (study unit)

Lecturers
Pasi Junell, TkT

Objectives
The student must accomplish the basic know-how of the course contents as started below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content
One variable differential and integral calculations.

Literature / Study Material
Antti Majaniemi: MATEMATIIKKA I, Antti Majaniemi: MATEMATIIKKA II.

Learning Methods
Lectures, exercises and independent study.

Assessment
Two mid-term exams or final exam and exercise points.

Prerequisites
Algebra and trigonometry.

Languages of Instruction
Finnish

Differential equations and business mathematics, 3 op KC04AA10057 (study unit)

Lecturers
Heikki Kokkonen, FL

Objectives
The student must accomplish the basic know-how of the course contents as started below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content

Differential equations and commercial mathematics.

Literature / Study Material

Antti Majaniemi: Matematiikka II and lecture notes.

Learning Methods

Lectures, exercises and independent study.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

Algebra and trigonometry and differential and integral calculations.

Languages of Instruction

Finnish

**Computer aided mathematics, 3 op
KC04AA10058 (study unit)**

Lecturers

Heikki Kokkonen, FL

Objectives

The student must accomplish the basic know-how of the course contents as started below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content

Mathematical softwares and statistics.

Literature / Study Material

Lecture notes

Learning Methods

Lectures, computer exercises, exercises and independent study.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

Algebra and trigonometry.

Languages of Instruction

Finnish

**Mechanics, 3 op
KC04AA10059 (study unit)**

Objectives

Students shall acquire basic knowledge of physics for engineering. The course introduces a foundation for the comprehension of demanding technical information required in the vocational subjects and prepares the students for technical expertise in their profession.

Content

Kinematics and dynamics of particles, work, power, energy, mechanics of rigid objects, as well as mechanics of solids and fluids.

Literature / Study Material

Hautala, Peltonen: Insinöörin (AMK) Fysiikka osa I (Lahden Teho-Opetus Oy). Lecture notes.

Learning Methods

Active participation in lectures and exercises with the attendance of 80 %.

Assessment

Written course-end examination.

Languages of Instruction
Finnish

Thermal and electrical physics, 3 op KC04AA10063 (study unit)

Objectives

Students shall acquire basic knowledge of physics for engineering. The course introduces a foundation for the comprehension of demanding technical information required in the vocational subjects and prepares the students for technical expertise in their profession.

Content

Basics of thermal physics, and electrostatics, direct-current and basics in alternating current.

Literature / Study Material

Hautala, Peltonen: Insinöörin (AMK) Fysiikka osat I ja II (Lahden Teho–Opetus Oy). Lecture notes.

Learning Methods

Active participation in lectures and exercises.

Assessment

Written course–end examination.

Prerequisites

Mechanics

Languages of Instruction
Finnish

Wave and modern physics, 3 op KC04AA10064 (study unit)

Objectives

Students shall acquire basic knowledge of physics for engineering. The course introduces a foundation for the comprehension of demanding technical information required in the vocational subjects and prepares the students for technical expertise in their profession.

Content

Oscillatory motion, wave motion, acoustics, optics, radiation and nuclear physics.

Literature / Study Material

Hautala, Peltonen: Insinöörin (AMK) Fysiikka osa II (Lahden Teho–Opetus Oy). Lecture notes.

Learning Methods

Active participation in lectures and exercises.

Assessment

Written course–end examination.

Prerequisites

Mechanics

Languages of Instruction
Finnish

Physics laboratory works, 3 op KC04AA10065 (study unit)

Objectives

Course provides the students with basic knowledge of experimental measurements, processing and reporting the results. Applications of experimental physics for various fields of engineering will be introduced.

Content

Laboratory experiments from different areas of physics.

Literature / Study Material

Instructions for exercises in physics (Seinäjoen University of Applied Sciences, School of Engineering).

Learning Methods

Laboratory exercises (minimum 90 % attendance required) and written reports.

Assessment

Approved completion of exercises, approved reports and written examination

Prerequisites

Mechanics

Languages of Instruction

Finnish

**Basics of chemistry, 3 op
KC04AA10151 (study unit)**

Objectives

Students shall acquire basic knowledge in chemistry and its logic and in the field and in practical life.

Content

The course discusses the structure of matter, combustion, inorganic material, plastics, metals, acids, alkali, electrochemistry, and the periodic table of elements, etc.

Literature / Study Material

Lecture notes

Learning Methods

Lectures, exercises, homework, seminars

Assessment

Exam

**Engineering drawing and CAD, 6 op
KC04BA20012 (study unit)**

Lecturers

Jukka Aarnio

Objectives

Students shall learn manual and computer-aided methods in designing and measuring machines and machine parts in accordance with regulations and standards, while taking into account eventual production methods.

Content

The course discusses the significance of engineering drawing, projections, measurement, surface markings, welding marks, tolerances, assembly drawings, CAD 2D and 3D modelling

Literature / Study Material

Autio: Koneenpiirustus, manuals

Learning Methods

Lectures, manual exercises, supervised CAD work and exercises

Assessment

Examinations and approved exercises

Languages of Instruction

Finnish

**Materials 1, 3 op
KC04BA20023 (study unit)**

Lecturers

Jukka Pajula

Objectives

Students shall be familiar with construction materials and their characteristics, handling, standards and selection.

Content

The course discusses operating characteristics and materials testing, the internal structure of metals, constitutional

diagrams, thermal treatment, steel and cast iron, as well as other alloys and materials. Approximately 1 cu of laboratory work.

Literature / Study Material

Koivisto, Kaarlo ym.: Konetekniikan materiaalioppi

Learning Methods

Lectures, practical work, laboratory work

Assessment

Examination, practical work, laboratory exercises

Languages of Instruction

Finnish

**Manufacturing technology, 3 op
KC04BA20034 (study unit)**

Lecturers

Kimmo Kitinoja

Objectives

Students shall be familiar with the more common manufacturing methods for the machine industry, machine tools and tooling.

Content

The course discusses welding methods, casting, powder metals, methods for forming removing material, working with sheet metal, coating, and measuring.

Literature / Study Material

Ihalainen etc. Valmistustekniikka Otatiето. Other lecture material.

Learning Methods

Lectures, visits to factories, exercises and independent study

Assessment

Written examination and exercises

Languages of Instruction

Finnish

**Statics, 3 op
KC04BA20052 (study unit)**

Lecturers

Jukka Aarnio

Objectives

Students shall learn the fundamentals of statics and the ability to apply them to simple structures

Content

Basic laws of mechanics. Combination of forces, static moment of force, principle of balance of a rigid object, support, stress imposed on beams and stress diagram, centre of gravity, beam structures and mechanisms.

Literature / Study Material

Kärkkäinen M. & Mikkonen P.: Insinöörin mekaniikka, Outinen H. Statiikka I ja II, luentomateriaali

Learning Methods

Lectures, assignments

Assessment

Examination, assignments

**Dynamics, 3 op
KC04BA20062 (study unit)**

Lecturers

Jukka Aarnio

Objectives

Students learn the fundamentals of dynamics.

Content

The course discusses the basic laws of dynamics, kinematics of a rigid body, the principle of inertial force, and the principle of energy.

Literature / Study Material

Salmi, T. & Virtanen S.: Dynamiikka

Learning Methods

Lectures and exercises

Assessment

Examination

Prerequisites

Statics

Languages of Instruction

Finnish

**Strength of materials 1, 4 op
KC04BA20071 (study unit)**

Lecturers

Mika Kumara

Objectives

Students acquire basic knowledge in elasticity and the strength of materials, as well as their application to machine parts and structures.

Content

The course discusses the fundamental concepts of material strengths, stress, changes of form, measurement in situations of pulling, pressure, shearing, bending and torsional load. It also discusses plane strain, combined strain, stability, curved beam, surface pressure, and fatigue strength.

Literature / Study Material

Karhunen ym.: Lujuusoppi

Learning Methods

Lectures and exercises

Assessment

Examination, exercises

Prerequisites

Statics

Languages of Instruction

Finnish

**Machine elements, 4 op
KC04BA20092 (study unit)**

Lecturers

Mika Kumara

Objectives

Students shall be knowledgeable in the principles of operation and design calculations, and possess the ability to select parts from standards and catalogues.

Content

The course comprises machine-part calculations and the basics of design. It discusses joints and revolving machine parts such as axle connections, parallel bearing, rolling bearing, shaft couplings, springs, brakes, chain and belt drives, toothed wheels and gearing.

Learning Methods
Lectures and exercises

Assessment
Examination, exercises

Prerequisites
Strength of Materials 1

Languages of Instruction
Finnish

Electrical engineering and electronics, 4 op KC04BA20101 (study unit)

Lecturers
Veli-Jukka Uitto

Objectives
Students shall acquire knowledge in the theory(ies) of the most important concepts and methods of calculation in electrical engineering. They shall receive an overview of electrical applications in mechanical engineering and the main electronic components.

Content
The course discusses the structure and characteristics of various motor types, diodes, transistors, operational amplifier, their operation principles and the main connections of analogue technology. The course also involves assignments at the Laboratory.

Learning Methods
Lectures and exercises

Assessment
Examination, exercises

Languages of Instruction
Finnish

Industrial economics, 3 op KC04BA20132 (study unit)

Lecturers
Lasse Tarhala

Objectives
Students shall understand the basic concepts of issues related to production economics.

Content
The course comprises production planning, productivity, growth, profitability, liquidity and financial solidity. Students shall make investment calculations, budgets, and key ratios. It discusses the rationalization of the metal industry and work research, managing material and personnel, and the fundamentals of marketing and commercial law.

Literature / Study Material
Uusi-Rauva, Haverila & Kouri: Teollisuustalous

Learning Methods
Lectures and exercises

Assessment
Examination, seminar work

Languages of Instruction
Finnish

Sustainable development, 3 op KC04BA20135 (study unit)

Lecturers
Jorma Tuomisto

Study Descriptions

Objectives

Students shall gain a general picture of environmental protection and the possibilities provided by environmental technology. They shall understand the objectives of sustainable development and take a positive and responsible attitude towards environmental protection.

Content

The course discusses the fundamentals of ecology, environmental administration and legislation, licence procedures, outdoor and indoor environments, water, sustainable development, waste, recycling, and the environment in relation to industry. Environmental systems, environmental administration, REACH and European Chemicals Agency.

Literature / Study Material

To be announced at the beginning of the course

Learning Methods

Lectures and group work, active participation and final examination

Assessment

Final examination, practical work

Languages of Instruction

Finnish

**Basics of automotive engineering, 2 op
KC04BA40013 (study unit)**

Lecturers

Hannu Ylinen

**Module in automotive engineering, 15 op
KCAA10 (study entity)**

The program's objectives are to provide the students with knowledge pertaining to the mechanics and structure involved in car movement.

**Vehicle laws, 2 op
KC04BA40101 (study unit)**

Lecturers

Marko Latva-Kyyny

Objectives

Students shall understand the legislation concerning the automobile industry and its application into practice.

Content

The course discusses vehicle regulations and the articles pertaining to spares and accessories trade, installation and repair permits, work safety, product warranty.

Literature / Study Material

Vehicle regulations, transport and traffic laws, handouts

Learning Methods

Lectures and exercises

Assessment

Examination and exercises 80/20

**Automotive engineering 1, 3 op
KC04BA40031 (study unit)**

Lecturers

Jukka Pajula

Objectives

Student shall understand the factors affecting fuel consumption and the formation of driving resistance under various circumstances. They shall be able to define the factors corresponding to the performance of a car.

Content

The course discusses driving resistance, the basic, operational principles of the engine and transmission, acceleration, the choice of transmission drive gear, fuel consumption, durability, acceleration and its limiting values.

Literature / Study Material

Laine, O.: Autotekniikka

Learning Methods

Lectures and exercises

Assessment

Examination and exercises

Languages of Instruction

Finnish

**Automotive engineering 2, 3 op
KC04BA40021 (study unit)**

Lecturers

Marko Latva–Kyyny

Objectives

Students shall understand how the steering of a vehicle reacts in various situations, and be able to make dimensions of the mentioned systems.

Content

The course discusses steering devices, tires, wheels, cornering and the properties of side–wind.

Literature / Study Material

Laine, O.: Autotekniikka 1 ja 2

Learning Methods

Lectures and exercises

Assessment

Examination and exercises 70/30

Languages of Instruction

Finnish

**Automotive engineering 3, 4 op
KC04BA40072 (study unit)**

Lecturers

Mika Kumara

Objectives

Students shall become familiar with the behavior of braking systems in various situations, and shall be able to make dimensions of braking systems. Students shall understand how transmission system shafts and tandem axles function, including their design, service and repairs.

Content

The course discusses clutches, gears, final drives, as well as differential, polar and side transmissions and bogies.

Literature / Study Material

Olavi Laine: Autotekniikka 2, Vehicle regulations

Learning Methods

Lectures and exercises

Assessment

Examination and exercises 70/30

Languages of Instruction

Finnish

Engine technology, 3 op KC04BA60022 (study unit)

Lecturers

Mika Kumara

Objectives

Students shall understand the general structures of engines, thermal processes, and the stress on mechanisms in relation to use and maintenance. They shall familiarize themselves with fuel and exhaust systems and their maintenance.

Content

The course discusses combustion engines, thermodynamics, structures, carburetors, vibration and noise dampers, lubrication, cooling, special engines and fuel systems.

Literature / Study Material

Handouts, journals and vehicle regulations

Learning Methods

Lectures and exercises

Assessment

Examination and exercises 70/30

Languages of Instruction

Finnish

Automotive Electronics Module, 15 op KCAA50 (study entity)

The Automotive Electronics Module familiarizes students with the methods involved in applied automotive electronics, testing and measurement.

Automotive electrical and electronic systems, 3 op KC04BA50071 (study unit)

Lecturers

Marko Latva–Kyyny

Objectives

Students shall acquire knowledge concerning the most important automotive electrical systems and the electronic parts of other equipment, including their most important properties and use. They shall be able to interpret and design plans for the installation and wiring of electronic equipment and be familiar with inspection and principles of trouble shooting.

Content

The course involves the discussion of batteries, ignition, charging and starting systems, wiring diagrams, electrical switches and lights, electrical systems in windows, lights, heaters etc., and meters.

Literature / Study Material

Juhala ym. Moottorialan sähköoppi

Learning Methods

Lectures and exercises

Assessment

Examination

Languages of Instruction

Finnish

Automotive and work machine electronics 1, 3 op KC04BA50052 (study unit)

Lecturers

Marko Latva–Kyyny

Objectives

Students shall learn about the more significant electronic equipment and the systems in automotive and work machine

vehicles, including their basic properties and use.

Content

The course comprises the connecting plans for and the installation of electronic equipment, the most common data feed used for these systems and testing. It also discusses electronic components, sensor technology, electronic fuel injection.

Literature / Study Material

Juhala ym.: Moottorialan sähköoppi; Bosch: Autoteknillinen taskukirja

Learning Methods

Lectures and exercises

Assessment

Examination and exercises 80/20

Prerequisites

Automotive electrical and electronic systems

**Automotive and work machine electronics 2, 3 op
KC04BA50053 (study unit)**

Lecturers

Marko Latva–Kyyny

Objectives

Student shall be knowledgeable of the more significant electronic equipment and systems in automotive and work machine vehicles, including their basic properties and use

Content

The course comprises the connecting plans for and the installation of electronic equipment, the most common data feed for these systems and testing. The course also introduces electronically controlled transmissions, anti–locking and anti–skid systems, active suspension, and proportional valve technology.

Literature / Study Material

Juhala ym.: Moottorialan sähköoppi; Bosch: Autoteknillinen taskukirja

Learning Methods

Lectures and exercises

Assessment

Examination and exercises 80/20

Prerequisites

Automotive and work machine electronics 1

Languages of Instruction

Finnish

**Automotive laboratories, 6 op
KC04BA50072 (study unit)**

Lecturers

Ari Itämäki

Objectives

Students shall learn about the most common measurements in automobiles and be familiar with garage equipment, meters and instruments and their use in trouble shooting.

Content

The course involves the discussion of movement, steering, braking and engine inspection, the Otto–cycle and diesel engine fuel systems, exhaust inspection, ignition, charging and ignition system measurements, light, noise, vibration and rocking inspection, as well as wheel alignment.

Literature / Study Material

Material relating to automotive and body technology, garage manuals, equipment manuals, and settings.

Learning Methods

Laboratory work

Assessment

Approved assignments and reports

Languages of Instruction

Finnish

**Module in Transport Engineering, 15 op
KCBA60 (study entity)**

The Work Machinery Engineering Module familiarizes students with the engineering of work machinery and farming machinery.

**Hydraulics, 3 op
KC04BA60033 (study unit)**

Lecturers

Kimmo Kitinoja

Objectives

Students shall understand the most important concepts associated with hydraulic systems and their design.

Content

The course concerns the structure and function of hydraulic components, equipment that produces, controls and regulates compressed energy, as well as common devices, reservoirs, pipes and accessories. The course also discusses the fundamentals of proportional, cartridge and servo-technology, as well as the concepts involved in general planning.

Learning Methods

Lectures and exercises

Assessment

Examination/exercises 70/30

Languages of Instruction

Finnish

**Mobile work machines, 3 op
KC04BA60032 (study unit)**

Lecturers

Mika Kumara

Objectives

Students shall possess knowledge of the more significant mobile work machines, including their design, use and function.

Content

The course discusses earthwork machinery: excavators, loaders, dumpers, graders and bulldozers, as well as other mobile work machines.

Learning Methods

Lectures and assignments

Assessment

Examination and exercises 60/40

Languages of Instruction

Finnish, English

**Commercial vehicles, 4 op
KC04BA60070 (study unit)**

Lecturers

Mika Kumara

Objectives

Students shall possess knowledge of the more significant commercial vehicles, their body constructions and design.

Content

The course teaches students to estimate factors affecting shaft support and damping, as well as driving comfort and safety. It discusses springs and the basics of their design, rocking dynamics, secondary springs, shaft structures and the pitching of a car, the design of transmission system shafts and tandem axles, including their service and repairs.

Learning Methods

Lectures and exercises

Assessment

Examination and exercises 60/40

Languages of Instruction

Finnish

**Farming machinery engineering, 3 op
KC04BA70011 (study unit)**

Objectives

Students shall be familiar with the structure, function and design the more common farming machinery.

Content

The course discusses the construction of the more common farming machinery, their functions, engines, transmission, brakes, hydraulics, etc.

Learning Methods

Lectures and exercises

Assessment

Examination and exercises 80/20

**Work machine engineering laboratories, 2 op
KC04BA70050 (study unit)**

Objectives

Students shall learn the most common measurements in the engineering of mobile work machinery and farming machinery, and shall be familiar with garage equipment, meters and instruments and their use in trouble shooting.

Content

To be announced when the laboratory assignments begin.

Literature / Study Material

Material pertaining to automotive and body technology, garage manuals, equipment manuals, settings.

Learning Methods

Laboratory work/reports

Assessment

Laboratory work, approved assignments/reports 50/50

**Repair shop economy, 4 op
KC04BA60060 (study unit)**

Lecturers

Hannu Ylinen

Objectives

Students shall learn the fundamentals of and solutions for garage design, as well as be familiar with environmental issues, personnel and customer relations, work management, cost planning and follow-up and rationalisation of various functions.

Content

The course discusses garage set-up, car dealers and customers, work flow in a garage, environmental issues, design of a garage, equipment, work safety, consumer protection, economy and rationalization.

Literature / Study Material

Handouts, journals, importer's instructions and vehicle regulations

Learning Methods
Lectures and exercises

Assessment
Examination and exercises 70/30

Languages of Instruction
Finnish

Project management, 4 op KC04BA84000 (study unit)

Lecturers
Jukka Pajula

Objectives
Students shall understand the fundamental concepts and methods involved in projects, and acquire competency in completing all phases of a project.

Literature / Study Material
Lanning, Roiha & Salminen, Matkaopas muutokseen, 1999. Kettunen Sami, Onnistu projektissa, 2003

Learning Methods
Lectures, exercises and case seminars

Assessment
Project planning, report 100 %

Automotive marketing and services, 3 op KC04BA85022 (study unit)

Lecturers
Marko Latva–Kyyny

Objectives
Students shall understand general marketing concepts, as well as procedures involved in finance, sales and services of a diversified car firm.

Content
The course discusses marketing and competition, spare parts and garage sales, vehicle sales procedures, warranties, guarantees, insurance, consumer protection, and customer services.

Literature / Study Material
Handouts

Learning Methods
Lectures and exercises

Assessment
Examination and exercises 70/30

Languages of Instruction
Finnish

Human resources management, 4 op KC04BA85050 (study unit)

Objectives
Students shall gain advanced knowledge of the operations and technology in industrial enterprises. They shall also acquire knowledge in human resources, production and marketing strategies, and strategy development. Students will be able to understand and apply the concept of Management by Objective in various areas and levels of an organization.

Content
The course involves the following: concepts of efficiency, strategic and operative efficiency, enterprises and supervision of operations, strategic models and business acumen, finance and business, strategic planning and management and external resources, central issues in doing business and maintaining an enterprise, costs, customer value, leadership, financial analysis and reasons for decreases in profitability, target marketing, competition strategies, strategic procedures, budgets, strategic enterprise and interactive management.

Literature / Study Material

Bengt Karlöf: Johtamisen käsitteet ja mallit. (Management concepts and models). Mika Kamensky: Strateginen johtaminen (Strategic management). Lecturer's material.

Learning Methods

Lectures, case studies and seminars

Assessment

Approved assignments, seminars and final examination

Languages of Instruction

Finnish

PRACTICAL TRAINING, 30 op
KC04EA20 (study entity)

Students shall work in the field of automation engineering and to deepen their expertise in their own line of specialization and apply in practice what they have learned in theory.

THESIS, 15 op
KC04FA80 (study entity)

The aim of the final thesis is to prepare students for their future career. They shall do a written study on a topic agreed upon with their advisor. Students are expected to be able to combine the theory acquired while studying with new information to produce a consistent scientific study with practical emphasis and the ability to solve any problems that may arise in the study.

Degree Programme in Business Information Technology (In Finnish)

Head of degree program: Mr Markku Lahti, Tel. +358 40 830 2357, E-mail: markku.lahti@seamk.fi

Student counsellor: Ms Tarja Keski-Mattinen, E-mail: tarja.keski-mattinen@seamk.fi

ECTS/International coordinator: Mr Tapio Pihlajaniemi, E-mail: tapio.pihlajaniemi@seamk.fi

Further information: www.seamk.fi/businessinformationtechnology

Degree and qualification awarded

Bachelor of Business Administration (Business Information technology)

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

General description of the degree programme

The degree program in Business Information Technology is a way to professional data processing as it provides the students with the wide knowledge and extensive skills required in the modern, interactive work environment. It aims at producing skilled professionals for business and industry and provides them with skills that enable working in various, versatile jobs.

This study program offers the students practical skills with a theoretical foundation. The education enhances the students' communication abilities and cooperation skills and encourages them to independent work as well. After completing the studies the students can work in various tasks where specialists are needed. This could mean for example, working as a program, database, multimedia or WWW –designer, an online service provider, a project manager, an instructor, or an entrepreneur.

Options for Specialization

Digital media production concentrates on the development of digital media products using the methods of media communication. The students learn to create digital and audio–visual products for different purposes.

Application production focuses on the development of data systems and the students learn to plan and program applications for different platforms and architectures.

e–business concentrates on the uniting of information technology with the enterprise recourse planning of companies. The students learn to design and program integrated and flexible services to networks.

Subject specific competences

Information Systems Competence

- understands information systems as a whole
- understand the production, acquisition and deployment processes of an information system
- understands the principles of data management
- is able to specify, design and implement secure software systems, databases, and user interface
- is able to program
- is able to document and decode documentation of an information system e.g. when dealing with tasks related to software maintenance
- is able to plan and implement training

ICT Infrastructure Competence

- understands the purpose and principles of the main network components (hardware and software components) and services
- is able to utilize various network components in his/her solutions
- is able to construct and maintain basic network solutions

- is able to take data security into account in solutions regarding ICT infrastructure

Project Work Competence

- understands the differences between various kind of ICT projects and the role of projects as a part of an organizational structure
- understands the purpose of a systematic way of action in project work and is able to work in a responsible manner in ICT projects
- is able to use and apply various ICT project planning and management methods
- is able to identify and provide for possible risks related to ICT projects

Business Competence

- understands essential business processes and functions
- understands the role of ICT within an organization and its supportive role in business processes and their development
- is able to develop business processes using ICT
- understands the purpose of contracts, offers, licences, and immaterial rights in his/her work
- is able to serve customers

Specialized ICT Field Competence

- is able to apply his/her knowledge and skills in a specialized ICT field
- is able to analyse, evaluate, and develop operations in this field

Pedagogic and learning methods

In the professions of information technology people have to be ready for continuous, autonomous learning because of the rapid development of the field. Therefore the study program of Business Information technology emphasizes the students' active role in learning and also gives them more responsibility since the teacher is seen more as a backer-up, guide or an advisor. The goals are achieved through versatile teaching methods and the students are encouraged to develop their interaction skills through projects and group work.

Eligibility for further studies

This degree program gives the students the eligibility for master-level programs.

The structure of studies

See the study guide

Degree Programme in Business Information Technology (In Finnish), 210 cr (3.9.2007) TIKO 2007

Code	Name	Study Year				CR
		1.	2.	3.	4.	
PERUS	BASIC STUDIES					60
TIEPER	BASIC STUDIES IN IT					30
KL17AFTP011	Office applications	x				4
KL17AFTP002	Computer hardware and operating systems	x				6
KL17AFTP303	Introduction to programming 1	x				3
KL17AFTP313	Introduction to programming 2	x				3
KL17AFTP004	New media and network production	x				6
KL17AFTP005	Database design and management	x				5

KL17APTP006	Information society	x				3
KL17APOP010	Student counselling	x				
YDINOSAA	CORE COMPETENCES SUPPORTIVE COMPETENCE					18
KL17APLI001	Introduction to business	x				5
KL17APLI002	Basics of accounting	x				2
KL17APLI003	Basics of marketing	x				2
KL17APLI004	Business information systems	x				4
KL17APME004	ICT– industry and learning	x				2
KL17APME005	Mathematics	x				3
VIESTINTÄ	Language and communication skills					12
KL17APKI006	Communication and documentation skills	x				6
KL17APKI005	English	x				3
KL17APKI007	Swedish	x				3
YHTAMM	COMMON PROFESSIONAL STUDIES					52
KL17BLAVE	Data networks and security					5
KL17BTLV001	Computer networks		x			3
KL17BTLV002	Data security		x			2
KL17BSUOS	Planning competence					10
KL17BTSO001	Development of information systems		x			4
KL17BTSO002	Modelling		x			3
KL17BTSO003	User interfaces		x			3
KL17BTIHA	Data Management skills					8
KL17BTTH301	Database programming		x			4
KL17BTTH302	Structured documents and XML		x			4
KL17BWEB	Web know–how					8
KL17BTTH003	Network communication		x			3
KL17BTTH004	Internet programming		x			5
KL17BYDIN	Core Competences supportive competence					21
KL17BTME102	Basics of statistics		x			3
KL17BTME012	Project work		x			3
KL17BTME001	IT–jurisprudence		x			4
KL17BTKI001	IT–English		x			4
KL17BTTU320	Introduction to thesis		x			2
KL17BTME002	Research methods			x		3
KL17BTME300	Project management and documentation				x	2
SUUNNAMM	OPTIONAL PROFESSIONAL STUDIES					35
SOTU	Software production competence					35
KL17BSOH01	Application programming					23
KL17BTTT382	Data structures and algorithms		x			4
KL17BTTT380	Object programming 1		x			4
KL17BTTT390	Object programming 2		x			3
KL17BTTT285	Open Source software			x		3
KL17BS30000	Java			x		3

KL17BTEL300	Server programming 1			x		3
KL17BTEL310	Server programming 2			x		3
KL17BSSK01	Application development					7
KL17BTMT340	Systems development project				x	7
KL17BSME	Core Competences supportive competence					5
KL17BTMT101	Applied mathematics			x		3
KL17BHSE300	Thesis seminar			x		2
VELI	Core Competence of e-business					35
KL17BEVK01	Development of E-business					20
KL17BEVK001	Data transfer between software's			x		3
KL17BETT284	Server programming			x		6
KL17BEVK300	Network business (SCM)		x			4
KL17BTEL307	Construction of WEB-application project				x	7
KL17BELT01	Business operations and ERP skills					10
KL17BELT300	Customer Relationship Management		x			3
KL17BETT002	ERP-software		x			5
KL17BELT400	Network business strategies			x		2
KL17BEME	Core Competences supportive competence					5
KL17BTMT102	Applied mathematics			x		3
KL17BEME303	Thesis seminar			x		2
DIGI	Core competence of digital media					35
KL17BMMT	Media communication and production					23
KL17BMTT303	Basics of media production		x			2
KL17BMTT002	Web publishing software		x			3
KL17BTME313	Media know-how and scriptwriting			x		5
KL17BTME323	Server programming			x		3
KL17BTME333	Media entrepreneurship			x		3
KL17BTME023	Multimedia project				x	7
KL17BMDT	Production of digital media					10
KL17BTME017	Desktop publishing graphics		x			3
KL17BTME008	Digital production		x			3
KL17BTMT115	Hypermedia development system			x		4
KL17BMME	Core Competences supportive competence					2
KL17BMME302	Thesis seminar			x		2
VAIHAMMA	ALTERNATIVE PROFESSIONAL STUDIES					10
KL17CCLP	Server architectures					10
KL17CCLP001	Linux Operating System					2
KL17CCLP002	Linux – Server					4
KL17CCLP003	Windows – Server					4
KL17CCCI	Telecommunications (Cisco)					10
KL17CCOR	Application development					10
KL17VEAV	AV-Production					10
KL17VEAV001	AV-manual scripting and media know-how					3

KL17VEAV002	AV–production and editing					3
KL17VEAV003	DVD project					4
KL17DT90	FREE CHOICE STUDIES					8
OPINNÄYT	THESIS					15
KL17FYOT100	Maturity test				x	
KL17FYOT200	Thesis				x	15
TYÖHARJ	PRACTICAL TRAINING					30

Study Descriptions

Office applications, 4 op KL17AFTP011 (study unit)

Objectives

The aim of the course is that student will have basic knowledge of word processing, spreadsheet and presentation graphics. Introduction to databases is also included.

Content

Microsoft Word, Excel, PowerPoint and Access 2007.

Literature / Study Material

Material announced by the teacher, reference manuals of applications.

Learning Methods

Lectures, exercises

Assessment

Exam with a computer.

Languages of Instruction

Finnish

Computer hardware and operating systems, 6 op KL17AFTP002 (study unit)

Lecturers

Jari Kattelus, LuK

Objectives

Students shall learn the structure of a computer, CPU and peripheral devices and the main principles of their functions. Students shall familiarise themselves with the principles of the operating systems and the use of systems software.

Content

The course involves the presentation and verification of information, operation of central processing units, processes, memory management, file systems and storage devices, display and multimedia devices. It also provides an introduction to the most popular operating systems: Microsoft Windows and Linux. In addition, the course presents the tasks and structure of operating systems, network operating systems, and other systems software. Course topics include components of a microcomputer and their installation and updating, the installation of expansion boards and the installation and updating of software.

Literature / Study Material

Lähteinen, Pietikäinen & Kosonen 2002. Uusi PC–tekniikan käsikirja. Sanoma Magazines; Flyktman, Reima 2003. PC–käsikirja. IT Press; Haikala & Järvinen 2003. Käyttöjärjestelmät. Talentum

Learning Methods

Lectures, exercises and a written exam

Assessment

Assessment is based on exercises and written exam.

Languages of Instruction

Finnish

Introduction to programming 1, 3 op KL17AFTP303 (study unit)

Lecturers

Hilkka Niemelä, FM

Objectives

The student knows the basics of programming and structured program design. The student learns to plan, code, document and test small-scale console applications using C# programming language.

Content

Basics: variables, expressions, statements, input/output, decision-making, looping, branching, methods.

Literature / Study Material

Material announced by the teacher.

Learning Methods

Lectures and programming exercises.

Assessment

Assessment is based on exercises, an independent assignment and an exam with a computer.

Languages of Instruction

Finnish

Introduction to programming 2, 3 op KL17AFTP313 (study unit)

Lecturers

Hilkka Niemelä, FM

Objectives

The course provides in-depth knowledge of structured program design; the student also learns to use controls of graphical user interface. The student learns to plan, code, document and test small-scale Windows applications.

Content

User interface controls, layouts, events.

Literature / Study Material

Material announced by the teacher.

Learning Methods

Lectures and programming exercises.

Assessment

Assessment is based on exercises, an independent assignment and an exam with a computer.

Prerequisites

Introduction to programming 1

Languages of Instruction

Finnish

New media and network production, 6 op KL17AFTP004 (study unit)

Objectives

The aim of the study unit is to familiarize the student with the concepts, procedures, methods and software connected with new media and network production. The student learns to plan, produce and publish websites and use the HTML language, style specifications and image processing software.

Content

HTML basics, table- and frame structures, form elements and image maps with HTML, basics of image processing, CSS-style sheets and file transferring to web-server

Literature / Study Material

Lamberg, Keränen & Penttinen: Multimedia – Multimedien peruskirja (Basics of multimedia); material provided by the teacher and manuals of the software and hardware used during the course.

Learning Methods
Lectures and exercises

Assessment
An assignment and an exam

Languages of Instruction
Finnish

Database design and management, 5 op KL17APTP005 (study unit)

Objectives
The aim of the course is to familiarize the student with the basics of data management. The student understands the relational model, relational database and learns the stages of the information analysis. Suitable diagram technique is used as a modelling method. The basics of SQL are also covered. Database management and programming is studied by means of chosen database software.

Content
The course comprises the following:

- Relational models
- Relational databases
- ER-modelling
- Primary key, foreign key, referential integrity
- Basics of SQL (Structured Query Language)

Literature / Study Material
Material provided by the lecturer.

Learning Methods
Lectures and exercises

Assessment
Exam, practical work

Languages of Instruction
Finnish

Information society, 3 op KL17APTP006 (study unit)

Lecturers
Erkki Koponen, FK

Objectives
The student studies the concept of the information society from an international and national viewpoint. Information society is discussed with regard to information technological, economic, sociological and social aspects from the point of view of culture, working life and individuals by means of network connections.

Content
Introduction and background to the concept of the information society, the state of the Finnish information society, technological determinism, knowledge–work and ICT networks, strategies of the information society and the ICT profession.

Literature / Study Material
Extracts from literature and the Internet: Niiniluoto, Ilkka (1991), Informaatio, tieto ja yhteiskunta (Information, knowledge and society), Valtion Painatuskeskus; Vuorensyrjä – Savolainen (ed.) (2000), Tieto ja tietoyhteiskunta (Information and information society), Gaudeamus; Tiedon valtatiet 2000–2005 (1999) (Information highways), Edita; material on the Internet

Learning Methods
Internet based learning

Assessment
Reports and discussions through Internet connections

Languages of Instruction
Finnish

Introduction to business, 5 op KL17APLI001 (study unit)

Lecturers
Kari Aho

Objectives
Students shall learn the basics of organizational behavior and entrepreneurship. In addition, they shall become familiar with the basics of business processes and understand the data processing system for enterprises.

Content
The course discusses leadership and organization, entrepreneurship and data processing systems.

Literature / Study Material
Vanhala, Laukkanen & Koskinen 2002: Liiketoiminta ja Johtaminen

Learning Methods
Lectures, exercises and written exam

Assessment
Assessment is based on the exercises and written exam.

Languages of Instruction
Finnish

Basics of accounting, 2 op KL17APLI002 (study unit)

Objectives
Students shall become familiar with the concepts, tasks and methods of external accounting. The course provides students with an overall picture of bookkeeping and its implementation in a company.

Content
The course discusses the concepts of bookkeeping, financial periods and financial statements.

Literature / Study Material
Tomperi: Käytännön kirjanpito (Accounting in practice); Tomperi–Keskinen: Käytännön kirjanpito – Harjoituskirja (Accounting in practice – exercises)

Learning Methods
Lectures and exercises

Assessment
Written examination

Languages of Instruction
Finnish

Basics of marketing, 2 op KL17APLI003 (study unit)

Objectives
Students shall become familiar with the basic concepts of marketing and possess an overall picture of the competitive tools used in marketing.

Content
The course discusses the significance and tasks of marketing, modern thinking in marketing, operational environments in marketing, segmentation and competitive tools used in marketing.

Literature / Study Material
Anttila & Iltanen (2001), Markkinointi (Marketing)

Learning Methods
Lectures and exercises

Assessment

A written exam, exercises and group assignments

Languages of Instruction

Finnish

**Business information systems, 4 op
KL17APLI004 (study unit)**

Lecturers

Kari Aho, BBA

Objectives

Students shall gain an overall understanding of data processing systems that support entrepreneurship. They shall also be competent in using various data processing systems.

Content

The course focuses on the use of an integrated system and the administration of an order–supply chain. The use of information systems is examined by means of a case study of a company.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures, exercises and a written exam

Assessment

Assessment is based on exercises and a written exam.

Languages of Instruction

Finnish

**ICT– industry and learning, 2 op
KL17APME004 (study unit)**

Objectives

The aim of the course is to provide students with an understanding of the ICT industry in general terms (at the basis of ACM classification), and to teach them skills in outlining the competencies needed in ICT professions.

Content

The course comprises the following topics:

- ICT professions
- Learning methods
- Learning techniques
- Problem–solving methods
- Creativity

Literature / Study Material

Study Guide for Business Information Technology and other material provided by the lecturer

Learning Methods

Lectures and practical work

Languages of Instruction

Finnish

**Mathematics, 3 op
KL17APME005 (study unit)**

Objectives

The objective is to teach the student basic business mathematical skills. The course contains percentage calculation and its applications, interest calculation and applications connected with indexes, currencies, taxation, pricing, credits and investments.

Literature / Study Material

Material provided by the teacher; Karjalainen & Leila (2001), Optimi. Matematiikkaa talouselämän ammattilaisille (Mathematics for professionals in economic life)

Learning Methods

Lectures and two exams, assignments and independent practice

Languages of Instruction

Finnish

Communication and documentation skills, 6 op KL17APKI006 (study unit)

Lecturers

Pia–Mari Riihilahti, FM

Objectives

After completing the course the student

- is able to understand the principles of the communication process, has knowledge of the various factors of the process and is able to apply this knowledge in work life situations
- understands the importance of teamwork and has knowledge of the theory
- is able to write documents with proper Finnish
- knows how to write excellent job applications and CVs and how to present himself/herself in job interviews
- knows how to speak in public and how to give good presentations
- is able to write good summaries and scientific reports and use proper citations.

Content

- communication process in work life
- teamwork
- documents
- business correspondence
- job applications, job interviews, and CVs
- non–verbal communication, presentations
- scientific writing
- instructions and specifications
- speaking in public and presentations in work life
- meetings
- cultures and communication
- grammar

Literature / Study Material

Repo, I. & Nuutinen, T. Viestintätaito. Otava

Learning Methods

Lectures, teamwork, presentations, oral and written exercises

Assessment

Active lecture participation, exercises and final examination

Languages of Instruction

Finnish

English, 3 op KL17APKI005 (study unit)

Objectives

The objective of the course is to boost the language skills of the student After completing the course the student

- is able to discuss his/her studies in English
- is able to talk about the Finnish industry in English
- has command over basic business correspondence
- is able to comprehend the difference in communication situations in English and in Finnish and is able to communicate in everyday situations and in work related situations in English.

Content

- Finnish education system, Finnish industry
- business correspondence
- company presentations and trade fairs

Literature / Study Material

Material provided by the teacher

Learning Methods

Lectures, teamwork, presentations, oral and written exercises

Assessment

Active lecture participation, exercises and final examination

**Swedish, 3 op
KL17APKI007 (study unit)**

Lecturers

Emilia Ali-Löytty

Objectives

After the course the student will be able to communicate in Swedish in their place of work. They will be able to actively take part in all work communications. They will know how to acquire and use the information of the field.

Content

- education, applying for a job, working
- working environment and society
- customer contacts
- general purpose texts
- basic business terms
- basic terminology of the field

Literature / Study Material

Material provided by the teacher

Learning Methods

Lectures, listening comprehensions, speech exercises and written assignments in pairs, groups and individually

Assessment

Active participation in the lectures, interim and final examinations

**Computer networks, 3 op
KL17BTLV001 (study unit)**

Lecturers

Jari Kattelus, LuK

Objectives

The objective is to familiarize the students with the structural models, operating principles, components and protocols of local area networks (including wireless networks).

Content

LAN structure and services, – LAN standards, protocols, linking LANs, connections from LANs to information networks, data network structure and operation, LAN and data network management, LAN design.

Literature / Study Material

Hämeen–Anttila. Tietoliikenteen perusteet, Docendo; Puska. Lähiverkkojen tekniikka –Pro Training, Suomen ATK–Kustannus; Granlund. Langaton tiedonsiirto, Docendo

Learning Methods

Lectures, exercises and a written exam

Assessment

Assessment is based on exercises, and written exam

Languages of Instruction

Finnish

**Data security, 2 op
KL17BTLV002 (study unit)**

Lecturers

Jari Kattelus, LuK

Objectives

The students learn data security elements, can identify connected risks and find solutions to central data security problems.

Content

Data security concepts, elements of data security, data security risks in business, encryption methods, LAN data security solutions and data security on the Internet

Literature / Study Material

Ruohonen, Mika 2002. Tietoturva. Docendo; Boström, Mika 2003. Kotimikron tietoturva. Talentum; Järvinen, Petteri 2003. Salausmenetelmät. Docendo; Järvinen, Petteri 2002. Tietoturva ja yksityisyys. Docendo.

Learning Methods

Lectures, exercises and a written exam

Assessment

Assessment is based on exercises, and written exam

Languages of Instruction

Finnish

**Development of information systems, 4 op
KL17BTSO001 (study unit)**

Lecturers

Hilkka Niemelä, FM

Objectives

Students shall understand what an information system is, the different types of information systems, how they are linked with each other and how they can be modelled. In addition, students shall perceive reasons for information system development, know methods for this, i.e. systems development methods and project work methods to implement systems development. Having completed the course, students shall be able to make an information system analysis of a company.

Content

The course comprises information systems, development of information systems, development methods, and systems analysis

Literature / Study Material

Material provided by the lecturer

Learning Methods

Lectures and group work assignments

Assessment

Assessment is based on exercises and group work

Languages of Instruction

Finnish

**Modelling, 3 op
KL17BTSO002 (study unit)**

Lecturers

Markku Lahti, FM

Objectives

The student learns the principles of modelling technologies used in software development. He/she learns how to analyse and develop information systems by using object-oriented methods. The student acquires the ability to make models from real life situations. The course focuses on the UML-modelling language (UML=Unified Modelling Language).

Content

Basics of the information system, main diagrams of UML (use case diagram, class diagram, sequence diagram, activity diagram) and interaction between these diagrams

Literature / Study Material

Material provided by the teacher; Eriksson & Penker: UML, IT Press

Learning Methods

Lectures and exercises

Assessment

Written exam

Languages of Instruction

Finnish

**User interfaces, 3 op
KL17BTSO003 (study unit)**

Lecturers

Tarja Keski-Mattinen, BBA

Objectives

The aim of the course is to familiarize the student with the design and implementation of user interfaces from the user-centred perspective. The user interface is an essential part of the interaction between user and application/product. A number of specific features connected with usability and implementation techniques from the viewpoint of different terminal devices are examined. Structural, functional and visual factors are taken into consideration in interface design.

Content

Human information processing, importance and evaluation of usability, elements and their combination in user interfaces, user interface planning principles, testing and evaluating user interfaces.

Literature / Study Material

Lecturer's material; Kalimo A. (ed.), Graafisen käyttöliittymän suunnittelu (Graphic user interface design); Nielsen, J., Usability Engineering; Schneiderman, B., Designing the User Interface; Preece, J., Human-Computer Interaction

Learning Methods

Lectures and exercises

Assessment

An assignment and an exam

Languages of Instruction

Finnish

**Database programming, 4 op
KL17BTTH301 (study unit)**

Lecturers

Markku Lahti, FM

Objectives

The objective of the course is to familiarise the student with interactive databases and Web-services, in other words, how databases are connected with the Internet. The student learns the advanced features of the SQL language and the implementation of the programming interfaces of database servers.

Content

Basics of SQL (in short), join statements, sub-queries, triggers, stored procedures, database connections

Literature / Study Material

Material provided by the teacher

Learning Methods

Lectures and exercises

Assessment

Computerized examination

Languages of Instruction

Finnish

Structured documents and XML, 4 op KL17BTTH302 (study unit)

Lecturers

Markku Lahti, FM

Objectives

The objective of the course is to familiarise the student with the utilisation of structured documents in information networks. The students become familiar with the design of structured documents, definition of structure and the basics of XML (eXtensible Markup Language).

Content

The focus is on the production of small-scale implementations, in which the different linking techniques of XML are used. The main techniques are: DTD, XML–Schema, CSS, XSL and XSLT

Literature / Study Material

Material provided by the teacher

Learning Methods

Lectures and exercises

Assessment

Case study

Prerequisites

New media and network production

Languages of Instruction

Finnish

Web know-how, 8 op KL17BWEB (study entity)

Objectives: The aim is that student can manage different types of digital communications and learns the basics of programming techniques used in website production. The student acquires the ability to design and implement interactive products and services that can be offered on the web.

Network communication, 3 op KL17BTTH003 (study unit)

Lecturers

Tarja Keski–Mattinen, BBA

Objectives

The aim of the course is to help students use interactive media for effective communication. The development of a digital service and content into a product is dealt with.

Content

Digital society and enterprise communication; Vocabulary, style and consequences of differences in languages and cultures; Operational, contextual and user originate projects; Reader–centred writing.

Literature / Study Material

Mäkeläinen J. (ed.), ABC Digi, Sisällöntuottajan käsikirja (Handbook of a content provider). Alasilta, A. Verkkokirjoittajan käsikirja. (Web writing guide) Jussila, M.& Leino, A. Net. verkkoviestinnän käsikirja (Web communication guide).

Learning Methods

Lectures and exercises

Assessment

An assignment and an exam

Languages of Instruction

Finnish

Internet programming, 5 op KL17BTTH004 (study unit)

Lecturers

Erkki Koponen, FK

Objectives

The objective of the course is to familiarise the student with Internet programming and its most common techniques and programming languages.

Content

The student learns how to produce interactive programs on the Internet at the level of both browser and server. For instance, the following topics are dealt with during the course: advanced features of HTML, JavaScript, VBScript, Java applets, CGI.

Literature / Study Material

Teacher's material

Learning Methods

Lectures and exercises

Assessment

Computerised examination

Languages of Instruction

Finnish

Basics of statistics, 3 op KL17BTME102 (study unit)

Objectives

Students shall become familiar with the basic concepts of statistics, processing, adapting, describing and analyzing of data.

Content

A spreadsheet program is used for processing data and calculating statistical parameters.

Literature / Study Material

Karjalainen: Tilastomatematiikka (Statistical mathematics)

Learning Methods

Lectures, exercises

Assessment

Exercises and exam

Languages of Instruction

Finnish

Project work, 3 op KL17BTME012 (study unit)

Objectives

The students familiarize themselves with projects in organizing and management methods. The students learn skills for planning, control and evaluating of projects.

Content

- projects and project operations
- project planning
- project control and evaluating
- activities of project team: roles and tasks
- project control software

Literature / Study Material

Material provided by the teacher

Learning Methods
Lectures and assignments

Languages of Instruction
Finnish

IT–jurisprudence, 4 op KL17BTME001 (study unit)

Objectives
The student becomes familiar with the legal problems related to information technology and with the legal code.

Content
Privacy code, the rights and responsibilities of the internet user; e–business; contract law

Literature / Study Material
Material provided by the teacher

Learning Methods
Lectures, examination, IT law, exercises

Assessment
Written examination

Languages of Instruction
Finnish

IT–English, 4 op KL17BTKI001 (study unit)

Objectives
Student gains a good command of IT terminology. After completing the course the student

- has the ability to use IT terminology (written and oral) in English
- is able to gather information in English from different sources and familiarize themselves with new terminology and concepts

Content

- IT terminology
- analyzing texts
- information systems; search and processing

Literature / Study Material
Material provided by the teacher

Learning Methods
Lectures, teamwork, presentations, oral and written exercises

Assessment
Active lecture participation, exercises and final examination

Introduction to thesis, 2 op KL17BTTU320 (study unit)

Lecturers
Erkki Koponen, FK

Objectives
The objective is to prepare the student for the thesis process and the selection of the topic, and to familiarize the student with the research and development work in the field of data processing.

Content
The following topics are dealt with in the seminar: thesis process, evaluation of an earlier thesis in the field of data processing and a short introduction to data processing research and development.

Literature / Study Material
Material announced by the teacher

Learning Methods

Lectures, group discussions, student reports and presentations

Assessment

Student reports and presentations

Languages of Instruction

Finnish

**Research methods, 3 op
KL17BTME002 (study unit)**

Lecturers

Erkki Koponen, FK

Objectives

The aim of the course is to acquaint students with the main research methods used in information systems, particularly constructive methods. Students shall learn to apply appropriate methods in their thesis.

Content

The topics of the course include, e.g. conceptual, descriptive, and normative methods applied in students' practical topics. Students learn to construct their research problem, gather and analyze data, review literature, and write instructions, particularly for information systems.

Literature / Study Material

Järvinen P. and Järvinen A., Tutkimustyön metodeista (On research methods), University of Tampere; Material provided by the lecturer

Learning Methods

Lectures, student reports and presentations

Assessment

Student reports and presentations

Languages of Instruction

Finnish

**Project management and documentation, 2 op
KL17BTME300 (study unit)**

Objectives

The aim of the course is to familiarize the student with the software production process. The students learn the phases of the information system development model (life cycle): requirement specification, analysis etc. They can use modeling techniques as a part of the development process. The student makes documents from each phase and the diagrams (for example, UML–diagrams) are used as a part of the documentation.

Literature / Study Material

Material provided by the teacher

Learning Methods

Lectures and exercises

Prerequisites

Project work, Modelling

Languages of Instruction

Finnish

**Data structures and algorithms, 4 op
KL17BTTT382 (study unit)**

Lecturers

Erkki Koponen, FK

Objectives

The aim of this course is to teach the student to make use of different data structure algorithms and object thinking in the planning and implementation of programming in the C++ language.

Content

The topics dealt with include: sorting and data structure algorithms in C++, dynamic memory management, classes and objects, constructors and destructors, inheritance, polymorphism and templates.

Literature / Study Material

Hietanen, P: C++ ja olio-ohjelmointi (C++ and object planning), Teknolit; material provided by the teacher

Learning Methods

Lectures and exercises

Assessment

Written exam.

Languages of Instruction

Finnish

**Object programming 1, 4 op
KL17BT380 (study unit)**

Lecturers

Hilkka Niemelä, FM

Objectives

The student knows the structure and the basics of object-oriented programming. The central aim of the course is to learn to apply object-oriented programming to problem solving.

Content

Classes and objects: structure, construction, inheritance and polymorphism, collections; interfaces, exceptions, threads.

Literature / Study Material

Material announced by the teacher.

Learning Methods

Lectures and programming practice.

Assessment

Assessment is based on an assignment and an exam with a computer.

Prerequisites

Introduction to programming 1 and 2.

Languages of Instruction

Finnish

**Object programming 2, 3 op
KL17BT390 (study unit)**

Lecturers

Hilkka Niemelä, FM

Objectives

The student learns to plan, code, document and test Windows applications which use databases.

Content

Events, user interface, database connection.

Literature / Study Material

Material announced by the teacher.

Learning Methods

Lectures and programming practice.

Assessment

Assessment is based on an assignment and an exam with a computer.

Prerequisites

Object programming 1.

Languages of Instruction
Finnish

Open Source software, 3 op KL17BTTT285 (study unit)

Lecturers
Kari Aho

Objectives

The student learns the basics of open source architecture, operating systems, data bases and application software. In addition, he/she learns open source processing and the applications which developers are using.

Content

The course focuses on use of open source software and how to usage then on work.

Literature / Study Material

Material provided by the teacher

Learning Methods

Lectures, exercises and work assignment

Assessment

Assessment is based on exercises and an assignment

Languages of Instruction
Finnish

Java, 3 op KL17BS30000 (study unit)

Lecturers
Hilkka Niemelä, FM

Objectives

The student learns to plan, code, document and test Windows applications which use databases by using Java.

Content

Java structures, class structure, objects, events, user interface controls, database connection.

Literature / Study Material

Material announced by the teacher.

Learning Methods

Lectures and a project work.

Assessment

Assessment is based on a project work.

Prerequisites

Object programming 1 and 2.

Languages of Instruction
Finnish

Server programming 1, 3 op KL17BTEL300 (study unit)

Lecturers
Markku Lahti, FM

Objectives

The aim of the course is to familiarize the students with ASP.NET technology. They acquire the ability to use basic features of ASP.NET to develop interactive, dynamic web-pages and applications.

Content

Basics of ASP.NET architecture, web forms/applications, server controls, validation, managing state, master pages, securing of ASP.NET application, basics of ADO.NET

Literature / Study Material

Material provided by the teacher

Learning Methods

Lectures and exercises

Assessment

Case study, exercises

Prerequisites

Introduction to programming 1, Introduction to programming 2, Database Programming

Languages of Instruction

Finnish

**Server programming 2, 3 op
KL17BTEL310 (study unit)**

Lecturers

Markku Lahti, FM

Objectives

The aim of the course is to familiarize the students with ADO.NET technology. The students are introduced to the ADO.NET object model and they will use that model in developing data-bound web-pages and applications. The student learn how ADO.NET interacts with Extensible Markup Language (XML).

Content

Basics of ADO.NET, data provider objects, data objects, manipulating data, reading and writing XML.

Literature / Study Material

Material provided by the teacher

Learning Methods

Lectures and exercises

Assessment

Case study, exercises

Prerequisites

Database Programming, Server Programming 1

Languages of Instruction

Finnish

**Systems development project, 7 op
KL17BTTT340 (study unit)**

Lecturers

Hilkka Niemelä, FM

Objectives

The student gets the ability to act in a systems development project team. The student can participate in defining, planning, implementing, documenting and testing a business information system.

Content

Students will complete a project containing all phases of the systems development work chain from project management to implementing all major systems development tasks and documentation.

Literature / Study Material

Material announced by the teacher.

Learning Methods

Lectures and a project work.

Assessment

Assessment is based on a project work.

Languages of Instruction
Finnish

Applied mathematics, 3 op KL17BTMT101 (study unit)

Objectives

The aim is to solve simple optimisation problems by means of a computer and to use a statistics program to describe empirical material and interpret the results.

Content

The student becomes familiar with the mathematical basis of computer operations and logical expressions required in programming.

Literature / Study Material

Material provided by the teacher

Learning Methods

Lectures, exercises, computer practice

Assessment

An exam

Languages of Instruction

Finnish

Thesis seminar, 2 op KL17BHSE300 (study unit)

Lecturers

Erkki Koponen, FK

Objectives

The objective is to support the student's thesis process.

Content

The student presents the written and oral topic analysis and the research plan of his/her own thesis.

Literature / Study Material

Material announced by the teacher

Learning Methods

Group discussions, student reports and presentations

Assessment

Student reports and presentations

Languages of Instruction

Finnish

Data transfer between software's, 3 op KL17BEVK001 (study unit)

Lecturers

Kari Aho

Objectives

The course expands the students programming know-how applied to data transfers between software using common interfaces and transfer standards.

Content

API-programming, data transfer between software and databases, ODBC, data transfer between organisations.

Literature / Study Material

Material provided by the teacher

Learning Methods

Lectures, exercises and work assignment

Assessment

Assessment is based on exercises and an assignment

Prerequisites

Database programming, structured document and XML

Languages of Instruction

Finnish

**Server programming, 6 op
KL17BETT284 (study unit)**

Lecturers

Markku Lahti, FM

Objectives

The student learns about common technologies used in the programming of Web-applications. During the course so-called embedded techniques (ASP and PHP) are examined more thoroughly. Embedded means that Web-pages contain text, HTML tags and scripts and scripts are executed on the server.

Content

Basics of the applied technologies, web services, server controls, communication with the browser, cookies, sessions, authentication, optimization, data base access

Literature / Study Material

Material provided by the teacher

Learning Methods

Lectures and exercises

Assessment

Case study

Languages of Instruction

Finnish

**Network business (SCM), 4 op
KL17BEVK300 (study unit)**

Objectives

Students shall be familiar with the central areas of electronic business. They shall understand the potential of networks and information technology in business operations, processes, internal and external networking and management.

Content

The course comprises the following topics:

- Business operations and processes
- Information networks in business operations
- Areas of electronic business

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures and assignments

Assessment

Exam and report

Languages of Instruction

Finnish

**Construction of WEB-application project, 7 op
KL17BTEL307 (study unit)**

Lecturers

Markku Lahti, FM

Objectives

The student is able to construct dynamic and interactive web applications with a web user interface. He/she acquires the ability to use special features of database programming and server-side programming techniques in solutions. Desktop publishing software is used as a study aid.

Literature / Study Material

Material provided by the teacher

Learning Methods

Lectures and exercises

Assessment

Evaluation of the implementation

Prerequisites

Database Programming, Server Programming 1 and 2

Languages of Instruction

Finnish

Customer Relationship Management, 3 op KL17BELT300 (study unit)

Objectives

Students shall understand the customer relationship management in general. A student is able to recognize the changes in customership and can develop customer management by using information systems. In addition to this a student is able to use different CRM systems in sales, customer services and marketing processes.

Content

The course comprises the following topics:

- customership and customer relationship management
- central elements of customer relationship management
- CRM systems

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures and assignments

Assessment

Exercises and exam

Languages of Instruction

Finnish

ERP–software, 5 op KL17BETT002 (study unit)

Lecturers

Kimmo Salmenjoki

Objectives

Student knows and masters the principal operations of ERP systems via information systems

Content

Using a networked case company the marketing, material management, product management and production control and their processes are studied. Also the financial aspects of these processes will be considered

Literature / Study Material

Dimitris N. Chorafas: Integrating ERP, CRM, Supply Chain Management, and Smart Materials

Learning Methods

Lectures, application work and exam

Assessment

Evaluation in both theoretical and hands on test

Languages of Instruction
Finnish

Network business strategies, 2 op KL17BELT400 (study unit)

Objectives

Students shall understand the phases and central methods of the business development process. They shall learn and recognize the business development potential brought about by information technology.

Content

The course comprises the following topics:

- Business development and management
- Organizational change and change management

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures and assignments

Assessment

Report

Languages of Instruction
Finnish

Applied mathematics, 3 op KL17BTMT102 (study unit)

Objectives

The aim is to solve simple optimisation problems by means of a computer and to use a statistics program to describe empirical material and interpret the results.

Content

The student becomes familiar with the mathematical basis of computer operations and logical expressions required in programming.

Literature / Study Material

Material provided by the teacher

Learning Methods

Lectures, exercises, computer practice

Assessment

An exam

Languages of Instruction
Finnish

Thesis seminar, 2 op KL17BEME303 (study unit)

Lecturers

Erkki Koponen, FK

Objectives

The objective is to support the student's thesis process.

Content

The student presents the written and oral topic analysis and the research plan of his/her own thesis.

Literature / Study Material

Material announced by the teacher

Learning Methods

Group discussions, student reports and presentations

Study Descriptions

Assessment

Student reports and presentations

Languages of Instruction

Finnish

**Media communication and production, 23 op
KL17BMMT (study entity)**

Objectives: The aim is that students acquire the ability to plan web and audiovisual media so they may become specialist in this area. Area of focus is on business, marketing and business communication areas. Students learn planning and production steps, as well as, copyrights and production contracts.

**Basics of media production, 2 op
KL17BMTT303 (study unit)**

Lecturers

Tarja Keski-Mattinen, Tradenomi

Objectives

The aim of this course is that the student knows the special characteristics of media production and the knowledge of the latest development in the field of multimedia. The student learns the main points of copyright law and the operations of copyright organisations. The student recognises contract practices connected with the management of a media production project and problems typical of them.

Content

Steps of media production; copyrights and contract practices.

Literature / Study Material

- Stenvall–Virtanen S. & Vähämäki M. (toim.) 2006. Mediatalous – liiketoiminnan ja yrittäjyyden perusteet viestintäalalle.
- Salokannel, M. 2001. Tekijänoikeus ja multimedia.
- Takki, P. 2002. IT–sopimukset, käytännön käsikirja.

Learning Methods

Lectures and exercises

Assessment

Written exam

Languages of Instruction

Finnish

**Web publishing software, 3 op
KL17BMTT002 (study unit)**

Lecturers

Jari Kattelus, LuK

Objectives

Students learn how to use web publishing software (e.g. Macromedia Dream weaver) and acquire the ability to produce web pages and interactive www environments.

Content

Basic functions of web publishing software, creating a dynamic www service, Text formatting, tables, forms, frames and navigation elements (links, buttons etc.) Web graphics using Adobe Image ready and/or Macromedia Fireworks software (image maps, GIF–animations, interactive buttons)

Literature / Study Material

Lyytikäinen, Miikka ja Mäkitalo, Mauri. Dreamweaver MX Toolkit. Docendo; Lyytikäinen, Miikka ja Mäkitalo, Mauri. Dreamweaver MX 2004 Quality. Docendo

Learning Methods

Lectures, exercises and computerised examination

Assessment

Assessment is based on exercises, and computerised examination

Prerequisites

Database programming, Internet programming

Languages of Instruction

Finnish

**Media know-how and scriptwriting, 5 op
KL17BTME313 (study unit)**

Lecturers

Tarja Keski-Mattinen, Tradenomi

Objectives

The aim of this course is to familiarise the student with the script types and techniques of digital communication. The student knows the communicative opportunities and uses of text, image and sound in different distribution channels. The students can analyse the communicative effects of different media elements and recognise cultural issues, target groups and communication objectives.

Content

Project in media production; script writing steps; content production; features of a good manuscript; scriptwriting problems. The communicational value of text, images and sound.

Literature / Study Material

- Luukkonen, Jussi 2000. Digitaalisen median käsikirjoitus. Oy Edita Ab
- Aaltonen, Jouko 2003. Käsikirjoittajan työkalut, Audiovisuaalisen käsikirjoituksen tekijän opas

Learning Methods

Lectures and exercises

Assessment

Written exam

Prerequisites

Basics of media production

Languages of Instruction

Finnish

**Server programming, 3 op
KL17BTME323 (study unit)**

Objectives

The student learns about common technologies used in the programming of Web-applications. During the course so-called embedded techniques (ASP and PHP) are examined more thoroughly. Embedded means that Web-pages contain text, HTML tags and scripts and scripts are executed on the server. Desktop publishing software is used as a study aid.

Content

Basics of the applied technologies, web services, server controls, communication with the browser, cookies, sessions, authentication, optimization, data base access

Literature / Study Material

Material provided by the teacher

Learning Methods

Lectures and exercises

Assessment

Case study

Prerequisites

Introduction to programming 1 and 2, Database programming

Languages of Instruction

Finnish

Media entrepreneurship, 3 op KL17BTME333 (study unit)

Lecturers

Tarja Keski–Mattinen, Tradenomi

Objectives

The aim of the course is to make the students observe their environment so that new multimedia uses and products are created. The students also learn the process of transforming an idea into a product that can be distributed to users.

Content

Innovation process, how to start a new business and formulate a business plan.

Literature / Study Material

- Material provided by the teacher;
- Stenvall–Virtanen S. & Vähämäki M. (toim.) 2006. Mediatalous – liiketoiminnan ja yrittäjyyden perusteet viestintäalalle.

Learning Methods

Lectures and exercises

Assessment

An assignment and an exam

Languages of Instruction

Finnish

Multimedia project, 7 op KL17BTME023 (study unit)

Lecturers

Jari Kattelus, LuK

Objectives

The aim of the course is to familiarise the student with the management of a multimedia project by dividing the project into independent phases: scripting (idea, synopsis, and content script), material processing, compilation, testing and distribution.

Content

During the project the students make a distributable multimedia product. Product can be a multimedia presentation delivered on CD/DVD media or www service with interactive elements made with flash/java. Students will utilise development environments such as Macromedia Director and Macromedia Flash.

Literature / Study Material

Material provided by the teacher

Learning Methods

Participating in an actual project

Assessment

Exercises, reporting and active participation

Prerequisites

Digital production, Hypermedia development system

Languages of Instruction

Finnish

Production of digital media, 10 op KL17BMDT (study entity)

Objectives: The aim is that students learn to manage the production of digital media, media creation and editing with applicable Media Editing Software while considering the channel of distribution. Students can apply the principles of graphic design to digital and printed publishing.

Desktop publishing graphics, 3 op KL17BTME017 (study unit)

Lecturers

Tarja Keski–Mattinen, BBA

Objectives

The course gives insights into the operating principles and uses of technical publication software. The student learns to plan and implement different graphical publications and technical documents for printed and digital distribution. The opportunities of different distribution channels are compared and the role of publication graphics in business communication is discussed from the viewpoints of marketing and company image.

Content

Publishing graphics; Typography, Images, layout, colours; Visual company image

Literature / Study Material

Pesonen & Tarvainen, Julkaisun tekeminen. Julkaisun tekemisen peruskirja (Creating a publication)

Learning Methods

Lectures and exercises

Assessment

An assignment

Languages of Instruction

Finnish

Digital production, 3 op KL17BTME008 (study unit)

Lecturers

Jari Kattelus, LuK

Objectives

The aim of the course is to improve the students' media literacy and media editing skills.

Content

The student becomes familiar with the digitising of image, sound and video as well as the characteristics, editing and use of digital material. The course also deals with the design, creation and applicability of visual and audiovisual landscapes.

Literature / Study Material

McClelland, Deke 2002. Photoshop 7 kuvankäsittely. Docendo; Weinmann, Lourekas & Kelby. Inside Photoshop 7. IT Press; Levy, Jarmo 2001. Digitaalinen videoeditointi. Suomen ATK–kustannus; Frederic, Jones. Digivideoijan käsikirja. IT Press

Learning Methods

Lectures, exercises and computerised examination

Assessment

Assessment is based on exercises, and computerised examination

Languages of Instruction

Finnish

Hypermedia development system, 4 op KL17BTTT115 (study unit)

Lecturers

Jari Kattelus, LuK

Objectives

The course focuses on the creation of multimedia presentations by means of software such as Macromedia Director / Macromedia Flash and on the features of the software.

Content

Students produce a multimedia presentation that consists of different media elements. The programming language of the developer (Lingo / Action script) is used to produce different interactive features for the presentation.

Literature / Study Material

Piironen, Juha. Director 7 Trainer. IT Press; Gross, Phil. Macromedia Director 7 & Lingo. IT Press.

Learning Methods

Lectures, exercises and computerised examination

Assessment

Assessment is based on exercises, and computerised examination

Languages of Instruction

Finnish

**Thesis seminar, 2 op
KL17BMME302 (study unit)**

Lecturers

Erkki Koponen, FK

Objectives

The objective is to support the student's thesis process.

Content

The student presents the written and oral topic analysis and the research plan of his/her own thesis.

Literature / Study Material

Material announced by the teacher

Learning Methods

Group discussions, student reports and presentations

Assessment

Student reports and presentations

Languages of Instruction

Finnish

**Application development, 10 op
KL17CCOR (study entity)**

- Lecturers: Various lecturers
- Objectives: The student acquires the ability to build, on the chosen platform, a fairly large information system. The information system can be a web-application or portal, which uses a dynamic interactive database. For example, Microsoft's .NET Framework or Oracle's application development architecture can be used as the implementation technology. The main idea of the course is that the student studies the technology as independently as possible.
- Literature/Study material: Material provided by the teacher
- Learning methods: Lectures
- Assessment: The developed application
- Language of instruction: Finnish

**AV-manual scripting and media know-how, 3 op
KL17VEAV001 (study unit)**

Lecturers

Tarja Keski-Mattinen, BBA

Objectives

The aim of the course is that students learn the scriptwriting steps for an audiovisual product. Students can analyse the communicative effects of different media elements and recognise culture, target groups and communication objectives.

Content

DVD-production; Audio visual scriptwriting steps; content production; features of a good manuscript; scriptwriting problems; Analyzing moving images; Barthes codes and Peirce's toolbox.

Literature / Study Material

Aaltonen Jouko (2003). Käsikirjoittajan työkalut, Audiovisuaalisen käsikirjoituksen tekijän opas (Scriptwriters equipments, audiovisual scriptwriting guide); Material provided by the teacher

Learning Methods

Lectures and exercises

Assessment

An assignment and an exam

Languages of Instruction

Finnish

**AV-production and editing, 3 op
KL17VEAV002 (study unit)**

Lecturers

Jari Kattelus, LuK

Objectives

The aim of the course is to familiarise the student with basic AV production equipment that is used in shooting videos. The student is able to use postproduction software such as video editing and DVD mastering applications.

Content

Camera techniques, lightning, sound recording, editing and compositing. Practical exercises using Adobe Premiere Pro, Adobe Photoshop and Adobe Encore DVD applications.

Literature / Study Material

Levy, Jarmo. Digitaalinen videoeditointi. Suomen ATK kustannus 2001

Learning Methods

Lectures, exercises and computerised examination

Assessment

Assessment is based on exercises, and computerised examination

Languages of Instruction

Finnish

**DVD project, 4 op
KL17VEAV003 (study unit)**

Lecturers

Jari Kattelus, LuK

Objectives

The aim of the course is to familiarise the student with the management of a video production project by dividing the project into independent phases: scripting (idea, synopsis, and content script), shooting, editing, mastering and distribution.

Content

During the project the students make a DVD (Digital Video Disc) that is playable on standard DVD players. Product can be a company presentation, training material, document project etc.

Literature / Study Material

Material provided by the teacher

Learning Methods

Participating in an actual project

Assessment

Exercises, reporting and active participation

Prerequisites

AV production and editing

Languages of Instruction

Finnish

THESIS, 15 op **OPINNÄYT (study entity)**

- Objectives: Students shall apply the skills and knowledge acquired in their studies into practice. The thesis most often takes the form of applied research or development work in the area of library and information services.

Degree Programme in Business Management (In Finnish)

Specialisations: After studies common to all, students select three, 12–credit elective study modules specialising in different fields of business studies.

Head of degree programme: Mr Päivö Laine, Tel. +358 40 830 4175, E-mail: paivo.laine@seamk.fi

Student counsellor: Ms Ulla Autio, Tel. +358 40 830 6067 E-mail: ulla.autio@seamk.fi

ECTS/International coordinator: Ms Ritva Leppänen, Tel. +358 20 124 5420, E-mail: ritva.leppanen@seamk.fi

Degree and degree title

Polytechnic degree in Business Studies, Bachelor of Business Administration

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

Objectives of study

The objective of the degree programme is that the students attain knowledge and skills in business operations especially from the viewpoint of the small and medium–sized enterprises in the area. In the first and second years the focus is on core knowledge of business and the students learn to work in different business tasks. Having completed studies common to all, the students can choose between specialisation modules which allow the students to specialise in a particular area of business operations in an international environment.

On completing the specialisation modules in marketing, students should be able to cope with various practical marketing tasks as well as planning and management duties. Having successfully completed the accounting modules, students will be able to maintain and develop information systems that support management and decision–making and make use of their knowledge of accounting and its methods in financial planning, management and decision–making. The completion of modules in management and entrepreneurship enable students to deepen their knowledge of entrepreneurship, business activities, personnel management and give them proficiency in working in management and expert tasks in business enterprises and other organisations.

The implementation of the curriculum aims at a learning–based and student–centered approach. The objective is to emphasise learning methods in which the student is an active participant, such as project learning, problem–based learning, peer learning, inquiry–based learning and case learning. Special attention is paid to increasing project activities, which provide plentiful opportunities for learning. Studies can be conducted flexibly in cooperation projects in accordance with a student's personal curriculum. Courses can also be completed virtually in online learning environments. In these cases studies can be implemented in a way that differs from the learning methods presented in the study guide.

Learning outcomes of the degree programme

In addition to generic learning outcomes common to all polytechnic degrees, the following subject–specific learning outcomes have been defined for the Degree Programme in Business Management in accordance with the national competence definitions:

Comprehensive business competence:

A Bachelor of Business Administration

- is able to identify and describe the core processes of an enterprise and understands the interaction between the different areas of business economics
- understands the interaction between business operations and the operational environment and adopts an entrepreneurial approach to doing business
- understands the fundamentals of profitable business and is able to analyse business operations and risks
- understands the impact of an individual on the operations of a company or organisation and can achieve results in his/her work
- understands the importance of communication and creates actively interrelations between both internal and external interest groups also in a global environment

Specialised business competence

A Bachelor of Business Administration

- has in–depth knowledge of a specialised area of business (marketing, accounting, business administration and entrepreneurship, online services, international business) in accordance with his/her personal curriculum

Methodological business competence

A Bachelor of Business Administration

- has a basic knowledge of research and development work required for the acquisition and adoption of in–depth business competence
- knows applied business mathematics and statistical methods and knows how to use information systems for these purposes
- has a knowledge of the application of qualitative and quantitative research methods

Applied business competence

A Bachelor of Business Administration

- knows how to apply the theories of business economics and has the ability of creative problem solution, for example in practical training, project studies and thesis work
- knows how to apply the most recent business knowledge at a workplace
- knows how to develop business processes and apply quality thinking

Degree Programme in Business Management (In Finnish), 210 cr (3.9.2007) LITAKO 2007

Code	Name	Study Year				CR
		1.	2.	3.	4.	
PERUS	BASIC STUDIES					66
KD07ALOP	Liiketoimintaosaamisen perusteet					48
KD07AYR001	Yrityksen toiminta	x				36
KD07APKT012	Introduction to economics	x				4
KD07APMT001	Basics of business mathematics	x				5
KD07APT015	Basics of statistics		x			3
KD07AKIELET	Language studies					13
KD07AYRU020	Business Swedish	x				4
KD07CYRU220	Att tala svenska	x				2
KD07AYEN020	Business English	x				4
KD07AVAKIEL	Alternative language studies	x				3
OPISKPROS	PERSONAL DEVELOPMENT AND STUDY PROCESS					5
KD07AOA001	Study skills and professional growth	x				3
KD07AITP001	<i>Study skills and professional growth 1</i>					1
KD07AITP002	<i>Study skills and professional growth 2</i>					1
KD07AITP003	<i>Study skills and professional growth 3</i>					1
KD07ATH001	Information retrieval for business studies	x				2
AMMATTI	PROFESSIONAL STUDIES					87
KD07BYAO	Common professional studies					35
KD07BLOL	Liiketoimintaosaamisenlaajentaminen					35
KD07BHHA101	Organisational behaviour		x			3
KD07BHYR005	Project work and quality management		x			3
KD07BMMA130	Competitive tools in marketing		x			4

KD07BMMA101	Customer service as a competitive tool		x			3
KD07BLOI111	Company law		x			3
KD07BLOL001	Basics of management accounting		x			2
KD07BHOI200	Personal taxation		x			3
KD07BLOL002	Value added taxation		x			2
KD07BMMA002	Management of marketing communication		x			3
KD07BLLA140	Continuation course in bookkeeping		x			3
KD07BHHA003	Payroll administration		x			3
KD07BLMT120	Spreadsheet computation		x			3
KD07BITI110	Statistical processing		x			3
KD07BHOI210	Labour law		x			3
KD07BLOL003	Introduction to online business		x			3
KD07BVAO	Alternative professional studies					36
KD07CL01	Financial accounting					12
KD07CLLA001	Company taxation					3
KD07CLE1001	Preparing financial statements					5
KD07BLLA240	Auditing of the accounts					3
KD07CL02	Management accounting					12
KD07CLLA310	Cost management and result measurement					4
KD07BLLA190	Budgeting as a management tool					5
KD07BLLA132	Business management solutions					3
KD07CL03	Financial statements and financial analysis					12
KD07CLLA270	Financial statement analysis					4
KD07CLLA290	Investment and financial planning					3
KD07CLLA300	Liquidity management					3
KD07BLOI240	Legislation concerning collection and financing					2
KD07CM04	Utilisation of market information at the different stages of customer relationship					12
KD07BMMA135	Marketing research					6
KD07BMMA170	Consumer behaviour					3
KD07BMMA111	Customer relationship management					3
KD07CM02	Marketing planning and management					12
KD07CMMA002	Marketing plan as a management tool					2
KD07CMMA003	Competitive strategies					2
KD07BMMA161	Brand management					3
KD07BMMA300	Financial management of marketing					2
KD07DVOI43	Marketing law					3
KD07CM03	Alternative studies in marketing					12
KD07BMMA173	International business simulation (INTOPIA)					6
KD07BMMA172	Simulation in strategic marketing management (MARKSTRAT)					3
KD07BMMA112	Marketing in an international environment					3
KD07WMA500	Project work in marketing					2
KD07WMA501	Marketing communication project					2
KD07BMMA51	Special course in sales (Master Salesman)					2

KD07BMMA174	European marketing surveys					2
KD07CH01	Personnel management					12
KD07CHHA001	Management of human resources					5
KD07CHHA25	Knowledge management					5
KD07CHHA002	Management of change					2
KD07CH02	Creating, developing and continuing business operations					12
KD07CHYR300	Liiketoimintasuunnitelmat ja yrityksen perustamisprosessi					4
KD07CHYR005	Networks in new business development					4
KD07CHYR006	Family business and succession					2
KD07CHYR008	Business growth and development					2
KD07CH03	Electronic business					12
KD07CH03001	Yrityksen verkkopalvelun toteuttaminen					4
KD07CH03002	Tietokantojen käyttö verkkopalvelussa					2
KD07DVV013	Graphics of online services					3
KD07CH03003	Sähköinen kaupankäynti					3
KD07CIB01	International business 1 (In English)					15
KD06BNMA630	International business operations (In English)					5
KD06BNMA640	Internationalisation of the firm (In English)					5
KD06BNMA650	Cross-cultural business (In English)					5
KD07CIB02	International business 2 (In English)					9
KD06CNMA731	Intopia (In English)					6
KD06BNMA620	Business to business marketing (In English)					3
KD07DVJA02	Japanese management (In English)					2
KD06BNMA011	Marketing communication in a multicultural environment (In English)					3
KD06CNMA681	Seminar on business in the Baltic area (In English)					2
KD06CNMA690	Seminar on business in Scandinavia (In English)					2
KD07CTU	Studies supporting research work					6
KD07CPTU010	Research work and academic writing			x		2
KD07CPTU020	Thesis seminar				x	2
KD07CPTU002	Quantitative research			x		2
KD07BKTU110	Qualitative research			x		2
KD07BKTU113	How to implement a development project			x		2
KD07BKIELET	Language studies					10
VAPVAL	FREE-CHOICE STUDIES					12
OPINKYPS	THESIS AND MATURITY EXAMINATION					15
KD07FYOT200	Thesis				x	15
KD07FYOT100	Maturity examination				x	
TYÖHARJ	PRACTICAL TRAINING					30
KD07HYTH120	Practical training			x		30

Study Descriptions

Liiketoimintaosaamisen perusteet, 48 op KD07ALOP (study entity)

Objectives: The student is familiar with the establishment and operations of an enterprise. The student understands the process in which the enterprise acquires production factors and combines them in its production process and markets them in order to get income. The student can see an enterprise in interaction with various interest groups both at regional, national and international levels. The student perceives the financial process of an enterprise and knows the basics of bookkeeping. Having completed the module, the student knows the basics of business operations, marketing, accounting, business law and economics. The study module is integrated in virtual business operations in practice firms run by students.

Yrityksen toiminta, 36 op KD07AYR001 (study unit)

Lecturers

Team of teachers, coordinated by Tuulia Potka–Soininen

Objectives

The student is familiar with the establishment of a company, entrepreneurship and business operations both in domestic and international environments. The student knows the basics of business operations, marketing, accounting, business law, computing, office technology and business communication.

Content

The themes of practice enterprise operations are

- team formation
 - company establishment
 - starting up a business
 - business planning and development (for example trade fairs)
 - internationalisation
 - closing an account period and closing down a business
- Practice enterprise operations take place in a virtual environment. In addition, students participate in practical cooperation projects with their real partner companies. Studies integrated in practice enterprise operations: Basics of business operations: entrepreneurship and company establishment, basic concepts of business economics, prerequisites of profitable business activities, efficiency of business processes, operational environment of business activities, organisation of business; Basics of marketing: purpose and tasks of marketing, modern marketing thinking, operational environments of marketing, market segmenting, marketing tools; Basics of accounting: basic concepts of bookkeeping, accounting period and financial statements, official and statutory accounting reports, essentials of the Bookkeeping Act and Law; Business law: Finnish legal system, juridical concepts, contract law, commercial law, consumer protection legislation, debt relationship and collaterals; Basics of computing: basic computing concepts, presentation of data, structure and functions of a computer, hardware and software, LANs and the Internet, basics of data security, operating systems, use of email, spreadsheets, database management; Basics of office practice: office as a working environment, office appliances, communication tools, archiving, recycling, ergonomics, data security, development of office work, keyboarding, word processing, document management, presentation graphics, financial office work; Business communication: basic concepts of business communication, characteristics of a good text, business letters, reports, job application documents, meetings and negotiations, presentation skills, informing; Swedish and English business communication situations connected with practice enterprise operations.

Literature / Study Material

Will be announced at the beginning of the course.

Learning Methods

- participation in practice enterprise operations
- lectures and exercises
- independent reading
- portfolios

Assessment

- active participation in practice enterprise operations
- portfolios (individual and firm-specific)
- written examinations
- self and peer assessment

Introduction to economics, 4 op KD07APKT012 (study unit)

Objectives

The student is familiar with the basic concepts of national economics and economic systems as well as with economic thinking and interdependencies. On completing the course the student knows the central concepts of national economics, knows how to use economic statistics, is familiar with different forms of competition, understands economic growth, inflation and monetary policy, interdependencies between interests and currency rates in the long run and knows the causes and effects of economic cycles.

Content

Basics of microeconomics: demand, supply, consumer, enterprise, market, competition. Concepts connected with national income: formation of national income, consumption, investments, saving, money, banks and financial institutions, economic cycles, economic growth, economic systems.

Literature / Study Material

To be announced later

Learning Methods

Lectures and exercises (individual tasks and group assignments)

Assessment

The course grade consists of two parts: examination 70 % and exercises 30 %. Both parts must be passed acceptably.

Basics of business mathematics, 5 op KD07APMT001 (study unit)

Languages of Instruction

Finnish

Basics of statistics, 3 op KD07APTI015 (study unit)

Lecturers

Hannu Tuuri, M.Pol.Sc.

Languages of Instruction

Finnish

Language studies, 13 op KD07AKIELET (study entity)

The objective of studies in language and communication is that students have functional knowledge of Swedish and of one or more foreign languages required by their profession. Students can acquire information in target languages using various methods, and are able to communicate in a way that is appropriate for each situation. They are aware of the influence of cultural differences on communication and are able to interact with people from different cultures. They can utilize learning strategies that suit their needs, and self-assessment to form a realistic idea about their language skills. In their mother tongue students develop their communication skills and acquire an overall picture of the role of communication as a strategic tool. Students who have not completed upper secondary school courses in Swedish or English must take preparatory courses in these languages.

Business Swedish, 4 op KD07AYRU020 (study unit)

Lecturers

Päivi Seppälä, M.S. (Econ.& Adm.)

Objectives

Students shall be able to communicate in Swedish both in written and oral forms in everyday situations and common business tasks. They shall learn to acquire and utilize information related to their field, and they shall be familiar with basic business terminology and have a positive attitude towards developing their language skills. Upon completion of the course, students shall be able to

- tell about themselves, their education and their work experience,
- tell about their job positions and what they do in their profession,
- utilize basic business terminology,
- give advice and instructions in work-related situations, and

- describe enterprises and their functions.

Content

The course comprises the following topics:

- Telling about oneself and one's education
- Curriculum vitae
- Working environments, duties and work–related functions
- Small talk
- Telephone and electronic communication
- Giving advice and instructions in work–related situations
- Enterprise presentations

Literature / Study Material

To be announced at a later date.

Learning Methods

Oral exercises such as one–on–one and group conversations and presentations, written assignments, computer–assisted assignments

Languages of Instruction

Finnish and Swedish

Att tala svenska, 2 op KD07CYRU220 (study unit)

Lecturers

Jaana Store, MA

Objectives

The students are able to talk and discuss in Swedish about everyday issues related to life, work and their professional field.

Content

- oral exercises based on given topics
- conversation exercises related to everyday issues, working life subjects and current topics on the student's professional field

Literature / Study Material

Material collected by the teacher and the students

Learning Methods

Oral exercises, getting to know the vocabulary related to the subject matter based on e.g. recordings, videos and articles

Assessment

Continuous assessment, conversational examination and/or interview

Prerequisites

Business Swedish 1 (Affärssvenska 1)

Languages of Instruction

Finnish and Swedish

Business English, 4 op KD07AYEN020 (study unit)

Lecturers

Marja Matikka, M.A.

Objectives

Students shall understand the basic concepts of business English and learn basic business vocabulary. They shall be competent in communicating on issues associated with trade, their own work and company, and get along in everyday situations exhibiting good language skills.

Content

The course comprises the following topics:

- Education
- Working life, job seeking
- Business life
- Products and services in business

Literature / Study Material

Airas–Junkkari: New Business Friend 1, WSOY, 1998 or later edition

Learning Methods

Oral and written exercises, listening comprehension, group and pair work, lectures

Assessment

Continuous assessment, participation, a written final exam

Languages of Instruction

English and Finnish

Further Information

This course is compulsory for all students in the Degree Programme in Business Management.

Alternative language studies, 3 op KD07AVAKIEL (study unit)

Further Information

Language studies are selected from the Language Programme of the Business School. There you can find information about the required number of language course credits, among other things.

PERSONAL DEVELOPMENT AND STUDY PROCESS, 5 op OPISKPROS (study entity)

Objectives: The student becomes familiar with their learning environment, curriculum and different learning methods. The student can draw up his/her personal curriculum on the basis of his/her own objectives. The student knows the basics of information retrieval.

Study skills and professional growth, 3 op KD07AOA001 (study unit)

Lecturers

Ulla Autio, Lic.Sc. (Econ.& Bus.Adm.), student counsellor

Objectives

The student knows the learning environment and community, degree programmes and learning methods. The student knows his/her study skills and knows how to develop them. He/she is aware of his/her responsibility as a learner and later as an active and influential member at a workplace. The student can show his/her knowledge and skills when applying for a job. Another objective is to strengthen his/her professional orientation and provide him/her with skills to seek various tasks in his/her profession.

Study skills and professional growth 1, 1 op KD07AITP001 (study unit component)

Lecturers

Ulla Autio

Objectives

The student knows the learning environment and community, degree programmes and learning methods. The student knows the basics of information retrieval and has a critical attitude towards information. The student is able to plan his/her own curriculum and develop his/her own learning methods.

Content

- UAS as a learning environment
- student support services such as health care and student financial aid
- learning methods and assessment of one's own learning
- library services and information retrieval systems
- characteristics of scientific information
- planning one's own personal curriculum

Literature / Study Material

Study guides and other material provided by the teacher.

Learning Methods

Active participation and assignments

Assessment

Pass/fail

**Study skills and professional growth 2, 1 op
KD07AITP002 (study unit component)**

Objectives

The student can develop his/her personal curriculum on the basis of his/her own professional orientation. He/she is aware of his/her responsibility as a learner and later as an active and influential member of a work community. The student is able to find a work placement that is relevant from the viewpoint of his/her professional growth and be prepared for that. The student is able to find a possible topic for his/her thesis during his/her practical training.

Content

- development of a personal curriculum
- internship training
- becoming familiar with tasks and professional characteristics of the field
- becoming familiar with research and development

Learning Methods

Active participation and assignments

Assessment

Pass/fail

**Study skills and professional growth 3, 1 op
KD07AITP003 (study unit component)**

Lecturers

Student counsellor and head of the programme

Objectives

The student is able to find, preferably on the basis of the practical training period, a topic for his/her thesis that supports his/her professional development. The student can assess the implementation of his/her personal curriculum. He/she has the knowledge and skills to seek different positions in working life. He/she knows how to show his/her know-how when applying for a job.

Content

- assessment of the implementation of the personal curriculum
- job application training
- qualifications and job titles in the field

Literature / Study Material

Material provided by the teacher

Learning Methods

Active participation and assignments

Assessment

Pass/fail

**Information retrieval for business studies, 2 op
KD07ATH001 (study unit)**

Lecturers

Jaana Latvanen, M.Pol.Sc.

Objectives

After completing the course the student

- understands the meaning of information retrieval skills and the variety of information sources

- knows how to make use of library services and other information sources of business economics

Content

- information retrieval process from analysing the information needs to assessing the search results
- channels of retrieving professional information and research information
- literature and article databases in the field of business economics
- domestic online services and information providers in the field of business economics

Literature / Study Material

Material provided by the teacher

Learning Methods

Lectures and exercises

Assessment

Assessment is based on completed assignments. Pass/fail

Languages of Instruction

Finnish

Liiketoimintaosaamisenlaajentaminen, 35 op KD07BLOL (study entity)

Length: 35 credits The student can make selections as follows: Choose either Management of marketing communication or Continuation course in bookkeeping. Out of the following five courses, choose three: Payroll administration/Spreadsheet computation/Statistical processing/Labour law/Introduction to online business

Organisational behaviour, 3 op KD07BHHA101 (study unit)

Lecturers

Pirjo Ojanperä, M.S.(Econ.& Bus.Adm.)

Objectives

Students shall be able to accept responsible expert duties as a member of an organization, both as an individual and as a team member. They shall be familiar with the fundamentals of organizational behavior and the factors affecting it. Students shall understand the significance of social skills and they shall be competent in managing and developing their own social skills. Students shall also possess good team working skills.

Content

The course comprises the following topics:

- Basics of organizational behavior: the individual in an organization, motivation, job satisfaction, groups and teams and team–work, structure and management of organizations
- Interaction skills: the effect of personality on interaction; listening, non–verbal and verbal communication

Literature / Study Material

Juuti, Pauli: Organisaatiokäyttäytyminen (Organizational behavior). Aavaranta 2006. Teacher's material.

Learning Methods

Lectures, groupwork and an examination

Assessment

Assessment is based on an examination (50 %) and group work (50 %). Both parts must be passed to receive a grade for the course.

Prerequisites

Introduction to Business Operations

Languages of Instruction

Finnish

Project work and quality management, 3 op KD07BHYP005 (study unit)

Lecturers

Pirjo Ojanperä, M.S.(Econ.& Bus.Adm.)

Objectives

Students shall understand the meaning and operational methods of project work. They shall be competent in planning, implementing and assessing projects. They shall understand that running a business successfully presupposes the continuous development of operations by means of quality management, for example. They shall possess the knowledge and skills required in development work.

Content

The course outlines the following:

- Project work: meaning of project work, project plan, project implementation, project assessment
- Business development: quality management and its implementation, other management methods that support development work

Literature / Study Material

Ruuska: Pidä Projekti hallinnassa (Project management). Talentum 2005; Virtanen: Projektityö. WSOY 2000

Learning Methods

Lectures, group work and examination

Assessment

Assessment is based on an examination (50 %) and group work (50 %). Students must pass both parts to receive a grade for the course.

Languages of Instruction

Finnish

Competitive tools in marketing, 4 op KD07BMMA130 (study unit)

Lecturers

Sirkku Rantalainen, M.S. (Econ.)

Objectives

Students shall master the systematic use of product, price and place to create competitive advantage.

Content

The course discusses product decisions, branding strategy, setting prices, developing pricing strategies and programs, the basics of marketing channel design and channel partner relationship management.

Literature / Study Material

Kotler, P. Armstrong, G., Saunders, J. & Wong, V. (2005). Principles of Marketing. Chapters 13–14, 16–17 and 21; Ylikoski, Tuire (2000). Unohtuiko asiakas? (Part III)

Learning Methods

Lectures, group work and exercises

Assessment

A written exam (50 %) and group assignments (50 %). Group work and presentations are compulsory.

Languages of Instruction

Finnish

Customer service as a competitive tool, 3 op KD07BMMA101 (study unit)

Lecturers

Sirkku Rantalainen, M.S. (Econ.)

Objectives

Students shall be familiar with the characteristics of services when designing marketing programs. Shall be aware of the importance of internal and interactive marketing for a company and how they influence the perceived service quality. Students shall master personal selling and customer service and know how to build long-term relationships with customers.

Content

The course discusses the following topics:

- Characteristics of service

- Internal marketing, interactive marketing
- Service quality
- Personal selling process and relations marketing
- Personal behavior in customer service

Literature / Study Material

Pesonen, H–L., Lehtonen, J & Toskala, A. (2002). Asiakaspalvelu vuorovaikutuksena. Markkinointia, viestintää, psykologiaa (Customer service as interaction). Other materials given by the lecturer

Learning Methods

Lectures, group work and exercises

Assessment

A written exam (40 %), group assignment and exercises (60 %). The group work and presentations are compulsory.

Languages of Instruction

Finnish

**Company law, 3 op
KD07BLOI111 (study unit)**

Lecturers

Marja Salonen, Master of Laws

Objectives

Having successfully completed this course, students will possess knowledge and understanding of the types of companies in Finland, in particular partnerships and limited companies. They shall also be familiar with legislation pertaining to the Trade Register and commercial names.

Content

The course discusses legislation concerning commercial names, the Trade Register, and various types of companies.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures and exercises

Assessment

Assessment is based on a written examination.

Languages of Instruction

Finnish

**Basics of management accounting, 2 op
KD07BLOL001 (study unit)**

Lecturers

Tuulia Potka–Soininen, M.Sc.(Econ.)

Objectives

The student knows the basics, tasks and uses of management accounting in an enterprise. The student understands the function of management accounting as a management tool in the form of different calculations.

Content

- contribution margin calculation
- cost accounting
- profitability calculations and ratios

Literature / Study Material

- material provided by the teacher
- Neilimo & Uusi–Rauva: Johdon laskentatoimi (Management accounting)

Learning Methods

Lectures and exercises

Assessment

A written examination

Prerequisites

Introduction to accounting

Languages of Instruction

Finnish

**Personal taxation, 3 op
KD07BHOI200 (study unit)**

Lecturers

Marja Salonen, Master of Laws

Objectives

Students shall understand direct taxation from a private person's point of view, practical procedures of taxation and the system of appealing.

Content

Income Tax Act

Literature / Study Material

Andersson, Johdatus vero-oikeuteen (Introduction to taxation law)

Learning Methods

Lectures and exercises

Assessment

Assessment is based on a written examination.

Prerequisites

Introduction to Law

Languages of Instruction

Finnish

**Value added taxation, 2 op
KD07BLOL002 (study unit)**

Lecturers

Tuulia Potka-Soininen, M.Sc.(Econ.& Bus.Adm.)

Objectives

The student knows the principles of value added taxation and accounting practices connected with it.

Literature / Study Material

To be announced later.

Learning Methods

Lectures and exercises

Assessment

Assignments and a written examination

Languages of Instruction

Finnish

**Management of marketing communication, 3 op
KD07BMMA002 (study unit)**

Lecturers

Sirkku Rantalainen, M.S. (Econ.)

Objectives

Students shall become familiar with the basic theories and tasks of communication, and are able to plan and implement advertising campaigns in a target-oriented and integrated way in different organizations. Having completed the course the students

- know the impact and importance of marketing communication in business image and brand building
- are able to compare the means and forms of marketing communication and draw up an efficient plan for marketing communication
- are able to plan and implement a marketing campaign

Content

Impact of marketing communication, the role of communication in image and brand building, means and planning process of marketing communication, advertising planning, media planning and integrated communication thinking. Participation in a marketing communication project (see Alternative studies in marketing: Marketing communication project)

Literature / Study Material

Vuokko, Pirjo (2003). Markkinointiviestintä merkitys, vaikutus ja keinot (Marketing communication, meaning, effect and methods), as well as material provided by the lecturer.

Learning Methods

Lectures, group assignments and a company project in small groups

Assessment

A written exam (50 %) and group assignments and company project (50 %). Group work and presentations are compulsory.

Languages of Instruction

Finnish

Continuation course in bookkeeping, 3 op KD07BLLA140 (study unit)

Lecturers

Tuulia Potka–Soininen, M.Sc.(Econ.& Bus.Adm.)

Objectives

The student is familiar with specific questions concerning the accounting of a firm and the problems and issues connected with preparing the financial statements.

Content

- The specific questions as regards to accounting and allocation in particular, as well as the special characteristics of a limited company
- The options a company's owner has to withdraw funds from the company in different company forms
- focal points in the accounting legislation.

Literature / Study Material

Tomperi: Kehittyvä kirjanpitolaitto + harjoituskirja (Developing skills in accounting + exercise book), Accounting Act and Accounting Ordinance

Learning Methods

Lectures and exercises

Assessment

Exercises and a written examination

Prerequisites

Introduction to accounting

Languages of Instruction

Finnish

Payroll administration, 3 op KD07BHHA003 (study unit)

Lecturers

Autio Ulla, Lic.Sc. (Econ. & Bus.Adm.) and a teacher of accounting

Objectives

Upon completion of the course, students shall possess knowledge and understanding of pay systems, job evaluation and determination of wages. They shall also be able to process payrolls.

Content

The course comprises the following topics:

- Payroll administration as part of personnel administration: work motivation, pay systems, job evaluation, and the organization of payroll administration
- Payroll administration in practice: phases and implementation of payroll calculation, elements of payroll (such as various bonuses, fringe benefits, compensations, the effect of absences, holiday pay), settlements and reports

Literature / Study Material

Lahti, Tarumo & Vartiainen: Palkkausjärjestelmien kehittäminen (Development of pay systems). Edita. 2004. (partly)
Other material provided by the lecturer.

Learning Methods

Lectures, exercises, computer practice, a written and computer-assisted examination

Assessment

A written and computer-assisted examination

Languages of Instruction

Finnish

Spreadsheet computation, 3 op KD07BLMT120 (study unit)

Lecturers

Tarja Heikkilä, M.Sc.

Objectives

Upon completion of the course, students shall be competent in compiling, implementing and utilizing various calculation models and graphically presenting the results with the help of a spreadsheet program. Students shall also be able to utilize the various functions and other special features in the Excel program to solve problems.

Content

The course involves the use of the Excel program in invoicing, payroll, taxation, credits, budgets, investments, etc.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, numerous exercises on the computer, and independent exercises

Assessment

Assessment is based on the computer-aided exercises and exam. Students must complete the required number of exercises and pass the exam to receive a grade for the course.

Prerequisites

Introduction to Business Mathematics and Introduction to Business Information Technology.

Languages of Instruction

Finnish

Statistical processing, 3 op KD07BIT110 (study unit)

Lecturers

Tarja Heikkilä, M.S. and Hannu Tuuri, M.S.

Objectives

Students shall acquire knowledge of the various phases involved in quantitative research, know how to make a questionnaire and process research material statistical applications. Students shall also become familiar with the principles of statistical conclusions, which are important in the interpretation of output data.

Content

The course discusses the following topics:

- Quantitative research process
- SPSS for Windows
- Data entry and processing

- Presenting results using descriptive statistics, tables and graphs
- Examples of interdependencies between variables (correlations, cross-tabulation, Chi Square Tests and tests for comparing mean values)
- Analyzing results
- Reliability and validity

Literature / Study Material

Heikkilä, Tarja (2001), Tilastollinen tutkimus (Statistical research), Edita

Learning Methods

Lectures including plenty of computer exercises and independent exercises

Assessment

Exercises and an exam

Prerequisites

Introduction to Statistics

Labour law, 3 op KD07BHOI210 (study unit)

Lecturers

Marja Salonen, Master of Laws

Objectives

Successful completion of the course will enable the students to achieve to the following:

- Compiling an individual employment contract and understanding the rights and duties the contracting parties have
- Issues concerned with termination and collective labor relations

Content

The course comprises the following topics:

- Making an employment contract
- Rights and duties of the contracting parties
- Collective labor relations

Literature / Study Material

Kairinen, Martti: Työoikeus perusteineen

Learning Methods

Lectures and exercises

Introduction to online business, 3 op KD07BLOL003 (study unit)

Lecturers

Osmo Mäkinen, M.Sc.

Objectives

The student has an overall picture of electronic business and online trade. The student knows the meaning of functional online services for businesses and other organisations. The student can plan and implement a functional online service (website) by means of publishing software. He/she knows the principles of mark-up languages and style sheets and knows how to publish a website on the Internet.

Content

- meaning of online services for businesses and other organisations
- implementation of online services
- tools for designing and implementing online services
- basics of online services implementation (HTML, CSS, online publishing software)
- publication of a website

Literature / Study Material

- material provided by the teacher

Learning Methods

- lectures
- guided exercises
- assignment

Assessment

- assignment
- active participation and coursework
- assessment on the scale 1 to 5

Prerequisites

Introduction to information technology

Languages of Instruction

Finnish

Alternative professional studies, 36 op KD07BVAO (study entity)

Students select three, 12–credit elective study modules (E1–E11). Courses can also be completed in applicable company projects in accordance with the student's personal curriculum.

Financial accounting, 12 op KD07CL01 (study entity)

Objectives: Students shall become familiar with specific questions concerning bookkeeping, such as the valuation of inventories, income recognition, planned depreciation and financial entries. Students shall master entrepreneurial taxation pertaining to the various types of companies and their owners. The course also discusses the determination of an enterprise's taxable income. With regard to result planning, the factors influencing the profit target and the methods the company has at its disposal are examined. Other topics include the auditing process, auditing legislation and practices.

Company taxation, 3 op KD07CLLA001 (study unit)

Lecturers

Erkki Kytönen, D.Sc.(Econ.& Bus.Adm.)

Objectives

Students shall understand the basis and practical implementation of company taxation.

Content

The course discusses legislation pertaining to company taxation.

Literature / Study Material

Tomperi: Yritysverotus ja tilinpäätössuunnittelu (Company taxation and result planning); Verohallinnon verkkomateriaali (online material published by tax administration) (www.vero.fi); material provided by the lecturer.

Learning Methods

Lectures and exercises

Assessment

Assessment is based on a written examination.

Languages of Instruction

Finnish

Preparing financial statements, 5 op KD07CLE1001 (study unit)

Lecturers

Tuulia Potka–Soininen, M.Sc.(Econ.& Bus.Adm.)

Objectives

The student is familiar with the problems concerning preparing the financial statements and the issues connected with the preparation of financial statements. The student is able to recognize the differences between the book result, the result

used as a basis for taxation and the operational result of a company.

Content

The preparation of financial statements in different types of corporations. The topics will be discussed during the lectures and manual exercises covering these topics will be done.

Literature / Study Material

Tomperi: Kehittyvä kirjanpitoaito + harjoituskirja (Developing skills in accounting + exercise book), Accounting Act and Accounting Ordinance

Learning Methods

Lectures

Assessment

Exercises and a written examination

Prerequisites

Introduction to accounting

Languages of Instruction

Finnish

Auditing of the accounts, 3 op KD07BLLA240 (study unit)

Lecturers

Tuulia Potka–Soininen, B.S.(Econ.)

Objectives

Students shall understand the auditing process and the standards defined in the Auditing Act. Students shall be competent in forming a true and fair view of a company's financial situation.

Content

The course comprises the following topics:

- Auditing in general
- Auditing administration
- Accounting records and financial statements
- Auditor's reports and legislation regulating auditing

Literature / Study Material

Kokkonen: Tilintarkastuksen perusteet ja käytäntö (The basics and practice of auditing); KHT–yhdistys: Tilintarkastuskertomukset ja tilintarkastajan lausunnot (Auditor's reports and statements)

Learning Methods

Lectures and exercises

Assessment

Written examination

Prerequisites

-

Languages of Instruction

Finnish

Further Information

Tuulia Potka–Soininen

Management accounting, 12 op KD07CL02 (study entity)

Objectives: Students shall understand the utilization of management accounting in decision–making. The module focuses on the methods of management accounting that can be used for business planning and the evaluation of results. The techniques of cost accounting, such as incremental accounting and activity–based accounting, shall be examined. Other topics include accounting techniques for planning and evaluation, such as budgeting and score cards. In addition, the module deals with business management systems that can be used as management tools.

Cost management and result measurement, 4 op KD07CLLA310 (study unit)

Lecturers

Aapo Lämsiluoto, D.S.(Econ. & Bus.Adm.)

Objectives

Upon completion of the course, students shall understand the ways of using information produced through management accounting for operative and strategic decision-making in business management.

Content

The course focuses on the central accounting techniques: activity-based cost accounting and Balanced Scorecard.

Literature / Study Material

Järvenpää M., Partanen V. & Tuomela T.S., Moderni taloushallinto (Modern financial management), Edita. Soveltuvien osien; Neilimo K. & Uusi-Rauva E., Johdon laskentatoimi (Management accounting), Edita, Helsinki. Soveltuvien osien; Lumijärvi O.P., Toimintolaskenta käytännössä (Activity-based accounting in practice). OR Horngren C., Foster G & Datar S., Cost Accounting. A Managerial Emphasis, Englewood Cliffs, Prentice Hall. Soveltuvien osien; Lämsiluoto, Kustannusjohtaminen & suoritelmittaus (Cost management and result measurement); additional material provided by the lecturer.

Learning Methods

Lectures, exercises and case studies

Assessment

The criteria are agreed upon at the beginning of the course.

Prerequisites

Basics of Management Accounting

Languages of Instruction

Finnish

Budgeting as a management tool, 5 op KD07BLLA190 (study unit)

Lecturers

Aapo Lämsiluoto. D.Sc. (Econ.& Bus.Adm.) Tarja Heikkilä, M.Sc.–

Objectives

Upon completion of the course, students understand the significance of financial planning and monitoring in business management. Students also see connections between phenomena in economic life and can form applicable models of these phenomena.

Content

The course focuses on the following topics:

- Budget planning
- Monitoring and internal reporting
- Financial management in an enterprise
- Profit-centred management
- mathematical functions representing demand, supply, expenses, profit and results

Literature / Study Material

Neilimo K. & Uusi-Rauva E., Johdon laskentatoimi (Management accounting), Edita, Helsinki ; Järvenpää M., Partanen V. & Tuomela T.S., Moderni taloushallinto (Modern financial management), Edita; material provided by the lecturer.

Learning Methods

Lectures and exercises (also on a computer) and independent practice

Assessment

Assessment criteria shall be discussed at the beginning of the course.

Prerequisites

Introduction to Management Accounting Introduction to Financial Mathematics

Languages of Instruction

Finnish

Business management solutions, 3 op KD07BLLA132 (study unit)

Objectives

Upon completion of the course, students shall have an overall picture of a business management solution.

Content

The course focuses on the use of an integrated system and on the management of the order–delivery chain. The following system modules are covered: customer/supplier management, tender calculation, sales orders, invoicing/accounts receivable; purchase orders, accounts payable, stock control.

Literature / Study Material

Berglund, Järvenpää, Lehtinen ja Ylinen (2002). Toiminnan ohjausjärjestelmien hyväksikäytön nykytila Keski–Pohjanmaan, Seinäjoen ja Vaasan ammattikorkeakoulujen toimialueella (The current status of business management systems in the area); other material provided by the lecturer

Learning Methods

Lectures and case studies

Assessment

Assessment is based on an examination and the case studies.

Prerequisites

Introduction to Management Accounting, Computer–aided Bookkeeping and Value–added Taxation

Languages of Instruction

Finnish

Financial statements and financial analysis, 12 op KD07CL03 (study entity)

Objectives: Students shall deepen their knowledge and improve their skills in using accounting information and methods to plan, implement and analyze financing. Students shall understand and examine the monetary processes of an enterprise in a modern business environment. They shall be competent in handling demanding tasks in financial planning, implementation and monitoring, as well as in working in the financial market. The focus of the study module is on the analysis of financial statements, short– and long–term financial planning, how financial markets function, sources of funding and international financing.

Financial statement analysis, 4 op KD07CLLA270 (study unit)

Lecturers

Erkki Kytönen, D.Sc. (Econ.& Bus.Adm.)

Objectives

Upon completion of the course, students shall be competent in carrying out a financial analysis of an enterprise's operational preconditions and utilize the information obtained in the analysis.

Content

The course focuses on the purpose and principles involved in analyzing financial statements, editing basic data, traditional ratio analysis, cash–flow calculations and market–based ratios using case studies.

Literature / Study Material

Kallunki–Kytönen 2004: Uusi tilinpäätösanalyysi (New financial statement analysis); Bergevin: Financial Statement Analysis: An Integrated Approach; other material provided by the lecturer

Learning Methods

Lectures and exercises

Assessment

Assessment is based on an examination.

Languages of Instruction

Finnish

Investment and financial planning, 3 op KD07CLLA290 (study unit)

Lecturers

Erkki Kytönen, D.Sc. (Econ.& Bus.Adm.)

Objectives

Students shall understand and master investment and financial planning, as well as management in an enterprise.

Content

The course comprises the following topics:

- Investment planning
- Investment process
- Strategic evaluation of investments
- Capital structure and costs
- Factors contributing to uncertainty in investment planning
- Company valuation

Literature / Study Material

Niskanen –Niskanen: Yritysrahoitus (Company financing); Brealey –Myers –Marcus: Fundamentals of corporate finance, international edition; other material provided by the lecturer.

Learning Methods

Lectures, case studies, exercises

Assessment

Examination

Languages of Instruction

Finnish

Liquidity management, 3 op KD07CLLA300 (study unit)

Lecturers

Erkki Kytönen, D.S. (Econ. & Bus.Adm.)

Objectives

Students shall be familiar with the practical problems in decision-making, which pertains to liquidity management in a company.

Content

Liquidity management involves the management of a company's short-term assets and debts, as well as risk management of the central elements. Topics include financial management, credit management and short-term debt management.

Literature / Study Material

Maness–Zietlow: Short-term Financial Management (2004); other material provided by the lecturer

Learning Methods

Lectures and exercises

Assessment

Examination

Languages of Instruction

Finnish

Utilisation of market information at the different stages of customer relationship, 12 op KD07CM04 (study entity)

Having completed the module, students are competent in acquiring research information concerning the markets using quantitative methods and they know how to apply this information. The course examines market research information from the viewpoint of customer relations management with a focus on consumer behaviour. A theoretical discussion of both concepts is also included in the studies.

Marketing research, 6 op KD07BMMA135 (study unit)

Lecturers

Sirkku Rantalainen, M.S. (Econ.), Tarja Heikkilä M.S.

Objectives

Students shall be capable of planning and carrying out market analyses and accepting various types of marketing research assignments. They shall know how to use information efficiently in a company's marketing decision-making.

Content

The course involves a decision-making perspective on marketing research, and addresses ethical questions, and the marketing research design process: research purpose and objective, research approach, research tactics, data collection, analysis, and reporting. Implementation of small-scale marketing research for a company.

Literature / Study Material

Aaker, D., Kumar, V. & Day, G (1998 or newer one). Marketing research; articles selected by the lecturer

Learning Methods

Lectures, small-group work and a small-scale research project

Assessment

A written exam (50 %), small-group work and project (50 %)

Prerequisites

In addition to this course, students must complete Processing Statistical Material (3 ECTS).

Languages of Instruction

Finnish

Consumer behaviour, 3 op KD07BMMA170 (study unit)

Lecturers

Terhi Kortesmäki Lic.Sc. (Econ. & Bus.Adm.)

Objectives

Students shall understand the needs and behavior, both individual and as a member of a group, of consumers. Students shall also be familiar with consumer culture and the role of consumption in a modern society. They shall be competent in applying this knowledge in marketing decision-making and product development.

Content

The course comprises the following topics:

- Character of our consumption society
- Researching and applying consumer information
- Needs, motives, values, attitudes and involvement
- Consumer behavior
- Various types of consumers, cultures and lifestyles

Literature / Study Material

Solomon, M. & Bamessy, G. & Askegaard, s. Consumer Behaviour –European Perspective; Articles selected by the lecturer

Learning Methods

Lectures and small-group work

Assessment

Written exam (50 %), small group work (50 %). Students must pass both parts to receive a grade for the course.

Languages of Instruction

Finnish

Customer relationship management, 3 op KD07BMMA111 (study unit)

Lecturers

Ville-Pekka Mäkeläinen, Lic.Tech. and Sirkku Rantalainen, B.S.(Econ.& Bus.Adm.)

Objectives

Students know the special features of relations marketing especially in the context of services marketing, business-to-business marketing and marketing of durable goods.

Content

The course discusses relations marketing, marketing of services, marketing of consumer durables, business-to-business marketing, marketing of goods/services at the different stages of a product's life cycle, as well as customer relationship marketing.

Literature / Study Material

Gummeson, Evert (2004) Suhdemarkkinointi 4 P:stä 30 R:ään (Relationship marketing from 4P to 30R); Mäntyneva, Mikko (2001) Asiakkuudenhallinta (Customer relationship management); other material provided by the lecturer.

Learning Methods

Lectures, group work, exercises

Assessment

Assessment is based on an examination (50 %) and group work (50 %). Students must pass both parts to receive a grade for the course.

Languages of Instruction

Finnish

Marketing planning and management, 12 op KD07CM02 (study entity)

Objectives: Upon completion of the module, students shall be competent in acting systematically in a competitive situation on the market; they shall be able to make both strategic and operational decisions based on the situation. Students will also be able to cope with questions associated with brand management and financial issues in a competitive situation.

Marketing plan as a management tool, 2 op KD07CMMA002 (study unit)

Objectives

Students shall be competent in analyzing the marketing activities of an enterprise. They shall know how to compile a marketing plan for a company and apply it in practice to develop the marketing operations of the company in question.

Content

The course discusses mission statements, business ideas, SWOT analysis, focuses of marketing, and marketing plans.

Literature / Study Material

Lahtinen, J. & Isoviita, A. Markkinoinnin suunnittelu (Marketing design)

Learning Methods

Lectures, group work, presentation

Assessment

Assessment is based on the project and its presentation.

Prerequisites

Introduction to Marketing

Languages of Instruction

Finnish

Competitive strategies, 2 op KD07CMMA003 (study unit)

Lecturers

Terhi Kortesmäki Lic.Sc.(Econ. & Bus.Adm.),

Objectives

Students shall understand the meaning of strategic and operative management in planning and using marketing tools. The course introduces students to marketing measures and teaches them to assess the competitive position with regard to the prevailing market situation. The course also provides students with an understanding of the effects of marketing measures on the competitive position in the market place.

Content

The course comprises the following topics:

- Strategic and operative marketing management
- Market analysis
- Determining the competitive position
- Positioning strategies

Literature / Study Material

- Hooley, G. J. & Saunders, J. Competitive Positioning
- Kotler, P. Marketing Management. 9th Edition. Chapters 2,3,8,12,13
- Trout, J. & Hafren, G. Erilaistu tai kuole. Selviytyminen tappavan kilpailun aikakautena (Differentiate or die: survival in the era of deadly competition)

Learning Methods

Lectures and small-group work.

Assessment

Journal (30 %), small-group work (70 %). Students must pass both parts to receive a grade for the course.

Prerequisites

Introduction to Marketing

Languages of Instruction

Finnish

Brand management, 3 op KD07BMMA161 (study unit)

Lecturers

Terhi Kortesmäki Lic.Sc. (Econ. & Bus.Adm.)

Objectives

Students shall understand the meaning of brand management when determining and attaining a market position. Students shall gain knowledge of the means used in brand building and development and be competent in utilizing those means. Students shall possess the abilities to work innovatively and creatively when building and developing brands.

Content

The course discusses brands and products, the personality of brands, the meaning of brands to companies and consumers, building a strong brand, and the management of a brand's life-cycle.

Literature / Study Material

Aaker, D. Building Strong Brands.; Laakso, H. Brandit kilpailuetuna (Brands as a competitive edge); Articles selected by the lecturer

Learning Methods

Lectures and small-group work

Assessment

Exam (50 %), small-group work (50 %). The student must pass both parts to receive a grade for the course.

Prerequisites

Introduction to Marketing

Languages of Instruction

Finnish

Financial management of marketing, 2 op KD07BMMA300 (study unit)

Lecturers

Aapo Lämsiluoto, D.S. (Econ.& Bus.Adm.)

Objectives

Students shall be competent in applying financial information when making marketing decisions concerning products and prices.

Content

The course discusses profit margin analysis, product-based cost accounting, and pricing.

Literature / Study Material

Neilimo, Kari ja Uusi-Rauva, Erkki (2005) Johdon laskentatoimi (Management accounting); Material provided by the lecturer.

Learning Methods

Lectures and exercises

Assessment

To be agreed upon at the beginning of the course.

**Marketing law, 3 op
KD07DVOI43 (study unit)**

Lecturers

Marja Salonen, Master of Laws

Objectives

Upon completion of the course, students shall be competent in applying marketing and consumer protection legislation. They shall also be familiar with the regulations set forth in the Copyright Law.

Content

The course outlines commercial code, marketing and consumer protection legislation and the Copyright Law.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures and exercises

Assessment

Assessment is based on a written examination.

Languages of Instruction

Finnish

**Alternative studies in marketing, 12 op
KD07CM03 (study entity)**

Students shall specialize in a specific area of marketing and select the area according to their own needs. The courses in the module involve the following topics: internationalization, research work, and IT applications for marketing.

**International business simulation (INTOPIA), 6 op
KD07BMMA173 (study unit)**

Lecturers

Miia Koski, M.S.(Econ. & Bus.Adm.); Ville-Pekka Mäkeläinen, Lic. Tech.; Sirkku Rantalainen, M.S.(Econ. & Bus.Adm.)

Objectives

Students shall learn to cope with questions concerning practical strategic management in an international enterprise by means of a simulation program. Students shall obtain an overall picture of the various areas of management such as marketing, financing, production, administration and logistics.

Content

The course discusses the principles of international business in the following areas: marketing, financing, production, administration and logistics

Literature / Study Material

Literature and instructions associated with Intopia simulation

Learning Methods

Lectures and group work in a simulated environment

Assessment

Exams, reports, simulation and presentations

Languages of Instruction
English

Simulation in strategic marketing management (MARKSTRAT), 3 op KD07BMMA172 (study unit)

Lecturers
Sirkku Rantalainen, M.S. (Econ.), and lecturers from partner universities

Objectives
The aim of the course is to teach an international team of students how to manage an enterprise in a multicultural environment. The course emphasizes strategic management in marketing via simulation. The course is organized in participating universities during alternating years as a one-week intensive course in January or February.

Content
The course discusses market analysis, the choice of target groups, positioning, utilization of market research in decision-making, product development, planning the marketing mix, and budgeting.

Literature / Study Material
Manual: Markstrat for Executives

Learning Methods
Lectures, small-group work, simulation and presentation

Assessment
Assessment is based on the simulation process, presentations and reports.

Languages of Instruction
English

Further Information
Sirkku Rantalainen

Marketing in an international environment, 3 op KD07BMMA112 (study unit)

Lecturers
Päivi Marttila-Lampinen

Objectives
Students shall become familiar with the special requirements of marketing in an international environment. They shall acquire the knowledge and skills necessary in taking these requirements into consideration when making marketing decisions in international business.

Content
The course discusses the cultural environment of international business, marketing management in an international environment (competitive tools), marketing strategies and business operations in international business.

Literature / Study Material
To be announced by the lecturer.

Learning Methods
Lectures, group work, exercises

Assessment
Assessment criteria will be announced at the beginning of the course.

Languages of Instruction
Finnish

Project work in marketing, 2 op KD07WMA500 (study unit)

Lecturers
The tutoring lecturers are responsible for the project.

Objectives
Students shall learn to make use of their knowledge and skills to solve practical marketing problems in a company or

organization.

Content

The content is determined according to that which is set forth in the commission.

Learning Methods

Project learning

Assessment

Assessment is based on a report or equivalent project.

**Marketing communication project, 2 op
KD07WMA501 (study unit)**

Lecturers

Sirkku Rantalainen, M.Sc.(Econ.& Bus.Adm.)

Objectives

The student knows how to apply marketing communication in company assignments.

Content

Getting to know businesses and their products. Preparation, implementation, feedback and assessment of a project together with a cooperation partner.

Literature / Study Material

Material provided by the teacher and participating companies

Learning Methods

Project learning

Assessment

Assessment is based on a portfolio and project feedback.

Prerequisites

The project is a part of the course "Management of marketing communication".

**Special course in sales (Master Salesman), 2 op
KD07BMMA51 (study unit)**

Lecturers

Sirkku Rantalainen, M.S. (Econ.)

Objectives

Students shall understand what product information is and how a certain production line operates. They shall also be competent in the duties associated with the retail of the products in question.

Content

Students may choose from one of the following: foods, perishables, checkout operations, household products, home and interior decorating, leisure time, clothing, sports footwear, home electronics, agricultural trade, and hardware.

Literature / Study Material

Material provided by the Finnish retailing chain K–Kauppiaaliitto, which is updated annually.

Learning Methods

Independent study by means of comprehensive learning assignments in an online learning environment

Assessment

Assessment is based on the national relative scale of assessment.

Languages of Instruction

Finnish

**European marketing surveys, 2 op
KD07BMMA174 (study unit)**

Lecturers

Sirkku Rantalainen, M.Sc.(Econ.) Professors from cooperating universities

Objectives

The student can work and apply marketing surveys concepts and statistical techniques within an international group context. He/she learns about cultural differences in the framework of a realistic marketing project.

Content

The students, coming from six European countries (5 persons maximum), are mixed into international groups and they will build a complete modern consumer marketing survey (possibly from the point of view of an existing company). The students will run an Internet survey using an international e-mail database.

Literature / Study Material

Articles and literature announced later.

Learning Methods

Lectures, teamwork and research project.

Assessment

Teamwork (student's contribution, questionnaire, analysing results) and final presentation.

Prerequisites

Introduction to statistics and marketing research

Languages of Instruction

English

**Personnel management, 12 op
KD07CH01 (study entity)**

Objectives: Students shall understand the meaning of human resource management and development, and recognize the significance of the development of human resources in relation to the advancement of business. They shall also understand the processes of change and the management of change.

**Management of human resources, 5 op
KD07CHHA001 (study unit)**

Lecturers

Ritva Leppänen M.S.(Econ.)

Objectives

Students shall gain knowledge of the various aspects of human resource management and they shall understand human resource guidance as part of business development.

Content

The course discusses strategic human resource management, the concept of HRM and its various aspects, practical duties pertaining to HRM and the development of HRM.

Literature / Study Material

Viitala: Henkilöstöjohtaminen. Edita 2002 (Human resource management), and material provided by the lecturer

Learning Methods

Lectures, assignments, and exam

Assessment

Depending on the implementation, scale 1–5

Prerequisites

Module KD07BH "Organizational Research and Development"

Languages of Instruction

Finnish

Further Information

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**Knowledge management, 5 op
KD07CHHA25 (study unit)**

Objectives

Students understand the meaning of recognising, managing and developing knowledge for the development of business

operations. They are familiar with various ways of assessing, recognizing and developing expertise in an organization.

Content

Central concepts discussed during the course: * Knowledge and learning on the levels of the individual, team and organization * Recognising organizational knowledge: competence analysis, development talks, human resources statement * Developing expertise: different ways of developing expertise in an organization, superiors as managers of expertise

Literature / Study Material

Jerry Honeycutt: Tietämyksenhallinta (Knowledge management). Edita 2001 (applicable parts) Sydänmaanlakka: Älykäs organisaatio (An intelligent organisation). Kauppakaari. 2000. Other material distributed by the lecturer.

Learning Methods

Lectures, group work and examination

Assessment

Assessment is based on an examination (50 %) and group work (50 %). Both parts must be passed to receive a grade for the course.

Prerequisites

Management of Human Resources

Languages of Instruction

Finnish

Management of change, 2 op KD07CHHA002 (study unit)

Lecturers

Autio Ulla, Lic.Sc. (Econ. & Bus.Adm.)

Objectives

Upon completion of the course, students shall be able to demonstrate knowledge and understanding of change processes and the management of change. They shall also be able to plan and manage change processes.

Content

The course outlines

- the concept of change and various types of change,
- the preconditions of successful change and problems arising in a process of change,
- the management of a change process,
- preparing and planning change,
- ensuring resources are available and authorizing them,
- commitment, communication and motivation, incentives and inspiration,
- the implementation and monitoring of change,
- consolidating change in a work community, and
- reassessment and feedback.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures, exercises, assignments, and examination

Assessment

Examination

Prerequisites

Other courses in the Personnel Management study module

Languages of Instruction

Finnish

Creating, developing and continuing business operations, 12 op KD07CH02 (study entity)

Students shall become familiar with challenges and methods connected with the creation of new business operations and the development and continuation of existing operations. They shall acquire the knowledge and skills needed in

developing strategic business plans (business, succession and growth plans). Students shall understand the meaning of innovative business ideas, networks and continuous development as prerequisites for successful entrepreneurship in a dynamic operational environment.

Liiketoimintasuunnitelmat ja yrityksen perustamisprosessi, 4 op KD07CHYR300 (study unit)

Lecturers

Kirsti Sorama; Lic.Sc.(Econ.& Bus.Adm.)

Objectives

Students are familiar with the central tasks associated with establishing a new business, such as evaluating new business ideas and preparing a business plan. Upon completion of the course, students master the central content of a business plan, its elements, and how they fit together. They understand why and when a business plan is prepared and experience the difficult, but necessary, process through which all entrepreneurs go when starting a new business.

Content

The course offers students an opportunity to apply their business education and experience to a very hands-on project. In groups, students prepare a comprehensive strategy for establishing a new business. Students search the markets for a new product/service, plan the marketing, sales, development, and business operations, and prepare the needed financial estimations.

Literature / Study Material

* McKinsey & Company (2001). Ideasta kasvuyritykseksi (From an idea to a growth enterprise) * Lawrence & Moyes (2001). Writing a Successful Business Plan (study material) * Examples of business plans * Additional material will be distributed in the classroom.

Learning Methods

The course is based on inquiry-based learning. Contact hours include presentations by the teams, discussions, lectures, and group work.

Assessment

The course grade is based on the assignments during the course, final business plans and their presentations, and peer evaluation.

Prerequisites

Introduction to Business Operations

Networks in new business development, 4 op KD07CHYR005 (study unit)

Lecturers

Elina Varamäki, D.Sc.(Econ. & Bus.Adm.)

Objectives

The aim of the course is to familiarize students with different models of networking and to provide them with an understanding of the significance of networks in establishing and developing a business.

Content

The course comprises the following topics:

- Concepts of networking
- Core competence and networking
- Bilateral and multilateral models of networking
- Added value of networking in different life-cycles of an enterprise
- Establishing and developing cooperation
- Prerequisites for success and challenges
- Network management

Literature / Study Material

Vesalainen (2002). Yhteistyön malleja. Käsikirja yhteistyön edistäjille. (Models of networking) www.yrittajakoulu.com (Academic School of Entrepreneurship) Varamäki (2002). Pk-yritysten monenkeskinen yhteistyö. (Multilateral co-operation between SMEs) Akateeminen yrittajakoulu. www.yrittajakoulu.com (Academic School of Entrepreneurship) Niemelä (2002). Menestyvä yritysverkosto –verkonrakentajan ABC Material provided by the teacher

Learning Methods

Lectures, discussions and group work

Assessment

Assessment is based on a student assignment and its presentation.

Prerequisites

Introduction to Business Operations

Languages of Instruction

Finnish

Family business and succession, 2 op KD07CHYR006 (study unit)

Lecturers

Elina Varamäki, D.Sc.(Econ. & Bus.Adm.)

Objectives

Students shall become familiar with specific questions pertaining to family businesses, such as combining family and work, management and decision-making in family businesses, and especially planning and implementing a succession in a family business.

Content

The course comprises the following topics:

- Special questions concerning family businesses
- Board of directors in family businesses
- Couples as entrepreneurs
- Planning and implementing succession from the point of view of ownership
- Managerial responsibility and the transfer of business knowledge

Literature / Study Material

- Koironen: Juuret ja siivet (Roots and wings)
- Koironen: Perheyrittäjäys –huomioita suku- ja perheyrittäjästä (Family business)
- Akateeminen yrittäjäkoulu: www.yrittajakoulu.com (Academic School of Entrepreneurship)
- Material provided by the lecturer

Learning Methods

Lectures, guest lecturers and case studies

Assessment

Written examination in pairs (70 %), case studies (30%). An alternative way of completing the course is to draw up a succession plan for the student's own family business.

Prerequisites

Introduction to Entrepreneurship

Languages of Instruction

Finnish

Further Information

The course is especially suitable for students who have an entrepreneurial background in their families and who are likely to take up a family business or who are interested in family business.

Business growth and development, 2 op KD07CHYR008 (study unit)

Lecturers

Elina Varamäki, D.Sc.(Econ. & Bus.Adm.); Docter Erno Tornikoski (IAE–AIX–ESSEC), visiting lecturers

Objectives

Students shall be aware of the challenges involved in the growth and development of existing business operations from the viewpoint of an SME. Upon completion of the course, students shall be able to compile a strategy for growth in an SME.

Content

The course comprises the following topics:

- Development of an existing business idea

- Sources of growth
- Internal and external growth strategies
- Stages of growth, financing growth, managing growth, challenges of growth
- Role of consultation in the promotion of the development of an SME

Literature / Study Material

- Material provided by the lecturers
- Virtanen, M. (2001). Liiketoiminnan suunnittelu ja kasvurahoitus (Business planning and financing of growth) (www.yrittajakoulu.com); Routamaa, V. (2001)
- Yrityksen kasvu ja organisoituminen (Growth and organisation of an enterprise) (www.yrittajakoulu.com)
- Halttunen, J. (2004). Teollisten perheyriytysten kasvudynamiikan systeemiteoreettinen tarkastelu (A system theoretic study of the growth dynamics of industrial family businesses). Jyväskylä University, Jyväskylä Studies in Business and Economics 30

Learning Methods

Lectures and group work

Assessment

Assessment based on the grade for the group work

Prerequisites

Introduction to Business Operations

Languages of Instruction

English

Electronic business, 12 op KD07CH03 (study entity)

The student has an overview of online business and understands its prerequisites, opportunities and problems in business. The student has an idea of the production processes online services and is familiar with different areas of content production, such as operational and graphic design as well as technical implementation. The student is also able to take usability factors into consideration. He/she knows how to plan, implement and develop the online services of a business company or other organization.

Yrityksen verkkopalvelun toteuttaminen, 4 op KD07CH03001 (study unit)

Lecturers

Osmo Mäkinen, M.Sc.

Objectives

The student can design and implement a functional, interactive online service site (a website) using a standard mark-up language and style sheets. The student can use a desktop publishing program in the implementation and publish the website on a WWW server.

Content

- CSS language
- basics of XML
- RSS input as part of online services
- use of a desktop publishing program in the implementation of online services
- publishing a website

Literature / Study Material

Material provided by the teacher

Learning Methods

- lectures
- practice on the computer in the guidance of the teacher
- assignment

Assessment

- active participation and continuous assessment
- assignment

- assessment on the scale 1–5

Prerequisites

Introduction to online business

Languages of Instruction

Finnish

**Tietokantojen käyttö verkkopalvelussa, 2 op
KD07CH03002 (study unit)**

Lecturers

Osmo Mäkinen, M.Sc.

Objectives

The student knows the different ways of using and technical implementations of databases in online services. The student can create a database and attach it as a part of an online service facility. The student knows how to publish this type of service on the Internet.

Content

- planning and creating a database
- designing the user interface of a database for a WWW browser
- testing a database and publishing it on a server

Literature / Study Material

- material provided by the teacher

Learning Methods

- lectures and exercises on a computer
- assignment

Assessment

- active participation
- assignment
- assessment on the scale 1–5

Prerequisites

Introduction to online business

Languages of Instruction

Finnish

**Graphics of online services, 3 op
KD07DVV013 (study unit)**

Lecturers

Piia–Pauliina Majamäki, BBA

Objectives

Students shall be familiar with the more important forms of computer graphics and ways of using them in online services. Students shall be able to create and edit online graphics using appropriate devices and programs: scanners, digital cameras and image processing programs.

Content

The course comprises the following topics:

- Introduction to computer graphics
- Use of a vector graphics program
- Use of a pixel graphics program
- Publishing in pdf format

Literature / Study Material

Lecturer's material

Learning Methods

Exercises on a computer and independent assignments

Assessment

Active participation in lectures, independent assignments, computer-based exam; grades: 1–5

Prerequisites

Introduction to Information Technology

Languages of Instruction

Finnish

Sähköinen kaupankäynti, 3 op KD07CH03003 (study unit)

Lecturers

Osmo Mäkinen, M.Sc.

Objectives

Having completed the course the student knows the concepts and opportunities of electronic business. He/she can assess the usability of existing electronic stores. He/she can design and implement an electronic store containing the basic shopping functions as a part of the online services of a company.

Content

- concepts of electronic business
- specifications and usability of an electronic store
- the most popular e-commerce software
- planning, implementing and maintaining an electronic store

Literature / Study Material

- will be announced later

Learning Methods

- lectures
- practice on a computer in the guidance of the teacher
- assignment

Assessment

- active participation
- assignment
- assessment on the scale 1–5

Prerequisites

Introduction to online business

Languages of Instruction

Finnish

International business 1, 15 cr KD07CIB01 (study entity)

- Objectives: Students shall understand the fundamentals of international business. This includes various modes of operation in international markets, the strategies of internationalization and the cultural environment of international business. Upon completion of the studies in this module, students shall be capable of evaluating, planning and executing decisions in the above-mentioned areas.
- Course units: International Business Operations (5 cr), Internationalization of an Enterprise (5 cr), Cross-Cultural Business (5 cr)

International business operations, 5 cr KD06BNMA630 (study unit)

Lecturers

Jukka-Pekka Luostarinen, M.S. (Econ.)

Objectives

Students shall be familiar with the various forms and modes of international business operations, their advantages and disadvantages particularly from the viewpoint of small and medium-sized companies.

Content

The course discusses export operations, franchising operations, licensing operations, direct foreign investments, etc.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures and group work

Assessment

To be announced at a later date.

Prerequisites

Introduction to Business Operations

**Internationalisation of the firm, 5 cr
KD06BNMA640 (study unit)**

Lecturers

Jukka-Pekka Luostarinen, M.S. (Econ.)

Objectives

Students shall understand the dynamics and strategies of internationalizing a company, particularly from the viewpoint of an SME.

Content

The course discusses strategies for internationalizing companies.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures and group work

Assessment

To be announced at a later date.

Prerequisites

Introduction to Business Operations

**Cross-cultural business, 5 cr
KD06BNMA650 (study unit)**

Lecturers

Tina Magaard, PhD

Objectives

Students shall understand the dynamics of cross-cultural interaction in business contexts and acquire skills in confronting various cultures and culture shock in professional environments.

Content

The course discusses the building blocks of cultures.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures and group work

Assessment

To be announced at a later date.

Prerequisites

Introduction to Business Operations

International business 2, 9 cr KD07CIB02 (study entity)

Objectives: Students shall learn how to manage strategic management issues in the areas of marketing, finance, production, administration and logistics in a simulated environment. In addition, students shall deepen their knowledge of a chosen topic, e.g. based on a certain market area. Course units: Intopia (6 cr), and (3 cr) from the following courses: Business-to-Business Marketing (3 cr), Japanese Management (2 cr), Marketing Communication in a Multicultural Environment (3 cr), Seminar on Business in the Baltic Area (2 cr), Seminar on Business in Scandinavia (2 cr) + additional area-specific seminars

Intopia, 6 cr KD06CNMA731 (study unit)

Lecturers

Miia Koski, M.S. (Econ.), Ville-Pekka Mäkeläinen Lic.Tech., Sirkku Rantalainen M.S. (Econ.)

Objectives

The aim of the course is to introduce students to the practical, strategic management issues pertaining to a multinational company via a computerized business simulation program. Students will receive a comprehensive and integrated view of various management disciplines such as marketing, finance, production, administration and logistics.

Content

The course discusses the basics of international business in the following areas: marketing, finance, production, administration and logistics.

Literature / Study Material

Literature and instructions for the Intopia business simulation

Learning Methods

Lectures and group work in the simulation environment

Assessment

Tests, reports, Intopia simulation process and presentations

Prerequisites

Introduction to Business Operations

Languages of Instruction

English

Business to business marketing, 3 cr KD06BNMA620 (study unit)

Lecturers

Cory Isaacs M.Sc. (Econ.)

Objectives

Students shall be familiar with the dynamics of buyer-seller interactions and inter-company networks and their significance in business-to-business marketing.

Content

The course discusses relations marketing and its role in B-to-B marketing, the formation of competitive advantage in B-to-B markets, organizational purchasing behavior, the diffusion process of innovations, segmentation in B-to-B markets, etc.

Literature / Study Material

Material distributed by the lecturer.

Learning Methods

Lectures and group work

Assessment

To be announced at a later date.

Prerequisites

Basics of Business Operations

Japanese management, 2 cr KD07DVJA02 (study unit)

Lecturers

Professor Shigeru Komori

Objectives

Students shall learn to understand the characteristics and changes of Japanese business and management for the non-Japanese students of business studies. The emphasis of study is placed on not just understanding the subject but more on analyzing the reasons and creative thinking for the alternative approaches and strategies. The course introduces actual business and management cases of various Japanese alternative approaches and strategies. Actual business and management cases of various Japanese companies will be addressed and discussed within the lectures.

Content

1. Introduction to Japanese Business and Management: Japanese economic growth and business development, management style that supported business, changing business in the 1970s, 1980s and 1990s, challenges for Japanese business in the 2000s 2. Characteristics of Traditional Japanese Management: employment, compensation and company unions, group orientation, customer orientation, growth orientation quality assurance, line operations, consensus approaches, effective management systems, ineffective transferability 3. Challenges and Changes of Japanese Business and Management: the impact of no-growth and down-turn economy on business, barriers of change from traditional business practices, innovative management by new leaders and ventures, successful and quick renovations and failures caused by slow changes 4. Case Study of Successful Companies: analysis of company data and information, reasons of success and potential issues, propose of next business strategy, presentations and discussions

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Class participation is strongly advised for interactive class studies. The subjects are interrelated and a good understanding of the previous topics is necessary for the subsequent topics. For each class, there will be a short quiz or assignment.

Assessment

The course grade will be evaluated based on the following: attendance 10 %, class participation 30 %, case study 30 %, and final exam 30 %.

Languages of Instruction

English

Marketing communication in a multicultural environment, 3 cr KD06BNMA011 (study unit)

Lecturers

Miia Koski, M.S. (Econ.)

Objectives

Students shall learn how cultural aspects change marketing communications. They shall learn how to avoid major mistakes in multicultural marketing communications and how to select the best possible promotion mix with regard to cultural differences. Students will also acquire knowledge on how processes are conducted and how an organization works in multicultural marketing.

Content

The course discusses how culture affects segmentation, product positioning, target group definitions and marketing campaign planning. It also presents the types of limits a multicultural environment sets for marketing communications, planning marketing communications and a marketing campaign for multicultural markets.

Literature / Study Material

Miia Koski: Multi-Cultural Marketing Communication and other course material

Learning Methods

Lectures and report to be completed in small groups. Supervision for small-group work is provided.

Assessment

Report and presentation

Prerequisites

Introduction to Business Operations

Languages of Instruction
English

Seminar on business in the Baltic area, 2 cr KD06CNMA681 (study unit)

Lecturers
Ritva Leppänen M. S. (Econ.)

Objectives
Students shall be familiar with the special dynamics in the "post-communist" business environment, particularly in Estonia. They shall also learn about the economic and cultural environments in the Baltic area.

Content
The course comprises the following topics:

- Historical and cultural overview
- Current politics in Estonia
- Current economic trends and forecasts for the future
- Economic transformation in Estonia
- Challenges in management

Literature / Study Material
Material provided by the lecturer/distributed during the seminar

Learning Methods
Seminar in Tallinn, lectures, company visits, assignments

Assessment
Journal, active participation

Languages of Instruction
English

Further Information
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Seminar on business in Scandinavia, 2 cr KD06CNMA690 (study unit)

Lecturers
Sirku Rantalainen, M.S. (Econ.) , Päivi Seppälä, M.S. (Econ.)

Objectives
Students shall become familiar with Scandinavia as a market area. They shall understand the features of the economic, political and cultural environment, and be aware of the channels of distribution and utilize various marketing strategies. Special attention shall be paid to Finland and Sweden as market areas.

Content
The course involves a field trip to Sweden, visits to companies in various fields, case studies of companies, journal writing, and presentations.

Literature / Study Material
Material distributed by the lecturers and online material

Learning Methods
Independent study, team-work, lectures in companies, journals, case studies and presentations

Assessment
Active participation in the seminar, completing reports, presentations, as well as active, positive and constructive attitude toward the seminar, group work, and journal.

Languages of Instruction
English

Further Information
Students are liable to pay for some of the expenses arising during the course.

Studies supporting research work, 6 op KD07CTU (study entity)

Objectives: Students shall develop their professional profile and prepare for the labour market. Students shall possess knowledge in the fundamentals of research work and be familiar with the most significant R&D methods related to their Bachelor's thesis. Students shall also be able to describe their research process, justify the choices they have made and produce a research report. Courses common to all:

- Research work and academic writing
- Thesis seminar

One of the following alternatives must be chosen:

- Quantitative research
- Quantitative research
- How to implement a development project

Research work and academic writing, 2 op KD07CPTU010 (study unit)

Lecturers
Suvi Torkki

Objectives
Students shall possess knowledge of the fundamentals of research work and research processes. They shall be able to report the results of their research or development project.

Content
The course comprises:

- Introduction to research and development work: research topic, research process, principal methods
- Academic writing: requirements of scientific writing, academic style, correctness, process writing, use of sources and references, appearance of the thesis
- Review of methods in data acquisition

Learning Methods
Lectures and exercises

Assessment
Assessment based on participation and an exam. Pass/Fail

Languages of Instruction
Finnish

Thesis seminar, 2 op KD07CPTU020 (study unit)

Lecturers
Suvi Torkki

Objectives
Students shall present their research topic and research results and learn to assess the research process of other students.

Content
Seminar work: discussion of research topics and research results in a group

Assessment
Pass/Fail

Languages of Instruction
Finnish

Quantitative research, 2 op KD07CPTU002 (study unit)

Lecturers
Tarja Heikkilä, M.S.

Objectives

Students shall know how to process research material using statistical applications, how to interpret the output data and how to report the results. Students shall deepen their knowledge of essential statistical tests to assist them in selecting appropriate statistical methods of analysis for processing their material and finding correlations and other interdependences between the variables.

Content

The course involves the repetition of the use of SPSS software, statistical methods suitable for the research material of the students participating in the course (for instance, presentation of the results of question groups, the Analysis of Variance, Student's T-test, nonparametric tests). Depending on the contents of the data and the phase of the research, some of the teaching will be given individually or in small groups.

Literature / Study Material

Heikkilä, Tarja (2004). Tilastollinen tutkimus (Statistical research); material provided by the lecturer.

Learning Methods

Lectures including plenty of computer exercises

Assessment

Participation in lectures and an assignment. Pass/Fail

Prerequisites

Statistical Processing

Languages of Instruction

Finnish

Qualitative research, 2 op KD07BKTU110 (study unit)

Lecturers

Pirjo Ojanperä, M.S. (Econ.& Bus.Adm.)

Objectives

Students shall be competent in compiling a qualitative research plan, gathering the required material and analyzing it using various techniques.

Content

The course discusses the special features of qualitative research, the qualitative research process and methods.

Literature / Study Material

Material chosen by the teacher.

Learning Methods

Lectures, exercises and a self-study assignment

Assessment

Assessment based on the assignment.

Languages of Instruction

Finnish

How to implement a development project, 2 op KD07BKTU113 (study unit)

Lecturers

Autio Ulla, Lic.Sc. (Econ. & Bus.Adm.)

Objectives

The aim of the course is to support the thesis process, which involves a development project. Upon completion of the course, students will understand the difference between research work and a development project. They will be familiar with the objectives and methods involved in development work.

Content

The course discusses the meaning and purpose of development work, methods for the implementation of a development project, and reporting and evaluation of the project.

Literature / Study Material

Vilkka, H. & Airaksinen T. Toiminnallinen opinäytetyö (Functional thesis). Tammi,Helsinki.2004.

Learning Methods

Lectures, exercises, plan for students' own development thesis.

Assessment

The plan for students' own development thesis will be evaluated on a pass/fail basis.

Languages of Instruction

Finnish

Further Information

The course is an alternative for the Qualitative Research course.

**Language studies, 10 op
KD07BKIELET (study entity)**

Students may select language courses from the language programme at the Business School. The language programme includes information about the required extent of the language studies.

**FREE-CHOICE STUDIES, 12 op
VAPVAL (study entity)**

Objectives: Students may select courses from the the elective courses offered by the Business School or other faculties at the Seinäjoki University of Applied Sciences. Information concerning available courses at <http://ops.seamk.fi>

**Thesis, 15 op
KD07FYOT200 (study unit)**

Objectives

The bachelor's thesis can be done individually or as a part of a larger research or development project. The aim of the thesis is to determine how well students apply the theoretical knowledge they have acquired during their studies. During the thesis process, students practice problem-solving skills, acquire knowledge of project work, utilize scientific thinking skills, carry out independent information retrieval, and report research results. Student must present the results of their research logically using correct language and professional terminology. The thesis process also allows students to be creative, to experiment and use innovative applications.

Content

Students are responsible for the choice of topic, which they often find during their practical training. Students discuss their choice of topic with their advisor for approval. Students must keep in touch with their advisor throughout the thesis process. Students present their research plan (and the completed work) at a seminar. The thesis is accompanied by a Maturity Test, in which students must demonstrate their command of the subject and their ability to use language clearly and consistently.

Literature / Study Material

Material associated with research and the students' own topic. The choice of material must be discussed with the supervisor.

Assessment

According to the criteria set for the assessment of theses at the Seinäjoki University of Applied Sciences

Further Information

Research work and thesis process

**Maturity examination
KD07FYOT100 (study unit)**

Lecturers

Thesis advisor

Objectives

Students are required to sit a Maturity Test to receive their university of applied sciences degree. Students shall write about a topic related to the thesis, which indicates their knowledge of the topic and of Finnish or Swedish. If a student has received their education in a language other than Finnish or Swedish, the head of the degree program may allow the students to take the Maturity Test in another language.

Content

Students must demonstrate that they master the content of their thesis, and produce a clear and consistent written presentation.

Assessment

The content and use of language in the Maturity Test is evaluated on a pass/fail basis. The thesis advisor evaluates the Maturity Test.

Prerequisites

Students may register for the Maturity Test after they have submitted their thesis for final assessment.

Further Information

More information concerning registration for the Maturity Test and writing instructions is available on the Business School's web-site.

**Practical training, 30 op
KD07HYTH120 (study unit)**

Lecturers

Practical training advisor or head of degree program

Objectives

Students shall become familiar with the tasks, practices and culture(s) of their professional field in the working world, and learn to apply what they have learned to situations in practice. Students shall obtain an overall picture of the activities of the organization or business where they are placed. The practical training provides students with the opportunity to obtain ideas and/or topics for their final thesis.

Content

The course discusses the following:

- Application for placement
- Practical training
- Reporting (before, during, and after the training period)

Learning Methods

Learning-by-doing and compiling reports

Assessment

Pass/Fail

Language Programme at the Business School

Degree Programme in Business Administration *Degree Programme in International Business*

Language studies form an important part of business education. The objective of language studies is that the student achieves diversified written and oral skills required by working life in Swedish and in at least one foreign language. In the language studies, emphasis is laid on developing different communication skills and on cultural differences. Another essential goal is the development of the student's professional skills by means of professional literature written in foreign languages, and, consequently, part of the language studies are implemented in cooperation with the student's professional studies. The required studies in foreign languages are the following (for students who started in 2005 or later):

Degree Programme	Number of languages (including Swedish)	Basic Studies	Professional Studies	Total
Degree Programme in Business Administration	2	12	11	23
Degree Programme in International Business	3	16	9	25

Students can also include languages in their elective studies. Every student shall include at least 6 credits of Swedish in their language studies: the courses "Affärssvenska 1" (4 credits) and "Att tala svenska" (2 credits) are compulsory to all. Transfer students from other universities of applied sciences may have the language studies completed at their previous institutions recognised. Nevertheless, the student shall study at least 2 credits of Swedish, which can be chosen from among the courses included in the language programme of the University of Applied Sciences. In the English language, the 4-credit course of the first year is compulsory to all.

Students with a diploma of professional secondary education in Business Administration or another field of study shall, when pursuing their basic studies, in addition to the above language programme, also complete the courses "Ruotsia/englantia AMK-opintoihin" (Finnish/English for Studies at the University of Applied Sciences), which will be registered as part of their personal curricula. These studies are also recommended to all the students who have not taken the Matriculation Examination in the above languages, whose mark in the Matriculation Examination is a or b, or who have studied languages a long time ago. In such a case, the student does not earn any credits from these courses.

The Business School has an extensive supply of courses in different languages, and also elementary courses are provided in various languages. In order to include the credits earned from an elementary course in the compulsory language studies in full, a student shall also take a continuation course in the language in question, if provided. Students choose their language courses during the orientation days, at the beginning of the academic year. Old students choose the language courses for the following academic year through the WinhaPro system, on the Internet. The choices made can be completed and revised at the onset of the academic year. Please feel free to make the best of our diversified supply of language courses, but make your choices carefully, because the formation of the groups and the provision of teaching are based on the choices made. For issues related to choices of language courses, substitution and changes in the language programme, please contact Päivö Laine, Head of the Language Programme or Heli Simon, Coordinator of Languages.

Language Programme at the Business School (3.9.2007) LITAKI 2007

Code	Name	CR
DENGLANTI	ENGLISH	
KD07DWEN050	English, preparatory course (In Finnish)	2
KD07AYEN020	Business English (In Finnish)	4
KD19AYEN030	English 1 (In Finnish)	4
KD07CYEN162	Business Communication (In Finnish)	4
KD07CYEN120	Marketing English (In Finnish)	3
KD07CYEN130	Financial English (In Finnish)	2
KD07CYEN140	Administrative English (In Finnish)	2
KD18CYEN001	English for librarians (In Finnish)	3
KD07CYEN221	British and American literature (In Finnish)	2
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KD07DWEN112	British Studies (In Finnish)	3
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DRUOTSI	SWEDISH	
KD07DWRU050	Swedish, preparatory course (In Finnish)	2
KD07AYRU020	Business Swedish (In Finnish)	4
KD07CYRU220	Att tala svenska (In Finnish)	2
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KD07CYRU181	Swedish for administration (In Finnish)	2
KD07CYRU120	Library Swedish (In Finnish)	3
KD07CYRU171	Swedish: business contacts and public relations (In Finnish)	2
KD07AYRU070	Scandinavian literature (In Finnish)	2
KD07CYRU301	Study trip to Sweden (In Finnish)	2
KD07CYRU211	Swedish listening, speaking and writing skills (In Finnish)	2
KD07CYRU140	Swedish–Finnish translation (In Finnish)	2
KD07DVVK001	The Nordic Countries and the EU (In Finnish)	3
KD07DVVK004	Välfärdsstaterna i Norden (In Finnish)	3
KD07DVVK003	Scandinavian literature, arts and music (In Finnish)	3
KD07AYRU090	Swedish for business meetings 1 (In Finnish)	4
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DSAKSA	GERMAN	
KD07AYSA022	Introduction to business German (In Finnish)	2
KD07AYSA052	Business German (In Finnish)	4
KD07AYSA030	German, Business communication 1 (In Finnish)	3
KD07CYSA150	German, Business communication 2 (In Finnish)	3
KD07CYSA121	Mündliche Kommunikation (In Finnish)	2
KD07AYSA020	German 1, elementary course (In Finnish)	4
KD07AYSA101	German 2, continuation course (In Finnish)	4
KD07DWSA030	German 3, oral communication (In Finnish)	2
KD07DWSA001	Kultur– und Landeskunde Online (In Finnish)	3
DRANSKA	FRENCH	
KD07DWRA010	Basics in French (In Finnish)	4
KD07DWRA020	French 2, continuation course (In Finnish)	3
KD07CYRA140	Thème – Finnish –French translation (In Finnish)	1.5
KD07AYRA020	French, general course (In Finnish)	4
KD07AYRA103	French for business (In Finnish)	4
DESPANJA	SPANISH	
KD07AYES010	Spanish 1 (In Finnish)	4
KD07CYES100	Spanish 2 (In Finnish)	4
KD07CYES110	Spanish 3 (In Finnish)	4
KD07CYES120	Spanish 4 (In Finnish)	3

DPORTUGALI	PORTUGUESE	
KD07AYPO010	Portuguese 1 (In Finnish)	4
KD07AYPO020	Portuguese 2 (In Finnish)	4
DVENÄJÄ	RUSSIAN	
KD07CYVE010	Russian 1, elementary course (In Finnish)	4
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Study Descriptions

English, preparatory course (In Finnish), 2 op KD07DWEN050 (study unit)

Lecturers

Marja Matikka, MA

Objectives

Students review and strengthen their skills of English before starting their credit courses in Business English

Content

Tasks in which the students practise and improve their knowledge of English structures and vocabulary.

Literature / Study Material

To be announced by the lecturer

Learning Methods

Spoken and written exercises, listening practise, contact tuition

Assessment

Participation, a written exam

Languages of Instruction

Finnish and English

Further Information

Compulsory for those students who have a vocational or business college diploma but no matriculation exam certificate or diploma from upper secondary school. These students will get the credits from the course. Also other students can participate in the course but will not accrue credits.

Business English (In Finnish), 4 op KD07AYEN020 (study unit)

Lecturers

Marja Matikka, M.A.

Objectives

Students shall understand the basic concepts of business English and learn basic business vocabulary. They shall be competent in communicating on issues associated with trade, their own work and company, and get along in everyday situations exhibiting good language skills.

Content

The course comprises the following topics:

- Education
- Working life, job seeking
- Business life
- Products and services in business

Literature / Study Material

Airas–Junkkari: New Business Friend 1, WSOY, 1998 or later edition

Learning Methods

Oral and written exercises, listening comprehension, group and pair work, lectures

Assessment

Continuous assessment, participation, a written final exam

Languages of Instruction

English and Finnish

Further Information

This course is compulsory for all students in the Degree Programme in Business Management.

**English 1 (In Finnish), 4 op
KD19AYEN030 (study unit)**

Further Information

See the course description for Business English (KD07AYEN030).

**Business Communication (In Finnish), 4 op
KD07CYEN162 (study unit)**

Lecturers

Marja Matikka, MA

Objectives

The student will achieve skills to manage in written and oral English language communication situations and can detect cultural differences between the Finnish and English usage.

Content

Business correspondence, communication on the phone, presentations, meetings and negotiations

Literature / Study Material

Airas–Junkkari: New Business Friends 3, WSOY 2001 or later

Learning Methods

Spoken and written exercises, listening and dictation practises, contact tuition

Assessment

Active participation, written exam

Languages of Instruction

English and Finnish

**Marketing English (In Finnish), 3 op
KD07CYEN120 (study unit)**

Lecturers

Marja Matikka, M.A.

Objectives

Students shall acquire new English vocabulary and understand the concepts of marketing in English. They shall also acquire skills for coping with marketing situations in English.

Content

The course comprises texts, exercises and recordings associated with marketing, international fairs and exhibitions, and product demonstrations.

Literature / Study Material

Material to be announced by the lecturer.

Learning Methods

Written and oral exercises, listening comprehension, lectures

Assessment

Active participation and a written exam

Languages of Instruction

English and Finnish

Financial English (In Finnish), 2 op KD07CYEN130 (study unit)

Lecturers

Päivö Laine, PhD

Objectives

The student knows the basic concepts of accounting, banking and financing. He/she is able to communicate in subject-related situations orally and in writing and read texts on accounting topics.

Content

- accounting terminology: bookkeeping, financial statements, management accounting
- banking and financing terminology
- annual reports and financial reviews

Literature / Study Material

Material provided by the teacher

Learning Methods

Contact tuition, oral and written exercises, a case study

Assessment

Continuous assessment, oral and written output, a written exam

Administrative English (In Finnish), 2 op KD07CYEN140 (study unit)

Lecturers

Ilpo Kempas, PhD

Objectives

Students know basic concepts related to business administration, public administration and international organisations. They understand texts and speech dealing with these topics and can discuss them.

Content

- vocabulary of business and public administration
- texts and articles of the field

Literature / Study Material

Material announced by the teacher

Learning Methods

Contact classes, oral and written exercises

Assessment

Continuous assessment, oral and written output, a written examination

English for librarians (In Finnish), 3 op KD18CYEN001 (study unit)

Lecturers

Mari Heinonen

Objectives

Students shall be familiar with the central vocabulary used in the fields of library and information services. They shall be competent in communicating both orally and in written form in various situations in the fields.

Content

The course comprises the following topics:

- Language to be used with library patrons
- Library facilities and their services, collections, information retrieval, library organization and personnel.

Literature / Study Material

To be provided by the lecturer and online material

Learning Methods

Lectures, independent work on the Internet

Assessment

Oral and written assignments, a written final exam

Languages of Instruction

English and Finnish

**British and American literature (In Finnish), 2 op
KD07CYEN221 (study unit)**

Lecturers

Marja Matikka, MA

Objectives

The student gets an overall picture of modern English literature and of the main features of English-language literary history.

Content

British and American literature in different periods.

Literature / Study Material

Material announced by the teacher.

Learning Methods

Lectures, a book report

Assessment

Continuous assessment, a written exam

**Spoken English, 2 cr
KD07CWEN113 (study unit)**

Lecturers

Cory Isaacs, B.Com

Objectives

The aim of the course is to get the student to speak English with confidence and train them in listening comprehension. After taking the course, the student

- is able to actively take part in conversations
- comprehend spoken English and the various pronunciations
- exchange thoughts and opinions with others using the English language

Content

- business small talk
- giving advice and instructions
- presenting and discussing a topic
- article discussions

Literature / Study Material

Teacher's own material; students' own material

Learning Methods

Dialogues, discussions, listening exercises, role plays

Assessment

Active participation in classroom work; spoken test

Further Information

Opetuspiste: Liiketalouden yksikkö

**Writing skills, 2 cr
KD07CYEN330 (study unit)**

Lecturers

Cory Isaacs, B.Com

Objectives

The student learns to distinguish between formal and informal business communication. After taking the course, the student

- is able to identify differences between American and Finnish business messages
- is able to express himself/herself accurately in various styles of written communications
- becomes aware of the importance of writing tone

Content

- memos
- reports
- summaries
- business letters
- e-mails

Literature / Study Material

Teacher's own material

Learning Methods

Written exercises

Assessment

Written test, portfolio

Languages of Instruction

English

Further Information

Classes on Thursdays starting at 2 pm in Business School

**British Studies (In Finnish), 3 op
KD07DWEN112 (study unit)**

Lecturers

Marja Matikka, MA

Objectives

The student is familiar with the background information that is needed in international contacts with Britain.

Content

British society, culture and history, intercultural business communication

Literature / Study Material

James O'Driscoll: Britain, Oxford University Press. Material to be announced by the teacher, partly on the Internet

Learning Methods

Lectures, an individual study project to be shared, contact tuition

Assessment

Active participation, a written final exam.

Languages of Instruction

English

Further Information

This course takes place on Thursday afternoons starting at 2 p.m. and is meant for students from other faculties as well as the Business School students

**Basics for business English (In Finnish), 4 op
KD07AYEN001 (study unit)**

Lecturers

Marja Matikka, MA

Objectives

The student understands the basic vocabulary and concepts of business English. He/she can communicate on issues dealing with his/her studies, work and company, and manage in everyday situations using good English.

Content

Education, working life, job seeking, industrial life, products and services, trade and business.

Literature / Study Material

Airas–Junkkari: New Business Friend 1, WSOY 1998 or later edition

Learning Methods

Spoken and written exercises, listening practises, contact tuition

Assessment

Active participation, a written exam

Languages of Instruction

English and Finnish

Further Information

This course is primarily aimed at adult students in the evening classes but others can also participate.

**English for business and administration (In Finnish), 4 op
KD07BYEN322 (study unit)**

Lecturers

Marja Matikka, MA

Objectives

The student is familiar with basic concepts dealing with his/her specialization field. He/she understand texts and spoken language connected with his/her own branch and can discuss business topics.

Content

Business operations and communication, administration and organisation of companies and public administration, presentations, meetings and negotiations

Literature / Study Material

To be announced by the lecturer

Learning Methods

Spoken and written exercises, company presentations, contact tuition

Assessment

Active participation, written final exam

Languages of Instruction

English and Finnish

Further Information

This course is aimed at adult students in the evening classes but others may participate.

**Swedish, preparatory course (In Finnish), 2 op
KD07DWRU050 (study unit)**

Objectives

Students shall improve their communication skills in Swedish, both verbally and literally. They shall expand their vocabulary will expand and master the basic structures of Swedish. They shall be competent in writing a text that varies in construction. They shall also acquire a positive attitude towards developing their language skills.

Content

The course comprises the following topics:

- Basic language structures
- Texts
- Listening and oral exercises
- Essays

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, oral and written assignments, exercises in language laboratory, computer–assisted exercises

Assessment

Active participation in lessons and exercises, and a written examination

Languages of Instruction

Finnish and Swedish

Further Information

Compulsory for the students who have a vocational or business college diploma but no matriculation exam certificate or diploma from upper secondary school. These students will receive the credits from the course. Other students can also participate in this course, but it will not accrue any credits.

**Business Swedish (In Finnish), 4 op
KD07AYRU020 (study unit)**

Lecturers

Päivi Seppälä, M.S. (Econ.& Adm.)

Objectives

Students shall be able to communicate in Swedish both in written and oral forms in everyday situations and common business tasks. They shall learn to acquire and utilize information related to their field, and they shall be familiar with basic business terminology and have a positive attitude towards developing their language skills. Upon completion of the course, students shall be able to

- tell about themselves, their education and their work experience,
- tell about their job positions and what they do in their profession,
- utilize basic business terminology,
- give advice and instructions in work–related situations, and
- describe enterprises and their functions.

Content

The course comprises the following topics:

- Telling about oneself and one's education
- Curriculum vitae
- Working environments, duties and work–related functions
- Small talk
- Telephone and electronic communication
- Giving advice and instructions in work–related situations
- Enterprise presentations

Literature / Study Material

To be announced at a later date.

Learning Methods

Oral exercises such as one–on–one and group conversations and presentations, written assignments, computer–assisted assignments

Languages of Instruction

Finnish and Swedish

**Att tala svenska (In Finnish), 2 op
KD07CYRU220 (study unit)**

Lecturers

Jaana Store, MA

Objectives

The students are able to talk and discuss in Swedish about everyday issues related to life, work and their professional field.

Content

- oral exercises based on given topics
- conversation exercises related to everyday issues, working life subjects and current topics on the student's professional field

Literature / Study Material

Material collected by the teacher and the students

Learning Methods

Oral exercises, getting to know the vocabulary related to the subject matter based on e.g. recordings, videos and articles

Assessment

Continuous assessment, conversational examination and/or interview

Prerequisites

Business Swedish 1 (Affärssvenska 1)

Languages of Instruction

Finnish and Swedish

**Swedish business communication (In Finnish), 3 op
KD07CYRU100 (study unit)**

Lecturers

Päivi Seppälä, M.Sc.(Econ.&Bus.Adm.)

Objectives

After completing this course the student is able to communicate in Swedish both orally and in writing in the key business communication situations related to starting a business relationship, inquiries, requests for quotation, offers and orders.

Content

- communication related to starting a business relationship
- inquiries and requests for quotation
- offers
- communication related to ordering

Literature / Study Material

To be announced later

Learning Methods

Contact lessons, oral and written exercises

Assessment

Active participation in tuition and in oral and written exercises, an examination

Prerequisites

Business Swedish 1 (Affärssvenska 1)

Languages of Instruction

Finnish and Swedish

**Swedish for marketing (In Finnish), 3 op
KD07CYRU170 (study unit)**

Lecturers

Päivi Seppälä, M.S.(Econ. & Bus.Adm.)

Objectives

Students shall master the basic concepts of marketing, selling and advertising. They shall be able to communicate interactively and cope both orally and in writing with various duties in their professional field.

Content

The course involves

- texts related to marketing and selling,
- the basic concepts of marketing and selling,
- exhibitions and product demonstrations,
- sales conversations, and

- advertising.

Literature / Study Material

To be announced by the lecturer.

Learning Methods

Lectures, oral and written exercises, listening comprehension, computer–assisted exercises, working in pairs and groups

Assessment

Active participation in lectures, oral and written exercises, group presentation, and written examination

Prerequisites

Business Swedish 1 (Affärssvenska 1)

Languages of Instruction

Finnish, Swedish

Further Information

This course is not available during the academic year 2006–2007.

**Swedish for accounting (In Finnish), 2 op
KD07CYRU905 (study unit)**

Lecturers

Jaana Store, MA

Objectives

Students learn the basic concepts of accounting, banking and financing in Swedish. They understand texts and spoken language in their professional field and are able to communicate both orally and in writing about issues connected with their field.

Content

- basic concepts of accounting, banking and financing
- texts related to business economics and to banking and financing
- annual reports of enterprises
- services of banks and financing institutes

Literature / Study Material

Material announced by the teacher

Learning Methods

Contact lessons, oral and written exercises

Assessment

Active participation in tuition and exercises, written and oral outputs, a written examination

Prerequisites

Business Swedish 1 (Affärssvenska 1)

Languages of Instruction

Finnish, Swedish

Further Information

This course is not provided during the academic year 2006–2007.

**Swedish for administration (In Finnish), 2 op
KD07CYRU181 (study unit)**

Lecturers

Jaana Store, MA

Objectives

Students become familiar with the basic concepts related to corporative and public administration and to social activities and organisations. They get practice in understanding texts and spoken language of the field and master different service and communication situations both orally and in writing.

Content

- basic concepts and functions of corporative and public administration
- texts related to corporative and public administration
- activities of organisations
- job application situations
- meetings

Literature / Study Material

Material announced by the teacher

Learning Methods

Contact lessons, oral and written exercises

Assessment

Participation in tuition and exercises, written and oral outputs, a written examination

Prerequisites

Business Swedish 1 (Affärssvenska 1)

Languages of Instruction

Finnish, Swedish

**Library Swedish (In Finnish), 3 op
KD07CYRU120 (study unit)**

Lecturers

Päivi Seppälä, M.S.(Econ.& Bus.Adm.)

Objectives

Students shall master the basic concepts associated with library and information services. They shall understand the spoken and written language within their field and be able to cope both orally and in writing in customer service and other situations in their field.

Content

The course comprises the following topics:

- Library websites
- Vocabulary and texts on the library field
- Library networks
- Library materials, facilities and functions, personnel and tasks
- Customer service and other such situations

Literature / Study Material

Library websites and material distributed by the lecturer

Learning Methods

Lectures, oral and written exercises, independent information acquisition, working in pairs and groups

Assessment

Active participation in lectures and exercises, oral and written assignments, presentation, and written examination

Prerequisites

Business Swedish 1 (Affärssvenska 1)

Languages of Instruction

Finnish and Swedish

**Swedish: business contacts and public relations (In Finnish), 2 op
KD07CYRU171 (study unit)**

Lecturers

Päivi Seppälä, M.Sc.(Econ.& Bus.Adm.)

Objectives

Students are able to speak and communicate interactively in various business situations and to manage the written communication related to these situations.

Content

- business trips and visits
- customer announcements
- communication related to public relations such as congratulations, compliments and greetings
- speeches
- meetings and negotiations

Literature / Study Material

Material announced by the teacher

Learning Methods

Contact lessons, oral and written exercises

Assessment

Participation in tuition and exercises, oral and written outputs

Prerequisites

Affärssvenska 1 –Business Swedish 1

Languages of Instruction

Finnish, Swedish

**Scandinavian literature (In Finnish), 2 op
KD07AYRU070 (study unit)**

Lecturers

Jaana Store, MA

Objectives

Students get learn about new Scandinavian literature and the most significant Scandinavian authors. They have abilities and enthusiasm to read Scandinavian literature in original languages.

Content

- main features of Scandinavian literature
- some of the most significant Scandinavian authors and writings
- independent reading and and a presentation

Literature / Study Material

According to the teacher's instructions

Learning Methods

Contact lessons, independent assignments, oral and written exercises

Assessment

Participation in tuition and exercises, oral and written outputs

Prerequisites

Affärssvenska 1 –Business Swedish 1

Languages of Instruction

Finnish, Swedish

**Study trip to Sweden (In Finnish), 2 op
KD07CYRU301 (study unit)**

Objectives

Students get to know Swedish business life and culture. They are able to arrange company visits and meetings and to report about them. They can independently seek for related information and use it.

Content

Study visit; company visits in Sweden and getting to know Swedish culture.

- meetings for planning the study trip
- contacting the companies and organising company visits
- other trip arrangements such as visiting the travel agency
- case-exercises during the trip
- reporting after the journey

Literature / Study Material

Homepages of the target companies

Learning Methods

Journey and company visit arrangements in practice, company visits, getting to know the culture, oral and written exercises

Assessment

Active participation in the trip arrangements and during the company visits, oral and written reports

Prerequisites

Affärssvenska 1 –Business Swedish 1

Languages of Instruction

Swedish, Finnish

**Swedish listening, speaking and writing skills (In Finnish), 2 op
KD07CYRU211 (study unit)**

Lecturers

Päivi Seppälä, M.Sc.(Econ.& Bus.Adm.)

Objectives

Students understand normal–speed spoken language, are able to take notes from what they hear and discuss the topics.

Literature / Study Material

Material handed out by the teacher

Learning Methods

Listening exercises, oral and written assignments

Assessment

Listening exercises, various oral and written assignments, a listening comprehension test

Prerequisites

Affärssvenska 1 –Business Swedish 1

Languages of Instruction

Finnish, Swedish

**Swedish–Finnish translation (In Finnish), 2 op
KD07CYRU140 (study unit)**

Lecturers

Päivi Seppälä, M.Sc.(Econ.& Bus.Adm.)

Objectives

Students are able to translate texts related to the fields of business and administration from Swedish to Finnish and are able to take the structural differences between the languages into consideration.

Content

Swedish–Finnish translation and interpretation of texts on current topics dealing with social life and business; special attention is paid to the structural differences of the languages

Learning Methods

Lectures, translation exercises

Assessment

Participation in tuition and exercises, a written examination using dictionaries

Prerequisites

Affärssvenska 1 –Business Swedish 1

Languages of Instruction

Finnish, Swedish

The Nordic Countries and the EU (In Finnish), 3 op KD07DVVK001 (study unit)

Lecturers

Coordinator: Savonia University of Applied Sciences

Objectives

Students get to know the principles of operation and the importance of the EU for the Nordic countries from the economic perspective. They are able to search for information and to read texts on EU topics as well as to communicate on these matters in Swedish.

Content

The functions and the structure of the EU, the causes and effects of joining the EU/staying out of the EU in the Nordic countries, the importance of the EU for economy and competitiveness, and the Nordic Dimension

Literature / Study Material

Online material

Learning Methods

Online course: information retrieval, reading and writing exercises, discussions and commenting.

Assessment

Assignments and a written examination; the participation in the exam requires the submission of the network assignments in accordance with a given timetable

Prerequisites

Compulsory studies in Swedish required by the degree programme; e.g. Affärssvenska 1 & #8211; Business Swedish 1

Languages of Instruction

Swedish

Further Information

There are three institutions involved in the Swedish web education programme: Helia, Savonia and Seinäjoki University of Applied Sciences. Each institution has their own courses which enrol approximately 20 of their own students and about 4 to 6 students from the other participating institutions. More information from Päivi Seppälä. The course is provided by the Business School.

Välfärdsstaterna i Norden (In Finnish), 3 op KD07DVVK004 (study unit)

Lecturers

Päivi Seppälä, M.Sc.(Econ.& Bus.Adm.)

Objectives

Students familiarise themselves with the society of the Scandinavian countries, the focus is on Sweden. They will also gain a general knowledge on Nordic administration, social systems such as education, health care, employment and industries. They get to know the Scandinavian media and are able to search and read information on matters related to the above-mentioned subjects in online newspapers and also to discuss these topics.

Content

Scandinavian (focus being on Sweden) administrative systems, social systems such as education, health care and employment, industries, media and online newspapers.

Literature / Study Material

Online material

Learning Methods

Online course: information retrieval, reading and writing exercises, discussions and commenting.

Assessment

Exercises and a written examination; the participation in the exam requires the submission of online assignments in accordance with a given timetable

Prerequisites

Compulsory Swedish studies required by the degree programme; e.g. Affärssvenska 1 –Business Swedish 1

Languages of Instruction

Swedish

Further Information

There are three institutions involved in the Swedish web education programme: Helia, Savonia and Seinäjoki University of Applied Sciences. Each institution has their own courses which enrol approximately 20 of their own students and about 4 to 6 students from the other participating institutions. More information from Päivi Seppälä. The course is provided by the Business School.

Scandinavian literature, arts and music (In Finnish), 3 op KD07DVVK003 (study unit)

Lecturers

Coordinator: Savonia University of Applied Sciences

Objectives

Students familiarise themselves with various aspects of the Icelandic, Norwegian, Swedish and Danish cultures. They will also gain a general knowledge on the literature, visual arts and music of these countries and are able to search information on related issues and discuss these.

Content

Icelandic, Norwegian, Swedish and Danish literature, visual arts and music

Literature / Study Material

Online material and other material announced by the teacher

Learning Methods

Online course: information retrieval, reading and writing exercises, discussions and commenting.

Assessment

Assignments and a written examination; the participation in the exam presupposes the submission of online assignments in accordance with a given timetable

Prerequisites

Compulsory studies in Swedish required by the degree programme; e.g. Affärssvenska 1 –Business Swedish 1

Languages of Instruction

Swedish

Further Information

There are three institutions involved in the Swedish web education programme: Helia, Savonia and Seinäjoki University of Applied Sciences. Each institution has their own courses which enrol approximately 20 of their own students and about 4 to 6 students from the other participating institutions. More information from Päivi Seppälä. The course is arranged by the Business School.

Swedish for business meetings 1 (In Finnish), 4 op KD07AYRU090 (study unit)

Objectives

Students are able to communicate in Swedish both orally and in writing in everyday situations and common business tasks. They are able to acquire and utilise information related to their field. Students manage the basic terminology of business and have a positive attitude towards developing their language skills. After completing this course the students are able to

- tell about themselves, their education and their work experience
- tell about their tasks and duties
- use the basic business terminology
- give advice and instructions in work-related situations
- describe enterprises and their functions

Content

- telling about yourself and your education
- CV
- working environments, duties and work-related functions
- small talk, telephone and online communication
- giving advice and instructions in work-related situations
- enterprise presentations
- current texts of business topics

Literature / Study Material
Will be announced later

Learning Methods
Oral exercises and presentations, written assignments, computer assisted assignments

Assessment
Active participation in tuition and in both oral and written exercises, written and oral examinations.

Languages of Instruction
Swedish, Finnish

Further Information
Evening course, mainly intended for adult education students.

Swedish for business contacts (In Finnish), 4 op KD07AYRU002 (study unit)

Objectives
Students understand texts and programs related to Scandinavian life and economy. They are able to communicate interactively on topics related to their orientation in studies both orally and in writing and are able to independently search information on them. They are capable of handling the work tasks of their field in Swedish.

Content

- texts and programs related to social life and economy
- information retrieval
- preparing an essay and/or a summary
- according to the orientation the curriculum description of the course 'Marknadsföringssvenska –Marketing Swedish', 'Förvaltningssvenska –Administrative Swedish' or 'Redovisningssvenska –Accounting Swedish' will be followed

Literature / Study Material
Material announced by the teacher

Learning Methods
Oral and written exercises, contact tuition, computer assisted assignments, listening exercises

Assessment
Active participation in contact tuition, oral and written outputs, a written examination

Prerequisites
Svenska i affärskontakter 1 –Swedish in business contacts 1

Languages of Instruction
Swedish, Finnish

Further Information
Evening course, mainly intended for adult education students.

Introduction to business German (In Finnish), 2 op KD07AYSA022 (study unit)

Lecturers
Tuula Stenbacka, M.A.

Objectives
Students become familiar with vocabulary and topics pertaining to business German. They shall also manage the essential structures of the language better. After completing the course, students shall

- know the terminology of business German, and
- be able to discuss issues related to their studies, working life and business.

Content
The course comprises the following topics:

- Introducing oneself
- Presenting one's workplace and tasks

- Selling and buying situations
- Telling about one's hobbies and leisure time
- Small-talk

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, written and oral exercises, written examination

Assessment

Active participation in lectures, written and oral exercises, written examination

Prerequisites

Three-year course at the upper secondary school or corresponding studies

Languages of Instruction

German, Finnish

**Business German (In Finnish), 4 op
KD07AYSA052 (study unit)**

Lecturers

Tuula Stenbacka, MA

Objectives

Students become familiar with the language related to economic life and the knowledge of culture and manners in German-speaking countries. They learn to communicate both orally and in writing in various situations of working life and business. After completing this course, the students

- can tell about their work tasks, company and studies and manage the job seeking situation in target language
- can tell about their home country and their place of residence
- can manage in various situations related to business travelling

Content

- telling about one's education and working experience
- job application, drafting a CV, job interview
- the organisation and tasks of the work place
- Finnish and German education systems
- telephone conversations
- situations in restaurants and hotels
- travel arrangements
- exhibitions
- e-mail communicating
- differences in business life between Finland and Germany
- telling about Finland in German

Literature / Study Material

Rakkolainen, Tuomiala-Mäkelä, Bürkel: Deutsch im Berufsleben (Edita)

Learning Methods

Contact tuition, written and oral exercises, written examination

Assessment

Active participation in contact tuition, written and oral exercises, a written examination

Prerequisites

Three-year course at upper secondary school or corresponding studies

Languages of Instruction

German, Finnish

**German, Business communication 1 (In Finnish), 3 op
KD07AYSA030 (study unit)**

Lecturers

Tuula Stenbacka, MA

Objectives

Students learn to draw up business letters and become familiar with the terminology needed in export activities. After completing this course the students can

- act in the most important situations in business communication
- draw up the most common business letters
- communicate on the telephone

Content

- contacting a business partner or an organisation
- inquiries, offers, orders, confirmations of orders
- telephone and e-mail messages

Literature / Study Material

Will be announced at the beginning of the course

Learning Methods

Contact tuition, written and oral outputs, a written examination

Assessment

Active participation in contact tuition, business letters and translations, portfolio, oral exercises, a written examination

Prerequisites

Three-year course at the upper secondary school or corresponding studies

Languages of Instruction

German, Finnish

German, Business communication 2 (In Finnish), 3 op KD07CYSA150 (study unit)

Lecturers

Tuula Stenbacka, MA

Objectives

Expanding and deepening the 'Business communication 1' course, the emphasis is on oral communication. After completing this course the students

- can act in the essential situations related to business and company communication
- get confidence in using the language in negotiations and when dealing with problems.

Content

- written and oral complaints and adjustments
- company presentation
- selling and negotiation situations

Literature / Study Material

Will be announced at the beginning of the course.

Learning Methods

Contact tuition, written and oral exercises

Assessment

Active participation in contact tuition, oral exercises, oral presentation, a take-home examination

Prerequisites

Three-year course at the upper secondary school or corresponding studies, Liikeviestintä 1 – German Business communication 1

Mündliche Kommunikation (In Finnish), 2 op KD07CYSA121 (study unit)

Lecturers

Tuula Stenbacka, MA and a native speaker

Objectives

Students expand their vocabulary and activate their oral expression. After completing this course, students are more confident in coping with everyday situations in German.

Content

- telling about one's education and workplace
- hobbies
- daily chores
- family, home place
- visiting a bank, post office and different authorities
- visiting a German family –small talk –cultural differences
- travelling

Literature / Study Material

Will be announced at the beginning of the course

Learning Methods

Participating in conversation practice

Assessment

Active participation in exercises, completing all assignments

Languages of Instruction

German

German 1, elementary course (In Finnish), 4 op KD07AYSA020 (study unit)

Lecturers

Tuula Stenbacka, MA

Objectives

Students learn the basics of the German language and get to know German-speaking countries and their culture and customs. After completing this course, students

- are able to communicate in everyday situations in German
- can tell about themselves, their education, job, family and their home.

Content

- introduction and personal data
- education
- working hours and tasks
- company premises
- eating out
- family and housing

Literature / Study Material

- Kauppi–Simon: Fahrplan, texts and vocabularies
- Kauppi–Simon: Fahrplan, grammar and exercises

Learning Methods

Contact tuition, written and oral exercises

Assessment

Active participation in tuition, written and oral exercises, two (2) written examinations

Languages of Instruction

German, Finnish

Further Information

The course is provided by the Business School.

German 2, continuation course (In Finnish), 4 op KD07AYSA101 (study unit)

Lecturers

Tuula Stenbacka, MA

Objectives

Students learn more of the structures of the language and their vocabulary increases (continuation course to the German elementary course). After completing this course, students

- can make travel arrangements e.g. at the airport and at a hotel
- learn telephone terminology
- can tell about their home city and country and instruct a German-speaking person to the right address using the target language

Content

- introducing one's home town or area
- on the phone
- booking a hotel room
- a trip to Munich
- at the airport
- using public transportation

Literature / Study Material

Kauppi–Simon: Fahrplan, teksti ja sanastot Kauppi–Simon: Fahrplan, kielioppi ja harjoitukset (Tammi)

Learning Methods

Contact tuition, written and oral exercises

Prerequisites

Saksa 1, alkeiskurssi –German 1, elementary course or corresponding studies

Languages of Instruction

German, Finnish

Further Information

The course is provided by the Business School.

German 3, oral communication (In Finnish), 2 op KD07DWSA030 (study unit)

Lecturers

Tuula Stenbacka, MA

Objectives

Students increase their vocabulary and activate their oral expression interactively. After completing this course, students are more confident in managing everyday situations using the German language.

Content

- telling about one's education and workplace
- hobbies
- daily chores
- family, home place
- travelling
- visiting a German family
- running errands in stores and offices
- interactive communication

Literature / Study Material

Will be announced at the beginning of the course

Learning Methods

Participating in conversation practice and oral assignments

Assessment

Active participation in exercises, acceptable performing of the assignments

Prerequisites

Saksa 1 & 2 –German 1 & 2 or corresponding studies

Languages of Instruction

German, Finnish

Further Information

- further information from the lecturer
- max 18 participants

**Kultur– und Landeskunde Online (In Finnish), 3 op
KD07DWSA001 (study unit)**

Lecturers

Heli Simon, MA

Objectives

Students are able to search for information on the Internet using the German language, process this information, prepare summaries, essays, and other written outputs, and make a presentation in German.

Content

Germany, Austria and Switzerland:

- general knowledge of the countries
- economic life
- political systems
- culture

Learning Methods

Online course in the Moodle learning environment

Assessment

Learning assignments, a final examination

Prerequisites

Three–year course at the upper secondary school or corresponding studies

Languages of Instruction

German

Further Information

From the lecturer The course is provided by the Business School.

**Basics in French (In Finnish), 4 op
KD07DWRA010 (study unit)**

Lecturers

Ilpo Kempas, PhD

Objectives

Students learn the basics of the French language. They understand and can use the most essential vocabulary and structures of the language both in speech and in writing. After completing this course, the students

- can present their personal data
- can manage certain everyday communication situations using the target language
- can describe their environment and express their opinions
- can give advice and instructions related to everyday life

Content

- telling about oneself
- shopping situations, ordering food in a restaurant
- presenting your home place
- giving advice and instructions

Literature / Study Material

Material handed out by the teacher

Learning Methods

Contact tuition, written and oral assignments

Assessment

Active participation in class tuition, performing written and oral assignments, two (2) examinations both of which have to be passed

Languages of Instruction

French, Finnish

Further Information

- the tuition takes place on Thursdays starting 14 o'clock
- the course takes place during periods 3 and 4

French 2, continuation course (In Finnish), 3 op KD07DWRA020 (study unit)

Lecturers

Ilpo Kempas, PhD

Objectives

Students learn more about the basics of the French language. They increasingly understand and are able to use the most essential vocabulary and structures of the language both in speech and in writing. After completing this course, the students

- can tell about past events
- can tell about their hobbies
- can discuss things related to health
- can tell about their home country and place of residence in French

Content

- telling about one's hobbies
- various communication situations
- telling about journeys

Literature / Study Material

Material handed out by the teacher

Learning Methods

Contact tuition, written and oral assignments

Assessment

Active participation in class tuition, performing written and oral assignments, a written examination

Prerequisites

Ranska 1, alkeiskurssi –French 1, elementary course

Languages of Instruction

French, Finnish

Thème – Finnish –French translation (In Finnish), 1.5 op KD07CYRA140 (study unit)

Lecturers

Ilpo Kempas, PhD

Objectives

Students can express themselves fluently in French and increase their vocabulary. They also become aware of the essential differences between their mother language and French. After completing this course, the students

- are able to produce text that is as fluent and as grammatically correct as possible
- can effectively utilise the different instruments of written expression

Content

Translation exercises

Literature / Study Material

Material handed out by the teacher, some basic grammar book of French, dictionaries, Internet material

Learning Methods

Contact tuition, written translation exercises

Assessment

Active participation in contact tuition, performing written assignments and exercises. The grade is based on three evaluated translations done in the latter part of the course and the student's learning diary.

Prerequisites

Ranska, yleisikieli – French, general course

Languages of Instruction

French, Finnish

**French, general course (In Finnish), 4 op
KD07AYRA020 (study unit)**

Lecturers

Ilpo Kempas, PhD

Objectives

The student develops their knowledge of French in different sub-areas. The student will have improved their understanding and use of the key structures of the language both in speech and in writing. Having completed the course, the student

- will be able to read French documentary prose
- will be able to cope in certain everyday communication situations in the target language
- will be able to express themselves in writing

Content

- advanced knowledge of grammar
- study of text and AV material
- language production exercises

Literature / Study Material

Material handed out by the teacher and a French basic grammar book

Learning Methods

Classroom teaching; written and oral learning tasks

Assessment

Active participation in classroom activities; completion of written assignments; written examination.

Prerequisites

Studies completed in upper secondary school or corresponding knowledge

**French for business (In Finnish), 4 op
KD07AYRA103 (study unit)**

Lecturers

Ilpo Kempas, PhD

Objectives

The student understands and is able to use business French both in speech and in writing. Having completed the course, the student

- will be able to read French of business and economic life
- will be able to cope in certain everyday business communication situations in the target language
- will be able to write a business letter in French

Content

- language of business and economy
- study of text material
- language production exercises

Literature / Study Material

Material handed out by the teacher and a French basic grammar book

Learning Methods

Classroom teaching; written and oral learning tasks

Assessment

Active participation in classroom activities; completion of written assignments; written examination.

Prerequisites

French, advanced course

**Spanish 1 (In Finnish), 4 op
KD07AYES010 (study unit)**

Lecturers

Ilpo Kempas, PhD

Objectives

Students learn the basics of Spanish. They understand and know how to use the key vocabulary and structures in speech and writing. After completing this course, the students

- know how to tell about themselves
- cope with certain everyday communication situations in the target language
- are able to describe their environment and express their opinions
- are able to give advice and instructions in everyday situations
- are able to tell about their home town and country in the target language

Content

- telling about oneself
- shopping situations, ordering food in a restaurant, asking and telling the way
- introducing one's home town
- giving advice and instructions

Learning Methods

Class tuition, written and oral exercises

Assessment

Active participation in classroom work, performing written exercises and assignments, two (2) examinations both of which must be passed

Languages of Instruction

Spanish, English

**Spanish 2 (In Finnish), 4 op
KD07CYES100 (study unit)**

Lecturers

Ilpo Kempas, PhD

Objectives

Students learn more about the basics of the Spanish language. They increasingly understand and are able to use the key vocabulary and structures of the language both in speech and in writing. After completing this course, the students

- are able to talk about their interests and preferences
- cope with certain telephone communication situations in the target language
- are able to talk about past events
- are able to talk about the weather

Content

- shopping travel situations
- weather expressions
- talking about past events (studies, career etc.)

Literature / Study Material

Kattán-Ibarra: Teach yourself Spanish

Learning Methods

Class tuition, written and oral exercises, practising oral communication with a native teacher

Assessment

Active participation in classroom work, performing written exercises and assignments, a written and an oral examination

Prerequisites

Espanja 1 –Spanish 1

Spanish 3 (In Finnish), 4 op KD07CYES110 (study unit)

Lecturers

Ilpo Kempas, PhD and Julio Vallejo, Architect

Objectives

Students deepen their skills in managing the basic structures of Spanish. They increasingly understand and are able to use the most essential vocabulary and structures of the language both in speech and in writing. After completing this course, the students

- can present their personal data
- can manage certain everyday communication situations using the target language
- can describe their environment and express their opinions
- can give advice and instructions related to everyday life
- can tell about their home town and country using the target language

Content

- describing events
- telling about Finland
- telling about one's eating habits
- preparing a journey

Literature / Study Material

Kautto, Laine & Lehmussaari: Entre Amigos

Learning Methods

Contact tuition, written and oral exercises, practising spoken communication with the guidance of a native teacher

Assessment

Active participation in the class tuition, performing written and oral exercises, a written and an oral examination

Prerequisites

Espanja 2 –Spanish 2

Spanish 4 (In Finnish), 3 op KD07CYES120 (study unit)

Lecturers

Ilpo Kempas, PhD

Objectives

Students learn to understand authentic Spanish formal text, also related to the field of business. After completing this course, students

- are able to read formal text with the help of some resources (e.g. dictionaries)
- are familiar with the most essential vocabulary related to business life
- can draw up an official letter in Spanish

Content

- business language
- vocabulary related to the student's orientation
- drawing up a letter in Spanish

Literature / Study Material

Kautto, Laine ja Lehmussaari: Entre Amigos; material handed out by the teacher

Learning Methods

Contact tuition, written and oral exercises

Assessment

Active participation in class tuition, performing written and oral assignments, a written examination

Prerequisites

Espanja 3 –Spanish 3

Languages of Instruction

Spanish, Finnish

Portuguese 1 (In Finnish), 4 op KD07AYPO010 (study unit)

Lecturers

Ilpo Kempas, PhD

Objectives

Students learn the basics of Portuguese. They understand and can use the most essential vocabulary and structures of the language both in speech and in writing. After completing this course, the students

- can present their personal data
- can manage certain everyday communication situations using the target language
- can describe their environment and express their opinions
- can give advice and instructions related to everyday life
- can tell about their home town and country using the target language

Content

- telling about oneself
- shopping situations, ordering food in a restaurant, telling the way
- introducing one's home town
- giving advice and instructions

Learning Methods

Contact tuition, written and oral assignments

Assessment

Active participation in class tuition, performing written exercises and assignments, two (2) examinations of which both have to be passed.

Languages of Instruction

Portuguese, Finnish

Further Information

In Business School

Portuguese 2 (In Finnish), 4 op KD07AYPO020 (study unit)

Lecturers

Ilpo Kempas, PhD

Objectives

The students learn more about the basics of Portuguese language. They increasingly understand and are able to use the most essential vocabulary and structures of the language both in speech and in writing. After completing this course, the students

- can tell about past events
- can tell about their hobbies
- can discuss things related to health and illnesses
- can tell about their home town and country in the target language

Content

- telling about one's hobbies
- various communication situations

- telling about journeys

Literature / Study Material

Melo e Abreu: Lusomania

Learning Methods

Contact tuition, written and oral assignments

Assessment

Active participation in class tuition, performing written exercises and assignments, a written examination

Prerequisites

Portuguese 1

Languages of Instruction

Portuguese, Finnish

Further Information

- tuition takes place on Tuesdays starting at 2 pm.
- the course takes place during periods 3 and 4

**Russian 1, elementary course (In Finnish), 4 op
KD07CYVE010 (study unit)**

Lecturers

Tanja Kuivinen

Objectives

Creating a basic knowledge of the Russian language. After completing this course, the students can manage in everyday practical communication situations.

Content

- basic grammar
- telling about oneself
- language ability
- cafe and restaurant situations
- asking and telling the way
- making appointments
- knowledge of the Russian country and culture

Literature / Study Material

Nikiforow –Keränen –Alikov: Saljut 1. Venäjän alkeiskurssi (An elementary course in Russian)

Learning Methods

Contact tuition, written and oral assignments

Assessment

Active participation in class tuition, written exercises and assignments, two (2) examinations both of which must be passed.

Languages of Instruction

Russian, Finnish

**Russian 2, continuation course (In Finnish), 4 op
KD07CYVE100 (study unit)**

Lecturers

Tanja Kuivinen

Objectives

Developing a basic language proficiency. After completing this course, the students cope with various everyday practical communication situations and are able to carry out simple business life conversations.

Content

- increasing the basic grammar/vocabulary skills

- contact information, jobs and duties
- hobbies, habits
- age, family, education
- basics of telephone language
- basic shopping items
- acquiring tickets to the theatre etc.
- time, days, opening hours
- private visits

Literature / Study Material

Nikiforow –Keränen– Alikov: Saljut 1. Venäjän alkeiskurssi (An elementary course in Russian) 1

Learning Methods

Contact tuition, written and oral assignments

Assessment

Active participation in class tuition, performing written exercises and assignments, two (2) examinations both of which must be passed.

Prerequisites

Russian, elementary course or corresponding skills

Languages of Instruction

Russian, Finnish

Further Information

In Business School

Degree Programme in Conservation (In Finnish)

Head of degree programme: Mr. Matti Laine, Tel +358 40 830 4152, E-mail: matti.laine@seamk.fi
ECTS/International coordinator: Ms. Eija Pennanen, Tel +358 20 124 5924, E-mail: eija.pennanen@seamk.fi

Degree and qualification awarded

Bachelor of Conservation

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

General description of the degree programme

The aim of this programme is to train building conservators for preservation of Finnish built heritage. During studies student get familiar with profession and ideology in conservation. Wood, wooden structures and buildings and their surfaces are in the centre of programme.

Subject specific competences

Conservation competence

- manages the systematic, critical and methodological solutions of restoration and conservation processes and is able to develop several solutions to the conservation problems.
- is able to evaluate and analyse different aspects holistically and plan, coordinate and implement conservation processes.

Competence in material analysis

- can plan, coordinate and carry out material analyses. The student has ability either to make him/herself or to contract out and commission material analyses and to evaluate and interpret their results.

Contextualisation competence

- can recognise, date and situate individual objects, built environments, collections, materials and techniques, i.e. cultural artefacts and heritage in the right historical context

Documentation competence

- knows and is able to apply different documentation methods in order to report and document different stages of a conservation process.

Competence relating to collections

- knows the theories, methods and principles relating to collections as well as the management, organisation and processes of collections, and museum technology

Access to further studies

The graduates will be eligible for a post-graduate degree in conservation. (Legislation on Finnish polytechnics 351/2003).

Degree Programme in Conservation (In Finnish), 240 cr (3.9.2007)

KONS 2007

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KH12AK10	BASIC STUDIES					30
KH12AK10041	Information technology	x				4
KH12AK10042	ArchiCAD	x				2
KH12AK10070	English 1	x				3
KH12AK10080	English 2		x			3
KH12AK10100	Swedish		x			3
KH12AK10051	Communication skills			x		2
KH12AK10050	Informatics	x				2
KH12AK10052	Seminar work		x			2
KH12AY1003	Entrepreneurship			x		3
KH12AY1002	Marketing			x		3
KH12AY1001	Cost planning			x		3
KH12AOP	PROFESSIONAL STUDIES					153
KH12BK01	Technical and Scientific Subjects Module					33
KH12AK10081	Physics	x				3
KH12BK60011	Chemistry 1	x				3
KH12BK60021	Chemistry 2		x			2
KH12BK60031	Chemistry 3			x		3
KH12BK40011	Basics of construction technology 1	x				3
KH12BK40021	Basics of construction technology 2		x			3
KH12BK40031	Construction physics		x			3
KH12BK40061	Concrete and metal structures			x		3
KH12BK60051	Research methods 1	x				2
KH12BK60061	Research methods 2			x		3
KH12BK60071	Microbiology		x			3
KH12BK60081	Klimatologia			x		2
KH12BK02	Conservation of Timber Structures Module					41
KH12BK60012	Materials: Timber	x				5
KH12BK40041	Timber structures 1	x				5
KH12BK40050	Timber structures 2		x			4
KH12BK50040	Conservation of timber structures 1	x				11
KH12BK50050	Conservation of timber structures 2		x			8
KH12BK50062	Conservation of timber structures 3			x		8
KH12BK03	Conservation of masonry structures Module					19
KH12BK40080	Masonry structures 1		x			3
KH12BK40051	Masonry structures 2			x		3
KH12BK60032	Materials of masonry constructions		x			3

KH12BK50081	Conservation of masonry structures 1		x			3
KH12BK50082	Conservation of stone			x		3
KH12BK50091	Conservation of masonry structures 2			x		4
KH12BK04	Conservation of Materials Complementing Finished Frame Module					30
KH12BK60024	Surface materials and techniques 1	x				7
KH12BK60023	Surface Treatment Materials and Techniques 2		x			5
KH12BK50061	Conservation of treated surfaces 1		x			5
KH12BK50072	Conservation of treated surfaces 2			x		10
KH12BK60042	Materials complementing the frame			x		3
KH12BK05	Artistic and Museum Subjects Module					30
KH12BK10091	History of built environment 1	x				4
KH12BK10101	History of built environment 2		x			5
KH12BK50031	Documentation 1	x				4
KH12BK50041	Documentation 2		x			5
KH12BA10001	Ethics of profession	x				3
KH12BA10002	Museology and ethics of profession			x		3
KH12BA10003	Seminars and site visits		x			6
KH12VVO	FREE CHOICE STUDIES					12
KH12BV10007	Machines and safety	x				2
KH12BV10008	Preparation of a profile handplane		x			2
KH12BV10003	Gilding			x		2
KH12BV10004	Decorative painting			x		2
KH12BV10005	Plaster work			x		2
KH12BV10011	Wallpaper preparation			x		4
KH12BV10010	Bricklaying of oven		x			3
KH12FK80	Thesis					15
KH12EH	Practical training					30

Study Descriptions

Information technology, 4 op KH12AK10041 (study unit)

Objectives

Students shall be familiar with the principles of information technology in general and at the Seinäjoki University of Applied Sciences. Students shall learn to use word processing programs, spreadsheets, databases, graphics and other software necessary during their studies. Students shall understand what digital pictures involve and be able to process images.

Content

The course comprises the following topics:

- Information technology in general and at the Seinäjoki University of Applied Sciences
- Word processing, spreadsheets, databases, graphics and other software
- Structure of a digital picture
- Terminology associated with processing images
- Using and processing images, graphics and film

Literature / Study Material

Program manuals, lectures, handouts

Learning Methods

Lectures and exercises

Assessment

Active participation, exercises and exam

Languages of Instruction

Finnish

**ArchiCAD, 2 op
KH12AK10042 (study unit)**

Objectives

Students shall gain basic knowledge of ArchiCAD applications for drawing buildings.

Content

The course comprises computer-aided design in construction drawing using ArchiCAD.

Literature / Study Material

Program manual, lecture handouts

Learning Methods

Lectures and exercises

Assessment

Active participation and exercises

**English 1, 3 op
KH12AK10070 (study unit)**

Lecturers

Tapio Pihlajaniemi, MA

Objectives

The aim of the course is to revise grammatical conventions and study vocabulary associated with the fields of construction and conservation. Students shall be competent in using terminology both orally and in writing. The student will possess the ability to discuss one's studies and country, use the language in social settings, during field trips and business travel. Some command of the professional field's terminology. The objectives involve reading, listening and speech exercises.

Content

Developing efficient communication skills, acquisition of information in the data bases, Internet, compiling CV and job application, basic text study of conservation texts, oral presentation and other text studies related to the field of conservation.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, presentations, listening comprehension and conversations and independent studies.

Assessment

Active participation in the lectures, approved exercises and the examinations/tests.

Languages of Instruction

Finnish and English

**English 2, 3 op
KH12AK10080 (study unit)**

Lecturers

Tapio Pihlajaniemi, MA

Objectives

The student will master meeting procedures, is able to prepare an abstract and give a presentation on the conservation

field of study, and is confident as an interviewer or an interviewee and capable of using even demanding language orally and in writing.

Content

Texts of the conservation field, job interviews, simulations, presentations, meetings.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, presentations, listening comprehensions and conversation

Assessment

Active participation in the lectures, approved exercises and examinations/tests

Languages of Instruction

Finnish and English

**Swedish, 3 op
KH12AK10100 (study unit)**

Objectives

Students shall be competent in spoken and written Swedish necessary in conservation.

Content

The course comprises the following topics:

- Revision of grammar
- Vocabulary associated with construction and conservation
- Reading and listening comprehension
- Written and oral exercises

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, translations, presentations, listening comprehension and conversation

Assessment

Approved exercises and examination, as well as active participation in lectures.

**Communication skills, 2 op
KH12AK10051 (study unit)**

Objectives

Students shall acquire written and oral communication skills as required in the field of conservation.

Content

The course comprises the following topics:

- Writing as a process
- Layout and types of text in a formal text
- Improving communication skills

Literature / Study Material

Lecturer's material and thesis guidelines

Learning Methods

Lectures, written and oral exercises

Assessment

Active participation in lectures and oral communication practice, approved exercises and examination

**Informatics, 2 op
KH12AK10050 (study unit)**

Objectives

Students shall be familiar with sources of information needed in conservation. Student is capable with writing reports.

Layout and types of text in a formal text.

Content

The course discusses the fundamentals of data acquisition search from archives, libraries and networks, and interviews. The course discusses the writing and editing of an archive report about the history of a particular building or object of conservation based on gathered data.

Literature / Study Material

Lecturer's material, manuals issued by libraries and archives, e.g. National Archives: User's Guide

Learning Methods

Lectures and assignments

Assessment

Assignments, active participation in lectures.

**Seminar work, 2 op
KH12AK10052 (study unit)**

Objectives

Student is capable with producing conservation reports.

Content

Practising scientific way of thinking.

Literature / Study Material

Lecturer's material, Karjalainen, Launis, Pelkonen & Pietarinen: Tutkijan eettiset valinnat, 2002

Assessment

Active participation in lectures, approved exercises.

**Entrepreneurship, 3 op
KH12AY1003 (study unit)**

Objectives

Students shall master the basics of entrepreneurship in the field of conservation.

Content

Entrepreneurship.

Learning Methods

Lectures and assignments

Assessment

Active participation in lectures, approved assignments and examination

**Marketing, 3 op
KH12AY1002 (study unit)**

Objectives

Students shall master the basics of marketing in the field of conservation.

Content

Marketing.

Learning Methods

Lectures and assignments

Assessment

Active participation in lectures, approved assignments and examination

**Cost planning, 3 op
KH12AY1001 (study unit)**

Objectives

Students shall master the basics of cost planning in the field of conservation.

Content

Cost planning in conservation projects.

Learning Methods

Lectures and assignments

Assessment

Active participation in lectures, approved assignments and examination.

**Physics, 3 op
KH12AK10081 (study unit)**

Objectives

Students shall understand the terminology and principles of calculations associated with physics.

Content

The course comprises the following topics:

- Magnitude and unit systems of measurement
- Mechanics
- Quantum physics
- Light and color
- Nuclear physics
- Electricity and heat

Literature / Study Material

Lecturer's material

Learning Methods

Lectures and exercises

Assessment

Approved exercises and examination

**Chemistry 1, 3 op
KH12BK60011 (study unit)**

Objectives

The course involves the revision of organic and inorganic chemistry and their application to conservation.

Content

The course comprises the following topics:

- Basic terminology associated with inorganic chemistry
- Dirt and cleaning in chemistry
- Laboratory assignment: cleaning

Literature / Study Material

Science for Conservators, parts 1 (Introduction to Materials) and 2 (Cleaning); Giorgio Torracca: Solubility and Solvents for Conservation Problems

Learning Methods

Lectures, exercises and laboratory work

Assessment

Approved exercises and examination

Languages of Instruction

Finnish

**Chemistry 2, 2 op
KH12BK60021 (study unit)**

Objectives

Students shall understand the basic phenomena involved in chemistry and apply them to conservation.

Content

The course comprises the following topics:

- Chemistry of colors, chemical and physical properties of pigments
- Practical pigment analysis
- Old, historic pigment examples

Literature / Study Material

Knuutinen: Pigments. Schamm: Historische Materialien und Ihre Identifizierung; other material distributed by the lecturer and lecture notes.

Learning Methods

Lectures, color measurements and pigment analysis

Assessment

Approved assignment reports and analysis, exam and active participation

Prerequisites

Chemistry 1

Languages of Instruction

Finnish

Chemistry 3, 3 op KH12BK60031 (study unit)

Objectives

Students shall understand the basic phenomena involved in chemistry and apply them to conservation.

Content

The course involves chemistry and analysis of natural glues, varnishes and paints used in conservation.

Literature / Study Material

Maschalen–Kleiner: Old binding agents, varnishes and glues. Mills and White: The Organic Chemistry of Museum Objects

Learning Methods

Lectures and laboratory work

Assessment

Approved assignment reports and examination, active participation

Prerequisites

Chemistry 2

Languages of Instruction

Finnish

Basics of construction technology 1, 3 op KH12BK40011 (study unit)

Objectives

Students shall be aware of the building as a process and knows structures, techniques and materials in modern construction.

Content

The course comprises the following topics:

- Various parties involved in construction projects and their duties
- Applications for building permits
- Status and responsibilities of a conservator
- Technical and material aspects of a building
- Technical functions of a building, nomenclature and functions of various parts of a building

Literature / Study Material

Lecturer's material

Learning Methods

Lectures and assignments

Assessment

Active participation in lectures, examination

Languages of Instruction

Finnish

**Basics of construction technology 2, 3 op
KH12BK40021 (study unit)**

Objectives

Students shall be aware of the structures, techniques and materials in modern buildings.

Content

The course discusses the following topics:

- Base floor and load-bearing structures
- Constructing the foundation, reinforcement and methods of repair
- Soil types, properties and drainage
- HVAC technology

Literature / Study Material

Lecturer's material

Learning Methods

Lectures and assignments

Assessment

Approved examination and exercises, active participation.

Languages of Instruction

Finnish

**Construction physics, 3 op
KH12BK40031 (study unit)**

Objectives

Students shall be aware of the physical phenomena associated with buildings.

Content

The course comprises the following topics:

- Construction physics and structures
- Air flow and pressure, heat and moisture
- Structural fire resistance
- Application of modern regulations to old buildings
- Basics of strength of materials

Literature / Study Material

Siikanen: Rakennusfysiikka (Construction physics). Finnish construction regulations and lecturer's material

Learning Methods

Lectures, exercises and laboratory work

Assessment

Approved laboratory assignments, exercises and examination

Languages of Instruction

Finnish

**Concrete and metal structures, 3 op
KH12BK40061 (study unit)**

Objectives

Students shall be familiar with the structures made from concrete and metals.

Content

The course comprises the following topics:

- History, manufacture and application of concrete structures
- Metal structures and methods for handling metals: casting, forge smithing, welding, etc.

Literature / Study Material

Betoni Suomessa 1860–1960. (Concrete in Finland). Iron structures – steel and iron in Finnish architecture (Finnish Museum of Construction), and lecturer's material.

Learning Methods

Lectures and exercises

Assessment

Participation in lectures, approved exercises and examination

Languages of Instruction

Finnish

Research methods 1, 2 op KH12BK60051 (study unit)

Objectives

Students shall be familiar with and be able to apply the methods and tools for data acquisition in the field of conservation.

Content

The course discusses the methods and tools used in research and timing, for example, in dendrology and pollen analysis. The course also involves the preparation and microscopic examination of samples.

Literature / Study Material

Lecturer's material. Equipment manuals

Learning Methods

Lectures and laboratory exercises

Assessment

Approved examination and practical assignments, active participation

Languages of Instruction

Finnish

Research methods 2, 3 op KH12BK60061 (study unit)

Objectives

Student shall be familiar with and be able to apply the methods and tools for data acquisition in the field of conservation.

Content

The course discusses the methods and tools used in the research of materials, structures and surroundings. The course also involves the preparation of samples for microscopic examination and teaches students about ultraviolet rays, infrared, and x-ray as research tools.

Literature / Study Material

Lecturer's material, equipment and computer program manuals.

Learning Methods

Lectures and laboratory exercises

Assessment

Approved examination and practical assignments, active participation

Languages of Instruction

Finnish

Microbiology, 3 op KH12BK60071 (study unit)

Objectives

Students shall understand the basics of microbiology and classification, as well as growth conditions of microbes.

Content

The course comprises the following topics:

- Mechanisms of biodegrading in construction materials
- Microbe cultivation
- Disinfection and other prevention methods

Literature / Study Material

Allsopp–Seal: An Introduction to Biodeterioration. Luotonen–Viitanen: Rakennusten mikrobi- ja hyönteisongelmat (Problems caused by microbes and insects). Salkinoja–Salonen: Yleinen mikrobiologia (General microbiology)

Learning Methods

Lectures, written exercises and laboratory work

Assessment

Approved exercises and exam

Languages of Instruction

Finnish

Klimatologia, 2 op KH12BK60081 (study unit)

Lecturers

Hannu Pyy, FM

Objectives

Students shall be familiar with the conditions of and impacts on the environment.

Content

The course comprises the following topics:

- Global climate
- Pollution and its effect on various materials
- Prevention of damage caused by air pollution

Literature / Study Material

Lecturer's material and annual air-quality reports associated with the Seinäjoki region.

Learning Methods

Lectures, exercises and field trips.

Assessment

Lectures, exercises, field trips and approved examination.

Languages of Instruction

Finnish

Materials: Timber, 5 op KH12BK60012 (study unit)

Lecturers

Matti Laine, KteO, konservaattori

Objectives

Student is familiar with wood materials and processes of deterioration and conservation of wood.

Content

Timber used in buildings and built-in structures, structure of wood and recognition of wood species, growth, use and properties. Deterioration processes.

Learning Methods

Lectures and assignments.

Assessment

Active participation, approved assignments and examination.

Timber structures 1, 5 op KH12BK40041 (study unit)

Objectives

Students shall be familiar with the material and deterioration processes associated with wood in old buildings.

Content

Content The course comprises the following topics: Timber used in buildings and built-in structures, Timber structures Manufacturing of structures, processed timber and related techniques Wood protection and conservation methods, Deterioration processes

Learning Methods

Lectures and assignments

Assessment

Active participation, approved assignments and examination

Timber structures 2, 4 op KH12BK40050 (study unit)

Objectives

Students shall be familiar with the material and deterioration processes associated with wood in old buildings.

Content

Wood protection and conservation methods, timber structures, manufacturing of structures, processed timber and related techniques.

Literature / Study Material

Lecture's material; Metsälä: Puukirja; Kaila, Pietarila, Tomminen: Talo kautta aikojen, julkisivujen historia; Kaila, Vihavainen, Ekblom: Rakennuskonservointi; other literature associated with the field and lecture notes

Learning Methods

Lectures and assignments

Assessment

Active participation, approved assignments and examination.

Conservation of timber structures 1, 11 op KH12BK50040 (study unit)

Objectives

Students shall be familiar with the various alternatives and techniques involved in preserving buildings.

Content

The course discusses various stages and methods involved in preserving buildings, mapping of damage, plans for conservation and estimate of costs, as well as preventive conservation work.

Literature / Study Material

Kaila, Vihavainen, Ekblom: Rakennuskonservointi. (Building conservation.) Renovation files from the National Board of Antiquities. Talo kautta aikojen (The house throughout the ages), parts 1 and 2. B.M. Feilden: Building Conservation. Graduate theses, lecturer's material and other literature in the field.

Learning Methods

Lectures, written exercises, laboratory work and practical training.

Assessment

Lectures, written exercises, laboratory work and active participation in practical training

Languages of Instruction

Finnish

Conservation of timber structures 2, 8 op KH12BK50050 (study unit)

Objectives

Students shall be familiar with the alternatives and techniques associated with preserving buildings.

Content

The course is a continuation to the previous course with the same title and it involves primarily practical work on site. The course discusses bracing and reinforcement of structures and the conservation of timber materials.

Literature / Study Material

Kaila, Vihavainen, Ekbom: Rakennuskonservointi; Museoviraston korjauskortisto; Talo kautta aikojen, osat 1 ja 2. B.M; Feilden: Building Conservation. Lecturer's material and other literature in the field

Learning Methods

Lectures, written exercises, laboratory work and practical training

Assessment

Active participation in lectures, exercises, practical work and examinations

Languages of Instruction

Finnish

Conservation of timber structures 3, 8 op KH12BK50062 (study unit)

Objectives

Students shall be familiar with the alternatives and techniques associated with preserving buildings.

Content

The course is a continuation of the previous courses with the same title. The topics discussed in the course include restoration and reconstruction, conservation of woodwork (windows, doors, sheet and veneer surfaces, built-in furniture, roofing etc.), and the compilation of conservation and maintenance reports.

Literature / Study Material

Kaila, Vihavainen, Ekbom: Rakennuskonservointi; Museoviraston korjauskortisto; Talo kautta aikojen, osat 1 ja 2. B.M; Feilden: Building Conservation. Lecturer's material and other literature in the field

Learning Methods

Lectures, written exercises, laboratory work and practical work

Assessment

Active participation in lectures, exercises, practical work and examinations

Masonry structures 1, 3 op KH12BK40080 (study unit)

Objectives

Students shall be familiar with basics of structures made of stone and brick.

Content

The course comprises the following topics:

- Building techniques and the use of these structures
- Foundation, wall and roof structures
- Fireplaces and chimney stacks

Literature / Study Material

Lecturer's material

Learning Methods

Lectures, field trips and assignments.

Assessment

Active participation in lectures and field trips, approved exercises and examination

Languages of Instruction

Finnish

Masonry structures2, 3 op KH12BK40051 (study unit)

Objectives

Students shall be familiar with history of structures made of brick and stone materials.

Content

The course is a continuation of the previous course with the same title and it places emphasis on old structures.

Literature / Study Material

Byggforskningsrådet: Äldre murverkshus. Reparationer och ombyggnad. Lecturer's material.

Learning Methods

Lectures, field trips and assignments.

Assessment

Active participation in lectures and field trips, approved exercises and examination

Languages of Instruction

Finnish

**Materials of masonry constructions, 3 op
KH12BK60032 (study unit)**

Objectives

Students shall be familiar with brick and stone as building materials.

Content

The course discusses the composition and properties of stone and brick.

Literature / Study Material

Lecturer's material

Learning Methods

Lectures and exercises

Assessment

Active participation in lectures, approved exercises and examination

Languages of Instruction

Finnish

**Conservation of masonry structures 1, 3 op
KH12BK50081 (study unit)**

Objectives

Students shall be familiar with the ways in which stone and brick structures may become damaged and how these structures can be preserved.

Content

The course comprises the following topics:

- Damage to stone and brick
- Principles and methods for preserving stone and brick structures

Literature / Study Material

Duhrkop, Saretok, Sneek, Svedsen: Laasti, muuraus, rappaus. (Mortar, bricklaying, plastering.) Råman: Uudet laastit vanhoissa kivimuureissa. (Modern mortars in old masonry work.) Perander et al: Historiallisten kivistekenteiden laastit. (Mortars of historic stone structures.) Byggeforskningsrådet: Äldre murverkshus. (Old masonry houses). Feilden: Conservation of Historic Buildings. Lecturer's material.

Learning Methods

Lectures, assignments and practical work

Assessment

Active participation in lectures and exercises, approved assignments and examination

Languages of Instruction

Finnish

**Conservation of stone, 3 op
KH12BK50082 (study unit)**

Objectives

Students shall become familiar with stone as building material, the history of using stone, stone structures and the preservation of stone.

Content

The course comprises the following topics:

- Chemical and physical properties of stone
- Stone as a building material, processing stone and decay of the material
- Principles of stone preservation and restoration

Literature / Study Material

Lecturer's own material

Learning Methods

Lectures, assignments and field trips

Assessment

Active participation, practical work and examination

Languages of Instruction

Finnish

Conservation of masonry structures 2, 4 op KH12BK50091 (study unit)

Objectives

Students shall understand the ways in which structures made of brick and stone may become damaged, and be familiar with the principles and methods for preserving stone and brick structures.

Content

The course comprises the following structures:

- Methods for preserving stone, brick, concrete and metal
- Preventive measures: reinforcement, support, cleaning, etc.
- Other structures and surface treatment associated with brick and stone structures

Literature / Study Material

Dürhkop, Saretok, Sneck, Svendsen: Laasti, muuraus, rappaus; Råman: Uudet laastit vanhoissa kivimuureissa; Perander, ym.: Historiallisten kivrakenteiden laastit; Bygghälsögruppen: Äldre murverkshus; Feilden: Conservation of Historic buildings; ICCROM: Structural Conservation of Stone Masonry; Lahdensivu, Jukka (2004): Luonnokiviverhottujen massiivitehtäjäin vaurioituminen ja korjausperiaatteet. Solin, Ben & Kuula-Väisänen, Pirjo & Ermala, Sakari (2004): Luonnonkiven restaurointi. Solin, Ben & Kuula-Väisänen, Pirjo & Ermala, Sakari (2004): Luonnonkiven restauroinnin ja konservoinnin peruskemia. Lecturer's material

Learning Methods

Lectures and assignments, practical work

Assessment

Approved examination and assignments

Languages of Instruction

Finnish

Surface materials and techniques 1, 7 op KH12BK60024 (study unit)

Objectives

Students shall become familiar with surface-treatment agents, traditionally used in buildings, their properties, effects, damage and conservation methods. Students shall also understand the conservator's approach to work.

Content

The course comprises the following topics:

- Paints, varnishes, waxes, tar
- Agents used on textiles and paper, floorings, tiles, ceramics, and sheets, gypsum and plastered surfaces
- Fixing and priming, putties and fillers
- Surface treatment of various base materials using traditional techniques and materials

- Painting, wall–papering and making of wallpaper, paste–boarding

Literature / Study Material

Machalain, Kleiner: Vanhat sideaineet, lakat ja kiinnitteet (Traditional binding agents). Talo kautta aikojen, parts 1 and 2 (House through times). Books on traditional paintwork. Dörner: Maaliaineet ja niiden käyttö taidemaalauksessa (Paints and their use in fine art). Kiljunen: Taidemaalarin materiaalioppi (Artists materials). Maalialan materiaalioppi (Materials study on paints). Knuutinen: Paperin säilyvyyden kemia (Chemistry on preservation of paper). Råman: Uudet laastit vanhoissa kivimuureissa (Modern mortars in old masonry work). Perander, ym.: Historiallisten kivrakenteiden laastit (Mortars of historic stone structures). Lecturer's material.

Learning Methods

Lectures, exercises and laboratory work

Assessment

Active participation in lectures, approved exercises, portfolio and examination

Languages of Instruction

Finnish

Surface Treatment Materials and Techniques 2, 5 op KH12BK60023 (study unit)

Objectives

Students shall be familiar with the surface treatment agents traditionally used in buildings, their properties, effects, damage and conservation methods. Students shall understand the conservator's approach to work.

Content

The course is a continuation of course 1 and involves the following topics:

- Gilding, various plastering techniques and related surface treatment, stucco
- Base work for all work phases
- Painting and varnishing, imitation, wall–papering and making of wallpaper, pasteboarding, sheeting
- Installation of stretched fabric with related base work

Literature / Study Material

Pietarila: Väri ja tyyli. (Color and style.) Kaila, Pietarila, Tomminen: Talo kautta aikojen. (The house throughout the ages. History of Elevations.) Heikkinen et al: Kiinteän sisustuksen historia (History of fixtures and fittings). Lecturer's material and other literature in the field.

Learning Methods

Lectures and assignments, portfolio

Assessment

Active participation in lectures, approved assignments, portfolio and examination

Languages of Instruction

Finnish

Conservation of treated surfaces 1, 5 op KH12BK50061 (study unit)

Objectives

Student shall be familiar with conservation techniques and alternatives for treated internal and external surfaces.

Content

The course comprises the following topics:

- Conservation techniques and alternatives for treated internal and external surfaces
- Preventive work, analysis of color and material samples (wallpaper)
- Color analyses and related reports

Literature / Study Material

Kaila, Vihavainen, Ekbom: Rakennuskonservointi. (Building Conservation.) Talo kautta aikojen. (House through times.) Thesis of previous graduates. Pietarila: väri ja tyyli. (Colour and Style). Lecturer's material.

Learning Methods

Lectures, written and practical work

Assessment

Written and practical work, examination

Languages of Instruction

Finnish

**Conservation of treated surfaces 2, 10 op
KH12BK50072 (study unit)**

Objectives

Students shall be familiar with the reinforcement, fixing, underpinning, cleaning, protection, revival and restoration of surface structures.

Content

This course is a continuation of the previous course.

Literature / Study Material

Lecturer's material

Learning Methods

Lectures, written and practical work

Assessment

Assignments and examination

Languages of Instruction

Finnish

**Materials complementing the frame, 3 op
KH12BK60042 (study unit)**

Objectives

Students shall be familiar with supplementary frame materials and their conservation.

Content

The course comprises the following topics:

- Properties of various materials, damage mechanisms
- Conservation of glass, ceramics, textiles and paper

Literature / Study Material

Matiskainen: Suomalaisen lasin historia (History of Finnish glass). Jylhä–Vuorio: Keramiikan materiaalit (Ceramic materials). Knuutinen: Paperin säilyvyyden kemia. (Chemistry in the preservation of paper.). Lecturer's material.

Learning Methods

Lectures, written and practical assignments

Assessment

Lectures, written and practical exercises, examination

Languages of Instruction

Finnish

**History of built environment 1, 4 op
KH12BK10091 (study unit)**

Objectives

Students shall acquire an understanding of the history and styles of buildings.

Content

The course discusses cultural history and buildings in Finland during Swedish rule (1500–1800).

Literature / Study Material

Ars Suomen taide 1–6 (Finnish Art). Talo kautta aikojen, parts 1 and 2 (The house throughout the ages). Lecturer's material.

Learning Methods

Lectures and assignments

Assessment

Active participation in lectures, examination

Languages of Instruction

Finnish

**History of built environment 2, 5 op
KH12BK10101 (study unit)**

Objectives

Students shall acquire an understanding of the history and styles of buildings.

Content

The course comprises the following topics:

- Cultural history in 19th– and 20th–century Finland
- Finnish building styles and methods from the Empire to the era of redevelopment

Literature / Study Material

Ars Suomen taide 1–6 (Finnish Art). Talo kautta aikojen, parts 1 and 2 (The house throughout the ages). Lecturer's material

Learning Methods

Lectures and exercises

Assessment

Active participation in lectures, examination

Languages of Instruction

Finnish

**Documentation 1, 4 op
KH12BK50031 (study unit)**

Lecturers

Matti Laine, KteO, konservaattori

Objectives

Students shall be familiar with documentation its use.

Content

The course comprises the following topics:

- Fundamentals and methods of documentation in conservation work
- Design and presentation of written documentation report including measurements, drawings, photographs and research findings
- Significance of photography in conservation, fundamentals of photography and preservation of pictures taken
- Types of cameras, film and copy material, chemicals and their storage
- Discovery and documentation of the history, materials and structural properties of an object prior to conservation

Literature / Study Material

Heinonen, Lahti: Museologian perusteet, osa: dokumentointi (Basics in museology, part: documentation). Lecturer's material on photography.

Learning Methods

Lectures and practical work, e.g. measurements, drawings, photography and developing of photos, and written report

Assessment

Lectures and practical work, e.g. measurements, examination.

Languages of Instruction

Finnish

**Documentation 2, 5 op
KH12BK50041 (study unit)**

Objectives

Students shall be familiar with documentation and its use.

Learning Methods

Lectures and exercises.

Assessment

Exercises.

Languages of Instruction

Finnish

**Ethics of profession, 3 op
KH12BA10001 (study unit)**

Objectives

Students shall become familiar with the duties of a conservator, and gain knowledge about the history and development of conservation work.

Content

Students shall become familiar with the duties of a conservator, will gain knowledge about the history and development of conservation work.

Literature / Study Material

Jokilehto: A History of Architectural Conservation. Lecturer's material, international recommendations

Learning Methods

Lectures and field trips.

**Museology and ethics of profession, 3 op
KH12BA10002 (study unit)**

Objectives

Students shall become familiar with the duties of conservators, and gain knowledge about the history and development of conservation work.

Content

The course comprises three parts: Part 1: Protection of built heritage Part 2: Museology Part 3: Ethic work

Learning Methods

Lectures and assignments, seminars and field visits.

**Seminars and site visits, 6 op
KH12BA10003 (study unit)**

Objectives

Students shall become familiar with the field of conservation.

Content

The course involves field trips to conservation sites, conservation institutions and other related sites, participation in topical seminars and the acquisition of the latest data associated with the field.

Literature / Study Material

Lecturer's material and material obtained during various visits.

Learning Methods

Field trips, seminars and related lectures.

Assessment

Active participation, approved assignments, reports on field trips.

**FREE CHOICE STUDIES, 12 op
KH12VVO (study entity)**

Students shall complement their knowledge of various subjects, e.g. languages, handicraft skills, etc. Students may choose topics, which develop certain conservation skills further, for example, , Wallpaper Making, Gilding, Decorative Painting, Plaster Work.

Machines and safety, 2 op KH12BV10007 (study unit)

Objectives

Students shall learn how to use woodworking machines safely.

Content

The course discusses the principals of machines, safety at work and personal protection.

Literature / Study Material

Lecturer's material and instruction manuals for various machines

Learning Methods

Exercises

Assessment

Active partisipation

Languages of Instruction

Finnish

Preparation of a profile handplane, 2 op KH12BV10008 (study unit)

Objectives

Students shall possess competency in making their own tools for wood working.

Content

The course discusses the material, construction and processing of handplanes.

Literature / Study Material

Lecturer's material

Learning Methods

Practical work

Assessment

Active partisipation and finished handplane

Languages of Instruction

Finnish

Gilding, 2 op KH12BV10003 (study unit)

Objectives

Students shall be familiar with gilding methods and the bahavior of the material in use. get to know material in use.

Content

The course discusses various gilding methods for decorating buildings.

Literature / Study Material

Lecturer's material

Learning Methods

Lecutures and exercises

Assessment

Active participation and exercises

Languages of Instruction

Finnish

Decorative painting, 2 op KH12BV10004 (study unit)

Objectives

Students shall acquire competency in decorative painting.

Content

The course discusses various ways to paint decoratively.

Literature / Study Material

Lecturer's material

Learning Methods

Lectures and exercises

Assessment

Active participation and exercises

Languages of Instruction

Finnish

**Plaster work, 2 op
KH12BV10005 (study unit)**

Objectives

Students shall acquire competency in using gypsum.

Content

The course discusses various moulds and a variety of materials, as well as surface treatment with gypsum.

Literature / Study Material

Lecturer's material

Learning Methods

Lectures and exercises

Assessment

Active participation and exercises

Languages of Instruction

Finnish

**Wallpaper preparation, 4 op
KH12BV10011 (study unit)**

Objectives

Student knows techniques to produce wall paper using old existing model.

Content

Manufacturing wall paper.

Literature / Study Material

Manuals, lecture handouts.

Learning Methods

Lectures and exercises

Assessment

Active participation and exercises.

**Bricklaying of oven, 3 op
KH12BV10010 (study unit)**

Objectives

Students shall become familiar with various types of ovens.

Content

The course discusses various types of ovens and how to make an oven out of bricks.

Literature / Study Material

G.E. Asp: Uunimuuraaja, 1948; Heikkinen, Heinämies, Jaatinen, Kaila, Pietarila: Talo kautta aikojen – Kiinteän

sisustuksen historia, 1989; Museovirasto: Korjauskortisto – Tulisijat, 1994. Lecturer's material.

Learning Methods

Lectures and practical exercises

Assessment

Active participation, reports and examination

Languages of Instruction

Finnish

**Thesis, 15 op
KH12FK80 (study entity)**

Course objectives and content:

- Theoretical or practical project in conservation carried out independently.
- Presentation of the work and results at the final seminar

Learning methods and assessment:

- Guidebook for writing a thesis (at the institute)
- Written report, presentation of results in seminars and maturity test

Study material: All available material. Instructions issued by the degree program

**Practical training, 30 op
KH12EH (study entity)**

Course objectives and content:

- Field related work under expert supervision
- Opportunity for students to strengthen their knowledge in their field of specialization and of the work itself and to apply theory to practice

Learning methods and assessment:

- Practical work during summer holidays and one semester.
- Work performance and reports

Study material:

- All available material

Degree Programme in Construction Engineering (In Finnish)

Head of degree programme: Mr Ilkka Loukola, Tel. +358 40 830 5386, E-mail: ilkka.loukola@seamk.fi

Student counsellor: Mr Ilkka Loukola, Tel. +358 40 830 5386, E-mail: ilkka.loukola@seamk.fi

ECTS/International coordinator: Mr Tapio Pihlajaniemi Tel. +358 40 830 3966, E-mail: tapio.pihlajaniemi@seamk.fi

Degree and qualification awarded

Bachelor of Engineering

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

General description of the degree programme

The objective of Construction Engineering is to educate bachelors of science in construction engineering. Construction Engineering aim is prepare the students for building construction design and production, entrepreneurship and management. Central themes in the degree programme are wood and steel construction. The aim is to equip the students with skills for diverse tasks in construction, including design, manufacture, management, export and marketing and working as an independent entrepreneur and to prepare the students for independent working using modern communication skills, computer technology and team work also in international surroundings in the fields of design, production, management, export and entrepreneurship. Wide international connections give the students various choices for studying and practical training abroad. Construction Engineering study programme benefits from modern laboratories with practical applications. Construction laboratory, construction studio and well functioning business contacts contribute to project work with practical emphasis.

Subject specific competences

Competence in environmental responsibility and life cycle analysis in construction

- environmental impact management of building materials and job site production
- life cycle technology management
- product service time design
- real estate and facility management

Competence in structural design

- structural building and environmental materials design
- static control of structures
- ability to use laws of building physics in design
- safety of structures and materials
- comprehension of heating, ventilating, air conditioning and electrical automation design in building design

Competence in construction production

- building and environmental construction management and contracting
- production management
- rakentamisen laadun ja turvallisuuden hallinta
- comprehension of heating, ventilating, air conditioning and electrical automation design in production

Competence in construction economics

- understanding of principles construction economics
- control of production economics
- understanding of construction company economics

Competence in renovation

- understanding the values of buildings in use, historical values and the beauty of buildings of different periods
- understanding of building preservation possibilities
- knowledge of materials, structures and construction techniques of different periods
- understanding of condition reports and building use and their effect on building materials and structures and their methods of renovation

Degree Programme in Construction Engineering (In Finnish), 240 cr (3.9.2007) RAK 2007

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KC14AR10	BASIC STUDIES					53
KC14AR10015	Introduction to technical studies	x				3
KC14AR10020	Communication and negotiation 1	x				3
KC14AR10030	Communication and negotiation 2		x			3
KC14AR10041	Swedish	x				3
KC14AR10050	English 1	x				3
KC14AR10061	English 2		x			3
KC14AR10071	English 3			x		3
KC14AR10082	Algebra and trigonometry	x				4
KC14AR10083	Vectors and matrices	x				3
KC14AR10084	Differential and integral calculus	x				3
KC14AR10085	Differential equations and business mathematics		x			3
KC14AR10086	Statistics		x			3
KC14AR10088	Basics of physics	x				4
KC14AR10089	Wave and modern physics		x			3
KC14AR10091	Physics laboratory works		x			3
KC14AR10191	Basics of chemistry	x				3
KC14AR10201	Information technology (In English)	x				3
KC14BRAOP	BASICS OF PROFESSIONAL STUDIES					52
KC14BR33021	Construction economics		x			4
KC14AR10211	Construction CAD		x			4
KC14BR20130	Building materials	x				3
KC14BR20141	Statics		x			4
KC14BR20161	Strength of materials		x			4
KC14BR20151	Statically indeterminate frame structures		x			4
KC14BR20045	Sustainable development	x				3
KC14BR20093	Basics of construction	x				3
KC14BR20051	Chemistry of building materials	x				2
KC14BR20101	Concrete technology	x				3
KC14BR20113	Framework systems and basics of structural design		x			4
KC14BR20173	Geotechnics and foundation engineering		x			4
KC14BR20181	Measuring techniques	x				3
KC14BR20191	Urban planning	x				2

KC14BR20201	HVAC technology		x			3
KC14BR20212	Electrical and automation engineering			x		2
KC14BRAOM	PROFESSIONAL STUDIES MODULES					75
KC14BR10	Entrepreneurship module					15
KC14BR20031	Human resources management			x		4
KC14BR33051	Project management				x	4
KC14BR33011	Business economics				x	4
KC14CR43031	Labour legislation			x		3
KC14BR45	Building construction module					15
KC14BR31012	Building construction	x				4
KC14BR31021	Renovation			x		4
KC14BR31031	Construction physics		x			5
KC14BR31041	Structural design	x				2
KC14BR50	Structural engineering module					15
KC14BR32012	Concrete structures and masonry structures 1		x			5
KC14BR32022	Timber structures 1			x		5
KC14BR32032	Steel structures 1			x		5
KC14CR53	Building construction, production module					15
KC14CR43011	Site engineering			x		3
KC14CR43021	Prefabrication production				x	2
KC14CR43062	Workshop technology				x	3
KC14CR43041	Log construction			x		2
KC14BR33031	Construction quality				x	2
KC14CR43051	Cost planning			x		3
KC14CR63	Module of project studies, production					15
KC14CR44011	Tender calculation project				x	
KC14CR44022	Site project				x	
KC14CR42101	Steel construction project				x	
KC14CR42102	Log construction project				x	
KC14CR42103	Prefabrication project				x	
KC14CR42104	Engineering workshop project				x	
KC14CR42106	Cost planning project				x	
KC14CR42107	Rakennuttamisprojekti				x	
KC14CR42108	Product research and development project				x	
KC14CR73	Building construction, design module					15
KC14CR41011	Concrete structures 2			x		3
KC14CR41031	Steel structures 2				x	3
KC14CR41021	Timber structures 2				x	3
KC14CR41041	Composite structures				x	3
KC14CR41051	Computer aided constructional design			x		3
KC14CR83	Module of project studies, design					15
KC14DR100	FREE CHOICE STUDIES					15
KC14DR10011	Finite–element method			x		3

KC14ER100	PRACTICAL TRAINING	30
KC14FR70	THESIS	15

Study Descriptions

BASIC STUDIES, 53 op **KC14AR10 (study entity)**

The aim of the Basic Studies is to provide students with a theoretical and methodological foundation for a scientific approach to thinking, and to prepare students for their professional studies and expertise in the field.

Introduction to technical studies, 3 op **KC14AR10015 (study unit)**

Objectives

Student know different learning methods and his own branch of work history and future of his own branch. Insight into data gathering methods. Students learn to use different data gathering tools independently. Insight into the fundamentals of scientific research, research methods and their applicability in the field's research and development.

Content

Significance and future of his own brance. Basics of research report preparation. Library and information services, databases, retrieval of data from databases and the Internet. Scientific research and research methods and their application to R&D. Research in studying.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and exercises, approved exercises and examination

Assessment

Approved exercises

Languages of Instruction

Finnish

Communication and negotiation 1, 3 op **KC14AR10020 (study unit)**

Objectives

Insight into the objectives of communication at work, producing legible material, conduct at meetings.

Content

Basic concepts of communication, document linguistics and layout, producing oral and written information, meeting and negotiation skills, minutes of the meeting.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, exercises in written and oral communication.

Assessment

Oral and written exercises and examination.

Communication and negotiation 2, 3 op **KC14AR10030 (study unit)**

Objectives

Interactive communication skills, communication in different working life situations, negotiation procedures, producing formal written material.

Content

Presentation skills, interviews, discussions and negotiation, negotiation documents, reports and job applications.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, oral and written exercises.

Assessment

Oral and written exercises and examination.

**Swedish, 3 op
KC14AR10041 (study unit)**

Objectives

At the end of this course, the student will be able to work in field-specific working life situations in Swedish. He is capable of interactive communication. He is able to collect and make good use of field-specific information.

Content

Education; job application and work environment; society; customer contacts; general texts; field-specific texts: Construction Engineering vocabulary.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, listening comprehension and speech exercises, written assignments both as independent study and in pairs and small groups.

Assessment

Active lecture participation. Interim and final examinations

Languages of Instruction

Finnish and Swedish

**English 1, 3 op
KC14AR10050 (study unit)**

Lecturers

Riikka Ala-Sankila, MA

Objectives

The course will develop the oral and written language skills of the students. At the end of the course the students are able to describe their own education and the work application process and their future work tasks in English and are able to write application documents in English based on the basics of the business correspondence. Additionally the students are familiar to and capable of understanding the basic vocabulary of the construction engineering texts and can use the vocabulary both in writing and speaking.

Content

The course consists of exercises of effective interactive communication, data acquiring and the use of the Internet, the basic vocabulary of the construction engineering texts, oral and written exercises including CV, oral presentations and the texts of the course book.

Literature / Study Material

Huhta, Marjatta: Connections: Communication Guidelines for Engineers, Edita, the latest edition. The texts of the construction engineering field and other study material.

Learning Methods

Learning takes place in the form oral and written exercises both in pairs and groups and individually.

Assessment

Active participation in lectures and exercises and approved interim and final examinations.

**English 2, 3 op
KC14AR10061 (study unit)**

Lecturers

Riikka Ala-Sankila, MA

Objectives

The course will deepen the oral and written language skills of the students as well as the written communication and the business correspondence. Additionally the students get acquainted and understand the more profound professional vocabulary of the construction engineering texts and can use the vocabulary both in writing and speaking accordingly.

Content

The course consists of exercises of effective interactive communication based on the professional construction engineering texts, oral and written exercises including the business correspondence with some terminology, oral presentations professionally oriented and the texts of the course book.

Literature / Study Material

Huhta, Marjatta: Connections: Communication Guidelines for Engineers, Edita, the latest edition. The texts of the construction engineering field and other study material.

Learning Methods

Learning takes place in the forms of oral and written exercises both in pairs and groups and individually.

Assessment

Active participation in lectures and exercises and approved interim and final examinations.

Languages of Instruction

Finnish and English

English 3, 3 op KC14AR10071 (study unit)

Lecturers

Riikka Ala-Sankila, MA

Objectives

The course will enforce and maintain the oral and written language skills the students acquired earlier. The abstract writing exercises and the meeting and negotiation procedures and vocabulary are the central themes of the course in addition to the comprehensive professional construction engineering texts and the use of the professional vocabulary both in writing and speaking accordingly.

Content

The course consists of exercises of effective interactive communication based on the professional construction engineering texts, oral and written exercises including the technical reading and writing, oral presentations strictly professionally oriented and the texts of the course book.

Literature / Study Material

Huhta, Marjatta: Connections: Communication Guidelines for Engineers, Edita, the latest edition. The texts of the construction engineering field and other study material.

Learning Methods

Learning takes place in the forms of oral and written exercises both in pairs and groups and individually.

Assessment

Active participation in lectures and exercises and approved interim and final examinations.

Languages of Instruction

Finnish and English

Algebra and trigonometry, 4 op KC14AR10082 (study unit)

Lecturers

Juhani Paananen, M.Sc.

Objectives

The student must accomplish the basic know-how needed in technological mathematics

Content

Simplification of algebraic expressions, equations and trigonometry

Literature / Study Material

Antti Majaniemi: ALGEBRA I, Antti Majaniemi: GEOMETRIA – geometriaa, trigonometriaa ja vektorilaskentaa

Learning Methods

Lectures, exercises and independent study. NB! 80% lectures required.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

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Languages of Instruction

Finnish

**Vectors and matrices, 3 op
KC14AR10083 (study unit)**

Lecturers

Juhani Paananen, M.Sc.

Objectives

The student must accomplish the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content

Vectors, matrix algebra and analytic geometry.

Literature / Study Material

Antti Majaniemi: ALGEBRA I Antti Majaniemi: GEOMETRIA – geometriaa, trigonometriaa ja vektorilaskentaa

Learning Methods

Lectures, exercises and independent study.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

Algebra and trigonometry

Languages of Instruction

Finnish

**Differential and integral calculus, 3 op
KC14AR10084 (study unit)**

Lecturers

Juhani Paananen, M.Sc.

Objectives

The student must accomplish the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content

One variable differential and integral calculus.

Literature / Study Material

Antti Majaniemi: MATEMATIIKKA I – Differentiaali- ja integraalilaskentaa insinööriopiskelijoille. Antti Majaniemi: MATEMATIIKKA II – Differentiaali- ja integraalilaskentaa sekä differentiaaliyhtälöitä.

Learning Methods

Lectures, exercises and independent study.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

Algebra and trigonometry.

Languages of Instruction

Finnish

Differential equations and business mathematics, 3 op KC14AR10085 (study unit)

Lecturers

Juhani Paananen, M.Sc.

Objectives

The student must accomplish the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content

Differential equations. Business mathematics.

Literature / Study Material

Antti Majaniemi: MATEMATIIKKA II – Differentiaali- ja integraalilaskentaa sekä differentiaaliyhtälöitä. Leila Karjalainen: OPTIMI – Matematiikkaa talouselämän ammattilaisille.

Learning Methods

Lectures, exercises and independent study.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

Algebra and trigonometry. Differential and integral calculus.

Languages of Instruction

Finnish

Statistics, 3 op KC14AR10086 (study unit)

Lecturers

Juhani Paananen, M.Sc.

Objectives

The student must accomplish the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content

Basics of statistics. Statistical methods. Mathematical software. Descriptive geometry.

Literature / Study Material

Antti Majaniemi: MATEMATIIKKA IV – Tilastot ja todennäköisyys

Learning Methods

Lectures, exercises and independent study.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

Algebra and trigonometry.

Languages of Instruction

Finnish

Basics of physics, 4 op KC14AR10088 (study unit)

Objectives

Students shall acquire basic knowledge of physics for engineering. The course introduces a foundation for the comprehension of demanding technical information required in the vocational subjects and prepares the students for technical expertise in their profession.

Content

Kinematics and dynamics of particles, work, power, energy, mechanics of rigid objects, as well as mechanics of solids and fluids, basics of thermal physics, and electrostatics, direct-current and basics in alternating current.

Literature / Study Material

Hautala, Peltonen: Insinöörin (AMK) Fysiikka osat I ja II (Lahden Teho–Opetus Oy). Lecture notes.

Learning Methods

Active participation in lectures and exercises with the attendance of 80 %.

Assessment

Written course–end examination.

Languages of Instruction

Finnish

**Wave and modern physics, 3 op
KC14AR10089 (study unit)**

Objectives

Students shall acquire basic knowledge of physics for engineering. The course introduces a foundation for the comprehension of demanding technical information required in the vocational subjects and prepares the students for technical expertise in their profession.

Content

Oscillatory motion, wave motion, acoustics, optics, radiation and nuclear physics.

Literature / Study Material

Hautala, Peltonen: Insinöörin (AMK) Fysiikka osa II (Lahden Teho–Opetus Oy). Lecture notes.

Learning Methods

Active participation in lectures and exercises.

Assessment

Written course–end examination.

Prerequisites

Basics of physics

Languages of Instruction

Finnish

**Physics laboratory works, 3 op
KC14AR10091 (study unit)**

Objectives

Course provides the students with basic knowledge of experimental measurements, processing and reporting the results. Applications of experimental physics for various fields of engineering will be introduced.

Content

Laboratory experiments from different areas of physics.

Literature / Study Material

Instructions for exercises in physics (Seinäjoki University of Applied Sciences, School of Engineering).

Learning Methods

Laboratory exercises (minimum 90 % attendance required) and written reports.

Assessment

Approved completion of exercises, approved reports and written examination

Prerequisites

Basics of physics

Languages of Instruction

Finnish

**Basics of chemistry, 3 op
KC14AR10191 (study unit)**

Objectives

The aim of the course is to provide students with basic knowledge of chemistry and its logic in the field and in practical

life.

Content

The course discusses safety at work, the structure of matter, the periodic system of elements, matter, acids and alkalines, electrochemistry, etc. Work safety of chemistry.

Literature / Study Material

Lecturer's own material

Learning Methods

Lectures, exercises, homework, examination

Assessment

Exercises, examination

Prerequisites

Completed chemistry at the upper secondary school or vocational school level

Languages of Instruction

Finnish

Information technology, 3 cr KC14AR10201 (study unit)

Objectives

Insight into the operating principles of information technology. Ability to use word processing, spreadsheet, database, graphics, mathematics and other software required during the studies.

Content

Familiarity with the polytechnic's computer technology. Microcomputers, peripheral devices and their use, Internet and email. Basics of operating systems, information networks, word processing, spreadsheets, databases, graphics and mathematics software and creating a home page.

Literature / Study Material

Paananen: Tietotekniikan peruskirja. Docendo; Sovellusohjelmien käsikirjat. (Application program manuals). Handouts.

Learning Methods

Lectures, computer work, exercises and independent study, exercises, assignments and examination.

Assessment

Exercises, assignments and examination.

Languages of Instruction

Finnish

Construction economics, 4 op KC14BR33021 (study unit)

Objectives

Student understand the basics of tenders and the principles of site planning. Student can do the tender and design site layout and schedules.

Content

Systems of nomenclature, bill of quantities and pricing, general and running costs of a site, tender calculation, production planning, schedules, general plans for a site, material procurement methods, economic planning, follow-up and control.

Literature / Study Material

Lecturers material.

Learning Methods

Lectures and exercises and assignment, examination and assignment.

Assessment

Examination and assignments.

Languages of Instruction

Finnish and English if required.

Construction CAD, 4 op KC14AR10211 (study unit)

Objectives

Computer-aided design in technical drawing. User interface and operations, computer modelling. Introduction to CAD systems in construction planning. Construction design using CAD software. Structural drawings of houses and multi-storey buildings, modelling and production drawings of a steel framework building with the aid of CAD.

Content

Introduction to CAD systems in construction planning. Construction design using CAD software. Structural drawings of houses and multi-storey buildings, modelling and production drawings of building with the aid of CAD.

Literature / Study Material

CAD manuals and handouts.

Learning Methods

Computer exercises, CAD exercises, approved assignments; family house drawings using CAD software, practical test

Assessment

CAD exercises, approved assignments; family house drawings using CAD software, practical test

Prerequisites

Information technology, Basics of construction.

Building materials, 3 op KC14BR20130 (study unit)

Objectives

Students know construction materials, their properties, manufacturing methods, function and use.

Content

Different building materials: wood, stone, metal, concrete, bricks, ceramic tiles, mortars, metals, plastics, paints, wall paper, flooring, heat and insulation and damp proofing materials etc.

Literature / Study Material

RT files where applicable. Lecturer's material.

Learning Methods

Lectures and exercises

Assessment

Approved exercises and end of period examination.

Languages of Instruction

Lectured in Finnish

Statics, 4 op KC14BR20141 (study unit)

Objectives

To give an understanding of application of force systems, equilibrium conditions of rigid body and formation of stress graphs and application to isostatic girders, frames, trusses.

Content

Basic laws of mechanics, force systems, equilibrium conditions of rigid body and particles, function and stress of isostatic structures, friction, virtual transition to rigid body.

Literature / Study Material

Tapio Salmi: Statiikka (Statics).

Learning Methods

Lectures, calculations and homework

Assessment

Two interim examinations or course-end examination and exercises on girders, frames and trusses and approved calculation exercises.

Languages of Instruction
Lectured in Finnish

Strength of materials, 4 op KC14BR20161 (study unit)

Objectives

Students learn fundamental concepts of strength of materials and stress, changes of form, measurement in conditions of pulling, pressure, shearing, bending, torsional load and buckling.

Content

Hook's law, stresses in struts cross profile. Change of form, elastic limit of a beam. Euler's deflection cases. Basic principles of measurements of bent beam and column subject to deflection. Main stresses. Comparative stresses. Damage hypothesis. Basics of elasticity theory, bending of elastic struts.

Literature / Study Material

Karhunen et al.: Ljujusoppi (Strength of materials).

Learning Methods

Lectures, exercises, home work and structure tests in the laboratory

Assessment

2 interim tests or end of course examination, approved exercises.

Prerequisites

Statics

Languages of Instruction

Lectured in Finnish

Statically indeterminate frame structures, 4 op KC14BR20151 (study unit)

Objectives

Students know the statically indeterminate bar structures important in structural design and are able to evaluate the related stress manual and with computer aided methods.

Content

Assessment of statically indeterminate bar structures. Work and energy principles. Force methods. Cross method. displacement methods. Calculation software for statics.

Literature / Study Material

Loikkanen: Rakenteiden statikka 2 (Structural statics). Statics computer program manuals.

Learning Methods

Lectures, calculations, design exercises, structural tests in the laboratory and homework.

Assessment

Two interim examinations or course–end examination and approved calculation exercises.

Sustainable development, 3 op KC14BR20045 (study unit)

Lecturers

M.Sc. Jorma Tuomisto

Objectives

To gain general picture of environmental protection related to engineering work, to take a positive and responsible attitude towards environmental protection, to learn possibilities provided by environmental technology and to learn objectives of sustainable development.

Content

Air pollution, climate and energy supply, clean water and sewage, contaminated soil and ground waters, recycling and refuse, raw materials and ecocyclic principle, environmental systems, environmental administration, REACH and European Chemicals Agency.

Literature / Study Material

Lecturer's own material.

Learning Methods

Lectures and a seminar presentation.

Assessment

Written examination and assessment of the seminar presentation.

Languages of Instruction

Finnish or English if required.

Further Information

jorma.tuomisto/at/seamk.fi

**Basics of construction, 3 op
KC14BR20093 (study unit)**

Objectives

Students shall be familiar with the building process and drawings and various codes and their application. Students shall learn the difference between master, work and detailed drawings, Students shall be familiar with the more important building–site machinery and how to operate them. The course introduces students to concrete materials and use of concrete, raw materials, composition, compression properties, properties of concrete mixtures and hardened concrete, general requirements for quality, preliminary measures for reinforced concrete structure, and the operations of a concrete plant.

Content

Building process, areas and volumes, nomenclature, technical functions, laws pertaining to construction and use of land, sources of data, how to present construction drawings, drawing types, codes, text, and measurements. Hoisting and conveying machinery, earth construction machinery, scaffolding and elevators, general site plants, pumps, and conveyors. Basic concepts and the use of concrete, raw materials, composition, compression properties, properties of concrete mixture and hardened concrete, general requirements for quality, preliminary measures for reinforced concrete structure, operations of a concrete plant.

Literature / Study Material

RT construction files in part and the lecturer's own material. RT machine files. RIL88: Rakennuskoneet (Construction machinery). Lecturer's material.

Learning Methods

Lectures and exercises, approved exercises and course–end examination.

Assessment

Approved exercises and course–end examination

Languages of Instruction

Lectured in Finnish

**Chemistry of building materials, 2 op
KC14BR20051 (study unit)**

Objectives

Students gain basic knowledge of the chemical structures, compositions, properties and environmental effects on durability of building materials (e.g. corrosion) and necessary protection methods.

Content

The lectures deal with e.g. the following issues: classifications of materials, plastics, wood, metals. Special attention paid to corrosion.

Literature / Study Material

Lecturers own material.

Learning Methods

Lectures, exercises and end of period examination.

Assessment

Approved exercises and end of period examination.

Prerequisites

Basics of chemistry.

Languages of Instruction
Finnish

Concrete technology, 3 op KC14BR20101 (study unit)

Objectives

Students learn concrete preparation, know the basics of concrete elements and additives, mixing, transportation and laying of concrete, production of structures, fundamentals of maintenance and quality control, planning of concrete work under different conditions and properties of concrete when wet, during hardening and in the long term. Concrete properties, requirements on materials, structures and workers, manufacture of concrete, elements and additives, formworks and reinforcement, classification of environmental conditions for concrete structures, durability of concrete, planning and implementation, test models and quality control, methods for special concrete, concrete laying in winter, high tensile concrete, manufacture of concrete elements.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, exercises and laboratory assignments, seminar presentation and excursion, approved exercises and laboratory assignments, seminar presentation, interim exams or end of period examination.

Prerequisites

Basics of Concrete Technology or corresponding course at vocational school.

Framework systems and basics of structural design, 4 op KC14BR20113 (study unit)

Lecturers

Heikki Ylihärstilä, Lic.Tech.

Objectives

Students shall acquire knowledge about framework system alternatives in the construction of housing, their functional principles and selection criteria. Students shall be familiar with the tasks of structural designer and know how to determine the application of loads on structures, as well as learn to interpret structural drawings.

Content

The course discusses framework systems and related measurement systems, requirements for construction frameworks, load shifting, change in form, and selection criteria. The course also presents the duties of structural designers and how to determine the application of burden on structures, calculations for structures, and planning.

Literature / Study Material

RIL 229–1–2006 ja 229–2–2006: Rakennesuunnittelun asiakirjaohje sekä mallipiirustukset ja –laskelmat (Documentation of Structural Design and Structural Drawings), Eurocode, Lecturer's material.

Learning Methods

Lectures and exercises

Assessment

Examination and approved exercises

Prerequisites

Basics of Construction Engineering

Languages of Instruction

Finnish

Geotechnics and foundation engineering, 4 op KC14BR20173 (study unit)

Objectives

The student knows properties and behaviour of soil and bedrock and their suitability as foundation for building. The student knows foundation construction as part of the overall project, general basics of foundation planning and the most common foundation construction methods.

Content

General picture of the formation of subsoil and bedrock, construction geology and geotechnics. Recognition of different types of earth. Geotechnical properties of subsoil and suitability of different ground or bedrock for construction

foundation. Fundamentals of compression, load-bearing and stability of subsoil and pressure imposed by earth. Subsoil examination and interpretation of results, ways of foundation construction, reinforcement of foundation, excavation and drainage.

Literature / Study Material

Rantamäki, Jääskeläinen, Tammirinne: Geotekniikka ja pohjarakennus. (Geotechnology and foundations.) RIL 121:Pohjanrakennusohjeet. (Instructions for foundation Construction.) LPO87:Lyöntipaalustusohjeet. (Pile driving instructions.) Lecturer's material.

Learning Methods

Lectures, laboratory work and exercises.

Assessment

Approved laboratory and calculation exercises and interim examinations or end of course examination.

Languages of Instruction

Lectured in Finnish

Measuring techniques, 3 op KC14BR20181 (study unit)

Objectives

Students know geodetic surveying equipment, planning and realisation of site surveying. Basics of mapping and real estate techniques. Basic geodetic calculation exercises.

Content

Basics of mapping and real estate techniques. Measurement of distances, angles and elevation differences, mapping, bulk survey and stationary measurements, geodetic calculation exercises.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, measurement exercises and calculation exercises.

Assessment

Calculation exercises and interim or end of course examinations.

Languages of Instruction

Finnish

Urban planning, 2 op KC14BR20191 (study unit)

Objectives

Students learn concepts of urban planning and know planning system and related approval requirements. Student can understand urban plans.

Content

Concepts of planning and markings on plans. Different stages and confirmation procedures (regional plan, master plan, detailed planning of rural centres).

Literature / Study Material

Law on use of land and construction, regulations and markings on plans.

Learning Methods

Lectures and exercises.

Assessment

Exercise and end of period examination.

HVAC technology, 3 op KC14BR20201 (study unit)

Objectives

Students are familiar with the HVAC-systems and their function.

Content

Heating, water, drainage and air conditioning systems and their function, related regulations and standards and HVAC work at different phases of planning and construction.

Literature / Study Material

RakMk DI–D6. Miettinen Juhani: Rakennusten LVIS–automaatio. (Automated HVAC system in a building.) Lecturer's material.

Learning Methods

Lectures and exercises.

Assessment

Approved exercises and interim tests of end of course examination.

Languages of Instruction

Finnish

Electrical and automation engineering, 2 op KC14BR20212 (study unit)

Lecturers

M.Sc. Veli–Jukka Uitto

Objectives

Students gain basic knowledge of electrical installations and their function in buildings. Basic knowledge of electrical installations and their operation and related regulations and norms. Students learn the basics automation technology in buildings.

Content

Safety in buildings. Electrical installation in planning and other stages of construction. Energy statistics, resources, energy production processes, transmission and use. Alarm and signal systems, remote control, surveillance and automation systems.

Literature / Study Material

Hellgren et al: Energia ja ympäristö (Energy and the environment). Lecturer's own material.

Learning Methods

Lectures and exercises

Assessment

Approved exercises and end of period examination.

Languages of Instruction

Finnish

Entrepreneurship module, 15 op KC14BR10 (study entity)

The objective of the entrepreneurship module is to provide knowledge of contracting, construction economics and business in general and in more detail areas of business such as business and project management.

Human resources management, 4 op KC14BR20031 (study unit)

Objectives

Students shall gain advanced knowledge of operational and technological aspects of industrial enterprises. They shall be competent in managing human resources, production and marketing strategies and the development of them. Students shall master and apply the Management by Objective strategy to various areas and levels of an organization.

Content

The course discusses the concepts of efficiency (strategic efficiency and operative efficiency), enterprise and the supervision of operations, strategic models and business acumen, finances and business (strategic planning and management and external resources), central issues pertaining to business and enterprise (costs, customer value, leadership, financial analysis and reasons for weakened profitability), target marketing, competition strategies, strategic procedures, budgets, strategic enterprise and interactive management.

Literature / Study Material

Bengt Karlöf: Johtamisen käsitteet ja mallit. (Management concepts and models). Mika Kamensky: Strateginen

johtaminen (Strategic management). Lecturer's material.

Learning Methods

Lectures, case studies and seminars

Assessment

Approved assignments, seminars and final examination

Prerequisites

Industrial Economics, Business Economics, Construction Economics

Languages of Instruction

Finnish

**Project management, 4 op
KC14BR33051 (study unit)**

Objectives

Students shall gain insight into the fundamental concepts and methods involved in project work, the ability to complete all phases of a project.

Content

The course discusses the participating parties in a construction project, project planning, initial plans, construction planning, preparation, phases, agreements, general terms of agreement, meetings and Minutes of Meetings, investment calculations, and the basics of real-estate transactions.

Literature / Study Material

Kankainen et al: Rakennuttaminen (Contracting). Lecturer's handouts

Learning Methods

Lectures and exercises

Assessment

Examination and assignments

Languages of Instruction

Finnish

**Business economics, 4 op
KC14BR33011 (study unit)**

Lecturers

M.Sc. Ilkka Loukola

Objectives

Students know the basics of business operations and issues related to founding of an enterprise. Student can found an enterprise, do the calculations of the enterprise.

Content

Selection of form of business, founding an enterprise, business functions: production, financial control and marketing. Internal accounting, taxation and financing. Items and annual accounts.

Literature / Study Material

Lecturer's material.

Learning Methods

Lectures and exercises

Assessment

Assignment and examination.

Languages of Instruction

Finnish

**Labour legislation, 3 op
KC14CR43031 (study unit)**

Lecturers

M.Sc. Ilkka Loukola

Objectives

Students know the principles of labour legislation, collective agreement and demands of work safety in construction site.

Content

Collective agreement, working hours, annual leave and work safety.

Literature / Study Material

Collective agreement in the construction field, lecturer's own material.

Learning Methods

Lectures and exercises

Assessment

Examination

Languages of Instruction

Finnish

Building construction module, 15 op KC14BR45 (study entity)

The objective of building construction module is to provide knowledge of building construction, renovation of house construction and construction physics and design of buildings.

Building construction, 4 op KC14BR31012 (study unit)

Objectives

Students know methods and alternatives related to different structural parts of buildings, the materials and their technical properties and function.

Content

Foundations: filling, drainage and frost insulation of foundations and the site and surface structures. Foundation and base floor structures. Framework structures: timber, concrete, masonry and steel framework. Complementary structures: non-load bearing structures, windows, doors, fittings, roof and facade structures. Special buildings like air raid shelters etc.

Literature / Study Material

RT-files. Suomen rakennusmääräyskokoelma RakMk. (Finland's building regulations.) Lecturer's material.

Learning Methods

Lectures and exercises

Assessment

Approved exercises and two interim tests or end of course examination.

Languages of Instruction

Lectured in Finnish

Renovation, 4 op KC14BR31021 (study unit)

Objectives

Students know different stages and organisation of a renovation project, damage phenomena of the most important building materials and renovation methods related to damages on the major parts of a building.

Content

Causes leading to renovation. Initiation and planning of a renovation project. Stresses and damage of different building materials. Demolition. The most typical damage, their causes and renovation methods of base, framework and cladding structures. Renovation of different facilities.

Literature / Study Material

Kaivonen: Rakennusten korjaustekniikka ja talous. RIL 174–1: Korjausrakentaminen 1, yleiset perusteet (renovation). RIL 174–4: Korjausrakentaminen IV, runkorakenteet (renovation, frame structures). RIL 174–5: Korjausrakentaminen V, perustukset–pohjarakenteet (foundations, basements). RT–Kortisto, Korjaus–RATU–kortisto and KH–tiedosto.

Lecturer's material.

Learning Methods

Lectures and exercises

Assessment

Approved exercises and two interim tests or end of course examination.

Languages of Instruction

Lectured in Finnish

**Construction physics, 5 op
KC14BR31031 (study unit)**

Objectives

Students know structural physical function of structures both in new buildings and in renovation, significance of sound insulation and the related regulations and instructions.

Content

Fundamentals of construction physics. Transfer of heat and moisture, drying of building elements and penetration of gases. Sound insulation and instructions. Air conditioning and atmosphere. Structural solutions on heat, moisture, sound and fire insulation.

Literature / Study Material

RIL 107: Rakennusten veden- ja kosteudeneritysohjeet, 1989 (instructions on water and dampness in buildings). RakMk C1–C5 E1. Lecturer's material.

Learning Methods

Lectures, exercises and constructions physics measurements

Assessment

Approved exercises and measurement tasks, two interim tests or end of course examination.

Languages of Instruction

Lectured in Finnish

**Structural design, 2 op
KC14BR31041 (study unit)**

Objectives

Students are introduced to the basics of construction planning and related instructions.

Content

Regulations and instructions related to planning. Comparison of different plans and their function and implementation. Building permission authorities, building rights, significance of urban planning. Initial plans and space utilisation and planning on a house.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and exercises

Assessment

Approved exercises and end of course examination.

Languages of Instruction

Finnish

**Structural engineering module, 15 op
KC14BR50 (study entity)**

The objective of the structural engineering is basic preparation for structural design of steel, wood, concrete and masonry structures with focus on the requirements of production and manufacturing technology. A construction laboratory and construction studio with its IT applications benefits the students in their studies. The studies are totally conducted according to Eurocodes related to design practise.

Concrete structures and masonry structures 1, 5 op KC14BR32012 (study unit)

Objectives

Students are able to perform measurement tasks related to plain and reinforced concrete and masonry structures in conditions of bending, sheering, normal forces and combined stress. Students learn to use information technology in concrete structure design.

Content

Classification and documentation of concrete structures. Basics of planning– calculated strength of materials, load, environmental conditions, force quantities. Measurement of failure limit for bending and normal force, sheering, torsional and combined stresses. Beams, columns, walls, slabs and footings. Students master measurement of ordinary masonry structures. Materials and their strength properties– bricks, blocks, mortars. Load bearing brick wall and block wall. Earth thrust wall. Brick beam. Anchoring of reinforced structures. Structural instructions– reinforcement, structural parts, reinforcement drawings. Design software.

Literature / Study Material

Eurocodes on concrete structures and planning. National application documents in part. Lecturer's material.

Learning Methods

Lectures, calculation exercises and design exercises, structural tests in laboratory

Assessment

Approved design and calculation exercises and structural tests, interim examinations or end of course examination.

Prerequisites

Concrete technology, Statics, Strength of materials, Framework systems and basics of structural design.

Languages of Instruction

Lectured in Finnish

Timber structures 1, 5 op KC14BR32022 (study unit)

Lecturers

Heikki Ylihäsälä, Lic.Tech.

Objectives

Students are able to make structural design in common timber structure at ultimate limit states for bending, shear, normal forces and combined stresses. Students learn to use information technology in timber structure design.

Content

Basics of structural design – design strength of materials, static model, loads. Viscosity and hygroscopicity of wood. Solid beams and columns, glued thin–webbed beams, beams with mechanic joints, pitched beams, timber trusses. Different joints. Bracing. Design programs.

Literature / Study Material

Eurocodes on timber structures and and national application documents in part. Lecturer's material.

Learning Methods

Lectures, calculation and design exercises and structural tests in the laboratory

Assessment

Approved calculation and design exercises, interim tests or end of period examination.

Prerequisites

Mechanics of structures, building materials, basics of structural design

Steel structures 1, 5 op KC14BR32032 (study unit)

Lecturers

Heikki Ylihäsälä, Lic.Tech.

Objectives

Students are able to make structural design in common steel structures at ultimate limit states for bending, shear, normal forces and combined stresses. Students learn to use information technology in steel structures design.

Content

Properties of structural steel. Basics of structural design. Rolled and welded profiles. Structural design at ultimate limit states for bending, shear, axial forces and combined stresses. Deflection at serviceability limit states. Buckling, lateral and local buckling. Simple bolt and welded joints. Bracing principles. Design software.

Literature / Study Material

Eurocodes on steel structures and and national application documents in part. Lecturer's material.

Learning Methods

Lectures, calculation exercises, design exercises and structural tests in laboratory

Assessment

Approved design and calculation exercises and structural tests, two interim examinations or end of period examination.

Prerequisites

Structural mechanics, basics of structural design, building materials.

Languages of Instruction

Finnish

**Building construction, production module, 15 op
KC14CR53 (study entity)**

The objective of the module is to advance the skills in production of wood and concrete structural elements, log structures, steel structures and other prefabricated elements and planning and management of site work. The module contributes to working in building companies or as an individual constructor.

**Site engineering, 3 op
KC14CR43011 (study unit)**

Lecturers

M.Sc. Ilkka Loukola

Objectives

Students know issues connected to work on site. Student can design the schedule of site and resources with computer.

Content

Site plans, specific work site planning, planning of working methods, schedules and economic planning, work safety and project control programmes of the site.

Literature / Study Material

Järvinen: Vastaavan työnjohtajan tarkistusluettelo (General foreman's control list). Kaivonen: Rakennusten korjaustekniikka ja talous (Renovation technology and finance). Lecturer's materials.

Learning Methods

Lectures and exercises

Assessment

Exercises and examination

Prerequisites

Construction economics

Languages of Instruction

Finnish

**Prefabrication production, 2 op
KC14CR43021 (study unit)**

Objectives

Students know the concepts of manufacture of prefabricated elements and joinery products.

Content

Factory production of joinery products and prefabricated houses. Issues considered in the design and production of prefabricated units.

Literature / Study Material

To be announced during lectures.

Learning Methods
Lectures and exercises

Assessment
Examination and exercises

Languages of Instruction
Finnish

Workshop technology, 3 op KC14CR43062 (study unit)

Objectives
Students are introduced to workshop production and related drawings. Student can design and read manufactural drawings and knows quality control system of workshop.

Content
Work drawings, production drawings and documents, manufacture of steel structures, welding methods, quality control, surface treatment techniques and transportation.

Literature / Study Material
To announced during lectures.

Learning Methods
Lectures, exercises and laboratory work

Assessment
Approved assignments, laboratory tasks and final examination.

Languages of Instruction
Finnish

Log construction, 2 op KC14CR43041 (study unit)

Objectives
Students know the principles of log construction. Student can design log construction building.

Content
The most common log production and working methods, other structures in connection with log, basic principles of log building design, structural function and erection.

Literature / Study Material
To be announced during lectures.

Learning Methods
Lectures and exercises

Assessment
Examination and assignments.

Languages of Instruction
Finnish and if required in English

Construction quality, 2 op KC14BR33031 (study unit)

Lecturers
M.Sc. Ilkka Loukola

Objectives
Students know quality systems and their application to construction projects. Student can do the quality plan of the site and a task.

Content
ISO 9000 quality standards, quality management methods in industry and on construction sites.

Literature / Study Material
Lecturer's material.

Learning Methods
Lectures and exercises

Assessment
Assignments and examination

Languages of Instruction
Finnish

Cost planning, 3 op KC14CR43051 (study unit)

Objectives
Students master target price calculation and elemental estimate and cost control.

Content
Significance of cost control, target price calculation, calculation of scope, elemental estimate use, Taku computer program and cost control.

Literature / Study Material
Talonrakennuksen kustannustieto. (House building costs.) Lecturer's material.

Learning Methods
Lectures and exercises

Assessment
Assignment and end of course examination.

Languages of Instruction
Finnish

Module of project studies, production, 15 op KC14CR63 (study entity)

The objective of the project studies in production of building construction is to give the students the knowledge and skills to work in various project and work management tasks of a building project and in tasks related to offer calculations and cost estimates. Simultaneously the project studies contribute to creative problem solution ability, data gathering and its putting into practise and communication and interaction skills. Project studies are performed individually or in groups provided by the construction industry. Often the student is employed by the organisation while working on the project. Compulsory projects are:

- tender calculation project
- site project

In addition other projects related to new construction or building renovation can be:

- building site
- steel building site
- prefabricated plant – cost planning
- contracting
- building R&D

The credits acquired depend on the extent of the project and is considered individually.

Tender calculation project KC14CR44011 (study unit)

Objectives
Students are able to draw up a tender

Content
Tender calculation on a building project.

Literature / Study Material
To be announced during lectures.

Learning Methods

Assignments, project work

Assessment

Assignments, project work

Prerequisites

Construction economics

**Site project
KC14CR44022 (study unit)**

Objectives

Students understand the concept of site and related planning.

Content

Work in the site, excursions to a site.

Literature / Study Material

To be announced as per project.

Learning Methods

Practical project work

Assessment

Approved participation, project report and seminar

Prerequisites

Site engineering

**Building construction, design module, 15 op
KC14CR73 (study entity)**

The building construction design module involves advanced studies of Eurocodes related design of construction and exploitation of software in structural design. The structural engineering module and the building construction design module provide knowledge and skills to perform independently and as a member of a structural design project.

**Concrete structures 2, 3 op
KC14CR41011 (study unit)**

Objectives

Students gain advanced knowledge of structural design of concrete structures.

Content

Two-way slabs, flat slabs. Design principles of pre-stressed concrete structures. Prefabricated concrete structures.

Literature / Study Material

Eurocodes on concrete structures and planning. National application documents in part. Lecturer's material.

Learning Methods

Lectures, calculations and design exercises

Assessment

Approved design and calculation exercises, examination.

Prerequisites

Concrete and masonry structures 1.

Languages of Instruction

Lectured in Finnish

**Steel structures 2, 3 op
KC14CR41031 (study unit)**

Lecturers

Heikki Ylihärslä, Lic.Tech.

Objectives

Students gain advanced knowledge of structural design of steel structures.

Content

Application of plasticity theory in structural design of steel structures. Details of structural design in steel structures. Structural design of joints.

Literature / Study Material

Eurocodes on steel structures and national application documents in part. Lecturer's material.

Learning Methods

Lectures, calculations, design exercises and test loading of joints in laboratory

Assessment

Approved calculation and design exercises and structural tests. Examination.

Prerequisites

Steel structures 1.

Languages of Instruction

Finnish

**Timber structures 2, 3 op
KC14CR41021 (study unit)**

Lecturers

Heikki Ylihärsilä, Lic.Tech.

Objectives

Students gain advanced knowledge of structural design of timber structures.

Content

Large timber structures. Joints.

Literature / Study Material

Eurocodes on timber structures and national application documents in part. Lecturer's material.

Learning Methods

Lectures, calculations and design exercises, test loading of joints in laboratory

Assessment

Approved design and calculation exercises, examination.

Prerequisites

Timber structures 1.

Languages of Instruction

Finnish

**Composite structures, 3 op
KC14CR41041 (study unit)**

Objectives

Students master structural design of the most common steel–concrete composite structures.

Content

Basics of the operation and calculation principles of concrete–steel composite structures and sites using these structures. Composite beam, column and slab and software for composite structures.

Literature / Study Material

Eurocodes on concrete–steel structures and national application documents in part. Lecturer's material.

Learning Methods

Lectures, calculation and design exercises

Assessment

Approved design and calculation exercises, final examination.

Prerequisites

Concrete structures 1, steel structures 1.

Languages of Instruction

Finnish

**Computer aided constructional design, 3 op
KC14CR41051 (study unit)**

Lecturers

Heikki Ylihäsälä, Lic.Tech.

Objectives

Students are able to use the most common structural design programs. Design programs of building physics.

Content

Introduction and use of software for structural design and building physics.

Literature / Study Material

Program manuals.

Learning Methods

Hands-on computer exercises

Assessment

Application test and approved exercises.

Prerequisites

Information Technology. Basics courses of structural design.

Languages of Instruction

Finnish

**Module of project studies, design, 15 op
KC14CR83 (study entity)**

The objective of the project studies in structural design of construction engineering is to give the students the knowledge and skills to plan structural design projects of construction engineering as a member of a team. Simultaneously the project studies contribute to creative problem solution ability, data gathering and its putting in practise and communication and interaction. Project studies are performed individually or in groups in building companies or corporations. The project can be related to a new construction or building renovation:

- residential building
- industrial building
- public building
- office/business building
- R & D project The credits acquired from the project vary according to its extent and is considered individually. It is advisable to take part in two projects, one more extensive and the other more restricted.

Course objectives and content: Development of structural design skills, teamwork, creativity, problem solving skills and data gathering skills. Improvement of communication and interactive skills. Use of information technology in structural design. Insight into working life. The project may involve building or renovation: house, industrial facility, public building, office, commercial facility, R&D. The number of credit units is governed by the scope of the project and is always assessed case-by-case. Involvement in at least two projects is recommended, one of which can be more concise. Learning methods and assessment: The projects are team work on projects offered by the public sector or construction businesses. Seminar on the project and its presentation and achievement of the project objectives. Literature: Data gathering as required by the project. Prerequisites: Structural engineering module, building construction design module mainly attended.

**FREE CHOICE STUDIES, 15 op
KC14DR100 (study entity)**

The students who chose the planning module of construction engineering are advised to take study units of the modules of production technology of construction engineering and those who chose the construction technology are advised to take study units of planning. The studies of the following list are recommended and/or from other schools of Seinäjoki Polytechnic and/or from other polytechnic (or higher) level.

THESIS, 15 op **KC14FR70 (study entity)**

Language: Finnish, English or as agreed. Course objectives and content: The aim of the final thesis is to prepare students for their future career by having them prepare a written study on a topic agreed upon with their advisor. Students are expected to be able to combine the theory acquired while studying with new information to produce a consistent scientific study with practical emphasis, and solve any problems that may have arisen in the study. Learning methods and assessment: According to the guidelines at the Seinäjoki University of Applied Sciences, a written study, seminars and the Maturity Test. Literature: All available material in any form.

Degree Programme in Cultural Management (In Finnish)

Head of degree programme: Mr Jussi Kareinen, Tel. +358 40 830 4193, E-mail: jussi.kareinen@seamk.fi

Student counsellor: Ms Tuija Huusko, Tel. +358 40 830 4227, E-mail: tuija.huusko@seamk.fi

ECTS/International Coordinator: Ms Eija Pennanen, Tel. +358 40 830 4272, E-mail: eija.pennanen@seamk.fi

Degree and qualification awarded

Higher vocational diploma in culture sector, Cultural Manager (University of Applied Sciences)

Admission requirements

Please see the Applicant's Guide or the website www.seamk.fi.

General description of the degree programme

Cultural managers work in the public, private or third sector in various productional assignments. Project management know-how, excellent interaction skills and understanding revenue generation strategy are in the core of the cultural management. The education provides a good overview of culture and media sector as well as professional abilities for working in the demanding tasks of an expert for example in big events or movie productions. The study programme will be executed mainly in the Technology Centre Fram. Furthermore, as a learning environment, there is a local Centre of Expertise in rhythmic music called Rytmikorjaamo, where the study programme in cultural management has its own premises for teaching. In addition to physical premises the study programme's own web TV "Kulttuubi" also functions as a learning environment. Via its productions it is possible to carry out the compulsory internship, for instance.

Orientation possibilities

In the study programme, there is a strong context of community work of music-oriented socio-cultural work. It gives the ability to work in different tasks of a leader or a project manager in the sectors of youth, culture, social and recreational activities among others. After graduation the student has the ability to also be in charge for the productional tasks in music events.

The studies in the study programme of media management are of the same type as the communications sector's studies in other Universities of Applied Sciences (Bachelor of Media, University of Applied Sciences).

A student graduating from Seinäjoki University of Applied Sciences' programme in media management has the ability to work in production companies, in the public service's media, as an entrepreneur or as a production manager in job order manufacturing.

Objectives

The study programme in music-oriented socio-cultural work educates experts in modern cultural and society work. The emphasis in the programme is particularly on searching for communal and participatory methods for implementing music. This option will provide the skills for working as a leader of the resident communities' development projects (village development projects). The option will also look into producing music events. The student will have the capabilities to be a music events producer after having taken these studies.

The music-oriented socio-cultural work programme educates experts who know how to analyse, plan, develop and implement media productions in which electronic media is utilised. Once the student has completed the programme, he/she knows the possibilities and restrictions of different media elements. The student will have the skills and informational abilities to create profitable productions out of them.

Subject specific competences

Study programme-specific competencies

Study Programme in Cultural Management Description of the field of know-how
Cultural Manager (University of Applied Sciences)

- familiarity with the culture's operational environment
- knows the latest trends in culture and different branches of art and their historical background

- is able to recognise and analyse cultural phenomena and one's own relation to them
- perceives the professional field in cultural management and is capable of following it on the levels of media, research and prevailing conversation
- is familiar with the structures of cultural administration and politics and knows how to work with regard to them
- comprehends the different forms of activity in public, commercial, entrepreneurial and third sectors and conceptualises their central future development trends
- knows how to analyse and develop one's own professional identity as a cultural manager
- commercial know-how in cultural management
- masters financial planning, budgeting and economic follow-up in one's own industry and is familiar with the concerning legislation
- masters the planning and implementation of the funding of a cultural product
- masters the basics of marketing and communications from the point of view of cultural management
- is familiar with the process of profitable productisation in a creative industry
- management of production processes
- is capable of creating multi-industry networks as well as organising and managing production processes in the cultural industry
- is familiar with the phases of project planning and implementation and the principles of organising in the cultural industry
- is familiar with the juridical foundations of cultural production and knows how to apply them in productional tasks
- masters the communications and media skills needed in the industry
- is familiar with the presentation and production techniques as well as the basics of media technology and knows how to apply them in productional tasks
- is able to research and develop different stages of production process

Pedagogies and learning methods

Teaching cultural management is based on project studies in which the aim is to integrate education with work as early as from the first year on. Separate study modules are integrated as parts of larger productions. The teacher acts as the student's mentor/guide as planning the student's career path is executed during the studies.

Learning methods used in teaching are versatile and they support the professional development, abilities for work and professional know-how. The studies include working in small teams, expert lectures, company visits, learning tasks, project assignments and practical training in real working environments.

Eligibility for further studies

Grants eligibility for further studies in Cultural Management, second-cycle degree (law of Universities of Applied Sciences/Ammattikorkeakoululaki 351/2003).

Structure of studies

The basic studies focus mainly on the basics of cultural management studies, languages and learning communications skills. This unit is included in both orientation options.

The main focus in the media management's vocational studies is on the basics of media technology, skills in project management and production, and also on contents know-how.

The vocational studies in socio-cultural work focus mainly on the theoretical frame of reference of socio-cultural work as well as on methods of creative operation and producing a musical event.

Work experience in working life is a part of the education (45 credits).

In addition there are optional studies (15 credits) and a thesis (15 credits).

The study programme in Cultural Management has great international networks. This offers excellent opportunities for studying or working abroad.

Degree Programme in Cultural Management (In Finnish), 240 cr (3.9.2007) KUTU 2007METU

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KH13APE	GENERAL STUDIES					41
KH13APE1343	Information technology 1	x				2
KH13APE1344	Information technology 2				x	2
KH13APE1342	Professional growth	x				4
KH13APE1410	Native language and communication	x				5
KH13SMV2550	Introduction to group work	x				3
KH13PHP1050	Customer service		x			3
KH13PHT0300	Cultural policy			x		3
KH13PHP0200	Introduction to project management	x				3
KH13PHT0050	Introduction to information and publicity	x				3
KH13PHP1150	Introduction to marketing		x			4
KH13MLK1130	Entrepreneurship				x	3
KH13APEKO	Language studies					6
KH13APE0541	English	x				3
KH13APE0542	Swedish			x		3
KH13AMOP	PROFESSIONAL STUDIES					89
KH13NKE	Media technology					49
KH13NKE0010	Introduction to new media		x			6
KH13PHT0310	Characteristic features of producing for television		x			6
KH13NKE0100	Programming languages and their properties in electronic media			x		4
KH13NKE0110	Introduction to AV production	x				8
KH13NKE0050	Digital image processing	x				3
KH13NKE0060	DVD workshop	x				3
KH13NKE0070	Online animation workshop		x			3
KH13NKE0150	Introduction to 3-D animation		x			4
KH13NKE0160	Sound	x				6
KH13NKE0170	Introduction to media technology		x			6
KH13PT	Producer's qualifications or project managementtd>					19
KH13PHP2050	Introduction to accounting			x		3
KH13PHT0400	Tools for a producer	x				7
KH13PHT0410	Legislation and copyright law in AV productions	x				4
KH13PHT0420	New media project management			x		5
KH13MSK	Content production qualifications					21
KH13MSK0150	Introduction to screenwriting 1	x				5
KH13MSK0151	Introduction to screenwriting 2			x		3
KH13MSK0020	Visual and graphic design			x		3
KH13SMK0160	History of film	x				4
KH13MSK0060	Film analysis			x		3

KH13MSK0170	Introduction to non-linear planning		x			3
KH13BSY	ADVANCED STUDIES					35
KH13MLK1160	Production I	x				5
KH13MLK1170	Production II		x			6
KH13MLK1180	Production III			x		8
KH13MLK1190	Production IV			x		5
KH13MLK1200	Production V				x	5
KH13TJK0054	Research methods	x				2
KH13TJK0055	Research methods				x	4
KH13A4	FREE CHOICE STUDIES					15
KH13STK0650	PRACTICAL TRAINING					45
KH13STK0551	Practical training I		x			20
KH13STK0651	Practical training II				x	25
KH13TJK0450	Final thesis					15

Degree Programme in Cultural Management (In Finnish), 240 cr (7.1.2008) KUTU 2007SOKU

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KH13APE	GENERAL STUDIES					41
KH13APE1343	Information technology 1	x				2
KH13APE1344	Information technology 2			x		2
KH13APE1342	Professional growth	x				4
KH13APE1410	Native language and communication	x				5
KH13SMV2550	Introduction to group work	x				3
KH13PHP1050	Customer service		x			3
KH13PHT0300	Cultural policy		x			3
KH13PHP0200	Introduction to project management	x				3
KH13PHT0050	Introduction to information and publicity	x				3
KH13PHP1150	Introduction to marketing		x			4
KH13MLK1130	Entrepreneurship				x	3
KH13APEKO	Language studies					6
KH13APE0541	English	x				3
KH13APE0542	Swedish		x			3
KH13AMOP	PROFESSIONAL STUDIES					85
KH13STT	Fundamentals of socio-cultural work					15
KH13BKE1050	Historical and theoretical foundations of socio-cultural work	x				3
KH13BKE1150	Civil activity	x				3
KH13BKE1251	Participatory methods (In English)	x				3
KH13BKE1351	World music (In English)			x		3

KH13BKE1451	Music as a culture (In English)	x				3
KH13SMV	Methods and creative activity study module					42
KH13SMV2552	Instrument studies	x				10
KH13SMV2651	Working in a band	x				8
KH13SMV2751	Music and drama		x			4
KH13SMV2851	Music education	x				3
KH13SMV2852	Music therapy	x				3
KH13SMV2951	Dance and music exercise	x				4
KH13SMV3051	Audiovisual methods		x			4
KH13SMV3150	Composition, lyrics, arrangement		x			6
KH13PTOM	Project studies: music event production					28
KH13PHP0550	Project management			x		3
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Study Descriptions

GENERAL STUDIES, 41 op KH13APE (study entity)

Basic Studies introduce students to the university of applied sciences as a learning environment, and provide them with an overview of their future profession. Students acquire basic professional skills, improve their skills in their native language and foreign languages, as well as in information technology. Basic Studies also include elective courses, such as music for those students specializing in music.

Information technology 1, 2 op KH13APE1343 (study unit)

Objectives

Students shall learn to use the PC as a tool and become familiar with basic information technology, such as word processing, computer graphics and information acquisition.

Content

The course comprises the following topics:

- Introduction to computer equipment
- E-mail
- Computer graphics programs
- Basics of information acquisition

Literature / Study Material

To be announced during the first lesson.

Learning Methods

Lectures, exercises and assignments

Assessment

1–5, based on exercises and assignments

Information technology 2, 2 op KH13APE1344 (study unit)

Objectives

The students will learn to use the PC as a tool.

Content

The course comprises the following topics:

- Basic information technology
- Word processing
- Statistics, statistical software
- Latest communication and software applications

Literature / Study Material

To be announced during the first lesson.

Learning Methods

Lectures, independent study

Assessment

1–5, based on assignments and exercises

Languages of Instruction

Finnish

Professional growth, 4 op KH13APE1342 (study unit)

Objectives

The aim of the course is to develop the students' own professional identity, to enable them to express concerns about their studies and to pose questions about their studies and refine their study plan. The purpose is also to strengthen the students' ability to complete their studies on time, to develop means to control stress, and to compile a portfolio throughout the course.

Content

The following themes are evident throughout the course and do not follow a rigid structure. They will be dealt with as they arise. In this way, the course becomes a process. **THE SKILLS OF LEARNING, LEARNING TO LEARN:** Students outline their learning styles and strategies, learn more effective styles of learning, and identify their own learning difficulties. **STRESS CONTROL IN STUDIES:** Students learn to deal with stress, create common means to manage the daily chaos, and develop community. **PROFESSIONAL IDENTITY, PROFESSIONAL GROWTH:** Students develop their own professional identity and evaluate their progress in their studies from the perspective of professional growth. **COMPLETING STUDIES:** Students make a plan to assist them in completing their studies, identify their motivation for studying, resources and energy. **FUTURE, WORKING LIFE:** Students make a plan for the future,

consider placement in the working world, create opportunities to express their own abilities to employers.

Literature / Study Material

To be announced at a later date.

Learning Methods

Discussions, interactive working methods: sociodrama, psychodrama, story theater, etc. Students will also compile a portfolio throughout the course.

Assessment

Pass/Fail

Further Information

jussi.kareinen@seamk.fi

Native language and communication, 5 op KH13APE1410 (study unit)

Lecturers

Riikka Järvelä,

Objectives

Students shall be competent in writing various types of texts and understand in which context they can be used (written communication). They shall also renew their view of themselves as communicators via constructive feedback and self-evaluation. Students shall acquire competence in interacting and analyzing various contexts of communication, and understand central theories (oral communication). They will be able to identify the means of communication and their own role within a group. Students shall take part in small-group communication, develop the ability to give feedback, become familiar with small-group communication theories, and possess the ability to use these in their studies and future careers (small-group communication).

Content

Written communication: Command of linguistic norms and the correct usage of the Finnish language, familiarization with scientific and professional language and texts, practise process writing and the standards of scientific communication language. Oral communication: Practical course concentrating on individual ways of communicating while renewing and analyzing the view of themselves as a communicator in public speaking situations. Central communication theories and models will be introduced during lectures. Small-group communication: A course which considers the behavior of groups from a communicative perspective. Central theories will be discussed, as well as practice and analysis of various group communication situations.

Literature / Study Material

Handouts provided, including field-specific articles

Learning Methods

Lectures, discussion, independent and group work

Assessment

Scale 1–5, 80 % attendance required. Assessment discussed during the first lesson. 60 % of the grade depends on participation and assignments, 40 % depends on the exam.

Languages of Instruction

Finnish

Introduction to group work, 3 op KH13SMV2550 (study unit)

Lecturers

Olli-Pekka Ahtiainen, KM

Objectives

The aim of the course is to explore the concept of group as a phenomenon, group functions and to provide guidance.

Content

The course discusses group dynamics and phases, role theory, foundations of guidance, and influencing group processes.

Literature / Study Material

Raimo Niemistö: Ryhmän luovuus ja kehitysehdot; handouts.

Learning Methods

Lectures, journal, group test

Assessment

Pass/Fail. Completion of the course requires active attendance in all lectures and acceptable completion of assignments.

Languages of Instruction

Finnish

**Customer service, 3 op
KH13PHP1050 (study unit)**

Objectives

Students shall understand how customer service affects the competitiveness of a company.

Content

The course discusses the fundamentals of customer service.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, exercises, assignments, attendance and test

Assessment

1–5

Languages of Instruction

Finnish and English

**Cultural policy, 3 op
KH13PHT0300 (study unit)**

Lecturers

Arto Juurakko, M.A.

Objectives

Students shall gain an overview of the structure and mechanisms of cultural policy.

Content

The course comprises the following topics:

- Cultural policy and the structure of cultural administration in Finland
- Forms of governmental support
- Role of arts councils, civil organizations, foundations and funds
- Nordic cultural policy and decision-making
- Nordic cultural organizations and institutions
- Role of the Nordic Council for Ministers in the cultural field
- Cultural policy in the EU
- Structure of the EU and decision-making in the field of media
- Organs and funds in the fields of culture and media

Literature / Study Material

To be announced during the first lesson

Learning Methods

Lectures, assignments

Assessment

1–5

Languages of Instruction

Finnish

**Introduction to project management, 3 op
KH13PHP0200 (study unit)**

Lecturers

Kari Salo, Ph.D., M. Soc.Sc., M.A.(Education)

Objectives

Students shall understand the fundamentals of project work, learn basic concepts and study completed projects.

Content

The course involves the basic concepts of project work and creating a project plan.

Literature / Study Material

Silfverberg, Paul. 2001. Ideasta projektiksi. Projektisuunnittelun käsikirja. Hallinnon kehittämiskeskus. Edita. 5th edition or newer

Learning Methods

Lectures, independent study

Assessment

1–5

Languages of Instruction

Finnish, English

Further Information

kari.salo@seamk.fi

Introduction to information and publicity, 3 op KH13PHT0050 (study unit)

Lecturers

Terttu Karhumaa, M.Soc.Sc.

Objectives

The aim of the course is to explore the operation and significance of the mass media, and to provide students with an understanding of the special features involved in electronic communication and project publicity.

Content

The course comprises the following topics:

- Foundations of mass media
- Internal/external communication
- Compiling publicity plans
- Arranging press conferences
- Writing press releases

Literature / Study Material

Material will be distributed during the first lesson.

Learning Methods

Lectures, group work, field trips and examination

Assessment

1–5

Introduction to marketing, 4 op KH13PHP1150 (study unit)

Objectives

Students shall be able to create a marketing plan and understand the importance of marketing in business operations.

Content

The course includes an introduction to marketing, negotiation skills, interaction, advertising, product development, producing for different media, side products and advertising based on images and brands.

Literature / Study Material

- Kotler, Philip (2000 tai uudempi). Marketing Management: analysis, planning, implementation and control.

Learning Methods

Lectures, assignments, examination

Assessment

1–5

**Entrepreneurship, 3 op
KH13MLK1130 (study unit)**

Lecturers

Heikki Luumi , B.A.

Objectives

Students shall acquire basic knowledge of entrepreneurship and the ability to establish a business.

Content

Students will be introduced to the following topics:

- Business ideas, entrepreneurship, innovations
- Profit generation model, business models
- Establishing a business
- Business development and financing
- Increasing business and capital investors
- Finding and utilizing risk financing
- Business strategies, value chains and networks

Literature / Study Material

To be announced during the first lesson.

Learning Methods

Lectures, assignments, examination

Assessment

1–5

Languages of Instruction

Finnish

**English, 3 op
KH13APE0541 (study unit)**

Lecturers

Diane Ruppert, M.A.

Objectives

The aim of the course is to activate the necessary oral communication skills needed in the workplace, develop the courage to speak and to integrate professional terms into the students' active vocabulary.

Content

The course comprises the following topics:

- Everyday phrases and special vocabulary needed in the workplace
- Professional vocabulary development via various media and independent work
- Students' own CV
- Presentations

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, work in groups and independently, presentations

Assessment

1–5

Languages of Instruction

Finnish and English

Swedish, 3 op KH13APE0542 (study unit)

Lecturers

Jaana Store, M.A.

Objectives

The aim of the course is to activate the necessary oral communication skills needed in the workplace, develop the courage to speak, and to integrate professional terms into the students' active vocabulary.

Content

The course comprises the following topics:

- Everyday phrases needed in the workplace as well as special vocabulary (ex. telephone language)
- Professional vocabulary development via various media and independent work
- Students' own CV
- Oral skills test carried out in pair and group discussions, as well as a written test

Literature / Study Material

Material provided during the first lesson.

Learning Methods

Lectures, work in groups and independently, presentations

Assessment

1–5

Historical and theoretical foundations of socio-cultural work, 3 op KH13BKE1050 (study unit)

Lecturers

Timo Toikko, Dr.Soc.Sc.

Objectives

Students shall understand the theoretical foundation for the Creative Activity study module.

Content

The course comprises the following topics:

- Socio-cultural work traditions: community work tradition, community art tradition
- Foundations of socio-cultural work: traditional, critical, radical
- Contents of socio-cultural work: Paulo Freire, Augusto Boal
- Approaches to socio-cultural work: traditional, critical and radical
- Stages of socio-cultural work
- Role of theory in socio-cultural work: research, analysis and conceptualizing

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, journal, examination

Assessment

1–5

Introduction to new media, 6 op KH13NKE0010 (study unit)

Objectives

Students shall learn about the history of the Internet, the production of web-pages, HTML language, backgrounds, frames, forms, linking pictures, publishing pages and advanced Internet tools. The students shall also learn the basics of Dreamweaver.

Content

The course discusses the basics of Dreamweaver and the creation of web-pages.

Literature / Study Material

To be announced during the first lesson.

Learning Methods
Lectures, assignment

Assessment
1–5

Civil activity, 3 op KH13BKE1150 (study unit)

Lecturers
Jussi Kareinen, M.A.

Objectives
Students will familiarize themselves with the concepts and practices of civil activity.

Content
The course comprises the following topics:

- Civic activity concepts: societal turning point and individualization
- Structural and administrative changes and internationalization
- Foundations and evolving forms of collective activity
- The future of volunteer work
- Organizations becoming more professional
- Organizations and associations at the mercy of the government
- Changing to a more fragmented society
- Turning point of the working society
- Values of civic activity – national duty or intrinsic value
- Possible trends and future challenges of civic activity
- Field trips

Learning Methods
Lectures, field trips, literature

Assessment
1–5

Characteristic features of producing for television, 6 op KH13PHT0310 (study unit)

Objectives
In the end of the course, student has skills to produce a studioproduct

Content
Programme scheduling, target groups, viewer research; television companies and independent companies in Finland and other countries; sales and marketing; digital broadcasting and local programme windows, practices of television production.

Literature / Study Material
Announced during the first lesson

Learning Methods
Contact lessons, independent and group work

Assessment
1–5

Further Information
jukka.saarela@seamk.fi

Participatory methods, 3 cr KH13BKE1251 (study unit)

Objectives
Students shall become familiar with participatory methods associated with working in various groups and in considering the unique situations and needs of those groups. They shall also learn to utilize the possibilities music offers to group facilitation.

Content

Music as a means to participate, future workshops as a means to plan, and community commitment shall be discussed in the course.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, literature and group work

Assessment

1–5

**Programming languages and their properties in electronic media, 4 op
KH13NKE0100 (study unit)**

Literature / Study Material

To be announced during the first lesson.

Assessment

1–5

**World music, 3 cr
KH13BKE1351 (study unit)**

Lecturers

Arto Juurakko, FM/M.A.

Objectives

Students shall become familiar with world music cultures and their research. They shall explore music traditions from around the world through examples and study the possibilities of applying them within a socio-cultural work environment.

Content

The course discusses the methods associated with ethnomusicological analysis.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, guided exercises

Assessment

1–5

Languages of Instruction

Finnish

**Introduction to AV production, 8 op
KH13NKE0110 (study unit)**

Objectives

Students will be introduced to the central tools and phases involved in audiovisual production. They will plan and implement a small-scale video production in groups.

Content

The course comprises the basics of videoproduction and small-scale video production in groups.

Learning Methods

Lectures, exercises, project

Assessment

1–5

**Music as a culture, 3 cr
KH13BKE1451 (study unit)**

Objectives

Students shall observe various cultural traditions and ways of life and practice interpretations through music.

Content

The course discusses traditions in music research traditions, terminology and music as a cultural phenomenon.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, independent study

Assessment

1–5

Languages of Instruction

Finnish

**Digital image processing, 3 op
KH13NKE0050 (study unit)**

Objectives

Students shall understand the possibilities involved in image processing for digital productions, and they shall be capable of applying them to various formats.

Content

The students will be introduced to the following:

- WWW image processing and recommended image formats
- Picture editing and picture manipulation

Literature / Study Material

To be announced during the first lesson.

Learning Methods

Lectures, independent work

Assessment

1–5

**DVD workshop, 3 op
KH13NKE0060 (study unit)**

Objectives

Students will become familiar with the stages of DVD productions and contribute to the production of a DVD.

Content

The course introduces students to DVD format and the stages of DVD production.

Literature / Study Material

To be announced during the first lesson.

Learning Methods

Lectures, exercises and assignment

Assessment

1–5

**Instrument studies, 10 op
KH13SMV2552 (study unit)**

Objectives

Students shall improve their skills in playing their main instrument and be able to play at least one other instrument.

Content

The course comprises instrument-specific music lessons and playing in a group.

Literature / Study Material

Material provided at the first lesson.

Learning Methods

Lectures and group work

Assessment

Pass/Fail

Languages of Instruction

Finnish

Further Information

arto.juurakko@seamk.fi

Online animation workshop, 3 op KH13NKE0070 (study unit)

Objectives

Students will learn about the possibilities animation and graphics offer in the creation of web–pages. They will be introduced to animation techniques and practice the creation of interactive animation and multimedia links.

Content

The course discusses the basics of Macromedia Flash.

Literature / Study Material

Material provided at the first lesson.

Learning Methods

Lectures, exercises

Assessment

1–5

Working in a band, 8 op KH13SMV2651 (study unit)

Objectives

Students shall develop their skills in playing in a band, and become familiar with rhythmic music styles (rock, Latin, jazz) and eras in music. They shall acquire competency in leading a band consisting of special groups. Students shall also have the opportunity to carry out their own creative music projects.

Content

The course involves playing in a band and practicing concert repertoire.

Literature / Study Material

Material provided during the first lesson.

Learning Methods

Lectures

Assessment

Pass/Fail

Languages of Instruction

Finnish

Introduction to 3–D animation, 4 op KH13NKE0150 (study unit)

Objectives

The aim of the course is to familiarize students with 3D animation.

Content

The course includes the following topics: concepts in 3D modelling, file formats and their conversion, illumination, rendering, animation, character animation, landscape modelling, potential of the hardware, 3D programs, special programs, digital set design, plug–in programs, motion capture, 3D scanning, application areas of 3D modelling, post–production, planning 3D production, and the construction of spatial virtual environments.

Literature / Study Material
To be announced at a later date.

Learning Methods
Lectures, exercises

Assessment
1–5

Music and drama, 4 op KH13SMV2751 (study unit)

Objectives
Students shall acquire knowledge of productions that involve both music and drama, i.e. through the making of a musical.

Literature / Study Material
Material provided during the first lesson.

Learning Methods
Lectures, independent study

Assessment
1–5

Prerequisites
Participatory Methods

Languages of Instruction
Finnish

Sound, 6 op KH13NKE0160 (study unit)

Objectives
Students shall understand the concept of sound as an narrative element in audiovisual productions.

Content
The course discusses the following topics:

- Sound production in audiovisual productions
- Digital film and video sound
- Sound on the Internet
- Introduction to work with sound: recording, cutting, sound sources, soundscapes and formats
- Standards in sound production

Literature / Study Material
To be announced at the beginning of the course.

Learning Methods
Lectures, exercises

Assessment
1–5

Music education, 3 op KH13SMV2851 (study unit)

Objectives
Students shall acquire a general view of the foundations and trends of music education, as well as its importance and position from the point of view of society and the individual.

Content
The course discusses the use of music as an educational tool and when working with groups.

Literature / Study Material
To be announced at a later date.

Learning Methods

Lectures, guided exercises

Assessment

1–5

Languages of Instruction

Finnish

**Introduction to media technology, 6 op
KH13NKE0170 (study unit)**

Objectives

Students shall understand the various properties of different audiovisual formats as well as the limits of these formats. Students shall also be able to apply their knowledge during various productions.

Content

During the course students shall explore the demands of various audiovisual formats. The course focuses on the technological basis of digital audio and digital video systems and their diverse delivery formats.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and exercises

**Music therapy, 3 op
KH13SMV2852 (study unit)**

Objectives

Students shall learn the basic terms and methods of music therapy and understand its importance.

Content

The course discusses the central areas of application in music therapy.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and exercises

Assessment

1–5

Languages of Instruction

Finnish

**Dance and music exercise, 4 op
KH13SMV2951 (study unit)**

Objectives

Students shall become familiar with dance and music as a way to express oneself and as a tool for exercise when working with groups.

Content

The course discusses dance and music as a way to express oneself and as a tool for exercise when working with groups.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and practical exercises

Assessment

1–5

Introduction to accounting, 3 op KH13PHP2050 (study unit)

Objectives

The course introduces students to the foundations of accounting and financial statements and teaches students how to compile a balance sheet book.

Content

The course discusses accounting, reporting and financial statements.

Literature / Study Material

Material provided during the first lesson.

Learning Methods

Lectures, exercises

Assessment

1–5

Audiovisual methods, 4 op KH13SMV3051 (study unit)

Objectives

Students shall learn to manually use a camera and understand the basics of filming and documentaries, lighting and sound as well as editing programs.

Content

The course comprises the following topics:

- Introduction to video work: picture size, perspectives, composition, shutter speed, aperture, lighting, sound
- Editing and cinemacy: Developing self-expression, continuity and image narration

Literature / Study Material

Lesson materials and handouts

Learning Methods

Lesson materials and handouts

Assessment

1–5

Tools for a producer, 7 op KH13PHT0400 (study unit)

Objectives

Students shall acquire competency in compiling a production plan and introducing it.

Content

The course comprises the following topics:

- Job description and tools for producers
- Planning and the development of production
- Scheduling, budgeting
- Post-production
- Risk management
- Distribution
- Special features of various film production types
- Finnish and international productions
- Nordic cooperation and professionals
- Value of the film production chain

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lecture, assignments, exam

Assessment

1–5

**Composition, lyrics, arrangement, 6 op
KH13SMV3150 (study unit)**

Objectives

Students shall become familiar with the techniques of composition, lyrics and arrangements to create their own music and to facilitate groups in creating their own music.

Content

The course comprises the following topics:

- Analyzing various styles of composing
- Composing, writing lyrics
- Creating one's own music with expert guidance: the songs will be recorded in a studio during the course in Sound Production

Literature / Study Material

Lecture material

Learning Methods

Lectures, practical exercises, independent work

Assessment

1–5

**Legislation and copyright law in AV productions, 4 op
KH13PHT0410 (study unit)**

Literature / Study Material

To be announced

Learning Methods

Lectures, practical exercises, exam

Assessment

1–5

**New media project management, 5 op
KH13PHT0420 (study unit)**

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures, practical exercises

Assessment

1–5

**Project management, 3 op
KH13PHP0550 (study unit)**

Objectives

Students will be introduced to project planning, decision-making, task assignment, and the supervision and monitoring of projects. They will study organization and management models and the role of a steering group.

Content

The course discusses planning, decision-making, delegating, supervising, organization and leadership models, as well as steering committees.

Literature / Study Material

To be announced during the first lesson.

Learning Methods

Lectures, practical assignments

Prerequisites

Basics of Project Management

**Project financing, 4 op
KH13PHP0650 (study unit)**

Objectives

Students shall learn to apply for necessary funding from the right sources.

Content

The course discusses sources of financing (EU, Finland's Slot Machine Association RAY), application procedures and risk management.

Literature / Study Material

To be announced during the first lesson.

Learning Methods

Lectures, independent study, visiting lecturers

Assessment

1–5

**Introduction to screenwriting 1, 5 op
KH13MSK0150 (study unit)**

Objectives

The course involves an introduction to screenwriting. Students shall acquire skills in analyzing the strengths and weaknesses of scripts.

Content

The course comprises an introduction to classical drama, narrative conventions and traditions, characters, time, place, and conflicts.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures, exercises (writing a script), exam

Assessment

1–5

**Networking, 3 op
KH13PHP2150 (study unit)**

Lecturers

Jussi Kareinen, M.A.

Objectives

Students will understand the principles of networks and learn how to establish networks and work in them.

Content

Groups discuss various perspectives of how to network, preserve, facilitate and renew networks as well as use them appropriately. Networking should never be one-sided, it should always benefit all parties.

Literature / Study Material

To be announced during the first lesson.

Learning Methods

Lectures, independent study

Assessment

1–5

**Introduction to screenwriting 2, 3 op
KH13MSK0151 (study unit)**

Objectives

The course involves an introduction to screenwriting. Students shall acquire skills in analyzing the strengths and weaknesses of scripts.

Content

The course comprises an introduction to classical drama, narrative conventions and traditions, characters, time, place, and conflicts.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures, exercises, (writing a script), exam

Assessment

1–5

**Scheduling, 3 op
KH13PHP2450 (study unit)**

Objectives

Students shall learn how to schedule productions and understand the temporary resources of production segments.

Content

The course involves compiling schedules, dividing the various parts of an event, responsibilities, length and time of event.

Literature / Study Material

To be announced during the first lesson.

Learning Methods

Lectures and individual exercises

Assessment

1–5

**Visual and graphic design, 3 op
KH13MSK0020 (study unit)**

Objectives

Students shall learn basic 2D surface design and visual design, typography and central form, and colour theories. They will also learn to analyse entities composed of pictures, signs and texts, and learn to apply visual expression, design and typography in their own work. Finally, they will plan a small-scale electronic publication.

Content

The course will cover the basics of color, composition and typography through various exercises. Students will design a logo, business card, newspaper, print advertisement and a small brochure. Students will carry out the work either on the computer using a graphics program or by hand depending on abilities.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures

Assessment

1–5

**From idea to an event, 3 op
KH13PHP2350 (study unit)**

Objectives

To refine one's ideas into a feasible production.

Content

Generation of ideas, event planning process and various forms of events.

Learning Methods

Announced during first lesson

Assessment

1–5

**History of film, 4 op
KH13SMK0160 (study unit)**

Objectives

Students will be introduced to the history of cinema and television. They will study the various film styles, time periods and types of films and their historical development. They will explore the concept of genre and analyze its forms and development.

Assessment

Exercise(40 %) and exam (60 %), based on ascale of 1 to 5.

**Sponsorship, 3 op
KH13PHP2550 (study unit)**

Objectives

Students shall learn how to make out contracts for sponsorship.

Content

The course discusses the importance of corporate cooperation, making out contracts, preparing for field trips.

Literature / Study Material

Material provided at the first lesson.

Learning Methods

Lectures, exercises (making a contract), field trips

Assessment

1–5

**Film analysis, 3 op
KH13MSK0060 (study unit)**

Objectives

The students will learn the basic concepts associated with film analysis, and study the art of cinema. The course also includes the analysis and close reading of films.

Learning Methods

Lectures, independent study

Assessment

1–5

Prerequisites

History of Film

**Event budgeting, 3 op
KH13PHP2651 (study unit)**

Objectives

Students shall acquire a basic understanding of budjeting an event and be able to calculate a realistic budget.

Content

The course comprises the following topics:

- Calculating a budget
- Financial planning
- Copyright compensation
- Expenditures associated with the use of technology in an event
- Permit costs
- Cooperation contracts

Literature / Study Material

To be announced at the first lesson.

Learning Methods

Lectures and exercises

Assessment

1–5

**Introduction to non-linear planning, 3 op
KH13MSK0170 (study unit)**

Objectives

Upon completion of the course, students will possess skills in screenwriting for new media.

Content

The course discusses the features of non-linear narrative and the structures of interactive and non-linear narratives.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures, exercises, exam

Assessment

1–5

Prerequisites

Introduction to Screenwriting

**Introduction to production technology, 3 op
KH13PHP2750 (study unit)**

Objectives

Students shall acquire basic knowledge of sound and lighting techniques and be able to assess the production technology needs for an event.

Content

The course discusses sound and lighting terminology, e.g. units of measurement, foundations of sound and lighting techniques.

Literature / Study Material

Material provided during the first lesson.

Learning Methods

Lectures

Assessment

1–5

**Production 1: Music event, 5 op
KH13STK0553 (study unit)**

Objectives

Students shall become familiar with practices associated with putting on a performance and learn to integrate various socio-cultural tools into a performance. Students shall also learn to work with various civic groups.

Content

The course involves arranging a music event where there are performances as well as activities where the audience can participate.

Literature / Study Material

Material provided at beginning of the course.

Learning Methods

Supervised assignments and independent work

Assessment

1–5

**Production I, 5 op
KH13MLK1160 (study unit)**

Objectives

Students shall acquire skills needed in working on a video production team, and become familiar with the concept of production.

Content

The course discusses digital video production.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures, exercises, presentation

Assessment

1–5

Prerequisites

Introduction to AV Production

**Production 2: Participatory music project, 5 op
KH13STK0652 (study unit)**

Objectives

Students shall become familiar with socio-cultural practices in putting on a performance and learn to use music as a tool for socio-cultural work with various groups. Upon completion of the course, students shall possess competency in producing an event according to the specific needs of a group and acting as a facilitator.

Content

To be announced at the beginning of the course.

Literature / Study Material

Material provided at beginning of the course.

Learning Methods

Group work with supervision

Assessment

1–5

**Production II, 6 op
KH13MLK1170 (study unit)**

Objectives

Students shall become familiar with new media production.

Content

The course discusses www-production.

Literature / Study Material

To be announced at a later date.

Assessment

1–5

**Production 3: Musical, 7 op
KH13STK0751 (study unit)**

Objectives

Students shall be able to apply and develop their skills, learned during this course, in organizing an event.

Content

Students will produce and carry out a musical with professional guidance.

Literature / Study Material

To be announced at a later date.

Learning Methods

Group work with supervision

Assessment

1–5

**Production III, 8 op
KH13MLK1180 (study unit)**

Objectives

Students shall become familiar with the production of documentaries.

Content

The course discusses the production of documentaries.

Literature / Study Material

to be announced at a later date.

Learning Methods

Exercises supervised by the lecturer.

Assessment

1–5

**Production 4: Recording production, 8 op
KH13STK0851 (study unit)**

Objectives

Students shall become familiar with the various areas of recording production and possibly produce a recording in cooperation with a target group.

Content

The course comprises studio production including the recording and producing of, for example, work done in other courses or in cooperation with target groups. Other topics include mixing, mastering, album covers, acquiring sponsors, and distribution.

Literature / Study Material

To be announced at a later date.

Learning Methods

Independent work with supervision

Assessment

1–5

**Production IV, 5 op
KH13MLK1190 (study unit)**

Objectives

Students shall become familiar with Internet television.

Content

The course discusses Internet television production.

Literature / Study Material

To be announced at a later date.

Learning Methods

Exercises supervised by the lecturer.

Assessment

1–5

Production V, 5 op KH13MLK1200 (study unit)

Objectives

Students will produce a media production with an external client.

Content

The course involves completing an assignment chosen by the student and commissioned by an external client.

Literature / Study Material

To be announced at a later date.

Assessment

1–5

Research methods, 2 op KH13TJK0054 (study unit)

Objectives

Students shall be capable of compiling various cultural management projects, research proposals and plans according to their own ideas, as well as for clients.

Content

The course involves carrying out project proposals and project and research plans in the students' own field of study on the basis of information acquisition, networking and innovating.

Literature / Study Material

To be announced by the lecturer.

Learning Methods

Lectures, assignments

Assessment

1–5

Research methods, 4 op KH13TJK0055 (study unit)

Objectives

Students shall learn the essential differences between various research methods and apply them in their final thesis.

Content

The course discusses quantitative, qualitative and action research.

Literature / Study Material

To be announced by the lecturer.

Learning Methods

Supervised, independent work

Assessment

1–5

Music anthropology, 3 op KH13TJK0560 (study unit)

Objectives

Students shall improve their skills in ethno–musicological research methods and analytically examine musical phenomena as a part of society and culture.

Content

The course involves a research project, which may possibly be integrated into the final thesis.

Literature / Study Material

To be announced at a later date.

Learning Methods
Lectures and exercises

Assessment
1–5

PRACTICAL TRAINING, 45 op KH13STK0650 (study entity)

Course objectives and contents: Students will develop their personal qualifications in the various sub-sectors of the professional field, and plan, implement and report on a personal socio-cultural project independently. Learning methods: Independent work

Practical training I, 20 op KH13STK0551 (study unit)

Objectives
Students shall become familiar with media practices and work environments. Supervised practical training period in an approved workplace.

Content
Supervised practical training period in an approved workplace

Learning Methods
Supervised independent work

Assessment
Pass/Fail

Practical training II, 25 op KH13STK0651 (study unit)

Objectives
Students shall apply the theory they have learned during their studies into practice, and carry out a project independently. The practical training can be integrated into the final thesis.

Content
Supervised practical training period in an approved workplace

Learning Methods
Supervised practical training period in an approved workplace

Assessment
Pass/Fail

Practical training I, 20 op KH13STK0554 (study unit)

Objectives
The students will develop their personal qualifications and the various sub-sectors of the professional field and plan, implement and report on a personal socio-cultural project independently.

Learning Methods
Independent work

Languages of Instruction
Finnish

Final thesis, 15 op KH13TJK0450 (study entity)

- Course objectives and contents: Students will report on their learning, which is based on practical work, advance their socio-cultural qualifications and develop their information acquisition and publicity skills.
- Learning methods: Independent work and group tutoring

Practical training II, 25 op KH13STK0653 (study unit)

Objectives

The students will develop their personal qualifications and the various sub-sectors of the professional field and plan, implement and report on a personal socio-cultural project independently.

Learning Methods

Independent work

Languages of Instruction

Finnish

Degree Programme in Design (In Finnish)

Head of degree programme: Mr Hannu Ruokonen, Tel. +358 40 830 4226, E-mail: hannu.ruokonen@seamk.fi

Student counsellor: Ms Tuija Huusko, Tel. +358 40 830 4227, E-mail: tuija.huusko@seamk.fi

ECTS/International coordinator: Ms Eija Pennanen, Tel. +358 40 830 4272, E-mail: eija.pennanen@seamk.fi

Degree and qualification awarded

Bachelor of Culture and Arts

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

Subject specific competences

Design competence

- understands methods of creative problem-solving
- is able to anticipate future changes and develop the working environment with a view to adapting to change.
- is able to find information by reflection and adaptation.
- masters the design methods and tools of the chosen field.
- understands the importance of user-oriented design and ergonomics in products.
- understands and masters the creative processes and the theory of the field of study.
- understands the ethical and aesthetical responsibility of the designer.

Production competence

- knows the most important materials in the chosen field and their application to use.
- understands the main manufacturing and production processes in the field.
- knows the chains of production in the chosen field.
- understands the importance of quality as an essential part of design work.

Competence in the design process

- understands the cultural factors behind design and is able to interpret contemporary phenomena and values through design.
- is able to work using project working methods.
- is able to present ideas and products in an interactive way.
- understands the importance of business and marketing in the design process.
- understands the significance of the design process and the product as a part of the design management of an enterprise.

Visual competence

- is able to perceive, use and assess colours and shapes and to understand the relations between them as a basis for design.
- understands the importance of composition as a basis for design work.
- can and is able to use visual methods of presentation as part of the design process.

Degree Programme in Design (In Finnish), 240 cr (3.9.2007) MK 2007GRAA

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KH14A	BASIC STUDIES					40
KH14AAOR001	Orientation					2
KH14AAKI	Communication studies					8
KH14AAKI001	English	x				3
KH14AAKI002	Swedish		x			3
KH14AAKI005	Communication	x				2
KH14AAMT001	History of modern design and art					3
KH14AAYT	Entrepreneurship					16
KH14AAYT001	Immaterial property rights and practices	x				2
KH14AAYT002	Basics of economics		x			2
KH14AAYT003	Marketing I		x			3
KH14AAYT004	Marketing 2			x		2
KH14AAYT005	Introduction to entrepreneurship			x		2
KH14AAYT006	Marketing 3				x	5
KH14AATU	Research studies					11
KH14AATU001	Research writing		x			4
KH14AATU002	Research methods				x	3
KH14AATU006	Information retrieval		x			2
KH14AATU003	Final thesis process				x	2
KH14B	PROFESSIONAL STUDIES					140
KH14BYAO	COMMON SPECIALISATION STUDIES					20
KH14BYTA	Art studies					12
KH14BYTA001	Life drawing	x				2
KH14BYTA002	Basics in colour theory and composition	x				2
KH14BYTA003	Drawing		x			3
KH14BYTA004	Plastic composition			x		3
KH14BYET005	Product photography		x			2
KH14BYNM001	Exhibition design					8
KH14BAK	SPECIALISATION STUDIES					120
KH14BAP	Basic studies of the speciality					45
KH14BAGR1	Graphic design 1, typography					20
KH14BAGR11	History of typography	x				5
KH14BAGR12	Symbols and signs	x				5
KH14BAGR13	Typographical project	x				10
KH14BAGR2	Graphic design 2, information graphics					25
KH14BAGR21	Basics of information graphics	x				5
KH14BAGR22	Sign system publication and package design	x				15

KH14BAGR23	Picture information	x				5
KH14KEPR	Development projects					26
KH14BAGR3	Printed media design and layout programs					6
KH14BAGR31	Course Orientation		x			2
KH14BAGR32	Publishing and layout programs		x			4
KH14BAGR4	3D– design and Web–design					10
KH14BAGR41	Program orientation		x			2
KH14BAGR42	Basics of 3D design		x			2
KH14BAGR43	Basics of Web–design		x			2
KH14BAGR44	3D design/Web–design project		x			4
KH14BAGR5	Design management and concept desing					10
KH14BAGR51	Basics of design management		x			2
KH14BAGR52	Basics of concept design		x			2
KH14BAGR53	Corporate identity design project		x			6
KH14BAGR54	Graphic concept design project		x			6
KH14TOPR	Co–operation projects					14
KH14TOPRG1	Campaign design			x		4
KH14TOPRG2	Corporate identity design			x		5
KH14TOPRG3	Graphic identity design			x		5
KH14SYPR	Advanced projects					35
KH14SYPRG1	Concept design project				x	10
KH14SYPRG2	Material project				x	10
KH14SYPRG3	Own project				x	15
KH14DD	FREE CHOICE STUDIES					15
KH14	PRACTICAL TRAINING					30
KH14BAKSV10	FINAL THESIS					15
KH14BAKSV20	Maturity demonstration				x	

Degree Programme in Design (In Finnish), 240 cr (3.9.2007) MK 2007MUOT

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KH14A	BASIC STUDIES					40
KH14AAOR001	Orientation					2
KH14AAKI	Communication studies					8
KH14AAKI001	English	x				3
KH14AAKI002	Swedish		x			3
KH14AAKI005	Communication	x				2
KH14AAMT001	History of modern design and art					3
KH14AAYT	Entrepreneurship					16
KH14AAYT001	Immaterial property rights and practices	x				2
KH14AAYT002	Basics of economics		x			2
KH14AAYT003			x			3

	Marketing I					
KH14AAYT004	Marketing 2			x		2
KH14AAYT005	Introduction to entrepreneurship			x		2
KH14AAYT006	Marketing 3				x	5
KH14AATU	Research studies					11
KH14AATU001	Research writing		x			4
KH14AATU002	Research methods				x	3
KH14AATU006	Information retrieval		x			2
KH14AATU003	Final thesis process				x	2
KH14B	PROFESSIONAL STUDIES					140
KH14BYAO	COMMON SPECIALISATION STUDIES					52
KH14BYTA	Art studies					10
KH14BYTA001	Life drawing	x				2
KH14BYTA002	Basics in colour theory and composition	x				2
KH14BYTA003	Drawing		x			3
KH14BYTA004	Plastic composition			x		3
KH14BYTE	Presentation Studies					12
KH14BYET001	Basics of portfolio design	x				2
KH14BYET002	Presentation studies	x				3
KH14BYET003	Digital presentation	x				3
KH14BYET004	Basics of graphic design		x			2
KH14BYET005	Product photography		x			2
KH14BYMU	Design					22
KH14BYMU001	Design 1	x				5
KH14BYMU002	Design 2		x			5
KH14BYMU003	Design 3			x		2
KH14BTMU004	Concept–project				x	10
KH14BYNM001	Exhibition design					8
KH14BAK	SPECIALISATION STUDIES					88
KH14BAP	Basic studies of the speciality					32
KH14BAKA1	Wood module					9
KH14BAKA100	Basics of woodworking	x				3
KH14BAKA110	Concept design 1	x				2
KH14BAKA120	Product design 1	x				4
KH14BAKA2	Metal and plastic module					14
KH14BAKA130	Basics in metal and plastic working	x				4
KH14BAKA150	Product design 2	x				7
KH14BAKA140	Concept design 2	x				3
KH14BAKA3	Module of ergonomics					9
KH14BAKA160	Concept design 3	x				3

KH14BAKA170	Product design 3	x				6
KH14BASI1	Basics in woven textiles					12
KH14BASI100	Surface design 1	x				3
KH14BASI110	Basics in weaving	x				9
KH14BASI2	Basics in printed textiles					12
KH14BASI120	Surface design 1	x				4
KH14BASI130	Basics in textile printing and dyeing	x				8
KH14BASI3	Basics in interior design					8
KH14BASI140	Interior design 1	x				8
KH14BAVA100	Basics studies in fashion design and garment production					5
KH14BAVA101	Fashion design	x				2
KH14BAVA102	Patternmaking and garment production 1	x				3
KH14BAVA110	Basic studies in pattern making					6
KH14BAVA120	Fashion design and garment production					15
KH14BAVA121	Fashion design	x				6
KH14BAVA122	Textile materials	x				3
KH14BAVA123	Basic studies in knitwear design	x				4
KH14BAVA124	Patternmaking and garment production 2	x				2
KH14BAVA130	Collection design and prototyping					6
KH14BAVA131	Collection design	x				4
KH14BAVA132	Pattern making and prototyping	x				2
KH14MAPR	Collection projects					19
KH14BAKA200	Innovation project		x			9
KH14BAKA210	User centered project		x			10
KH14BASI4	Woven collection					7
KH14BASI200	Surface design 2		x			4
KH14BASI210	Industrial weaving		x			3
KH14BASI5	Printed collection					6
KH14BASI220	Surface design 2		x			4
KH14BASI230	Textile printing		x			2
KH14BASI6	Interior design					6
KH14BASI240	Interior design 2		x			6
KH14BAVA200	Imago dressing		x			5
KH14BAVA210	Stage costume design		x			5
KH14BAVA220	Collection projects		x			9
KH14YHPR	Entrepreneurship projects					12
KH14BAKA300	Co-operation projects			x		12
KH14BASI300	Product development project in woven textiles			x		7
KH14BASI330	Co-operation project in woven textiles			x		5
KH14BASI310	Co-operation project in printed products			x		5
KH14BASI320	Interior design project			x		5
KH14BAVA300	Co-operation projects			x		7
KH14BAVA310	Fashion promotion project			x		5

KH14SYPR	Advanced projects								25
KH14BAKSV01	Advanced product design project							x	10
KH14BAKSV02	Advanced projects in woven textiles							x	10
KH14BAKSV03	Advanced projects in surface design							x	10
KH14BAKSV04	Advanced interior design projects							x	10
KH14BAKSV05	Advanced product design projects							x	10
KH14BAKSV06	Advanced project in materials and techniques							x	5
KH14BAKSV07	Advanced project							x	10
KH14DD	FREE CHOICE STUDIES								15
KH14	PRACTICAL TRAINING								30
KH14BAKSV10	FINAL THESIS								15
KH14BAKSV20	Maturity demonstration							x	

Study Descriptions

Orientation, 2 op

KH14AAOR001 (study entity)

Objectives: The course introduces students to the degree program and the practices of the university of applied sciences.
Course contents:

- Content of degree program
- Interaction and teamwork skills
- Study skills
- Library, information retrieval
- Computer systems, e-mail, pass-codes

Lecturers: Hannu Ruokonen and Esa Savola

Communication studies, 8 op

KH14AAKI (study entity)

Students shall be competent in communicating in typical professional situations. They shall also be able to produce written material for various situations and in various languages.

English, 3 op

KH14AAKI001 (study unit)

Objectives

Upon completion of the course, students shall be competent in using professional terminology typical to their field of study. They shall also be able to describe and present their products and design concepts to customers.

Content

The course comprises the following topics:

- Writing a curriculum vitae, memos and reports
- Vocabulary specific to the profession

Learning Methods

Exercises, assignments, lectures, independent study

Assessment

Portfolio, written examination, continuous assessment: grading is based on a scale of 1 to 5.

Languages of Instruction

Finnish and English

Swedish, 3 op KH14AAKI002 (study unit)

Objectives

Upon completion of the course, students shall be competent in communicating in Swedish in their professional field, both orally and in writing.

Content

The course discusses curricula vitae, memos and reports.

Assessment

Portfolio, written examination, continuous assessment: grading is based on a scale of 1 to 5.

Languages of Instruction

Finnish and Swedish

Communication, 2 op KH14AAKI005 (study unit)

Lecturers

Suvi Torkki, YTM

Languages of Instruction

Finnish

History of modern design and art, 3 op KH14AAMT001 (study entity)

Objective: Students shall learn the phases of development in design and art after the Industrial Revolution. The study module comprises the following:

- History of modern design (interiors, fashion, furniture, textiles) and art from 1850 to 2000.
- History of education in design

Learning methods: Lectures and independent study Assessment: Pass/Fail

Immaterial property rights and practices, 2 op KH14AAYT001 (study unit)

Lecturers

Esa Antero Savola, M.A.

Objectives

Upon completion of the course, students shall identify and manage immaterial property rights in different professional situations.

Content

The course comprises the following topics:

- Immaterial property rights
- Professional agreements
- Copyrights

Literature / Study Material

Haarmann. 2001. Immateriaalioikeuden oppikirja. Luentomonisteet

Learning Methods

Exercises, assignments, lectures, independent study and web-based learning

Assessment

Grading 1–5

Languages of Instruction

Finnish

Basics of economics, 2 op KH14AAYT002 (study unit)

Lecturers

Merja Juppo

Objectives

Upon completion of the course, students shall be familiar with the various ways of pricing products and services, such as setting prices and making quotations and invoices.

Content

The course discusses the various methods of pricing products and services.

Learning Methods

Lectures, exercises, independent study

Assessment

Exercises and continuous assessment: grading is based on a scale of 1 to 5.

Languages of Instruction

Finnish

Marketing I, 3 op KH14AAYT003 (study unit)

Objectives

Upon the completion of the course, students shall be aware of the connections between marketing and the fields of product development and designing. Students shall be competent in marketing a business, a product or a service, or in 'productizing' them. Students shall also acquire basic knowledge of consumer behavior.

Content

The course discusses

- the basics of marketing: product, price, distribution communications, and
- consumer behavior.

Literature / Study Material

Sipilä, J. 1999. Asiantuntijapalveluiden markkinointi. WSOY; Sipilä, J. 1999. Asiantuntijapalveluiden tuotteistaminen. WSOY; Dubois, B. 2000. Understanding the Consumer. Prentice Hall

Learning Methods

Lectures, independent study, exercises

Assessment

Evaluation is based on a scale of 1 to 5.

Languages of Instruction

Finnish

Marketing 2, 2 op KH14AAYT004 (study unit)

Objectives

Upon completion of the course, students shall master the basics of marketing communication: various elements, tasks, effects, planning, making images and influencing.

Content

The course discusses

- the basics of marketing communication,
- selling,
- design management,
- building images, branding, and
- SP and PR.

Literature / Study Material

Sipilä, J. 1999. Asiantuntijapalveluiden markkinointi. WSOY; Sipilä, J. 1999. Asiantuntijapalveluiden tuotteistaminen. WSOY; Dubois, B. 2000. Understanding the Consumer. Prentice Hall

Learning Methods

Lectures, exercises and independent study

Assessment

Portfolio, written examination, continuous assessment. Evaluation is based on a scale of 1 to 5.

Prerequisites

Marketing 1

Languages of Instruction

Finnish

**Introduction to entrepreneurship, 2 op
KH14AAYT005 (study unit)**

Lecturers

Designer Merja Juppo

Objectives

Upon completion of the course, students shall possess knowledge of the various ways of doing business, various forms of companies, and entrepreneurship. Students shall be competent in compiling a business plan when establishing a new enterprise, and they shall be capable of finding help and information for establishing, organizing and running an enterprise.

Content

The course discusses company forms and business plans.

Literature / Study Material

Yrityksen perustajan opas. 2003. Keskuskauppakamari

Learning Methods

Lectures, independent study, exercises

Assessment

Grading: 1–5

Languages of Instruction

Finnish

**Marketing 3, 5 op
KH14AAYT006 (study unit)**

Objectives

Upon the completion of the course, students shall possess the knowledge necessary for applying for a job or further education. They will be competent in compiling their own career plan, making a product of their expertise, and compiling a portfolio.

Content

The course discusses

- making a product of one's expertise,
- marketing a portfolio,
- curriculum vitae,
- job interviews,
- applications for further studies or jobs,
- recruitment services, and
- the rights and responsibilities of employees.

Learning Methods

Lectures, exercises, independent study

Assessment

Pass/Fail

Languages of Instruction

Finnish

Research studies, 11 op KH14AATU (study entity)

Students shall be able to communicate in typical professional situations. They shall be able to produce written material in various languages for various situations. Moreover, they shall be competent in utilizing various information retrieval methods.

Research writing, 4 op KH14AATU001 (study unit)

Lecturers

Suvi Torkki YTM, Vuokko Takala–Schreib PhD

Objectives

Students shall acquire knowledge of the fundamental of research work and the process involved in it. They shall possess competency in reporting the results of their research or development project. Student are required to do a small–scale study based on a topic in their profession.

Content

The course comprises:

- An introduction to research and development work: research topic, research process, principal methods
- Academic writing: requirements for scientific writing, academic style, correctness, process writing, use of sources and references, appearance of the thesis
- Small–scale study on a professional topic

Literature / Study Material

Hirsjärvi S., Remes P., Sajavaara P.: Tutki ja kirjoita, 2004. Tammi; Hiidenmaa P.: Suomen kieli –Who cares? 2003. Otava; Anttila P., Tutkimisen taito ja tiedonhankinta. 1996. Akatiimi; Seppänen J.: Katseen voima. 2001. Vastapaino; Tutkielman aiheeseen liittyvä suositeltava kirjallisuus

Learning Methods

Lectures, excercises, independent study

Assessment

Evaluation is based on a scale of 1 to 5.

Languages of Instruction

Finnish

Research methods, 3 op KH14AATU002 (study unit)

Objectives

Upon completing the course, students shall be able to recognize and apply various research methods. They shall also understand the ethics involved in research.

Content

The course discusses

- Qualitative and quantitative research
- Various methods: survey, interview, observation, probe, etc.
- Ethics in research

Literature / Study Material

Metsämuuronen J.: Laadullisen tutkimuksen perusteet. 2001. International Methelp; Alasuutari P.: Laadullinen tutkimus. 1999. Vastapaino; Ikkunoita tutkimusmetodeihin I ja II. 2001. toim. Aaltola J., Valli R. PS–Kustannus

Learning Methods

Lectures, assigment, independent study

Assessment

Written examination; grading on a scale of 1 to 5

Languages of Instruction

Finnish

Information retrieval, 2 op KH14AATU006 (study unit)

Lecturers

Information Specialist Leena Elenius, M.A.

Objectives

Students shall gain overall insight into information acquisition and know the information channels associated with the field of arts and design. Students shall also possess proficiency in searching and evaluating information. They shall be familiar with various sources of information and understand how to use these sources.

Content

The course comprises the following topics:

- Information literacy
- Types of information, production of information
- Information sources and channels
- Evaluation of information
- Library databases and other databases in the field of arts and design
- Searching for information on the Internet

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures, independent study and exercises

Assessment

Evaluation is based on the exercises on a pass/fail basis.

Languages of Instruction

Finnish

Final thesis process, 2 op KH14AATU003 (study unit)

Objectives

Students shall possess proficiency in managing their thesis process. They shall participate in seminars and have presentations of their thesis, as well as write a report of their process. Students shall also become familiar with the thesis topics of other students.

Content

The course comprises the following topics:

- Choosing a topic to research
- Planning the thesis process and managing the process
- Attending tutorials and seminars

Literature / Study Material

- Vilkka H. 2003. Toiminnallinen opinnäytetyö. Tammi.
- Hirsjärvi, Remes, Sajavaara. 2004. Tutki ja kirjoita. Tammi

Learning Methods

Seminars, assignments, independent study and tutorials

Assessment

Pass/Fail

Languages of Instruction

Finnish

Life drawing, 2 op KH14BYTA001 (study unit)

Lecturers

Artist Mikael Paajanen

Objectives

Upon completion of the course, students shall be able to draw the human figure and understand its forms and dimensions.

Content

The course comprises the following:

- Drawing human figures
- Proportions and anatomy
- Charcoal and chalk techniques

Learning Methods

Exercises and independent study

Assessment

Portfolio and continuous assessment: grading is based on a scale of 1 to 5.

Languages of Instruction

English

Basics in colour theory and composition, 2 op KH14BYTA002 (study unit)

Lecturers

Jaana Liukkonen M.A., Artist Mikael Paajanen

Objectives

Upon completion of the course, students shall be able to observe and analyze colors using a systematic and personal approach. Students shall become acquainted with the basics of composition in drawing and painting. They shall learn to express themselves with colors, tones, contrast and patterns in producing a solid, visual whole.

Content

The course comprises the following topics:

- Color and culture
- Color psychology
- Color systems
- Basics in composition
- Volume, balance
- Rhythm, contrast

Learning Methods

Exercises and lectures

Assessment

Portfolio and continuous assessment; grading 1–5

Languages of Instruction

Finnish and English

Drawing, 3 op KH14BYTA003 (study unit)

Lecturers

Mikael Paajanen, Artist

Objectives

Student is able to express himself artistically understanding and being able to create good composition. The student learns to visualize different moods and colour combinations.

Content

- watercolours
- pastels
- chalk
- acrylics

Learning Methods
excercises

Assessment
Grading 0–5

Languages of Instruction
English

Plastic composition, 3 op KH14BYTA004 (study unit)

Lecturers
Mikael Paaanen, Artist

Objectives
Student learns to express himself 3–dimensionally. He will learn to understand form and its energy and tension.

Content

- sculpture
- drawing and painting

Learning Methods
excercises

Assessment
Grading 0–5

Languages of Instruction
English

Product photography, 2 op KH14BYET005 (study unit)

Objectives
Student knows basics in product photography. He can use photography studio and it's equipments.

Content

- basics in product photography
- digital image modification

Learning Methods
excercises, lectures, self study

Assessment
Pass/Failed, Portfolio

Languages of Instruction
Finnish

Basics of portfolio design, 2 op KH14BYET001 (study unit)

Lecturers
Esa Antero Savola, M.A.

Objectives
Upon completion of the course, students shall be competent in designing and constructing personal professional portfolios.

Content
The course comprises the following topics:

- Planning and managing the goals of one's own portfolio
- Content, format, form and various layout and production methods

Learning Methods

Exercises, lectures, independent study

Assessment

Pass/Fail, portfolio evaluation

Languages of Instruction

Finnish

**Exhibition design, 8 op
KH14BYNM001 (study entity)**

- Lecturers: Leena Vainionpää MAT, Sirkku Ylinen MA
- Objectives : The aim is to give the student the knowledge and skills to the presentation own design concepts and projects in a personal influencing way.
- Course contents :During the period the students goes through the sectors that are required for an organising of a good presentation event. Exhibition design, graphic design, product photography and communication.
- Learning methods: exercise, lecture, self study
- Assessment :self assessment, portfolio, process assessment, grading 1–5

**Presentation studies, 3 op
KH14BYET002 (study unit)**

Lecturers

Jaana Liukkonen MA, Merja Juppo Designer, Sirkku Ylinen MA, Anna–Miia Suihkonen

Objectives

- In the field of furniture: Basics in furniture consepts
- In the field of fashion: Basics in clothing concepts
- In the field of textile design: Basics in textile surfaces and pattern visualizing

Learning Methods

Lectures and excersises

Assessment

Grading 1–5

Languages of Instruction

Finnish

**Digital presentation, 3 op
KH14BYET003 (study unit)**

Lecturers

Designer Juhani Haarala

Objectives

Students shall be competent in using Photoshop CS2 and Indesign CS2.

Content

The course comprises the following:

- Photoshop CS2
- Indesign CS2
- Digital cameras

Learning Methods

Lectures and excersises

Assessment

Pass/Fail

Languages of Instruction
Finnish or English

Basics of graphic design, 2 op KH14BYET004 (study unit)

Lecturers
Esa Antero Savola, M.A.

Objectives
Upon completion of the course, students shall be competent in applying the basic terminology associated with graphic design and managing their own graphic design projects.

Content
The course comprises the following:

- Planning and managing graphic design projects
- Typography, color
- Layout and various production methods

Literature / Study Material
Brusila 2002. Typografia. Kieltä vai visuaalisuutta; Loiri 2004. Typo; Pieni käytösopas typografian laatijalle

Learning Methods
Exercise, lecture, independent study

Assessment
Pass/Fail; evaluation of portfolio

Languages of Instruction
Finnish

Design, 22 op KH14BYMU (study entity)

Objectiv: Student will learn how design is part of multidisiplinary process. Student understand designers role in business, product development and consept design.

History of typography, 5 op KH14BAGR11 (study unit)

Lecturers
Esa Antero Savola, MA

Objectives
On completing the course, the student should be able to identify and manage basics of typographic styles and use typography as expressive tool in graphic design.

Content

- History of writing, printing
- basics of typography as style and technique.

Literature / Study Material
Airas ym: Kalliigrafia. Tekstausopas. Brusila: Typografia – kieltä vai visuaalisuutta, Eriksson: Graafisen tyylin perusteet, Itkonen: Typoteeseja, Loiri: Pieni käytösopas typografian laatijalle, Lukkarila: Tekstuuri. Typografia julkaisijan työvälineenä, Robinson: Skrivkonsten Opintomonisteet

Learning Methods
exercise, assignment, lecture, self study, web-based learning

Assessment
portfolio, written examination, continuous assessment , Grading 1–5

Languages of Instruction
Finnish

Design 1, 5 op KH14BYMU001 (study unit)

Lecturers

Sirkku Ylinen MA, Jaana Liukkonen MA, Vuokko Takala–Schreib PhD, Anna–Miia Suihkonen BA

Objectives

Student understands the role of designer. He knows basics in product development process and the meaning of the product semantics.

Content

- design as a profession
- design process
- product semantics
- idea techniques
- user/customer

Literature / Study Material

Kettunen, I. 2001. Muodon palapeli. WSOY Melgin, E. 2000. Julkiseksi. TaiK Karvonen, E. 1999. Elämää mielikuvayhteiskunnassa. Gaudeamus

Learning Methods

Lecture, exercise, self study

Assessment

Grading 1–5

Languages of Instruction

Finnish

Symbols and signs, 5 op KH14BAGR12 (study unit)

Lecturers

Esa Antero Savola and Petteri Järvi

Objectives

Upon completion of the course, students shall be able to identify, design and manage the basic elements and uses of symbols and signs in graphic design.

Content

The course discusses the following:

- Graphic symbols
- Corporate identity symbols
- Logotypes
- Trademarks

Literature / Study Material

Hellmark: Ord & Form. Typografisk handbok, Holger & Holmberg: Identitet. Om varumärken, tecken och symboler, Järvinen & Segersven: Heraldikka, Klein: No Logo. Tähtäimessä brändivaltiaat, Lindberg: Koristetaide, Loiri–Juholin: Visuaalisen viestinnän käsikirja, Rüegg: Basic Typography. Virusmäki (toim): Graafinen tietokirja

Learning Methods

Exercises, assignments, lectures, independent study

Assessment

Portfolio, written examination, and continuous assessment: grading is based on a scale of 1 to 5.

Languages of Instruction

Finnish

Design 2, 5 op KH14BYMU002 (study unit)

Lecturers

Jaana Liukkonen MA, Sirkku Ylinen MA, Vuokko Takala–Schreib PhD, Anna–Miia Suihkonen BA

Objectives

On completing the course, the student should be able to understand the meaning and the use of the user information and sustainable development in design process. Student knows different approaches to the future and trends and understand different roles of the concept design.

Content

- user centered design
- user information retrieval techniques
- sustainable development in design
- scenarios and trends
- concept design

Literature / Study Material

Keinonen. T. (toim.), 2000. Miten käytettävyys muotoillaan? Taik, julkaisu B61; Keinonen. T., Jääskö. V. (toim.), 2004. Tuotekonseptointi. Teknologiainfo Teknova Oy; Kokkonen. V., & al, 2005. Visioiva tuotekonseptointi. Teknologiainfo Teknova Oy; Cagan. C., Vogel. C.M., 2003. Kehitä kärkituote, ideasta innovaatioksi. Talentum; Klein. N., 2001. NoLogo, tähtäimessä brändivaltiaat. WSOY; Gaudeamus; Papane. V.1995. The Green Imperative. Thames and Hudson

Learning Methods

Lectures, exercise, self study

Assessment

Grading 1–5

Languages of Instruction

Finnish

Typographical project, 10 op KH14BAGR13 (study unit)

Lecturers

Esa Antero Savola MA, Juhani Haarala BA

Objectives

On completing the course, the student should be able to design basics of a sign system or typographic system in user oriented context.

Content

- Design Process Orientation
- System Orientation
- User Interface

Literature / Study Material

Keinonen: Miten käytettävyys muotoillaan, Kettunen: Muodon palapeli, Norman: Miten avata mahdottomia ovia? Opintomonisteen

Learning Methods

exercise, assignment, lecture, self study

Assessment

portfolio, written examination, continuous assessment ,grading 1–5

Languages of Instruction

Finnish

Design 3, 2 op KH14BYMU003 (study unit)

Objectives

On completing the course, the student should be able to plan and organize product development and design projects.

Content

- brief
- project working
- timetable

- special features of different design projects
- reporting the process

Learning Methods

Lectures, exercise, self study

Assessment

Grading 1–5

Languages of Instruction

Finnish

**Concept–project, 10 op
KH14BTMU004 (study unit)**

Content

- concept design
- scenario working

Learning Methods

lectures, self and team study

Assessment

grading 1–5

Languages of Instruction

Finnish

**Basics of information graphics, 5 op
KH14BAGR21 (study unit)**

Lecturers

Esa Antero Savola, M.A.; Teija Olkkola; Juhani Haarala, B.A.

Objectives

Upon completion of the course, students shall be capable of managing the basics of information ergonomics and the construction of graphic information systems.

Content

The course comprises the following:

- Information
- Ergonomics
- Production of signs systems

Literature / Study Material

Jacobsen (ed.): Information design, Leppänen ym: Osallistuvaan suunnitteluun, Loiri–Juholin: Visuaalisen viestinnän käsikirja. Lecture material.

Learning Methods

Assignments, lectures, independent study

Assessment

Evaluation: 1–5

Languages of Instruction

Finnish

**Wood module, 9 op
KH14BAKA1 (study entity)**

Students can produce furniture and small objects made of wood. She/he can adapt different woodworking methods in practice. She/he can produce ideas by sketching and making scale models. On completing the course, the student can make scale plans, presentation drawings and a prototype.

Sign system publication and package design, 15 op KH14BAGR22 (study unit)

Lecturers

Esa Antero Savola MA, Juhani Haarala BA

Objectives

On completing the course, the student should be able to manage basics of system-oriented graphic design project.

Content

- Project Management,
- System Design
- Concept Design

Literature / Study Material

Jacobsen (ed.): Information design, Karjalainen & Ramsland: Pakkaus, Loiri–Juholin: Visuaalisen viestinnän käsikirja, Lyytikäinen & Riikonen: Painotuotteen suunnittelu,

Learning Methods

Lectures, self and team study

Assessment

Grading 1–5

Languages of Instruction

Finnish

Basics of woodworking, 3 op KH14BAKA100 (study unit)

Objectives

Studies in furniture design involves knowledge of various materials, construction solutions and detail in furniture.

Content

The course teaches students how to operate machine tools and hand tools, as well as safety at work.

Literature / Study Material

Laakkonen, P. (1996). Puutekniikka 1: Muoto, rakenne ja tekninen piirustus; Kuikka, K. & Kunelius, K. (1998). Puutekniikka 2: Materiaalit

Learning Methods

Lectures, exercises

Assessment

Portfolio and prototype. Evaluation is based on a scale of 1 to 5.

Languages of Instruction

Finnish

Picture information, 5 op KH14BAGR23 (study unit)

Lecturers

Esa Antero Savola, MA, Juhani Haarala BA

Objectives

On completing the course, the student should be able to manage basic terminology of pictorial representation and design and analyse a concept presentation in cultural context

Content

- Pictorial representation, presentation, manipulation, production.

Literature / Study Material

Aaker: Building Strong Brands, Fiske: Merkkien kieli, Kellner: Mediakulttuuri, Lehtonen: Merkitysten maailma, Perko & Salokangas: Kymmenen kysymystä journalismista; Opintomonisteen

Learning Methods

exercise, assignment, lecture, self study

Assessment

portfolio, written examination, continuous assessment, grading 1–5

Languages of Instruction

Finnish

**Concept design 1, 2 op
KH14BAKA110 (study unit)**

Lecturers

Sirkku Ylinen MA

Objectives

Student is familiar with sketching, making scale models, technical details and plans. On completing the course, the student has skills to process design and design processes, visual communication skills and the necessary technical knowledge and skills basis.

Content

Students are familiar with sketching, making scale models, rendering and presentation techniques.

Literature / Study Material

litterary material from lectures

Learning Methods

Lectures, excercises

Assessment

portfolio and the design process, grading 1–5

Languages of Instruction

Finnish

**Product design 1, 4 op
KH14BAKA120 (study unit)**

Lecturers

Sirkku Ylinen MA

Objectives

The student is aware of designing and making a product by a design brief. On completing the course, the student has knowledge and skills to the presentation of own design concepts. She/he can make a prototype, documentation and presentation of his/her design. She/he understands the basic of product design.

Content

Students are familiar with making scale models as a team work or individual work. They can make documentation, portfolio and presentation of the design work.

Literature / Study Material

Holmberg, K. (2000). Kalustemuotoiludesign

Learning Methods

Lectures, excercises

Assessment

portfolio, the design process, self assessment Grading 1–5

Languages of Instruction

Finnish

**Metal and plastic module, 14 op
KH14BAKA2 (study entity)**

Students learn different metal and plastic working methods in theory and practice. She/he is acquainted with collecting information and concept design. She/he is paying attention into the constructional solutions, details and three dimensional forms in furniture. On completing the course, the student can make the project report.

Course Orientation, 2 op KH14BAGR31 (study unit)

Lecturers

Teija Olkkola BA, Juhani Haarala BA

Objectives

On completing the course, the student should be able to create and optimize publications with pdf-publishing systems.

Content

- Layout Programs,
- PDF
- On-demand, Desktop Publishing
- Presentations
- Document Optimizing.

Learning Methods

Lectures, exercises

Assessment

Grading 1–5

Languages of Instruction

Finnish

Basics in metal and plastic working, 4 op KH14BAKA130 (study unit)

Lecturers

Hannu Ruokonen

Objectives

Students shall be capable of applying the basic working methods of metal and plastic objects in theory and practice. Having successfully completed this course, students will be able to operate machinery in metal and plastic workshops. The course teaches the functions of machine tools and hand tools and how they can be used. The course also discusses occupational safety.

Content

The course discusses designing and production with metal and plastic, and provides students with knowledge of the methods used in bending tubes and working with metal sheets, joint techniques and surface coatings. The course also introduces moulds for plastic objects and how to work with plastic and metal objects.

Literature / Study Material

Ansaharju, T. & Ilomäki, O. (1980). Materiaalitekniikka. WSOY; Autio, A. (1996). Metallityöt. WSOY. Holmberg, K. (2000)

Learning Methods

Lectures, exercises

Assessment

Portfolio, design process, self-assessment. Evaluation is based on a scale of 1–5.

Prerequisites

Wood Modules

Languages of Instruction

Finnish

Publishing and layout programs, 4 op KH14BAGR32 (study unit)

Objectives

Upon completing the course, students shall be able to design, optimize and publish simple publications with Indesign.

Content

- Layout Programs

- Indesign
- Document Management
- Compatibility Font Folio

Learning Methods

Lectures, team and independent study

Assessment

Grading on a scale of 1–5

Languages of Instruction

Finnish

Product design 2, 7 op KH14BAKA150 (study unit)

Lecturers

Jaakko Puranen MA, Sirkku Ylinen MA

Objectives

Student is aware of designing and making product in the basis of design brief. On completing the course, the student has knowledge on presentation her/his design concepts, documentation and rendering his/her design. She/he understands the basics of product design and working elements of different materials.

Content

Student is designing and making a prototype. She/he can make documentation, portfolio and presentation of the design work.

Literature / Study Material

Holmberg, K. (2000). Kalustemuotoiludesign. LAMK

Learning Methods

Lectures, excercises

Assessment

portfolio, design process, self assessment, grading 1–5

Prerequisites

wood module

Languages of Instruction

Finnish

Concept design 2, 3 op KH14BAKA140 (study unit)

Lecturers

Sirkku Ylinen MA

Objectives

Student is acquainted with collecting information. She/he is making experiments and developing structures and shapes from the basis of design idea. The student makes a timetable and schedule to the design process of prototype. On completing the course, the student should be able to assessment her/his spending of time. She/he has proficiency in portfolio making from the basis of documentation. Student understands the meaning of experiments with material.

Content

Student is aware of sketch design, experiments with materials and shapes, sketch drawings, scale models, scale drawings, rendering and presentation.

Literature / Study Material

Rihlama, S. (2000). Valaistus ja värit sisustussuunnittelussa. Rakennustieto; Luentomonisteet

Learning Methods

lectures, excercises

Assessment

portfolio, design process, self assessment, grading 1–5

Prerequisites
wood module

Languages of Instruction
Finnish

Program orientation, 2 op KH14BAGR41 (study unit)

Lecturers
Teija Olkkola BA, Juhani Haarala BA

Objectives
On completing the course, the student should be able to choose practical 3D– and Web Design programs or applications for design projects.

Content

- Commercial applications, non–commercial applications
- program installation
- user licence
- program resources.

Learning Methods
Lectures, team and self study

Assessment
grading 1–5

Languages of Instruction
Finnish

Module of ergonomics, 9 op KH14BAKA3 (study entity)

Students shall become familiar with the principles of ergonomic design and be able to adapt measuring to the application of a product. Students shall search for and combine various materials into a functional form.

Basics of 3D design, 2 op KH14BAGR42 (study unit)

Lecturers
Juhani Haarala, B.A.

Objectives
Upon completion of the course, students shall be able to produce 3D objects with 3D applications, creating and combining bitmap and vector graphics.

Content
The course comprises the following:

- Modelling
- Animation
- Texture mapping
- Typography, illustration
- presentation

Learning Methods
Lectures, excercises

Assessment
Evaluation: 1–5

Prerequisites
Graphic Design I

Concept design 3, 3 op KH14BAKA160 (study unit)

Lecturers

Sirkku Ylinen MA

Objectives

Students become familiar with the ergonomic principles of product design, measurements and influence of functional and structural thinking in design. She/he makes experiments in ergonomic design and develops shapes from the basis of design idea. On completing the course, the student has knowledge on presentation her/his design concepts and documentation. The student can estimate her/his spending of time and makes a timetable. She/he is keeping a diary or a sketch book from the curriculum of the project. Finally she/he can produce a digital portfolio.

Content

Student is aware of making a schedule, experiments with wood, plastic and metal, keeping a sketch book, making scale models, technical drawings and detail drawings. She/he can make a prototype and a presentation.

Literature / Study Material

Jussila, A., Kuikka, K., Mononen, M., Voutilainen, M., Vuorenmaa, M. 1999. Puutekniikka 3: Tuotantotekniikka. Otava

Learning Methods

Lectures, excercises

Assessment

portfolio, design process, self assessment , grading 1–5

Prerequisites

Metal and plastic module

Languages of Instruction

Finnish

Basics of Web–design, 2 op KH14BAGR43 (study unit)

Objectives

Upon completion of the course, students shall be able to create user–friendly web–pages.

Content

The course comprises the following topics:

- Information architecture
- Tools and protocols for Internet publications
- Web design
- Data bases
- Internet publication practices and web operator services

Learning Methods

Lectures, group work and independent study

Assessment

Grading: 1–5

Prerequisites

Graphic Design I

Languages of Instruction

Finnish

Product design 3, 6 op KH14BAKA170 (study unit)

Lecturers

Sirkku Ylinen MA, Jaakko Puranen MA

Objectives

Student is acquainted with ergonomic problems of object as a part of design process. Having successfully completed this unit, the student will be able to make documentation and presentation. She/he will understand the basics in ergonomic

design. She/he can work and design with different materials.

Content

Student is designing and making a prototype. She/he can make documentation, portfolio and presentation of the design work.

Literature / Study Material

literary material from lecture

Learning Methods

exercises, lecture

Assessment

portfolio, design process, grading 1–5

Languages of Instruction

Finnish

3D design/Web–design project, 4 op KH14BAGR44 (study unit)

Lecturers

Ari Paananen, Juhani Haarala BA

Objectives

On completing the course, the student should be able to design and complete a moderate 3D / Web Design Project with appropriate program applications.

Content

- Project Practice
- Software Installation
- Software Practice.

Learning Methods

Lectures, group and self study

Assessment

Grading 1–5

Languages of Instruction

Finnish

Basics in woven textiles, 12 op KH14BASI1 (study entity)

Objectives: Upon completion of the study module, students shall understand how ideas form into sketches, and finally into useable woven textile surfaces. Students shall understand how structures and materials influence the features and appearance of textiles. Student shall also learn the basics of weaving and knowledge of fabrics.

Surface design 1, 3 op KH14BASI100 (study unit)

Lecturers

Merja Juppo, Ulla–Maija Tuomisto

Objectives

On completing the course, the student should be able to understand what is a woven textile. The student knows different textile structures and is able to sketch them. The student knows how colours effect on woven textile surface. The student knows how the whole designing process of woven textile surfaces and knows different sketching methods. She has proficiency to demonstrate her ideas and designs illustrated and orally.

Content

designing process of woven textiles

Literature / Study Material

Willman, L. & Forss, M. Kudontakirja, 1996

Learning Methods

Lectures, exercise, self study

Assessment

portfolio, continuous assessment, exercises, Grading 1–5

Languages of Instruction

Finnish

**Basics of design management, 2 op
KH14BAGR51 (study unit)**

Lecturers

Esa Antero Savola, M.A.

Objectives

Upon completion of the course, students shall be able to manage practices in designing and design programs in a corporate environment.

Content

The course discusses

- design and design management,
- corporate identity programs, and
- the management of practices in designing.

Literature / Study Material

Design Management: Yrityskuvasta kilpailuvaltti, Holger Holmberg: & Identitet. Om varumärken, tecken och symboler, Kupila (toim): Sisua, Siloa ja sinappia, Puustinen & Perheentupa: Yrityksen muotoilutieto and material distributed by the lecturer.

Learning Methods

Lectures, exercises, independent study

Assessment

Evaluation is based on a scale of 1 to 5.

Languages of Instruction

Finnish

**Basics in weaving, 9 op
KH14BASI110 (study unit)**

Lecturers

Ulla-Maija Tuomisto

Objectives

Upon completion of the course, students shall understand what weaving is and how it effects the surface of fabrics, how it makes the fabric feel, as well as its characteristics in use. Students shall be introduced to the basics of drafts. They will utilize the computer in weave designing and in weaving. Students shall be aware of the characteristics of textile materials and know how to choose the right materials for different purposes.

Content

The course comprises the following:

- Basics of drafts
- Basics of weaving
- Basics of computer-aided weaving
- Basics of textiles

Literature / Study Material

Markula, R. Tekstiilitieto 1999; Harjunmäki, U. & Kivistö, H. Kankaankutojan työvälineoppi; Harjunmäki, U. & Kivistö, H. & Turkia, A. & Lähteenmäki, E. Kankaankutojan sidosoppi 1988; Silpala, E. Kuvia kutomalla, 1992

Learning Methods

lecture, exercises, independent study

Assessment

Examination, continuous assessment and output assessment. Evaluation: 1–5

Languages of Instruction

Finnish

**Basics of concept design, 2 op
KH14BAGR52 (study unit)**

Lecturers

Esa Antero Savola, M.A.

Objectives

Upon completion of the course, students shall be able to manage conceptual graphic design in a corporate environment.

Content

The course discusses concept design and concept management.

Learning Methods

Lectures, exercises

Assessment

Evaluation: 1–5

Languages of Instruction

Finnish

**Basics in printed textiles, 12 op
KH14BAS12 (study entity)**

In this study module, students will learn the basics of the composition of printed textiles and of printing and dyeing textiles.

**Corporate identity design project, 6 op
KH14BAGR53 (study unit)**

Lecturers

Esa Antero Savola, M.A.

Objectives

Upon completion of the course, students shall be able to create a graphic identity design program for ideological or commercial use.

Content

The course comprises the following topics:

- Identity manual
- Graphic identity program

Literature / Study Material

Schmittl: Corporate Design International

Learning Methods

Lectures, teamwork and independent study

Assessment

Grading 1–5

Languages of Instruction

Finnish

**Surface design 1, 4 op
KH14BAS120 (study unit)**

Lecturers

Jaana Liukkonen, MA

Objectives

On completing the course, the student should be able to design printed interior textiles. Student can find ideas around her and convert them into visual textile sketches. Student understands different repeat systems and can produce exact sketches.

Content

- design process in printed fabrics
- repeat systems
- PhotoShop in textile design

Literature / Study Material

Mc Namara, A. & Snelling, P. Design and Practice for Printed Textiles. 1995

Learning Methods

Exercise, assignment, lecture, self study

Assessment

portfolio, continuous assessment Grading 1–5

Languages of Instruction

Finnish

Graphic concept design project, 6 op KH14BAGR54 (study unit)

Lecturers

Esa Antero Savola, M.A.

Objectives

Upon completion of the course, students shall be able to design and produce a visual communications campaign or a corporate identity program based on a visionary graphic design process.

Content

The course comprises the following topics:

- Visionary concept design process
- Campaign presentation
- Identity presentation

Literature / Study Material

- Kokkonen et al. Visioiva tuotekonseptointi
- Schmittl. Corporate Design International
- Design Management: Yrityskuvasta kilpailuvaltti
- Holger Holmberg & Identitet. Om varumärken, tecken och symboler

Learning Methods

Lectures, teamwork and independent study

Assessment

Grading 1–5

Languages of Instruction

Finnish

Basics in textile printing and dyeing, 8 op KH14BASI130 (study unit)

Lecturers

Jaana Liukkonen, M.A.

Objectives

Upon completion of the course, students shall understand the various phases involved in the printing and dyeing of textiles. They shall also understand how different textile materials behave in different circumstances and how different printing techniques affect the design. Students will also be familiar with occupational safety when working in a printing and dyeing studio.

Content

The course comprises the following topics:

- Basics in dyeing
- Basics in textile printing
- Textile chemistry

Literature / Study Material

Forss, M. Värimenetelmät, värjäys, maalaus, kankaanpainanta. 2000; Työsuojelun peruskurssi, 1999; Markkula L. 1999. Tekstiilitieto. WSOY

Learning Methods

Assignments, lectures, independent study

Assessment

Portfolio, written examination, continuous assessment. Evaluation is based on a scale of 1 to 5.

Languages of Instruction

Finnish

Basics in interior design, 8 op KH14BAS13 (study entity)

Student shall learn the basics of interior design in private facilities.

Campaign design, 4 op KH14TOPRG1 (study unit)

Lecturers

Esa Antero Savola, TaM

Objectives

On completing the course, the student should be able to create and design campaign for political, ideological or commercial purposes and audiences.

Content

- Campaign Plan
- Campaign Concept
- Media Plan
- Design Concept.

Literature / Study Material

Kokkonen ym: Visioiva tuotekonseptointi, Lindroos: Kirkas brandi, Lindqvist: Reklamen är livsfarlig, Mainostajien liitto: Mainostajan mediatutkimusopas, Mainostajien liitto: Mainonnan säännöt ja ohjeet, Olins: On Brand, Parantainen: Sissimarkkinointi, Rope–Mether: Mielikuvamarkkinointi, Tchervnych: Mainostajan tekijänoikeusopas

Learning Methods

Lectures, team and self studies

Assessment

grading 1–5

Languages of Instruction

Finnish

Interior design 1, 8 op KH14BAS140 (study unit)

Lecturers

Nina Kari, Interiödesigner

Objectives

On completing the course, the student should be able to understand how to make interpretation of customers needs in her interior design assignment. Student will understand how the light, colours and different functions shapes the room. Main interest is in home environments.

Content

- perspective drawing
- colour and light
- technical drawing
- interior materials

Learning Methods

exercise, assignment, lecture, self study

Assessment

portfolio, continuous assessment Grading 1–5

Languages of Instruction

Finnish

Corporate identity design, 5 op KH14TOPRG2 (study unit)

Lecturers

Esa Antero Savola MA

Objectives

On completing the course, the student should be able to conceptualize and design customer-oriented graphic programs in political, ideological or commercial context.

Content

- Customer Orientation
- Design Practice
- Design Brief.

Learning Methods

Lectures, exercises

Assessment

grading 1–5

Languages of Instruction

Finnish

Basics studies in fashion design and garment production, 5 op KH14BAVA100 (study entity)

Objectives: The main objectives in this module are learning to understand the professional methods of fashion design and clothing production. Upon completion of the course, students will be able to use the basic elements and principles of designing when developing their ideas into garments. Students will have proficiency in understanding the meaning of body measurements in designing, pattern-making and sewing ladies garments. They will be able to recognize differences between knitted and weaved fabrics when designing, making patterns and producing garments. They will also be able to use industrial machinery, clothing tools and equipment in producing garments in different materials. Students will be able to explain their ideas and evaluate their own skills.

Graphic identity design, 5 op KH14TOPRG3 (study unit)

Lecturers

Esa Antero Savola MA

Objectives

On completing the course, the student should be able to decide and conceptualize and design a designer-oriented graphic programs in political, ideological or commercial context.

Content

- Designer Orientation
- Design Brief
- Innovative Concept.

Learning Methods

lectures, exercises

Assessment
Grading 1–5

Languages of Instruction
Finnish

Fashion design, 2 op KH14BAVA101 (study unit)

Lecturers
Anna–Miia Suihkonen, Ba

Objectives
On completing the course, students should be able to understand the basic principles of fashion design and design processes. They can explain the idea of fashion and dressing and the meaning of a dress as a part of communication. Students have proficiency in noticing the meaning of differences of body shapes and proportion in design and noticing the needs and tastes of different consumer groups, choosing the right materials and working methods as a part of a design process. They will be able to produce a presentation of their own idea and styles visually.

Content
Students will be designing an outfit for a customer or themselves and they will present their ideas visually in a storyboard.

Literature / Study Material
Döllel & etc. (translated) Raija Tähkiö. 2002. Muotipiirtäminen, väri ja tyyli. WSOY. Eberle & etc. (translated) Pirjo Luoto. 2002. Ammattina vaate. WSOY. Other material given by a lecturer

Learning Methods
Exercises, assignment, lectures, self study

Assessment
Self evaluation, output assessment, grading 1–5

Languages of Instruction
Finnish

Patternmaking and garment production 1, 3 op KH14BAVA102 (study unit)

Lecturers
Jaana Pannula BA

Objectives
On completing the course, students have proficiency in noticing the meaning of differences of body shapes and proportion in patternmaking. They will be able to take measurements from a body and make modification needed in grading derived from body measurements and ladies size charts when using basic patterns. Students will also be able to use the industrial machinery, clothing tools and equipments safely and suited to its purpose as well as choosing the right materials and working methods as a part of production process.

Content
Students will be making patterns and producing a designed ladies outfit for a customer or themselves.

Literature / Study Material
Eberle & etc. (translated) Pirjo Luoto. 2002. Ammattina vaate. WSOY. Kangas, S–L. 1994. Vaatetusalan ammattitekniikka. Työtapakortisto 1–6. Otava. Ylönen, H. & Häkkinen, R. 2005. Vaatetusalan ammattitekniikan käsikirja. Otava. Other material given by a lecturer

Learning Methods
Exercises, assignment, lectures, self study

Assessment
Self evaluation, output assessment, grading 1–5

Languages of Instruction
finnish

Concept design project, 10 op KH14SYPRG1 (study unit)

Lecturers

Esa Antero Savola MA

Objectives

On completing the course, the student will develop personal graphic design services based on a KIBS strategy for future practise.

Content

- KIBS
- Marketing
- Professional services
- IPR
- Career Guidance

Literature / Study Material

Sipilä: Asiantuntija ja asiakas, Sipilä: Asiantuntijapalvelujen tuotteistaminen Opintomonisteen

Learning Methods

Lectures, self study, tutoring

Assessment

grading 1–5

Languages of Instruction

Finnish

Basic studies in pattern making, 6 op KH14BAVA110 (study entity)

Lecturer: Tuija Huusko, B.A.; Jaana Pannula Objectives : The main objectives in this study module are learning the main principles in manual pattern-making. Upon completion of the course, students shall be able to modify basic patterns to develop the chosen shape and style of a piece of garment. They shall be able to produce detailed technical drawings needed in pattern-making. Students shall possess proficiency in fitting garments on customers. They shall also understand the principles of computer-aided pattern design. Course contents : Students will be making patterns, sewing and fitting garment prototypes in different styles. Course literature/study material : Anttila, R. & Jokinen, R. 2000. Sovitus ja muotoilu. Opetushallitus. Joseph-Armstrong, H. 2000. Patternmaking for Fashion Design. Longman. Arkko, H. Koskinen, M. 1999. Kauluksen kaavoituksia. Otava. System M. Muller & Sohn. 1992. Schnittkonstruktionen für Kleider und Blusen. Rundschau Verlag. System M. Muller & Sohn. 1996. Schnittkonstruktionen für Röcke und Hosen. Rundschau Verlag. Rundschau-magazines Other material given by a lecturer Learning methods : Exercises, lectures, self study Assessment : Grading 1–5

Material project, 10 op KH14SYPRG2 (study unit)

Lecturers

Esa Savola MA

Objectives

On completing the course, the student has completed graphic design oriented clip-art, type & image archives and material sample galleries for personal professional use.

Content

- Fonts
- Clip-Arts
- Images
- Samples.

Learning Methods

Lectures, self study, tutoring

Assessment

grading 1–5

Languages of Instruction
Finnish

Fashion design and garment production, 15 op **KH14BAVA120 (study entity)**

The main objectives in this module are to develop deeper understanding in methods of fashion design and creative work. On completing the course, students should be able to work with customers, designing and making outfits to suit the body type of a customer and choosing appropriate materials considering the use of garment. They will be able to understand the basic features of different textile materials and knitwear structures. Students will be able to self-directioning and planning their own work, evaluate the quality of their work and understanding the meaning of teamwork in the field of fashion design. Students have proficiency in team working and developing their own professional skills in patternmaking and garment production. They are able to present their ideas using Prima Vision as a tool for computer aided visualisation. They will be able to produce professional portfolios.

Own project, 15 op **KH14SYPRG3 (study unit)**

Lecturers
Esa Antero Savola MA

Objectives
On completing the course, the student has designed and completed a professional career path project and marketing strategy for personally oriented graphic design services.

Content

- Career Guidance
- Marketing
- Professional Services
- IPR

Learning Methods
tutoring, self study

Assessment
Grading 1–5

Languages of Instruction
Finnish

Fashion design, 6 op **KH14BAVA121 (study unit)**

Lecturers
Anna–Miia Suihkonen, Ba

Objectives
On completing the course, the student should be able to work with customers, designing and making outfits to suit the body type and the needs of a customer and choosing appropriate materials and details for the style considering the use of garment. Students have proficiency in using creative methods in developing their ideas when creating fashion collections. They are able to understand the meaning of fashion trends as a part of design process. Students are able to visualise and perceive the garment as an aesthetic product using Prima Vision as a tool for visualising their ideas and creating portfolios in professional quality.

Content
Students will be creating attractive fashion collections for the use of different consumer groups. Students will be designing prints as a part of collection. They will be illustrating their ideas and present their fashion collections and design processes in a professional portfolio.

Literature / Study Material
Drake, N. 1987. Fashion Illustration Today. Thames and Hudson. Döllel & etc. (translated) Raija Tähkiö. 2002. Muotipiirtäminen, väri ja tyyli. WSOY. Eberle & etc. (translated) Pirjo Luoto. 2002. Ammattina vaate. WSOY. Other material given by a lecturer

Learning Methods
Exercises, assignment, lectures, self study

Assessment

Self evaluation, portfolio assessment, grading 1–5

Languages of Instruction

Finnish

FREE CHOICE STUDIES, 15 op
KH14DD (study entity)

Objectives: Students can select courses either from the selection of elective courses offered by the degree programme of design or from the range of elective courses offered by the other faculties of Seinäjoki University of Applied Sciences. Information about courses available can be found on the website <http://ops.seamk.fi>.

Textile materials, 3 op
KH14BAVA122 (study unit)

Lecturers

Anna–Miia Suihkonen, Ba; Tuija Huusko, Ba; Jaana Liukkonen, Ma

Objectives

On completing the course, students should be able to understand the basic features of different fibres, fabrics and manufacturing processes, commercial names of fabrics used in fashion and fundamentals of dying and finishing processes. They will be able to explain the features of raw materials used in garments, how they should be treated and what kind of different mechanical and chemical finishings do exist.

Content

Students will be introducing themselves into different textile materials for garments, i.e. fibres, fabrics, leather and fur and finishings, and collecting samples for a material portfolio.

Literature / Study Material

Boncamper, I. 2004. Tekstiilioppi. Kuituraaka–aineet. Hämeen ammattikorkeakoulu. Eberle & etc. (translated) Pirjo Luoto. 2002. Ammattina vaate. WSOY. Markula, R. 2001. Tekstiilitieto. WSOY. Other material given by a lecturer

Learning Methods

Exercises, lecture, self study

Assessment

Self evaluation, portfolio assessment, written examination 1–5

Languages of Instruction

Finnish

PRACTICAL TRAINING, 30 op
KH14 (study entity)

Students shall become familiar with the tasks, practices and culture(s) of their professional field in the working world, and learn to apply what they have learned to situations in practice. The practical training offers students an opportunity to obtain ideas and/or topic for their final thesis.

Basic studies in knitwear design, 4 op
KH14BAVA123 (study unit)

Lecturers

Eija Pennanen

Objectives

On completing the course, students should be able to understand the basic features and structures of knitted fabrics. They will be able to notice the differences between knitted and weaved fabrics when designing, patternmaking and producing garments. Students have proficiency in making knitted fabrics themselves and combining them with other materials. They will be able to use industrial machinery and working methods in producing garments with tricot as material. Course contents Students will be introducing themselves into yarns used in knitting industry and structures of knitted fabrics, and developing innovative samples for a material portfolio. Students will be producing knitted fabrics and combining them with other materials into finished products.

Content

Students will be introducing themselves into yarns used in knitting industry and structures of knitted fabrics, and developing innovative samples for a material portfolio. Students will be producing knitted fabrics and combining them

with other materials into finished products.

Literature / Study Material

Material given by a lecturer

Learning Methods

Exercises, assignment, lectures, self study

Assessment

Self evaluation, portfolio assessment, output assessment , 1–5

Languages of Instruction

Finnish

Patternmaking and garment production 2, 2 op KH14BAVA124 (study unit)

Lecturers

Jaana Pannula BA

Objectives

On completing the course, students should be able to pay attention to the different features of textiles materials when making patterns. They will be able to produce prototypes in order to explore the functionality, aesthetics and visual outcomes of a garment. Students will be able to produce technical details in garments as designed and choose the appropriate working methods and tools to handle different materials.

Content

Students will be experimenting and developing their ideas into patterns and prototypes of technical details in garments.

Literature / Study Material

Eberle & ym. (translated) Pirjo Luoto. 2002. Ammattina vaate. WSOY. Kangas, S–L. 1994. Vaatetusalan ammattitekniikka. Työtapakortisto 1–6. Otava Ylönen, H. & Häkkinen, R. 2005. Vaatetusalan ammattitekniikan käsikirja. Otava. Other material given by a lecturer

Learning Methods

Exercises, assignment, lectures, self study

Assessment

Self evaluation, output assessment, grading 1–5

Languages of Instruction

Finnish

Maturity demonstration KH14BAKSV20 (study unit)

Lecturers

Supervisor of the thesis work

Objectives

To earn his/her polytechnic degree, the student shall take the maturity examination, writing about a topic related to the thesis, which shows his/her acquaintance with the topic and knowledge of Finnish or Swedish. If the student has received their education in another language than Finnish or Swedish, the Head of the Degree Programme can agree with the student on taking the maturity examination in another language.

Content

In the maturity examination the student should show that he/she masters the content of his/her work and is able to produce clear and consistent written presentation.

Assessment

The maturity examination is assessed either pass or fail. Both content and language are assessed, and the examination can be failed on the basis of either content or language. The content of the maturity examination is checked by the supervisor of the thesis, and he/she also assesses the language.

Prerequisites

The student can register for the maturity examination after the thesis has been submitted for final assessment.

Collection design and prototyping, 6 op KH14BAVA130 (study entity)

The main objectives in this module are to develop understanding in industrial fashion design and commercial collection design. Students will have proficiency in using different materials in their design work and using chosen themes as a basis of innovative thinking and range building. Students will be able to recognise different target consumer groups, understand user-centred design methods and understand the importance of the image, brand marketing and consumer behaviour in commercial collection design. Student will be able to understand the designer's role as a part of marketing team and fashion industry. Students will understand the main features of fashion marketing and trend forecasting, and be able to search and analyse trend information gathered from different resources. Students will understand the main features of serial production affecting on design and garment production and pricing products. Students will be able to understand and calculate own and team resources available and begin to develop ones own design philosophy.

Collection design, 4 op KH14BAVA131 (study unit)

Lecturers

Anna-Miia Suihkonen, Ba

Objectives

On completing the course, the student should be able to understand the main principles and processes of industrial fashion design and commercial range building, and the meaning of design and garment production as a part of product developing. Students will be able to understand the meaning of trend forecasts and consumer behaviour in fashion design. Students have proficiency in using user-centred information as basis for innovative collection design. They are able to design and produce presentation material for their collection and develop their personal views in fashion design.

Content

Students will be designing fashion collections for different target consumer groups in teams including product labels, colour range, fabrics and detailed garment designs. Collections and design processes will be visually presented in professional portfolios.

Literature / Study Material

Eberle & ym. (translated) Pirjo Luoto. 2002. Ammattina vaate. WSOY. Professional magazines, Internet Other material given by lecturer

Learning Methods

Exercises, assignment, lectures, self study

Assessment

Self evaluation, peer assessment, portfolio assessment, output assessment ,grading 1–5

Languages of Instruction

Finnish

Pattern making and prototyping, 2 op KH14BAVA132 (study unit)

Lecturers

Tuija Huusko, Ba

Objectives

On completing the course, students should be able to understand the processes of pattern making and garment production in serial production system. They will have proficiency in planning working methods and procedures in garment production and produce garments economically efficiently using industrial working practices. Students will be able to understand the main features of sizing and pricing selling line.

Content

Students will be producing a chosen outfit from designed collection in teams.

Literature / Study Material

Eberle & ym. (translated) Pirjo Luoto. 2002. Ammattina vaate. WSOY. Other material given by a lecturer

Learning Methods

Exercises, assignment, lectures, self study

Assessment

Self evaluation, peer assessment, portfolio assessment, output assessment, grading 1–5

Languages of Instruction
Finnish

Innovation project, 9 op KH14BAKA200 (study unit)

Lecturers
Sirkku Ylinen MA, Jaakko Purttanen MA

Objectives
Students become familiar with the principles of design philosophy like the relation between the construction and material or the relation between the static and dynamic open the student's different professional perspectives in design. She/he is keeping a diary or a sketch book from the curriculum of the project. Finally she/he can produce a digital portfolio.

Content
On completing the course, the student should be able to make sketch design, 3–D design and most common visualization. She/he has knowledge on presentation her/his design concepts, documentation and rendering. Student is aware of making a schedule, experiments with wood, plastic and metal, keeping a sketch book, making scale models, technical drawings and detail drawings. Student is making a prototype of her/his design. She/he can make documentation, portfolio and presentation of the design work.

Literature / Study Material
Keinonen, T.& Jääskö, V. (toim.). 2004; Tuotekonseptointi. Teknologiateollisuus ry;

Learning Methods
Lectures, exercises

Assessment
portfolio , grading 1–5

Languages of Instruction
Finnish

User centered project, 10 op KH14BAKA210 (study unit)

Lecturers
Sirkku Ylinen MA Jaakko Purttanen MA

Objectives
Student is aware of designing a concept for industrially made furniture for a company. On completing the course, the student understands the role of design in the product development of industry and business and as well as learns to realize product and concept design processes. The student becomes familiar with the principles of ergonomical and user-centered design.

Content
On completing the course, the student should be able to make sketch design, scale models, 3–D design and most common visualization, report of the design process.

Literature / Study Material
Keinonen, T. (toim.). 2000. Miten käytettävyyttä muotoillaan? TAIK. Fang Hai. 2001. Yrjö Kukkapuro. Furniture Designer. Southeast University Press

Learning Methods
Lectures, exercises

Assessment
portfolio, grading 1–5

Languages of Instruction
Finnish

Woven collection, 7 op KH14BAS14 (study unit)

On completing the course, the student should be able to design woven textiles for textile industry. She knows how to consider the needs of customers or interior trends as a base of design.

Surface design 2, 4 op KH14BASI200 (study unit)

Lecturers

Merja Juppo

Objectives

On completing the course, the student can create industrially woven textile collection. She knows what are restrictions and possibilities in industrial weaving. She experiences to take consideration clients and consumers needs and interior trends

Content

- Weaving mill visits
- basics of jacquard weaving
- designing own weaving collection

Literature / Study Material

TC–1 kutojan manuaali 1

Learning Methods

lecture, exercise, self study, visits

Assessment

portfolio, exercises, continuous assessment Grading 1–5

Prerequisites

Basics of woven textiles

Languages of Instruction

Finnish

Industrial weaving, 3 op KH14BASI210 (study unit)

Lecturers

Merja Juppo

Objectives

On completing the course, the student knows industrial weaving process and technical development process what industrial weaving requires. She knows how different weave structures work in different pattern. The student knows how materials and colours effect in patterns.

Content

- industrial weaving
- basics of jacquard weaving and drafting
- industrial weaving collection

Literature / Study Material

TC–1 kutojan manuaalit 2 ja 3; Harjunmäki, U. & Kivistö, H. & Turkia, A. & Lähteenmäki, E. Kankaankutojan sidospöytä 1988

Learning Methods

Exercise, assignments, lecture, self study,

Assessment

Portfolio, continuous assessment, assignments , Grading 1–5

Prerequisites

Basics of woven textiles

Printed collection, 6 op KH14BASI5 (study entity)

Student will get acquainted to design large printed collection. Student will learn how to study new trends and apply them in textile design.

Surface design 2, 4 op KH14BASl220 (study unit)

Lecturers

Jaana Liukkonen, MA

Objectives

Student can design printed interior textile collection. Student knows how the trend industry works and student can adapt and use trend and user information to her collection. Student can use PrimaVision program as a design tool.

Content

- basics of collection idea
- industrial printing methods
- industrial printing repeat sizes
- selling textile designs
- PrimaVision

Learning Methods

Exercise, lecture, self study

Assessment

portfolio, continuous assessment Grading 1–5

Prerequisites

Surfacedesign 1

Languages of Instruction

finnish

Textile printing, 2 op KH14BASl230 (study unit)

Lecturers

Jaana Liukkonen, MA

Objectives

Student can produce printed textile material and student know how to choose right printing techniques and materials for certain purposes.

Content

- collection printing
- industrial printing

Learning Methods

exercise, self study

Assessment

Pass/Failed

Prerequisites

Basics in textile printing

Languages of Instruction

Finnish

Interior design, 6 op KH14BASl6 (study entity)

Student will learn basics of interior design in public spaces.

Interior design 2, 6 op KH14BASl240 (study unit)

Lecturers

Juha Mäkelä MA and Juhani Haarala

Objectives

Students can produce interior designs for public spaces. Student can observe and analyse how different users and their needs and requirements will shape spaces and interiors. Student can use Intericad program as a design tool.

Content

- Intericad
- interior materials for public spaces
- legal restriction standards
- architecture and interior
- image and interior
- user and interior

Literature / Study Material

Rakennustieto, RT-kortisto; Rihlama, S. Valaistus ja värit sisustussuunnittelussa. 2000

Learning Methods

exercise, assignment, lecture, self study

Assessment

portfolio, continuous assessment, Grading 1–5

Prerequisites

Interiordesign 1

Languages of Instruction

Finnish

Imago dressing, 5 op KH14BAVA200 (study unit)

Lecturers

Anna–Miia Suihkonen, Ba; Tuija Huusko, Ba

Objectives

On completing the course, students should be able to recognize and classify different target consumer groups and their characteristics. They will understand the importance of situational dressing, etiquette, body shapes and individual styles, colours and fashion trends in designing garments and dressing for different occasions. Students are able to understand the main features and processes of personal guidance in dressing for different occasions and learning to work with different customers. Students have proficiency in understanding the main changes and development in fashion history and different meanings of dress as a part of visual communication.

Content

Students will introduce themselves in themes of consumer behaviour, situational dressing and etiquette, fashion systems, meanings of dress and fashion history. Students will be producing a documentary portfolio consisting all the materials and exercises produced in course.

Literature / Study Material

Material used will be announced later by a lecturer

Learning Methods

Exercises, lectures, self study

Assessment

Self evaluation, portfolio assessment, grading 1–5

Languages of Instruction

Finnish

Stage costume design, 5 op KH14BAVA210 (study unit)

Lecturers

Anna–Miia Suihkonen, B.A. and Tuija Huusko, B.A.

Objectives

Upon completion of the course, students shall understand the difference between the processes involved in costume design and those involved in industrial design. They shall be competent in creating unique costumes for various

occasions and customers using various types of materials, and develop their own artistic expression. Students shall possess a deeper understanding of various types of materials, patternmaking and of technical details suitable for stage costumes. Students have proficiency in noticing and understanding different meanings of dress and personal image as a part of visual communication and design process.

Content

Students will design and produce a unique costume for a specific occasion for a customer. They will visualize their ideas and design processes in a professional portfolio.

Literature / Study Material

- Eberle et al. 2002. Pirjo Luoto. Ammattina vaate. WSOY.
- Ylönen, H. & Häkkinen, R. 2005. Vaatetusalan ammattitekniikan käsikirja. Otava.
- Professional magazines, Internet
- Other material distributed by the lecturer

Learning Methods

Exercises, assignment, lectures, independent study

Assessment

Self-evaluation, portfolio assessment, output assessment: grading is based on a scale of 1 to 5.

Languages of Instruction

Finnish

Collection projects, 9 op KH14BAVA220 (study unit)

Lecturers

Anna-Miia Suihkonen, Ba; Tuija Huusko, Ba

Objectives

The main objectives in the course are developing an attractive, commercial and updated fashion collection for a chosen target consumer group in a team, which could be presented for the audience in professional fairs. A common theme will be chosen for the collection to be seen in chosen materials, colours and styles. Other aims and objectives for the project will be decided together with the chosen project team. On completing the course, students should be able to develop their understanding and capability in producing an industrial fashion collection. They are able to design and produce an attractive fashion collection for a chosen target consumer group including visual materials designed for marketing presentations. Students will understand total picture of industrial fashion business and the meaning of professional fairs as a part of fashion marketing and selling process. Students will understand the importance of networking and international environment in fashion business. Students will develop proficiency in working in responsible roles as a part of project team planning their objectives, organising their work, schedules and budget for the project and selling their professional ideas and design skills in both national and international environment.

Content

Students will design and produce an attractive fashion collection and presentation materials for a chosen target consumer groups. They will use computer aided design and patternmaking tools when developing collection. Students will produce a professional portfolio presenting the ideas and styles of collection in English and project report documenting the whole project including design and garment production processes.

Literature / Study Material

Eberle & etc. (translated) Pirjo Luoto. 2002. Ammattina vaate. WSOY. Ylönen, H. & Häkkinen, R. 2005. Vaatetusalan ammattitekniikan käsikirja. Otava. Professional magazines, Internet Other material given by lecturer

Learning Methods

Exercises, lectures, project-based learning, team work, self study

Assessment

Self evaluation, peer assessment, portfolio assessment, output assessment , grading 1–5

Languages of Instruction

Finnish

Entrepreneurship projects, 12 op KH14YHPR (study entity)

Main objectives in co-operation projects are learning to work in co-operation with companies and other interest groups in the field of study. On completing the course, students should be able to make responsible and independent decisions in

order to fulfil the aims and objectives set in co-operation with partners in projects.

Co-operation projects, 12 op KH14BAKA300 (study unit)

Lecturers

Jaakko Puranen MA

Objectives

On completing the course, the student should be able to deepen their perspectives by introducing wider contexts e.g. companies and clients. In the furniture design the goal becomes the industrial product. The phases of process are to develop the concept and initiation into production technologies together with the client.

Content

Student is aware of designing and making product in the basis of design brief by the client. The knowledge on industrial design covers the skills to process design and design processes, visual communication skills and the usability and functionality design that includes the basics of ergonomics.

Literature / Study Material

Jordan, Patrick W. 2000. Designing Pleasurable Products. Taylor & Francis

Learning Methods

exercise, lecture, excursions

Assessment

portfolio, grading 1–5

Languages of Instruction

Finnish

Product development project in woven textiles, 7 op KH14BASI300 (study unit)

Lecturers

Ulla-Maija Tuomisto

Objectives

On completing the course, the student should be able to understand how three-dimensional textile surfaces and structures are formed. Student can use three-dimensional finishing techniques and apply them to different materials.

Content

- multilayer textile structures
- finishing techniques

Learning Methods

exercise, lecture, self study

Assessment

portfolio, report, continuous assessment, Grading 1–5

Prerequisites

Industrial weaving

Languages of Instruction

Finnish

Co-operation project in woven textiles, 5 op KH14BASI330 (study unit)

Lecturers

Ulla-Maija Tuomisto

Objectives

On completing the course, the student should be able to work with the companies. Student knows how to use and produce information for design project using different user information retrieval techniques.

Content

Study Descriptions

- gathering the user information
- co–operation with the company of woven products
- usercentered design

Learning Methods
tutoring, self study

Assessment
portfolio, report, continuous assessment, Grading 1–5

Languages of Instruction
Finnish

Co–operation project in printed products, 5 op KH14BASI310 (study unit)

Lecturers
Jaana Liukkonen, MA

Objectives
On completing the course, the student should be able to work with the companies. Student know how to use and produce information for design project using different user information retrieval techniques.

Content

- gathering the user and customer information
- co–operation with the company of printed products
- usercentered design

Literature / Study Material
Students will define the material needed together with lecturer

Learning Methods
tutoring, self study

Assessment
portfolio, report, grading 1–5

Languages of Instruction
Finnish

Interior design project, 5 op KH14BASI320 (study unit)

Objectives
On completing the course, the student should be able to work with the customer. Student know how to use and produce information for interior design project using different user information retrieval techniques.

Content

- gathering the user information
- co–operation with the customer

Learning Methods
tutoring, self study

Assessment
portfolio, report, continuous assessment, grading 1–5

Co–operation projects, 7 op KH14BAVA300 (study unit)

Lecturers
Anna–Miia Suihkonen, Ba; Tuija Huusko, Ba

Objectives
On completing the course, students should be able to understand the professional practices common in the field of fashion. They are able to concentrate on and deepen their skills in chosen area of professional field of fashion. Students

are capable of understanding their roles as a part of design and marketing teams. Co-operation projects can be student's own development projects or assignments carried out in co-operation with other students. Design work is based on customer or user oriented approach. Other aims and objectives are defined depending on the needs and objectives set by co-operation partners.

Content

Students will be able to choose co-operation partners for the development projects, plan aims and objectives, budgets and schedules and document and report the results of the project. Students will be able to deepen their professional capabilities in the chosen areas in the field of fashion design.

Literature / Study Material

Students will define the material needed together with lecturer

Learning Methods

Self study, project-based learning, lectures are held in topics of present interest, tutoring

Assessment

Self evaluation, portfolio assessment, output assessment, grading 1–5

Languages of Instruction

finnish

Fashion promotion project, 5 op KH14BAVA310 (study unit)

Lecturers

Anna-Miia Suihkonen, Ba; Tuija Huusko, Ba

Objectives

On completing the course, students should be able to understand the processes and practices of marketing, communication and promotion. They are able to work as a team in planning and producing a promotional event, fashion show or exhibition presenting a wide range of student's products. Students are able to outline the whole event and be responsible in looking after the roles and tasks previously arranged. Other aims and objectives will be defined depending on the character of the event.

Content

Students will be planning and coordinating events in co-operation within the entrepreneurs in the area, producing materials for marketing and producing events in practice.

Literature / Study Material

Professional magazines, Internet

Learning Methods

Self study, project-based learning, tutoring

Assessment

Self evaluation, output assessment , grading 1–5

Languages of Instruction

finnish

Advanced product design project, 10 op KH14BAKSV01 (study unit)

Lecturers

Jaakko Puranen MA

Objectives

In this project student will deepen his knowledge in his field of study and interest. Advanced project can be design and product development projects with the companies, collection design for own company ect.

Content

- documentation

Learning Methods

tutoring, self study

Assessment
grading 1–5

Languages of Instruction
Finnish

Advanced projects in woven textiles, 10 op KH14BAKSV02 (study unit)

Lecturers
Ulla–Maija Tuomisto

Objectives
On completing the course, the student should be able to design and make textiles for public spaces.

Content

- textile design for public spaces
- textile art
- textile as a part of architecture
- light and textile

Learning Methods
tutoring, self study

Assessment
portfolio, report, continuous assessment, grading 1–5

Languages of Instruction
Finnish

Advanced projects in surface design, 10 op KH14BAKSV03 (study unit)

Lecturers
Jaana Liukkonen MA

Objectives
On completing the course, the student should be able to design prints for different products. Student will practise further her skills to co–operating with companies.

Content

- wallpaper, gift paper, interior surfaces..
- working with customer

Learning Methods
tutoring, self study

Assessment
portfolio, report, continuous assessment, grading 1–5

Advanced interior design projects, 10 op KH14BAKSV04 (study unit)

Objectives
On completing the course, the student should be able to design simple furniture for interiors. Student will also understand how to design wet environments as toilets and shower rooms

Content

- furniture design
- technical drawing
- toilets and shower rooms and their design

Learning Methods
tutoring, self study

Assessment

portfolio, report, continuous assessment, grading 1–5

**Advanced product design projects, 10 op
KH14BAKSV05 (study unit)**

Lecturers

Anna–Miia Suihkonen, Ba; Tuija Huusko, Ba

Objectives

On completing the course, students should be able to work in a professionally responsible role in design and development projects. Students are able to deepen the chosen areas of their competence in the field of fashion design. Students will be able to understand the professional practices in international environments. They are able to design fashion collections aiming for sales in international markets. Other aims and objectives are defined in the beginning of the projects.

Content

Students will be able to choose co-operation partners, plan aims and objectives, budgets and schedules for the development projects. Students will be able to deepen their professional capabilities in the chosen areas in the field of fashion design. They will be able to produce fashion collections and professional portfolios for international markets. They are capable of planning production for serial products and producing garments in teams or subcontracting garment production.

Literature / Study Material

Students will define the material needed together with lecturer

Learning Methods

tutoring, self study

Assessment

grading 1–5

Languages of Instruction

Finnish

**Advanced project in materials and techniques, 5 op
KH14BAKSV06 (study unit)**

Objectives

Upon completion of the course, students shall possess competency in researching and producing information pertaining to the latest innovations and techniques in their own field of study. This project could be part of other advanced studies or final thesis.

Content

The course discusses the latest innovations and how to gather samples and information.

Learning Methods

Tutorin and independent study

Assessment

Portfolio and report; grading: 1–5

**Advanced project, 10 op
KH14BAKSV07 (study unit)**

Objectives

In this project student will deepen his knowledge in his field of study and interest. Advanced project can be design and product development projects with the companies, collection design for own company ect.

Assessment

Grading 1–5

Languages of Instruction

Finnish

Degree Programme in Food Processing and Biotechnology (In Finnish)

Head of degree programme: Mr Jarmo Alarinta , Tel +358 40 830 4250, E-mail: jarmo.alarinta@seamk.fi

Student counsellor: Ms Niina Kälviäinen, Tel. +358 40 830 4184, E-mail: niina.kalviainen@seamk.fi

ECTS/International coordinator: Mr Tapio Pihlajaniemi, Tel +358 40 830 3966, E-mail: tapio.pihlajaniemi@seamk.fi

Degree and qualification awarded

Bachelor of Engineering (BEng)

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

Objectives of study

The objective of Food Processing and Biotechnology degree programme is to teach the students food processing and biotechnology, related to automation and process technology. The specialisation lines are Food Processing and Biotechnology or Process and Automation Technology. The aim is also to prepare the students for international cooperation. The study programme equips the students for production management, product development, quality control and management tasks in the field of the food processing and biotechnology, planning and consultation in engineering companies, management of laboratories and for independent entrepreneurship. Bachelor of science have good employment situation in food industry.

Structure of the Food Processing and Biotechnology degree programme

The degree programme consists of 240 ECTS and the studying time is approximately four years. The studies consist of basic studies, professional studies, free choice studies, modules of food technology, biotechnology, process technology and entrepreneurship. Practical work training and the final thesis are essential study parts of the food processing and biotechnology degree programme. The studies and lectures are organised as study units or courses, which are grouped into module structures relating to the subject area. Study units or courses are compulsory, alternative or free choice studies. The specialisation modules will be choice between Food Processing and Biotechnology or Process and Automation Technology.

Competence analysis of degree programme in Wood Technology

Competence in living and other biological materials

- recognizes the special characteristics of biological materials
- understands the function of living cells

Competence in bioprocesses

- is familiar with the unit operations employed in the field
- is proficient in bio and food technology processes and recognizes the special requirements imposed by the processed materials for the processes
- understands whole production systems
 - ◆ process engineering
 - ◆ bio and food processes
 - ◆ production systems

Safety and quality competence

- recognizes and manages the quality and hygienic risk factors associated with production processes
- understands the importance of quality work for production and products

- is familiar with the legislation of the field and is able to apply it in, for example, the controlling of his/her own products
 - ◆ hygiene
 - ◆ legislation
 - ◆ quality control

Technological and economical competence

- strives for market-based operation according to sustainable development principles
- understands the characteristics of production economy in the field, e.g. in the production of daily consumer goods
 - ◆ market orientation

Mathematical and scientific competence

- possesses the mathematical and physics skills required in the field
- possesses the knowledge and skills in chemistry and biochemistry required in the field
- mathematical and physics skills
- skills in chemistry and biochemistry
- adequate skills in information technologies

Managerial competence

- is able to perform managerial tasks

Degree Programme in Food Processing and Biotechnology (In Finnish), 240 cr (3.9.2007) BIOEL 2007

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KC03AE10	BASIC STUDIES					52
KC03AE10015	Introduction to technical studies	x				3
KC03AE10027	Communication and negotiation skills 1	x				3
KC03AE10028	Communication and negotiation skills 2		x			3
KC03AE10031	Swedish	x				3
KC03AE10041	English 1	x				3
KC03AE10051	English 2		x			3
KC03AE10061	English 3				x	3
KC03AE10083	Algebra and trigonometry	x				4
KC03AE10084	Vectors and matrices	x				3
KC03AE10085	Differential and integral calculus	x				3
KC03AE10086	Differential equations and business mathematics		x			3
KC03AE10087	Statistics		x			3
KC03AE10088	Mechanics	x				3
KC03AE10089	Thermal and electrical physics	x				3
KC03AE10090	Wave and modern physics		x			3
KC03AE10093	Physics laboratory works		x			3
KC03AE10172	Office applications	x				3
KC03BEAOP	BASICS OF PROFESSIONAL STUDIES					53
KC03BE20021	Industrial economics		x			3
KC03BE20041	Statics and strength of materials		x			4

KC03BE20061	CAD engineering drawing	x				6
KC03BE40023	Basics of automation		x			3
KC03BE20071	Manufacturing methods and machine elements			x		3
KC03BE20089	Maintenance				x	3
KC03BE20091	Plant simulation			x		3
KC03BE20101	Inorganic and technical chemistry	x				6
KC03BE20112	Chemistry laboratory works	x				5
KC03BE20120	Organic chemistry		x			3
KC03BE20126	Basics of food technology	x				3
KC03BE20151	Microbiology 1	x				3
KC03BE20161	Process automation		x			3
KC03BE20170	Sustainable development				x	3
KC03BE20180	Food production project work		x			2
KC03BE00	PROFESSIONAL STUDIES MODULES					75
KC03BE30	Food technology basic module					15
KC03BE30051	Food chemistry		x			5
KC03BE30061	Food processes				x	5
KC03BE30031	Food hygiene and legislation	x				5
KC03BE40	Process technology basic module					15
KC03BE40012	Logistics, storage and packaging		x			4
KC03BE40024	Fluid technology and heat transfer technology		x			5
KC03BE40051	Plant design			x		3
KC03BE40036	Measuring techniques		x			3
KC03BE50	Biotechnology basic module					15
KC03BE50021	Microbiology 2		x			3
KC03BE50031	Biochemistry		x			6
KC03BE50041	Bioprocess technology			x		6
KC03BE60	Process and automation technology continuation module					15
KC03BE50071	Food processes					7
KC03BE40032	Control engineering					3
KC03CE40112	Machine and equipment design					2
KC03CE40321	Process design					5
KC03CE40241	Robotics					3
KC03CE40172	Food process technology project					2
KC03BE70	Biotechnology and food technology continuation module					15
KC03BE60011	Product development					6
KC03CE60030	Food industry quality management					4
KC03CE60141	Meat technology 1					3
KC03CE60151	Meat technology 2					2
KC03CE60161	Dairy technology					3
KC03CE60191	Cereal technology 1					3
KC03CE60201	Cereal technology 2					2

KC03CE60171	Molecule biology					3
KC03CE60211	Environmental biotechnology					2
KC03CE60222	Food process technology project 2					2
KC03CY10	Entrepreneurship module					15
KC03CY10010	Human resources management				x	4
KC03CY20031	Project management			x		4
KC03CY10020	Business economics				x	4
KC03CY10040	Marketing				x	3
KC03DE90	FREE CHOICE STUDIES					15
KC03ER00	PRACTICAL TRAINING					30
KC03FE80	FINAL THESIS					15

Study Descriptions

BASIC STUDIES, 52 op KC03AE10 (study entity)

Basic Studies provides students with the fundamental knowledge and methods necessary in utilizing a scientific approach to thinking, which can be applied to their studies and future career.

Introduction to technical studies, 3 op KC03AE10015 (study unit)

Lecturers

Jarmo Alarinta, Pasi Selin

Objectives

Upon completion of the course, students will possess knowledge concerning study techniques, be familiar with their own field of engineering, understand the fundamentals of data acquisition and research methods. Also, students will be aware of their own personal learning style(s), the significance of their field of engineering, the history of the field of engineering, the principles of scientific research. They will know how to write a research report and be familiar with the basic ethics of engineering.

Content

Studying, learning, data acquisition, significance of engineering

Literature / Study Material

To be announced at the commencement of the lectures

Learning Methods

Lectures and team work, active participation

Languages of Instruction

Finnish

Communication and negotiation skills 1, 3 op KC03AE10027 (study unit)

Lecturers

Helena Mikkilä

Objectives

Students gain insight into the objectives of communication at work, producing legible material and proper conduct at meetings.

Content

The course entails the basic concepts of communication, document linguistics and layouts, producing oral and written information, meeting and negotiation skills and Minutes of a Meeting.

Literature / Study Material

To be announced at the beginning of the course

Learning Methods

Lectures, exercises in written and oral communication, oral and written exercises

Assessment

Oral and written exercises and an examination.

**Communication and negotiation skills 2, 3 op
KC03AE10028 (study unit)**

Lecturers

Helena Mikkilä

Objectives

Students shall acquire knowledge in interactive communication skills, types of communication in various on-the-job situations, negotiation procedures, and in producing formal, written material.

Content

The course discusses skills in holding presentations, interviews, discussions and negotiations. It also teaches students how to write documents pertaining to negotiations, reports and job applications.

Literature / Study Material

To be announced at the beginning of the course

Learning Methods

Lectures, oral and written exercises, oral and written exercises

Assessment

Examination

Languages of Instruction

Finnish

**Swedish, 3 op
KC03AE10031 (study unit)**

Lecturers

Riikka Ala-Sankila

Objectives

Upon completion of the course, students will be competent in using Swedish in their professional field once they are in the working world. They will also possess knowledge of interactive communication and have competence in collecting and efficiently utilizing information specific to their field.

Content

The course discusses education, job applications and work, the work environment and society, customer contacts, general texts, and field-specific texts associated with the food processing and biotechnology industries, as well as the terminology contained therein.

Literature / Study Material

To be announced at the commencement of the course

Learning Methods

Lectures, listening comprehension and oral exercises, written assignments in pairs, small groups and independently

Assessment

Active participation in the lectures, approved interim and final exams

Languages of Instruction

Finnish and Swedish

**English 1, 3 op
KC03AE10041 (study unit)**

Lecturers

Tapio Pihlajaniemi, MA

Objectives

Students will develop oral and written language skills. Upon completion of the course, students will be able to explain in English the type of education they have and the tasks they will be carrying out in their future career. They will also be familiar with the job application process and know how to write a job application/curriculum vitae in English and in accordance with basic business correspondence. In addition, students will understand the basic vocabulary in texts associated with the fields of food processing and biotechnology texts. Moreover, they will be competent in using this vocabulary in writing and speaking.

Content

The course comprises exercises in effective interactive communication, data acquisition, the use of the Internet, basic vocabulary in texts associated with food processing and biotechnology, oral and written exercises (including a CV), oral presentations and texts in the course book.

Literature / Study Material

Huhta, Marjatta: Connections: Communication Guidelines for Engineers, Edita, the latest edition. Texts associated with the fields of food processing and biotechnology, and other study material.

Learning Methods

Oral and written exercises in pairs, groups and individually

Assessment

Active participation in lectures and exercises and approved interim and final examinations

Languages of Instruction

Finnish and English

English 2, 3 op KC03AE10051 (study unit)

Lecturers

Tapio Pihlajaniemi, MA

Objectives

The course will deepen the oral and written language skills of the students, including written communication and business correspondence. Additionally, students will acquaint themselves with and understand the more profound professional vocabulary in texts associated with the fields of food processing and biotechnology. They will also be competent in using this vocabulary in writing and speaking.

Content

The course comprises exercises in effective interactive communication through professional texts based on food processing and biotechnology industries. The course also includes oral and written exercises pertaining to business correspondence with some terminology from the mentioned fields, professionally-oriented oral presentations, and texts in the course book.

Literature / Study Material

Huhta, Marjatta: Connections: Communication Guidelines for Engineers, Edita, the latest edition. Texts associated with the food processing and biotechnology industries, and other study material.

Learning Methods

Oral and written exercises in pairs, groups and individually

Assessment

Active participation in lectures and exercises and approved interim and final examinations

Languages of Instruction

Finnish and English

English 3, 3 op KC03AE10061 (study unit)

Lecturers

Tapio Pihlajaniemi, MA

Objectives

The course will enforce and maintain the oral and written language skills students have acquired at an earlier time. The central themes of the course include exercises for writing abstract texts, procedures for holding meetings and negotiations, and vocabulary. Students will also be familiar with comprehensive, professional texts associated with the food processing and biotechnology industries, and they will be competent in using professional vocabulary both in

writing and speaking.

Content

The course comprises exercises in effective interactive communication using professional texts associated with the food processing and biotechnology industries. The course also includes oral and written exercises, as well as technical reading and writing, oral presentations that are strictly professional, and texts from the course book.

Literature / Study Material

Huhta, Marjatta: Connections: Communication Guidelines for Engineers, Edita, the latest edition. Texts associated with the food processing and biotechnology industries, and other study material.

Learning Methods

Oral and written exercises in pairs, groups and individually

Assessment

Active participation in lectures and exercises and approved interim and final examinations

Languages of Instruction

Finnish and English

**Algebra and trigonometry, 4 op
KC03AE10083 (study unit)**

Lecturers

Heikki Kokkonen, FL

Objectives

The student must accomplish the basic know-how needed in technological mathematics.

Content

Simplification of algebraic expressions, equations and trigonometry

Literature / Study Material

Antti Majaniemi: ALGEBRA I Antti Majaniemi: GEOMETRIA

Learning Methods

Lectures, exercises and independent study. NB! 80 % required lectures.

Assessment

Two mid-term exams or final exam and exercise points

Prerequisites

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Languages of Instruction

Finnish

**Vectors and matrices, 3 op
KC03AE10084 (study unit)**

Lecturers

Heikki Kokkonen, FL

Objectives

The student must accomplish the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content

Vectors, matrix algebra and analytic geometry.

Literature / Study Material

Antti Majaniemi: ALGEBRA I Antti Majaniemi: GEOMETRIA

Learning Methods

Lectures, exercises and independent study.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

Algebra and trigonometry

Languages of Instruction

Finnish

**Differential and integral calculus, 3 op
KC03AE10085 (study unit)**

Lecturers

Heikki Kokkonen, FL

Objectives

The student must accomplish the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content

One variable differentiate and integral calculations.

Literature / Study Material

Antti Majaniemi: MATEMATIIKKA I Antti Majaniemi: MATEMATIIKKA II

Learning Methods

Lectures, exercises and independent study.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

Algebra and trigonometry.

Languages of Instruction

Finnish

**Differential equations and business mathematics, 3 op
KC03AE10086 (study unit)**

Lecturers

Juhani Paananen, M.Sc.

Objectives

The student must accomplish the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content

Differential equations. Business mathematics.

Literature / Study Material

Antti Majaniemi: MATEMATIIKKA II – Differentiaali- ja integraalilaskentaa sekä differentiaaliyhtälöitä. Leila Karjalainen: OPTIMI – Matematiikkaa talouselämän ammattilaisille.

Learning Methods

Lectures, exercises and independent study.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

Algebra and trigonometry. Differential and integral calculus.

Languages of Instruction

Finnish

**Statistics, 3 op
KC03AE10087 (study unit)**

Lecturers

Juhani Paananen, M.Sc.

Objectives

The student must accomplish the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content

Basics of statistics. Statistical methods. Design of experiments. Mathematical software.

Literature / Study Material

Antti Majaniemi: MATEMATIIKKA IV – Tilastot ja todennäköisyys

Learning Methods

Lectures, exercises and independent study.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

Algebra and trigonometry.

Languages of Instruction

Finnish

Mechanics, 3 op KC03AE10088 (study unit)

Objectives

Students shall acquire basic knowledge of physics for engineering. The course introduces a foundation for the comprehension of demanding technical information required in the vocational subjects and prepares the students for technical expertise in their profession.

Content

Kinematics and dynamics of particles, work, power, energy, mechanics of rigid objects, as well as mechanics of solids and fluids.

Literature / Study Material

Hautala, Peltonen: Insinöörin (AMK) Fysiikka osa I (Lahden Teho–Opetus Oy). Lecture notes.

Learning Methods

Active participation in lectures and exercises with the attendance of 80 %.

Assessment

Written course-end examination.

Languages of Instruction

Finnish

Thermal and electrical physics, 3 op KC03AE10089 (study unit)

Objectives

Students shall acquire basic knowledge of physics for engineering. The course introduces a foundation for the comprehension of demanding technical information required in the vocational subjects and prepares the students for technical expertise in their profession.

Content

Basics of thermal physics, and electrostatics, direct-current and basics in alternating current.

Literature / Study Material

Hautala, Peltonen: Insinöörin (AMK) Fysiikka osat I ja II (Lahden Teho–Opetus Oy). Lecture notes.

Learning Methods

Active participation in lectures and exercises.

Assessment

Written course-end examination.

Prerequisites

Mechanics

Languages of Instruction
Finnish

Wave and modern physics, 3 op KC03AE10090 (study unit)

Objectives

Students shall acquire basic knowledge of physics for engineering. The course introduces a foundation for the comprehension of demanding technical information required in the vocational subjects and prepares the students for technical expertise in their profession.

Content

Oscillatory motion, wave motion, acoustics, optics, radiation and nuclear physics.

Literature / Study Material

Hautala, Peltonen: Insinöörin (AMK) Fysiikka osa II (Lahden Teho–Opetus Oy). Lecture notes.

Learning Methods

Active participation in lectures and exercises.

Assessment

Written course–end examination.

Prerequisites

Mechanics

Languages of Instruction
Finnish

Physics laboratory works, 3 op KC03AE10093 (study unit)

Objectives

Course provides the students with basic knowledge of experimental measurements, processing and reporting the results. Applications of experimental physics for various fields of engineering will be introduced.

Content

Laboratory experiments from different areas of physics.

Literature / Study Material

Instructions for exercises in physics (Seinäjoki University of Applied Sciences, School of Engineering).

Learning Methods

Laboratory exercises (minimum 90 % attendance required) and written reports.

Assessment

Approved completion of exercises, approved reports and written examination

Prerequisites

Mechanics

Languages of Instruction
Finnish

Office applications, 3 op KC03AE10172 (study unit)

Lecturers

Jukka Mäntylä

Industrial economics, 3 op KC03BE20021 (study unit)

Lecturers

Jarmo Alarinta

Objectives

Students gain insight into the national economy, industry structure of the industry, domestic competitive advantage, the main concepts of financial, marketing and production operations, quality management and environmental policies

Content

Industrial strategy and policies, labour market parties, types of enterprise, founding and managing an enterprise. Financial requirements, growth, profitability, liquidity and financial solidity. Basic concepts of marketing, human resources and quality management

Literature / Study Material

Uusi–Rauva, Haverila, Kouri: Teollisuustalous (Industrial economics). Lecture handouts and other lecturer's material

Learning Methods

Lectures, exercises, seminars

Assessment

Examination

**Statics and strength of materials, 4 op
KC03BE20041 (study unit)**

Lecturers

Markku Kärkkäinen

Objectives

To gain an understanding force system, applications, and equilibrium conditions of a rigid body

Content

Ability to calculate stresses and transformations. Equilibrium conditions of a rigid body. Basic concepts of statistics and strength of materials. Basics of measurements of simple bar and beam structures

Literature / Study Material

To be announced during lectures

Learning Methods

Lectures and calculation exercises

Assessment

Interim tests or an examination and accepted calculation assignments

Prerequisites

Mathematics 1–2, Physics 1

Languages of Instruction

Finnish

**CAD engineering drawing, 6 op
KC03BE20061 (study unit)**

Lecturers

Jukka Aarnio

Objectives

The most important standards of engineering drawing and its significance in design

Content

Fundamentals of Auto–Cad program

Literature / Study Material

Handouts and the literature to will be announced closer during the lectures

Learning Methods

Lectures, exercises

Assessment

Examination

Basics of automation, 3 op KC03BE40023 (study unit)

Lecturers

Veli-Jukka Uitto

Objectives

Students shall understand the prerequisites for the functions of automated systems, and learn to identify functional areas and their interdependency. They shall also identify the common sensors and PLC's used in industry.

Content

The course discusses control systems, programming, equipment, sensors, control and adjustment, feedback, control engineering components.

Literature / Study Material

To be announced at the beginning of the course

Learning Methods

Lectures and programming exercises

Assessment

Exercises, examination

Languages of Instruction

Finnish

Manufacturing methods and machine elements, 3 op KC03BE20071 (study unit)

Lecturers

Jarmo Alarinta

Objectives

Knowledge of materials used in machine construction, fundamentals of machine elements and production methods.

Content

Metals, choice of materials and their handling methods. General working methods in machine manufacture. Standardised and listed machine elements, their structure and selection. Fixed, detachable, flexible joints, components in rotation, methods of power transmission with related components and selections. Basics of hydraulics

Learning Methods

Lectures and exercises, interim tests

Assessment

Examination

Languages of Instruction

Finnish

Maintenance, 3 op KC03BE20089 (study unit)

Lecturers

Jarmo Alarinta

Objectives

Fundamentals of computer aided maintenance, its planning, implementation and management.

Content

Maintenance and development for service reliability, space and equipment for maintenance, information systems and management methods, strategies, material requirements and maintenance investments

Literature / Study Material

Käynnissäpidon johtaminen ja talous, Scandinavian Center for Maintenance Management Vijma Maintenance–kunnossapidon tiedonhallintajärjestelmä (Computerised maintenance).

Learning Methods

Lectures, homework, assignment, computer practice

Assessment

One written examination and assignment

Languages of Instruction

Finnish

**Plant simulation, 3 op
KC03BE20091 (study unit)**

Lecturers

Jarkko Pakkanen

Objectives

Insight into the plant simulation in discrete production lines.

Content

Plant simulation program and its application.

Literature / Study Material

Exercise and theory material in Finnish and in English

Learning Methods

Lectures, computer aided exercises, approved assignment/work book

Assessment

Examination

Languages of Instruction

Finnish

**Inorganic and technical chemistry, 6 op
KC03BE20101 (study unit)**

Lecturers

Niina Kälviäinen

Objectives

The learn main aspects of general and inorganic chemistry.

Content

Main aspects of general and inorganic chemistry, chemical calculations, chemistry of elements, chemical equation, acids and alkali, chemical calculation methods and concepts. Chemical analysis, handling of laboratory chemicals, safe working methods.

Literature / Study Material

Antila, Karppinen, Leskelä, Mölsä and Pohjakallio: Tekniikan kemia (Engineering chemistry)

Learning Methods

Lectures, homework, calculations

Assessment

Written examination or interim tests

Prerequisites

Upper secondary school or vocational school chemistry

Languages of Instruction

Finnish

**Chemistry laboratory works, 5 op
KC03BE20112 (study unit)**

Lecturers

Niina Kälviäinen

Objectives

To provide the basics of biological material analysis.

Content

Titration, gravimeter, spectrophotometric, chromatographic methods, (e.g. UV/VIS, HPLC). Calculation of results. Handling of laboratory chemicals. Safe working methods

Literature / Study Material

Working instructions

Learning Methods

Laboratory works, calculations, laboratory work

Assessment

Approved assignment reports, seminar

Prerequisites

Inorganic and technical chemistry (alternatively, to be taken concurrently with analytical chemistry)

Languages of Instruction

Finnish

**Organic chemistry, 3 op
KC03BE20120 (study unit)**

Lecturers

Marjatta Salminen

Objectives

Ability to recognise organic compounds and knowledge of reaction types of main compound classes.

Content

Functional groups of organic compounds and nomenclature basis (IUPAC), the most important reaction types, lipids, proteins, carbohydrates and polymers. Organic synthesis under laboratory conditions

Literature / Study Material

Jokela, Niinistö: Orgaanisen kemian perusteet ja sovellukset (Basics of organic chemistry and its applications). Otatieto

Learning Methods

Lectures, laboratory work

Assessment

Examination

Prerequisites

Inorganic and technical chemistry

Languages of Instruction

Finnish

**Basics of food technology, 3 op
KC03BE20126 (study unit)**

Lecturers

Marjatta Salminen

Objectives

The aim of the course is to provide students with basic knowledge of industrial food production and production equipment.

Content

The course discusses the structure of the Finnish food industry, chief industrial production methods in the food industry, meat products, cereal products, dairy products, edible fats, sugars, fruit and vegetable products, drinks and confectionery.

Literature / Study Material

Saarela, Hyvönen, Määttä, von Wright: Elintarvikkeprosessit. Savonia

Learning Methods

Lectures and seminars

Assessment
Examination

Languages of Instruction
Finnish

Further Information
Compulsory for upper secondary school graduates

Microbiology 1, 3 op KC03BE20151 (study unit)

Lecturers
Marjatta Salminen

Objectives
Knowledge of types of microbes and their living conditions, insight into concepts in microbiology.

Content
Microbes, morphology and reproduction, growth curves, specific growth rate, living conditions and prevention of growth. Bacteria, yeast, fungi, moulds, algae, microbes and viruses. Most common food spoilage bacteria. Microbes used in food production. Hygiene and sterilisation. Aseptic work. Microbe cultivation. Dilution

Literature / Study Material
Lecturer's material

Learning Methods
Lectures, laboratory work and project diary

Assessment
Examination

Languages of Instruction
Finnish

Process automation, 3 op KC03BE20161 (study unit)

Lecturers
Veli-Jukka Uitto

Objectives
The student learns to understand the conditions of process automation and its equipment with controls, sensors and various components

Content
The conditions of process automation and its equipment with controls, sensors and various components. The student also knows the use of PI-chart.

Literature / Study Material
To be announced at the beginning of the course

Learning Methods
Lectures and exercises, exercise work

Assessment
Examination

Languages of Instruction
Finnish

Sustainable development, 3 op KC03BE20170 (study unit)

Lecturers
Jorma Tuomisto, M.Sc.

Objectives

To gain general picture of environmental protection related to engineering work, to take a positive and responsible attitude towards environmental protection, to learn possibilities provided by environmental technology and to learn objectives of sustainable development

Content

Air pollution, climate and energy supply, clean water and sewage, contaminated soil and ground waters, recycling and refuse, raw materials and ecocyclic principle, environmental systems and environmental administration

Literature / Study Material

Lecturer's own material

Learning Methods

Lectures and group work, active participation and final examination

Assessment

Written examination and assessment of the seminar presentation

Languages of Instruction

Finnish or English if required

**Food production project work, 2 op
KC03BE20180 (study unit)**

Objectives

Students shall understand the various tasks involved in the production of the food industry. They shall also be capable of outlining the knowledge and skills, which they should to learn.

Content

Students shall prepare a presentation and a report of their summer work. They have to analyse their state in the organization of the company.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Project work and project reports.

Assessment

Approved project report and seminar presentation.

Languages of Instruction

Finnish or English if necessary

**PROFESSIONAL STUDIES MODULES, 75 op
KC03BE00 (study entity)**

Intermediate Studies consist of four modules for professional studies. Compulsory modules include Food Technology (basic), Process Technology (basic), and Biotechnology (basic). The fourth module, which consists of continuation courses in Bio- and Food Technology and Process and Automation Technology, or Entrepreneurship is an elective course depending on the students' line of specialization.

**Food technology basic module, 15 op
KC03BE30 (study entity)**

The objective of the basic module in Food Technology is to provide students with basic knowledge of the variables affecting chemical and microbiological quality, as well as the fundamental concepts of food legislation.

**Food chemistry, 5 op
KC03BE30051 (study unit)**

Lecturers

Niina Kälviäinen

Objectives

Students shall acquire knowledge pertaining to the more important food nutrients and the changes that take place in food due to processing and storage.

Content

The course involves the fundamentals of raw food material, chief nutrients, browning, oxidation, colouring and flavouring agents, additives, foreign substances, functional food products, and sensory evaluation of foods.

Literature / Study Material

To be announced at the beginning of the course

Learning Methods

Lectures, laboratory work, assignment

Assessment

Two interim examinations or final examination

Prerequisites

Organic chemistry, or for upper secondary school graduates, Food Technology I

Languages of Instruction

Finnish

**Food processes, 5 op
KC03BE30061 (study unit)**

Lecturers

Marjatta Salminen

Objectives

Students shall acquire advanced knowledge in industrial food processing, packaging and storage.

Content

The course discusses industrial food processing and equipment, freezing, cooking, pasteurisation, sterilisation, minimal processing, processing time and processing optimization, packaging methods and materials.

Literature / Study Material

Fellows: Food Processing Technology, Woodhead

Learning Methods

Lectures, exercises, laboratory work

Assessment

Approved written examination, calculation exercises and assigned reports

Prerequisites

Food Technology 1, food hygiene and food chemistry

Languages of Instruction

Finnish

**Food hygiene and legislation, 5 op
KC03BE30031 (study unit)**

Lecturers

Niina Kälviäinen, Mervi Hujanen

Objectives

Students shall learn the principles of safe and hygienic food production, the fundamentals of hygienic design, as well as the maintenance of facilities.

Content

The course discusses food-related diseases, food poisoning bacteria, fungi, viruses and parasites, foreign objects, pests and their prevention, and personal hygiene. It also teaches students about hygiene in factories and in using equipment, as well as methods for cleaning. Students learn about self-monitoring and HACCP, as well as microbiological monitoring methods. The course provides knowledge about the structure of food legislation, laws and statutes, EU legislation and directives pertaining to food.

Literature / Study Material

To be announced at the beginning of the course, legislation pertaining to food, EU legislation

Learning Methods

Lectures, exercise, homework, laboratory work

Assessment

Examination

Prerequisites

Microbiology 1 or vocational school courses pertaining to the food industry. Food Technology 1 or vocational school courses pertaining to the food industry

Languages of Instruction

Finnish

**Process technology basic module, 15 op
KC03BE40 (study entity)**

The objective of the basic module in Process Technology is to provide students with fundamental knowledge in designing and planning, which is related to production processes and facilities in the food industry.

**Logistics, storage and packaging, 4 op
KC03BE40012 (study unit)**

Lecturers

Jarmo Alarinta

Objectives

Students shall acquire the ability to select appropriate conveying, storage and packaging methods for food processing plants.

Content

The course discusses the fundamentals of selection and capacity of conveying, storage and packaging methods and materials flow, conveyor structures, operation and capacity, storage methods and equipment, packaging materials and methods, and feeding and bundling equipment.

Literature / Study Material

To be announced at the beginning of the course

Learning Methods

Lectures and exercises

Assessment

Two written examinations

Languages of Instruction

Finnish

**Fluid technology and heat transfer technology, 5 op
KC03BE40024 (study unit)**

Lecturers

Jarmo Alarinta

Objectives

Students shall understand the more important issues involved in fluid technology, heat transfer and refrigeration problems.

Content

The course comprises the fundamentals of the theory of fluids, and the selection and capacity of various flow systems. The course also introduces various methods for transferring heat and refrigeration in the food industry. The course provides insight into the heat transfer theory and the selection and capacity of various heat transferring equipment and refrigeration techniques.

Literature / Study Material

To be announced at the beginning of the course

Learning Methods

Lectures, mathematical exercises and homework, project

Assessment
Examination

Languages of Instruction
Finnish

Plant design, 3 op KC03BE40051 (study unit)

Lecturers
Jarmo Alarinta

Objectives
Students shall acquire theoretical knowledge for a project in factory design. They shall understand the fundamentals for designing a production plant and production process and know how to construct them, starting from an idea and building it into a functional factory.

Content
The course comprises the basics of factory design and implementing a plan, i.e. the stages of plant design: design, construction and introduction, combining production lines from unit processes, profitability and other comparative calculations, project group work and the use of expert advice and literature.

Literature / Study Material
To be announced at the beginning of the course

Learning Methods
Lectures and group work

Assessment
Examination

Prerequisites
Fluid Technology, Heat Transfer Technology, Measuring Techniques and Industrial Economics

Languages of Instruction
Finnish

Measuring techniques, 3 op KC03BE40036 (study unit)

Lecturers
Veli-Jukka Uitto

Objectives
Students shall understand measurements used in the food processing industry and know how to use the sensors used in making measurements. They shall also be able to identify the more common dimensional errors and what causes them.

Content
The course involves the discussion of process technology sensors and their operational principles.

Literature / Study Material
Material distributed by the lecturer

Learning Methods
Lectures, calculations exercises and homework

Assessment
One approved written examination and calculation exercises

Languages of Instruction
Finnish

Microbiology 2, 3 op KC03BE50021 (study unit)

Lecturers
Mervi Hujanen

Objectives

Upon completion of this course, students will possess knowledge in the categorization of microbial species, their characteristics, and cultivation methods.

Content

The course discusses the utilization of microbiology in food technology, biotechnology and environmental technology. Students also learn about the characteristics of microbes, laboratory methods utilized in microbiology, microbe cell physiology, genetics, metabolism, ecology and biotechnology, as well as the storage of microbes.

Literature / Study Material

Lecturer's material

Learning Methods

Lectures, field trips, laboratory work, seminar or literary assignment

Assessment

Examination

Prerequisites

Microbiology 1

Languages of Instruction

Finnish

**Biochemistry, 6 op
KC03BE50031 (study unit)**

Lecturers

Mervi Hujanen

Objectives

Students shall understand the chemistry of living cells and the significance and structure of various biopolymers such as DNA, RNA, proteins and carbohydrates.

Content

The course comprises the fundamentals of biochemistry and metabolism, nucleotides and nucleic acids, aminoacids, proteins, carbohydrates, lipids, genes and their replication.

Literature / Study Material

Turpeenoja: Biokemiaa (Biochemistry)

Learning Methods

Lectures, seminar and laboratory work

Assessment

Examination

Languages of Instruction

Finnish

**Bioprosesstechnology, 6 op
KC03BE50041 (study unit)**

Lecturers

Mervi Hujanen

Objectives

Upon completion of the course, students shall possess knowledge of biotechnical processes and the significance of biotechnology.

Content

The course discusses industrial microbes, mutations, and genetic engineering. It also teaches about the methods and equipment used in fermentation and further processing, immobilization and cell recycling technology, and chemo-state. The most common bioreactor types, their measurement and adjustment are also discussed.

Literature / Study Material

Aittomäki, Eerikäinen, Leisola, Ojamo, Suominen & von Weyman 2002. Bioprosessteekniikka (Bioprocess technology)

Learning Methods

Lectures, field trips and laboratory work

Assessment

Examination

Prerequisites

Biochemistry

Languages of Instruction

Finnish

**Process and automation technology continuation module, 15 op
KC03BE60 (study entity)**

The objective of the continuation module for Process and Automation is to advance students' knowledge of the design and automation of food production lines, and to provide fundamental knowledge in the design and automation of food processing facilities.

**Food processes, 7 op
KC03BE50071 (study unit)**

Lecturers

Jarmo Alarinta

Objectives

Upon completion of the course, students shall possess advanced knowledge of unit operations for the food processing technology.

Content

The course comprises the principles of various food processing theories, and the choice and capacity of equipment. It also discusses various processing techniques such as grinding, sifting, sorting, filtering, centrifuging, mixing, granulating, extracting, membrane techniques.

Literature / Study Material

Lecturer's material

Learning Methods

Lectures, exercises, homework and laboratory work

Assessment

Two written examinations and laboratory reports

Languages of Instruction

Finnish

**Control engineering, 3 op
KC03BE40032 (study unit)**

Lecturers

Veli-Jukka Uitto

Objectives

Students shall understand the significance of control engineering in process control, controllers and the significance of parameters. They shall acquire the ability to read control charts.

Content

The course introduces typical control structures and the effect of control parameters on processes. It also discusses the structure of control systems, open and closed controls, as well as P, PI and PID controllers and their parameters and tune-up.

Literature / Study Material

To be announced at the beginning of the course

Learning Methods

Lectures and exercises

Assessment

Examination and assignments

Prerequisites

Basics of Automation

Languages of Instruction

Finnish

**Machine and equipment design, 2 op
KC03CE40112 (study unit)**

Objectives

Students shall acquire knowledge of the requirements for the design and procurement of processing equipment in the food industry.

Content

The course discusses surface materials, quality, tolerance, finishing, and pressure containers.

Literature / Study Material

To be announced during lectures

Learning Methods

Lectures, field trips and homework

Assessment

Examination

Prerequisites

CAD and technical drawing, statistics and strength of materials, manufacturing methods and machine elements

Languages of Instruction

Finnish or English

**Process design, 5 op
KC03CE40321 (study unit)**

Lecturers

Jarmo Alarinta

Objectives

Students shall be competent in calculating capacity, equipment size and other measurements, as well as in selecting calculations related to a production line of unit processes.

Content

The course discusses production-line materials and energy levels, capacity and other mathematical tasks related to the selection of equipment.

Literature / Study Material

Coulson et al: Chemical Engineering 3

Learning Methods

Lectures, calculations and homework

Assessment

Examination

Languages of Instruction

Finnish

**Robotics, 3 op
KC03CE40241 (study unit)**

Lecturers

Veli-Jukka Uitto

Objectives

Students shall gain insight into the potential and limitations of robotics in the food industry, and learn to program an

industrial robot.

Content

The course discusses robot structures, sensors, gripping devices, tools, programming, and applications.

Literature / Study Material

Robotiikka (Robotics). Suomen Robottiyhdistys Ry

Learning Methods

Lectures and laboratory programming exercises

Assessment

Assignments and examination

Prerequisites

Basics of Automation

Languages of Instruction

Finnish

Food process technology project, 2 op KC03CE40172 (study unit)

Objectives

Students shall complete a commissioned project in designing, or other related project, either independently or in a group.

Content

The course teaches students about project work related to food processes. It involves problem solving in food processing technology or the preparation of a report as part of a larger project. The course provides insight into practical project work, problem solving methods, data acquisition, and independent and team work

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Project work and project reports

Assessment

Approved project report

Languages of Instruction

Finnish or English if necessary

Further Information

Especially suited for projects commissioned by the industry. Total credit units: 3–6 ECTS (2–4 CR), depending on the depth and scope of the project. Students may also do the project as group work.

Biotechnology and food technology continuation module, 15 op KC03BE70 (study entity)

The objective of the continuation module in Food Technology is to advance students' knowledge of biotechnology, food technology, and the concepts of quality. It also offers insight into the latest methods of research and development. In addition, students may specialize in selected areas within the field of food technology or in the latest methods of biotechnology.

Product development, 6 op KC03BE60011 (study unit)

Lecturers

Niina Kälviäinen, Marjatta Salminen

Objectives

Upon completion of the course, students shall possess knowledge of product development, which focuses on consumer interests and potential testing methods.

Content

The course comprises consumer surveys, generation of ideas, project selection, product design, experimental design methods and recipe optimization, price calculations, preservation and packaging tests, and marketing.

Literature / Study Material

Fuller: New Food Product Development, CRC

Learning Methods

Lectures and supervised product design project, approved written examination

Assessment

Approved product development report and literary assignment

Prerequisites

Biochemistry, food processes, food legislation, food chemistry

Languages of Instruction

Finnish

**Food industry quality management, 4 op
KC03CE60030 (study unit)**

Lecturers

Niina Kälviäinen

Objectives

Students shall acquire knowledge of quality control, quality systems, and in-house quality control in the food industry.

Content

The course comprises the principles of quality systems, design, and statistical quality-control methods.

Literature / Study Material

Lecturer's material

Learning Methods

Lectures

**Meat technology 1, 3 op
KC03CE60141 (study unit)**

Lecturers

Eero Puolanne

Objectives

Students shall possess knowledge pertaining to the factors affecting quality and the use of meat. They shall also gain insight into the most important meat production processes.

Content

The course discusses animal species used for slaughter, slaughtering, structure and composition of muscles, postmortem changes in meat, and the production of meat products.

Literature / Study Material

Puolanne: Lihateknologia 1 (Meat technology), Helsingin Yliopisto

Learning Methods

Lectures

Assessment

Approved written examination

Prerequisites

Biochemistry, Food Chemistry

Languages of Instruction

Finnish or English

**Meat technology 2, 2 op
KC03CE60151 (study unit)**

Lecturers

Asko Mäyry

Objectives

Students shall acquire advanced knowledge in quality and the production of meat products.

Content

The course discusses ingredients and production methods for sausages and other meat products, shelf-life, nutritional value and organoleptic quality, as well as the chief production equipment used in the industry.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures, field trips, and practical exercises

Assessment

Approved written examination and approved exercises

Prerequisites

Biochemistry, Food Chemistry

Languages of Instruction

Finnish

**Dairy technology, 3 op
KC03CE60161 (study unit)**

Lecturers

Marjatta Salminen

Objectives

Students shall acquire knowledge of dairy products, their composition and industrial production.

Content

The course discusses the composition and quality components of milk, milk processing in dairies, production of soured milk products, butter, ice cream and cheese, and provides an overview of probiotics and functional food.

Literature / Study Material

Lecturer's material

Learning Methods

Lectures, field trips, and laboratory work

Assessment

Examination

Prerequisites

Microbiology 1, Food Chemistry and Biochemistry

Languages of Instruction

Finnish

**Cereal technology 1, 3 op
KC03CE60191 (study unit)**

Lecturers

Marjatta Salminen

Objectives

Students shall acquire basic knowledge of cereal types, their composition, use and nutritional value. They shall also be familiar with the fundamentals of milling processes, animal feed and baking.

Content

The course discusses cereal types, grain structure and composition, cereal storage and quality control. It also teaches about wheat, rye, barley and oat milling and malting, the production of starch and starch syrups, cereal-based feed and extrusion product composition and production, as well as the basics of breadmaking.

Literature / Study Material

Hoseney: Principles of Cereal Science and Technology, AACC

Learning Methods

Lectures, home work and laboratory work

Assessment

Examination

Languages of Instruction

Finnish

**Cereal technology 2, 2 op
KC03CE60201 (study unit)**

Lecturers

Marjatta Salminen

Objectives

Students shall acquire advanced knowledge in bakery production and the factors affecting product quality.

Content

The course discusses the production of bread, pastries, buns and biscuits, frozen dough, sour dough and sponge dough, and additives, as well as machinery used in bakeries.

Literature / Study Material

Kulhomäki, Salovaara: Laatu Leipä, käsikirja leipurille. Savola: Kahvileipä – käsikirja leipurille. Heinonen, Jouppila, Salovaara: Kondiittorin käsikirja, Leipomoalan edistämissäätiö (handbooks for bakers and pastry chefs)

Learning Methods

Lectures and baking exercises

Assessment

Examination

Languages of Instruction

Finnish

**Molecule biology, 3 op
KC03CE60171 (study unit)**

Lecturers

Mervi Hujanen

Objectives

Students shall acquire insight into the possibilities and methods of molecular biology.

Content

The course discusses DNA copying and manipulation, the transfer of DNA to cells, genetic code, PCR, restriction enzymes, plasmids and competent cells, gel electrophoresis, cloning and clone screening, restriction mutation, and electrophoresis

Literature / Study Material

Suominen & Ollikka 1994. Yhdistelmä-DNA-tekniikan perusteet (Basics of combined DNA). Dark. Tummavuoren kirjapaino Oy. Vantaa; Watson, Tooze & Kurtz. Recombination DNA. 1983. Scientific American Books. New York. USA

Learning Methods

Lectures and laboratory work

Assessment

Approved written examination and laboratory work

Prerequisites

Microbiology 2, Biochemistry

Languages of Instruction

Finnish or English

Environmental biotechnology, 2 op KC03CE60211 (study unit)

Lecturers

Mervi Hujanen

Objectives

Students shall acquire knowledge of the potential of biotechnology in water purification, soil cleaning and waste handling.

Content

The course discusses the fundamentals of methods and processes used in water purification, microbiology of water and water protection and hygiene, biotechnology applicable to sewage treatment and purification processes. It also teaches the basics of environmental poisons and their methods of disposal, biological handling methods for various types of waste, and biotechnical air filtration.

Literature / Study Material

Lecturer's material

Learning Methods

Lectures and field trip

Assessment

Examination

Prerequisites

Biotechnology, Food Hygiene

Languages of Instruction

English if necessary

Food process technology project 2, 2 op KC03CE60222 (study unit)

Objectives

Students shall carry out a project, either independently or in a group, which is related to food biotechnology.

Content

The course involves problem solving in food biotechnology or the preparation of a report as part of a larger project. The course provides insight into practical project work, problem solving methods, data acquisition, as well as self-study and team work.

Literature / Study Material

Material required for the project

Learning Methods

Project work and project reports

Assessment

Approved project report

Prerequisites

Bioprocessing Technology

Languages of Instruction

Finnish or English

Entrepreneurship module, 15 op KC03CY10 (study entity)

The objective of the Entrepreneurship Module is to provide students with the basic knowledge of business in general and its different areas such as logistics, cost control, marketing, human resources management and accounting. Students may select International Marketing, Corporate Law and Corporate Strategy studies as part of the module. Some of the courses in the International Programme (IP) at the Business School can also be included in this module.

Human resources management, 4 op KC03CY10010 (study unit)

Objectives

The purpose of the course is to provide knowledge of the concepts involved in human resources management.

Content

The course discusses modern human resources management, the learning organization, strategy and organization culture, management in changing organizations, situation management and interaction, individuals as part of a working community, motivation, dedication and result discussions, the development of skills and human resources management, and human resources management in international organisations. The course involves field trips to various companies and there will also be guest lecturers.

Literature / Study Material

Viitala: Henkilöstöjohtaminen (Human resources management)

Learning Methods

Active participation in lectures, group work and seminars, approved exercises

Assessment

Seminars and final examination

Prerequisites

Industrial Economics

Languages of Instruction

Finnish

Project management, 4 op KC03CY20031 (study unit)

Lecturers

Lasse Tarhala

Objectives

Students shall gain the knowledge of the principles and methods of working in a project.

Content

The course involves project organization and how it functions. It teaches how to take the goals of a project into consideration, as well as the development of those goals. Time, resources and cost control in project planning are also discussed.

Literature / Study Material

To be announced at the beginning of the course

Learning Methods

Project work, lectures and case studies

Assessment

Approved project work and examination

Prerequisites

Industrial Economics

Languages of Instruction

Finnish

Business economics, 4 op KC03CY10020 (study unit)

Lecturers

Lasse Tarhala

Objectives

Students shall gain advanced knowledge of the operational and technological aspects of industrial enterprises, human resources, production and marketing strategies, as well as learn how to develop strategy.

Content

The course teaches students how to apply Management by Objective in various areas and levels of an organization. The course discusses the concepts of efficiency, such as strategic efficiency and operative efficiency. It teaches about enterprise and the supervision of operations, strategic models and business acumen, finance and business, strategic planning and management and external resources. The course also discusses the central issues pertaining to business and enterprise, such as costs, customer value, leadership, financial analysis and the reasons for weakened profitability, as well as target marketing, competition strategies, strategic procedures, budgets, strategic enterprise and interactive management.

Literature / Study Material

Bengt Karlöf: Johtamisen käsitteet ja mallit. (Management concepts and models). Mika Kamensky: Strateginen johtaminen (Strategic management). Lecturer's material

Learning Methods

Lectures, case studies and seminars, approved assignments

Assessment

Seminars and final examination

Prerequisites

Industrial Economics, Accounting, Process Management and Human Resources Management

Languages of Instruction

Finnish

Marketing, 3 op KC03CY10040 (study unit)

Lecturers

Lasse Tarhala

Objectives

Students shall acquire insight into marketing concepts, models, and strategy and its implementation.

Content

The course discusses customer–focused marketing as a competitive tool, customer–focused marketing, market segmentation and positioning, internal marketing and the organization of marketing: structure and resources. It also teaches about competition in service, market–centred management, marketing communication and service culture.

Literature / Study Material

Grönroos: Nyt kilpaillaan palveluilla (competitive service); Philip Kotler: Muuttuva markkinointi (changing marketing); Lahtinen & Isoviita: Asiakaspalvelu ja markkinointi (customer service and marketing)

Learning Methods

Lectures, seminars, field trips to various companies, guest lecturers, and assignments

Assessment

Seminars and course–end examination

Prerequisites

Industrial Economics

Languages of Instruction

Finnish

FREE CHOICE STUDIES, 15 op KC03DE90 (study entity)

Students may select optional courses from the above modules in professional studies and/or from the available electives and/or from other universities of applied sciences or institutions of higher education. Students wishing to qualify as a health inspector will find suitable courses in the Construction Engineering Degree Programme.

PRACTICAL TRAINING, 30 op KC03ER00 (study entity)

Objectives: Working in the field of food processing and biotechnology with opportunities to deepen one's expertise in the chosen line of specialization, and to apply the learned theoretical studies in practice. Content: Further information pertaining to practical training can be found in the guidelines compiled by the School of Engineering. Literature: All

available material related to the studies Learning methods: Supervised practical training takes place in the spring term of the third year of study. Assessment: Journals and a report of the training periods required. Language: Finnish/English/German or as agreed

FINAL THESIS, 15 op KC03FE80 (study entity)

Objectives: The aim of the final thesis is to prepare students for their future career by having them carry out a study on a topic agreed upon with their tutor(s). Content: Students are expected to be able to combine the theory they acquired while studying with new information to produce a consistent scientific study with practical emphasis. They are also required to solve any problems that may arise in the study. Literature: All material available in any form Learning methods: A written study as set forth in the guidelines compiled by the Seinäjoki University of Applied Sciences Assessment: Seminars and maturity test based on the final thesis Language: Finnish/English or as agreed

Degree Programme in Forestry (In Finnish)

Head of degree programme: Mr Hannu Lassila, Tel. +358 20 124 5808, E-mail: hannu.lassila@seamk.fi

Student counsellor: Mr Jorma Toopakka, Tel. +358 20 124 5828, E-mail: jorma.toopakka@seamk.fi

ECTS/International coordinator: Ms Pirkko Kivinen, Tel. +358 20 124 5807, E-mail: pirkko.kivinen@seamk.fi

Degree and qualification awarded

Bachelor of Natural Resources

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

Objectives of study

The core knowledge of the forest engineer are, apart from biology, the basics of entrepreneurship and economy. Cooperation, communication and management skills are important. Consideration of environmental impacts is an important part of the education.

The students choosing the specialization line of Forestry Production will find employment in the forestry organizations and companies. Forest Engineers are working, for example, in wood supply and harvesting operations, forest advisory, forestry planning, forestry education and as independent entrepreneurs. Environmental planning and development open a new potential. The key areas of the specializations line are silviculture, forest planning as well as wood supply and wood harvest.

The studies of the specialization line of Nature and Rural Tourism provide the student with the skills to work both as an independent entrepreneur as well as in companies of the sector. The important knowledge of the specialization line is the potential provided by the nature and tourism entrepreneurship together with marketing skills.

The students of the specialization line of Marketing will work in communication, marketing and production both in Finland and abroad. Forest cluster, starting from the domestic forest organizations, provides e.g. following employments: marketing– and sales manager, production planner, production manager, export agent or informer. The fast growing bio energy business provides new opportunities. The essential knowledge of the specialization line are marketing skills and familiarity with the products of the forest and wood product industry.

Objectives of the Degree Program

- Ecology: – The student understands the basics of the management of the forest nature. He/she is able to determine the forest and peatland site types and is able identify the essential flora occurring in the given forest as well as valuable environment of the forest.
- Silviculture– The student understands the biologic, ecologic and economic starting points and targets of the forest growing
- Wood supply – The student understands the different parts of the wood supply chain
- Forest planning – The student is able to move independently in terrain with different maps and aerial photographs and use tools made for forest measurement
- Multiple use of forests – The student understands the importance and combatibility of the different types of forest utilization
- Business know how – The student understands the integration of the company operations and absorbs the economic way of thinking. The student will be able to establish his/her own business and assess its profitability and his/her own marketing skills.

The special skills of the specialization line forestry

- Silviculture and forest planning – The student is independently able to elaborate and implement the forest management plans taking technical, economic end ecologic considerations as well as the forest owner's targets into account. The student is able to elaborate a forest management plan that corresponds to the forest owner's targets and utilize the plan.
- Wood supply – The student knows the different parts of the wood supply chain and knows to take the technical, economic and ecologic factors as well as the forest owner's aims into consideration.

The special skills of the specialization line Nature and Rural Tourism

- The basics of the tourism – The student gets familiar with the special features of the tourism business and, particularly, nature and rural tourism as a line of business and entrepreneurship. The student is capable to have economic, social, ecologic and cultural responsibility when creating and managing tourism services.
- Nature as an asset of tourism – The student knows the different ways to travel in the nature and established practices. The student has a profound knowledge on the Finnish nature and its phenomenon. The student knows the basics of the planning and construction of recreational areas. The student will be able to produce healthy, secure and economically sound nature tourism services promoting the welfare of the clients.
- Tourism entrepreneurship. The student understands the importance of the hygienic know-how regarding to the tourism business. The student will be capable to develop and market the products of the nature and rural tourism through product development and productization as well as by taking the requirements set by the environment into account. The student will be capable to analyze the client ship in terms of the development of service oriented business. The student knows the principles of the consumers' behaviour and how to benefit them. The student can work in different networks and is able to utilize and develop them. The student knows the essential legislation regarding to the tourism and security requirements related and knows how to apply them in his/her work.

The special skills of the specialization line Marketing of Forest and Forest Industry Products

- Metsä- ja puualan tuoteosaaminen – The student knows the production principles of the products of forest and wood industry, their utilization, properties and competing products and production guidance.
- Marketing knowledge – The student knows the marketing environment of the products of forest industry and the application of the marketing methods in that environment.

Pedagogy and learning methods

In the constructive learning the student's active role and his/her own experience background are particularly stressed. The aim is to understand the issues to be learnt. The role of the teacher is to be the director of the learning process.

Features of learning:

1. The student sets his/her own learning targets
2. The student will be provided with a personal learning plan
3. Things to be learnt will be connected to the student's own experience entity, work and environment
4. Interaction between teachers and students is aimed to emphasize the issues to be learnt and evaluate the learning experience
5. Regarding to learning, process character of studying is emphasized, not only targets and content.
6. The student follows and assesses his/her own and his/her group learning together with the teachers. Learning will be developed basing on the systematically collected feed back. The feed back will be processed together with the students and that will result in the development of the learning situation.

Teaching will apply different methods applicable to the subject. Versatile methods support both the student's professional development and preparedness for the working life as well as his/her professional skills. The methods applied are e.g. lectures, independent information gathering, projects, remote- and network learning, learning exercises, field exercises, and different cooperative learning methods.

Post-graduate studies

The examination capacitates the student for the post-graduate degree program in the new luonnonvara-alan ylempään amk-tutkintoon (Ammattikorkeakoululaki 351/2003 <<http://www.finlex.fi/fi/laki/alkup/2003/20030351>>).

Structure of the studies

Degree Program (240 ects) is built of the common basic – and professional studies (110 ects), orientation studies (70 ects), free choice-studies (15 ects), practical training (30 ects) and thesis (15 ects). Each of these parts is divided into study models and, furthermore, study periods. The aim is to pass the examination in four years.

The studies will be started with the common studies of the degree program. These studies include e.g. the basics of the forestry and the basic skills of the entrepreneurship and leadership. Field training and excursions are an essential part of the studies. During the practical training period the students will have experience on the working life.

Choosing of the specialization line takes place during the second year of the studies. Studies of the specialization line will be studied as study models. Obligated orientation studies will be initiated in the second studying year, the main part of them will be done in the third year. After that, in the fourth year, the student will concentrate in the free choice studies and thesis.

The aim is to do practical training in the summer.

In the specialization line of Forestry, the following study models are compulsory: Silviculture 1–, Forest Management Planning 1– and Wood Supply 1 –. The study model that is related to the subject of the thesis (e.g. Silviculture 2, Forest Management Planning 2 or Wood Supply 2) is compulsory as well. Thesis and the last practical training must be related to the studies of the specialization line.

In the specialization line of Nature and Rural Tourism the following study models are compulsory: Basics of Tourism, Nature as an Asset of Tourism and Tourism Entrepreneurship. Thesis and the last practical training must be related to the studies of the specialization line.

In the specialization line of Forestry, the following study models are compulsory: Wood technology, Marketing 1 and Marketing 2. Thesis and the last practical training must be related to the studies of the specialization line.

Degree Programme in Forestry (In Finnish), 240 cr (3.9.2007) METSÄTAL 2007

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KB02A2	BASIC STUDIES					55
KB02AOP	Orientation studies					5
KB02AOPOA2	Studying at University of Applied Sciences	x				2
KB02AOPOR3	Orientation to forestry	x				3
KB02AVI	Communication skills					11
KB02AVITE3	Labour communications	x				3
KB02AENTV3	English, Communication in Working Life	x				3
KB02ARUTV3	Swedish, communication in working life		x			3
KB02AVIMV2	Communication skills			x		2
KB02AME	Methodological studies					12
KB02AMEAT4	Basics of information technology	x				4
KB02AMEMA4	Mathematics	x				4
KB02AMETI4	Basics of statistics	x				4
KB02AYH	Social studies					11
KB02AYHTT5	Safe working community	x				5
KB02AYHKT2	National economy	x				2
KB02AYHYM4	Individual in the changing world	x				4
KB02AON	Process of thesis					4
KB02AONOP4	Process of thesis			x		4
KB02ALU	Natural sciences					12
KB02ALUFK3	Physics and chemistry	x				3
KB02ALUKS3	Botany	x				3
KB02ALUDE3	Dendrology		x			3
KB02ALUKP3	Site types classification	x				3
KB02B1	COMMON PROFESSIONAL STUDIES					55
KB02BLI	Liiketoimintaosaaminen					17

KB02BLILT5	Accounting		x			5
KB02BLIYT3	Introduction to business economics		x			3
KB02BLIMR3	Marketing	x				3
KB02BLIMP3	Forest policy		x			3
KB02BLIKO3	Kauppa– ja velvoiteoikeus		x			3
KB02BJO	Management					9
KB02BJOPR3	Project management and planning			x		3
KB02BJOJO6	Management		x			6
KB02BMT	Metsätalouden perusopinnot					20
KB02BMTPT4	Puuteknologia + teollisuus	x				4
KB02BMTSP3	Basics of planning	x				3
KB02BMTMH3	Basics of silviculture	x				3
KB02BMTPH3	Puunhankinnan perusteet	x				3
KB02BMTPJ2	Geographical information system		x			2
KB02BMTLP2	Basics of logistics		x			2
KB02BMTMO3	Metsien monikäytön perusteet		x			3
KB02BYO	Environmental studies					9
KB02BYOYT6	Environmental sciences	x				6
KB02BYOML3	Sustainable management and use of forests		x			3
KB02C70	OPTIONAL PROFESSIONAL STUDIES					70
KB02CMT	Metsätaloustuotannon pakolliset opintokokonaisuudet					38
KB02CMH1	Silviculture 1					11
KB02CMHMA2	Forest soil		x			2
KB02CMHMG5	Metsän kasvatusta		x			5
KB02CMHMU4	Forest regeneration			x		4
KB02CMS1	Forest management planning 1					15
KB02CMSMM4	Forest mensuration		x			4
KB02CMSKK3	Kartoituksen ja kaukokartoituksen perusteet		x			3
KB02CMSST4	Planning and information systems			x		4
KB02CMSHA4	Metsäsuunnittelun harjoitustyöt			x		4
KB02CPH1	Wood procurement 1					12
KB02CPHP19	Wood procurement 1		x			9
KB02CPHMT3	Forest roads			x		3
KB02CLU	Luonto– ja maaseutumatkailun pakolliset opintokokonaisuudet					44
KB02CMP	Basics of tourism					8
KB02CMPMP4	Basics of tourism		x			4
KB02CMPMS4	Rural tourism		x			4
KB02CLM	Nature as a resource in tourism					15
KB02CLMLL3	Wilderness hiking skills			x		3
KB02CLMLT3	Nature study		x			3
KB02CLMLM3	Nature tourism			x		3
KB02CLMYV2	Environment as recreational area			x		2
KB02CLMRL1	Cooking in nature				x	1

KB02CLMMR3	Monikäytön rakenteet				x		3
KB02CMY	Tourism entrepreneurship						13
KB02CMYHY2	Hygiene proficiency and in-house control in tourism business					x	2
KB02CMYMJ4	The marketing and distribution channels of a tourism					x	4
KB02CMYJU2	Matkailuyrityksen juridiikka ja tuoteturvallisuus					x	2
KB02CMYKI5	Matkailukielet				x		5
MARKK1	Markkinointi 1 (katso metsä- ja puutalouden markkinoinnin pakolliset opintokokonaisuudet)						8
KB02CMPM	Metsä- ja puutalouden markkinoinnin pakolliset opintokokonaisuudet						52
KB02CPT	Wood technology						27
KB02CPTSV3	Sawing techniques			x			3
KB02CPTPK6	Wood based panels and composites			x			6
KB02CPTPT9	Joinery industry				x		9
KB02CPTHI6	Wood and log construction					x	6
KB02CPTTM3	Product Rable>	x	3				
	Marketing 1		8				
KB02CMR1							
KB02CMRTU4	Tuotteistaminen ja markkinointiviestintä	x	4				
KB02CMRMJ4	Markkinoinnin johtaminen ja asiakasutteen hallinta	x	4				
KB02CMR2	Marketing 2		17				
KB02CMRIJ5	Markkinatiedon hallinta, informaatiojärjestelmät ja markkinatutkimus	x	5				
KB02CMRVA4	Vienti- ja kotimaankaupan asiakirjat	x	4				
KB02CMRKT3	Transportation engineering	x	3				
KB02CMRAT5	Information technology 2	x	5				
KB02CVA	Valinnaiset opintokokonaisuudet						
KB02CMH2	Silviculture 2		11				
KB02CMHTA2	Metsänjalostus ja taimituotanto	x	2				
KB02CMHOJ3	Ojitusalueen hoito	x	3				
KB02CMHPA2	Forest pathology and damages	x	2				
KB02CMHTV2	Hemiboreaalisen tammivyöhykkeen ekologia ja metsänhoito		2				
KB02CMHUM2	Ulkomainen metsänhoito	x	2				
KB02CMHPS2	Silviculture in northern Finland	x	2				
KB02CMS2	Forest management planning 2		7				
KB02CMSKH3	Real estates and pricing	x	3				
KB02CMSPJ2	Paikannusjärjestelmät	x	2				
KB02CMSPH2	Paikkatiedon hyödyntäminen	x	2				
KB02CPH2	Wood procurement 2		10				
KB02CPHP26	Wood procurement 2	x	6				
KB02CPHBE4	Bioenergy	x	4				
KB02CMO	Multiple use of forests		12				

KB02CMOEV3	Moving about in the wilderness and woodcraft	x	3
KB02CMOHH3	Luonnonhoitohankkeet	x	3
KB02CMOKK3	Fishing industry and fishing	x	3
KB02CMORM3	Game management and hunting	x	3
KB02CKIELI	Language studies		24
KB02CENMY3	English, forest, environment and industry	x	3
KB02CENPA6	English, terminology of wood industries	x	6
KB02CENKN3	English, meeting and negotiation skill	x	3
KB02CENLP3	English, business communication and marketing of wood products	x	3
KB02CRUMY3	Swedish, forest, environment and industry	x	3
KB02CVE	Russian	x	3
KB02CSA	German	x	3
KB02D	FREE-CHOICE STUDIES		15
KB20EHA	PRACTICAL TRAINING		30
KB02EHAHA30	Practical training	x	30
KB02F	THESIS		15
KB02FONON15	Individual thesis	x	15

Study Descriptions

Studying at University of Applied Sciences, 2 op KB02AOPOA2 (study unit)

Lecturers

Objectives

The course familiarizes students with the study environment and school culture, the study plan and its implementation. The aim of the course is to teach students to recognize their position as a student and take advantage of various teaching methods and study techniques. In addition, students shall understand the importance of independent, continuous data retrieval and control when developing themselves and their professional skills.

Content

The course comprises 1. Orientation: the studying and learning environment, the organization of the institute, university of applied sciences, student unions, tutor activity 2. Basics of data gathering, studying methods: use of the school library, library and information facilities, use of various sources of information, information networks, information technology. 3. Orientation into the working world.

Literature / Study Material

Study Guide 2007–2008 and lecturer's material.

Learning Methods

Field trips, lectures, assignment and compulsory assessment.

Assessment

Pass/Fail.

Languages of Instruction

Finnish, English.

Labour communications, 3 op KB02AVITE3 (study unit)

Content

Literature / Study Material

Repo, Irma & Nuutinen, Tahvo 2003. Viestintätaito. Otava. Koskimies, Riitta 2002. Asiantuntijan esiintymistaito. Oy Finn Lectura Ab. Uimonen, Taina 2003. Taitoa tekijälle. Tehoa teksteihin. Opas tiedottavaan kirjoittamiseen. Inforviestintä Oy.

Assessment

English, Communication in Working Life, 3 op KB02AENTV3 (study unit)

Lecturers

Pearce John.

Objectives

Students shall improve their skills in the English language. They shall understand and be able to use key terminology, both orally and in writing, pertaining to their own field. Students shall master the English language to the extent that they are able to work in their own profession in the labor markets of forestry and forest industries. Upon completion of the course, students shall be competent in providing their personal data and describe their level of education and work experience, and they will also be able to fill out job applications in English. Students will also be able to describe their workplace, its services and functions. They will possess competency in guiding others and conveying instructions. They will also be able to communicate in writing appropriate to a given situation. Finally, students will be able to describe the economic life in their native country.

Content

The course comprises the following topics: Telling about oneself and one's level of education Job applications, curricula vitae Oral and written presentation of one's duties at work Guiding and instructing others, either face-to-face or on the phone Making notifications, a memo, report and/or a summary and electronic communication Searching for and processing information (e.g. searching for an article on the Internet Basic terminology associated with forestry and forest industries

Literature / Study Material

Lecturer's material.

Learning Methods

Oral exercises such as dialogues, group conversations and lectures, and written exercises.

Assessment

Active demonstration of English language skills (incl. oral presentations and dialogues), completion of written assignments and exercises, and an examination. All parts of the course must be passed to receive a grade for the course. Evaluation is based on a scale of 1 to 5.

Prerequisites

Students must be able to master the key structures of the English language.

Languages of Instruction

English.

Swedish, communication in working life, 3 op KB02ARUTV3 (study unit)

Lecturers

Huhtamäki Titta, MA.

Objectives

Students shall improve their skills in the Swedish language. They shall understand and be able to use key terminology, both orally and in writing, pertaining to their own field. Students shall master the Swedish language to the extent that they are able to work in their own profession in the labor markets of forestry and forest industries. Upon completion of the course, students shall be competent in providing their personal data and describe their level of education and work experience, and they will also be able to fill out job applications in Swedish. Students will also be able to describe their workplace, its services and functions. They will possess competency in guiding others and conveying instructions. They will also be able to communicate in writing appropriate to a given situation. Finally, students will be able to describe the economic life in their native country.

Content

The course comprises the following topics: Telling about oneself and one's level of education Job applications, curricula vitae Oral and written presentation of one's duties at work Guiding and instructing others, either face-to-face or on the

phone Making notifications, a memo, report and/or summary and electronic communication Searching for and processing information (e.g. searching for an article on the Internet).

Literature / Study Material
Lecturer's material .

Learning Methods
Oral exercises such as dialogues, group conversations and lectures, and written exercises.

Assessment
Active demonstration of Swedish language skills (incl. oral presentations and dialogues), completion of written assignments and exercises, and an examination. All parts of the course must be passed to receive a grade for the course. Evaluation is based on a scale of 1 to 5.

Prerequisites
Students must be able to master the key structures of the Swedish language.

Languages of Instruction
Finnish, Swedish.

Basics of information technology, 4 op KB02AMEAT4 (study unit)

Lecturers
Kokkinen Pekka, MS (For), Lassila Hannu, Phil. Lic.

Objectives
Students shall be competent in using computers and information networks during their studies and at work, and they shall understand their importance as tools for communication and work.

Content
The course involves the discussion of computers, software, peripheral devices and information networks, as well as their use as tools and their operating systems.

Literature / Study Material
Lammi, O., Hyppönen, A. Tietokoneen käyttötaito 1. Ajokorttitutkinnon peruskirja. Docendo Finland Oy.

Learning Methods
Exercises on computers and software, assignments, and final exam.

Assessment
Exercises on computers and software, assignments, and final exam.

Languages of Instruction
Finnish.

Mathematics, 4 op KB02AMEMA4 (study unit)

Lecturers
Lassila, Hannu, Phil. Lic.

Objectives
The aim of the course is to improve students' mathematical facilities and to develop their ability to think and use mathematics as a means of problem solving.

Content
The course comprises the following topics: Revision of the basics of mathematics Geometry Equations and their applications Logarithm and exponent functions Differential calculus and mathematical models

Literature / Study Material
Textbooks used in technical and commercial schools and material given out during the course, computer software.

Learning Methods
Lectures, assignments and exams.

Assessment
Lectures, assignments and exams.

Languages of Instruction
Finnish.

Basics of statistics, 4 op KB02AMET14 (study unit)

Lecturers
Lassila Hannu, Phil Lic.

Objectives
Students shall learn to read and interpret ready-made statistics, become familiar with the basics of statistical research and be able to use statistical methods in their own studies and at work.

Content
The course discusses the representation and interpretation of statistical data, as well as the stages and methods involved in statistical research.

Literature / Study Material
Karjalainen, L. 2004 (tai uudempi). Tilastomatematiikka. Pii–Kirjat. Heikkilä, T. 2004 (tai uudempi) Tilastollinen tutkimus. Edita.

Learning Methods
Lectures and exercises; project work or final exam.

Assessment
Lectures and exercises; project work or final exam.

Languages of Instruction
Finnish.

Safe working community, 5 op KB02AYHTT5 (study unit)

Languages of Instruction
Finnish

Physics and chemistry, 3 op KB02ALUFK3 (study unit)

Lecturers
Lassila Hannu, Phil. Lic.

Objectives
Students shall become familiar with physics and chemistry to such an extent that they will be able to use their knowledge during their studies and later in the working world. Students shall understand the significance of physics and chemistry in society and become familiar with the world's scientific outlook.

Content
The course comprises the following topics: Basics of chemistry Acids and bases Electrochemistry Basics of organic chemistry Environmental chemistry and physics Energy production

Learning Methods
Lectures, exercises, laboratory work, demonstrations and independent study.

Assessment
Assignments, demonstrations and written exams.

Languages of Instruction
Finnish.

Dendrology, 3 op KB02ALUDE3 (study unit)

Lecturers
Kivinen Pirkko, MS (For.)

Objectives

Students shall learn to identify native tree and shrub species, as well as the exotic tree species, important in forestry or commonly used when creating green areas. Students shall be able to compare the ecological and wood-productive properties of the more important tree species. He knows the most important timber tree genera and species on the various continents of the world, as well as the way they are used in the areas where they grow.

Content

The course discusses the world's various forest zones: the general features of the zones and the important tree genera and species in various areas.

Literature / Study Material

- Hämet–Ahti, L. et al. Suomen puu– ja pensaskasvio.
- Luukkonen, O. 1997. Dendrologian kurssi.
- Sarvas, R. 1964. Havupuut. WSOY.
- Bayard, H. 1981. The Oxford Encyclopedia of Trees of the World. Oxford University Press. Fagerstedt, K. et al. 1996. Mikä puu – mistä puusta. Yliopistopaino. Pihlström, K. 1993. Träden och vi. Föreningen för skogskultur r.f. Jalopuumetsät. Metsälehtikustannus. 1996. Text books pertaining to forest management and dendrology, brochures, etc.

Learning Methods

Lectures, field demonstrations, assignments, field trips, independent study. The field demonstrations and field trips are compulsory.

Assessment

Written exam, identification exam, preparation of sample collection.

Languages of Instruction

Finnish/english

Accounting, 5 op KB02BLILT5 (study unit)

Lecturers

Jaakkola Raimo.

Objectives

Student shall be able to make use of internal and external management accountancy when managing the finances within a company.

Content

The course comprises the following topics: Economic process of a business Principles of double-entry bookkeeping Entry of transactions Balancing of accounts Principles of accounting Budgeting.

Literature / Study Material

- Ihantola & Leppänen. Yrityksen kirjanpito: perusteet ja sovellutusharjoitukset. Gaudeamus;
- Neilimo & Uusi–Rauva, 2005. Johdon laskentatoimi.
- Lecturer's material.

Learning Methods

Lectures and assignments.

Assessment

Exam.

Languages of Instruction

Finnish.

Forest policy, 3 op KB02BLIMP3 (study unit)

Assessment

Group seminar, field trips, exam.

Languages of Instruction

Finnish.

Project management and planning, 3 op KB02BJOPR3 (study unit)

Objectives

Students shall learn the principles of project leadership and know the basic structure of a project. They shall learn how to plan and implement a project and be able to initiate and manage a project.

Content

The course discusses project planning, leadership, organization, reporting, and problems with projects.

Literature / Study Material

- Silfverberg, P. 2001. Ideasta projektiksi, projektisuunnittelun käsikirja. EDITA.
- Guidelines for Programme Design, Monitoring and Evaluation. 1997. Ministry of Foreign Affairs, Finland.

Learning Methods

Lectures, assignments, elaboration of a project plan.

Assessment

Assignments, project plan.

Languages of Instruction

Finnish.

Management, 6 op KB02BJOJO6 (study unit)

Objectives

Students shall understand the factors affecting the supervision of employees and be capable of functioning as a supervisor. They shall be competent in planning an organisation's objectives and taking a leading role at work. Students shall become familiar with the development of management systems and master the basics of process management.

Content

The course discusses the supervisor's position in an organization, management systems, management by results, process management, culture management and team work.

Literature / Study Material

- Juuti, P. 2006 . Organisaatiokäyttäytyminen. Otava.
- Juuti, P 2003. Johtaminen ja organisaation alitajunta. Otava.
- Miettinen, E. ja Saarinen, E. 1991. Muutostekijä. WSOY.
- Kauhanen, J. 1997. Henkilöstövoimavarojen johtaminen. WSOY.
- Karl–Magnus, Spiik. 2004. Tulokseen Tiimityöllä. WSOY.
- Robbins, S, P. 2003. Organizational Behavior. PRENHALL.
- Kauppinen,T;J 2002. Arvojohtaminen. Otava.
- Lecturers material.

Learning Methods

Lectures, assignments, independent study.

Assessment

Assignments, independent study and exam.

Languages of Instruction

Finnish.

Puunhankinnan perusteet, 3 op KB02BMTPH3 (study unit)

Objectives

Students shall gain insight into the manual timber harvesting methods of wood for energy production and trading, and know how to price timber harvesting. They shall be familiar with collective agreements pertaining to the forest industry, as well as the legislation and regulations concerning health and safety at work.

Content

The course comprises the following topics: Manual timber harvesting methods of wood for both energy production and trading Pricing timber harvesting Collective agreements in the forest industry Legislation and regulations concerning health and safety at work.

Literature / Study Material

- Uusitalo, J. , Puunhankinnan perusteet, 2003.
- Tapio, Metsäkoulu.

Learning Methods

Independent and group work in the classroom, field work and field trips.

Assessment

Independent and group work in the classroom, field work and field trips.

Languages of Instruction

Finnish.

FREE-CHOICE STUDIES, 15 op KB02D (study entity)

Students must choose elective courses worth at least 15 ECTS (10CR). Students may choose their elective courses according to their own interests, provided that the courses meet the requirements of their degree program. Each year, the School of Agriculture and Forestry in Tuomarniemi offers a wide range of courses, including courses offered in cooperation with the town of Ähtäri. More detailed information about the elective courses offered each year is located in the Study Guide and on the Intranet.

THESIS, 15 op KB02F (study entity)

The aim of the final thesis is to allow students to demonstrate their abilities and knowledge in practical expert positions related to their professional studies. The thesis can be, for example, a research or project related to project development or planning, presented as a written report. In some cases, the thesis may need to be confidential, e.g. a contract between the commissioner and the university of applied sciences. The final thesis also deepens students' professional skills, forms connections to various organizations in the working world and facilitates the students' transfer and adjustment to the tasks within their field. Students also learn to work consistently and systematically in both searching and using source material, as well as in applying research methods and reporting results. Objectives and content:

- Conducting and presenting an individual thesis plan in a seminar
- Independent or group work depending on the nature of the work
- Active participation in seminars
- Participation in personal consultation
- Compiling an independent written report and presenting it in a seminar

Learning methods and assessment:

- Conducting an individual thesis according to plans
- Working within agreed objectives and instructions
- Implementing, reporting and presenting a thesis
- Research plan and participation in seminars
- Functioning as an opponent in one seminar and in the final seminar
- Functioning as a chairman in the final seminar

The work is evaluated by a teacher in professional studies and the principal lecturer. The language and abstracts are revised. Literature: Material from seminars and consultations

Degree Programme in Health Care and Social Services / Elderly Care (In Finnish)

Head of degree programme: Ms Aila Vallejo Medina, Tel. +358 40 830 3955, Tel. +358 20 124 5188, E-mail: aila.vallejo.medina@seamk.fi

Student counsellor: Ms Katriina Honkala, Tel. +358 40 830 4186, Tel. +358 20 124 5108, katriina.honkala@seamk.fi

ECTS/International coordinator: Ms Helena Järvi, Tel. +358 40 830 4276, Tel. +358 20 124 5125, helena.jarvi@seamk.fi

Degree and qualification awarded

Degree programme in Health Care and Social Services/Elderly care
Geronomi (AMK)

Length of the programme: 210 credits

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

Entry requirements

Upper secondary school or vocational qualification

Objectives

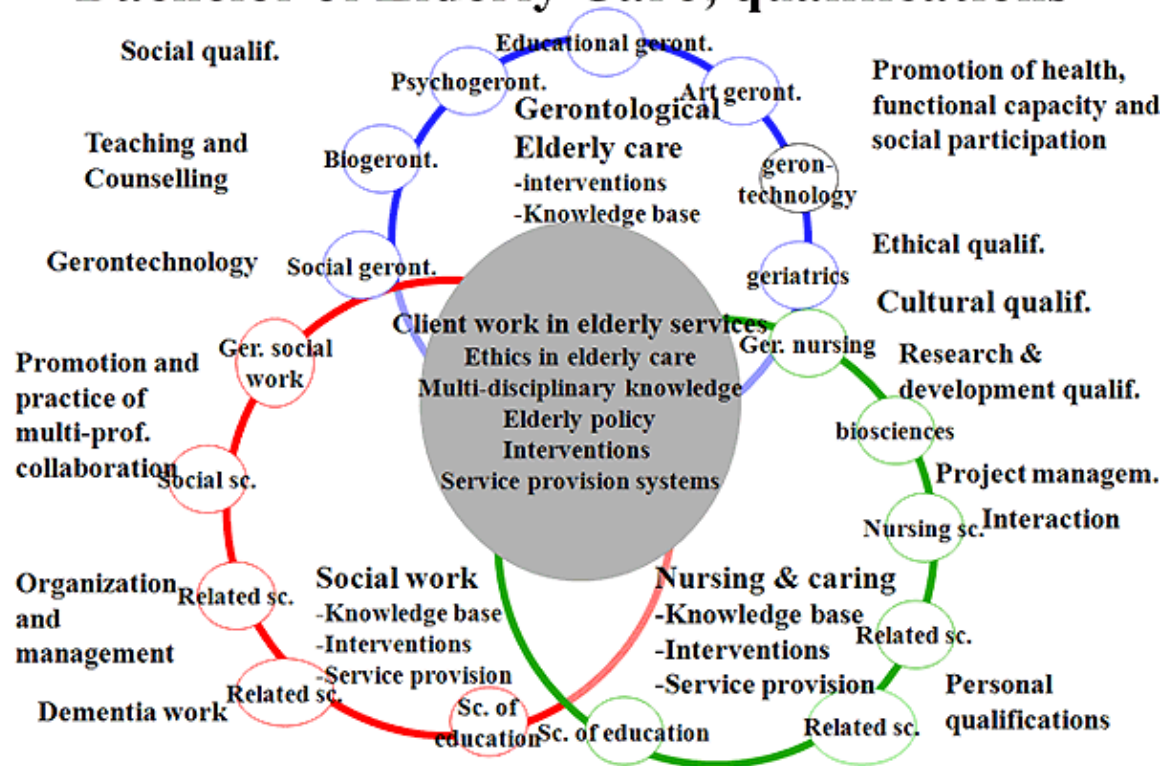
The objective of the degree programme is to train experts in the care of elderly citizens. The graduates will work in the various sectors and levels of elderly care in the health and social services. They will be ethically committed to work for the benefit of their individual clients and society at large. In the individual level, the work combines elements of anticipation, outreach, prevention, support, care and rehabilitation. In their future work, the graduates will assess their clients' welfare, functional capacity and need for services, offer individual case management services, care for clients in care and nursing organizations, organize and coordinate service provision in multi-professional collaboration and support family members. In the level of organizations, the work focuses on the supervision and development of the service provision and on personnel development. In the level of the whole society, the focus is on the evaluation and development of the service provision and on contributing to social policy, especially regarding the elderly. Currently, the graduates of this degree programme work in the health and social services under various titles (e.g. case manager, carer, supervisor, head supervisor, social welfare supervisor, development manager, elderly care manager).

The job description:

- A) Individual case management, assessment of welfare and functional capacity, needs assessment and provision of individualized services, coordination of multi-professional collaboration.
- B) Planning, supervision and development of services and peer support for family care-givers/informal carers.
- C) Client/patient work in care and nursing organizations
- D) Dementia work and development of dementia work
- E) Planning, supervision, evaluation and development of services for elderly citizens in municipalities and in the third sector
- F) Work in elderly care projects
- G) National and international activities in elderly care

The extensive qualifications of the graduates are derived from the fields of nursing, social work and gerontological work (see figure).

Bachelor of Elderly Care; qualifications



Subject-specific competences

Competence profile: Degree programme in elderly care

Promotion of health, functional capacity and social participation of elderly citizens

- Knows how to analyze and support elderly clients' wellbeing, functional capacity, health and social participation throughout the ageing process
- Is able to anticipate and prevent social exclusion and dysfunction
- Knows how to promote the aims elderly citizens, their families and the community have regarding health and wellbeing

Client work in elderly services

- Has basic skills in preventive, curative and rehabilitative elderly care
- Knows how to integrate and apply gerontological and geriatric knowledge and knowledge and interventions used in the health and social sector
- Is able to establish a helping and caring relationship with the elderly clients and their families with the specific aim to promote the clients' functional capacity and independence
- Knows how to assess the coping and functional capacity of elderly clients and how to plan and implement services for chronically sick and socially disadvantaged elderly people
- Is familiar with the special problems in elderly clients' drug care and can participate in drug care in accordance with the unit's drug care plan and relevant permissions
- Knows how to assess service needs and how to provide and develop individual service pathways and support networks to promote elderly clients' health, functional capacity and social participation
- Is able to provide private elderly care services

Dementia work

- Has know-how in the reach-out activities and prevention of dementing illnesses
- Knows how to plan and provide services for demented clients to facilitate their living at home and to support their families
- Can plan and develop the care of demented elderly clients in dementia units
- Knows how to apply creativity and activating methods in the rehabilitative care of demented clients
- Is able to assess the quality of dementia care and services

Gerontechnology

- Is able to assess elderly clients' need for assistive aids in daily activities and is able to counsel the clients in their use
- Knows how to assess the functionality of elderly clients' living environment and discovers needs for technical equipment
- Is able to apply information technology and gerontechnology

Ethics in elderly care

- Respects elderly clients and co-actors as unique, developing individuals and focuses on their resources
- Is able to evaluate and reflect on their own activity in light of the value foundation of elderly care and seeks to retain her or his personal ethical sensitivity
- Is aware of the ethical problems entailed by gerontechnology and of her or his responsibility in their reduction
- Wants to ensure that the rights and choices of elderly clients and their families are guaranteed as defined by norms and official guidelines
- Appreciates her or his colleagues and multi-professional collaboration

Interaction in elderly care and services

- Is able to establish a helping and caring relationship based on listening and interaction with the elderly client
- Is aware of the otherness of fellow human beings and is capable of acceptance, dialogue and reflection in interaction
- Knows how to interact with elderly clients of varying health and functional capacity and with their families

Cultural awareness

- Is aware of the clients' background and is able to provide services in harmony with their cultural identity and living circumstances
- Knows how to analyze organizational cultures and how to promote wellbeing in elderly people's communities and service units
- Is familiar with the language and culture in the health and social services and is able to work with flexibility in various sectors of elderly care
- Constantly develops her or his cultural awareness

Teaching and counselling

- Motivates and supports the self-direction of elderly clients and supervises groups of elderly clients individually, according to pre-set aims
- Has basic knowledge of the counselling and learning of adults and aged clients
- Has a variety of skills required in teaching and counselling elderly clients

Project work

- Is able to identify development needs in the practice of elderly care and to launch feasible, carefully defined projects
- Is familiar with sources of funding and knows how to use them to develop elderly care
- Knows how to work independently and responsibly in various roles in projects and is able to make use of collaboration networks
- Knows how to evaluate projects and to report on their findings and applicability

Multiprofessional collaboration in elderly care

- Benefits society by multi-disciplinary competence in elderly care
- Applies the multi-professional and community-oriented approach adopted during the studies
- Is able to work in multi-professional teams with responsibility, while appreciating and developing shared expertise

Organization and management in elderly care

- Knows how to organize, supervise, manage and develop elderly care services in the public, private and third sector
- When working in management, promotes the work community's awareness of the primary function and future development of elderly care
- Is able to set well-defined aims, to prioritize and to motivate staff to achieve the aims
- Contributes to the creation of a positive working atmosphere
- Guides the staff towards collaboration, growth and change and promotes the sharing of expertise in networks of elderly care services
- Knows how to apply central quality management tools in the development of elderly care services

- Applies multi-disciplinary knowledge in the development of elderly care
- Knows how to develop evidence-based practice while applying a client and organization –oriented approach
- Is aware of the potential of multi-professional collaboration and networking in the production of knowledge and in the development of elderly care

Societal competence in elderly care

- Is aware of her or his responsibility in the creation of a positive view of elderly people and seeks to promote positive elderly policy
- Is familiar with the structures and service delivery systems in society and knows how to influence them
- Knows the central Acts, Decrees, elderly policy programmes and labour regulations
- Is able to contribute to the elderly political strategies in municipalities
- identifies and actively monitors local, national and global phenomena and processes, which may influence elderly citizens' position and the conditions of elderly care in society
- contributes to public debate on the life quality and services provided for elderly citizens and seeks to develop the service provision

Central principles for the contents and pedagogy

The central principles for the contents of the degree programme are a client-centred, holistic and multi-disciplinary approach, theory–practice integration, research–mindedness, expertise, work–life orientation, the practice of elderly care within the health and social services, and the constant re-organization and development of these services.

The central principles for the pedagogy of the degree programme are constructivist learning theory, the learner as a subject, self-direction and self-evaluation, theory–practice integration, investigative learning and development, collaborative and group learning, contract learning and professional growth.

According to the *constructivist learning theory*, the learner bears the responsibility for his or her learning, which is seen as constant reconstruction. The learner integrates new material to the existing structures of knowledge, sometimes replacing the old structure. Each learning process is individual, and the learner is the subject of his or her own learning.

The learner as a subject : The success of the studies very much depends on whether the student is aware of this position. The studies involve a great deal of independent information seeking, organization and evaluation, as well as seminars with the PBL approach. Learning occurs through personal doing. At the same time, the student's self-awareness as a learner is increased. These skills will be necessary in the student's independent work role after graduation.

Self-directed learning and self-evaluation are integral elements of the learner's role as a subject. They are based on a conscious, realistic and positive self-image and an adequate degree of independence. Self-directed learning involves inner entrepreneurship. The student is responsible not only to her or himself, but also to the peer students, the future clients and the organizations providing services for the elderly population. The self-evaluation involves evaluation of the studies accomplished and evaluation of the student's own professional growth. The central objective in peer or teacher evaluation is to enhance the student's self-evaluation process.

The theory–practice integration starts with the constructivist principle that learning is always the subject's (learner's) contextual activity. The theoretical studies are directly associated with the practical training periods. The clinical learning experiences are discussed from the theoretical perspective after the training periods. The students receive feedback from their teachers and clinical supervisors equally. Learning diaries and assignments are written to help to evaluate the learning through practice.

Investigative learning and development occurs in seminars, for which the students prepare themselves, mainly by studying research reports. Gradually, the investigative learning and development is transformed into concrete development of elderly care. The last year, in particular, involves a number of development studies and practical development projects in relevant organizations.

Contract learning means that the student becomes committed to her or his studies, their objectives and implementation. During the practical training periods, the students draw up and sign concrete learning contracts with the supervisors, using the objectives defined in the curriculum to formulate their personal objectives and to evaluate their implementation.

Professional growth starts with the entry to the studies. During the second year, the students extensively reflect on their future job description, the qualifications required and their personal professional development. Later, they will look deeper into the professional ethics, and into the overall qualifications achieved during the degree programme.

Degree Programme in Health Care and Social Services / Elderly Care (In Finnish), 210 cr (3.9.2007) VANTYÖ 2007

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KFG11A	BASIC STUDIES					18
KFG11A1	Polytechnic studies and study skills					6
KGF11A91001	Polytechnic studies	x				2
KGF11A91003	Co-operation skills	x				2
KGF11A91004	Information technology	x				2
KFG11A2	Language studies					6
KGF11A005	Native language and communication	x				2
KGF11A006	English	x				2
KGF11A007	Swedish	x				2
KFG11A3	Basic biological and medical studies					6
KGF11A008	Anatomy, physiology and microbiology	x				3
KGF11A009	Introduction to medical science and general internal medicine and surgery	x				3
KFG11B	PROFESSIONAL STUDIES					137
KFG11B1	The knowledge base in the health and social field					14
KFG11B001	Analysis of the concepts in the social and health field	x				2
KFG11B002	Theoretical foundation of nursing	x				2
KFG11B003	Theoretical foundation of the work in the social field	x				2
KFG11B004	Integrating seminar: nursing and social field work	x				2
KFG11BE005	Practical training 1: Well-being of the old individual and of the community in nursing home	x				6
KFG11B2	Finnish society and social and health services					8
KFG11B006	Finnish society and social policy	x				3
KFG11B007	Morbidity and health policy in Finland	x				3
KFG11BE008	Practical training 2: The social and health service delivery system	x				2
KFG11B3	Gerontological studies					20
KFG11B009	Gerontological theories	x				2
KFG11B010	Changes brought on by aging and elderly people's functional capacity	x				3
KFG11B011	Experienced old age	x				3
KFG11B008	Aging and society and elderly people's social problem situations	x				3
KFG11B013	Practical training 3: Analysis of the functional capacity and living conditions of home-living	x				2
KFG11BE014	Practical training 4: Promotion of elderly people's functional capacity in sheltered housing		x			7
KFG11B4	Elderly research					9
KFG11B014	Introduction to scientific thinking and qualitative research methods		x			3
KFG11B016	Quantitative research methods		x			2
KFG11B017	Action research			x		2
KFG11B018	Analysis and summary of elderly research		x			2

KFG11B5	Analysis of the profession and professional growth					6
KFG11B019	Job description and professional qualifications of Bachelors of Elderly Care		x			2
KFG11B020	Multiprofessional collaboration in elderly care			x		2
KFG11B021	Analysis of the student's personal professional qualifications				x	2
KFG11B6	Ethics in elderly care					4
KFG11B022	Ethics of elderly care and of Bachelors of Elderly Care		x			2
KFG11B023	Essay and seminar		x			2
KFG11B14	Counselling in elderly care					9
KFG11B024	Teaching and counselling			x		3
KFG11B025	Supervision of reminiscence		x			2
KFG11B026	Music therapy and creative therapies in elderly care		x			2
KFG11BE027	Practical training 5: Creative activities in elderly care			x		2
KFG11B8	Supporting elderly people's functional capacity					10
KFG11B028	Meeting the basic needs and supporting the daily activities of the elderly		x			3
KFG11B029	Elderly people's nutrition and special diets		x			2
KFG11B030	Practical training 6: Supporting elderly people's functional capacity at home		x			5
KFG11B9	Nursing sick elderly people					24
KFG11B031	Geriatrics		x			2
KFG11B032	Drug care of elderly people and clinical pharmacology		x			3
KFG11B033	Nursing sick elderly people		x			3
KFG11B034	Nursing theory and interventions in elderly care		x			2
KFG11B035	Terminal care of elderly people		x			2
KFG11B036	Practical training 7: Nursing sick elderly people in the ward		x			6
KFG11B037	Practical training 8: Home nursing of elderly people		x			6
KFG11B11	Supporting elderly people by social work interventions					14
KFG11B039	Laws and decrees regulating elderly policy	x				2
KFG11B040	Family work and networking in elderly care		x			2
KFG11B041	Group and community work in elderly care		x			2
KFG11B042	Empowering interventions in elderly care		x			2
KFG11BE043	Practical training 9: Helping elderly people in social problem situations			x		6
KFG11B12	Preventive and rehabilitative elderly care					10
KFG11B044	Rehabilitation and physiotherapy of elderly people		x			2
KFG11B045	Supporting family care–giving			x		2
KFG11BE046	Practical training 10: Rehabilitation supervision of groups of elderly clients/family care–givers			x		3
KFG11BE047	Practical training 11: Preventive house calls and the case management process				x	3
KFG11B13	Care and rehabilitation of dementing elderly people					9
KFG11B048	Care of dementing elderly people			x		2
KFG11BE049	Practical training 12: Care of dementing elderly people and promotion of their functional capacity			x		7
KFG11C	ADVANCED STUDIES					32
KFG11C1	Management and development of elderly care					32

KFG11C001	Management and economics in elderly care services			x		5
KFG11C002	Quality management in elderly care			x		3
KFG11C003	Project work as a tool in the development of elderly care				x	2
KFG11C004	Entrepreneurship in elderly care			x		2
KFG11CE005	Practical training 13: Management and development of elderly care			x		12
KFG11CE006	Practical training 14: Publicity and influencing elderly policy			x		2
KFG11CE007	Practical training 15: Elderly care development project				x	6
KFG11D	DIPLOMA WORK					15
KFG11C008	Final thesis and maturity test		x			15
KFG11F	FREE CHOICE STUDIES					8

Study Descriptions

Polytechnic studies and study skills, 6 op KFG11A1 (study entity)

Students will be introduced to the educational aims of the Seinäjoki University of Applied Sciences, to their degree programme, to the studies and other activities offered by the University and to the staff and student support services. They will familiarize themselves with the curriculum and come to see its aims and principles regarding pedagogy and contents as an orientation to their studies. They will also become subjects of their own learning, capable of co-operation and self-directed studies. Finally, they will be introduced to sources of information, research methods and learn to use a PC and information networks as tools in their studies when acquiring, processing and producing knowledge related to elderly care.

Polytechnic studies, 2 op KGF11A91001 (study unit)

Lecturers

Katriina Honkala, YTM; Tellervo Pihlaja, KM, Simo Ranta, THM

Objectives

The students will gain an overall picture of Seinäjoki University of Applied Sciences, of the School of Health Care and Social Work, of the studies and other activities offered to them and of the student support services. They will become familiar with their own degree programme and start constructing a conception of its aims and scope and of the professional competences involved in their future profession. The students will also learn to use central information sources and networks.

Content

Seinäjoki University of Applied Sciences, School of Health Care and Social Work, student support services, degree programme in elderly care, principles regarding pedagogy and learning contents, progress of the studies, study practices, practical training periods, study techniques, feedback systems, study arrangements for each term, information seeking and sources of information in elderly care, information search and library services, information search exercises in the health and social field, in elderly care and in WWW, independent assignments

Literature / Study Material

Guide to Seinäjoki University of Applied Sciences, Curriculum, Kirjallisten töiden ohjeistukset, tiedonhaun ohjeistukset

Learning Methods

Lectures, group work, independent study and assignments

Assessment

Participation in lectures and individual tutorials, independent study and assignments

Co-operation skills, 2 op KGF11A91003 (study unit)

Lecturers

Simo Ranta, THM

Objectives

The students will deepen their self-awareness by participating in group processes and learn to analyse their interaction skills with the help of a theoretical foundation.

Content

The role of culture in the regulation of interaction. Self-concept, ideal self, self-worth, self-esteem, values and attitudes in interaction. Individual motivational factors, observation, dealing with difference and controversy professionally

Literature / Study Material

Material given by the Lecturer

Learning Methods

Group sessions and assignments

Assessment

Active participation in sessions; analysis of personal growth and development

Information technology, 2 op KGF11A91004 (study unit)

Lecturers

Hilkka Latva-Somppi, FK

Objectives

The students will learn to use a PC and peripherals independently, understand their role as users of information networks and know how to apply information technology in their future profession and its development. The students will learn to use common applications and to evaluate the reliability of the information. They will improve their information seeking skills needed during the studies and in elderly care and become aware of their ethical responsibility in the use of information technology.

Content

The information technology and facilities available, current practices in the health and social sector, ethical viewpoints and data protection, device management, editing systems, e-mail, Winha student administration system, learning environments, Internet, search engines, Word text processing, Excel spreadsheet, PowerPoint graphics

Literature / Study Material

Material in the WebCT learning environment, other Internet material

Learning Methods

Participation in lectures, Web-based learning, independent assignments, examination

Assessment

Active participation, independent Web-based assignments, examination. Assessment scale 1–5

Language studies, 6 op KFG11A2 (study entity)

Students shall acquire adequate writing and speaking skills in a foreign language and especially in their native language. They will be competent in communicating effectively in their future profession. In Swedish, the second official language, students shall possess the proficiency required of civil servants (Decree 256/95) and necessary for their professional practice and development.

Native language and communication, 2 op KGF11A005 (study unit)

Lecturers

Katariina Punkari, FM

Objectives

The students will understand how the degree of formality and correct language usage are the foundation of written communication. They will be introduced to various types of information and learn to analyse and interpret them. They will participate in oral and writing assignments to learn argumentation and to develop their thinking. The students will learn to produce commonly used documents and be introduced to scientific writing. They will practise oral communication individually and in groups and study communication for meetings and negotiations.

Content

Research communication, scientific writing and documentation; A scientific essay, summary, report, poster, learning diary; Information literacy, media texts; Basics of writing documents; Preparing for oral communication situations, oral

communication practices and their evaluation; Interaction, verbal and non-verbal communication, methods of illustration; Meetings and negotiations

Literature / Study Material

Repo, Irma & Nuutinen, Tahvo 2003. Viestintätaito. Opas aikuisopiskelun ja työelämän vuorovaikutustilanteisiin

Learning Methods

Lectures, oral and writing assignments, independent study

Assessment

Active participation in lessons, learning diary and examination

**English, 2 op
KGF11A006 (study unit)**

Lecturers

Tiina Vahvaselkä, FM

Objectives

The students will increase their oral and writing skills in English by revising central structures and practising polite communication and small talk. They will become motivated to maintain their skills independently. They will learn field-specific vocabulary and be introduced to scientific texts.

Content

English for elderly care; polite communication and small talk; central structures; introduction to scientific English.

Literature / Study Material

Material given by the lecturer.

Learning Methods

Active participation in lessons, independent study and exercises

Assessment

Participation in lessons, oral test in pairs, summary of a Finnish text into English. Independent study: Preliminary summary and assignments. The assessment is based on the national criteria for polytechnics/universities of applied sciences (AMKKIA)

Prerequisites

English studies at upper secondary/vocational institute or equivalent

**Swedish, 2 op
KGF11A007 (study unit)**

Lecturers

Merja Lindholm, FM

Objectives

The students will develop their written and oral communication skills in Swedish by revising central grammar and extending their vocabulary related to elderly care.

Content

The contents include a revision of basic structures and vocabulary and writing, reading and speaking field-specific material.

Literature / Study Material

Material given by the lecturer

Learning Methods

Active participation, exercises

Assessment

Active participation, especially in oral exercises, written examination, oral test in pairs.

**Basic biological and medical studies, 6 op
KFG11A3 (study entity)**

Objectives:

Anatomy, physiology and microbiology, 3 op KGF11A008 (study unit)

Lecturers

Tiina Haapaniemi, LL, Leena Hirsimäki, TtM

Objectives

The students will learn the structure, function and vocabulary of central body systems. They will learn where organs are located and know how the function of body systems maintains health. The studies will help them understand aging and the changes brought on by old age. The students will also study the role of microbes in health and pathology and gain a foundation for the study of infectious diseases, their treatment and asepsis in elderly care.

Content

Tissues, bones, muscles, the circulatory system, the respiratory system and breathing, the structure and function of the digestive system, the urinary system, the structure and function of the nervous system; Microbes in the environment and useful microbes; Types of microbes, immunology; principles of asepsis and elimination of microbes; Infectious diseases and microbiological samples

Literature / Study Material

Karhumäki, E. et al. 2005. Mikrobit hoitotyön haasteena; Niestedt, W. et al. 1990 tai uud. Ihmisen anatomia ja fysiologia; Material prepared by the lecturer

Learning Methods

Lectures, discussion

Assessment

Active participation in lectures, independent study, examination and interim tests

Introduction to medical science and general internal medicine and surgery, 3 op KGF11A009 (study unit)

Lecturers

Juhani Laakso MD

Objectives

The students will be introduced to the background and progress of various diseases and gain a foundation for the study of medical–surgical disorders and geriatrics. They will study the etiology, pathophysiology, examination and diagnostics of common medical–surgical disorders and learn to integrate medical–surgical knowledge with geriatrics and with the health promotion, care and rehabilitation of elderly patients. The students will learn to apply their knowledge when participating in the decision–making regarding their clients’ care and rehabilitation and when counselling the clients and their families.

Content

Introduction to medical science: cardiovascular diseases, pulmonary diseases and diseases of the digestive system, metabolism and endocrinal disorders, musculo–skeletal disorders, emergency care of medical patients, introduction to surgery, tumours of the breast tissue, abdominal disorders, burns, orthopaedics and traumatology, thoracic and vascular surgery and urology.

Learning Methods

Lectures, collaborative learning, assignments

Assessment

Initial examination (pathology), active participation and examination

PROFESSIONAL STUDIES, 137 op KFG11B (study entity)

Students shall advance their professional qualifications through the study of caring and nursing. They will work in the social field and care for the elderly and provide services for elderly citizens. Students will learn to analyze their own activities and service delivery systems from the point of view of the client, theory, experiential knowledge and ethics. They will learn to make independent decisions and to plan, implement and evaluate elderly care.

The knowledge base in the health and social field, 14 op KFG11B1 (study entity)

Students will learn to analyze central concepts in caring, nursing and in the social field within various frameworks, and to explore the inter–relationship between individuals and their environment. Students will also learn the central theoretical

foundation in caring, nursing and in the social field and their ethical and philosophical foundations, and acquire basic knowledge required in a professional, interactive and helping relationship. Students will also learn to seek, analyze and critically evaluate information independently and to practice collaborative learning and working techniques.

Analysis of the concepts in the social and health field, 2 op KFG11B001 (study unit)

Objectives

The students will practise conceptual thinking and reflect on the interrelationships between concepts. They will learn to analyse central concepts in the health and social field and to explore their contents within various frameworks. They will also learn what kinds of contents are generally accepted in the health and social sector.

Content

The topics dealt with during this course include conceptions of human nature, welfare, way of life, lifestyle, life management, conceptions of health/illness, health promotion, insecurity, social problems, social exclusion, social support, the human being/environment, society and community, nursing, work in the social field/social work, theme seminar.

Literature / Study Material

Järvikoski, A. 1994 or latest ed. Vajaakuntoisuudesta elämänhallintaan. Kuntoutussäätiö; Kannas, L. 2000. Terveyden edistämisen perusteet. Tammi (partly); Kirjayhtymä (partly); Ketola, O, Kokkonen, T. 1993 or latest ed. Sosiaalialan työn lähtökohtia. Kirjayhtymä (partly); Perttilä, K. 1999. Terveyden edistämisen käsite ja sisältö. Teoksessa Terveyden edistämisen perusteet. STAKES (pp. 65–93); other literature and articles.

Learning Methods

Active participation, concept analysis, theme seminar.

Assessment

Active participation, concept analysis, theme seminar, examination.

Theoretical foundation of nursing, 2 op KFG11B002 (study unit)

Objectives

Students will be introduced to health promotion, nursing, the historical development process of the relevant theoretical bodies of knowledge and to the factors that have influenced this process. They will learn central theoretical knowledge of nursing, commit themselves to the philosophical principles of nursing and integrate this knowledge into their knowledge of elderly care. Students will become aware of the aims, knowledge and basic principles applied to a helping relationship, e.g. the patient's self-determination and ethical principles, be able to construct their personal helping and interaction methods. Students will also reflect deeply on the relationship of individuals with their environment from the point of view of health and well-being, and gain further insight into the links between the individual and the environment. Using the theoretical knowledge acquired during this course, students will enrich their understanding of their own relationship with the environment.

Content

The contents of this course include the following topics:

- Health culture and the development of health promotion and nursing as a historical process, and the factors that have influenced the process
- Philosophical, ethical and scientific foundation of nursing
- Concepts of human nature and of the client/patient in nursing, the individual/the family/the community
- Experiencing of illness and adapting to illness
- Health promotion and nursing: meeting the basic needs and supporting activities of daily living
- Pender's Health Promotion Model and Roper–Logan–Tierney's Nursing Model
- Principles of nursing
- Nursing as a decision-making process
- Professional qualifications, roles and identity in nursing
- The client/the helper and the helping relationship and its progress
- The patient's expectations and self-determination, the law on the patient's position and rights
- Aims and cornerstones of a helping relationship
- Therapeutic communication, verbal/non-verbal communication, therapeutic interview and discussion
- Coping and exhaustion in nursing
- Therapeutic environment and care community
- Health promotion and nursing on the community level in the health and social service delivery systems
- Service pathways and multi-professional collaboration

Literature / Study Material

Janhonen et al. 1992. Kehittyvä hoitotyö. WSOY (91–115); Laki potilaan asemasta ja oikeuksista; Sarvimäki, A.

Stenbock–Hult, B. 1996. Hoito, huolenpito ja opetus. WSOY (in part). Sundeen, S. et al. 1998. Nurse–Client Interaction. 6th ed. Mosby (chapters 5–7), lecture material.

Learning Methods

Active participation, group work, individual assignments

Assessment

Active participation, group work, individual assignments, examination

Theoretical foundation of the work in the social field, 2 op KFG11B003 (study unit)

Lecturers

Anna–Kaarina Koivula, YTM

Objectives

The students will see how the knowledge base of the work in the social field is derived from multiple sciences and sources of knowledge. They will become aware of the relationship between the individual and society/community as a frame of reference in their work. The students will explore social work as a discipline, as professional practice and as a social movement. They will study the historical development of social work and see how it is related to the emergence of the welfare state. The students will become aware of the role of interpretation in social problems and in the client/social worker relationship and see the reflective nature of social work. They will be introduced to the ethical principles, values and conceptions of human nature in social work, and start constructing their personal value foundation for their future work. The students will learn to analyse and use concepts of social work and become aware of the foundation of the work.

Content

The course contents include work in the social field and social work, the development of the social field and its relation to the welfare state, the foundation, aims and methods in the social field, the client, ethical principles and the professional qualifications in the field.

Literature / Study Material

Aho, Päivi 1999. Haasteet ja asiantuntijuus sosiaalialalla; Ketola, T & Kokkonen, T. 1993. Sosiaalialan työn lähtökohtia.

Learning Methods

Active participation, individual and group work, study circuits, examination.

Assessment

Active participation, individual and group work, study circuits, examination.

Integrating seminar: nursing and social field work, 2 op KFG11B004 (study unit)

Objectives

The students will analyse and seek links between the central determinants and elements of nursing and work in the social field and start constructing a foundation of values, theory and practice for elderly care.

Content

Their assignment will be to find common elements in the two fields, such as the starting points, the conception of the client, the aims of the work, the contents of the work; interventions, ethical principles, the helping relationship, the conception of the individual/environment and individual/community relationship and the professional qualifications.

Learning Methods

Integrating assignment, active participation in seminars

Assessment

Integrating assignment, active participation in seminars

Practical training 1: Well-being of the old individual and of the community in nursing home, 6 op KFG11BE005 (study unit)

Objectives

The students will work in nursing homes to gather and analyse information of the well-being and health/illness of individuals and the community and of the factors related to the experience of well-being/health. They will analyse the individual–environment/community relationships and people's experiences of these relationships. The students will gain an overview of the expertise required in the health and social field and in elderly care, and start constructing their

personal conception of expert elderly care and the necessary professional qualifications.

Content

The students will also contribute to the promotion of the clients' and the work community's well-being and health, and become interested in reflecting on their own expertise

Learning Methods

Practical training in a nursing home, community diagnosis assignment and active participation in seminars.

Assessment

Practical training in a nursing home, community diagnosis assignment and active participation in seminars.

Finnish society and social and health services, 8 op KFG11B2 (study entity)

The students will gain an overview of the historical development of the Finnish society and see how it is related to insecurity and social and health problems. They will study problems and challenges in the health and social sector, health and social policies and their information systems, aims and means, especially the legislation. The students will also gain a picture of public, community and private social and health care delivery systems and of their aims and current challenges.

Finnish society and social policy, 3 op KFG11B006 (study unit)

Objectives

The students will be introduced to the historical development of the Finnish society and social policy and learn to see links between the social change and individual life spans. The students will learn to recognize and analyse social problems in their social context. They will become better prepared to detect, prevent and decrease elderly citizens' social problems.

Content

The course contents include the historical development of the Finnish society, the concepts welfare state, standard of living, welfare and way of life in their social context, social problems as a phenomena and object of study, social problems and publicity, historical changes in social problems, social problems of elderly people.

Literature / Study Material

Karisto, A. & al. 1998. Matkalla nykyaikaan; Kananoja, A. & Elovainio, M. 1994. Sosiaali- ja terveydenhuollon työn tulevaisuus; Jaakkola, J. & al. 1994. Armeliaisuus, yhteisöapu, sosiaaliturva (partly).

Learning Methods

Active participation, group work, examination

Assessment

Active participation, group work, examination

Morbidity and health policy in Finland, 3 op KFG11B007 (study unit)

Lecturers

Aila Vallejo Medina, lehtori, THM

Objectives

The students will explore the causes and extent of morbidity and other health policy problems related to the Finns' life management and health behaviour and ensuing prevention and rehabilitation needs. The students will learn how health and morbidity information is gathered in Finland and learn to interpret and use health statistics and Internet sources. They will also learn central epidemiological concepts.

Content

The course contents include basic epidemiological concepts, measuring health, experienced health and illness and statistics in Finland, health/illness and statistics on health care delivery systems and other sources of information, problems related to health behaviour and lifestyle, insecurity caused by illness, morbidity, heredity, common diseases currently and earlier, suicide, accidents, occupational diseases, environmental problems and other health policy problems, the relation between health/illness & welfare and health/social service delivery system, statistics on the use of health services and global health problems.

Literature / Study Material

STM. 2006. Sosiaali- ja terveystietomus; sosiaali- ja terveysministeriön julkaisuja 2006 numero 4. Ajankohtaiset tilastot, lehtiartikkelit, verkkolähteet; STM. Tavoite- ja toimintaohjelma 2004–2007; other articles and current statistics; other

material given by the lecturer.

Learning Methods

Active participation, pair works

Assessment

Active participation, pair work, examination

**Practical training 2: The social and health service delivery system, 2 op
KFG11BE008 (study unit)**

Objectives

The students will familiarize themselves with one municipality; its social and health service needs, the structure of the service delivery system and the aims, services, personnel structure, development needs and anticipated development in various sectors.

Learning Methods

A study and report on the service delivery system, active participation in seminars.

Assessment

A study and report on the service delivery system, active participation in seminars.

**Gerontological theories, 2 op
KFG11B009 (study unit)**

Objectives

The students will learn to see how multiple viewpoints and research methods are applied in gerontology. They will be introduced to various sectors of gerontology and to the knowledge and research methods produced by these sectors. The students will examine theories of ageing and analyse their significance from the viewpoint of the elderly, the community, the elderly care professionals and society. The course includes central knowledge of physical, mental and social ageing and of the assessment of well-being and functional capacity. The students will become theoretically better prepared to promote the health, well-being and functional capacity of their clients.

Content

The course contents include gerontology as an interdisciplinary science, basic concepts, sectors, research methods and developments in gerontology, individual and community-level theories of ageing, physical, mental and social ageing, individual ageing, assessment and promotion of the elderly client's self-esteem, health, well-being, life management and functional capacity in light of gerontological knowledge.

Literature / Study Material

Hervonen, A. & Pohjalainen, P. 1990. Gerontologia ja geriatrian perusteet; Heikkinen, E. Rantanen, T. 2003. Gerontologia. Other current articles and lecture material.

Learning Methods

Active participation, independent study

Assessment

Active participation, examination

**Changes brought on by aging and elderly people's functional capacity, 3 op
KFG11B010 (study unit)**

Lecturers

Aila Vallejo Medina, lehtori, THM, Pia Haapala THM.

Objectives

The students will learn to observe changes in their clients' functional capacity. They will learn the central facts about ageing as a biological process, about defining and assessing welfare and functional capacity and about promoting health, welfare and functional capacity.

Content

Changes brought on by ageing, functional capacity; anatomical and functional changes; the multi-dimensional nature and assessment of functional capacity; individual ageing; factors promoting and jeopardizing functional capacity; promotion of self-esteem, life management, welfare, health and functional capacity

Literature / Study Material

Heikkinen, E. ja Marin, M. (toim.) 2002. heikkinen, E. ja Rantanen, T. gerontologia (uusi painos ilm. 2007) Vanhuuden voimavarat. (sov. osin); Hervonen, A. & Kettunen, R. et al. 2002. Fyysinen toimintakyky. Teoksessa Kettunen, R. et al.

2002. Kuntoutumisen mahdollisuudet (135–222); , WHO. 2004. ICF– Toimintakyvyn, toimintarajoitteiden ja terveyden kansainvälinen luokitus (sov. osin); Luentomateriaali, ajankohtaiset työryhmäraportit ja lehtiartikkelit

Learning Methods

Lectures, demonstrations, individual/pair assignments, independent studies

Assessment

Active participation, assignments and examination

Experienced old age, 3 op KFG11B011 (study unit)

Lecturers

Aila Vallejo Medina, lehtori THM

Objectives

The students will see the kinds of experiences the elderly of different ages, living in different circumstances have. They will study research findings describing the experience of old age and become better prepared to produce individually tailored services for their clients. The students will also realise how reading fiction can enhance their professional growth and empathy.

Content

The course contents include the experience of old age in research and fiction, self–concept in old age, experiencing age and ageing, gerotranscendence, roles and participation, generation–specific experiences, reminiscence, experiencing old age in different environments; old age in rural and urban environments.

Literature / Study Material

Hervonen, A. 2001. Vuosisadan vartijat, Ikääntymisen maailmanmestarit kertovat. Tammi (97–136); Palomäki, S–L. 2004. Suhde vanhenemiseen. Iäkkäät naiset elämänsä kertojina ja rakentajina; Vaininen, M. et al. 1999. Rakkaat ja tarpeelliset tavarat; Vanhuuskokemuksia valottavat tutkimukset ja tutkimusartikkelit; Gerontologialehden artikkeleita; Kaunokirjalliset lähteet; Video–ohjelmat

Learning Methods

Luennot, opetuskeskustelu, ryhmätyöskentely

Assessment

Active participation, individual assignment, summary of a novel describing old age examined in light of the theoretical studies, examination.

Aging and society and elderly people's social problem situations, 3 op KFG11B008 (study unit)

Lecturers

A–K. Koivula, YTM

Objectives

The students will learn to analyze demographic, historical, cultural, economic and public health factors, which affect the position and welfare of elderly citizens. The students will become aware of the historical development and the various sectors of elderly policy in Finland. They will learn to detect and analyze social problems and understand their interpretative nature. They will learn to analyze and critically discuss the conceptions disseminated by the media, and learn to seek information independently. The students will learn to identify and analyze historical, cultural and social factors, which lead to the social exclusion of elderly people. The students will be introduced to central elderly policies and programmes and learn to analyse the objectives of elderly policy from the perspectives of increased welfare, prevention of social exclusion and identification and promotion of the clients' resources. The students will become aware of the development needs and decision–making in elderly policy.

Content

Elderly citizens' position in society and the underlying factors; the concept, implementation and development of elderly policy in Finland and internationally; global, national and local elderly policies and programmes; elderly people's social problems from the individual's, the community's and society's perspective; the role of councils on elderly policy; the role of media in defining elderly citizens' social problems.

Literature / Study Material

Allahwerdi, H. (ed.)(1999). Ikäihmiset kehityksen kantajina; Helander, V. (2004) Seniorikansalainen voimavarana:havaintoja ja pohdintoja. ikäpolitiikan suuntaamiseksi. Stake. (2007)Ikääntyneiden sosiaali–ja terveyspalvelut 2005.(partly); current policies and programmes, articles and other material.

Learning Methods

Lectures, group work, independent assignment, examination

Assessment

Active participation, group work, independent assignment, examination.

Practical training 3: Analysis of the functional capacity and living conditions of home-living, 2 op KFG11B013 (study unit)

Lecturers

Anna-Kaarina Koivula, YTM, ja Elina Hietaniemi, HTM

Objectives

The students will learn to observe, analyze and define elderly clients' welfare, functional capacity, health, life management and living conditions. They will interview and observe clients in their own environments, explore individual experiences of old age and analyze the related factors. The students will increase their interviewing, interaction and knowledge application skills, professional expertise and collaboration.

Content

Interviews of home-living elderly clients; observation, assessment and testing of clients' functional capacity; assessment of the clients' living conditions and environments and their impact on functional capacity; individual experiences of old age; supporting the clients' welfare.

Learning Methods

Orientation lectures, visits to elderly clients, based on relaxing-visiting and outreach ideologies; interviews on the clients' welfare, health and living conditions, testing the clients' functional capacity, reflection on the learning experiences.

Assessment

Practical training, report, reflection, seminar after the training

Practical training 4: Promotion of elderly people's functional capacity in sheltered housing, 7 op KFG11B014 (study unit)

Lecturers

Elina Hietaniemi HTM, Anna-Kaarina Koivula, YTM.

Objectives

The students will learn to promote elderly clients' health and functional capacity in services centres/elderly homes. They will practise the supervision of reminiscence and the use of music therapy and other creative methods with groups of elderly clients. The students will apply basic gerontological knowledge to assess and promote the clients' functional capacity. They will learn to supervise group activities and to apply various methods to promote the clients' well-being (e.g. reminiscence, physical exercise, music, arts and crafts, literature, painting); The students will reflect on their personal development and development challenges.

Content

Service centres/elderly homes and their services for elderly citizens; individual ageing as a subjective experiences, life circle, needs for services and how to meet them; participation in the service processes, supervision of activities.

Learning Methods

Practical training, assignments, supervision of groups

Assessment

Practical training, assignments, supervision of groups

Prerequisites

Theoretical studies until KGF11A3–KFG11B012

Elderly research, 9 op KFG11B4 (study entity)

Students will explore various concept of knowledge and human nature, become motivated to apply scientific knowledge in their studies and profession, become interested in elderly-care research and study different research approaches, the planning and implementation of scientific studies and central analytical and statistical methodology. Students will also acquire basic qualifications needed in research and development-oriented practices.

Quantitative research methods, 2 op KFG11B016 (study unit)

Objectives

Students shall be familiar with the analytical methods in quantitative and qualitative research, study statistical analysis and learn to report on research and development projects and to illustrate their findings.

Literature / Study Material

Lecture material, the same literature as in Research Methods I.

Learning Methods

Active participation and assignments, SPSS exercises, analysis of qualitative material

Assessment

Active participation and assignments, SPSS exercises, analysis of qualitative material, examination

Action research, 2 op KFG11B017 (study unit)

Lecturers

Sirkka–Liisa Palomäki

Objectives

The students will learn what action research involves in approaching the phenomenon to be studied/developed. They will be able to apply action research in their final theses or development projects. The students will understand the potential in bridging theory and practice, they will learn to define feasible research problems, to engage themselves in an interactive research and development process, to analyze the results and to report on the research process and development proposals.

Content

The idea in action research, defining research problems, the process, methods and data in action research; conclusions, evaluation and report.

Literature / Study Material

Heikkinen, H., Rovio, E. & Syrjälä, L. 2006. Toiminnasta tietoon. Toimintatutkimuksen menetelmät ja lähestymistavat.

Learning Methods

Lectures and assignments

Assessment

Active participation in lessons, independent assignment

Analysis and summary of elderly research, 2 op KFG11B018 (study unit)

Lecturers

Sirkka–Liisa Palomäki

Objectives

The students will study various methods to produce knowledge of old age, aging and elderly care. They will analyze the methods used and evaluate their usefulness in the practice of elderly care. They will learn to understand the importance of elderly research, to identify and analyze the presuppositions, methods and processes in research; to report on the essential research contents and to reflect on the application of the knowledge. The students will become familiar with elderly care research specifically.

Content

Elderly research and development; research reports; presuppositions in producing knowledge; research methods and processes, current elderly research.

Literature / Study Material

Current studies on elderly/elderly care

Learning Methods

Independent study and seminar

Assessment

Written assignment and active participation in seminar

Analysis of the profession and professional growth, 6 op KFG11B5 (study entity)

Students shall become aware of the foundation of ethical value in elderly care and learn to recognize and analyze ethical problems and their solutions. They will make use of theoretical knowledge and practical learning experiences to gain ethical qualifications for their future work.

Job description and professional qualifications of Bachelors of Elderly Care, 2 op KFG11B019 (study unit)

Objectives

Students will learn to apply the concepts and theories studied during the course analysis of the profession and become aware of their future job description and personal development challenges. They will explore the duties and professional qualifications of bachelors of elderly care.

Learning Methods

Independent study assignment, active participation in seminars

Assessment

Independent study assignment, active participation in seminars

Multiprofessional collaboration in elderly care, 2 op KFG11B020 (study unit)

Lecturers

Sirkka–Liisa Palomäki

Objectives

The students will learn what multi–professional collaboration involves and see their role as active, competent partners. The students will understand how multi–professional collaboration promotes their professional development. They will learn to appreciate and implement multi–professional and multi–disciplinary networking, to share expert knowledge and too see how elderly care is developed further when various professionals and organizations get together.

Content

Multi–professional collaboration, concept and practice; community expertise, development of interaction and dialogue; multi–professional collaboration as a tool in the development of elderly care

Literature / Study Material

Isoherranen, K. 2005. Moniammatillinen yhteistyö; current articles

Learning Methods

Orientation lecture and seminar

Assessment

Essay, active participation in seminars

Analysis of the student's personal professional qualifications, 2 op KFG11B021 (study unit)

Lecturers

Elina Hietaniemi

Objectives

The students will analyze current and future challenges in elderly care, their future job description, qualifications, personal growth and development challenges. They will become aware of their own strengths and potential for employment.

Content

Information lecture; reflection on current and future challenges in elderly care; the students' qualifications in relation to the demands set by the work; analysis of the profession

Literature / Study Material

Current literature

Learning Methods

Independent assignment: analysis of the profession, seminar

Assessment

Independent assignment: analysis of the profession, active participation in seminar

Ethics of elderly care and of Bachelors of Elderly Care, 2 op KFG11B022 (study unit)

Lecturers

Sirkka–Liisa Palomäki, TtT

Objectives

Students shall recognize and reflect on ethical issues that concern individuals, communities and society. They shall learn to analyze, prevent and solve ethical problems in elderly care, especially in elderly care communities. They shall also learn to collaborate with their colleagues in problem–solving and reflect on the ethical foundation of their own actions.

Content

The course contents include:

- Ethical concepts
- Rights and self–determination of the elderly
- Ethical principles and problems in elderly care
- Analysis of ethical theories and models, and their application in elderly care
- Professional ethics in elderly care practices
- Promotion of ethics in the service delivery system

Literature / Study Material

Juujärvi, S et al. (2007) Eettinen herkkyyss ammatillisessa toiminassa. Leino–Kilpi, H. & Välimäki, M. 2003. Etiikka hoitotyössä (sov. osin); Pietarinen, J. 1994. Oikeus itsemääräämiseen. Artikkeleita kirjoista Kankare, H. & Lintula, H. 2005. Vanhuksen äänen kuuleminen ja Seppänen, M., Karisto, A. ja Kröger, T. 2007. Vanhuus ja sosiaalityö. Muu ajankohtainen materiaali. Pietarinen, J. et al. 1994. Oikeus itsemääräämiseen. Other current articles.

Learning Methods

Active participation, collaborative learning, study circle

Assessment

Active participation, collaborative learning, study circle, examination

Essay and seminar, 2 op KFG11B023 (study unit)

Lecturers

Sirkka–Liisa Palomäki, TtT

Objectives

The students will select a topic and advance their ethical awareness and reflection by studying relevant literature and writing an essay. They will practice defining topics, reflective writing and application of literature. The students will learn to pay attention to the text structure, references etc., to write in a personal, creative and investigative manner and to act as opponents to their peers.

Content

How to write an essay; the opponent's role

Literature / Study Material

Material for KFG11B022 and guidelines for writing the final thesis at opinnäytetyöohjeisto <http://intra.seamk.fi/opiskelijat/opinnaytetyo.htm>

Learning Methods

Essay and seminars

Assessment

Essay, seminar, opponent role

Teaching and counselling, 3 op KFG11B024 (study unit)

Objectives

The students will gain basic knowledge of elderly people's learning, of factors that affect their learning and of the study opportunities of ageing people. The students will practise the guidance of elderly care personnel, the production of teaching material and the organization of lectures and seminars. They will become aware of their own potential for

growth and learning in their profession and learn to encourage elderly care personnel to see their work and the work community as a learning environment.

Content

The following topics will be discussed: learning theories and lifelong learning; adult and elderly learners; teaching and study counselling perspectives; planning a lecture; evaluation of learning and teaching; general features in adult learning; learning at work; factors that promote learning; teaching and guidance in the development of elderly care; guiding the elderly and their families; and guiding the personnel.

Learning Methods

Active participation, independent assignments, planning, implementation and evaluation of a lecture.

Assessment

Active participation, independent assignments.

Supervision of reminiscence, 2 op KFG11B025 (study unit)

Lecturers

Aila Vallejo Medina, lehtori, THM

Objectives

The students will be introduced to the theoretical background and practical applications of guided reminiscence and become motivated to use it in their work to support and help elderly people. The students will start constructing a theoretical foundation for the guidance of reminiscence groups.

Content

The course contents include reminiscence and its therapeutic significance; initiating and promoting reminiscence by various techniques and work methods; reminiscence as a group activity; the role of the supervisor; reminiscence as a care intervention with elderly patients.

Literature / Study Material

Hakonen, S. ja Marin, M. (toim.) 2003. Seniorityö arjen kulttuurissa. (sov. osin) Bonart, J.(edit). 1991. Reminiscence reviewed. Open University Press. Buckingham. Gibson, F. 1991. Reminiscence recall: A guide to Good Practice. AGE-books. (sov.osin); Ihanus, J. (toim) (2002) Koskettavat tarinat (sov.osin. Reinikainen, P. (2007)Elämäntarinoita ja ihmisen vuoden ajat. Ajankohtaisia lehtiartikkeleita ja muistelun virikemateriaalia.

Learning Methods

Active participation, independent assignment

Assessment

IAktiivinen osallistuminen luento–opetukseen ja harjoituksiin, tehtäväraportti, tehtäväsenaariin osallistuminen. ndependent assignment

Music therapy and creative therapies in elderly care, 2 op KFG11B026 (study unit)

Lecturers

Sanna Tervasmäki, musiikkiterapeutti ja Tiina Kohtamäki, KteO, esittävän taiteen/ draaman asiantuntija nimi ilm. myöhemmin.

Objectives

The students will understand the theoretical background of creative therapies and learn to apply it in music and art therapies. They will practise the use of visual arts, music and drama as therapeutic methods in elderly care.

Content

The course contents include the creative human being and creative personality; the theoretical background of creative therapies; visual arts therapy for different groups of elderly people and integrating visual arts with other creative therapies; the difference between creative activity and therapy; the application of music therapy in elderly care; drama in elderly care.

Literature / Study Material

Bojner–Horowitz, e. Bojner, G. (2007 Mielihyvää musiikista. (sov. osin) Andrejev, T. & Salomaa, V. 2005. Kokemista ja kuvitusta– luovat toiminnalliset menetelmät vanhustyössä. ;Levine Madori, L. (2006)Therapeutic Thematic Programming for older Adults.(sov osin) Teoksessa Noppari, E. & Koistinen, P. (toim). 2005. Laatua vanhustyöhön. Opettajien antama muu materiaali;Reinikainen, P.(2007)Elämäntarinoita ja ihmisen vuodenajat.(ss. 7–132,196–296) ; Literature and lecture material given by the lecturer

Learning Methods

Discussions, group work, assignment during the practical training undertaken in service blocks or elderly homes

Assessment

Active participation, assignment during the practical training undertaken in service blocks or elderly homes

Practical training 5: Creative activities in elderly care, 2 op KFG11BE027 (study unit)

Lecturers

Elina Hietaniemi, HTM Aila Vallejo Medina, THM

Objectives

The students will apply the knowledge and skills learnt during the courses on teaching and counselling and creative therapies to arrange activities for elderly clients, family members and elderly care workers.

Content

The students will apply the TTAP method developed by Levine Madori. The contents and implementation of this practical training period partly depend on the needs and interests of the client groups and students.

Literature / Study Material

Material from courses KGF11B024, KGF11B026, KFG11B25, other relevant material

Learning Methods

Planning, implementation and evaluation of group activities, report on practical training

Assessment

Report on practical training, client feedback, clinical supervisor feedback

Prerequisites

Participation in the theoretical studies mentioned above

Supporting elderly people's functional capacity, 10 op KFG11B8 (study entity)

Objectives: The students will learn to support elderly clients' functional capacity, to meet the basic needs of healthy and sick clients, to promote their health and welfare and to pay special attention to their nutrition.

Meeting the basic needs and supporting the daily activities of the elderly, 3 op KFG11B028 (study unit)

Lecturers

Else Vierre

Objectives

The students will learn to assess the basic needs and functional capacity of healthy and sick elderly clients in various situations and environments and to apply nursing interventions to meet the clients' basic needs. The students will gain knowledge and skills required in the promotion of elderly clients' coping with activities of daily living.

Content

Identifying and meeting elderly clients' basic needs, maintenance of functional capacity; central care and nursing interventions and asepsis.

Literature / Study Material

Iivanainen, A. et. al. 2002. Hoitamisen taito (partly.); Tähkiö, R. 1996. (ed.) Hoitotyön auttamismenetelmät (partly); Kettunen, R. et. al. 2003. Kuntoutumisen mahdollisuudet (partly); Roper, N. et. al. 1992 tai uud. Hoitotyön perusteet (partly); Hallila, L.(ed.) 2005. Näyttöön perustuva hoitotyön kirjaaminen. Partinen, M. Huovinen, M. 2007. Terve uni.(partly),Infektioiden torjunta sairaalassa, latest ed.(partly), lecture material.

Learning Methods

Collaborative learning, practice, individual assignment

Assessment

Collaborative learning, practice, individual assignment

Elderly people's nutrition and special diets, 2 op KFG11B029 (study unit)

Objectives

The students will increase and update their knowledge of nutrition and become interested in promoting their own health and well-being by means of a healthy diet. They will also learn the basics of good nutrition of the elderly and study other issues related to elderly people's diet.

Content

The course contents include an introduction to current themes; nutrition and health; elderly people's nutrition; assessing the need for nutrition; eating habits; carbohydrates, fats, proteins, minerals and vitamins; different ways of obtaining meals; problems and solutions in elderly people's nutrition, e.g. those caused by biting problems, Parkinson's disease, alcoholism or Alzheimer's disease; cooking and eating aids; nutrition counselling for elderly clients.

Literature / Study Material

Learning Methods

Active participation, pair and group work, independent study (e.g. a diary on the student's diet)

Assessment

Active participation, examination

Practical training 6: Supporting elderly people's functional capacity at home, 5 op KFG11B030 (study unit)

Lecturers

Helena Järvi

Objectives

The students will study multi-professional home-care and planning, provision and supervision of home help services by supporting elderly clients' daily lives, welfare and functional capacity and by learning to supervise home help personnel.

Content

The students will participate in the planning, implementation and evaluation of home help services for elderly clients. The students will take part in drawing up, evaluating and updating care and service plans.

Literature / Study Material

Material for the theoretical courses

Learning Methods

Participation in the provision of services in home help services; learning diary, learning contract, self-evaluation

Assessment

Practical training, learning diary and assignment

Nursing sick elderly people, 24 op KFG11B9 (study entity)

Objectives: The students will gain basic qualifications in the prevention of illness, in the planning and implementation of elderly patients' care and nursing and in drug care. The students will practice in primary health care settings and learn to plan, implement and evaluate the services provided for elderly citizens. The students will analyze theoretical nursing models and their applicability in the care and service provision. The students will learn to integrate practical skills with knowledge derived from multiple sources to provide high standard total care, rehabilitation and case management.

Geriatrics, 2 op KFG11B031 (study unit)

Lecturers

Maria Nuotio geriatriatri, yleislääket. erik.lääk.

Objectives

The students will study the reasons, background, progress, prevention, treatment and rehabilitation of various diseases and learn to apply their knowledge when planning the total care of elderly people and when selecting suitable care institutions and counselling the clients' families, informal carers and voluntary workers.

Content

The course contents include the special features of illness and symptoms in the elderly; the principles of elderly people's

medical treatment and drug care; falls and balance problems; pain and pain control; acute confusion; cardiovascular, pulmonary, gastrointestinal, kidney and urinary diseases; osteoporosis, musculoskeletal diseases; sensory and neurological disorders; mental health problems; depression and paranoia. muistihäiriöt ja dementoivat sairaudet sairaudet ja niiden lääkehoidot

Literature / Study Material

Tillvis, R. et al. (2001) Geriatria, luentomateriaali sekä muu luennoitsijan osoittama kirjallisuus Other material given by the lecturer.

Learning Methods

Active participation, independent study,

Assessment

Active participation, examination

Drug care of elderly people and clinical pharmacology, 3 op KFG11B032 (study unit)

Objectives

The students will become aware of their responsibilities in handling drugs, administering medicines and providing drug guidance. They will learn to know different forms of medicine and modes of administering them. The students will know how to handle the drugs correctly and safely. They will learn the necessary terminology and drug calculations and learn to guide the clients and their informal carers.

Content

The course contents include forms of medicine, handling and administering medicines, drug calculations; special issues in drug care and counselling of elderly clients; responsibility issues.

Learning Methods

Active participation, drug calculations

Assessment

Active participation, computer practice, examination including a test in drug calculations, to be taken before practical training in health centres and home nursing.

Nursing sick elderly people, 3 op KFG11B033 (study unit)

Objectives

The students will learn to integrate nursing knowledge from various sources and to apply it in the planning and implementation of total care and rehabilitation of elderly patients.

Content

The course contents include special features of illness in the elderly; adaptation to chronic illness; integrating nursing and work in the social field within one framework; professional qualifications in elderly nursing; analysis and assessment of sick elderly patients' functional capacity; nursing patients with diabetes, Parkinson's disease, congestive cardiac failure, pulmonary diseases and cancer; elderly patients' rehabilitation after stroke; nursing and supporting grieving elderly people and nursing depressive elderly patients.

Literature / Study Material

Kivelä, S–L. 2007. Voimavaroja unesta. Tideiksaar, R. 2005. Vanhusten kaatumiset–Opas hoidosta vastaaville. Vallejo Medina, A. et al. 2006. Vanhustenhoito. Journal of Gerontological Nursing –lehdessä artikkelit, muu pettäjien osoittama materiaali.

Learning Methods

Active participation, individual and group work

Assessment

Active participation, examination

Nursing theory and interventions in elderly care, 2 op KFG11B034 (study unit)

Objectives

The students will gain more advanced knowledge of the theoretical foundation of nursing and learn to apply it as a framework in the promotion of elderly people's health and well-being and in the planning, implementation, evaluation and development of the total care of the elderly.

Content

The course contents include the aims, special features and contents of nursing sick elderly people in various nursing and service settings; home nursing as part of the service delivery system; nursing scientific models and theories and their application in the health promotion and nursing of individual people and in the development of nursing on the level of the individuals and the community; primary nursing, its development and application in elderly care; home care guidelines; special issues in elderly care.

Literature / Study Material

Laaksonen–Heikkilä, R, Lauri S. 1997. Moniammatillinen yhteistyö kotihoidossa. Turun yliopisto; Marriner–Tomey, A. (ed.) 1994. Hoitotyön teoreetikat ja heidän työnsä. Sairaanhoidajien koulutussäätiö (partly); Soini, H, Välimäki, M. 1998. Vanhusten kotihoidon ongelmat ja hoitokeinot sekä työntekijän saama ja odottama apu. Turun yliopisto; STM: Hoito- ja palvelusuunnitelma vanhustyössä (Internet version); lecture material, current articles.

Learning Methods

Active participation in lectures and seminars, pair work, nursing model analysis and application

Assessment

Active participation in lectures and seminars, nursing model analysis and application, examination.

Terminal care of elderly people, 2 op KFG11B035 (study unit)

Objectives

The students will observe and analyse the dying process and the mourners' adaptation to the situation in light of theoretical knowledge and learn to plan, arrange and develop the care of dying elderly people as well as the support given to the mourners. The students will become motivated to keep up-to-date with research and development of terminal care and develop their qualifications e.g. in guiding families and carers.

Content

The course contents include theories on dying; supporting the dying elderly; the dying process; planning, implementation and evaluation of the care; the patients' basic needs, nursing procedures and special features in terminal care; palliative care; supporting and caring for the mourners; support groups for the mourners; the development of terminal care in home care and elderly care institutions.

Literature / Study Material

Attila, M. 1998. Omaisten kokemuksia vanhustensairaaloissa kuolleiden läheistensä hoidosta ja kuolemasta. Tampereen yliopisto; Molander, G. 1999. Askel lyhenee, maa kutsuu – yli 80-vuotiaiden kuolema eletyn elämän valossa. SMS-julkaisut (82–231); Molander, G. 1999. Työnä kuoleman hoitaminen. SMS-julkaisut; Mäntymies, L. 2000. Hospice ei ole rakennus vaan näkemys. Teoksessa Saattohoito ed. Kirsi Aalto 2000. Kirjapaja Oy. Helsinki; Vainio, A. et al. (eds.) 1998. Palliatiivinen hoito. Duodecim (partly); lecture material.

Learning Methods

Active participation, summary on research/other literature

Assessment

Active participation, examination.

Practical training 7: Nursing sick elderly people in the ward, 6 op KFG11B036 (study unit)

Lecturers

Else Vierre

Objectives

The students will be introduced to the multi-professional care of elderly patients in health centres. The students will learn to observe the patients' vital functions, to meet their basic needs and to analyze, assess and promote the clients' functional capacity. The students will learn to plan, implement and evaluate the nursing process from a patient-centred and theoretical perspective. They will learn to apply social work and nursing interventions in the care of elderly patients, reflect and analyze their learning experiences, the theory–practice connection and their own professional development.

Content

Observing and meeting the basic needs of elderly patients; nursing of elderly patients, supporting functional capacity; nursing process; the presuppositions, objectives, interventions and evaluation in nursing; nursing principles and their implementation; Counselling and guidance of elderly patients; multi-professional collaboration in the care of elderly patients; terminal care in health centre; quality of nursing and its components

Learning Methods

Practical training in health centre ward or similar unit, assignments

Assessment

Practical training in health centre ward or similar unit, assignments

**Practical training 8: Home nursing of elderly people, 6 op
KFG11B037 (study unit)**

Lecturers

Aila Vallejo Medina

Objectives

The students will learn to support elderly clients' health and functional capacity and to participate in multi-professional care and rehabilitation.

Content

The care and service plan; participation in home care and rehabilitation in home nursing; client groups in home nursing and their care; nursing interventions and principles in home nursing, home visit; multiprofessional collaboration in the care of elderly patients.

Literature / Study Material

Material for the theoretical courses

Learning Methods

Discussion with the clinical supervisor and the teacher, learning contract, participation on service provision

Assessment

Practical training, learning contract, self-evaluation, feedback from clinical supervisor and teacher, learning diary

**Supporting elderly people by social work interventions, 14 op
KFG11B11 (study entity)**

Objectives: The students will learn to identify elderly clients' social problems and become aware of the potential of social work interventions in the promotion of the clients' and their significant others' participation. The students will become interested in the application of social work interventions in elderly care. The students will learn family, generation and group work, networking and theoretical and practical application of empowering interventions. The students will learn to select appropriate interventions in practical situations.

**Laws and decrees regulating elderly policy, 2 op
KFG11B039 (study unit)**

Lecturers

Anna-Kaarina Koivula, YTM

Objectives

The students will learn central contents of elderly policy legislation and see how it affects the promotion of elderly citizens welfare. The students become familiar with the social welfare legislation, the underlying principles and their practical significance. The students learn to apply laws in case studies and to solve application common problems. They will gain an overview of the nature of elderly care built on the foundation of legislation and of the qualifications required from them.

Content

Municipal services for elderly citizens, services fees, private social services, pensions, services for the disabled, legislation on guardianship, inheritance and intoxicant abuse work

Literature / Study Material

Mäki-Petäjä-Leinonen, A. 2003. Dementoituvan henkilön oikeudellinen asema; Narikka, J. 2005: Sosiaali- ja terveyspalvelujen lainsäädäntö käytännössä

Learning Methods

Lecture, web-based course

Assessment

Active participation in the Web course, examination

**Family work and networking in elderly care, 2 op
KFG11B040 (study unit)**

Objectives

The students will acquire building blocks for their personal growth towards expertise and develop their interaction and supervision skills, to be able to apply the team work methods to supervise groups effectively and to promote the function and well-being of work communities. The students will learn to understand the role of networks and community work in the maintenance of their clients' social function. They will learn the central principles of networking and community work and learn how to apply them in elderly care.

Content

The course contents include various team work methods in, networking and community work and their application in elderly care.

Literature / Study Material

Juhela, P. (2006) Missä on isäsi, kuinka voi äitisi? Sukupolvet ikääntymisen muutoksissa; Marin, M. ja Hakonen, S. (2003) Seniori- ja vanhustyö arjen kulttuurissa (sov. osin); Melin, M-L. (2000). Verkostot ja vertaiset; Nolan, M. et al. (toim.) (2001). Working with older people and their families. Opettajan osoittamat artikkelit; Oppimismenetelmät; Luennot, tapausesimerkit, draamaharjoitukset, opintokäynnit, ryhmätehtävä käytännön sovelluksista

Assessment

Active participation, independent assignments, demonstrations, sociodrama, examination.

Group and community work in elderly care, 2 op KFG11B041 (study unit)

Lecturers

Anna-Kaarina Koivula

Objectives

The students will learn the theoretical background of community work and learn to identify challenges and potential in the community work with elderly clients. The students will know what group work involves and learn to analyze the group process. They will learn to plan purposeful group activities for groups of elderly clients or workers.

Content

Community work with elderly clients; social pedagogy in elderly care; basics of group work, supervision of groups in elderly care

Literature / Study Material

Jauhiainen, R. & Eskola, M. 1994: Ryhmäilmiö; Marin, M. & Hakonen, S. 2003: Seniori- ja vanhustyö arjen kulttuurissa (partly); Pitkälä, K. 2004. (ed.). Ikääntyneiden yksinäisyys –ryhmäkuntoutuksen kehittäminen ja koulutus. Vanhustyön keskusliitto: Geriatriksen kuntoutuksen tutkimus- ja kehittämishanke: tutkimusraportti 4; Marjovuori, A., Pitkälä, K. Routasalo, P. 2004. Ikääntyneiden yksinäisyys: Senioripysäkin ryhmäterapia psykososiaalisena kuntoutuksena. Geriatriksen kuntoutuksen tutkimus- ja kehittämishanke, tutkimusraportti 4. Vanhustyön keskusliitto. Sundh, K. & al. 1995 (toim.): Social mobilisering (partly), articles

Learning Methods

Lectures, assignments, group work on literature, independent analysis of group work

Assessment

Active participation on lessons, independent assignment and group work

Empowering interventions in elderly care, 2 op KFG11B042 (study unit)

Lecturers

A-K. Koivula

Objectives

The students will explore central ideas and challenges in empowering. They will learn to assess elderly clients' environments and everyday services from the empowering perspective and to seek potential for practical applications. The students will become aware of cultural minorities among elderly citizens and learn to promote their welfare and participation in society and to advance interaction between cultures.

Content

Theory and practice of empowering in elderly care; cultural minorities in elderly care

Literature / Study Material

Seppänen, M. et al (ed) (2007) Vanhuus ja sosiaalityö. Opettajan osoittama materiaali.

Learning Methods

Lectures, practice, group work, examination

Assessment

Active participation in lessons, examination

Practical training 9: Helping elderly people in social problem situations, 6 op KFG11BE043 (study unit)

Lecturers

Helena Järvi

Objectives

The students will learn to apply social work interventions in practical elderly care. They will learn to identify the clients' needs, to select and apply interventions and to recognize the challenges involved in the interventions. The students learn to set their own learning objectives and to analyze their professional development during the practical training period.

Content

Practical training in a unit that offers an opportunity to practice family or generation work, networking, group or community work or empowering activities with elderly clients. The students will select the interventions to be applied.

Literature / Study Material

Literature and material for the theoretical courses

Learning Methods

Practical training, learning diary

Assessment

Practical training, learning contract and learning diary

Preventive and rehabilitative elderly care, 10 op KFG11B12 (study entity)

Objectives: The students will learn central principles and methods in preventive and rehabilitative elderly care to promote the clients' functional capacity and welfare and to prevent premature need for services or institutional care. The students will learn to support the autonomy and independent coping of home-living elderly clients. The students will learn to help family care-givers to cope and maintain their functional capacity.

Rehabilitation and physiotherapy of elderly people, 2 op KFG11B044 (study unit)

Lecturers

Pia Haapala

Objectives

The students will learn the basic ideas of client-centred rehabilitation and learn to collaborate with other professionals and families of elderly clients. They will study the service provision system, principles and services in rehabilitation. They will learn to counsel elderly care staff to seek rehabilitation services, become aware of the potential of physiotherapy in supporting functional capacity and in rehabilitating sick elderly clients. The students will learn to counsel elderly clients in the use of physiotherapy services and adaptive aids.

Content

The philosophy of rehabilitation and central concepts; rehabilitation laws, the elderly client in rehabilitation, the rehabilitation needs and possibilities in elderly care; Elderly people, exercise and balance; promotion of functional capacity by means of physiotherapy; adaptive aids in the promotion of functional capacity and related counselling; physiotherapy and occupational therapy for common diseases

Literature / Study Material

Härkäpää, K. 2005. Kuntoutuksen perusteet. Pitkälä, K., Savikko, N., Routasalo, P. 2006. Kuntoutumisen solmukohtia–Geriatrisen kuntoutuksen tutkimus- ja kehittämishanke. vanhustyön keskusliitto. (partly). Suominen, M. & al. 2001. Ikääntyvien liikunta, terveys ja toimintakyky (partly); Tideiksaar, R. 2005. Vanhusten kaatumiset. Opas hoidosta vastaaville. Pitkälä, K. (ed.) 2004. Ryhmäkuntoutuksen kehittäminen ja koulutus (partly)

Learning Methods

Lectures, discussion, demonstration, practical laboratory studies

Assessment

Active participation in lessons, examination

Supporting family care–giving, 2 op KFG11B045 (study unit)

Lecturers

Elina Hietaniemi

Objectives

The students will study family care–giving from the perspectives of families/significant others and services. They will extensively study research, reports and guidelines on family care–giving. The students will learn to organize, support and supervise family care–giving.

Content

The experience of family/informal care–giving in research; tools for supporting family care–giving; development projects.

Literature / Study Material

Aaltonen, E. 2004. Valtakunnallinen omaishoidon uudistaminen, Sosiaali- ja terveystieteiden tutkimuskeskus 2004:3 (sov. osin); Astikainen, A. & Hokkanen, L. 2001. Voimia omaishoitajan työhön; Saarenheimo, M. & Pietilä, M. 2005. Omaishoidon tukeminen Suomessa; Geriatrisen kuntoutuksen tutkimus- ja kehittämishanke: tutkimusraportti 2; Eloniemi–Sulkava ym. 2006. (toim.) Omaishoito yhteistyönä. Tutkimusraportti 14.

Learning Methods

Lectures, collaborative learning, summaries on literature

Assessment

Learning diary/examination

Practical training 10: Rehabilitation supervision of groups of elderly clients/family care–givers, 3 op KFG11BE046 (study unit)

Objectives

The students will learn to apply rehabilitative and creative methods to support the well–being, functional capacity and health of various groups of elderly people or family care–givers. They will gain experience in supervising groups.

Assessment

The students will supervise a group of elderly people/family care–givers and practise the application of rehabilitative and creative methods. This practical training can be extended over a long period of time or it can be arranged as a camp.

Practical training 11: Preventive house calls and the case management process, 3 op KFG11BE047 (study unit)

Lecturers

Sirkka–Liisa Palomäki

Objectives

The students will study preventive house calls and case management and understand their importance for decision–making in elderly policy and for supporting home–living clients. The students will learn how preventive house calls can improve and maintain the clients' functional capacity, health and welfare. Together with the clients, the students will learn to assess physical, mental, cognitive and social function and living conditions. The students will see how important it is to inform clients of the services available. They will learn what individual case management involves and study its objectives and the case management process in the Finnish service provision system. The students will learn how complex a process case management may be and how it calls for responsible action. The students will learn to identify clients' case management needs.

Content

The concept and idea of preventive house calls in preventive elderly care; the concept and process of individual case management; interview and assessment forms for house calls; evaluating the usefulness of the method.

Literature / Study Material

Häkkinen, H. & Holma, T. 2004: Ehkäisevä kotikäynti –tuki vanhuksen kotona asumiselle

Learning Methods

Orientation lecture, preventive house calls, case reports and seminar.

Assessment

Case report, active participation in seminar, learning diary

Care and rehabilitation of dementing elderly people, 9 op KFG11B13 (study entity)

The students will extensively explore the experiential world of elderly people suffering from dementia and study the challenges in their care and rehabilitation. The students will be introduced to the current service delivery system, gain experience in dementia work and become aware of its development needs.

Care of dementing elderly people, 2 op KFG11B048 (study unit)

Objectives

The students will explore the experiential world and behaviour of elderly people suffering from dementia and gain qualifications needed in the promotion of the clients' well-being, in care guidance, in the development of the care environments and communities and in service guidance.

Content

The course contents include the experiential world of people suffering from dementia and their care; communication with dementing persons; special features of their language; wandering patients and meeting them therapeutically; problems in the nutrition and eating habits; sexuality in dementing patients; agitation and aggression and their prevention; assessment of the patients' need for individual care; planning and implementation of the care; special nursing interventions and the care pathway of dementing patients; special features of the dementia rehabilitation guidance; therapeutic care environment and community; quality assurance in the care of dementing people; dementia work in the third sector.

Literature / Study Material

Feil; N. 1993. V/F–validaatio. Menetelmä muistihäiriöisten vanhusten hoitoon. Vanhustyön keskusliitto; Heimonen, S–L. et Voutinen, P. 2001. Dementoituvan hoitopolku. Tammi. Helsinki; Hervonen, A. Et al. 1994 or latest ed. Kun ei muista, mitä lusikalla tehdään. Kirjayhtymä (partly); Mace, N.L. et Rabins, P.V. 1999. The 36–Hour Day. The John Hopkins University Press. Lontoo. (5–163); Semi, T. et Eloniemi–Sulkava, U. 1999. (eds.) Taiteet dementoituneiden ihmisten elämänlaadun parantajina. Elämänlaatua dementoituneille ry. Kuopio. (5–24); Suomen dementiahoitoyhdistys. 2001. Kuntoutusratkaisuja dementoituvan ihmisen arkeen. Novartis Finland Oy; Lecture material.

Learning Methods

Active participation, examination

Assessment

Active participation, examination

Practical training 12: Care of dementing elderly people and promotion of their functional capacity, 7 op KFG11BE049 (study unit)

Lecturers

Aila Vallejo Medina, lehtori, THM

Objectives

The students will gain experience in the use of the Cerad test battery, of demented elderly people's communication and of the special features of the care relationship, care and care community. The students will apply and gain further knowledge of supporting dementing patients' functional capacity, of solving problems in their care and of supporting the family care–givers. They will also become aware of their responsibility and options as supervisors and developers of the care.

Content

Contents and learning methods: Application of the Cerad test battery; home care of dementing people; practical training in a dementia unit; introduction to the dementia rehabilitation advisor's work; planning and implementation of a lecture in a dementia unit; study visits.

Literature / Study Material

Teoriaopintojaksojen opiskelumateriaali

Learning Methods

Harjoittelu, oppimissopimus, oppimispäiväkirja, osastotunti dementoituneen vanhuksen hoidosta

Assessment

Teemoitettu oppimispäiväkirja, oppimissopimus (tavoitteetja itsearviointi), harjoittelun palautearviointi.

Management and development of elderly care, 32 op KFG11C1 (study entity)

The students will gain further qualifications in the multi-professional provision of services for elderly people and in individual service guidance of the elderly and family care-givers. They will reflect on the essential stages of the elderly care process from the perspectives of management and development. They will learn to manage care delivery units and to supervise an elderly care practice. The students will be introduced to the theory of evaluating the quality of the services, to different quality systems, to the quality evaluation in service delivery systems, to the development of the work community and to clinical supervision. They will look at future trends and development needs in the service delivery system, and consolidate their qualifications in the evaluation and development of elderly care. Finally, the students will learn to plan and arrange guidance and education and increase their publicity qualifications and learn to market their skills.

Management and economics in elderly care services, 5 op KFG11C001 (study unit)

Objectives

The students will become familiar with the funding, insurance and provision of social and healthcare services. They will understand the significance and structure of a budget and learn to prepare budgets and to contribute to cost accounting and prices. The students will become aware of their responsibility in financial management and learn to consider economic factors in their own and in the activities of the work community.

Content

The course contents include funding in social- and healthcare, insurance, the provision of services, the structure and preparation of budgets, cost accounting in service organizations, and pricing.

Learning Methods

Active participation, exercises, independent study, and an assignment during practical training

Assessment

Active participation, exercises, independent study, and an assignment during practical training.

Quality management in elderly care, 3 op KFG11C002 (study unit)

Lecturers

Elina Hietaniemi

Objectives

The students will learn how quality management and quality systems are central in the development of elderly care and in risk management. The students will learn to use quality management methods and tools and understand the importance of evaluation. The students will learn to plan and implement development projects with other elderly care staff and practise the evaluation of quality.

Content

Quality: the concept and its development; prerequisites for successful quality management; practical quality management, balanced scorecard, quality systems.

Literature / Study Material

Noro A., Finne-Soveri H., Björkgren M. & Vähäkangas P. (2005). Ikääntyneiden laitoshoidon laatu; Outinen, M. et al. (1994). Laatu ja asiakas; Sosiaali- ja terveysministeriö et. al (1999). Sosiaali- ja terveydenhuollon laadunhallinta 2000-luvulle; Lumijärvi I. (2000). Tasapainotetun mittariston malli ja kunta-alan tuloksellisuusarviointi; Laatukeskus (2003). EFQM Excellence Model; Liimatainen L. & Ryttyläinen (ed.) 2006 Innovoi, vaikuta ja kehitä (IVA) partly; Finne-Soveri ym. 2006. Kotihoidon asiakasrakenne ja hoidon laatu partly

Learning Methods

Lectures, assignments, development assignment during the practical training period

Assessment

Active participation in lectures and assignments. The grade is based on two parts: examination 1/2 and development assignment 1/2.

Project work as a tool in the development of elderly care, 2 op KFG11C003 (study unit)

Lecturers

Elina Hietaniemi

Objectives

The students will learn to plan, manage and evaluate projects. They will apply their existing knowledge in the planning and implementation of a project.

Content

Areas of project work; managing a project, projects in the development of elderly care.

Literature / Study Material

Ruuska, K. (2005) Projekti hallinnassa; Viirakorpi P. (2000). Onnistunut projekti, opas kunta–alan projektityöskentelyyn.

Learning Methods

Lectures; Implementation of a project during a practical training period, participation in seminars

Assessment

The assessment will be based on the project report, project process and active participation in seminars.

Entrepreneurship in elderly care, 2 op KFG11C004 (study unit)

Objectives

The students will acquire basic qualifications needed in providing and marketing social and health services.

Content

The following topics will be discussed: Study of the elderly care service delivery system from the perspectives of internal and external entrepreneurship; special features and preconditions in external entrepreneurship; product development in elderly care; marketing personal qualifications/services; research findings and future visions in the provision of services for elderly people.

Literature / Study Material

Jämsä, K. et Manninen, E. 2000. Osaamisen tuoteistaminen sosiaali- ja terveysalalla. Tammi; Kovalainen, A. Simonen, L. 1996. Sosiaali- ja terveysalan yrittäjyys. WSOY; Lemponen, V. 1999. Hyvinvointialan palveluketjut maaseudulla. Helsingin yliopisto, maaseudun tutkimus- ja koulutuskeskus; Rope, T. 2000. Suuri markkinointikirja. Otava (partly); Toivonen, T. 1999. Yrittäjäksi hyvinvointipalvelualalle. Helsingin yliopiston Maaseudun tutkimus- ja koulutuskeskus, raportteja ja artikkeleita n: 74. Seinäjoki (partly).

Learning Methods

Lectures

Assessment

Active participation, examination

Practical training 13: Management and development of elderly care, 12 op KFG11CE005 (study unit)

Objectives

The students shall explore management and the manager's role in elderly care institutions and projects. They shall apply theoretical knowledge to analyze their personal qualifications and potential in management by results.

Content

During this practical training, students will focus on management, supervision and development in elderly care service delivery systems.

Practical training 14: Publicity and influencing elderly policy, 2 op KFG11CE006 (study unit)

Objectives

The students will practise disseminating information in an elderly care practice, increase their qualifications and gain experience of marketing their professional skills.

Content

The students will write an article for a professional journal and present their final thesis. They will contribute to producing an educational video or a radio/TV programme. The course also includes group work on influencing a current issue in elderly care.

Practical training 15: Elderly care development project, 6 op KFG11CE007 (study unit)

Objectives

The students will apply the theoretical knowledge learnt during the course on quality management and project work and make use of other skills and knowledge acquired during the studies to implement a project for the development of elderly services.

DIPLOMA WORK, 15 op KFG11D (study entity)

During the thesis process, students are expected to integrate theoretical knowledge, skills acquired through practical training and their personal growth to adopt the role of professional. Students are also expected to demonstrate that they are qualified to develop elderly care practices further. The process includes seminars (seminars on the topic, research plan, methodology and research report), as well as the presentation of the thesis in the final seminar. Students will also sit a Maturity Test in their native language. This involves an essay on the methodology and/or topic of the thesis.

Final thesis and maturity test, 15 op KFG11C008 (study unit)

Lecturers

Sirkka–Liisa Palomäki, Elina Hietaniemi, Aila Vallejo Medina

Objectives

The students will demonstrate their ability to apply an investigative and development-oriented approach in the practice of elderly care. As their final thesis, they will organize and implement a research or development project. The students will formulate a relevant research problem or development project, plan and implement the research/development process and apply the R & D qualifications. They will know how to apply knowledge derived from practice to study and develop elderly care. The students will write a research report in appropriate style and draw conclusions for the development of elderly care. The students will understand the importance of interaction and collaboration in R & D projects involving work life.

Content

Defining research problems/development projects; Work life centred approach and collaboration, research plan for the final thesis, implementation and evaluation of the thesis, research report, opponent role (peer evaluation) and counselling.

Literature / Study Material

Guidelines for writing a final thesis: Seinäjoen ammattikorkeakoulun opinnäytetyöopas, intra.seamk.fi; Guidelines for writing R & D <http://intra.seamk.fi/opiskelijat/opinnaytetyo.htm>

Learning Methods

Seminars, individual and group counselling, peer evaluation, maturity test

Assessment

General criteria for final theses, self-evaluation, feedback from the collaborative partner, participation in seminars, counselling and maturity test.

FREE CHOICE STUDIES, 8 op KFG11F (study entity)

The degree programme includes 15 ECTS (10 credit units) of free-choice studies, which can be undertaken in other schools of Seinäjoki Polytechnic or in other suitable higher education institutions. It is expected that the courses selected are related to professional studies and increase the students' professional qualifications.

Degree Programme in Information Technology (In Finnish)

Head of degree programme: Mr Petteri Mäkelä, Tel. +358 40 830 2351, E-mail: petteri.makela@seamk.fi

Student counsellor: Mr Ismo Tupamäki, E-mail: ismo.tupamaki@seamk.fi

ECTS/International coordinator: Mr Tapio Pihlajaniemi, E-mail: tapio.pihlajaniemi@seamk.fi

Further information: www.seamk.fi/tietotekniikka

Degree and qualification awarded

Bachelor of Engineering (Information Technology)

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

General description of the degree programme

The objective of the degree programme in Information Technology is to educate engineers for software and electronics industry. The degree programme contains three specialization lines:

- Software engineering
- Embedded Systems (Computer engineering)
- Computer Network Technology

Subject specific competences

Mathematical and scientific competence

- masters a logico-mathematical approach to solving technical problems
- is familiar with mathematical principles, methods and tools
- masters the general principles of physics and sustainable development that are relevant in the applications of the field

Hardware competence

- is proficient in the fundamentals of electrical engineering and safety at electrical work
- is familiar with the most important electronics components and their functioning
- understands the design and implementation process of electronics applications
- is familiar with the hardware architecture of computers and the operating principle of their main components
- masters the functions of IP based data networks and their active devices, and is able to design, implement and maintain basic networks

Software competence

- masters programming techniques: understands the logic of programming and is familiar with the most common algorithms and data structures
- is proficient in reading and interpreting programming code and utilizing his/her programming skills in problem solving
- is familiar with the basics of object oriented design and object oriented programming
- masters the fundamentals of database design and implementation
- takes the company's and customer's needs into account in software projects

Competence in ICT business

- is familiar with the requirements of profitable business operations and the most important tools of financial planning and control
- masters the commercialization process of the ICT field; has a comprehensive understanding of the main functions of product development, profitable production and customer interface
- has leadership skills as well as process and project management skills that are required by product development organizations

- possesses skills required in starting a business and acting as a technology entrepreneur; understands the significance of his/her own contribution to the profitability of the business

Competence in ICT engineering

- masters the theoretical foundation of his/her special field (specialization option or corresponding area of focus)
- is able to find, combine and apply the latest technological knowledge of his/her field; to utilize the design methods and practices typical of that field; and to document the results of his/her work
- has skills required in customer communications and is able to produce technical applications that correspond to the customers' needs
- is capable of working in a dependable and punctual manner as a member of a product development team as well as independently, and can effectively communicate with professionals in different ICT fields

Competence in software engineering methods

- masters software programming and the most important programming languages and their features
- is skilled in using state-of-the-art design and modelling techniques and tools
- understands the significance of software usability in product and user interface design, and is able to apply the most relevant methods of usability evaluation and user-oriented design

Competence in software engineering processes

- is able to apply the process models and methods of software development to the definition of customer needs, system design, software implementation, quality control and documentation
- is familiar with the typical life cycle of a software product and is proficient in the planning, implementation and reporting of testing in the different stages of the software development process
- recognizes the significance of efficient working methods and processes, communication, team work skills, cost efficiency, and customer orientation in software development

Competence in networks

- masters the design and implementation of secure and dependable data networks
- masters the design and implementation of high-quality Internet services according to business requirements
- masters the support functions and maintenance processes required by data network services as well as the reporting and monitoring of these processes according to the principles of continuous development

Degree Programme in Information Technology (In Finnish), 240 cr (3.9.2007) TITE 2007

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KL04AT20	BASIC STUDIES					60
KL04AT11	Supporting studies					3
KL04AT10011	Introduction to technical studies	x				1
KL04AT10101	Research methods			x		2
KL04AT21	Languages and communication					18
KL04AT10050	English 1	x				3
KL04AT10060	English 2		x			3
KL04AT10070	English 3				x	3
KL04AT10040	Swedish	x				3
KL04AT10020	Communication and negotiation skills 1	x				3
KL04AT10030	Communication and negotiation skills 2			x		3
KL04AT30	Mathematics					18

KL04AT30000	Algebra and Trigonometry	x				4
KL04AT30100	Vectors and analytic geometry	x				3
KL04AT10135	Differential and integral calculation (Mat–4)	x				3
KL04AT30300	Computer aided mathematics		x			4
KL04AT30400	Compute aided mathematics			x		4
KL04AT35	Physics					15
KL04AT35000	Mechanics	x				3
KL04AT35100	Electricity and magnetism	x				3
KL04AT35200	Thermophysics		x			3
KL04AT35300	Physics laboratory works		x			3
KL04AT35400	Wave motion and modern physics		x			3
KL04AT41	Information technology					6
KL04AT10300	Micro computer technology	x				3
KL04AT10311	Office applications	x				3
KL04BT	PROFESSIONAL STUDIES					126
KL04BT10	COMMON PROFESSIONAL STUDIES					86
KL04BT100	Software engineering					27
KL04BT20051	Basics of programming 1	x				3
KL04BT20052	Basics of programming 2	x				3
KL04BT40060	C Programming language	x				4
KL04BT50070	Object oriented programming		x			4
KL04BT51040	C++ programming			x		4
KL04BT51010	Data structures and algorithms		x			4
KL04BT50010	Operating systems		x			3
KL04BT50011	Linux Operating system		x			2
KL04BT200	Embedded systems					13
KL04BT40010	Embedded systems	x				4
KL04BT32031	Embedded systems programming		x			4
KL04BT40032	Project in embedded systems			x		5
KL04BT300	Data communication					15
KL04BT53011	Data communication		x			4
KL04BT50052	Computer networks			x		4
KL04BT42041	Wireless data transmission			x		4
KL04BT50060	Navigation technologies			x		3
KL04BT400	Electrical engineering and electronics					19
KL04BT20010	Electrical engineering	x				5
KL04BT20220	Electrical safety	x				2
KL04BT40110	Printed circuit board design	x				3
KL04BT40120	Basics of digital technology		x			3
KL04BT40122	Special project in embedded systems	x				3
KL04BT40130	Electronic components		x			3
KL04BT500	Automation engineering					6
KL04BT20230	Basics of automation		x			3

KL04BT20240	PLC programming		x			3
KL04BT600	Economy and management					6
KL04BT20300	Industrial economics	x				3
KL04BT20301	Human resources management				x	3
KL04BTOHTE	SOFTWARE ENGINEERING PROFESSIONAL STUDIES					40
KL04BTIJÄ	Information systems module					16
KL04BT50020	Databases		x			3
KL04BT50040	Application development		x			3
KL04BT52010	Basics of software production			x		3
KL04BT51081	Computer graphics			x		4
KL04BT51051	Windows systems programming			x		3
KL04VEMO	Information systems module					24
KL04BT52030	Software project			x		5
KL04BT50180	Basics of mobile programming		x			5
KL04BT50181	Symbian C++				x	3
KL04BT53040	Network programming			x		5
KL04BT40040	Embedded PC systems			x		3
KL04BT40042	Server programming 1			x		3
KL04BTSUJÄ	EMBEDDED SYSTEMS PROFESSIONAL STUDIES					40
KL04BTELEK	Electronics					13
KL04BT41010	Electronic components and circuits		x			3
KL04BT41040	Laboratory assignments in electronics		x			3
KL04BT41020	Power electronics			x		4
KL04BT41050	Electronic production engineering			x		3
KL04BTDIGI	Digital technology					13
KL04BT42010	Digital technology		x			3
KL04BT42030	Signal processing			x		3
KL04BT42020	Circuit design			x		3
KL04BT40121	Networks and Bus interfaces			x		4
KL04BTAUTI	Automaation tietotekniikka					14
KL04BT43031	Process automation		x			3
KL04BT40041	Embedded PC systems			x		3
KL04BT43021	Basics of control engineering			x		4
KL04BT43022	Design of electrical and automation system		x			4
KL04BTTIVE	COMPUTER NETWORK TECHNOLOGY PROFESSIONAL STUDIES					40
KL04BTTDIGI	Digital technology					13
KL04BT32010	Digital technology	x				3
KL04BT33040	Laboratory assignments in electronics	x				3
KL04BT42031	Signal processing	x				3
KL04BT40123	Networks and Bus interfaces		x			4
KL04BTTIJÄ	Information systems					9
KC04BT50020	Databases	x				3
KL04BT50041	Application development		x			3

KL04BT40043	Server programming 2			x		3
KL04BTTPAAR	Server architectures					8
KL04BT50012	Linux server			x		4
KL04BT50014	Windows – Server			x		4
KL04BTTTITI	Data communication and information networks					10
KL04BT53030	Telecommunication laboratories	x				3
KL04BT53031	Reititinverkot	x				4
KL04BT53032	WAN–laajaverkot	x				3
KL04DT90	FREE–CHOICE STUDIES					10
KL04ET21	PRACTICAL TRAINING					30
KL04FT30	THESIS					15

Study Descriptions

Research methods, 2 op KL04AT10101 (study unit)

Lecturers

Jorma Mettälä, Lic. Tech. (Mech. Eng)

Objectives

Students shall acquire skills necessary in data acquisition for their thesis. They shall be familiar with various research methods and be able to apply them in their thesis process.

Content

The course involves the use of the internet and library and university data bases. Students shall be familiar with scientific research methods and how to apply them to their own thesis.

English 1, 3 op KL04AT10050 (study unit)

Lecturers

Anne Vuokila, M.A.

Objectives

The objective of the course is to boost the language skills of the student. After completing the course the students

- are able to gather information in English from different sources and familiarize themselves with new terminology and concepts
- are able to discuss their studies in English
- are able to talk about the Finnish industry in English
- are able to comprehend the difference of communication situations in English and in Finnish and is able to communicate in everyday situations and in work related situations in English.
- have the ability to use basic IT terminology

Content

- Finnish education system, Finnish industry
- product explanations and descriptions
- basic hydraulic and material related terminology (integration)
- basic IT terminology; basic equipment related vocabulary
- basic mathematical terms and shapes in English
- how to search for information

Literature / Study Material

Mustonen, E. & Rautelin, J: English Booster for Engineering Students.WSOY

Learning Methods

Lectures, listening comprehension and speech exercises, independent study.

Assessment

Active lecture participation, approved interim and final examinations.

Languages of Instruction

Finnish and English

**English 2, 3 op
KL04AT10060 (study unit)**

Lecturers

Anne Vuokila, M.A.

Objectives

The students understand and know how to use the basic technical vocabulary when speaking or writing. After the course the student

- understand the different stages of business correspondence and knows how to write a quotation in English
- are familiar with typical business communications by phone or e-mail
- know how to present a company
- are familiar with the vocabulary related to trade fairs
- are able to describe industrial processes in English
- know how to write a CV

Content

- business correspondence
- business communication by e-mail and phone
- company presentations
- trade fairs
- process descriptions
- mathematical terms

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, listening comprehension and oral exercises, independent study.

Assessment

Active lecture participation, approved interim and final examinations.

Languages of Instruction

Finnish and English

**English 3, 3 op
KL04AT10070 (study unit)**

Lecturers

Anne Vuokila M.A.

Objectives

After the course the students

- are able to apply for a job in English
- understand the basics and conditions for technical reading and writing
- master procedures of meetings
- are familiar with advanced technical terminology
- are able to prepare a thesis abstract in English

Content

- applying for a job
- technical reading and writing
- meetings and negotiations

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, listening comprehension and speech exercises, independent study.

Assessment

Active lecture participation, approved interim and final examinations.

Languages of Instruction

Finnish and English

Swedish, 3 op KL04AT10040 (study unit)

Objectives

After the course the student will be able to communicate in Swedish at work. They will be able to participate actively in work communication. They will know how to acquire and use the information of the field.

Content

- education, applying for a job, working
- work environment and society
- customer contacts
- general purpose texts
- basic terminology of the field

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, listening comprehension and speech exercises, independent study.

Assessment

Active lecture participation, interim and final examinations.

Languages of Instruction

Finnish and Swedish

Communication and negotiation skills 1, 3 op KL04AT10020 (study unit)

Lecturers

Pia–Mari Riihilahti, M.Sc.

Objectives

After completing the course the student

- is able to understand the principles of the communication process, has knowledge of the various factors of the process and is able to apply this knowledge in work life situations
- is able to write documents in proper Finnish
- is able to create a standardized document and knows the basics of business correspondence
- knows how to write excellent job applications and CVs and how to present themselves in job interviews
- knows how to speak in public and how to give good presentations
- understands how cultures affect the communication process
- is able to write good summaries.

Content

- communication process in work life
- teamwork
- documents
- business correspondence
- job applications, job interviews, and CVs
- non–verbal communication, presentations
- speaking in public
- cultures and communication
- grammar

Literature / Study Material

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

Learning Methods

Lectures, exercises in written and oral communication.

Assessment

Oral and written exercises and an examination.

Languages of Instruction

Finnish

**Communication and negotiation skills 2, 3 op
KL04AT10030 (study unit)**

Lecturers

Pia–Mari Riihilahti, M.Sc.

Objectives

After completing the course the student

- is able to produce formal written material
- is able to write clear instructions and specifications
- knows how to write scientific reports and how to use citation
- has knowledge of negotiation procedures and meetings
- has presentation skills.

Content

- writing instructions and specifications
- reports
- analyzing texts
- scientific writing
- argumentation
- presentations
- negotiations
- meetings
- grammar

Literature / Study Material

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

Learning Methods

Lectures, oral and written exercises

Assessment

Oral and written exercises and an examination.

Languages of Instruction

Finnish

**Algebra and Trigonometry, 4 op
KL04AT30000 (study unit)**

Objectives

The student understands the mathematical concepts and methods and is able to use them to solve the problems of technology.

Content

Simplification of algebraic expressions, equations and trigonometry

Literature / Study Material

To be announced at the beginning of the course

Learning Methods

Lectures, exercises and independent study

Assessment

Exercises and an examination

Vectors and analytic geometry, 3 op KL04AT30100 (study unit)

Lecturers

Pasi Mikkonen, PhD & Jyri Lamp, PhD

Objectives

The student understands the mathematical concepts and methods handled during the course and is able to use them to solve problems of technology.

Content

Vectors and analytical geometry

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, exercises and independent studying

Assessment

Exercises and an examination

Prerequisites

Algebra and trigonometry

Differential and integral calculation (Mat–4), 3 op KL04AT10135 (study unit)

Lecturers

Jyri Lamp, Ph.D Pasi Mikkonen, Ph.D

Objectives

The student understands the mathematical concepts and methods handled during the course and is able to use them to solve the problems of technology.

Content

Differential and integral calculus

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, exercises and independent study

Assessment

Exercises and an examination

Prerequisites

Mathematics courses of the first year.

Languages of Instruction

Finnish

Computer aided mathematics, 4 op KL04AT30300 (study unit)

Objectives

Solving mathematical problems with MATLAB software

Content

Mathematical software, matrices and statistics

Compute aided mathematics, 4 op KL04AT30400 (study unit)

Content

Discrete mathematics

Mechanics, 3 op KL04AT35000 (study unit)

Objectives

Basic information on physics for engineering and preparation for the adoption of demanding technical know-how in working life.

Content

Mechanics of rigid object, kinematics, dynamics and gravitation.

Electricity and magnetism, 3 op KL04AT35100 (study unit)

Objectives

Basic information on physics for engineering and preparation for the adoption of demanding technical know-how in working life.

Content

Electrostatics, electrodynamics and magnetism

Thermophysics, 3 op KL04AT35200 (study unit)

Objectives

Basic information on physics for engineering and preparation for the adoption of demanding technical know-how in working life.

Content

Hydrostatics, hydrodynamics, mechanics of solids and fluids, thermophysics and thermodynamics.

Physics laboratory works, 3 op KL04AT35300 (study unit)

Objectives

Basic information on physics for engineering and preparation for the adoption of demanding technical know-how in working life.

Content

Laboratory exercises, attendance at the lectures 80 %.

Wave motion and modern physics, 3 op KL04AT35400 (study unit)

Objectives

Basic information on physics for engineering and preparation for the adoption of demanding technical know-how in working life.

Content

Acoustics, optics, radiation, nuclear physics.

Micro computer technology, 3 op KL04AT10300 (study unit)

Lecturers

Alpo Anttonen, M. Sc.

Objectives

Introduction to the micro computer and its most common peripheral devices, their structure and functions. The students learn the basic use and maintenance of a personal computer.

Content

PC structure, processors and connections. Magnetic and optic memory. Monitors, voice cards, scanners and printers.

Literature / Study Material

Lähteinen–Pietikäinen: PC–tekniikan käsikirja, Helsinki Media (PC technology manual)

Learning Methods

Lectures, exercises and laboratory tasks

Assessment

Active participation, exercises, laboratory assignments and an examination.

Languages of Instruction

Finnish

**Office applications, 3 op
KL04AT10311 (study unit)**

Objectives

Ability to use word processing, spreadsheet, database, graphics, mathematics etc. software required during the studies. Familiarity with the polytechnic's computer technology.

Content

Internet and email. Basics of word processing, spreadsheets, databases, graphics and mathematics software and creating a home page.

Learning Methods

Lectures, computer work, exercises and independent study, exercises, assignments and examination.

**Basics of programming 1, 3 op
KL04BT20051 (study unit)**

Objectives

The student knows the basics of programming and structured program design. The student learns to plan, code, document and test small-scale console applications.

Content

Basics: variables, expressions, statements, input/output, decision-making, looping, branching, methods.

**Basics of programming 2, 3 op
KL04BT20052 (study unit)**

Objectives

The course provides in-depth knowledge of structured program design; the student also learns to use controls of graphical user interface. The student learns to plan, code, document and test small-scale Windows applications.

Content

User interface controls, layouts, events.

**C Programming language, 4 op
KL04BT40060 (study unit)**

Lecturers

Seppo Stenberg

Objectives

Students shall acquire knowledge of the C-programming language.

Content

The course discusses the C-programming language.

Literature / Study Material

Kernigham & Ritchie: The C Programming Language

Learning Methods

Lectures and exercises

Assessment

Approved assignment and an examination

Prerequisites

Embedded systems, operating systems

Languages of Instruction
Finnish

Object oriented programming, 4 op KL04BT50070 (study unit)

Lecturers
Petteri Mäkelä, M.Sc.

Objectives
Insight into object oriented programming, its concepts and principles. Ability to complete small applications.

Content
Class and object. Encapsulating, polymorphism. Java syntax, classification, abstract classes, class libraries. Programming tools.

Literature / Study Material
To be announced at the beginning of the course.

Learning Methods
Lectures and exercises

Assessment
Active participation, an exercise assignment and an examination

Languages of Instruction
Finnish

C++ programming, 4 op KL04BT51040 (study unit)

Objectives
Fundamentals of C++ language program development and deepened knowledge of object oriented programming. Ability to form classes and use dynamic data. C++ in comparison to C language.

Content
Class types and encapsulating, class members variables, object oriented methods and managing of dynamic data structures. Insight into inheritance. Public inheritance and multiple inheritance.

Data structures and algorithms, 4 op KL04BT51010 (study unit)

Lecturers
Petteri Mäkelä, M.Sc.

Objectives
Students learn to apply advanced data structures to object-oriented programming.

Content
The course discusses data structures and object oriented programming, algorithm programming, simple manipulation of tables, recursive data structures, the application of data structures and algorithm programming in practice.

Literature / Study Material
Ilkka Kokkarinen, Kirsti Ala-Mutka: Tietorakenteet ja algoritmit, Kauppakaari. (Data structures and algorithms)

Learning Methods
Lectures and exercises

Assessment
Active participation, assignments and an examination

Prerequisites
Object-oriented Programming II

Languages of Instruction
Finnish

Operating systems, 3 op KL04BT50010 (study unit)

Lecturers

Alpo Anttonen, M.sc.

Objectives

Students shall learn the concepts associated with operating systems and will be introduced to memory management and filing systems.

Content

The course provides insight into the Unix operating system, the operating systems and structure of processors, the concepts involved in basic operating system, process management, synchronisation and communication. It also discusses memory management and memory hierarchy, the control of peripheral equipment, and Unix operating system.

Literature / Study Material

Ilkka Haikala: Käyttöjärjestelmät, Modeemi Ry; Jarmo Ernvall: Käyttöjärjestelmän perusteet, opintomoniste Jyväskylän yliopisto; Korpela&Larmela: Unix-käyttäjän opas, Otadata. (Publications on operating systems)

Learning Methods

Lectures, exercises and an examination

Assessment

Active participation, exercises and examination

Prerequisites

Information Technology, C-language

Languages of Instruction

Finnish

Linux Operating system, 2 op KL04BT50011 (study unit)

Objectives

Student learns how to use and administrate linux workstation

Content

Basics of linux OS, linux installation

Embedded systems programming, 4 op KL04BT32031 (study unit)

Lecturers

Seppo Stenberg

Objectives

Students shall learn to develop user interfaces, software testing methods and multitasking programming.

Content

The course discusses problem resolving programming and the content is varying year by year. The course includes software testing methods, peripheral device programming, structure programming, multitasking and real-time system. The course is partly project working.

Literature / Study Material

Lecturer's handouts and independent data acquisition

Learning Methods

Lectures and exercises

Assessment

Approved assignments and an examination

Prerequisites

Embedded systems

Languages of Instruction

Finnish

Project in embedded systems, 5 op KL04BT40032 (study unit)

Lecturers

Heikki Palomäki

Objectives

Students shall acquire knowledge in the product developing process of the embedded system.

Content

The course is a product development project in which the subjects of the projects are often industry based. The students are working in groups and executing a product development of smart electronics. Depending of the subjects the course includes layout planning, hardware production, mechatronics, operating systems and software development for microcontrollers and PC:s.

Literature / Study Material

Lecturer's handouts and independent data acquisition

Learning Methods

Lectures and exercises

Assessment

Approved assignment and an examination

Prerequisites

Programming of embedded systems

Languages of Instruction

Finnish

Data communication, 4 op KL04BT53011 (study unit)

Lecturers

Alpo Anttonen, M.Sc.

Objectives

Students gain insight into numerically transmitted information via telecommunication networks and the basics of protocol planning and data communication activation.

Content

The electrical format of data on the transmission path. The coding, formation and maintenance of logical link on the transmission path. The fundamentals of data communication protocol design, error handling and recovery. Data link layers solutions.

Literature / Study Material

Kaj Granlund: Tietoliikenne, tietoliikennetekniikan peruskirja, Teknolit 1999. (Data communication)

Learning Methods

Lectures and exercises

Assessment

Active participation, exercise assignments and an examination.

Prerequisites

Data communication systems

Languages of Instruction

Finnish

Computer networks, 4 op KL04BT50052 (study unit)

Lecturers

Alpo anttonen M.Sc.

Objectives

Students learn the structures, equipment functions and protocols of different computer networks. Students will be able to

design a LAN according to given specifications. Network topology, standards, cabling and active equipment.

Content

Data security and network measurements.

Literature / Study Material

Kari Saarelainen: Lähiverkkojen tekniikka (LAN technology); William Stallings, Local and Metropolitan Area Networks.

Learning Methods

Lectures and exercises

Assessment

Active participation, exercise assignments and an examination.

Languages of Instruction

Finnish

**Wireless data transmission, 4 op
KL04BT42041 (study unit)**

Lecturers

Alpo anttonen M.Sc.

Objectives

Basics and applications of radio technology in data transmission.

Content

Wireless communication in theory, radio frequency modulation, radio modem, RAD such as IEEE 802.11, HIPERLAN and Bluetooth, wireless legislation, infrared, laser, microwaves. GSM and UMTS network and future wireless technology.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and exercises

Assessment

Active participation, approved assignment and an examination.

Languages of Instruction

Finnish

**Navigation technologies, 3 op
KL04BT50060 (study unit)**

Lecturers

Petteri Mäkelä, M.Sc.

Objectives

Insight into navigation technologies.

Content

GPS and Galileo, indoor location techniques, location based systems.

Literature / Study Material

Provided during the course.

Learning Methods

Lectures and exercises

Assessment

Active participation, exercises and examination.

Languages of Instruction

Finnish

Electrical engineering, 5 op KL04BT20010 (study unit)

Lecturers

Ismo Tupamäki, B.Sc

Objectives

Students absorb the basics of electrical engineering concepts in theory and the related calculations, and learn to measure components for specific requirements.

Content

Insight into the most important electrical motors. Electrodynamics (DC and AC circuits). Electrical circuit measurement. Multi-phase systems.

Learning Methods

Lectures and exercises.

Assessment

Exercises and examination.

Languages of Instruction

Finnish

Electrical safety, 2 op KL04BT20220 (study unit)

Objectives

Students shall be familiar with the national guidelines concerning the rights to make electrical installations, and the instructions on how to do electrical jobs safely.

Content

The course discusses the dangers of electricity, laws concerning electrical safety, shielding against electric shock, safety at work and first aid.

Learning Methods

Lectures

Assessment

Online exam

Languages of Instruction

Finnish

Printed circuit board design, 3 op KL04BT40110 (study unit)

Objectives

The students learn the basics of printed board CAD and its implementation.

Content

Designing of electronic circuit switch, printed board structure, the designing and documentation of production.

Literature / Study Material

Handouts in the net

Learning Methods

Lectures and exercises

Assessment

Approved job report and files

Prerequisites

Electronic components

Languages of Instruction

Finnish

Basics of digital technology, 3 op KL04BT40120 (study unit)

Objectives

Students shall acquire the understanding of digital data and its use.

Content

The course discusses gate circuits, binary arithmetic, number systems, codes, A/D and D/A conversions, digital technology and computers, and data transmission and control systems.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and exercises

Assessment

Exercises and an examination

Languages of Instruction

Finnish

Electronic components, 3 op KL04BT40130 (study unit)

Lecturers

Tuomo Hirvonen M.Sc.

Objectives

Introduction to basic electronic components.

Content

Electronic mechanics: PCB, connectors, switches. Passive components: resistors, capacitors, inductances. Discrete conductors: diodes and transistors, operational amplifiers and optoelectronic components. Simulation.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and calculation and simulation exercises

Assessment

Active participation in the exercises and an examination.

Languages of Instruction

Finnish

Basics of automation, 3 op KL04BT20230 (study unit)

Objectives

Students shall understand the prerequisites for the functions of automated systems, and learn to identify functional areas and their interdependency.

Content

The course discusses control systems, programming, equipment, sensors, control and adjustment, feedback, and control components.

Literature / Study Material

To be announced during the lectures.

Learning Methods

Lectures and exercises

Assessment

Exercises and examination

Prerequisites

Electrical Engineering

Languages of Instruction

Finnish

**PLC programming, 3 op
KL04BT20240 (study unit)**

Lecturers

Hannu Reinilä, M.Sc; Niko Ristimäki,

Objectives

Students shall learn the basics of programmable logic.

Content

Programmable logic: construction and usage. The programming and planning of a user interface.

Literature / Study Material

To be announced during the lectures.

Learning Methods

Lectures and exercises

Assessment

Exercises and an examination

Prerequisites

Electrical Engineering

Languages of Instruction

Finnish

**Industrial economics, 3 op
KL04BT20300 (study unit)**

Lecturers

Jorma Mettälä, Lic.Eng.

Objectives

Students shall gain insight into the national economy, structure of the industry, domestic competitive advantage, the main concepts of economic, marketing and production operations, quality management and environmental policies.

Content

The course comprises the following topics:

- Industrial strategy and policies
- Labor market parties
- Types of enterprises
- Establishing and managing an enterprise
- Financial requirements, growth, profitability, liquidity, solvency
- Basic concepts of marketing, human resources and quality management

Literature / Study Material

Uusi–Rauva, Haverila, Kouri: Teollisuustalous (Industrial economics). Lecture handouts and other material

Learning Methods

Lectures and exercises

Assessment

Exercises and an examination

Languages of Instruction

Finnish

Human resources management, 3 op KL04BT20301 (study unit)

Objectives

Students shall gain advanced knowledge of the operations and technology in industrial enterprises. They shall also acquire knowledge in human resources, production and marketing strategies, and strategy development. The students will be able to understand and apply the concept of Management by Objective on the various areas and levels of an organization.

Content

The course involves the following: the concepts of efficiency, strategic and operative efficiency, enterprises and the supervision of operations, strategic models and business acumen, finance and business, strategic planning and management and external resources, central issues in doing business and maintaining an enterprise, costs, customer value, leadership, financial analysis and reasons for decreases in profitability, target marketing, competition strategies, strategic procedures, budgets, strategic enterprise and interactive management.

Literature / Study Material

To be announced during the lectures.

Learning Methods

Lectures, case studies and seminars

Assessment

Approved assignments, seminars and a final examination

Databases, 3 op KL04BT50020 (study unit)

Lecturers

Mikko Auranen, M.A.

Objectives

Students get into the basic concepts of data management and databases. They also learn to design and implement a small database system.

Content

Database system components, relational model and file layout. Relational model implementation, database manipulation and languages.

Literature / Study Material

Ari Hovi: SQL–ohjelmointi PRO TRAINING, Satku 1999; Elmasri&Navathe: Fundamentals of Database Systems.

Learning Methods

Lectures and exercises

Assessment

Active participation, exercises and an examination.

Languages of Instruction

Finnish

Application development, 3 op KL04BT50040 (study unit)

Lecturers

Petteri Mäkelä, M.Sc.

Objectives

Insight into navigation technologies.

Content

GPS and Galileo, indoor location techniques, location based systems.

Literature / Study Material

Provided during the course

Learning Methods

Lectures and exercises

Assessment

Active participation, exercises and an examination.

Languages of Instruction

Finnish

**Basics of software production, 3 op
KL04BT52010 (study unit)**

Lecturers

Tuomo Hirvonen M.Sc.

Objectives

Students shall acquire knowledge of the main structures and elements of software production processes. They shall gain insight into the practices of describing the software production process and the methods used in its various phases. The students shall be able to produce specifications as required by the software project using basic elements and description types when explaining minor problems.

Content

The course discusses production processes, project management and product management, testing, documentation and document management, staff issues, specifications and description styles.

Literature / Study Material

Haikala & Märijärvi 1997. Ohjelmistotuotanto. Satku; Pressmann 2000. Software Engineering. McGraw–Hill Publishing Company; McConell. Ohjelmistotuotannon hallinta. IT Press. (Software project publications)

Learning Methods

Lectures and a group assignment

Assessment

Active participation, assignments and an examination

Languages of Instruction

Finnish

**Computer graphics, 4 op
KL04BT51081 (study unit)**

Lecturers

Petteri Mäkelä, M.Sc.

Objectives

Students gain insight into computer graphics.

Content

Open GL programming.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, project work with the other participants of software project management

Assessment

Active participation in the team project work, final report and a public presentation

Prerequisites

C++ programming, trigonometry and matrix calculation

Languages of Instruction

Finnish

**Windows systems programming, 3 op
KL04BT51051 (study unit)**

Lecturers

Petteri Mäkelä, M.Sc.

Objectives

Students shall learn to use Application Programmer's Interface (API) in Windows NT and Windows 2000 API interface.

Content

The course discusses the main characteristics of WIN32 API, memory management, multi-tasking, processes and their programming, dynamic libraries, service processes and RPC programming, as well as WinSockets programming.

Literature / Study Material

Provided during the course.

Learning Methods

Lectures and exercises

Assessment

Active participation, assignments and an examination.

Prerequisites

C-language

Languages of Instruction

Finnish

**Software project, 5 op
KL04BT52030 (study unit)**

Lecturers

Petteri Mäkelä, M.Sc.

Objectives

Insight into the planning, organizing and implementation of a project work. A real project will be planned and implemented. This study unit, together with software project management, includes forming an imaginary software company.

Content

Nature of the project, project planning, documentation and follow-up. Implementation of a project.

Literature / Study Material

McConnell 1999. Ohjelmistoprojektit, selviytymisopas. Satku. (Software production). Prerequisites: Data structures and algorithms

Learning Methods

Lectures, project work with the other participants of software project management

Assessment

Active participation in the team project work, final report and a public presentation

Prerequisites

Data structures and algorithms

Languages of Instruction

Finnish

**Basics of mobile programming, 5 op
KL04BT50180 (study unit)**

Lecturers

Petteri Mäkelä, M.Sc.

Objectives

Students shall gain insight into application development for mobile phones in a J2ME environment.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, project work on software project management together with other participants.

Assessment

Active participation in the team project work, final report and a public presentation

Prerequisites

Java Programming

Languages of Instruction

Finnish

**Symbian C++, 3 op
KL04BT50181 (study unit)**

Objectives

Students learn basics of programming C++ applications for Symbian OS

Content

Special features of programming applications for smart phones. Memory handling, exceptions, user interface, resources and client–server model

**Network programming, 5 op
KL04BT53040 (study unit)**

Lecturers

Petteri Mäkelä, M.Sc.

Objectives

Students gain insight into client/server techniques and different component structures. Students learn to make applications using network programming techniques.

Content

Basic concepts of client/server architecture, decentralized component architectures. Sockets, RMI, .NET remoting.

Literature / Study Material

Connolly, Begg & Strachan: Database Systems, Addison–Wesley 1999; Wall, Christiansen, Schwartz: Programming, Perl 2.edition; Gundavaram, Shishir: CGI Programming on the world wide web.

Learning Methods

Lectures and exercise assignments

Assessment

Active participation, exercise assignments and an examination.

Prerequisites

Java programming

Languages of Instruction

Finnish

**Embedded PC systems, 3 op
KL04BT40040 (study unit)**

Lecturers

Heikki Palomäki

Objectives

Students shall learn the structure, composition and the usage possibilities of a PC–compatible, embedded system.

Content

The course introduces the components, operating systems and programming methods of an embedded system based on PC104. It also discusses the implementation of control and monitoring systems.

Literature / Study Material

Lecturer's handouts and independent data acquisition

Learning Methods

Lectures and exercises

Assessment

Approved assignment and an examination

Prerequisites

Embedded systems, operating systems

Languages of Instruction

Finnish

**Server programming 1, 3 op
KL04BT40042 (study unit)**

Literature / Study Material

**Electronic components and circuits, 3 op
KL04BT41010 (study unit)**

Lecturers

Tuomo Hirvonen, M.Sc.

Objectives

Ability to use analogical and digital basic components.

Content

Transistor amplifier, basic connections of operational amplifier, power unit connections, opto-electronics, measuring and control electronics. Semiconductor component structure and semiconductor materials. Disturbances and protection.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and exercises.

Assessment

Exercises and an examination.

Prerequisites

Electronic components

Languages of Instruction

Finnish

**Laboratory assignments in electronics, 3 op
KL04BT41040 (study unit)**

Lecturers

Tuomo Hirvonen, M.Sc.

Objectives

Building, observing and measuring electronic switches.

Content

Solid state components, digital components, amplifier switches and digital logic circuits.

Literature / Study Material

Lecturer's material

Learning Methods

Guided laboratory work

Assessment

Approved job reports

Prerequisites

Electronic circuits

Languages of Instruction

Finnish

Power electronics, 4 op KL04BT41020 (study unit)

Lecturers

Seppo Stenberg

Objectives

Use of power electronic components

Content

Equipment design. Power components, structure and characteristics of circuits, measurement of cooling, Frequency converter structure, characteristics and operations. Switching power supply designs. Servo and stepping motor control.

Literature / Study Material

Lecturer's handouts

Learning Methods

Lectures and exercises

Assessment

Approved exercises and an examination

Prerequisites

Electronic components

Languages of Instruction

Finnish

Electronic production engineering, 3 op KL04BT41050 (study unit)

Lecturers

Heikki Palomäki

Objectives

Comprehension of production technology in electronics.

Content

Production methods of electronic products: design regulations for power, HF, and high voltage cards. Joining. Circuit board characteristics and materials, surfaces, contact, flexible circuit boards, flow soldering, copper solder, IR oven, chemicals, solders, thermoelectric characteristics. New conductor materials. Electrical interference and its measurement, EMC, product certification.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and exercises

Assessment

Examination and an approved report.

Prerequisites

Electronic circuits, power electronics, circuit design

Languages of Instruction

Finnish

Digital technology, 3 op KL04BT42010 (study unit)

Objectives

The principles and methods of digital information technology.

Content

Boolean algebra, Karnaugh map, digital electronics, combination and sequence logic, programmable logic.

Literature / Study Material

Pekka Rantala: Digitaalitekniikka osa A ja B. (Digital technology). Lecture handouts.

Learning Methods

Lectures, exercises and a computer simulation

Assessment

Exercises and an examination

Prerequisites

Basics of digital technology

Languages of Instruction

Finnish

**Signal processing, 3 op
KL04BT42030 (study unit)**

Lecturers

Alpo Anttonen, M. Sc.

Objectives

Analysis and handling of signals, data transmission.

Content

Signal frequency, voice–frequency signals, frequency spectrum, noise, filters, sampling, A/D and D/A converters, modulation and demodulation methods, modems, optic data transmission, ADSL, HDSL, signal processors, encryption algorithms.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, active participation and exercises

Assessment

Examination and laboratory exercises.

Prerequisites

Digital technology

Languages of Instruction

Finnish

**Circuit design, 3 op
KL04BT42020 (study unit)**

Lecturers

Heikki Palomäki

Objectives

Silicon based system design and implementation.

Content

Switch design of programmable logic circuits, PAL, GAL, SPLD, CPLD, FPGA and ASIC circuit structures, memory types, characteristics and designing tools, modular processors and their designing tools.

Literature / Study Material

Data books and independent data gathering

Learning Methods

Lectures and exercises

Assessment

Approved exercises and an examination

Prerequisites

Digital technology

Languages of Instruction
Finnish

Networks and Bus interfaces, 4 op KL04BT40121 (study unit)

Lecturers
Heikki Palomäki

Objectives
The student gains the ability to design the different sequential data transmission forms of embedded systems, including physical data transmission and the realization of a transfer connection

Content
The course discusses data transmission methods in embedded systems. Point-to-point and multipoint communication. Synchronous and asynchronous protocols. SPI bus, one-wire, CAN, wireless, RS232, RS485.

Literature / Study Material
Data books and independent data gathering

Learning Methods
Lectures and exercises

Assessment
Approved exercises and an examination

Prerequisites
Embedded systems

Languages of Instruction
Finnish

Process automation, 3 op KL04BT43031 (study unit)

Lecturers
Heikki Palomäki

Objectives
Insight into process data acquisition and control systems

Content
The course includes process controlling and simulation methods, graphical programming of a data acquisition and control system and control panel layouts for different processes. Students learn to use LabView or other SCADA software. The process examples include chemical processes and controlling of heaters, boilers and water treatments.

Literature / Study Material
To be announced at the beginning of the course.

Learning Methods
Lectures and exercises

Assessment
Approved assignment

Prerequisites
Basics of control engineering

Languages of Instruction
Finnish

Embedded PC systems, 3 op KL04BT40041 (study unit)

Lecturers
Heikki Palomäki

Objectives

Students shall learn to complete a PC-compatible, embedded system.

Content

The course introduces the components, operating systems and programming methods for an embedded system based on PC104. It also discusses the implementation of control and monitoring systems.

Literature / Study Material

Lecturer's handouts and independent data acquisition

Learning Methods

Lectures and exercises

Assessment

Approved assignment and an examination

Prerequisites

Embedded systems, operating systems

Languages of Instruction

Finnish

**Basics of control engineering, 4 op
KL04BT43021 (study unit)**

Objectives

Introduction to the structure and operations of regulators.

Content

System characteristics, regulator structure and types, functional sections in time domain and frequency level, transmission function, bode diagram, regulator programming and tuning, motion control.

Literature / Study Material

Savolainen–Vahtinen: Sääntötekniikan perusteita. (Basics of control engineering). Handouts.

Learning Methods

Lectures and exercises

Assessment

Examination and exercise assignment

Prerequisites

Basics of automation

Languages of Instruction

Finnish

**Design of electrical and automation system, 4 op
KL04BT43022 (study unit)**

Objectives

Students will acquire the ability to interpret and design diagrams in the fields of electrical engineering and electronics by using CAD. The students will also learn to assess wire and fuse requirements.

Content

The course discusses symbols, diagram drawing, wiring diagrams, the lists of assembly parts, automation design, file layout, CAD programs relevant to the field, motor output, components and design, and wire and fuse requirements.

**Digital technology, 3 op
KL04BT32010 (study unit)**

Objectives

The principles and methods of digital information technology.

Content

Boolean algebra, Karnaugh map, digital electronics, combination and sequence logic, programmable logic.

Literature / Study Material

Pekka Rantala: Digitaalitekniikka osa A ja B. (Digital technology)

Learning Methods

Lectures and exercises

Assessment

Approved exercises and an examination.

Prerequisites

Basics of digital technology

Languages of Instruction

Finnish

**Laboratory assignments in electronics, 3 op
KL04BT33040 (study unit)**

Lecturers

Tuomo Hirvonen, M.Sc

Objectives

Building, observing and measuring electronic switches.

Content

Building, observing and measuring electronic switches.

Literature / Study Material

Lecturer's material

Learning Methods

Guided laboratory work

Assessment

Approved job reports

Prerequisites

Electronic circuits

Languages of Instruction

Finnish

**Signal processing, 3 op
KL04BT42031 (study unit)**

Objectives

Student understands basics of digital signal processing

Content

Spectrum analysis, filtering, sampling, modulation. Audio signal processing. Digital image processing.

**Networks and Bus interfaces, 4 op
KL04BT40123 (study unit)**

Lecturers

Heikki Palomäki, M.Sc

Objectives

Ability to design different serial data transfer options for embedded systems including the realization of a physical data transfer and transmission link.

Content

The principles of serial data transfer, the internal networks of embedded systems, external data transmission networks.

Literature / Study Material

Material in the net, data books and independent search for information

Learning Methods
Lectures and exercises

Assessment
Approved exercises and an examination.

Prerequisites
Embedded systems

Databases, 3 op KC04BT50020 (study unit)

Lecturers
Mikko Auranen, MA

Objectives
Students get into the basic concepts of data management and databases and learn to design and implement a small database system.

Content
Database system components, relational model and file layout. Relational model implementation, database manipulation and languages.

Literature / Study Material
Ari Hovi: SQL–ohjelmointi PRO TRAINING, Satku 1999; Elmasri&Navathe: Fundamentals of Database Systems

Learning Methods
Lectures and exercises

Assessment
Active participation in the lectures, exercises and an examination

Languages of Instruction
Finnish

Application development, 3 op KL04BT50041 (study unit)

Objectives
Students learn programming with the use of object oriented application development.

Content
user interface and database connections

Server programming 2, 3 op KL04BT40043 (study unit)

Objectives
Students gain insight into internet and www–server programming using J2EE and ASP.NET technologies.

Content
HTTP–protocol, ASP.NET, ADO.NET, Javascript

Linux server, 4 op KL04BT50012 (study unit)

Objectives
Student learns how to administrate Linux servers

Content
Linux server administration.

Windows – Server, 4 op KL04BT50014 (study unit)

Objectives
Students learns how to use and administrate Windows servers

Degree Programme in International Business

- Table of competences: Degree Programme in International Business (*.xls)

Head of degree programme: Mr Ville-Pekka Mäkeläinen, Tel. +358 20 124 5411, E-mail: ville-pekka.makelainen@seamk.fi

ECTS/International coordinator: Ms Ritva Leppänen, Tel. +358 20 124 5420, E-mail: ritva.leppanen@seamk.fi

Degree and qualification awarded

Bachelor of Business Administration (BBA)

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

General description of the degree programme

The aim of the Degree Programme in International Business, which is taught in English, is to prepare the students for specialised tasks in international business and marketing.

The programme gives an overall picture of business management and focuses on the international operations of companies and organisations. The operational environment of today's enterprises is based on international networks to an increasing extent. Having completed their studies the students master international business operations, marketing and managerial issues. There is practical training for these issues during different stages of the studies.

The study programme is based on a good understanding of entrepreneurship and small and medium-sized enterprises. An important aim is to acquire good practical language skills, achieved through working and studying abroad during an international period of one academic year. At the final stage of their studies the students are given an opportunity to deepen their knowledge of the business and culture of a target area of their choice in connection with their practical training and thesis work.

Subject specific competences

International Business Awareness

- Ability to outline and evaluate the key patterns and trends in international business activity, the different approaches to internationalisation, the influence of increasing globalisation, international trade systems and financial relations and the role of several principal institutions (e.g. WTO, EU, IMF, World Bank) in international business.
- Ability to assess the impact of these trends of the international business environment on his own activities as well on the business policy.

Intercultural Adaptability

- Ability to assess the differences between national, organisational and occupational cultures and to outline strategies for adapting to these differences in e.g. human resources management, marketing and intercultural communication.
- Identification of the relevant dimensions of cultures and development of self-awareness of his own cultural background.
- Ability to adapt his behaviour to the standards in other cultures and can maintain an international network essential to his tasks.

International Operations Management

- Ability to assess processes and make decisions involved in developing international, i.e. export/import operations, focussing on supply chain management and to explain the meaning and application of key logistical concepts.

International Marketing Management

- Ability to perform a country-analysis on macro, industry and micro level, to conduct an international market survey in order to assess foreign market opportunities and competition.
- Ability to formulate market-entry strategies, to draft an international marketing plan and to implement, co-ordinate and control the international marketing (and sales) programme and projects.
- Ability to create, develop and maintain profitable customer relationships.

International Strategic Management

- Ability to use the conceptual and visionary skills to contribute to the development, evaluation and implementation of the internationalisation strategy of a company.
- Ability to pro-actively seek and commercially evaluate business opportunities for both new and existing products.
- Risk-taking ability in order to optimise business profit.
- Ability to write and defend a business plan for a (start-up) company.
- Ability to perform a variety of cost and revenue calculations and to transform these data into information needed for decision making and the budgeting process.
- Ability to contribute to and evaluate key accounting summaries and investment opportunities.

Organisational Development

- Ability to research and analyse relevant international business problems, to propose policy goals and objectives and to prepare alternative solutions in order to optimise business and human resources processes in order to strengthen the synergy between strategic, structural and cultural aspects of the organisation.

Access to further studies

Eligible for second-cycle higher education studies. For second-cycle studies, three years' work experience is also required. The admission decisions are made in the receiving higher education institution.

Course structure diagram with credits

60 per year

Degree Programme in International Business, 210 cr (3.9.2007) INBUS 2007 (International Business)

Code	Name	Study Year				CR
		1.	2.	3.	4.	
BBS	BASICS OF BUSINESS STUDIES					60
BASICSOPER	BASICS OF BUSINESS OPERATIONS					21
KD19APOP020	Introduction to polytechnic studies	x				1
KD07DVHO123	Introduction to Business Operations	x				4
KD19APMA010	Basics of marketing	x				4
KD19APLA010	Basics of accounting	x				4
KD19APOI010	Basics of law	x				4
KD19APKT010	Basics of economics	x				4
MS	Methodological studies					16
KD19APMT010	Basics of business mathematics	x				4
KD19APTT010	Basics of business information technology	x				4
KD19APTO010	Word processing and office skills	x				3
KD19APTI010	Basics of statistics	x				3
KD19APTU020	Research and information retrieval 1	x				2
LANGUAGE	LANGUAGE STUDIES					20

KD07DVEN240	English	x				6
KD19ASWE	Swedish	x				6
KD19AFOLA2	Foreign language 2	x				4
KD19APKV01	Intercultural communication	x				2
KD19CYEN161	Business communication	x				2
KD07BKV1	Elective studies (In Finnish)					3
PROF	PROFESSIONAL STUDIES					60
INBUS	INTERNATIONAL BUSINESS					51
KD06BNMA630	International business operations		x			5
KD06BNMA650	Cross-cultural business		x			5
KD06BNMA640	Internationalisation of the firm		x			5
KD06BNMA620	Business to business marketing		x			3
KD06BNMA011	Marketing communication in a multicultural environment		x			3
KD06BNMA660	International human resources		x			3
KD06BNMA160	Marketing management		x			3
MARK	Marketing courses					12
MANAG	Management courses					12
LANGUAGE2	LANGUAGE STUDIES					9
KD19BFOLA2	Foreign language 2		x			4
KD19BFOLA	Foreign language		x			5
GATEWAY	Gateway Programme					30
KE16DG00025	Finnish culture and society		x			2
KE16DG00026	Basic Russian language		x			2
KE16DG00027	Russian language, intermediate level		x			2
KE16DG00029	Russia – Target for business operations		x			2
KE16DG00007	Business environment in Russia		x			2
KE16DG00009	Financial Accounting in Russia		x			2
KE16DG00030	Business environment and operations in Estonia		x			2
KE16DG00031	Business environment and operations in Lithuania		x			2
KE16DG00032	Business environment and operations in Latvia		x			2
KE16DG00003	Cross Cultural Management		x			3
KE16DG00019	European economy policies		x			3
KE16DG00012	Study tour		x			3
KE16DG00033	Project work		x			3
TARGETAREA	INTERNATIONAL BUSINESS STUDIES IN THE TARGET AREA					60
KD19BNMA151	International Business Studies in the Target Area			x		30
KD19BNMA150	<i>Europe</i>			x		30
KD19BNMA151	<i>Gateway</i>			x		30
KD19BNMA152	<i>Japan</i>			x		30
KD19BNMA153	<i>Latin America</i>			x		30
KD19BNMA154	<i>North-America</i>			x		30
KD19HYTH200	International work placement			x		30
RESEARCH	RESEARCH AND THESIS					30

KD19FYOT200	Bachelor's thesis				x	15
KD06CNMA731	Intopia			x		6
KD07BKV2	Elective studies					9
KD19BKV2001	Elective studies from international programme				x	4
KD19BKV2002	Elective studies				x	5

Study Descriptions

BASICS OF BUSINESS STUDIES, 60 cr **BBS (study entity)**

Objectives: Student shall be acquainted with the establishment of a company and its operations. They shall understand how the company is connected to its various interest groups on the regional, national and international levels. Students shall also understand the basics of accounting and bookkeeping. Upon completion of this study module, students shall master the basic aspects of business, marketing, accounting, law and economics.

Introduction to polytechnic studies, 1 cr **KD19APOPOP020 (study unit)**

Lecturers

Ville-Pekka Mäkeläinen, Lic.tech.

Objectives

Students become familiar with the new study environment, various ways of learning and self-study. Students are advised to plan a personal curriculum, which culminates in a period of study and internship abroad during their third year of study.

Content

The course discusses the structure of the university of applied sciences' degree program. It also assists students in planning a personal curriculum and acquiring effective learning strategies.

Literature / Study Material

Material provided by the lecturer

Learning Methods

Lectures, group work and personal discussions; personal development plan

Assessment

Reports and group work

Introduction to Business Operations, 4 cr **KD07DVHO123 (study unit)**

Lecturers

Miia Koski, M.Sc. (Econ.)

Objectives

Student shall become familiar with entrepreneurship, business operations and the basics of administration.

Content

Organisation and administration; entrepreneurship and characteristics of an entrepreneur; operational process and working environment of a firm

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures, exercises, group assignments, written examination. A major part of the course may take place in a simulated environment.

Assessment

To be announced at a later date.

Basics of marketing, 4 cr KD19APMA010 (study unit)

Lecturers

Miia Koski, M.S. (Econ.)

Objectives

Students shall learn the basic terms, theories and tools used when planning marketing.

Content

The course involves analyzing the marketing environment, positioning and differentiating, segmenting markets and defining target groups, as well as marketing mix.

Literature / Study Material

Philip Kotler: Principles of Marketing; Miia Koski: Basics of Marketing and other course material

Learning Methods

Lectures and group exercises (during lessons), report and presentation

Assessment

Report and presentation, examination

Basics of accounting, 4 cr KD19APLA010 (study unit)

Lecturers

Tuulia Potka–Soininen, MBA

Objectives

Students shall acquire knowledge of the concepts, tasks and methods of financial accounting. The course provides an overall picture of accounting and its implementation in a company.

Content

The course comprises the basic concepts of accounting, accounting periods, and auditing reports.

Literature / Study Material

To be announced at a later date

Learning Methods

Lectures and exercises

Assessment

Written examination and exercises

Basics of law, 4 cr KD19APOI010 (study unit)

Lecturers

Marja Salonen, Master of Law

Objectives

The aim of the course is to learn about the Finnish judicial system and the legal concepts associated with it. Students become the various types of companies in Finland, contractual law and civil procedure. Upon completion of the course, students will master the essential legal concepts, know how to draw up a contract, master the main aspects of the various types of companies in Finland, and understand civil procedures in Finland.

Content

The course discusses the Finnish judicial system, the most important legal concepts, main aspects of company law, laws pertaining to contracts, and the main aspects of procedural code.

Literature / Study Material

Nina Meincke: Law Profile of Finland

Learning Methods

Lectures and exercises

Assessment

Written exam

Basics of economics, 4 cr KD19APKT010 (study unit)

Objectives

Students shall acquire knowledge of the basic concepts, structure and operations of economics.

Content

The course discusses the fundamentals of price formation, international trade, economic fluctuation, economic growth, and time series.

Literature / Study Material

To be announced at a later date

Learning Methods

Lectures and exercises

Assessment

Exercises and written examination

Basics of business mathematics, 4 cr KD19APMT010 (study unit)

Objectives

The student shall be capable of solving business mathematical problems.

Content

Percentage calculation and its applications, indexes, interest calculation and its applications, compound interest calculations, currencies, credits, investment calculations

Literature / Study Material

To be announced at a later date.

Learning Methods

Independent practice, lectures and exercises

Assessment

Examination

Basics of business information technology, 4 cr KD19APTT010 (study unit)

Lecturers

Osmo Mäkineniemi, M.Sc.; Barry Floyd Ph.D

Objectives

The student shall understand the basic concepts of information technology, know the structure, operations and peripherals of a computer as well as the various uses of a computer. They shall master the operating system of a microcomputer and know how to make a use of different tool programs.

Content

The course addresses the impact of information technology, basic concepts, hardware, software, computer practice, operating system, and tool programs.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures, exercises on a computer

Assessment

Examination and assignments

Word processing and office skills, 3 cr KD19APTO010 (study unit)

Lecturers

Osmo Mäkineniemi, M.Sc.

Objectives

Students shall acquire the necessary word processing and presentation skills for writing assignments, reports and graphical presentations. They will also understand the overall idea of office work.

Content

The course comprises keyboard skills and word processing applications, management of the alphanumeric keyboard, basics of word processing, basics of graphical presentation, content and organization of office work, office systems and applications.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures, exercises on a computer

Assessment

Exam and assignments

**Basics of statistics, 3 cr
KD19APTIO10 (study unit)**

Lecturers

Päivi Borisov, M.Sc. (Econ.)

Objectives

Students shall acquire knowledge in the concepts of statistics and how to collect, process, adapt and represent information.

Content

The course comprises collecting information, sampling methods, measuring, frequency distributions, classification, graphic representation, parameters, correlation, regression, and time series.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures, exercises (also on a computer) and independent practice

Assessment

To be announced at a later date

**Research and information retrieval 1, 2 cr
KD19APTU020 (study unit)**

Lecturers

Ville-Pekka Mäkeläinen, Lic.Tech. and Jaana Latvanen, M.Soc.Sc.

Objectives

Students shall master basic knowledge concerning research processes and methods, and become familiar with the use of various information sources.

Content

The course addresses research and development activities in a university of applied sciences, research and information providers in business and economics, research and information retrieval processes, information sources and methods in information retrieval.

Literature / Study Material

Material distributed by the lecturers

Learning Methods

Lectures and exercises

Assessment

Exercises

LANGUAGE STUDIES, 20 cr LANGUAGE (study entity)

Finnish students are required to study a minimum of:

- English, 6 credits
- Swedish, 6 credits
- Finnish, 2 credits
- Other language studies

13 credits:

- Foreign language 2, 8 credits
- Elective foreign languages, 5 credits

Foreign students are required to study Finnish instead of the Swedish language.

Intercultural communication, 2 cr KD19APKV01 (study unit)

Lecturers

Ritva Leppänen M.Sc. (Econ.)

Objectives

The aim of the course is to teach students to act as an active member in an international environment and to be aware of and appreciate the cultures of different countries. Students also learn to behave naturally with people who come from different cultural backgrounds.

Content

The course comprises a comparison of cultures and introduces verbal and non-verbal communication in cultural encounters.

Literature / Study Material

Material distributed by the lecturer

Learning Methods

Lectures, applications and journal

Assessment

To be announced at a later date.

Business communication, 2 cr KD19CYEN161 (study unit)

Lecturers

Suvi Pellinen, FM (M.A.)

Objectives

The goal of the course is to improve students' oral and written communication skills in the area of business.

Content

The course discusses communication in a business environment.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures and exercises

Assessment

To be announced at a later date.

Languages of Instruction

Finnish

PROFESSIONAL STUDIES, 60 cr PROF (study entity)

Objectives: Students shall become acquainted with the international business environment. This includes the cultural environment and operational modes of international business, as well as issues pertaining to management and marketing. Upon the completion of this study module, students shall be competent in planning, executing and evaluating business operations in the international business environment with special expertise in chosen fields of management and/or marketing.

International business operations, 5 cr KD06BNMA630 (study unit)

Lecturers

Jukka–Pekka Luostarinen, M.S. (Econ.)

Objectives

Students shall be familiar with the various forms and modes of international business operations, their advantages and disadvantages particularly from the viewpoint of small and medium–sized companies.

Content

The course discusses export operations, franchising operations, licensing operations, direct foreign investments, etc.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures and group work

Assessment

To be announced at a later date.

Prerequisites

Introduction to Business Operations

Cross–cultural business, 5 cr KD06BNMA650 (study unit)

Lecturers

Tina Magaard, PhD

Objectives

Students shall understand the dynamics of cross–cultural interaction in business contexts and acquire skills in confronting various cultures and culture shock in professional environments.

Content

The course discusses the building blocks of cultures.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures and group work

Assessment

To be announced at a later date.

Prerequisites

Introduction to Business Operations

Internationalisation of the firm, 5 cr KD06BNMA640 (study unit)

Lecturers

Jukka–Pekka Luostarinen, M.S. (Econ.)

Objectives

Students shall understand the dynamics and strategies of internationalizing a company, particularly from the viewpoint of

an SME.

Content

The course discusses strategies for internationalizing companies.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures and group work

Assessment

To be announced at a later date.

Prerequisites

Introduction to Business Operations

**Business to business marketing, 3 cr
KD06BNMA620 (study unit)**

Lecturers

Cory Isaacs M.Sc. (Econ.)

Objectives

Students shall be familiar with the dynamics of buyer–seller interactions and inter–company networks and their significance in business–to–business marketing.

Content

The course discusses relations marketing and its role in B–to–B marketing, the formation of competitive advantage in B–to–B markets, organizational purchasing behavior, the diffusion process of innovations, segmentation in B–to–B markets, etc.

Literature / Study Material

Material distributed by the lecturer.

Learning Methods

Lectures and group work

Assessment

To be announced at a later date.

Prerequisites

Basics of Business Operations

**Marketing communication in a multicultural environment, 3 cr
KD06BNMA011 (study unit)**

Lecturers

Miia Koski, M.S. (Econ.)

Objectives

Students shall learn how cultural aspects change marketing communications. They shall learn how to avoid major mistakes in multicultural marketing communications and how to select the best possible promotion mix with regard to cultural differences. Students will also acquire knowledge on how processes are conducted and how an organization works in multicultural marketing.

Content

The course discusses how culture affects segmentation, product positioning, target group definitions and marketing campaign planning. It also presents the types of limits a multicultural environment sets for marketing communications, planning marketing communications and a marketing campaign for multicultural markets.

Literature / Study Material

Miia Koski: Multi–Cultural Marketing Communication and other course material

Learning Methods

Lectures and report to be completed in small groups. Supervision for small–group work is provided.

Assessment

Report and presentation

Prerequisites

Introduction to Business Operations

Languages of Instruction

English

**International human resources, 3 cr
KD06BNMA660 (study unit)**

Lecturers

Miia Koski, M.S. (Econ.)

Objectives

Students shall learn about the challenges of international human resource management and ways how to create a successful human resource policy for an international company.

Content

The course discusses the challenges of international human resource management, as well as recruitment, selection, training, compensation, performance appraisal, adjustment and repatriation of international employees, the internationalization process of companies, and human resource issues.

Literature / Study Material

Miia Koski, International Human Resources –course material. Harzing, A–W. & Ruysseveldt, J–V. 2004. International Human Resource Management.

Learning Methods

Lectures and group exercises during lessons, report and presentation

Assessment

Report, presentation and evaluation, as well as group exercises during lessons.

Prerequisites

Basics of Business Studies

**Marketing management, 3 cr
KD06BNMA160 (study unit)**

Lecturers

Miia Koski, M.Sc. (Econ.)

Objectives

Students shall learn about practical strategic marketing management and theoretical tools for strategy and marketing planning.

Content

The course discusses building customer satisfaction, analyzing marketing opportunities, market information and demand, consumer markets and buying behavior, business markets and buying behavior, analyzing industries and competitors, identifying market segments, selecting target markets, differentiating and positioning the market offering, and managing life–cycle strategies.

Literature / Study Material

Philip Kotler: Marketing Management; Miia Koski: Marketing Management and other course material

Learning Methods

Lectures and group exercises (during lessons), as well as report and presentation

Assessment

Report, presentation and evaluation, as well as group exercises during lessons

Prerequisites

Basics of Business Studies

Marketing courses, 12 cr MARK (study entity)

Extent: 12 ECTS credits

Management courses, 12 cr MANAG (study entity)

Extent: 12 ECTS credits

Gateway Programme, 30 cr GATEWAY (study entity)

For further information about the Gateway Programme, please take a look at the course descriptions in the Gateway curriculum in the Finnish School of SME Business Administration: <http://www.seamk.fi/?Deptid=867>

Finnish culture and society, 2 cr KE16DG00025 (study unit)

Lecturers

Jiuliano Prisada, Project Manager

Objectives

The aim of this course unit is to provide students with basic information about Finland. After passing the course students are familiar with the Finnish customs especially in business environments.

Content

Introduction to Finnish culture and habits, location, population, Finnish history and its major cornerstones, Finnish economy including foreign trade, working conditions, taxation customs and habits.

Literature / Study Material

To be announced by the lecturer.

Learning Methods

Lectures and active participation

Assessment

Assignment and oral presentation

Languages of Instruction

English

Further Information

Gateway Programme

Basic Russian language, 2 cr KE16DG00026 (study unit)

Lecturers

Minna Nyman, M.A.

Objectives

The aim of the course unit is to provide students with the basics of the Russian language. After passing the course, the students are familiar with the Russian alphabets and writing and are able to use the Russian language in the easiest everyday situations.

Content

Basics of everyday Russian, basic grammar, alphabets and writing

Literature / Study Material

Material announced by the lecturer

Learning Methods

Lectures and active participation

Assessment

Examination

Languages of Instruction
English

Further Information
Gateway Programme

Russian language, intermediate level, 2 cr KE16DG00027 (study unit)

Lecturers
Minna Nyman, M.A.

Objectives
The aim of the course unit is to further develop the Russian language skills in basic everyday situations. After passing the course, the students are able to use Russian in different, easy everyday and business language situations.

Content
Basic grammar and vocabulary, communications situations, understanding common language text, listening comprehensions, writing exercises

Literature / Study Material
Material announced by the lecturer

Learning Methods
Lectures and active participation

Assessment
Assignments and presentation

Languages of Instruction
English

Further Information
Gateway Programme

Russia – Target for business operations, 2 cr KE16DG00029 (study unit)

Lecturers
Prof. Arto Luukkanen

Objectives
The aim of the course unit is to familiarize students with the basics of doing business in Russia. After passing the course, the students have an overview of the political and economical development of Russia and see the differences between Russian and European way of making business.

Content
Russian business-making, political and economical development of Russia, risk-analysis of Russian economy, Russian culture and FAQ's

Literature / Study Material
Material announced by the lecturer

Learning Methods
Lectures and active participation

Assessment
Assignment

Languages of Instruction
English

Further Information
Gateway Programme

Business environment in Russia, 2 cr KE16DG00007 (study unit)

Lecturers

Associate Prof. Alexander Maizel, Ph.D. in Economics

Objectives

After this course the students have a real picture of the conditions under which business in Russia and with Russia is being done.

Content

Political situation, structure of property, privatisation, taxation, bankruptcy, purchasing capacity of the population, small business, legal forms of business, cultural environments, investment activity.

Literature / Study Material

Material announced by the lecturer.

Learning Methods

Lectures and assignment

Assessment

Written assignments

Prerequisites

Not mandatory, but recommended: a) general management b) cross-cultural management

Languages of Instruction

English

Further Information

Gateway Programme

Financial Accounting in Russia, 2 cr KE16DG00009 (study unit)

Lecturers

Elena Dybtsyna, Senior Researcher, Institute for Statistical Studies and Economics of Knowledge – Higher School of Economics, Moscow, Russia

Objectives

The students are familiar with the specific features related to accounting in SME’s in Russia. After passing the course, the students are be able to solve practical problems related to accounting independently.

Content

Basics of accounting, accounting in Russia, accounting in SME’s, practical problems related to accounting

Literature / Study Material

Lecturer's material

Learning Methods

Lectures and group work

Assessment

Group examination

Languages of Instruction

English

Further Information

Gateway Programme

Business environment and operations in Estonia, 2 cr KE16DG00030 (study unit)

Lecturers

Prof. Mart Sörg Lecturer, Danel Tuusis

Objectives

The aim of the course unit is to introduce Estonia as a business target. After the course the students have an overview of the history and present situation of business operations in Estonia.

Content

The history of Estonia, taxation and social security systems, business legal environments, business structure and development, financial environment, foreign trade and investment relations, EU integration

Literature / Study Material

Material announced by the lecturer

Learning Methods

Lectures

Assessment

Examination

Languages of Instruction

English

Further Information

Gateway Programme

**Business environment and operations in Lithuania, 2 cr
KE16DG00031 (study unit)**

Objectives

The aim of the course unit is to introduce Lithuania as a business target. After the course the students have an overview of the history and present situation of business operations in Lithuania.

Content

The history of Lithuania, taxation and social security systems, business legal environments, business structure and development, financial environment, foreign trade and investment relations, EU integration

Literature / Study Material

Material announced by the lecturer

Learning Methods

Lectures

Assessment

Examination

Languages of Instruction

English

Further Information

Gateway Programme

**Business environment and operations in Latvia, 2 cr
KE16DG00032 (study unit)**

Lecturers

Ilona Baumanė, MBA

Objectives

The aim of the course unit is to introduce Latvia as a business target. After the course the students have an overview of the history and present situation of business operations in Latvia.

Content

The history of Latvia, taxation and social security systems, business legal environments, business structure and development, financial environment, foreign trade and investment relations, EU integration

Literature / Study Material

Material announced by the lecturer

Learning Methods

Lectures

Assessment
Examination

Languages of Instruction
English

Further Information
Gateway Programme

Cross Cultural Management, 3 cr KE16DG00003 (study unit)

Lecturers
Lecturer, Kevin Manninen, Jyväskylä University of Applied Sciences

Objectives
This course contributes to the development of knowledge, skills and understanding required to manage effectively with people from other cultures. After this course the students are aware of how to work with people from different cultures and are able to work in different countries

Content
Understanding cultural differences, managing across cultures, managerial challenges in Russia and the Baltic States, specifics on Russian etiquette and culture

Literature / Study Material
Recommended reading:

- Hofstede, Geert: Cultures and Organizations, Software of the Mind; McGraw–Hill, 1997
- Trompenaars, Fons and Hampden–Turner, Charles: Riding the Waves of Culture; NB Publishing, 1997
- Lewis, Richard D: When Cultures Collide; NB Publishing, 1996
- Morrison, Conway and Wayne: Kiss, Bow or Shake Hands: How to do Business in 60 Countries; Adams Publishing, 1995
- Source: Marx, Elisabeth: Breaking Through Culture Shock; NB Publishing, 1999
- Mole, John: Mind Your Manners; NB Publishing, 1995

Learning Methods
Lectures

Assessment
Assignment

Languages of Instruction
English

Further Information
Gateway Programme

European economy policies, 3 cr KE16DG00019 (study unit)

Lecturers
Prof. Dr. Michael Schleicher

Objectives
This course unit provides the students with basic knowledge of EU institutions. After this course the students will have basic knowledge and skills required in different international projects of the EU.

Content
Basics about EU institutions, decision–making process, economic policy e.g. in the field of competition or structural aid

Literature / Study Material
Material announced by the lecturer

Learning Methods
Lectures and project work

Assessment
Assignment and oral presentations

Languages of Instruction
English

Further Information
Gateway Programme

Study tour, 3 cr KE16DG00012 (study unit)

Lecturers

Lecturers at partner universities in Russia General organization: Riikka Muurimäki, M.Sc. (Econ. & Bus.Adm.) Minna Nyman, M.A., Russian language teacher

Objectives

After completing the study tour the student is able to connect the theory to practice considering doing business in Russia and the Baltic States. After the study tour the student is able to use his/her knowledge of the target area better and is acquainted with the partner universities and their functions. After completing the study tour the student is also acquainted with the culture of the target country, local customs and habits and has been able to practice his/her Russian language skills.

Content

Planning the study tour and preparatory lectures, realizing the study tour and writing a study tour report.

Literature / Study Material

Material announced by the organizers

Learning Methods

Active participation and group work

Assessment

Assignment

Languages of Instruction

English

Further Information

Gateway Programme

Project work, 3 cr KE16DG00033 (study unit)

Lecturers

Mika Kärkkäinen, Lic.Sc. (Econ. & Bus. Adm.)

Objectives

The project work is a small-scale research work aimed at developing the students' abilities to use theoretical framework and logical reasoning and to write in an academic style. After writing their project works the students will be able to use the same principles for their future projects or research works.

Content

The project work describes a certain business in a certain area. It includes both cultural and statistical information about the area concerned. Length ca. 7–15 pages

Literature / Study Material

The project work will be written according to the general guidelines for a bachelor's thesis at the Seinäjoki University of Applied Sciences. The literature for the project work can be chosen independently by students.

Learning Methods

Work in pairs

Assessment

Project work

Languages of Instruction

English

Further Information

Gateway Programme

INTERNATIONAL BUSINESS STUDIES IN THE TARGET AREA, 60 cr TARGETAREA (study entity)

Extent: 60 ECTS Objectives: Students shall deepen their knowledge of a chosen target area by studying abroad during one semester in a partner institution of the Seinäjoki Business School/University of Applied Sciences. Together with the Head of Degree Programme in International Business, students choose courses from those offered by the chosen institution abroad. Students then support their theoretical knowledge by doing an internship either in the same country or in a different country, if they so desire.

RESEARCH AND THESIS, 30 cr RESEARCH (study entity)

Extent: 30 ECTS Objectives: The main focus in the last module is on the bachelor's thesis. Preceding studies have concentrated on preparing the student for the thesis. This is the moment students carry out the most challenging project during their studies. Other courses in this module include elective studies and Intopia.

Bachelor's thesis, 15 cr KD19FYOT200 (study unit)

Lecturers

Depends on the subject of the thesis

Objectives

Students shall be competent in utilizing scientific methods, theories and criticism in writing their own small research study (monograph). Students will be able to present their findings in a logical way, use grammatically proper language and professional vocabulary.

Literature / Study Material

Each student must discuss this issue with the supervisor because it depends on the topic of the study.

Assessment

Based on existing categories of evaluation

Prerequisites

Professional Studies

Intopia, 6 cr KD06CNMA731 (study unit)

Lecturers

Miia Koski, M.S. (Econ.), Ville-Pekka Mäkeläinen Lic.Tech., Sirkku Rantalainen M.S. (Econ.)

Objectives

The aim of the course is to introduce students to the practical, strategic management issues pertaining to a multinational company via a computerized business simulation program. Students will receive a comprehensive and integrated view of various management disciplines such as marketing, finance, production, administration and logistics.

Content

The course discusses the basics of international business in the following areas: marketing, finance, production, administration and logistics.

Literature / Study Material

Literature and instructions for the Intopia business simulation

Learning Methods

Lectures and group work in the simulation environment

Assessment

Tests, reports, Intopia simulation process and presentations

Prerequisites

Introduction to Business Operations

Languages of Instruction

English

Degree Programme in Library and Information Services (In Finnish)

Head of degree programme: Ms. Pirkko Vuorela, Tel +358 40 830 4291, E-mail: pirkko.vuorela@seamk.fi
ECTS/International coordinator: Ms Eija Pennanen, Tel +358 20 124 5924, E-mail: eija.pennanen@seamk.fi

Degree and qualification awarded

Bachelor of Business Administration

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

General description of the degree programme

The task of the field of library and information services is to develop the information services in society and organisations. In Finland, library and information services form a network that consists of public and research libraries, libraries of educational institutions and information services arranged by businesses and research institutes. The fast development of information and communication technologies keeps changing the know-how needs of the field. There is a need for professionals who know the contents of information management and culture, are able to give guidance in information retrieval, online services and use of information systems. Library work also involves analysing and organising information and different publications, seeking, transmitting and producing information in cooperation with other staff members and customers as well as developing services. More than before, library and information work contains personal guidance of customers and directing them to the sources of information and training different customer groups. The work requires readiness for change and willingness to develop oneself. Abilities to interact and express oneself are necessary, and so is a good knowledge of information and communication technology.

In this programme the students are active in seeking and processing information. Pedagogically, learning in the degree programme is mostly based on constructive methods.

Subject specific competences

Having completed the degree programme, the students have following knowledge and skills in the field of library and information services:

Organizing knowledge competence

- understands the origin processes of information and publications
- can describe and save different documents for the users

Information seeking competence

- knows the processes of information seeking
- can retrieve information for the needs of a customer using for different systems and sources

Information systems competence

- knows library network
- understands the purpose of information technology tools intended for information services and can use them

Customer competence

- owns necessary interaction skills for the needs of customer and work community
- owns guidance and pedagogical skills with customers

Collection competence

- knows different contents of information and is able to choose relevant source of information according the needs of a customer

- knows the principles and methods of collection for different users

Access to further studies

The graduates will be eligible for a post-graduate degree in Library and Information Services (Legislation on Finnish polytechnics 351/2003).

Degree Programme in Library and Information Services (In Finnish), 210 cr (3.9.2007) KIKO 2007

Code	Name	Study Year				CR
		1.	2.	3.	4.	
PERUS18	BASIC STUDIES					62
KD1803	Introduction to library and information services					14
KD18AITP002	Basics of library and information services	x				5
KD18AITP001	Information and information retrieval	x				4
KD18APTU030	Information skills	x				2
KD18AITP003	Study skills and professional growth	x				3
TIETOKTYÖVÄ	COMPUTER AS A TOOL					15
KD18AITT005	Introduction to information technology	x				5
KD07APTO001	Office skills	x				4
KD18AITT006	Introduction to web production	x				4
KD18BISU001	Web communication	x				2
KD1802	Basic studies in business economics					17
KD18AIYR001	Introduction to Business Economics	x				3
KD07APLA010	Introduction to accounting	x				5
KD07APOI010	Introduction to law	x				4
KD07APMA010	Introduction to marketing	x				5
KD18KIELI	LANGUAGE AND COMMUNICATION STUDIES					16
KD18AISU001	Business communication	x				4
KD07AYRU020	Business Swedish	x				4
KD19AYEN030	English 1	x				4
KD07BKIELET	Language studies	x				4
AMMATTI18	PROFESSIONAL STUDIES					91
YHTAMOP18	Professional studies common to all					79
AINEISTOT	Publications and collection work					15
KD07BITP114	Publication production and publication channels		x			5
KD07BITP115	Collection work		x			4
KD07BITP116	Copyright		x			2
KD18BITP119	Information sources		x			4
KD07BI1	Information storage and retrieval					13
KD07BITP117	Methods of information storage		x			6

ED18BITP009	Information retrieval and search			x		7
KD18B18	Operations of library and information services organisations					15
KD18BIYR001	Public organisations and their economy		x			5
KD18BIHA001	Personnel management in public organisations			x		5
KD18BITP020	Planning library operations				x	5
TI	Information Technology					16
KD18BITP200	Data systems in libraries		x			4
KD18BITP003	Information networks and data security		x			5
KD17BTIT107	Database design and implementation			x		4
KD18BITT001	IT and information law			x		3
OPINNÄYTETY	Studies for the thesis process					10
KD18BITI010	Basics of statistics		x			4
KD07CPTU010	Research work and academic writing			x		2
KD07CPTU020	Thesis seminar		x			2
KD07BITI110	Statistical processing		x			3
KD07BKTU110	Qualitative research		x			2
KD07BKTU113	How to implement a development project			x		2
ED1808	Language studies					10
KD18CYEN001	English for librarians		x			3
KD07CYRU120	Library Swedish		x			3
KD18BKIELET	Alternative language studies					4
VAIHTOPINNT	Alternative study modules					12
OHJOPETUS	Guiding and teaching skills					12
KD07DVKI020	Working as a trainer and instructor		x			5
KD18DVKI022	Leadership and knowledge development			x		5
KD18DVKI021	Online teaching				x	2
VERKKOPALVE	Online services					12
KD07DVVV010	Design and implementation of online services		x			4
KD07DVVV011	Databases and the WWW			x		2
KD07DVV013	Graphics of online services				x	3
KD07DVVV012	Hypermedia production				x	3
KD18VA01	Literature and culture					12
KD18CTTP002	History and styles of literature		x			3
KD18CTTP003	History of Finnish literature		x			3
KD18DVKI011	Music styles and genres			x		3
KD18CIEL001	Basics of film art				x	3
KD18CMUUT	Studies in languages or business operations according to the personal curriculum					12
VAPVAL	FREE-CHOICE STUDIES					12
TYÖHARJ	PRACTICAL TRAINING					30
KD07HYTH120	Practical training			x		30
OPINKYPS	THESIS AND MATURITY EXAMINATION					15
KD07FYOT100	Maturity examination				x	
KD07FYOT200	Thesis				x	15

Study Descriptions

Introduction to library and information services, 14 op KD1803 (study entity)

Objectives: Having completed this study module, students shall be familiar with the development, present state and future visions of libraries and information service organizations and their meaning in the information service of society. They shall understand the basic concepts pertaining to information retrieval, and they possess skills in finding information from various sources.

Basics of library and information services, 5 op KD18AITP002 (study unit)

Objectives

The objective of the course is to give an overall picture of the Finnish information services network, its development, present state and future visions. Students shall learn about various library and information services organizations, forms of activity and concepts.

Literature / Study Material

Students must choose two of the following books for their exam:

- Kirjastojen vuosisata: yleiset kirjastot Suomessa 1900–luvulla, toim. Mäkinen, I. 1999 (The century of the libraries : Finnish public libraries in the 20th century)
- Tiedon tie: johdatus informaatiotutkimukseen, toim. Mäkinen, I. 1999 (Introduction to information studies)
- Digimaan kartta: puheenvuoroja digitaaliseen tietohuoltoon, toim. Kekki, K. & Salminen, O. 2002 (Digital information management)
- Vatanen, P. 2002: Sääty-yhteiskunnan kirjastosta kansalaisyhteiskunnan kirjastoksi (Vatanen, P. 2002: From a library of a class society to a library of a citizenry)

Learning Methods

Lectures, working in groups and an exam

Assessment

Assignments and exam

Information and information retrieval, 4 op KD18AITP001 (study unit)

Objectives

The aim of the course is to provide students with basic knowledge and skills in information retrieval, various sources of information and assessment of the information retrieved. The concept of information is also explored.

Literature / Study Material

- Alaterä & Halttunen (2002), Tiedonhaun perusteet (Basics of information search)
- Tiedonhakijan teho-opas (2005) (Guide for efficient information search)

Learning Methods

Lectures and guidance in the use of various databases, search services and manual sources, assignments and a written exam

Assessment

Assessment is based on assignments and the exam.

Information skills, 2 op KD18APTU030 (study unit)

Lecturers

Jaana Latvanen, Information Specialist, M.Soc.Sc.

Objectives

Upon completion of the course, students shall be familiar with the more important sources of information in library and information services, and culture and business. They shall also be familiar with producers of information and the information channels.

Content

The course comprises the following topics:

- Producers of information and sources of library and information services, culture and business
- Sources of professional information
- Sources of scientific information
- Finnish and international databases
- Sources on the Internet

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures and exercises

Assessment

Assessment is based on exercises on a pass/fail basis.

Languages of Instruction

Finnish

Study skills and professional growth, 3 op KD18AITP003 (study unit)

Objectives

Students shall become familiar with the activities within the university of applied sciences, the learning environment and community, as well as degree programmes and learning methods. They shall analyze their own learning skills and know how to develop them. They shall be aware of their responsibility as a learner and later as a colleague. Students will be competent in presenting their knowledge and skills when applying for a job. They will develop a strong professional profile and possess the ability to seek various positions in the working world.

COMPUTER AS A TOOL, 15 op TIETOKTYÖVÄ (study entity)

Objectives: Students shall understand the meaning of information technology in the working world. They shall be competent in using computers and networks needed in their studies and later on in other duties.

Introduction to information technology, 5 op KD18AITT005 (study unit)

Lecturers

Piia–Pauliina Majamäki, BBA

Objectives

Students shall understand the basic concepts of information technology, know the structure, operations, peripherals and software of a computer, as well as different uses of the computer. They shall master the use of an operating system of a microcomputer and know how to make use of various tool programs.

Content

The course discusses the impact of information technology, basic concepts, hardware, software, networking, operating systems, and tool programs and provides students with practice on the computer.

Literature / Study Material

Hyppönen, Malmirae, Mäkelä. 2004. Tietokoneen käyttötaito 1 Office 2003 –ohjelmille; Jyväskylä: Docendo; lecturer's material

Learning Methods

Lectures, exercises on a computer, assignments

Assessment

Examination, in theory and practice, and assignments; assessment: grades 1–5

Office skills, 4 op KD07APTO001 (study unit)

Lecturers

Piia–Pauliina Majamäki, BBA

Objectives

Upon completion of the course, students shall possess basic skills in office work. They shall understand the significance of office work in organizations and know the features of an office environment. Students shall be competent in utilizing word processing and presentation graphics programs, and possess the skills needed to produce clear and well-written documents in standard format. They shall also be familiar with typical financial administration tasks in the office.

Content

The course discusses the following topics:

- Offices as working environments: office tools, communication tools, archiving, office ergonomics, security, development of office work
- Ten-finger typing system
- Word processing and document work
- Presentation graphics
- Financial administration work in the office

Literature / Study Material

Lecturer's material; Hyppönen, Malmirae, Mäkelä. 2004. Tietokoneen käyttötaito 1 Office 2003 –ohjelmille; Jyväskylä: Docendo

Learning Methods

Lectures, exercises, group work, assignments

Assessment

Group work and examination, other assessment; grades 1–5

Introduction to web production, 4 op KD18AITT006 (study unit)

Lecturers

Osmo Mäkinen, M.S.

Objectives

Students shall understand the significance of Internet services for enterprises and other organizations. They shall be competent in designing and creating web-sites using available Internet publishing tools. Students shall also be able to publish web-pages on the Internet.

Content

The course discusses the significance of web-pages for organizations, the concepts of web-design, tools for creating web-sites, Internet usability, and how to publish web-pages.

Literature / Study Material

Lecturer's material and online material

Learning Methods

Lectures, exercises, practical work

Assessment

Practical work, other assessment; grades 1–5

Prerequisites

Introduction to Information Technology

Web communication, 2 op KD18BISU001 (study unit)

Lecturers

Osmo Mäkinen, M.S.

Objectives

Students shall understand the significance of Internet communication in today's working world. Students shall be familiar with various communication tools and be able to assess and utilize them in information service organizations. They shall also be able to assess the usability of Internet communication tools.

Content

The course comprises the following topics:

- Definition and concepts Internet web communication

- Internet communication technologies
- Use of Internet communication tools
- Writing on the web
- Usability of Internet communication
- Future of Internet communication

Literature / Study Material

Lecturer's material and online material

Learning Methods

Lectures, exercises and assignments on the course management system (Moodle)

Assessment

Grades 1–5 based on assignments and active participation

Prerequisites

Introduction to Information Technology

Basic studies in business economics, 17 op KD1802 (study entity)

Objectives: Upon completion of the study module, students shall possess basic knowledge of business administration, marketing, accounting, law and economics. Alternatively, the course can be completed partly by participating in a project in an enterprise for training.

Introduction to Business Economics, 3 op KD18AIYR001 (study unit)

Lecturers

Merja Juppo

Objectives

Students shall be familiar with entrepreneurship, the prerequisites of business operations and fundamentals of business in a changing operational environment. They shall gain an overall picture of business operations, know the various functions of business and their relationships.

Content

The course comprises the following topics:

- Entrepreneurship and basic concepts of business operations
- Establishing a new enterprise
- Prerequisites for profitable business
- Efficiency of business processes
- Operational environment of business operations
- Organizing business operations
- Management of business operations: Balanced Score Card, quality management, strategic management

Literature / Study Material

Viitala & Jylhä 2001: Menestyvä yritys : liiketoimintaosaamisen perusteet (A successful enterprise : basics of business know-how). Business Edita. Other material to be announced by the lecturer.

Learning Methods

Lectures, case studies and other exercises, examinations.

Introduction to accounting, 5 op KD07APLA010 (study unit)

Objectives

Students shall become familiar with the concepts, tasks and methods of external accounting. The course provides students with an overall picture of the environment, where the transactions, later to be recorded, take place. Students shall be able to interpret the reports resulting from accounting procedures.

Content

The course comprises the basic concepts of accounting, financial period and financial statements. Exercises form an essential part of the course. The course places particular attention on official and statutory reports. The essential contents of the Accounting Act and the Accounting Ordinance are also introduced during the course.

Literature / Study Material

Tomperi: Käytännön kirjanpito. Tomperi & Keskinen: Käytännön kirjanpito –harjoituskirja (Accounting in practice –exercises),

Learning Methods

Lectures and exercises

Assessment

Written examination

Languages of Instruction

Finnish

**Introduction to law, 4 op
KD07APOI010 (study unit)**

Lecturers

Marja Salonen, Master of Law

Objectives

Upon completion of the course, students shall be familiar with the Finnish judicial system, central legal concepts, ways of making a contract and the central legislation concerning credit and security. Student shall also be capable of solving simple legal cases, and they will have received practice in analytical thinking. Students shall know how to find legal information from various sources, master central legal concepts, act as a contracting party and make contracts, understand the position of a debtor and the legal meaning of mortgage.

Content

The course discusses the Finnish judicial system, legal acts and obligations, contract laws, business laws, consumer protection legislation, debt relationships and types of security.

Literature / Study Material

Hyvärinen, Hulkko, & Ohvo: Yksityisoikeuden perusteet (Basics of civil law), 2002

Learning Methods

Lectures and exercises

Assessment

Written examination

Languages of Instruction

Finnish

**Introduction to marketing, 5 op
KD07APMA010 (study unit)**

Objectives

Students shall master the basic concepts of marketing. They shall possess a customer-oriented way of thinking and acting in a rapidly changing business environment. They shall understand the role of marketing in developing an organization and they shall be competent in analyzing the different factors influencing the marketing environment. They shall also be competent in flexibly working with internal and external customers. Students shall acquire an overall picture of the competitive tools used in marketing and be able to apply them to practical situations.

Content

The course discusses the significance and tasks of marketing, modern thinking in marketing, operational environments in marketing, segmentation, and competitive tools used in marketing.

Literature / Study Material

Bergström, S. & Leppänen, A (2003). Yrityksen asiakasmarkkinointi

Learning Methods

Lectures and group assignments

Languages of Instruction

Finnish

LANGUAGE AND COMMUNICATION STUDIES, 16 op **KD18KIELI (study entity)**

The aim of the study module, Language and Communication, is to provide students with functional knowledge of Swedish and one or more foreign languages required in their profession. Students shall acquire information in target languages using various methods and communicate in a way that is appropriate for each situation. They shall be aware of the influence of cultural differences on communication and will be able to interact with people from different cultures. They will utilize learning strategies that suit their needs, and self-assessment to form a realistic picture of their language skills. Students shall also develop their communication skills in their mother tongue and acquire an overall picture of the role of communication as a strategic tool.

Business communication, 4 op **KD18AISU001 (study unit)**

Objectives

Upon completion of the course, students shall possess competency in communicating and interacting appropriately in various situations in business. They shall also know how to make requests and communicate comprehensively and convincingly. They shall also possess motivation to further their communication skills for the benefit of their profession.

Content

The course comprises the following topics:

- Main concepts in business communication
- Characteristics of a good text
- Text genres, e.g. business letters, reports and documents
- Basic skills needed in meetings and negotiations
- Presentation skills
- Making notices

Literature / Study Material

Kortetjärvi & #65533; Nurmi, Kuronen & Ollikainen (2003): Yrityksen viestintä

Learning Methods

Lecturers and exercises

Business Swedish, 4 op **KD07AYRU020 (study unit)**

Lecturers

Päivi Seppälä, M.S. (Econ. & Adm.)

Objectives

Students shall be able to communicate in Swedish both in written and oral forms in everyday situations and common business tasks. They shall learn to acquire and utilize information related to their field, and they shall be familiar with basic business terminology and have a positive attitude towards developing their language skills. Upon completion of the course, students shall be able to

- tell about themselves, their education and their work experience,
- tell about their job positions and what they do in their profession,
- utilize basic business terminology,
- give advice and instructions in work-related situations, and
- describe enterprises and their functions.

Content

The course comprises the following topics:

- Telling about oneself and one's education
- Curriculum vitae
- Working environments, duties and work-related functions
- Small talk
- Telephone and electronic communication
- Giving advice and instructions in work-related situations
- Enterprise presentations

Literature / Study Material

To be announced at a later date.

Learning Methods

Oral exercises such as one-on-one and group conversations and presentations, written assignments, computer-assisted assignments

Languages of Instruction

Finnish and Swedish

**English 1, 4 op
KD19AYEN030 (study unit)**

Further Information

See the course description for Business English (KD07AYEN030).

**Language studies, 4 op
KD07BKIELET (study unit)**

Further Information

Students may select language courses from the language program at the Business School.

**Publications and collection work, 15 op
AINEISTOT (study entity)**

Objectives: Students shall be familiar with the production process of information and publications, as well as the principles and methods libraries use in expanding their collections. They shall also understand copyright legislation pertaining to expanding collections in libraries.

**Publication production and publication channels, 5 op
KD07BITP114 (study unit)**

Lecturers

Leena Elenius, Pirkko Vuorela

Objectives

Students shall gain knowledge of publication, the production and distribution networks for various types of material, libraries as publishers, and forms of online publishing.

Literature / Study Material

Students' own information retrieval. Other material will be announced when the course begins.

Learning Methods

Lectures and an assignment

Assessment

Assessment on the basis of the assignment (peer assessment)

Further Information

A part of this course may be studied online as well.

**Collection work, 4 op
KD07BITP115 (study unit)**

Objectives

Students will understand the content and meaning of work with library collections, the model for expanding collections, and the bibliometric examination of publications and collections.

Content

The course discusses the components of the model for expanding collections, examples of various library collections and assessment of collections.

Literature / Study Material

Wilén, R. & Kortelainen, T. 2007: Kirjastokokoelmien kehittämisen ja arvioinnin perusteet (Basics of developing library collections).

Learning Methods

Lectures and a written exam

Assessment

Lectures and a written exam

**Copyright, 2 op
KD07BITP116 (study unit)**

Objectives

Students shall be familiar with the copyright legislation pertaining especially to the expansion and use of library collections.

Content

The course discusses copyright legislation concerning collection work and the use of materials, and copyright in information networks.

Literature / Study Material

Poroila, H., Tekijänoikeus ja kirjastot (Copyright and libraries), latest edition. Other material will be announced when the course begins.

Learning Methods

Lectures, exercises and a written exam

Assessment

Exercises and a written exam

**Information sources, 4 op
KD18BITP119 (study unit)**

Lecturers

Jaana Latvanen, Information Specialist, M.Soc.Sc.

Objectives

On completing the course, the student should be able to define different types of information sources, identify and use most important information sources of different subject areas and evaluate the quality of information sources.

Content

Types of information sources, selection of information sources, evaluation of information sources, subject-specific information sources.

Literature / Study Material

Materials given by the lecturer.

Learning Methods

Lectures and exercises.

Assessment

Evaluated on the basis of exercises

Prerequisites

Information skills

Languages of Instruction

Finnish

**Information storage and retrieval, 13 op
KD07BI1 (study entity)**

Objectives: Students shall be familiar with the methods and instruments used in storing and acquiring information. They shall understand the process involved in searching for information, especially in different situations with customers.

**Methods of information storage, 6 op
KD07BITP117 (study unit)**

Objectives

The aim of the course is to familiarize students with the principles and practices of information storage, cataloguing, classification and indexing, as well as the storage of network publications.

Content

The course discusses the principles and practices involved in storing information, cataloguing, classifying and indexing, as well as storing network publications.

Literature / Study Material

Finnish cataloguing rules; Finmarc format (books), Cataloguing system of public libraries; General decimal classification; General Finnish keyword glossary; other material to be announced at the beginning of the course.

Learning Methods

Lectures, exercises, and exam

Assessment

Lectures, exercises, and exam

**Information retrieval and search, 7 op
ED18BITP009 (study unit)**

Lecturers

Pirkko Vuorela

Objectives

The course provides students with insight into the theoretical structure of information retrieval, information search techniques, the use of various search services and the assessment of retrieved information.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, exercises and an exam, which may be completed online as well.

Assessment

Assessment is based on assignments and the exam.

**Operations of library and information services organisations, 15 op
KD18B18 (study entity)**

Objectives: The students can work in expert and development tasks in their professional field independently and as a member of a team. The students know the basics of economical planning and can act in superior duties.

**Public organisations and their economy, 5 op
KD18BIYR001 (study unit)**

Lecturers

Autio Ulla, Lic.Sc. (Econ. & Bus.Adm.)

Objectives

Upon completion of the course, students shall understand the basics of organizations and their financial aspects in library and information services. Students shall be competent in carrying out duties pertaining development in their field of profession and requiring expertise. The course emphasizes the role of municipalities.

Content

The course comprises the following topics:

- Public organizations: legal basis, the duties of public organizations, types of organizations, the management and leadership in public organizations, the development of public organizations
- Public economy: special characteristics, the planning and auditing of the public economy, and the interpretation of audits

Literature / Study Material

Vahermo, M. (toim.) Toimiva kunta. Kuntakoulutus.2004 Lauslahti, S. Menestyvä kunta. WSOY. 2003. Other material provided by the lecturer.

Learning Methods

Lectures, exercises

Assessment

Written examination will be graded on a scale of 1 to 5.

Prerequisites

Introduction to Business Economics

Languages of Instruction

Finnish

**Personnel management in public organisations, 5 op
KD18BIHA001 (study unit)**

Lecturers

Autio Ulla, Lic.Sc. (Econ. & Bus.Adm.)

Objectives

Upon completion of the course, students will be able to work in teams and networks, as well as in customer service, and develop their communication skills. They will be capable of demonstrating their knowledge of personnel management and work as a leader in public organizations.

Content

The course discusses

- Communication skills: personality, listening and communication
- Team skills: team work, team roles, leadership in teams, the development of teams
- Personnel management: the concept of personnel management, leadership, the legal premises of employment, basics of law pertaining to civil servants and labor

Literature / Study Material

Viitala, R. Henkilöstöjohtaminen. 2001. Edita. Other material provided by the lecturer.

Learning Methods

Lectures, exercises

Assessment

The written examination will be evaluated on a scale of 1 to 5.

Prerequisites

Public organizations and their economics

Languages of Instruction

Finnish

**Planning library operations, 5 op
KD18BITP020 (study unit)**

Objectives

The course provides students with insight into the planning and development of library and information service operations, regulations and quality assessment.

Content

The course deals with the concepts and practices of marketing services and their applications in the context of library information services.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures, group work in the different stages of the planning process, journal or other related method, self- and peer assessment in group work. Written exam.

Assessment

Self- and peer assessment in group work

**Information Technology, 16 op
TI (study entity)**

Objectives: The students know how to make use of information technology in developing library and information services. They know the principles of data security systems and other judicial points in information technology.

Data systems in libraries, 4 op KD18BITP200 (study unit)

Lecturers

Osmo Mäkineniemi, M.S.

Objectives

Students shall learn about the development, present state and future of library information systems. Students shall be aware of the various standards in library information systems (LIS), and know how library information system work and what types of systems are used in Finland. They shall learn about the acquisition process of LIS and they shall be able to work in projects involving acquisition.

Content

The course discusses the concept of information system, information systems in libraries, library information systems and their functions, technical environments, Finnish library systems, and an overview of standards, as well as the development and acquisition process associated with library systems.

Literature / Study Material

Lecturer's material, online material; Saarti, Jarmo, toim. (2002). Kirjastojärjestelmän hankkijan opas, BTJ Kirjastopalvelu Oy, Helsinki.

Learning Methods

Lectures, exercises and assignments

Assessment

Assignments, other assessment, written examination; grades 1–5

Prerequisites

Introduction to Information Technology

Information networks and data security, 5 op KD18BITP003 (study unit)

Lecturers

Osmo Mäkineniemi, M.S.

Objectives

The aim of the course is to familiarize students with the structure, operating principles and standards of information networks from the viewpoint of the library and information services. Students shall be able to use various applications on local networks and on the Internet. Students shall also be aware of security risks and be competent in solving common security problems.

Content

The course discusses the following topics:

- Data communication
- Telecommunication networks
- Local area networks and online services
- Libraries and data communication
- Concepts of data security, encryption methods, data security on computers and networks, security solutions in organizations

Literature / Study Material

Lecturer's material and online material

Learning Methods

Lectures, exercises, group work, assignments

Assessment

Assignments, written examination, other assessment; grades 1–5

Prerequisites

Introduction to Information Technology

Database design and implementation, 4 op KD17BTTT107 (study unit)

Lecturers

Piia–Pauliina Majamäki

Objectives

The aim of the course is to familiarise the student with the basics of data management and the principles of data-centred modelling. The student designs and implements a database solution as an assignment.

Content

Basics of data management and the principles of data-centred modelling. The student designs and implements a database solution as an assignment.

Literature / Study Material

Material will be announced at the beginning of the course.

Learning Methods

Lectures and exercises

Assessment

Lectures and exercises

**IT and information law, 3 op
KD18BITT001 (study unit)**

Objectives

The course provides students with basic skills for handling legal problems associated with information technology and communication, and familiarizes them with legal information acquisition.

Content

The course topics include privacy protection, data security on the Internet, IT contracts and risks involved.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and exercises in information acquisition

Assessment

Assessment is based on active participation and a written exam.

**Basics of statistics, 4 op
KD18BITI010 (study unit)**

Objectives

Students shall become familiar with the basic concepts of statistics, and the acquisition, processing, adapting, describing and analyzing of data. They shall learn to describe time series using a spreadsheet program and to apply key parameters, correlations and other simple methods of analysis to various data.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures, exercises (also on a computer), independent practice and an exam

Assessment

Independent practice and an exam

**Research work and academic writing, 2 op
KD07CPTU010 (study unit)**

Lecturers

Suvi Torkki

Objectives

Students shall possess knowledge of the fundamentals of research work and research processes. They shall be able to report the results of their research or development project.

Content

The course comprises:

- Introduction to research and development work: research topic, research process, principal methods
- Academic writing: requirements of scientific writing, academic style, correctness, process writing, use of sources and references, appearance of the thesis
- Review of methods in data acquisition

Learning Methods

Lectures and exercises

Assessment

Assessment based on participation and an exam. Pass/Fail

Languages of Instruction

Finnish

Thesis seminar, 2 op KD07CPTU020 (study unit)

Lecturers

Suvi Torkki

Objectives

Students shall present their research topic and research results and learn to assess the research process of other students.

Content

Seminar work: discussion of research topics and research results in a group

Assessment

Pass/Fail

Languages of Instruction

Finnish

Statistical processing, 3 op KD07BIT1110 (study unit)

Lecturers

Tarja Heikkilä, M.S. and Hannu Tuuri, M.S.

Objectives

Students shall acquire knowledge of the various phases involved in quantitative research, know how to make a questionnaire and process research material statistical applications. Students shall also become familiar with the principles of statistical conclusions, which are important in the interpretation of output data.

Content

The course discusses the following topics:

- Quantitative research process
- SPSS for Windows
- Data entry and processing
- Presenting results using descriptive statistics, tables and graphs
- Examples of interdependencies between variables (correlations, cross-tabulation, Chi Square Tests and tests for comparing mean values)
- Analyzing results
- Reliability and validity

Literature / Study Material

Heikkilä, Tarja (2001), Tilastollinen tutkimus (Statistical research), Edita

Learning Methods

Lectures including plenty of computer exercises and independent exercises

Assessment

Exercises and an exam

Prerequisites

Introduction to Statistics

Qualitative research, 2 op KD07BKTU110 (study unit)

Lecturers

Pirjo Ojanperä, M.S. (Econ.& Bus.Adm.)

Objectives

Students shall be competent in compiling a qualitative research plan, gathering the required material and analyzing it using various techniques.

Content

The course discusses the special features of qualitative research, the qualitative research process and methods.

Literature / Study Material

Material chosen by the teacher.

Learning Methods

Lectures, exercises and a self-study assignment

Assessment

Assessment based on the assignment.

Languages of Instruction

Finnish

How to implement a development project, 2 op KD07BKTU113 (study unit)

Lecturers

Autio Ulla, Lic.Sc. (Econ. & Bus.Adm.)

Objectives

The aim of the course is to support the thesis process, which involves a development project. Upon completion of the course, students will understand the difference between research work and a development project. They will be familiar with the objectives and methods involved in development work.

Content

The course discusses the meaning and purpose of development work, methods for the implementation of a development project, and reporting and evaluation of the project.

Literature / Study Material

Vilkka, H. & Airaksinen T. Toiminnallinen opinäytetyö (Functional thesis). Tammi,Helsinki.2004.

Learning Methods

Lectures, exercises, plan for students' own development thesis.

Assessment

The plan for students' own development thesis will be evaluated on a pass/fail basis.

Languages of Instruction

Finnish

Further Information

The course is an alternative for the Qualitative Research course.

Language studies, 10 op ED1808 (study entity)

The aim of the language studies is to provide students with functional knowledge of Swedish and one more foreign languages required by their profession.

English for librarians, 3 op KD18CYEN001 (study unit)

Lecturers

Mari Heinonen

Objectives

Students shall be familiar with the central vocabulary used in the fields of library and information services. They shall be competent in communicating both orally and in written form in various situations in the fields.

Content

The course comprises the following topics:

- Language to be used with library patrons
- Library facilities and their services, collections, information retrieval, library organization and personnel.

Literature / Study Material

To be provided by the lecturer and online material

Learning Methods

Lectures, independent work on the Internet

Assessment

Oral and written assignments, a written final exam

Languages of Instruction

English and Finnish

Library Swedish, 3 op KD07CYRU120 (study unit)

Lecturers

Päivi Seppälä, M.S.(Econ.& Bus.Adm.)

Objectives

Students shall master the basic concepts associated with library and information services. They shall understand the spoken and written language within their field and be able to cope both orally and in writing in customer service and other situations in their field.

Content

The course comprises the following topics:

- Library websites
- Vocabulary and texts on the library field
- Library networks
- Library materials, facilities and functions, personnel and tasks
- Customer service and other such situations

Literature / Study Material

Library websites and material distributed by the lecturer

Learning Methods

Lectures, oral and written exercises, independent information acquisition, working in pairs and groups

Assessment

Active participation in lectures and exercises, oral and written assignments, presentation, and written examination

Prerequisites

Business Swedish 1 (Affärssvenska 1)

Languages of Instruction

Finnish and Swedish

Alternative language studies, 4 op KD18BKIELET (study unit)

Further Information

Students may select language courses from the language program at the Business School.

Alternative study modules, 12 op VAIHTOPINNT (study entity)

Objectives: Elective studies allow students to deepen their professional orientation in the field of library and information services. Elective studies include:

- Guiding and teaching skills (in library work)
- Online services
- Literature and culture
- Working as an entrepreneur

Guiding and teaching skills, 12 op OHJOPETUS (study entity)

Objectives: Students will be able to plan and implement teaching and instruction in work communities. They will also become familiar with the special features of online teaching, online teaching environments and how to carry out an online course.

Working as a trainer and instructor, 5 op KD07DVKI020 (study unit)

Lecturers

Autio Ulla, Lic.Sc. (Econ. & Bus.Adm.)

Objectives

Having successfully completed the course, students will be able to demonstrate knowledge and understanding of learning theories, and be able to plan and carry out teaching and instruction in work communities.

Content

The course comprises the following topics:

- Learning theories
- Planning teaching
- Teaching methods
- Evaluation of teaching

Literature / Study Material

Kupias, P. Oppia opetusmenetelmistä. Educa-instituutti, Helsinki. 2002. Lindblom-Ylänne, S.–Nevgi, A. (toim.) Yliopisto- ja korkeakouluopettajan käsikirja. WSOY, Helsinki. 2003.

Learning Methods

Lectures, distance learning, presentations

Assessment

Written examination will be graded on a scale of 1 to 5.

Languages of Instruction

Finnish

Leadership and knowledge development, 5 op KD18DVKI022 (study unit)

Lecturers

Autio Ulla, Lic.Sc. (Econ. & Bus.Adm.)

Objectives

Upon completion of the course, students shall understand how supervisors can develop expertise at the workplace. They shall be aware of the methods and challenges involved in developing expertise.

Content

The course discusses the basics of communication, teams and groups and how they work and how they can be managed.

Literature / Study Material

To be announced at a later date.

Learning Methods

Lectures, exercises

Assessment

The written examination will be graded on a scale of 1 to 5.

Languages of Instruction

Finnish

Online teaching, 2 op KD18DVKI021 (study unit)

Lecturers

Osmo Mäkineniemi, M.S.

Objectives

Student will become familiar with the special features of online teaching, online teaching environments and how to carry out an online course.

Content

The course discusses the special features of online teaching, online teaching systems, and carrying out an online course.

Literature / Study Material

Lecturer's material

Learning Methods

Lectures, exercises, assignments

Assessment

Assignments will be assessed on a scale of 1 to 5.

Prerequisites

Working as a Trainer and Instructor

Design and implementation of online services, 4 op KD07DVVV010 (study unit)

Lecturers

Osmo Mäkineniemi, M.S.

Objectives

Students shall be competent in designing and implementing usable websites using standard mark-up and style sheet languages. They shall also be able to use online publishing tools and publish web-pages on a server.

Content

The course comprises the following topics:

- Web usability and accessibility
- Web design guidelines
- Mark-up languages
- Style sheets
- Basics of XML and RSS
- Open source web publishing tools and web publishing

Literature / Study Material

Lecturer's material and online material

Learning Methods

Lectures, exercises, practical work

Assessment

Practical work, other assessment; grades: 1–5

Prerequisites

Introduction to Online Service Production

Languages of Instruction

Finnish

Databases and the WWW, 2 op KD07DVVV011 (study unit)

Lecturers

Osmo Mäkineniemi, M.S.

Objectives

Students shall be capable of using databases in enterprises and other organizations. They shall understand the basic

concepts of relational databases, and be able to design, create and manage a database with database software. Student shall also publish a service that makes use of a database on the Internet.

Content

The course comprises the following topics:

- Sample databases in business
- Database design and creation
- User interface design on a browser
- Online database testing and publishing on a server

Literature / Study Material

Lecturer's material and online material

Learning Methods

Lectures and exercises, practical work

Assessment

Active participation in lectures, other assessment, practical work; grades: 1–5

Prerequisites

Introduction to Online Service Production

Languages of Instruction

English

Graphics of online services, 3 op KD07DVV013 (study unit)

Lecturers

Piia–Pauliina Majamäki, BBA

Objectives

Students shall be familiar with the more important forms of computer graphics and ways of using them in online services. Students shall be able to create and edit online graphics using appropriate devices and programs: scanners, digital cameras and image processing programs.

Content

The course comprises the following topics:

- Introduction to computer graphics
- Use of a vector graphics program
- Use of a pixel graphics program
- Publishing in pdf format

Literature / Study Material

Lecturer's material

Learning Methods

Exercises on a computer and independent assignments

Assessment

Active participation in lectures, independent assignments, computer–based exam; grades: 1–5

Prerequisites

Introduction to Information Technology

Languages of Instruction

Finnish

Hypermedia production, 3 op KD07DVVV012 (study unit)

Lecturers

Riitta Ylihärtilä, BBA

Objectives

Students shall become familiar with the design and production of a hypermedia presentation. They shall possess

appropriate skills for utilizing hypermedia tools, and link the hypermedia presentation to an online service and assess its usability.

Content

The course discusses the following topics:

- Hypermedia presentation design: audio, image and video design and editing
- Use of hypermedia tools
- Saving a hypermedia presentation on an optical disk (CD/DVD)
- Transferring a presentation to an online service

Literature / Study Material

Lecturer's material

Learning Methods

Lectures, exercises on a computer and practical work

Assessment

Active participation in lectures, other assessment, assessment of practical work; grades: 1–5

Prerequisites

Introduction to Information Technology

Languages of Instruction

English

Literature and culture, 12 op KD18VA01 (study entity)

Objectives: Students shall acquire knowledge of cultural material in library collections. Students may take courses in literature (fiction), movies and music.

History and styles of literature, 3 op KD18CTTP002 (study unit)

Lecturers

Merja Koski–Aho

Objectives

The aim of the course is to familiarize students with the various styles in European literature, and with the more important novelists and their works from Classical Antiquity to modern times.

Content

The course discusses the history of European literature, the main characteristics of literature in recent years, and the more important works.

Literature / Study Material

To be announced at a later date.

Learning Methods

Students will read novels and poems, which represent different styles of writing. There will be discussions and essays pertaining to various novels and poems. Students will reflect on their learning through journals.

Assessment

Active completion of journal and participation in discussions. More detailed criteria for assessment will be announced at the beginning of the course.

History of Finnish literature, 3 op KD18CTTP003 (study unit)

Objectives

Upon completion of the course, students shall possess basic knowledge of the history of Finnish literature and contemporary literature. Students shall be acquainted with the more important works in Finnish literature, and the characteristics of contemporary literature.

Content

The course comprise two parts: 1. From literature in the Middle Ages to Väinö Linna's works 2. From Hannu Salama to Leena Krohn: the main characteristics of literature from 1970 to today.

Literature / Study Material

Leena Kirstinä: Kirjallisuutemme lyhyt historia. Other material to be announced at a later date.

Learning Methods

The following methods shall be applied in the course:

- Essay before the course begins based on Leena Kirstinä's novel
- Reading Finnish literature
- Discussions and written exercises
- Journal

Assessment

Assessment criteria will be discussed at the beginning of the course.

**Music styles and genres, 3 op
KD18DVKI011 (study unit)**

Lecturers

Arto Juurakko, M.A.

Objectives

The course provides students with basic knowledge on the history and trends of European music and an overview of various music cultures.

Content

The course discusses various trends and genres, as well as important composers.

**Basics of film art, 3 op
KD18CIEL001 (study unit)**

Lecturers

Marita Nyrhinen

Objectives

Students shall become acquainted with the history and important trends of movies, the means of making movies and the methods used in analyzing movies.

Content

The course discusses the analysis of movies.

Literature / Study Material

Henry Bacon: Audiovisuaalisen kerronnan teoria, 2000.

Learning Methods

Lectures, analysis exercises, assignments in groups. Compulsory participation in coursework.

**FREE-CHOICE STUDIES, 12 op
VAPVAL (study entity)**

Objectives: Students may select courses from the elective courses offered by the Business School or other faculties at the Seinäjoki University of Applied Sciences. Information concerning available courses at <http://ops.seamk.fi>

**Practical training, 30 op
KD07HYTH120 (study unit)**

Lecturers

Practical training advisor or head of degree program

Objectives

Students shall become familiar with the tasks, practices and culture(s) of their professional field in the working world, and learn to apply what they have learned to situations in practice. Students shall obtain an overall picture of the activities of the organization or business where they are placed. The practical training provides students with the opportunity to obtain ideas and/or topics for their final thesis.

Content

The course discusses the following:

- Application for placement
- Practical training
- Reporting (before, during, and after the training period)

Learning Methods

Learning-by-doing and compiling reports

Assessment

Pass/Fail

Maturity examination KD07FYOT100 (study unit)

Lecturers

Thesis advisor

Objectives

Students are required to sit a Maturity Test to receive their university of applied sciences degree. Students shall write about a topic related to the thesis, which indicates their knowledge of the topic and of Finnish or Swedish. If a student has received their education in a language other than Finnish or Swedish, the head of the degree program may allow the students to take the Maturity Test in another language.

Content

Students must demonstrate that they master the content of their thesis, and produce a clear and consistent written presentation.

Assessment

The content and use of language in the Maturity Test is evaluated on a pass/fail basis. The thesis advisor evaluates the Maturity Test.

Prerequisites

Students may register for the Maturity Test after they have submitted their thesis for final assessment.

Further Information

More information concerning registration for the Maturity Test and writing instructions is available on the Business School's web-site.

Thesis, 15 op KD07FYOT200 (study unit)

Objectives

The bachelor's thesis can be done individually or as a part of a larger research or development project. The aim of the thesis is to determine how well students apply the theoretical knowledge they have acquired during their studies. During the thesis process, students practice problem-solving skills, acquire knowledge of project work, utilize scientific thinking skills, carry out independent information retrieval, and report research results. Student must present the results of their research logically using correct language and professional terminology. The thesis process also allows students to be creative, to experiment and use innovative applications.

Content

Students are responsible for the choice of topic, which they often find during their practical training. Students discuss their choice of topic with their advisor for approval. Students must keep in touch with their advisor throughout the thesis process. Students present their research plan (and the completed work) at a seminar. The thesis is accompanied by a Maturity Test, in which students must demonstrate their command of the subject and their ability to use language clearly and consistently.

Literature / Study Material

Material associated with research and the students' own topic. The choice of material must be discussed with the supervisor.

Assessment

According to the criteria set for the assessment of theses at the Seinäjoki University of Applied Sciences

Further Information

Research work and thesis process

Degree Programme in Mechanical and Production Engineering (In Finnish)

Head of degree programme: Mr. Jukka Pajula, Tel. +358 40 830 2396, E-mail: jukka.pajula@seamk.fi

Student counsellor: Mr. Veli-Jukka Uitto, Tel. +358 40 830 4241, E-mail: veli-jukka.uitto@seamk.fi

International coordinator: Mr. Tapio Pihlajaniemi Tel. +358 40 830 3966, E-mail: tapio.pihlajaniemi@seamk.fi

Degree and qualification awarded

Bachelor of Engineering

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

General description of the degree programme

The objective of the degree programme in Mechanical and Production Engineering is to educate bachelors of science in mechanical engineering who manage the production processes and the leadership methods of production in machine and metal industry. After the studies the bachelor of science has skills to work in all expert and supervisor tasks in machine and metal industry from design to production as well as sales and marketing.

During the studies the students orientate themselves e.g. to production technology, machine design and entrepreneurship. There are three possibilities for advanced special studies: applied mechanics, material engineering and automation systems. The students have practical training periods to get familiar with the work of workers as well as with the work of bachelors of science.

Bachelors of science have vast and diverse field of work, typically they can work in design, production, management, marketing and sales or as an independent entrepreneur.

Bachelors of science have good employment situation. They are needed to develop and manufacture superior products to many kind of customer groups both in domestic and export markets. The graduated bachelors of science have possibilities to select an interesting job for himself and thus strengthen the success story of the Finnish engineers.

Subject specific competences

Basics of mechanical engineering

- can utilize use mathematics and physics to describe the phenomena in mechanical engineering and to solve the mechanical problems
- is familiar with the most common components and machine elements used in mechanical engineering and understands the working functions and operational principles of the most widely used machines
- is familiar with the most common mechanical measurements
- is familiar with the fundamentals of energy technology and energy usage

Competence in design

- masters the basics of technical documentation and can utilize 3D modelling in design work
- is familiar with the most common structural materials and their properties
- understands the meaning of standardization in product design and manufacturing
- can take into consideration the product's whole product life cycle in design work
- understands the meaning of team work in product design and can act as a team member in an international design organization

Competence in manufacturing

- is familiar with the methods, equipment and possibilities in manufacturing
- is familiar with the fundamentals of production systems and automation and their influence on the product
- knows the basics of logistics

Competence in machine safety

- knows the requirements of machine directives for pertaining to the design work
- can design equipment and structures that are safe and easy to use

Competence in company finances and business

- knows the preconditions for profitable business
- can make simple investment calculations

Degree Programme in Mechanical and Production Engineering (In Finnish), 240 cr (3.9.2007) KOTU 2007

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KC23AE10	BASIC STUDIES					55
KC23AK10012	Introduction to technical studies	x				1
KC23AK10013	Research methods			x		2
KC23AEKO	Language studies					
KC23AK10028	Communication and negotiation skills 1	x				3
KC23AK10029	Communication and negotiation skills 2		x			3
KC23AK10031	Swedish	x				3
KC23AK10041	English 1	x				3
KC23AK10051	English 2		x			3
KC23AK10061	English 3				x	3
KC23AEKLT	Natural sciences					
KC23AK10053	Algebra and trigonometry	x				4
KC23AK10054	Vectors and analytic geometry	x				3
KC23AK10055	Differentiaali- ja integraalilaskenta	x				3
KC23AK10056	Differential equations and business mathematics		x			3
KC23AK10057	Computer aided mathematics		x			3
KC23AK10058	Mechanics	x				3
KC23AK10059	Thermal and electrical physics	x				3
KC23AK10063	Wave and modern physics		x			3
KC23AK10064	Physics laboratory works		x			3
KC23AK10151	Basics of chemistry	x				3
KC23AK10066	Office applications	x				3
KC23BK20000	BASICS OF PROFESSIONAL STUDIES					38
KC23BK20012	Engineering drawing and CAD	x				6
KC23BK20030	Material technique 1	x				3
KC23BK20032	Manufacturing technology	x				3
KC23BK20051	Statics	x				3
KC23BK20062	Dynamics		x			3

KC23BK20071	Strength of materials 1		x			4
KC23BK20092	Machine elements		x			4
KC23BK20101	Electrical engineering and electronics	x				4
KC23BK20132	Industrial economics	x				3
KC23BK20135	Sustainable development	x				3
KC23BK20136	Mechanical engineering laboratory assignments	x				2
KC23BK30	PROFESSIONAL STUDIES MODULES					45
KC23KO50	Production technology module					15
KC23BK30011	NC technology		x			3
KC23BK30021	Production systems		x			3
KC23BK30031	Quality technology			x		3
KC23BK30041	Production management			x		3
KC23BK30051	Production technology laboratory work			x		3
KC23KO60	Mechanical engineering module					15
KC23BK40011	Strength of materials 2		x			3
KC23BK40012	Hydraulics and pneumatics		x			5
KC23BK40013	Welding technology		x			4
KC23BK40051	Product development			x		3
KC23KO80	Entrepreneurship module					15
KC23BK60005	Marketing		x			3
KC23BK60021	Business economics		x			4
KC23BK60050	Project management		x			4
KC23BK60062	Human resources management			x		4
KC23CK70000	OPTIONAL PROFESSIONAL STUDIES MODULES					15
KC23KO90	Applied mechanics module					15
KC23CK70011	Matrix algebra			x		3
KC23CK70021	Finite–element method			x		4
KC23CK70031	Mechanical vibrations				x	4
KC23CK70041	Machinery simulation				x	4
KC23KO100	Material engineering module					15
KC23CK50021	Plastics technology			x		3
KC23CK50011	Material technique 2			x		4
KC23CK80031	Material selection				x	4
KC23CK80041	Material engineering laboratory work				x	4
KC23KO10010	Automation systems module					15
KC23CK90011	Control systems			x		4
KC23CK90021	Sensor technology			x		3
KC23CK90031	Robotics				x	4
KC23CK90041	Automation systems design				x	4
KC23EK20	PROJECT STUDIES					27
KC23DK10000	FREE CHOICE STUDIES					15
KC23EK20010	PRACTICAL TRAINING					30
KC23FK30001	FINAL THESIS					15

Study Descriptions

Introduction to technical studies, 1 op KC23AK10012 (study unit)

Lecturers

Jukka Pajula

Objectives

Introduction to the studies, the way of studying and the significance of the field.

Content

Studying, learning, data gathering, significance of engineering.

Literature / Study Material

To be announced during the lectures

Learning Methods

Lectures and team work, active participation.

Assessment

Active participation in the lectures and exercises, a written exam.

Languages of Instruction

Finnish

Further Information

Jukka Pajula

Communication and negotiation skills 1, 3 op KC23AK10028 (study unit)

Lecturers

Helena Mikkilä

Objectives

Students shall gain insight into the objectives of communication at work, produce legible material and be familiar with the procedures of a meeting.

Content

The course discusses the following topics:

- Basic concepts of communication
- Documents and their layout
- Production of oral and written information
- Procedures of meetings and negotiations, compiling the minutes of a meeting

Literature / Study Material

Kauppinen, A., Nummi, J. & Savola, T. 2005. Tekniikan viestintä. Kirjoittamisen ja puhumisen käsikirja, 4.–5. painos, Edita

Learning Methods

Lectures, exercises in written and oral communication

Assessment

Oral and written exercises, and an examination

Languages of Instruction

Finnish

Further Information

Helena Mikkilä

Communication and negotiation skills 2, 3 op KC23AK10029 (study unit)

Lecturers

Helena Mikkilä

Objectives

Students shall gain insight into interactive communication skills, communication in different situations in the working world, negotiation procedures, and producing formal written material.

Content

The course comprises the following topics:

- Presentation skills
- Interviews
- Discussions and negotiations, negotiation documents
- Reports and job applications.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, oral and written exercises

Assessment

Oral and written exercises, and an examination

Languages of Instruction

Finnish

Further Information

Helena Mikkilä

Swedish, 3 op KC23AK10031 (study unit)

Lecturers

Riikka Alasankila

Objectives

Upon completion of the course, students shall be able to use Swedish in various situations in their profession, applying it to interactive communication. They shall also know how to collect and make good use of information pertaining to their profession.

Content

The course comprises the following topics:

- Education
- Job applications
- Work environments and society
- Customer contacts
- General texts and field-specific texts
- Terminology used in mechanical and production engineering

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, listening comprehension, oral exercises, and written assignments independently, in pairs and in small groups

Assessment

Active participation in lectures, approved interim and final exams

Languages of Instruction

Finnish and Swedish

Further Information

Riikka Alasankila

English 1, 3 op KC23AK10041 (study unit)

Lecturers

Tapio Pihlajaniemi, AM

Objectives

The aim of the course is to develop students' oral and written language skills. Upon completion of the course, students shall be competent in describing the type of education they have received and the duties in their future profession. They shall be familiar with the job application process and know how to compile their own job application in English. Additionally, students shall be capable of using basic terminology associated with texts in the fields of mechanical and production engineering texts. They shall also be able to use this terminology orally and in writing.

Content

The course consists of the following:

- Exercises pertaining to effective interactive communication
- Data acquisition and the use of the Internet
- Basic terminology associated with texts in mechanical and production engineering
- Oral and written exercises including CV, oral presentations, and the texts in the course book

Literature / Study Material

Huhta, Marjatta: Connections: Communication Guidelines for Engineers, Edita, the latest edition. Texts associated with the fields of mechanical and production engineering, as well as other study material.

Learning Methods

Learning shall take place in the forms of oral and written exercises in pairs, in groups and individually.

Assessment

Active participation in lectures and exercises, and approved interim and final examinations

Languages of Instruction

Finnish and English

Further Information

Tapio Pihlajaniemi

English 2, 3 op KC23AK10051 (study unit)

Lecturers

Tapio Pihlajaniemi, MA

Objectives

The aim of the course is to provide students with more profound knowledge of oral and written language skills, as well as skills in written communication and business correspondence. Additionally, students shall understand the more demanding terminology in their profession of mechanical and production engineering. They shall be competent in using this terminology both orally and in writing.

Content

The course consists of the following:

- Exercises of effective interactive communication, based on professional texts associated with mechanical and production engineering
- Oral and written exercises, including business correspondence with some terminology
- Professionally-oriented oral presentations
- Texts in the course book

Literature / Study Material

Huhta, Marjatta: Connections: Communication Guidelines for Engineers, Edita, the latest edition. Texts associated with the fields of mechanical and production engineering, as well as other study material.

Learning Methods

Learning shall take place in the forms of oral and written exercises in pairs, in groups and individually.

Assessment

Active participation in lectures and exercises, and approved interim and final examinations

Languages of Instruction
Finnish and English

Further Information
Tapio Pihlajaniemi

English 3, 3 op KC23AK10061 (study unit)

Lecturers
Tapio Pihlajaniemi, MA

Objectives

The aim of the course is to enforce and maintain students' previous oral and written language skills. The central themes of the course deal with writing exercises, meeting and negotiation procedures, and vocabulary/terminology. Students shall understand comprehensive, professional texts associated with the fields of mechanical and production engineering. Students shall also be competent in using professional terminology both orally and in writing.

Content

The course consists of the following:

- Exercises to promote effective interactive communication, based on professional texts in the fields of mechanical and production engineering
- Oral and written exercises including the technical reading and writing
- Professionally-oriented oral presentations
- Texts in the course book

Literature / Study Material

Huhta, Marjatta: Connections: Communication Guidelines for Engineers, Edita, the latest edition. Texts associated with the fields of mechanical and production engineering, as well as other study material.

Learning Methods

Learning shall take place in the forms of oral and written exercises in pairs, in groups and individually.

Assessment

Active participation in lectures and exercises, and approved interim and final examinations

Languages of Instruction
Finnish and English

Further Information
Tapio Pihlajaniemi

Algebra and trigonometry, 4 op KC23AK10053 (study unit)

Lecturers
Pasi Junell

Objectives

The student must accomplish the basic know-how needed in technological mathematics.

Content

Simplification of algebraic expressions, equations and trigonometry

Literature / Study Material

Antti Majaniemi: ALGEBRA I, Antti Majaniemi: GEOMETRIA

Learning Methods

Lectures, exercises and independent study. NB! 80 % lectures required.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

-

Languages of Instruction
Finnish

Further Information
Pasi Junell

Vectors and analytic geometry, 3 op KC23AK10054 (study unit)

Lecturers
Heikki Kokkonen, FL

Objectives
The student must accomplish the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content
Vectors and analytic geometry.

Literature / Study Material
Antti Majaniemi: ALGEBRA I, Antti Majaniemi: GEOMETRIA.

Learning Methods
Lectures, excercises and independent study.

Assessment
Twwo mid-term exams or final exam and exercise points.

Prerequisites
Algebra and trigonometry.

Languages of Instruction
Finnish

Differentiaali- ja intgraalilaskenta, 3 op KC23AK10055 (study unit)

Lecturers
Pasi Junell

Objectives
The student must accomplish the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content
One variable differential- and integral calculations.

Literature / Study Material
Antti Majaniemi: MATEMATIIKKA I, Antti Majaniemi: MATEMATIIKKA II.

Learning Methods
Lectures, exercises and independent study.

Assessment
Two mid-term exams or final exam and exercise points.

Prerequisites
Algebra and trigonometry.

Languages of Instruction
Finnish

Further Information
Pasi Junell

Differential equations and business mathematics, 3 op KC23AK10056 (study unit)

Lecturers

Heikki Kokkonen, FL

Objectives

The student must accomplish the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content

Differential equations and commercial mathematics.

Literature / Study Material

Antti Majaniemi: Matematiikka II and lecture notes

Learning Methods

Lectures, exercises and independent study.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

Algebra and trigonometry, differential- and integral calculations.

Languages of Instruction

Finnish

Computer aided mathematics, 3 op KC23AK10057 (study unit)

Lecturers

Heikki Kokkonen, FL

Objectives

The student must accomplish the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content

Mathematical softwares and statistics.

Literature / Study Material

Lectures notes.

Learning Methods

Lectures, computer exercises, exercises and independent study.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

Algebra and trigonometry.

Languages of Instruction

Finnish

Mechanics, 3 op KC23AK10058 (study unit)

Objectives

Students shall acquire basic knowledge of physics for engineering. The course introduces a foundation for the comprehension of demanding technical information required in the vocational subjects and prepares the students for technical expertise in their profession.

Content

Kinematics and dynamics of particles, work, power, energy, mechanics of rigid objects, as well as mechanics of solids and fluids.

Literature / Study Material

Hautala, Peltonen: Insinöörin (AMK) Fysiikka osa I (Lahden Teho–Opetus Oy). Lecture notes.

Learning Methods

Active participation in lectures and exercises with the attendance of 80 %.

Assessment

Written course–end examination.

Languages of Instruction

Finnish

**Thermal and electrical physics, 3 op
KC23AK10059 (study unit)**

Objectives

Students shall acquire basic knowledge of physics for engineering. The course introduces a foundation for the comprehension of demanding technical information required in the vocational subjects and prepares the students for technical expertise in their profession.

Content

Basics of thermal physics, and electrostatics, direct–current and basics in alternating current.

Literature / Study Material

Hautala, Peltonen: Insinöörin (AMK) Fysiikka osat I ja II (Lahden Teho–Opetus Oy). Lecture notes.

Learning Methods

Active participation in lectures and exercises.

Assessment

Written course–end examination.

Prerequisites

Mechanics

Languages of Instruction

Finnish

**Wave and modern physics, 3 op
KC23AK10063 (study unit)**

Objectives

Students shall acquire basic knowledge of physics for engineering. The course introduces a foundation for the comprehension of demanding technical information required in the vocational subjects and prepares the students for technical expertise in their profession.

Content

Oscillatory motion, wave motion, acoustics, optics, radiation and nuclear physics.

Literature / Study Material

Hautala, Peltonen: Insinöörin (AMK) Fysiikka osa II (Lahden Teho–Opetus Oy). Lecture notes.

Learning Methods

Active participation in lectures and exercises.

Assessment

Written course–end examination.

Prerequisites

Mechanics

Languages of Instruction

Finnish

**Physics laboratory works, 3 op
KC23AK10064 (study unit)**

Objectives

Course provides the students with basic knowledge of experimental measurements, processing and reporting the results. Applications of experimental physics for various fields of engineering will be introduced.

Content

Laboratory experiments from different areas of physics.

Literature / Study Material

Instructions for exercises in physics (Seinäjäki University of Applied Sciences, School of Engineering).

Learning Methods

Laboratory exercises (minimum 90 % attendance required) and written reports.

Assessment

Approved completion of exercises, approved reports and written examination

Prerequisites

Mechanics

Languages of Instruction

Finnish

**Basics of chemistry, 3 op
KC23AK10151 (study unit)**

Lecturers

Mervi Hujanen

Objectives

The course introduces students to the chief aspects of general and inorganic chemistry.

Content

The course discusses atoms and chemical compounds, chemical reactions and calculations, combustion, acids and alkalines, electrochemistry and corrosion, as well as safe working methods.

Literature / Study Material

Lecturer's material

Learning Methods

Lectures, calculations, assignments

Assessment

Written examination, approved report

Languages of Instruction

Finnish

**Office applications, 3 op
KC23AK10066 (study unit)**

Lecturers

Jukka Mäntylä

Objectives

Students shall acquire insight into the operating principles of information technology. They shall also acquire the ability to use word processing programs, spreadsheets, databases, graphics, mathematics and other software required during their studies.

Content

The course comprises the following topics: Computer technology at the university of applied sciences Microcomputers, peripheral devices and their use, Internet and email Basics of operating systems, information networks, word processing, spreadsheets, databases, graphics and mathematics software Creating a home page

Literature / Study Material

Juha Paananen, Tietotekniikan peruskirja. Docendo. Handbooks for application softwares. Lecture material.

Learning Methods

Lectures, exercises and independent study

Assessment

Written examination and approved assignments

Languages of Instruction

Finnish

Further Information

Jukka Mäntylä

**Engineering drawing and CAD, 6 op
KC23BK20012 (study unit)**

Lecturers

Jukka Aarnio

Objectives

Students shall learn manual and computer-aided methods for designing and measuring machines and machine parts, in accordance with regulations and standards, while taking into account eventual production methods.

Content

The course comprises the following topics: Significance of engineering drawing: projections, measurement, surface markings, welding marks, tolerances, assembly drawings CAD 2D and 3D modelling

Literature / Study Material

Aimo Pere: Koneenpiirustus, Autio: Koneenpiirustus

Learning Methods

Lectures, manual exercises, supervised CAD work and exercises

Assessment

Examinations and approved exercises

Languages of Instruction

Finnish

Further Information

Jukka Aarnio

**Material technique 1, 3 op
KC23BK20030 (study unit)**

Lecturers

Jukka Pajula

Objectives

Construction materials, their characteristics, handling, standards and selection

Content

Operating characteristics and materials testing. Internal structure of metals. Constitutional diagram. Thermal treatment. Steel and cast iron. Other alloys. Other materials. Approximately 1 cu of laboratory work

Literature / Study Material

Koivisto, Kaarlo ym.: Konetekniikan materiaalioppi

Learning Methods

Lectures, exercises, laboratory work

Assessment

Examination, practical work, laboratory exercises

Languages of Instruction

Finnish

Further Information

Jukka Pajula

Manufacturing technology, 3 op KC23BK20032 (study unit)

Lecturers

Kimmo Kitinoja

Objectives

Students shall be familiar with the more common manufacturing methods for the machine industry, machine tools and tooling.

Content

The course discusses welding methods, casting, powder metals, methods for forming removing material, working with sheet metal, coating, and measuring.

Literature / Study Material

Ihalainen etc. Valmistustekniikka Otatieto. Other lecture material.

Learning Methods

Lectures, visits to factories, exercises and independent study

Assessment

Written examination and exercises

Languages of Instruction

Finnish

Further Information

Kimmo Kitinoja

Statics, 3 op KC23BK20051 (study unit)

Lecturers

Jukka Aarnio

Objectives

Upon completion of the course, students shall possess basic knowledge of statics and the ability to use that knowledge in simple structures.

Content

The course comprises the following topics:

- Basic principles of mechanics
- Summation of forces
- Moment of force
- Types of support
- Center of gravity
- Equilibrium in relation to particles and solids
- Loads and load diagrams of beams
- Statics of structures
- Friction
- Principle of virtual work
- Simple mechanical machines

Literature / Study Material

Kärkkäinen M. & Mikkonen P.: Insinöörin mekaniikka, Outinen H. Statiikka I ja II, lecture material

Learning Methods

Lectures and exercises, independent study

Assessment

Written examination, exercises

Languages of Instruction

Finnish

Further Information

Jukka Aarnio

Dynamics, 3 op KC23BK20062 (study unit)

Lecturers

Jukka Aarnio

Objectives

Upon completion of the course students shall possess basic knowledge of dynamics and the ability to use that knowledge in practical problems as well as understanding of basic phenomena of mechanical vibrations.

Content

The course comprises the following topics:

- Basic principles of dynamics
- Kinematics of particles
- Kinematics of solids
- Basic principles of kinetics
- vibrations of a single degree of freedom system
- Energy principle

Literature / Study Material

Salmi, T. & Virtanen S.: Dynamiikka where applicable, lecture material

Learning Methods

Lectures and exercises, independent study

Assessment

Written examination

Prerequisites

Statics

Languages of Instruction

Finnish

Further Information

Jukka Aarnio

Strength of materials 1, 4 op KC23BK20071 (study unit)

Lecturers

Mika Kumara

Objectives

Upon completion of the course, students shall possess basic knowledge of the strength of materials and the ability to apply this knowledge to the components and structures of machines.

Content

The course comprises the following topics:

- Basic concepts of the strength of materials
- Tension in structures, deformations and dimensioning in the loading conditions of tension, compression, shear, bending and torsion
- State of plane stress
- State of combined stresses

Literature / Study Material

Karhunen et al. Lujuusoppi

Learning Methods

Lectures and exercises, independent study

Assessment

Written examination, exercises

Prerequisites

Statics

Languages of Instruction
Finnish

Further Information
Mika Kumara

Machine elements, 4 op KC23BK20092 (study unit)

Lecturers
Mika Kumara

Objectives
Students shall gain insight into the principles of operation and design calculations, and they shall be capable of selecting parts from standards and catalogues.

Content
The course comprises the following topics:

- Machine–part calculations and basis of design
- Joints
- Revolving machine parts: axle connections, parallel bearings, roll bearings, shaft couplings, springs, brakes, chain and belt drives, toothed wheels and gears

Literature / Study Material
To be announced during the lectures.

Learning Methods
Lectures and exercises

Assessment
Examination and exercises

Prerequisites
Strength of Materials 1

Languages of Instruction
Finnish

Further Information
Mika Kumara

Electrical engineering and electronics, 4 op KC23BK20101 (study unit)

Lecturers
Veli–Jukka Uitto

Objectives
Upon completion of the course, students shall be familiar with the more important concepts and calculation methods used in theoretical electrical engineering. They shall also acquire a general view of the possibilities of electronics in mechanical engineering applications. Students shall know the more important components used in electronics.

Content
The course comprises the following topics:

- Basic structures and characteristics of electric motors
- Basic components of electronics: diodes, transistors, operation amplifiers and their operating principles, basic circuits in analog technology

Literature / Study Material
To be announced at the beginning of the course.

Learning Methods
Lectures and exercises, independent study

Assessment
Written examination and exercises

Languages of Instruction
Finnish

Further Information
Veli-Jukka Uitto

Industrial economics, 3 op KC23BK20132 (study unit)

Lecturers
Lasse Tarhala

Objectives
Students shall acquire knowledge of issues related to production economics.

Content
The course comprises the following topics:

- Production planning, productivity, growth, profitability, liquidity and financial solidity
- Investment calculations, budgeting, key ratios
- Rationalization and analyzing performed work
- Material and personnel management
- Fundamentals of marketing and commercial law

Literature / Study Material
To be announced at the commencement of the course.

Learning Methods
Lectures and exercises

Assessment
Examination and seminar work

Languages of Instruction
Finnish

Further Information
Lasse Tarhala

Sustainable development, 3 op KC23BK20135 (study unit)

Lecturers
Jorma Tuomisto, M.S.

Objectives
Students shall gain general insight into environmental protection in relation to engineering. They shall learn to take a positive and responsible attitude towards environmental protection. They shall be familiar with the possibilities provided by environmental technology, as well as the objectives of sustainable development

Content
The course comprises the following topics:

- Air pollution
- Climate and energy supply
- Clean water and sewage
- Contaminated soil and ground waters
- Recycling and refuse
- Raw materials and the ecocyclic principle
- Environmental systems, environmental administration
- REACH and European Chemicals Agency.

Literature / Study Material
Lecturer's own material

Learning Methods
Lectures and a seminar presentation

Assessment

Written examination and assessment of the seminar presentation

Languages of Instruction

Finnish or English if necessary

Further Information

jorma.tuomisto@seamk.fi

**Mechanical engineering laboratory assignments, 2 op
KC23BK20136 (study unit)**

Lecturers

Juho Yli-Suomu

Objectives

Student is aware of the safety issues in the laboratory of mechanical engineering and knows the basic machines in a workshop.

Content

General safety at work in the laboratory of mechanical engineering, safety issues in each machine, training of basic use of the following: saw, lathe, milling machine, plate shear and welding machines.

Languages of Instruction

Finnish

Further Information

Juho Yli-Suomu

**NC technology, 3 op
KC23BK30011 (study unit)**

Lecturers

Kimmo Kitinoja

Objectives

Students shall acquire basic knowledge of automatic manufacturing and programming.

Content

The course discusses NC-machines, programming codes, interaction programming, and CAD/CAM systems.

Literature / Study Material

Lecture material

Learning Methods

Lectures, exercises, laboratory work and independent study

Assessment

Written examination and laboratory work: 70/30

Prerequisites

Manufacturing Technology

Languages of Instruction

Finnish

**Production systems, 3 op
KC23BK30021 (study unit)**

Lecturers

Kimmo Kitinoja

Objectives

Students shall acquire knowledge about various production systems and understand their significance in production.

Content

The course discusses the flow of manufacture, assembly, automation, tooling, control and controllability, and information systems.

Literature / Study Material

Lecture material, Lapinleimu et al. Kone- ja metalliteollisuuden tuotantojärjestelmät

Learning Methods

Lectures, group study and exercises, independent study

Assessment

Written examination and exercises: 70/30

Prerequisites

Manufacturing Technology

Languages of Instruction

Finnish

**Quality technology, 3 op
KC23BK30031 (study unit)**

Lecturers

Kimmo Kitinoja

Objectives

Upon completion of the course, students shall understand the importance of quality in the various operations within a company, and be familiar with the more important philosophies and terminology associated with quality assurance and understand the importance of the continuous improvement of quality.

Content

The course discusses the importance of quality, quality management, quality manual, quality costs, social importance of quality, continuous improvement of quality, ISO 9000 quality standard, Finnish quality award, Malcolm Baldrige quality award, six sigma.

Literature / Study Material

Lecklin Olli: Laatu yrityksen menestystekijänä, and lecture material.

Learning Methods

Lectures, exercises and practical work, independent study.

Assessment

Written examination, exercises and practical work.

Languages of Instruction

Finnish

Further Information

Kimmo Kitinoja

**Production management, 3 op
KC23BK30041 (study unit)**

Lecturers

Kimmo Kitinoja

Objectives

Students shall understand the concepts and terminology associated with production management, as well as the problems, needs and aims in production management.

Content

The course discusses how production management is organized, the meaning of management in various forms of production, and the most common production management systems.

Literature / Study Material

Lecture material

Learning Methods

Lectures and exercises, independent study

Assessment

Examination/exercises: 70/30

Languages of Instruction
Finnish

Production technology laboratory work, 3 op KC23BK30051 (study unit)

Lecturers
Kimmo Kitinoja

Objectives
Students shall apply their acquired knowledge to production, control systems and development.

Content
The course discusses various topics relating to production technology.

Literature / Study Material
Lecture material

Learning Methods
Laboratory work and independent study

Assessment
Laboratory work

Prerequisites
Manufacturing Technology, NC Technology, Production Systems, Production Management

Languages of Instruction
Finnish

Strength of materials 2, 3 op KC23BK40011 (study unit)

Lecturers
Mika Kumara

Objectives
Upon completion of the course, students shall understand the principles associated with dimensioning dynamically loaded structures, stability problems in bar and beam structures, as well as the principles of energy in beam structures.

Content
The course discusses fatigue, buckling, and the energy principles in beam structures.

Literature / Study Material
Karhunen et al. Lujusoppi

Learning Methods
Lectures and exercises, independent study

Assessment
Written examination, exercises

Prerequisites
Strength of Materials 1

Languages of Instruction
Finnish

Further Information
Mika Kumara

Hydraulics and pneumatics, 5 op KC23BK40012 (study unit)

Lecturers
Kimmo Kitinoja

Objectives

Students shall understand the most important concepts associated with hydraulic and pneumatic systems and their design.

Content

The course concerns the structure and function of hydraulic and pneumatic components, equipment that produces, controls and regulates compressed energy, as well as common devices, reservoirs, pipes and accessories. The course also discusses the fundamentals of proportional, cartridge and servo-technology, as well as the concepts involved in general planning.

Learning Methods

Lectures and exercises, self study

Languages of Instruction

Finnish

Welding technology, 4 op KC23BK40013 (study unit)

Lecturers

Kimmo Kitinoja

Product development, 3 op KC23BK40051 (study unit)

Lecturers

Jorma Nevaranta

Objectives

Upon completion of the course, students shall understand the entire product development process, possess competency in working on product development teams.

Content

The course comprises the following topics:

- Product process beginning with a customer's needs to the final product
- Concept design and product specification
- Industrial design
- Design for manufacturing and assembly (DFMA)
- Prototypes in product development
- Cost management of a product development project
- patents and trade-marks
- Project portfolio management

Literature / Study Material

Jokinen T.: Tuotekehitys, Aalto A.: Projektisalkun johtaminen, lecture material

Learning Methods

Lectures and exercises, independent study

Assessment

Written examination and exercises

Languages of Instruction

Finnish

Further Information

Jorma Nevaranta

Marketing, 3 op KC23BK60005 (study unit)

Objectives

Upon completion of the course, students shall possess knowledge of customer-oriented marketing concepts, models, and marketing strategy and its operational implementation. Students shall understand customer relationship management as a critical success factor for a company.

Content

The course discusses operational environments and forms of marketing, customer-oriented marketing, segmentation and

focused marketing, internal marketing and marketing organizations, their structure and resources, as well as new competition in the service economy and customer relationship management, the role of communication in marketing, and service cultures.

Literature / Study Material

Lahtinen & Isoviita, Asiakaspalvelun ja markkinoinnin perusteet, 2001. Grönroos, Palveluiden johtaminen ja markkinointi

Learning Methods

Project work, lectures, case studies and marketing simulations, and independent study

Assessment

Written examination/projects and case studies: 80/20

Prerequisites

Industrial Economics

Languages of Instruction

Finnish

**Business economics, 4 op
KC23BK60021 (study unit)**

Lecturers

Jukka Pajula

Objectives

Upon completion of the course, students shall understand the complexity of entrepreneurship and the business world. Students shall be familiar with the basics of business operations, and possess the knowledge needed to establish their own business and manage it.

Content

The course comprises the following topics:

- Innovations and business ideas
- Selection of a company type
- Establishing a business, business operations: production, financing and marketing.
- Internal accounting, taxation and financial matters in a company

Literature / Study Material

Lecture material

Learning Methods

Lectures, exercises and project

Assessment

Lectures and independent study: 50/50

Prerequisites

Industrial Economics

Languages of Instruction

Finnish

**Project management, 4 op
KC23BK60050 (study unit)**

Lecturers

Jukka Pajula

Objectives

Upon completion of the course, students shall possess basic knowledge and skills in the principles and methods involved in project work, as well as the ability to supervise a project.

Content

The course outlines

- target oriented development through projects,

- project preparation, planning, and implementation,
- the principles and methods in project work,
- project organization and operation, and
- time management, resources and costs in project planning
- Tekes-projects

Literature / Study Material

Lanning, Roiha & Salminen: Matkaopas muutokseen 1999. Kettunen Sami: Onnistu projektissa 2003, lecture material.

Learning Methods

Project work exercises, lectures and case studies

Assessment

Written examination, exercises

Prerequisites

Industrial Economics

Languages of Instruction

Finnish

Further Information

Jukka Pajula

**Human resources management, 4 op
KC23BK60062 (study unit)**

Objectives

Upon completion of the course, students shall possess basic, operational and strategic knowledge in human resources management, from the point of view of both individuals and the processes involved.

Content

The course discusses human resources management today, with a focus on the learning organization. It also involves discussion of strategic points of view in human resources management and company culture, supervision in changing organizations, situation management and interaction, individuals as part of the work community (motivation, commitment and superior/subordinate dialogs), the development of knowledge, collective agreements and labor codes.

Literature / Study Material

Riitta Viitala, Henkilöstöjohtaminen, 2000. Lecturer's material.

Learning Methods

Active participation in lectures and group work, seminars and exercises

Assessment

Written examination and approved exercises: 80/20

Prerequisites

Industrial Economics

Languages of Instruction

Finnish

**Matrix algebra, 3 op
KC23CK70011 (study unit)**

Lecturers

Mika Kumara

Objectives

Upon completion of the course, students shall possess basic knowledge of matrices and matrix algebra to pass the courses Finite Element Methods, Mechanical Vibrations and Simulation of Machines.

Content

The course comprises the following topics:

- Definitions: transpose, determinant, inverse of a matrix
- Solving a linear system of equations
- Gauss elimination method

- Eigenvalues and eigenvectors
- Diagonalization
- Use of mathematics software

Literature / Study Material

Lecture material

Learning Methods

Lectures and exercises, independent study

Assessment

Written examination, exercises

Languages of Instruction

Finnish

Further Information

Mika Kumara

Finite-element method, 4 op KC23CK70021 (study unit)

Lecturers

Mika Kumara

Objectives

Upon completion of the course, students shall possess the ability to use finite element methods in the dimensioning of structures and understand the basic principles of the use of FEM softwares in static analyses of structures.

Content

The course comprises the following topics:

- Basic principles of finite element methods
- Stiffness matrix, summing of elements, burden, boundary conditions, basic equations
- Rod, beam, axially loaded plates and bending loaded plate structures, shells

Literature / Study Material

Lecture material

Learning Methods

Lectures and exercises, independent study

Assessment

Written examination, exercises

Prerequisites

Strength of Materials 1 and 2, Matrix Algebra

Languages of Instruction

Finnish

Further Information

Mika Kumara

Mechanical vibrations, 4 op KC23CK70031 (study unit)

Lecturers

Mika Kumara

Objectives

Upon completion of the course, students shall understand vibration phenomena and their importance in mechanical engineering and understand the basic principles of the use of FEM softwares in dynamic analyses of structures.

Content

The course comprises the following topics:

- Mathematical description of vibration

- Vibrations of one degree of freedom
- Vibrations of many degrees of freedom
- Natural frequencies and natural modes
- Damping

Literature / Study Material
Lecture material

Learning Methods
Lectures and exercises, independent study

Assessment
Written examination, exercises

Prerequisites
Dynamics, Finite Element Methods

Languages of Instruction
Finnish

Further Information
Mika Kumara

Machinery simulation, 4 op KC23CK70041 (study unit)

Lecturers
Mika Kumara

Objectives
Upon completion of the course, students shall be familiar with the principles of creating analytical models of structures and use of FEM software in the static and dynamic simulation of machines.

Content
The course comprises the following topics:

- Pre-processors, solvers, post-processors
- Data transfer from CAD software
- Finite element library
- Material models
- Static and dynamic analyses
- Linear and nonlinear problems

Literature / Study Material
Lecture material

Learning Methods
Lectures and exercises, independent study

Assessment
Written examination, exercises

Prerequisites
Finite Element Methods, Mechanical Vibrations

Languages of Instruction
Finnish

Further Information
Mika Kumara

Plastics technology, 3 op KC23CK50021 (study unit)

Objectives
Upon completion of the course, students shall understand the basic concepts of polymer chemistry, and be familiar with the more important engineering plastics, their technical characteristics and areas of application.

Content

The course discusses the structure of plastics, their physical and mechanical characteristics, manufacturing, machining and bonding, and the areas of application for plastics.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and exercises, seminar work, independent study

Assessment

Written examination and seminar work: 70/30

Languages of Instruction

Finnish

**Material technique 2, 4 op
KC23CK50011 (study unit)**

Objectives

Upon completion of the course, students shall be familiar with the destructive and non-destructive inspection procedures for materials.

Content

The course comprises the following topics:

- procedures for ultrasound, penetrant solutions, magnetic particles, X-rays and eddy-currents
- Tests for durability, hardness, tension, bending and form
- Measurement of residual tensions

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and exercises, independent study

Assessment

Written examination and exercises: 70/30

Languages of Instruction

Finnish

**Material selection, 4 op
KC23CK80031 (study unit)**

Objectives

Students shall acquire the basic principles involved in the selection of materials.

Content

The course discusses general principles, the selection process, types of tension, selection maps, and the economical aspects of the selection of materials.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and exercises, independent study

Assessment

Written examination and exercises: 70/30

Prerequisites

Welding Technology

Languages of Instruction

Finnish

Material engineering laboratory work, 4 op KC23CK80041 (study unit)

Objectives

Students shall be competent in designing and manufacturing a product while considering the demands of the product and manufacturing.

Content

The course discusses design and product manufacture.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and exercises, independent study

Assessment

Written examination and exercises: 70/30

Prerequisites

Material Engineering Module

Languages of Instruction

Finnish

Control systems, 4 op KC23CK90011 (study unit)

Lecturers

Kimmo Kitinoja

Objectives

Upon completion of the course, students will be able to design a control system for automation systems using programmable controllers, microcomputers and other control devices.

Content

The course comprises hardwired and programmable control systems, the structure of a programmable controller, usage and programming, diagram of connections, input and output lists, use of a microcomputer in controlling an actuator and a system, PC control rooms and user interfaces, and the basic concepts of electronic data transfer.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, exercises, and independent study

Assessment

Written examination/exercises: 70/30

Languages of Instruction

Finnish

Sensor technology, 3 op KC23CK90021 (study unit)

Lecturers

Veli-Jukka Uitto

Objectives

Students shall understand how sensors are used in the more common applications for automation systems.

Content

The course comprises the following topics:

- Operating principles of sensors
- Detection of presence
- Detection of variable limits
- Recognition

- Computer vision
- Measuring distance
- Measurement of displacement and distortion angle
- Control of tolerances
- Measurement of speed
- Measurement of acceleration and force

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and exercises, independent study

Assessment

Written examination and exercises: 70/30

Languages of Instruction

Finnish

**Robotics, 4 op
KC23CK90031 (study unit)**

Lecturers

Veli-Jukka Uitto, DI

Objectives

Students shall gain insight into the potential and limitations of robotics in the industrial applications. They shall know how to program a modern industrial robot and possess basic knowledge of robotics. They shall also be competent in designing and selecting devices for the automatic handling of products.

Content

The course discusses robot structures, design, control and programming.

Literature / Study Material

Kuivanen, R.: Robotiikka. Suomen Robottiyhdistys Ry

Learning Methods

Lectures and exercises, independent study

Assessment

Written examination and exercises: 70/30

Prerequisites

Sensor Technology

Languages of Instruction

Finnish

**Automation systems design, 4 op
KC23CK90041 (study unit)**

Objectives

Upon completion of the course, students will have command of the basic principles associated with designing and selecting automation systems for production machinery and equipment.

Content

The course discusses the architecture of automation systems, data buses, control rooms, integration of automation system components and subsystems to a complete system, and the procurement of an automation system.

Learning Methods

Lectures and exercises, independent study

Assessment

Written examination and exercises: 70/30

Prerequisites

Production Technology Module, Control Systems, Sensor Technology, Robotics

Languages of Instruction
Finnish

PRACTICAL TRAINING, 30 op
KC23EK20010 (study entity)

Students shall train in the field of mechanical and production engineering and acquire profound knowledge of their own line of specialization. Practical training allows students to put the theory they have learned into practice.

FINAL THESIS, 15 op
KC23FK30001 (study entity)

The aim of the final thesis is to prepare students for their future career by having them prepare a written study on a topic agreed upon with the advisor. Students are expected to be able to combine the theory acquired while studying with new information to produce a consistent scientific study with practical emphasis, and solve any problems that may arise in the study.

Degree Programme in Nursing (In Finnish)

Head of degree programme: Ms Raija Palo, Tel. + 358 20 124 5181, Gsm +358 40 830 3956, E-mail: raija.palo@seamk.fi

Student counsellor: Ms Tellervo Pihlaja, Tel. + 358 20 124 5180, Gsm +358 40 830 3959, E-mail: tellervo.pihlaja@seamk.fi

ECTS/International coordinator: Ms Helinä Mesiäislehto–Soukka, Tel. + 358 20 124 5194, Gsm +358 40 830 4200, E-mail: helina.mesiäislehto–soukka@seamk.fi

Degree and qualification awarded

The Polytechnic Degree in Social Services and Health Care, Registered Nurse, Public Health Nurse, Bachelor of Health Care

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

General description of the degree programme

The purpose of the degree programme in nursing is to train experts of nursing and public health nursing, whose work is based on multi-disciplinary knowledge, extensive nursing competence and high ethical standards. Registered Nurses (AMK) and Registered Public Health Nurses (AMK) are qualified to examine, assess and develop their competence, work, work community and professional field. Registered Nurses (AMK) and Public Health Nurses (AMK) plan, implement and develop nursing in national and international contexts.

The Registered Nurses (AMK) are licensed to practise professional nursing as nurses in the health service. The Public Health Nurses (AMK) are licensed to practise professional nursing as nurses and public health nurses. The education is in harmony with the European Council directives on the education of nurses responsible for general care.

Registered Nurses (AMK) and Registered Public Health Nurses (AMK) work as independent experts of nursing in primary health care, specialized medical services, social services and in the private and third sector. They help, support, nurse and counsel healthy and sick individual people of all ages, families, groups, and communities. Their work involves nursing in the areas of promotion and maintenance of health, prevention and treatment of illness, rehabilitation and medical treatment prescribed for the patients.

Subject specific competences

*Degree programme in Nursing,
Bachelor of Health Care (Nurse)*

Competence in customerships in health care

- has a holistic conception of man and recognises the complexity of a human being using the knowledge base of neighbouring disciplines and fields
- recognises various functional deficiencies and disorders and their degrees of difficulty

Competence in health promotion

- knows the treatment chains and service networks in health care and understands the aetiology and medical treatment processes of the most common diseases (general practice, surgery, paediatrics, obstetrics and maternity care, mental health care, psychiatry, geriatric care and geriatrics) in order to define nursing needs
- recognises and anticipates the medical problems and threats of an individual and a family/ group
- supports and empowers individuals, families and groups to assume responsibility for the maintenance and promotion of their health, resources and functional capacity.
- applies the principles of rehabilitative health care

- acts as an expert in health care enhancing sustainable development and environmental health

Clinical competence

- assumes responsibility for the patient's/ client's physical, psychological, spiritual and social needs and safety
- monitors the patient's condition, symptoms and the effectiveness of medical care in the treatment of the most common diseases and is able to make necessary conclusions
- examines, assesses, monitors and secures the vital functions of the patient
- prevents infections
- manages the most essential examination and treatment methods, and the safe and correct use of the necessary machinery and equipment and is able to carry out examinations with the equipment suitable for immediate care
- uses the examination results in treatment and follow-up
- supports the wellbeing and coping of the patient and his/her family
- prevents and recognises situations threatening the patient's/ client's mental health and assists him/her whenever necessary
- alleviates the patient's/ client's pain and suffering in different life situations, also in end-of-life care
- provides first aid in various care and operative environments as well as gives both manual, machine and intensive resuscitation within the limits of his/her authority
- acts as a nurse in crises and emergency situations according to the valid instructions
- is able to use various instruments and aids in a safe and ergonomic way
- is able to estimate the patient's total care needs
- implements safe medical treatment (pharmacotherapy) as prescribed by a medical doctor and monitors the effects and effectiveness of medical treatment
- is able to do medical and dose calculations and possesses the knowledge of clinical pharmacology essential for nursing patients of all ages
- manages the preparative procedures for intravenous (IV) therapy, endovascular treatment and blood transfusion, is able to prepare a patient for these procedures and treatments and to monitor the patient during and after IV-therapy and blood transfusion
- is able to cannulate the peripheral vein and implement IV-therapy
- implements intravenous and medical treatment to the central vein
- recognises the risks of pharmacotherapy and is able to use information on unexpected effects of medical treatment in order to develop processes of pharmacotherapy

Decision-making competence

- is able to establish and maintain client-centric and goal-oriented interaction and relationships with the patient, family and community
- assumes responsibility for defining the nursing needs and plans, implements and evaluates the patient care together with the patient and his/her next-of-kin
- enters nursing information to patient documents and data registers in accordance with data and privacy protection policies

Counselling and mentoring competence

- is able to mentor and counsel different patients/ clients, their next-of-kin and groups
- supports and guides the patient/ client in his/her self-treatment and management of personal health problems and concerns
- teaches and counsels students and staff
- uses and produces suitable counselling material and uses electronic means of patient counselling
- guides patient/ client in matters relating to medical treatment to promote the patient's commitment to his/her health promotion and treatment

Degree programme in Public Health Care, Bachelor of Health Care (Public Health Nurse)

Nursing competence

- bases his or her work on nursing science and other related sciences in interaction and care of clients/patients and their significant others
- knows how to plan, implement and evaluate nursing care and to make professional decisions based on research and practical experience
- knows how to use central nursing interventions and implements nursing care safely

Health promotion competence

- bases his or her work on strategies and programmes of health promotion and public health work and on sound knowledge of his/her purview and community

- knows how to promote public health by strengthening clients' awareness of their health, resources and independence and by intervening if factors threatening health emerge
- is able to participate in multi-professional work teams as an expert of public health nursing and to coordinate their function
- knows how to evaluate, justify and develop the productiveness and effectiveness of health promotion

Competence in public health nursing of individuals, families, groups and community

- recognises clients' growth and developmental phases in relation to the human life cycle
- knows how to monitor the clients' health, growth and development; recognises their resources and risk factors and knows what action to take
- is able to establish and foster confidential and open client relationships, which are long-lasting if required
- takes into account clients' cultural background when planning and implementing the public health nurse's work
- masters evidence-based practices of public health nursing at individual, family, group and community level and uses them in a client-oriented way
- knows how to utilise applications of health technology

Promotion of environmental health

- knows how to assess the effects of communities and environments on health and to make suggestions for promoting the clients' health and functional capacity
- takes into account the global health risks and their prevention from the viewpoint of national health promotion
- masters the prevention of infectious diseases and implements the official immunisation programme
- is able to prevent domestic, industrial and recreational accidents and knows how to give first-aid

Competence in community-based public health nursing

- recognises differences in health between various population groups, identifies insecurity, risks and disturbances in social development and needs for special support and treatment and demonstrates ability to intervene in early stages
- is able to collaborate and network with different interest groups to advance health and well-being
- recognises the health effects of decision-making and is able to affect local decision-making to promote the health of the population

Educational approach and learning methods

In the degree programme in Nursing, several pedagogical background theories are employed, depending on the content and nature of the topic and on the students' learning needs. The lecturers use e.g. theories of constructivist learning, experience-based learning, problem-based learning, knowledge-based learning and learning by doing. In the learning process of evidence-based nursing, the possibility of different pedagogical solutions is needed. In the education, theoretical studies and practical training are integrated as a whole, while various virtual and other independent studies promote self-directed and evidence-based learning.

Access to further studies

Eligible for second-cycle higher education studies. For second-cycle studies, three years' work experience is also required. The admission decisions are made in the receiving higher education institution.

Course structure diagram with credits

60 per year

Degree Programme in Nursing (In Finnish), 210 cr (3.9.2007)

HOITOTYÖ 2007SH

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KG09A	BASIC STUDIES					13
KG09AP	Learning to learn in the health field					13
KG09AAP01	Studies in the polytechnic and in the degree programme	x				2
KG09AAP02	Oral and written communication	x				3
KG09AAP03	Swedish	x				3
KG09AAP04	English	x				3
KG09AAP05	Information technology and information seeking	x				2
KGA09B	PROFESSIONAL STUDIES					174
KG09BPS	Nurse's professional growth					4
KG09BAP01	Professional growth and interaction and group work skills	x				4
KG09BBP	The working environment in the social and health services					7
KG09BBP01	Introduction to social and health services	x				2
KG09BBP02	International and multicultural awareness in nursing	x				2
KG09BBP03	Sociology, social policy and social security	x				3
KG09BCP	Different age groups in health promotion					10
KG09BCP01	Health and well-being of individuals, families and the environment	x				3
KG09BCP02	Adult public health nursing	x				2
KG09BCP03	Public health science	x				1
KG09BCP04	Psychology, developmental psychology	x				1
KG09BCPE	Practical training in health promotion	x				3
KG09BDP	Basic nursing knowledge and skills					33
KG09BDP01	Nursing ethics and history	x				3
KG09BDP02	Anatomy and physiology	x				4
KG09BDP03	First aid and health services in exceptional circumstances	x				2
KG09BDP04	Introduction to nursing and nursing interventions	x				6
KG09BDP05	Drug care	x				3
KG09BDP06	Clinical pharmacology		x			3
KG09BDP07	Introduction to medicine, pathology and microbiology	x				1
KG09BDP08	Science of nutrition	x				2
KG09BDPE	Practical training in basic nursing skills	x				9
KG09BEP	Children, youth and families as clients in nursing					20
KG09BEP01	Antenatal and obstetric nursing		x			2
KG09BEP02	Nursing of children, youth and families		x			2
KG09BEP03	Obstetrics and gynaecology		x			1
KG09BEP04	Paediatric and adolescent medicine		x			1
KG09BEPE	Practical training in child, youth and family nursing		x			14
KG09BFP	Adults as clients in nursing					25
KG09BFP01	Medical–surgical nursing		x			6
KG09BFP02	Internal medicine and surgery		x			3

KG09BFP03	Laboratory medicine		x			2
KG09BFPE	Practical training in adult clinical nursing		x			14
KG09BGP	The elderly as clients in nursing					10
KG09BGP01	Elderly nursingthe functional capacity of the elderly			x		2
KG09BGP02	Gerontology and geriatrics			x		1
KG09BGPE	Practical training in elderly care			x		7
KG09BHP	Different age groups in mental health nursing					13
KG09BHP01	Mental health nursing and crisis intervention			x		3
KG09BHP02	Intoxicant abuse work			x		2
KG09BHP03	Psychiatry			x		1
KG09BHPE	Practical training in mental health nursing			x		7
KG09BIP	Nursing research and development					9
KG09BIP01	Introduction to nursing science		x			2
KG09BIP02	Nursing research and development			x		7
KG09BJP	Teaching in nursing					3
KG09BJP01	Teaching and counselling in nursing	x				2
KG09BJP02	Science of education	x				1
KG09BKP	Management in nursing					5
KG09BKP01	Management and quality assurance in nursing			x		3
KG09BKP02	Employment and entrepreneurship in health and social services			x		2
KG09BLP	Acute or perioperative patients as clients in nursing					15
KG09B97606	Anaesthesiology			x		1
KG09B97602	Perioperative nursing			x		2
KG09CAP03	Further medical studies			x		1
KG09CA041	Acute nursing and outpatient nursing			x		4
KG09CAE01	Practical training in acute nursing and perioperative nursing			x		7
KG09BMP	Advanced nursing studies in specialities					20
KG09C632087	Adult clinical nursing				x	6
KG09C632127	Acute/emergency nursing				x	6
KG09B97505	Child and youth nursing				x	6
KG09B97401	Mental health nursing				x	6
KG09B62009	Perioperative nursing				x	6
KG09C632097	Elderly nursing				x	6
KG09CSE	Advanced practical training in nursing				x	14
KG09D	FREE-CHOICE STUDIES					8
KG09F	FINAL THESIS AND MATURITY TEST					15

Degree Programme in Nursing (In Finnish), 240 cr (7.1.2008) HOITOTYÖ 2007TH

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KG09A	BASIC STUDIES					13

KG09AP	Learning to learn in the health field					13
KG09AAP01	Studies in the polytechnic and in the degree programme	x				2
KG09AAP02	Oral and written communication	x				3
KG09AAP03	Swedish	x				3
KG09AAP04	English	x				3
KG09AAP05	Information technology and information seeking	x				2
KG09B	PROFESSIONAL STUDIES					204
KG09BPT	Public health nurse's professional growth					4
KG09BAP01	Professional growth and interaction and group work skills	x				4
KG09BBP	The working environment in the social and health services					7
KG09BBP01	Introduction to social and health services	x				2
KG09BBP02	International and multicultural awareness in nursing	x				2
KG09BBP03	Sociology, social policy and social security	x				3
KG09BCP	Different age groups in health promotion					10
KG09BCP01	Health and well-being of individuals, families and the environment	x				3
KG09BCP02	Adult public health nursing	x				2
KG09BCP03	Public health science	x				1
KG09BCP04	Psychology, developmental psychology	x				1
KG09BCPE	Practical training in health promotion	x				3
KG09BDP	Basic nursing knowledge and skills					33
KG09BDP01	Nursing ethics and history	x				3
KG09BDP02	Anatomy and physiology	x				4
KG09BDP03	First aid and health services in exceptional circumstances	x				2
KG09BDP04	Introduction to nursing and nursing interventions	x				6
KG09BDP05	Drug care	x				3
KG09BDP06	Clinical pharmacology		x			3
KG09BDP07	Introduction to medicine, pathology and microbiology	x				1
KG09BDP08	Science of nutrition	x				2
KG09BDPE	Practical training in basic nursing skills	x				9
KG09BEP	Children, youth and families as clients in nursing					20
KG09BEP01	Antenatal and obstetric nursing		x			2
KG09BEP02	Nursing of children, youth and families		x			2
KG09BEP03	Obstetrics and gynaecology		x			1
KG09BEP04	Paediatric and adolescent medicine		x			1
KG09BEPE	Practical training in child, youth and family nursing		x			14
KG09BFP	Adults as clients in nursing					25
KG09BFP01	Medical–surgical nursing		x			6
KG09BFP02	Internal medicine and surgery		x			3
KG09BFP03	Laboratory medicine		x			2
KG09BFPE	Practical training in adult clinical nursing		x			14
KG09BGP	The elderly as clients in nursing					10
KG09BGP01	Elderly nursingthe functional capacity of the elderly			x		2
KG09BGP02	Gerontology and geriatrics			x		1

KG09BGPE	Practical training in elderly care			x		7
KG09BHP	Different age groups in mental health nursing					13
KG09BHP01	Mental health nursing and crisis intervention			x		3
KG09BHP02	Intoxicant abuse work			x		2
KG09BHP03	Psychiatry			x		1
KG09BHPE	Practical training in mental health nursing			x		7
KG09BIP	Nursing research and development					9
KG09BIP01	Introduction to nursing science		x			2
KG09BIP02	Nursing research and development			x		7
KG09BJP	Teaching in nursing					3
KG09BJP01	Teaching and counselling in nursing	x				2
KG09BJP02	Science of education	x				1
KG09BKP	Management in nursing					5
KG09BKP01	Management and quality assurance in nursing			x		3
KG09BKP02	Employment and entrepreneurship in health and social services			x		2
KG09BLP	Acute or perioperative patients as clients in nursing					15
KG09B97606	Anaesthesiology			x		1
KG09B97602	Perioperative nursing			x		2
KG09CAP03	Further medical studies			x		1
KG09CA041	Acute nursing and outpatient nursing			x		4
KG09CAE01	Practical training in acute nursing and perioperative nursing			x		7
KG09BLPT	Outpatient public health nursing					20
KG09CB011	Public health, grading of care and care chains			x		3
KG09CA12	Nursing in the public health nurse's work				x	3
KG09CBE01	Practical training in outpatient public health nursing 1			x		7
KG09CBE02	Practical training in outpatient public health nursing 2				x	7
KG09CT1	Population responsibility-based public health nursing					30
KG09CT011	Antenatal and obstetric nursing				x	2
KG09CT021	Public health nursing of children, youth and their families				x	4
KG09CT05	Public health nursing of adults				x	2
KG09CT06	Public health nursing of elderly clients				x	2
KG09F02	Final thesis/development project				x	5
KG09CTE01	Practical training in public health nursing				x	15
KG09D	FREE-CHOICE STUDIES					8
KG09F	FINAL THESIS AND MATURITY TEST					15

Study Descriptions

BASIC STUDIES, 13 op KG09A (study entity)

The purpose of Basic Studies is to provide students with an overall picture of the role and significance of nursing in society and the working world, both from the national and international perspective, to introduce students to the general theoretical foundation of nursing and to ensure that they have the language skills as defined by the national statute A 352/2003.

Learning to learn in the health field, 13 op KG09AP (study entity)

Objectives: students will understand the significance of lifelong learning in their professional growth, develop their self-awareness and group-work and study skills, develop their interaction and communication skills in Finnish and in foreign languages, and they will be introduced to basic information technology, information acquisition and common applications.

Studies in the polytechnic and in the degree programme, 2 op KG09AAP01 (study unit)

Lecturers

Tellervo Pihlaja

Objectives

The aim of the course is to orientate students into their degree program and studying at the University of Applied Sciences. They shall learn to identify their learning needs and to analyse their learning. Self-directed study skills are also practiced.

Content

The course discusses students as nursing students and as group members at the University of Applied Sciences, lifelong learning and prerequisites for learning and self-awareness.

Literature / Study Material

Study Guide for the Seinäjoki University of Applied Sciences (nursing curriculum)

Learning Methods

Lecture, group work, independent study

Assessment

Active participation

Oral and written communication, 3 op KG09AAP02 (study unit)

Lecturers

Katariina Punkari

Objectives

Students will understand how the correct usage of language builds a foundation for written communication. They will learn to analyze and interpret various types of information. They will participate in oral and writing exercises to practice argumentation and to develop their thinking. They will learn to compile common documents and be introduced to writing for academic purposes. Students will practice various oral communication situations, e.g. meetings and negotiations.

Content

The course comprises the following:

- Communication for academic purposes and documentation
- Academic essay, summary, report, poster, journal
- Media literacy
- Introduction to writing documents
- Preparation, practice and evaluation in oral communication
- Interaction, verbal and non-verbal expressions, use of visual aids
- Meetings and negotiation skills
- Oral presentations

Literature / Study Material

Repo, I. & Nuutinen, T. 2003. Viestintätaito. Opas aikuisopiskelun ja työelämän vuorovaikutustilanteisiin. Otava. Helsinki

Learning Methods

Lecture, written and oral exercises, independent study

Assessment

Active participation, examination

Swedish, 3 op KG09AAP03 (study unit)

Lecturers

Merja Lindholm, M.A.

Objectives

The aim of the course is to promote students' oral and written communication skills by learning central structures and vocabulary, and to encourage them to independently study Swedish in the future. Students will also learn central nursing vocabulary in Swedish

Content

The course comprises nursing vocabulary in Swedish, central structures, and the extension of vocabulary.

Literature / Study Material

Tuunanen, M. & Wallinheimo, K. 2006. Flexvården. Svenska för högskolor. OTAVA.

Learning Methods

Lectures, exercises, independent study

Assessment

Active participation, a vocabulary test, an oral examination and a summary of a Finnish text into Swedish. Independent study includes a summary, preparing an oral presentation and other assignments. Assessment is based on the national AMKKIA language criteria for universities of applied sciences.

Prerequisites

Swedish studies at an upper secondary/a vocational institute or equivalent.

Languages of Instruction

Swedish and Finnish

English, 3 op KG09AAP04 (study unit)

Lecturers

Tiina Vahvaselkä, M.A.

Objectives

The aim of the course is to promote students oral and written communication skills by learning central structures, polite communication and small talk. Moreover, students are encouraged to independently study English in the future. Students will also learn central nursing vocabulary and academic English.

Content

The course comprises English for nursing professionals, polite communication and small talk, central structures, and an introduction to academic English.

Literature / Study Material

Material prepared by the lecturer

Learning Methods

Lectures, exercises, independent study

Assessment

Active participation, an oral examination and a summary of a Finnish text into English are required. Independent study includes a summary and other assignments. Assessment is based on the national AMKKIA language criteria for universities of applied sciences.

Prerequisites

English studies at an upper secondary/a vocational institute or equivalent.

Languages of Instruction

English and Finnish

Information technology and information seeking, 2 op KG09AAP05 (study unit)

Lecturers

Ari Saunamäki, B.B.A. and Informatician Silja Saarikoski, Hilkka Latva–Somppi

Objectives

Students will learn to use the programs and services associated with communication technology in their studies. They will become aware of their ethical responsibilities and data protection. They will practice using applications, library and information services and learn where and how to seek information related to nursing studies.

Content

The course comprises the following:

- Information work and equipment and the impact of information technology on the individual and society
- Telecommunications, databases, Internet, WWW–services, e–mail
- Use of applications
- Significance of information acquisition and introduction to relevant sources of information
- Web–based library and information services
- Theoretical foundation of information acquisition and the use of databases

Literature / Study Material

To be announced by the lecturer.

Learning Methods

Lectures, independent study, exercises, online learning

Assessment

Active participation, examination, online exercises

Languages of Instruction

Finnish

Public health nurse's professional growth, 4 op KG09BPT (study entity)

Objectives: Students shall analyze their personal professional development and competence throughout their studies and advance their skills in personal and professional interaction and cooperation.

Nurse's professional growth, 4 op KG09BPS (study entity)

Objectives: Students shall analyze their professional development and competence throughout their studies and develop their skills in personal and professional interaction and cooperation.

Professional growth and interaction and group work skills, 4 op KG09BAP01 (study unit)

Lecturers

Tellervo Pihlaja, Simo Ranta

Objectives

Students shall learn to analyze their growth into the nursing/public health nursing profession. They will learn to promote their personal development process and begin preparing themselves for the demands of society and working life. They will develop and apply their self–awareness, interaction and cooperation skills in various settings. Students will learn to assess how their physical, mental and social resources meet the demands of the nurse's/public health nurse's profession. Tutoring is provided to enhance the students' professional development. Students are also expected to compile a portfolio during their studies.

Content

The course discusses expertise and competence in nursing/public–health nursing, growth into the nursing/public–health nursing profession, work satisfaction in nursing/public–health nursing, self–awareness, cooperation skills and social interaction, group dynamics and factors that influence group membership, and portfolios.

Literature / Study Material

Janhonen, S. & Vanhanen–Nuutinen, L. (eds.) 2005. Kohti asiantuntijuutta. Nikko, A. 2001. Portfolio oppimisen avartajana. Himberg, L. & Jauhiainen, R. 1998 or latest ed. Suhteita. Minä, me ja muut. WSOY (sov. osin). Ojala, T & Uutela, A. 1993. Rakentava vuorovaikutus. WSOY. (partly). Other material provided by the lecturer.

Learning Methods

Lectures, group work and assignments, discussion on personal objectives and development, portfolio, independent study

Assessment

Active participation, portfolio

Prerequisites

Studies at the university of applied sciences and in the degree program

Languages of Instruction

Finnish

**The working environment in the social and health services, 7 op
KG09BBP (study entity)**

Students will become familiar with the national programs and stipulations that regulate the healthcare and social welfare policies in Finland. They will understand how social welfare policy-making, social challenges, changes and problems, and economic factors influence healthcare. They will also understand the importance of data protection in healthcare. Students will be introduced to the component parts of social security, learn cultural awareness necessary in responding to the clients'/patients' needs, and prepare themselves for work in international environments and multi-cultural work communities.

**Introduction to social and health services, 2 op
KG09BBP01 (study unit)**

Lecturers

Kari Jokiranta, B.A.

Objectives

The course provides students with an overview of the social welfare and healthcare policy as part of the broader Finnish and international social welfare policies. Students will study the provision of social welfare and healthcare services and consider the clients who need such services. Students will be introduced to the regulations that govern the provision of social welfare and healthcare services, and to the decision-making processes at different levels in society. Students will also analyze the guidelines for the national social welfare and healthcare programs and study the actions recommended by the programs to solve common healthcare and social welfare problems.

Content

The course discusses the clients of social welfare and healthcare services, the function of healthcare and social welfare services and service provision, laws and regulations pertaining to healthcare and social welfare services, national and international strategies and guidelines, common healthcare and social welfare problems affecting the health and well-being of the population, data protection in healthcare.

Literature / Study Material

Sosiaali- ja terveydenhuoltolainsäädäntö. Latest edition. Kauppakaari. Valtakunnallinen tavoite- ja toimintaohjelma sosiaali- ja terveydenhuollon järjestämisestä (the latest version). Valtioneuvoston periaatepäätös Terveys 2015-kansanterveysohjelmasta. Publications 2001: 4. Helsinki. Sosiaali- ja terveysministeriö 2001. Sosiaali- ja terveyspolitiikan strategiat 2010. Kohti sosiaalisesti kestävä ja taloudellisesti elinvoimaista yhteiskuntaa. Sosiaali- ja terveysministeriö 2002. Sosiaali- ja terveydenhuollon kehittämishankkeiden suunnitelmat. Ajankohtaiset sosiaali- ja terveydenhuollon kansalliset ja kansainväliset suunnitelmat ja ohjelmat. Other material provided by the lecturer

Learning Methods

Lectures, online learning, independent study

Assessment

Examination, online exercises

Languages of Instruction

Finnish

**International and multicultural awareness in nursing, 2 op
KG09BBP02 (study unit)**

Lecturers

Kari Jokiranta, Marja Toukola

Objectives

Students shall learn sensitivity regarding issues of equality. They shall be prepared to work in an international and multi-cultural nursing setting. They shall understand the role of culture in health promotion and be better prepared to interact with patients from different cultural backgrounds. They shall be introduced to current challenges in European healthcare services. Students shall also be aware of how immigration and becoming a refugee impact people and their nursing care.

Content

The course discusses the Romani, Muslim and Jewish cultures, interaction with immigrants, health problems related to

culture shock and being a refugee, and European challenges in healthcare services and working abroad as a nurse.

Literature / Study Material

Lecture material and other material provided by the lecturer.

Learning Methods

Lectures, discussion, independent study

Assessment

Active participation, examination

Languages of Instruction

Finnish

**Sociology, social policy and social security, 3 op
KG09BBP03 (study unit)**

Lecturers

Kari Jokiranta, B.A.

Objectives

Students will learn to understand the social background of various phenomena. They will better understand social problems, health sociology and social change. The students' professional responsibility will develop as they study basic rights and central institutions in Finland. They will promote their interaction skills by focusing on the history of the clients' life-span. Students will promote their social participation and study the social security system as a part of their professional nursing competence.

Content

The course discusses social problems, the sociology of healthcare, social changes, basic rights, courts of law, public administration, social change in Finland from the beginning of the 20th century until today, welfare society, and the Finnish social security system.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures, independent study

Assessment

Active participation, examination

Languages of Instruction

Finnish

**Different age groups in health promotion, 10 op
KG09BCP (study entity)**

Objectives: Students will learn to support and activate individual clients, families and communities in the promotion of their health, resources and functional capacity and to detect, anticipate and prevent health problems and environmental risks. Students will understand the role of culture in health promotion and contribute to the creation of an environment, which promotes health and well-being.

**Health and well-being of individuals, families and the environment, 3 op
KG09BCP01 (study unit)**

Lecturers

Hilkka Majasaari

Objectives

Students will learn to activate individual clients, families and communities in the promotion of their health, resources and functional capacity and to detect, anticipate and prevent health problems and risks. They will analyze concepts and models related to health, well-being and health promotion and apply their knowledge to the analysis and promotion of individuals', families' and environment's health and well-being.

Content

The course discusses health, illness, well-being, functional capacity and life management, the factors that influence health, health promotion, concepts, contents and models, the concept of family, functions of the family, features and frameworks of family nursing, assessment of the family situation, family interview, helping families to cope,

intervention, environmental education, sustainable development, environmental health and related regulations, waste management, and noise and the prevention of noise.

Literature / Study Material

Pietilä, A–M. et al. (eds.) 2002. Terveysten edistäminen. Uudistuvat työmenetelmät. WSOY. Paunonen, M. & Vehviläinen–Julkunen, K. (eds.) 1999. Perhe hoitotyössä. Teoria, tutkimus ja käytäntö. WSOY (in part).

Learning Methods

Lectures, group work, independent study

Assessment

Active participation and positive influence on other learners, exercises, examinations

Languages of Instruction

Finnish

Adult public health nursing, 2 op KG09BCP02 (study unit)

Lecturers

Else Vierre, Ritva Kuoppamäki, Raija Tolonen

Objectives

The course introduces students introduced to the health of the adult population in light of research. They will analyze the impact of the life situation of adult clients on their health and learn to define which (e.g. physical, chemical, biological, ergonomic and psychological) factors in the work environment influence clients' health. Students will learn to counsel adult clients, beginning from the clients' situation and health needs. They will acquire central knowledge and skills required in the healthcare and counselling of adult clients and study the essential contents of occupational health and safety in general and from the perspective of their future profession. Students will also carry out and interpret health examinations.

Content

The course discusses the health of the adult population in light of Finnish and international studies, the factors that influence the health and well-being of adults, experts and multi-professional collaboration in the healthcare of the adult population, the environment and the health of the adult population, workplace assessment, first-aid, safety equipment, health examinations and the guidance and counselling of adult clients.

Literature / Study Material

Pääkkönen, R. & Rantanen, S. & Uitti, J. 2006. Työn terveysvaarojen tunnistaminen. Helsinki. Sosiaali- ja terveysministeriö. Työterveyslaitos. 2006. Hyvä työterveyshuoltokäytäntö. Opas toiminnan suunnitteluun ja seurantaan. Helsinki. (sov. osin). Työterveyslaitos. 2006. Terveystarkastukset työterveyshuollossa. Helsinki (sov. osin). Ministry of Social Affairs and Health. European Observatory on Health Systems and Policies. 2006. Health in All Policies. Prospects and potentials. Finland. (EU2006.fi) (sov. osin). Muu ajankohtainen kirjallisuus ja tutkimukset sekä uusimmat lait ja asetukset työsuojelusta ja työterveyshuollosta.

Learning Methods

Lectures, clinical classroom practice, independent study

Assessment

Active participation, report on a workplace visit, healthcare plan

Languages of Instruction

Finnish

Public health science, 1 op KG09BCP03 (study unit)

Lecturers

Helinä Mesiäislehto–Soukka

Objectives

Students will learn the central concepts associated with public-health science, and learn to describe the research methods used in public-health science, as well as to read research literature.

Content

The course discusses the central concepts and research methods associated with public-health science.

Literature / Study Material

Kauhanen, J. et al. 1998. Kansanterveystiede. 2nd edition. WSOY (in part)

Learning Methods

Lectures, assignment, independent study

Assessment

Active participation, examination

Languages of Instruction

Finnish

**Psychology, developmental psychology, 1 op
KG09BCP04 (study unit)**

Lecturers

Tuija Vasikkaniemi

Objectives

Students will learn to perceive people in their entirety and comprising physical, mental and social dimensions. They will become aware of the contextuality of people's actions and development, and learn to apply their knowledge to practical work with clients and patients and to their own lives.

Content

The course discusses people as holistic persons, psychological self-regulation, attachment and nursing, development tasks and psychosocial crises throughout the life cycle and how to take them into consideration in nursing, as well as other mental, physical and social development and its relation to the health of the individual person.

Literature / Study Material

Lyytinen, P., Korkiakangas, M. & Lyytinen, H. (eds.) 1995. Näkökulmia kehityopsykologiaan. Kehitys kontekstissaan. WSOY. Porvoo (in part). Salo, O. & Tuunainen, K. 1996. Da Capo –alusta uudelleen. Karisto Oy. Hämeenlinna (in part). Other material provided by the lecturer.

Learning Methods

Lectures, case study analysis, group work, independent study

Assessment

Examination

Languages of Instruction

Finnish

**Practical training in health promotion, 3 op
KG09BCPE (study unit)**

Lecturers

Else Vierre, Ritva Kuoppamäki, Raija Tolonen

Objectives

The course objectives are as follows:

- Planning, implementation and report of a health interview
- Field trips to various sectors (e.g. construction, farming, entrepreneurship, nursing) and report on the visits
- Planning, implementation and evaluation of a health examination and interview, followed by a healthcare plan for a client

Content

Health interview, field trips, health examination, and healthcare plan.

Assessment

Exercises and practical assignments, practical training

Languages of Instruction

Finnish

Basic nursing knowledge and skills, 33 op KG09BDP (study entity)

Objectives: Students will learn to follow the ethical guidelines and principles of nursing, to interact in a client-oriented way and to apply process-thinking in nursing, to meet the patient's basic needs holistically and to help the patients and their families satisfy their physical, mental and spiritual needs, to examine, assess, monitor and maintain the patient's vital functions, to observe asepsis and to prevent infections, to calculate drug and fluid dosages correctly, modes of medication and drug groups, to dose and administer medication, to monitor the desired, side- and combined effects of drug care, to carry out central nursing interventions and in this context counsel the patients, common examinations and samples and in this context counsel the patients, to use instruments safely, to consider the rehabilitative aspect of nursing, to implement computer-based documentation and to seek and apply research knowledge.

Nursing ethics and history, 3 op KG09BDP01 (study unit)

Lecturers

Kaarina Ketonen, Marjut Nummela

Objectives

Students will become familiar with the foundation and norms of the philosophy of nursing and of ethical problems in nursing. They will learn to reflect on the problems and to analyze the values, norms and ethical principles that guide their own nursing practices. They will be introduced to ethical decision-making in nursing. Students will also study the historical development of nursing and analyze how historical events have influenced the evolvement of nursing and the current and future nursing/public-health nursing professions. They will also learn how nursing theory and education have developed since the 19th century.

Content

The course comprises the ethical foundations and norms in social and health services, nursing values, norms and ethical principles, professional secrecy and confidentiality in nursing, ethical decision-making in nursing, the development and characteristics of care and nursing throughout time, the development of nursing theory and education since the 19th century, and the future of nursing.

Literature / Study Material

Leino-Kilpi, H. & Välimäki, M. 2003. Etiikka hoitotyössä. WSOY; Kalkas, H. & Sarvimäki, A. 1996 or latest ed. Hoitotyön etiikan perusteet. 5th renewed edition or later. WSOY. Sorvettula, M. 1998. Johdatus suomalaisen hoitotyön historiaan. Suomen sairaanhoitajaliitto; other material provided by the lecturer.

Learning Methods

Lectures, discussion, independent study, exercises

Assessment

Active participation, assignments, examination

Languages of Instruction

Finnish

Anatomy and physiology, 4 op KG09BDP02 (study unit)

Lecturers

Mika Hormalainen, Tiina Haapaniemi

Objectives

The students will learn central anatomy and physiology and related terminology. They will learn to locate organs in the human body, understand the role of bodily systems and learn to locate structural-functional disorders.

Content

The contents include tissues, the musculoskeletal system, cardiovascular system, body fluid balance, respiratory organs, digestion, the urinary system, endocrine system, reproduction, the nervous system and the skin.

Literature / Study Material

Nienstedt, W. et al. 1999 or latest ed. Ihmisen fysiologia ja anatomia. 12th ed. WSOY. Bjälie, J.G. et al. 1999. Ihminen. Fysiologia ja anatomia. WSOY (in part). Budowick, M. et al. 1995. Anatomian atlas. WSOY (in part).

Learning Methods

Lectures, exercises, independent study, online learning

Assessment

Active participation, examinations

Languages of Instruction

Finnish

**First aid and health services in exceptional circumstances, 2 op
KG09BDP03 (study unit)**

Lecturers

Marja Toukola, Ritva Kuoppamäki, Paula Paussu

Objectives

Students will learn to identify the need for prompt first-aid and the importance of calm behavior in emergency situations. They will learn how to administer first-aid in demanding circumstances and become motivated to maintain their first-aid skills. They will become familiar with the plan compiled in collaboration with civil protection and rescue services to ensure health services in exceptional emergency situations.

Content

The course discusses what to do in emergency situations and other exceptional situations, as well as first-aid and CPR.

Literature / Study Material

Sahi, T., Castren, M., Helistö, N. & Kämäräinen, L. 2006. Ensiapuopas. Duodecim ja SPR; Ensiapu. Latest edition. SPR

Learning Methods

Lectures, first-aid drills

Assessment

Active participation, examination

Languages of Instruction

English and Finnish

**Introduction to nursing and nursing interventions, 6 op
KG09BDP04 (study unit)**

Lecturers

Katri Mäki-Kala, Liisa Ahola, Tarja Knuuttila, Else Vierre, Marja Toukola, Erna Nikkola

Objectives

Students will gain an overview of the nursing practice and action models, and of the activities of daily living in healthy and ill people and learn to respond to their patients' needs. Students will learn central nursing interventions and examinations and understand the importance of asepsis. They will learn to prepare patients for common laboratory and radiological examinations. They will also work in line with the principles of rehabilitative nursing and learn to document and report on the nursing process.

Content

The course discusses the concepts and practice of nursing, nursing principles, nursing and helping, the nursing process and documentation, Roper-Logan-Thierney's Model of Nursing, as well as basic asepsis, which entails hand hygiene, aseptic practice, and handling sterile instruments. Students will also learn about patient safety in the nursing environment, assisting patients in personal hygiene, sleep and rest, mobility, rehabilitation, stimulation, respiration and cardiovascular functions, drug injections, body temperature, eating and drinking, urination and defecation, the care of dying patients, communication, expressing sexuality, radiological examinations, and laboratory examinations.

Literature / Study Material

Kassara, H. & al. 2004. Hoitotyön osaaminen. WSOY

Learning Methods

Lectures, group work, exercises, clinical classroom practice, field trips, independent study, online learning

Assessment

Active participation, on-course assessment +, – or 0, summative test (weighted assessment: summative test 3, introduction pass-fail), aseptic test (pass/fail), rehabilitation; examination (1), clinical classroom practice, radiological examinations: examination (1), laboratory examinations: clinical classroom practice and examination (1)

Languages of Instruction

Finnish

Drug care, 3 op KG09BDP05 (study unit)

Lecturers

Katri Mäki-Kala, Marja Toukola, Liisa Ahola, Paula Lehto

Objectives

Students will be familiar with the regulations pertaining to drug care. They will comprehend their responsibility as nurses/public-health nurses in handling drugs and administering drug care. They will learn the various types of medicines, the routes of administering them and take responsibility for handling drugs carefully and correctly. Students will also learn to calculate dosages correctly.

Content

The course discusses regulations pertaining to drug care, types of medicines, handling medicines and routes of administering them, pharmaceutical services, and drug calculations.

Literature / Study Material

Ernvall, S. et al. 1999 or latest ed. Lääkelaskenta. WSOY. Latest legislation. Nurminen, M-L. 2001. Lääkehoito. 4th ed. WSOY (in part). Other material provided by the lecturer. STM. 2006. Turvallinen lääkehoito.

Learning Methods

Lectures, clinical classroom practice, drug calculation, independent study

Assessment

Active participation; theoretical part: summative test, with a minimum of 50 % correct answers and all parts approved; mathematics: pass before third-term practical training, in-course assessment

Languages of Instruction

Finnish

Clinical pharmacology, 3 op KG09BDP06 (study unit)

Lecturers

Leena Ulvinen

Objectives

Students will become familiar with various drugs and medicines and learn to use them effectively to alleviate illness and dysfunction. They will learn the effective mechanisms and desired effects of medications, as well as the side- and combined effects of drugs, as well as learn to monitor the effect of drug care.

Content

The course discusses drugs and medicines, the appropriate use of medication, effective mechanisms of medicines, the desired side- and combined effects of medicines, as well as monitoring the effects of drug care.

Literature / Study Material

Nurminen, M-L. 2001. Lääkehoito. 4th ed. WSOY. Other material provided by the lecturer.

Learning Methods

Lectures, independent study

Assessment

Active participation, examination

Languages of Instruction

Finnish

Introduction to medicine, pathology and microbiology, 1 op KG09BDP07 (study unit)

Lecturers

Juhani Laakso, Leena Katajamäki

Objectives

Students will become familiar with the system of providing medical care. They will be introduced to the diagnosis, emergence, effects, prevention and treatment of common diseases. They will study the emergence and prevention of infectious diseases, including the immune system, microbes, normal body flora and routes of infection.

Content

The course discusses the organization of medical care, diagnosis, emergence, effects, the prevention and treatment of common diseases, basic facts about microbes, normal body flora, routes of infection and factors contributing to infectious diseases, infectious diseases caused by common microbes, and the prevention of infectious diseases.

Literature / Study Material

Hellsten, S. (ed.) 2002. Kliininen mikrobiologia terveydenhuollossa. Association of Finnish Local and Regional Authorities. Chapters 1–7.

Learning Methods

Lectures, independent study

Assessment

Active participation, examination

Prerequisites

Anatomy and Physiology, Microbiology

Languages of Instruction

Finnish

**Science of nutrition, 2 op
KG09BDP08 (study unit)**

Lecturers

Dietician

Objectives

The students will be introduced to the dietary care of common diseases. They will learn to plan, implement and evaluate special diets, and learn the national hospital food guidelines.

Content

The course discusses hospital food guidelines, diets for common diseases and other special diets.

Literature / Study Material

Haglund, B. et al. 2001. Ihmisen ravitsemus. 6th edition. WSOY (in part). Other material provided by the lecturer.

Learning Methods

Lectures, independent study

Assessment

Active participation, examination

Languages of Instruction

Finnish

**Practical training in basic nursing skills, 9 op
KG09BDPE (study unit)**

Lecturers

Katri Mäki-Kala, Liisa Ahola, Else Vierre, Marja Toukola, Erna Nikkola

Objectives

Students will establish a purposeful nursing relationship with the patient and her or his family. They will observe and nurse ill patients and their families holistically, learning to document and report on the interventions carried out. Students will master basic nursing interventions, examinations and sampling. They will care for dying patients and their families. They will also learn to counsel the patients and their family members during treatments and examinations. Students will learn to calculate drug dosages and fluid balance data correctly, and practice multi-professional collaboration.

Content

The course comprises practical training in basic nursing interventions in healthcare wards or similar settings, and a seminar, which focuses on the care of wounds, dying patients and their families, care of the deceased, dressings, and spiritual care. Student will also become acquainted with the central laundry room, central kitchen, and equipment storage.

Learning Methods

Practical training, seminar, assignments

Assessment

Learning contract, practical training/seminar assignments, practical skills test

Languages of Instruction

Finnish

Children, youth and families as clients in nursing, 20 op KG09BEP (study entity)

Students will learn to work with children, adolescents and families with confidentiality and respect. They will become familiar with the services and care delivery systems designed to help and support families with children and adolescents. Students will learn to promote the health of pregnant women and their families and to nurse pregnant women, mothers and their families. They will also learn to nurse newborn babies, to detect risks to their health and to counsel and support families in early interaction. Students will assess the growth and development of children and adolescents and learn to detect risks to their health. They will learn to support the healthy growth and development of children and adolescents and to counsel them in issues related to self-care, health and illness. Students will learn to assess needs related to illness in children, adolescents and families, and to support and nurse healthy, sick, and disabled children and adolescents as a member in a multi-professional team. They will seek and apply research knowledge in nursing care. They will become familiar with common complications during pregnancy, delivery and puerperium and with gynecological problems and their treatment. They will also learn common diseases and treatments in pediatric medicine.

Antenatal and obstetric nursing, 2 op KG09BEP01 (study unit)

Lecturers

Kaarina Ketonen

Objectives

Students will participate in the planning, implementation and evaluation of family-centred counselling and in the care of pregnant women and their families in primary healthcare and in specialized medical care, and learn to understand what the continuity of care involves. They will participate in the health promotion of families during pregnancy, labor and puerperium. They will study the history and service delivery system of maternity services and apply their scientific knowledge and skills of nursing to maternity care (regular/acute delivery, neonatal care). They will also work in collaboration with maternity care professionals.

Content

The course discusses the history of nursing pregnant women, mothers and their families, the woman and her family during pregnancy and labor as clients of primary healthcare and specialized medical services, regular/acute delivery, neonatal care, health promotion of the family during pregnancy, labor and puerperium, and family planning.

Literature / Study Material

Deufel, M. & Montonen, E. & Parviainen, M. 1999. Rinnalla. Suomen kättilöliitto. Eskola, K. & Hytönen, E. 2002. Nainen hoitotyön asiakkaana. WSOY. Vienonen, M. (ed.) 1990 or later ed. Äitiyshuollon käsikirja. Valtion painatuskeskus. Other material provided by the lecturer.

Learning Methods

Lectures, field trip, independent study

Assessment

Active participation, examination

Prerequisites

Anatomy and Physiology, Sociology, Health and Well-being of Families, Obstetrics, and Gynecological Diseases

Languages of Instruction

Finnish

Nursing of children, youth and families, 2 op KG09BEP02 (study unit)

Lecturers

Aija Risku, Marja Toukola, Kaisa Leppilahti

Objectives

Students will learn to apply their nursing scientific knowledge and skills in nursing children, young people and their families. They will collaborate with professionals of child and adolescent nursing and explore the meaning of early interaction and learn how to support parenting. Students will also analyze the stages of development in children and adolescents, and learn to support and promote their growth, development, health and well-being. Students will learn to

assess health risks and problems related to illness in children and adolescents, practice caring for healthy, sick, and disabled children and adolescents and learn to support their families.

Content

The course discusses early interaction and the support of parenting, growth and development of children and adolescents and how to support them, the assessment healthcare and nursing needs, observation and care, the central principles and interventions in nursing sick and disabled children and adolescents, and how to support the resources of healthy and sick children, adolescents and their families.

Literature / Study Material

Ivanoff, P. et al. 2001. Hoidatko minua? WSOY (in part). Eskola, K. & Hytönen, E. 2002. Nainen hoitotyön asiakkaana. WSOY (in part). Other material provided by the lecturer.

Learning Methods

Lectures, group work, clinical classroom practice, independent study

Assessment

Active participation, clinical classroom practice, examination

Prerequisites

Adults as Clients in Nursing study module

Languages of Instruction

Finnish

Obstetrics and gynaecology, 1 op KG09BEP03 (study unit)

Lecturers

Kaarina Ketonen

Objectives

Students will become familiar with the anatomy and physiology of the reproductive organs and study common problems and complications in pregnancy, delivery and puerperium. They will learn about common infections, cancer, endometriosis and contraception.

Content

The course discusses the anatomy and physiology of the reproductive organs, common problems during pregnancy, labor and puerperium, infections, cancer, endometriosis, and contraception.

Literature / Study Material

Saarikoski, S. 1992. Naistentautien perustiedot. 5th edition or later. Lege kustannus.

Learning Methods

Lectures, independent study

Assessment

Active participation, examination

Languages of Instruction

Finnish

Paediatric and adolescent medicine, 1 op KG09BEP04 (study unit)

Lecturers

Juhani Laakso

Objectives

Students will become familiar with the healthcare of children and adolescents, immunology and immunization. They will study common diseases in children and adolescents, as well as developmental disorders and their examination and treatment.

Content

The course discusses common diseases in children and adolescents, developmental disorders and their examination and treatment, immunology and immunisation, as well as healthcare for children and adolescents.

Literature / Study Material

Huttunen, O–P. (ed.) 2003. Lasten ja nuorten sairaudet. WSOY. (in part)

Learning Methods

Lectures, independent study

Assessment

Active participation, examination

Languages of Instruction

Finnish

**Practical training in child, youth and family nursing, 14 op
KG09BEPE (study unit)**

Lecturers

Kaarina Ketonen, Marja Toukola, Aija Risku

Objectives

Students will learn to interact with healthy and sick children and adolescents and their families, who face various life situations and health changes, and to nurse and counsel them in primary healthcare and in specialized medical services.

Content

The practical training takes place in pediatric healthcare clinics, postnatal wards, wards for sick children or similar settings. The training may also involve work with families, child day-care institutions, playgroups, schools or in municipal youth services or activities.

Learning Methods

Practical training, seminar

Assessment

Learning contract, practical training, seminar

Languages of Instruction

Finnish

**Adults as clients in nursing, 25 op
KG09BFP (study entity)**

Objectives: Students will learn to work with a client/patient-centred orientation. They will learn to support adults, their families and communities in recognizing their resources and in promoting their functional capacity. Students will learn to identify, anticipate and prevent adults' and their communities' health problems and risks. They will remember to consider the rehabilitative aspect in nursing. They will learn to plan, implement and evaluate the care of patients together with the patients and their families and to take responsibility for the physical, mental and social safety of adult patients. Students will practice how to plan, implement and evaluate prescribed drug and fluid care, including intravenous infusion and blood transfusion. They will learn to counsel and support patients suffering from medical, gynecological or infectious diseases as well as their families in self-care and coping with the disease. Students will also learn to work in multi-professional teams. They will learn to seek and apply research knowledge in nursing. They will become familiar with common medical-surgical diseases and their treatment and with common laboratory examinations. Finally, students will be able to counsel patients undergoing examinations and help to interpret the results.

**Medical-surgical nursing, 6 op
KG09BFP01 (study unit)**

Lecturers

Katri Mäki-Kala, Paula Paussu, Kaarina Ketonen, Kristiina Latomäki, Mari Salminen-Tuomaala, Liisa Ahola

Objectives

Students will gain an overview of the nursing care of patients with medical-surgical, gynecological and infectious diseases. They will plan, implement and evaluate holistic nursing in multi-professional team work and together with the patients and their families. Students will learn to prepare patients for procedures, and to monitor and nurse them after the procedure. They will learn to observe and assess the patient's condition and symptoms and the effectiveness of the care. They will know how to plan, implement and evaluate drug and fluid care, blood transfusions and pain alleviation. They will promote their counselling skills. Finally, students will know how to prevent the spread of infectious diseases.

Content

The course comprises the following:

- Nursing patients with medical, neurological and pulmonary diseases
- Surgical nursing
- Gynecological nursing
- Nursing patients with infectious diseases

Literature / Study Material

Holmia, S., Murtonen, I., Myllymäki, H. & Valtonen, K. 2004. Sisätautien, kirurgisten sairauksien ja syöpätautien hoitotyö, WSOY (partly). Eskola, K. & Hytönen, E. 2002. Nainen hoitotyön asiakkaana. WSOY. Hietala, M. & Roth-Holttinen (eds.) 1999. Infektiot ja hoitotyö. Helsinki. Kirjayhtymä (partly). Other material provided by the lecturer.

Learning Methods

Lectures, active participation, assignments, clinical classroom practice, independent study

Assessment

Examinations, clinical classroom practice (regular attendance and active participation), assignments to be assessed numerically

Prerequisites

Introduction to Nursing and Nursing Interventions and Anatomy and Physiology

Languages of Instruction

Finnish

Internal medicine and surgery, 3 op KG09BFP02 (study unit)

Lecturers

Juhani Laakso

Objectives

Students will become familiar with common functional disorders, syndromes and diseases in internal medicine and surgery and study their prevention, treatment, effects of the treatment and prognosis. Students will be introduced to diagnostic methods of internal and surgical diseases and injuries, and they will learn to observe and nurse medical and surgical patients.

Content

The course discusses the following:

- Common internal diseases, functional disorders, syndromes and examinations
- Diseases and their prevention, treatment and observation
- Common surgical diseases and injuries, functional disorders, syndromes and examinations

Literature / Study Material

Vauhkonen, O. & Holmsröm, P. 1998. Sisätaudit. WSOY. Pages 9–205 (independent study). Vaitinen, E. 1996. Kirurgia. 4th edition. WSOY (in part). Other material provided by the lecturer

Learning Methods

Lectures, independent study

Assessment

Active participation, examinations

Prerequisites

Introduction to Medicine and Pathology, Anatomy and Physiology, and Internal Medicine

Languages of Instruction

Finnish

Laboratory medicine, 2 op KG09BFP03 (study unit)

Lecturers

coordination of the study module

Objectives

Students will understand the role of clinical physiology, microbiology, clinical chemistry and haematology in examinations and measurements carried out with the help of up-to-date technology. They will learn to prepare the patient for common physiological and microbiological examinations and measurements. Students will become familiar

with common examinations, measurements and samples in clinical physiology, microbiology, clinical chemistry and hematology and learn the basics of the use of electricity, gas and radiation, including occupational safety.

Content

The course comprises the following:

- Defining clinical physiology
- Clinical examinations of the cardiovascular system
- Clinical physiological examinations of breathing and the respiratory organs
- Referral to clinical microbiological examinations
- Instruments for taking samples
- Collection of samples
- Storage and transportation of samples
- Common examinations and interpretation of the results in clinical chemistry and hematology
- Common equipment for treating and monitoring patients
- Safe use of equipment

Literature / Study Material

Heikkilä, J. (ed.) 1991. EKG. Perusteet ja tulkinta. 2.uud. p. Lääketehdas Orion (partly). Sovijärvi, A. et al. (eds.). 1994. Kliininen fysiologia. Duodecim. (partly). Jeronen, E. 1987. Kliininen fysiologia. WSOY (partly). Hellsten, S. (ed.) 2005. Kliininen mikrobiologia terveydenhuollossa. Suomen Kuntaliitto. Chapters 8–9. Sora & Antikainen & Laisalmi & Vierula. 2002. Sairaanhoidon teknologia. Helsinki. WSOY. (sov. osin). Other material provided by the lecturer.

Learning Methods

Lectures, field trips, clinical classroom practice, independent study

Assessment

Active participation, examination

Prerequisites

Microbiology, anatomy and physiology

Languages of Instruction

Finnish

Practical training in adult clinical nursing, 14 op KG09BFPE (study unit)

Lecturers

Katri Mäki–Kala, Paula Paussu, Kristiina Latomäki, Liisa Ahola, Mari Salminen–Tuomaala

Objectives

Students will gain an overview of the clinical nursing of adult patients. They will participate in the planning, implementation and evaluation of the patient's care in a multi–professional team, together with the patients and their family members and remember to take each patient's health resources into consideration. Students will know central clinical nursing interventions and know how to plan, implement and evaluate drug and fluid care and blood transfusions. They will learn to prepare patients for procedures and to monitor and nurse the patients after the procedure. The students' counselling skills and oral and written communication skills will be promoted.

Content

Students will learn to nurse adult patients with pulmonary, neurological, medical–surgical, cancer, gynaecological and infectious diseases. The practical training will take place in the wards for lung patients, in neurological and medical wards and in surgical or gynecological wards

Learning Methods

Practical training, learning contract, assignment, seminar

Assessment

Practical training, learning contract, assignment

Prerequisites

Medical–surgical Nursing, Gynecological Nursing, Nursing Patients with Infectious Diseases

Languages of Instruction

Finnish

The elderly as clients in nursing, 10 op **KG09BGP (study entity)**

Students will appreciate the ethical principles of nursing when caring for elderly people and their families. They will become familiar with the key areas of elderly policy and study the relevant legislation. Students will become aware of their responsibility for developing elderly care through multi-professional collaboration within the healthcare and social welfare service sector. Students will counsel and support elderly people from different cultural backgrounds, including their families and communities and learn to assess and promote their health and functional capacity. Students will learn to detect, anticipate and prevent illnesses and health problems in elderly people and to consider the aspect of rehabilitation in their work. They will master the basic knowledge and skills required in nursing elderly patients and learn to apply and critically evaluate gerontological, geriatric and scientific research knowledge in nursing.

Elderly nursingthe functional capacity of the elderly, 2 op **KG09BGP01 (study unit)**

Lecturers

Tarja Knuuttila, Mari Salminen–Tuomaala, Helena Koskinen

Objectives

Students will become familiar with the care delivery system and rehabilitation of elderly clients. They will study policies concerning the elderly and quality assurance in elderly care. Students will be introduced to experiential aging and current conceptions of old age. They will assess and promote the health and functional capacity of elderly clients and teach the clients and their care-givers how to promote health and functional capacity and how to prevent illnesses. Students will plan, implement and develop elderly care and nursing through multi-professional collaboration in various care settings. They will learn to help family care-givers/families to cope. They will also become aware of the recreational activities aimed towards elderly people.

Content

The course discusses expertise in elderly care, the health and functional capacity of elderly people, assessment and promotion of functional capacity, policies concerning the elderly and quality of elderly care, experiential aging, current conceptions of old age, nursing elderly patients suffering from various illnesses, documentation as a tool of multi-professional collaboration in nursing and rehabilitation of elderly people, counselling and supporting informal care-givers and families, stimulating activities as a nursing tool, and elderly clients in health and social services.

Literature / Study Material

Sosiaali- ja terveysministeriö ja Suomen Kuntaliitto 2001. Ikäihmisten hoitoa ja palveluja koskeva laatusuositus. 2001/4. Heimonen, S-L. & Voutilainen, P. (eds). 1997. Dementoituva hoitotyön asiakkaana. Kirjayhtymä. Hoitotyön vuosikirja 2000 (in part). Era, P. 1997. Ikääntyminen ja liikunta (in part). Leinonen, R. et al. 1996. Iäkkäiden henkilöiden terveys- ja toimintakyky-tarkastusten toteuttaminen perusterveydenhuollossa. Kansaneläkelaitos, tutkimus- ja kehitysyksikkö (in part). Other current articles and research provided by the lecturer.

Learning Methods

Lectures, assignments, field trips, independent study

Assessment

Active participation, field trips, examination

Prerequisites

Introduction to Nursing and Nursing Interventions, Medical-surgical Nursing, Drug Care, and Gerontology

Languages of Instruction

English

Gerontology and geriatrics, 1 op **KG09BGP02 (study unit)**

Lecturers

Juhani Laakso, Tarja Knuuttila, Helena Koskinen, Liisa Ahola

Objectives

Students will be introduced to gerontological research methods and theories of aging and analyze their significance from the perspectives of elderly people, the close community, nurses/public-health nurses, care organizations and society. They will learn about the health, functional capacity and well-being of elderly people, and explore what knowledge exists that pertains to the experience of physical, mental and social aging. Students will be introduced to common somatic illnesses, mental health problems and sensory disorders in elderly people. They will also become familiar with syndromes that the elderly commonly suffer from and learn to apply their knowledge in the holistic care of the elderly.

Content

The course comprises the following:

- Gerontology as a science
- Theories on aging
- Individual experiences of aging
- Physical, mental and social aging
- The health, functional capacity and well-being of elderly people in light of research
- Special features in elderly people's illnesses and the main principles of medical care
- Various syndromes and their causes
- Neurological disorders and syndromes in elderly people
- Mental health problems in elderly people
- Diseases that cause sensory disorders

Literature / Study Material

Hervonen, A. & Pohjolainen, P. 1990 or latest ed. Gerontologian ja geriatrian perusteet. Lääketieteellinen oppimateriaalikustantamo (in part). Ruikka, I. & Sourander, L. & Tillvis, R. 1992 or latest ed. Vanheneminen ja sairaudet. WSOY. (in part)

Learning Methods

Lectures, independent study

Assessment

Active participation, examinations

Prerequisites

Introduction to Medicine and Pathology, Internal Medicine, and Surgery

Languages of Instruction

Finnish

Practical training in elderly care, 7 op KG09BGPE (study unit)

Lecturers

Tarja Knuuttila, Mari Salminen–Tuomaala, Helena Koskinen, Kaisa Leppilahti

Objectives

Students will plan, implement and evaluate the care and nursing of sick and healthy elderly people in multi-professional teams in various settings. They will teach aging people and their care-givers how to promote health and functional capacity.

Content

The practical training involves familiarization with home nursing, home help, service centres for elderly clients, family care-giving and dementia units.

Literature / Study Material

Students will be informed at a later date.

Learning Methods

Practical training, interview of a family care-giver, seminar

Assessment

Learning contract, assignment, practical training

Languages of Instruction

Finnish

Different age groups in mental health nursing, 13 op KG09BHP (study entity)

Students will learn to carry out mental-health nursing duties according to ethical standards and legislation. They will remember to consider the rehabilitative aspect in mental-health work and learn how to interact in a client/patient-oriented, planned and purposeful way in nursing relationships. Students will also learn to take responsibility for the physical, mental and social safety of mental-health clients/patients. They will learn to act as experts in mental-health nursing in multi-professional teams and to consult nursing professionals and other experts. Finally, students will become familiar with common psychiatric illnesses and disorders and their treatment.

Mental health nursing and crisis intervention, 3 op KG09BHP01 (study unit)

Lecturers

Anna Saari, Leena Katajamäki, Simo Ranta

Objectives

Students will analyze their personal conceptions and attitudes towards mental health and illness. They will gain an overview of mental–health nursing interventions and of the service delivery system and legislation. Moreover, students will understand the principles of client and resource–oriented, mental–health work in multi–professional care and know the importance of clinical work supervision in mental–health professions. Students will learn to interact with people of all ages and to professionally help them and their families to work through their crises. Finally, students will learn to identify the crisis of those helping.

Content

The course comprises the following:

- Mental–health work, mental–health nursing, and psychiatric nursing
- Health–promoting, preventive, curative and rehabilitative mental–health work
- Mental Health Act and service delivery system
- Care of individuals, groups, families and communities
- Care/nursing relationship
- Teamwork
- Clinical work supervision
- Traumatic crises
- Principles of crisis intervention
- Various crisis interventions
- Crises of those helping

Literature / Study Material

Current literature and other material provided by the lecturer

Learning Methods

Lectures, discussion, independent study

Assessment

Active participation, assignment, examination

Languages of Instruction

Finnish

Intoxicant abuse work, 2 op KG09BHP02 (study unit)

Lecturers

Leena Katajamäki

Objectives

Students will receive an overview of addictive substances and practices and the underlying factors by exploring people's relationship with intoxicants, addiction and pleasure. Students learn to detect addictive personalities and to address the problem. They study the development of addiction, the central principles, interventions and treatments in the rehabilitation of intoxicant abuse, and learn to help clients of all ages. Students assist individual people, groups, families and communities in finding resources for life without intoxicants.

Content

The course discusses intoxicants and people, pleasure, addiction/freedom from addiction, the development of addiction, addictive personality, substances and practices that cause addiction, and assistance and nursing interventions.

Literature / Study Material

Current literature and other material provided by the lecturer

Learning Methods

Lectures, discussion, field trips, independent study

Assessment

Active participation, independent study, examination

Languages of Instruction
Finnish

Psychiatry, 1 op KG09BHP03 (study unit)

Lecturers
A psychiatrist

Objectives
Students will become familiar with common mental disorders and illnesses. They will gain an overview of the prevention, treatment, follow-up and prognosis of these disorders and illnesses.

Content
The course discusses common mental disorders and illnesses and their prevention, treatment and follow-up.

Literature / Study Material
Lepola, U. et al. 1996. Psykiatria. WSOY

Learning Methods
Lectures, independent study

Assessment
Active participation, examination

Languages of Instruction
Finnish

Practical training in mental health nursing, 7 op KG09BHPE (study unit)

Lecturers
Anna Saari, Simo Ranta, Leena Katajamäki

Objectives
Students will learn to interact with mental-health clients in various nursing and rehabilitation settings, and to work in a nursing team in a nursing relationship together with their patients/clients.

Content
The practical training takes place in psychiatric wards or in outpatient care in the area of mental-health work.

Learning Methods
Practical training, seminar

Assessment
Learning contract, assignment, practical training

Nursing research and development, 9 op KG09BIP (study entity)

Objectives: Students shall understand the role of a scientific approach to nursing and its development. They will learn the skills and knowledge required in the research and development of nursing. Students will also learn to regard nursing science as the primary science of nursing and other sciences as supportive sciences. They will develop their critical and reflective thinking skills in nursing, research, education and management and learn to appreciate the importance of seeking information in evidence-based nursing.

Introduction to nursing science, 2 op KG09BIP01 (study unit)

Lecturers
Kari Jokiranta, Simo Ranta

Objectives
Students will learn the principles of scientific thinking and become aware of the significance of various conceptions of human nature in nursing and its development. They will learn to regard the science of nursing as the foundation of nursing practice and gain an overview of the science of nursing and of the inter-relationships between nursing practice, research, education and management. Students will also learn the contents and inter-relationships of central nursing

concepts.

Content

The course discusses skills in philosophical thinking; conceptions of human nature and the foundation of values in nursing, the epistemological basis, the science of nursing, central concepts in the science of nursing, and inter-relationships between nursing research, practice, education, management and administration.

Literature / Study Material

Laine, T. & Kuhmonen, P. 1998. Ajattelukirja filosofiaan. Jyväskylän yliopiston kirjaston julkaisusyksikkö. Sajama, S. 1993 or latest ed. Arkipäivän filosofiaa. Kirjayhtymä; Lauri, S. & Elomaa, L. 2001. Hoitotieteen perusteet. 4. p. WSOY (in part). Other current articles and material provided by the lecturer.

Learning Methods

Lectures, dialogue, assignment, independent study

Assessment

Active participation, assignment, essay/examination or examination at home

Languages of Instruction

Finnish

Nursing research and development, 7 op KG09BIP02 (study unit)

Lecturers

Marjut Nummela, Kaisa Leppilahti, Ritva Kuoppamäki, Helinä Mesiäislehto–Soukka, Erna Nikkola, Mari Salminen–Tuomaala

Objectives

Students shall learn to make use of the library and information services and become familiar with the central sources of information in their own field. They will adopt a research-minded approach as a foundation of their nursing practice and its development. They will learn to apply their skills in basic research, development and project work to the development of nursing. They will also learn to produce and make use of research knowledge and practice oral and written communication in this context.

Content

The course comprises information acquisition, sources of information and critical evaluation and application of information, an introduction to development and project work, the research process, research approaches, research plan, data collection and analysis, reliability and ethics, written report, oral presentation, and poster.

Literature / Study Material

Elomaa, L. & Mikkola, H. 2004. Näytön jäljillä –tiedonhaku näyttöön perustuvassa hoitotyössä. Turun ammattikorkeakoulun oppimateriaaleja 12. Turku. Hirsijärvi, S. & Remes, P. & Sajavaara, P. 2004 or latest ed. Tutki ja kirjoita. 7th renewed ed. Tammi. Heikkilä, T. 1999 or latest ed. Tilastollinen tutkimus. Edita. Janhonen, S. & Nikkonen, M. (eds.) 2001. Laadulliset tutkimusmenetelmät hoitotieteessä. WSOY. Kyngäs, H. & Vanhanen, L. 1999. Sisällön analyysi. Hoitotiede 11(1), 3–12. Paunonen, M. & Vehviläinen–Julkunen, K. (eds.) 1997. Hoitotieteen tutkimusmetodiikka. WSOY. Seinäjoki University of Applied Sciences 2005. Guidelines for Final Thesis. (Available at: intra.seamk.fi).

Learning Methods

Lectures, dialogue, assignments, seminar, independent study

Assessment

Active participation, assignments/examination

Prerequisites

Introduction to Nursing Science

Languages of Instruction

Finnish

Teaching in nursing, 3 op KG09BJP (study entity)

Objectives: Students will understand the significance of teaching and counselling clients/patients and their families as part of nursing. They will apply knowledge derived from the science of education to the planning, implementation and evaluation of individual and group counselling. They will appreciate and learn to practice student counselling during their studies and in their future work. They will also learn to apply their teaching and counselling skills to staff training.

Teaching and counselling in nursing, 2 op KG09BJP01 (study unit)

Lecturers

Erna Nikkola

Objectives

Students will reflect on theories of learning and teaching and apply the theories to guidance and teaching situations with clients/patients/students/personnel. Students will also plan, implement and evaluate an individual/group teaching occasion for clients/patients after actual research knowledge.

Content

The course discusses the client/patient as a learner, concept analysis, theories of learning and teaching as a foundation for counselling clients/patients, factors promoting and interfering with client/patient counselling, the planning, implementation and evaluation of client/patient counselling, the development of counselling methods such as written and oral counselling, and the telephone and Internet in counselling.

Literature / Study Material

Kääriäinen, M. & Kyngäs, H. 2005. Käsiteanalyysi ohjaus– käsitteestä hoitotieteessä. *Hoitotiede* 17 (5), 250–258.
Kääriäinen, M. & Lähdenperä, T. & Kyngäs, H. 2005. Kirjallisuuskatsaus: Asiakaslähtöinen ohjausprosessi. *Tutkiva hoitotyö* 3 (3).
Leino–Kilpi, H. 1999. Pitkäaikaisen terveysongelman sisäinen hallinta. Potilaslähtöisen hoidon laadun arviointiperustan kehittäminen. *Stakes. Raportteja* 229.

Learning Methods

Lectures, group work, exercise, independent study

Assessment

Active participation, planning, implementing and evaluating an individual/group counselling occasion

Prerequisites

Science of Education

Languages of Instruction

Finnish

Science of education, 1 op KG09BJP02 (study unit)

Lecturers

Erna Nikkola

Objectives

Students will be introduced to the science of education and to its basic concepts. They will study central theories of learning and teaching.

Content

The course discusses the science of education, theories of learning and teaching, and lifelong learning.

Literature / Study Material

Peltonen, H. 2000 tai uud. Kasvattajana sosiaali- ja terveysalan ammattissa. Tammi

Learning Methods

Lectures, assignments, independent study

Assessment

Active participation, assignment/examination

Languages of Instruction

Finnish

Management in nursing, 5 op KG09BKP (study entity)

Objectives: Students shall master the basic contents of management and know how to apply their knowledge to practical situations. They shall learn to develop the quality of nursing by applying various tools and models of quality management. They shall also become familiar with labor legislation relevant to nursing professions and learn what private practice in healthcare services involves.

Management and quality assurance in nursing, 3 op KG09BKP01 (study unit)

Lecturers

Aija Risku, Katriina Kuhalampi

Objectives

Students will be introduced to nursing management and quality management and become aware of their special role in the development of nursing practices. Students will study the function of organizations, organization models and effectiveness, and analyze the core processes of work communities. They will become aware of the employee's responsibility and role in decision-making and understand how this contributes to nursing management. They will understand how economic factors and accountability affect nursing practices. Students will also learn to develop the quality of nursing by applying models and tools of quality management.

Content

The course involves

- Administration and organization as concepts
- Functions of organizations
- Organization models
- Core processes in work communities
- Efficiency of organizations
- Balanced Scorecard (BSC)
- Management: self-management, leadership vs management, management roles
- Basics of quality management in health and social services: concepts, guidelines, models, tools
- Basics of cost accounting,
- Personnel accounts
- Instruction for the development project

Literature / Study Material

Laaksonen, H., Niskanen, J., Ollila, S. & Risku, A. 2005. Lähijohtamisen perusteet terveydenhuollossa. Edita. Sosiaali- ja terveydenhuollon laadunhallinta 2000-luvulle. Valtakunnallinen suositus. 1999; Outinen, M., Lempinen, Holma, T. & Haverinen, R. 1999. Seitsemän laatupolkua. Vaihtoehtoja laadunhallintaan sosiaali- ja terveydenhuollossa. Kuntaliitto. Stakes. Material provided by the lecturer.

Learning Methods

Lectures, seminar, exercises, independent study

Assessment

Active participation, assignments, examinations

Languages of Instruction

Finnish

Employment and entrepreneurship in health and social services, 2 op KG09BKP02 (study unit)

Lecturers

Kari Jokiranta, Aija Risku

Objectives

Students will become familiar with the labor legislation and collective agreements concerning the terms of employment in nursing professions. They will learn what entrepreneurship involves and requires in healthcare and social welfare services. Students will also become aware of the role and significance of private practice as part of service provision and as a form of employment.

Content

The course discusses current labor legislation, collective agreements on nursing professions, and entrepreneurship in healthcare and social welfare services.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures, field trips, online learning, independent study

Assessment

Active participation, assignment, examination

Languages of Instruction
Finnish

Acute or perioperative patients as clients in nursing, 15 op KG09BLP (study entity)

Objectives: Students will understand the importance of the ethical guidelines for perioperative, day surgical, acute and outpatient nursing. They will remember to follow strict asepsis in perioperative, acute and outpatient nursing. Students will also know how to carry out central treatments, nursing interventions and examinations, and how to make use of information and medical technology and equipment in the care of their patients and the patients' families. Students will learn to act in complex, simultaneous situations and to make rapid assessments and subsequent conclusions. They will be prepared to assume responsibility for the nursing duties in this area of nursing. They will also become familiar with central medical issues related to anesthesiology.

Anaesthesiology, 1 op KG09B97606 (study unit)

Lecturers
An anesthetist

Objectives
Students will be introduced to the assessment of surgical fitness, to the ASA classification, to balanced and local anesthesia, and to the special features of day surgery. They will learn to respond to acute changes in the patient's condition and to administer CPR. They will also study perioperative pain alleviation.

Content
The course discusses the assessment of surgical fitness, the ASA classification, drug care in anesthesiology, balanced and local anesthesia, CPR, and pain control.

Literature / Study Material
The students will be informed about the literature/study material by the lecturer.

Learning Methods
Lecture

Assessment
Active participation, examination

Prerequisites
Surgery

Languages of Instruction
Finnish

Perioperative nursing, 2 op KG09B97602 (study unit)

Lecturers
Hilkka Majasaari, Marjut Nummela

Objectives
Students will gain an overall picture of perioperative nursing and of the principles that govern it. Students will learn what the continuity of care involves as they study the perioperative nursing process and day-surgical nursing. They will learn how to counsel patients and how to increase the patients' resources throughout the perioperative nursing process. They will increase their competence in aseptic nursing practices. Students will also evaluate patients' internal and external safety critically and constructively. They will plan, implement and evaluate perioperative nursing in a multi-professional team. Students will be prepared to assume nursing responsibility for their patients' perioperative care. Finally, students will promote their oral and written communication skills.

Content
The course discusses the foundation of and nursing interventions in perioperative nursing, familiarization with the perioperative nursing setting, the philosophy of perioperative nursing and asepsis, sub-areas in perioperative nursing, the promotion of patients' health and rehabilitation in perioperative nursing, day-surgical nursing as part of perioperative nursing, asepsis and the prevention of infections, preparing patients for surgery and anesthesia, intraoperative nursing and nursing during anesthesia, recovery from surgery and anesthesia, self-care at home, perioperative documentation, the pre- and postoperative guidance and counselling of patients.

Literature / Study Material

Infektioiden torjunta sairaalassa. 2005. Suomen Kuntaliitto (in part); Lindvall, L. & von Pst, I. 2000. Perioperativ vård –den perioperativa vårdprocessen, Studentlitteratur (in part). A study book on perioperative nursing in the Finnish language. Other material provided by the lecturer.

Learning Methods

Lectures, clinical classroom practice, field trip

Assessment

Active participation, examination, assignment, clinical classroom practice

Prerequisites

Anatomy and Physiology, Clinical Pharmacology, Drug Care, Methods in Nursing Interventions

Languages of Instruction

Finnish

**Further medical studies, 1 op
KG09CAP03 (study unit)**

Lecturers

Consultants

Objectives

Students will undertake further medical studies related to their chosen line of specialization in nursing/Outpatient Public-health Nursing. The content of the studies depends on what medical knowledge is required in the area of selected professional studies. It is also possible to choose medical studies related to other lines of specialization studied during students' elective professional studies.

Content

The content of the studies depends on what medical knowledge is required in the line of specialization/Outpatient Public-health Nursing during students' elective professional studies.

Literature / Study Material

The students will be informed by the lecturer.

Learning Methods

Lectures

Assessment

Attending lectures and summary of the contents learned

Prerequisites

Basic Studies and Professional Studies

**Acute nursing and outpatient nursing, 4 op
KG09CA041 (study unit)**

Lecturers

Paula Paussu, Kristiina Latomäki

Objectives

The students will study the system of providing emergency nursing services, including the collaborative partners. The students will learn to examine and assess patients and to start appropriate emergency nursing. They will learn to secure vital functions in patients suffering from respiratory and cardiovascular disorders. The students will increase their competence in documentation, communication and drug care and understand how intensive care contributes to specialized medical care. The students will learn to nurse critically sick patients in multi-professional teams. They will practise the observation of intensive care patients' vital functions and the relevant nursing interventions and use of technology. The students will become familiar with the special features of outpatient nursing and the with the nurse's duties in multi-professional teams. They will study the arrangement of care and chains of services in outpatient nursing. They will also study occupational safety, both physical and mental, to secure and promote their work satisfaction.

Content

Concepts, special features and settings in emergency nursing; emergency patient; patient assessment, prioritization of needs and triage; drug care in emergency nursing; respiratory and cardiovascular disorders; unconsciousness; concepts, special features and settings in intensive care; observation and assessment of intensive care patients; responding to the basic needs of intensive care patients; patients in respirators; nursing patients in coronary care unit; concepts, special features and settings in outpatient nursing; client-oriented nursing interventions and actions in outpatient nursing; the

nurse's duties at outpatient clinics; teaching and counselling in outpatient nursing; physical and mental safety at work

Literature / Study Material

Alaspää, A., Kuisama, M., Rekola, L. ja Sillanpää K. (eds.) 2003. Uusi ensihoidon käsikirja. Helsinki: Kirjayhtymä (partly). Blomster, M., Mäkelä, M., Ritmala–Castren, M., Säämänen, J. ja Varjus, S.–L. 2001. Tehohoitotyö. Tammi (partly). Säämänen, J. 1998. Sydäninfarktipotilaan hoito sydänvalvonta- ja teho-osastolla. Kirjayhtymä. Articles. Koponen & Sillanpää. (toim.). 2005 Potilaan hoito päivystyksessä. Helsinki. Tammi. (sov.osin) Castren & Kurola & Lund & Silfvast. (toim.). 2004. Ensihoito–opas. Helsinki. Duodecim. (sov.osin). Other material given by the Lecturer

Learning Methods

Lectures, clinical classroom practice, study visits, independent study

Assessment

Active participation, examinations/assignments, clinical classroom practice

Languages of Instruction

Finnish

Practical training in acute nursing and perioperative nursing, 7 op KG09CAE01 (study unit)

Lecturers

Hilkka Majasaari, Marjut Nummela, Paula Paussu, Kristiina Latomäki

Objectives

Students will enhance their competence in nursing perioperative, day surgical, emergency and intensive care patients or outpatients.

Content

The practical training will take place in operating surgical–anesthesiological wards, day surgical units, emergency rooms, intensive care units, coronary care units, specialized clinics or health centre clinics. The training also involves seminar work.

Learning Methods

Practical training, seminar

Assessment

Learning contracts, assignments, practical training

Outpatient public health nursing, 20 op KG09BLPT (study entity)

Studies in the Outpatient Public–health Nursing study module included in the Public–health Nursing line of specialization consist of the following (20 cr):

- Public health, evaluation of care and care chains (3 cr)
- Nursing in the public–health nurse's work (3 cr)
- Practical training in outpatient public–health nursing 1 (7 cr)
- Practical training in outpatient public–health nursing 2 (7 cr)

Advanced nursing studies in specialities, 20 op KG09BMP (study entity)

Objectives: Students will base their practice on the ethical guidelines of nursing. They will work as experts of nursing in health promotion, beginning from the individual clients', families' or communities' needs, as well as from the point of view of the environment. Students will critically apply research knowledge to the development of nursing and work communities. They will be able to carry out central treatments, interventions and examinations safely and purposefully, and use medical and information technology and medical equipment flexibly and economically. Students will counsel and support their patients and the patients' families during treatments, examinations and self–care, and they will know how to counsel and guide students and staff. They will learn to work as experts of nursing in multi–professional teams, projects and networks and to consult their colleagues or experts in other fields, as well as to provide consultation themselves when required. Moreover, students will learn to coordinate the holistic care of patients, and assume responsibility for effective and economic nursing practices. They will contribute to the development of quality and effectiveness in nursing, learn to act as team leaders and assume leadership in complex, simultaneous situations. Students will also learn to analyze change and to assume responsibility for the response(s) to change. They will learn to interact with patients, families and colleagues from different cultural backgrounds, and they will actively participate in public discussion on the healthcare of individual people and families, as well as the environment. Finally, students will learn to market their qualifications when seeking employment. The study module, Advanced Nursing Studies in Specialized

Areas, consists of the following (20 cr):

- Elective Studies: Adult Clinical Nursing (6 cr), Acute/Emergency Nursing (6 cr), Nursing Children and Adolescents (6 cr), Mental–health Nursing (6 cr), Perioperative Nursing (6 cr), and Nursing the Elderly (6 cr)
- Advanced Practical Training in Nursing (14 cr)

Public health, grading of care and care chains, 3 op KG09CB011 (study unit)

Lecturers

Marja Toukola

Objectives

Students will become aware of current factors that influence public health and well-being as they plan, implement and evaluate public health nursing. Students will learn to follow up-to-date national guidelines, to anticipate future challenges and to develop public-health nursing in order to respond to the challenges. Students will study the historical development of their profession. They will learn how the collaboration between primary healthcare, specialized medical services, private service providers and the third sector can help to promote and maintain the health of the population. Students will also learn what the regional evaluation of care involves and learn to work in a purposeful way in the context of local and national care chains, and in line with the national healthcare guidelines. Finally, students will be prepared for multi-professional collaboration.

Content

The course involves the following:

- Current national and international guidelines and programs in healthcare and social welfare services
- Historical development and future of the public-health nursing profession
- Job qualifications for public-health nurses
- Evaluation of care for various diseases in Finland
- Care and service chains in various diseases
- National care guidelines for various diseases
- Multi-professional collaboration

Literature / Study Material

Nordman ym. 1998. Hyvään asiakaspalveluun tiimityöllä. Helsinki. Edita. Ovreit, J. 1995. Moniammatillisen yhteistyön opas. Helsinki. Hakapaino. Pietilä, A.–M. 2002. Terveysten edistäminen. uudistuvat työmenetelmät. Helsinki. WSOY. Pritchard ym. 1999. Tiimistä toimeen terveydenhuollossa. Helsinki. Edita. Sosiaali- ja terveysministeriö 2001. Strategiset linjaukset kohti vuotta 2010. Helsinki. Sosiaali- ja terveysministeriö 2001. Valtioneuvoston periaatepäätös Terveys 2015– kansanterveysohjelmasta. Julkaisuja 2001:4, Helsinki. Sosiaali- ja terveysministeriö 2001. Kansallinen projekti terveydenhuollon turvaamiseksi. Julkisen, yksityisen ja kolmannen sektorin työnjako ja yhteistyö –osaprojekti KT 4. Helsinki. Sosiaali- ja terveysministeriö 2002. Kansallinen projekti terveydenhuollon tulevaisuuden turvaamiseksi. Työvoiman tarve ja keskinäinen työnjako. Helsinki. Other literature, articles and research selected by the Lecturer. Current programs and plans in the healthcare and social welfare services.

Learning Methods

Lectures, assignment, group work, seminar, field trips, independent study

Assessment

Active participation, journal, field trips, assignment

Adult clinical nursing, 6 op KG09C632087 (study unit)

Lecturers

Katri Mäki-Kala, Liisa Ahola, Paula Paussu, Mari Salminen–Tuomaala

Objectives

Students will select one area of nursing and the respective objectives from the following:

- Students will advance their competence in the clinical nursing of acutely or chronically sick adult patients, and apply the individual, family and community-oriented approach
- Students will advance their competence in emergency nursing and intensive care
- Students will advance their competence in the nursing of healthy, acutely or chronically sick or disabled children and adolescents and their families
- Students will advance their competence in mental-health nursing and in the areas of crisis intervention and intoxicant abuse work, applying the individual, family and community-centred approach
- Students will advance their perioperative nursing competence in various areas of operative care applying the individual, family and community-centred approach

- Students will advance their competence in elderly care and nursing in the community and in care institutions
- Students will promote the health and functional capacity of elderly people, prevent illnesses, nurse and rehabilitate, and support dying patients

Content

The course discusses adult clinical nursing.

Literature / Study Material

Lauri, S. (ed.) 2003. Näyttöön perustuva hoitotyö. Juva: WSOY (in parl); current literature, research and articles

Learning Methods

Lectures, seminar, assignments, independent study, online learning

Assessment

Active participation, assignments, examinations, aseptic test

Prerequisites

Professional Studies

Nursing in the public health nurse's work, 3 op KG09CA12 (study unit)

Lecturers

Marja Toukola

Objectives

Students will gain further competence in how to promote and maintain the health of various groups of patients in outpatient and community care, including patients with diabetes, asthma, dementia, mental health problems and cardiovascular diseases.

Content

The course discusses the nursing of various groups of patients in practices, outpatient clinics, emergency clinics, home nursing and health clinics, as well as common nursing procedures.

Literature / Study Material

Current literature, articles and research selected by the lecturer.

Learning Methods

Lectures, assignments, clinical classroom practice, seminar, independent study

Assessment

Active participation, field trips, seminar and examination

Acute/emergency nursing, 6 op KG09C632127 (study unit)

Lecturers

Paula Paussu

Objectives

Students will select one area of nursing and the respective objectives from the following:

- Students will advance their competence in the clinical nursing of acutely or chronically sick adult patients, and apply the individual, family and community-oriented approach
- Students will advance their competence in emergency nursing and intensive care
- Students will advance their competence in the nursing of healthy, acutely or chronically sick or disabled children and adolescents and their families
- Students will advance their competence in mental health nursing and in the areas of crisis intervention and intoxicant abuse work, applying the individual, family and community-centred approach
- Students will advance their perioperative nursing competence in various areas of operative care applying the individual, family and community-centred approach
- Students will advance their competence in elderly care and nursing in the community and in care institutions
- Students will promote elderly people's health and functional capacity, prevent illness, nurse and rehabilitate, and support dying patients

Content

The course discusses acute/emergency nursing.

Literature / Study Material

Lauri, S. (ed) 2003. Näyttöön perustuva hoitotyö. Juva: WSOY (in part); current literature, research and articles

Learning Methods

Lectures, seminar, assignments, independent study, online learning

Assessment

Active participation, assignments, examinations, aseptic test

Prerequisites

Professional Studies

**Practical training in outpatient public health nursing 1, 7 op
KG09CBE01 (study unit)**

Lecturers

Marja Toukola

Objectives

The students will undertake guided and partly independent practical training in outpatient nursing in various settings: in primary health care, specialized medical services and in the third sector according to their personal study plans. The students will contribute to the planning, implementation and evaluation of outpatient nursing of people of all ages in the public, private and third sector. The students will follow the grading of care and national and local care guidelines. They will participate in various projects.

Learning Methods

Practical training, seminar

Assessment

Learning contracts, public health nursing student's work book, practical training, aseptic test

**Child and youth nursing, 6 op
KG09B97505 (study unit)**

Lecturers

Aija Risku

Objectives

Students will select one area of nursing and the respective objectives from the following:

- Students will advance their competence in the clinical nursing of acutely or chronically sick adult patients, and apply the individual, family and community-oriented approach
- Students will advance their competence in emergency nursing and intensive care
- Students will advance their competence in the nursing of healthy, acutely or chronically sick or disabled children and adolescents and their families
- Students will advance their competence in mental-health nursing and in the areas of crisis intervention and intoxicant abuse work, applying the individual, family and community-centred approach
- Students will advance their perioperative nursing competence in various areas of operative care applying the individual, family and community-centred approach
- Students will advance their competence in elderly care and nursing in the community and in care institutions
- Students will promote the health and functional capacity of elderly people, prevent illnesses, nurse and rehabilitate, and support dying patients

Content

Nursing Children and Adolescents

Literature / Study Material

Lauri, S. (ed.) 2003. Näyttöön perustuva hoitotyö. Juva: WSOY (in part); current literature, research and articles

Learning Methods

Lectures, seminar, assignments, independent study, online learning

Assessment

Active participation, assignments, examinations, practical nursing skills test

Prerequisites

Professional Studies

Practical training in outpatient public health nursing 2, 7 op KG09CBE02 (study unit)

Lecturers

Marja Toukola

Objectives

The students will undertake guided and partly independent practical training in outpatient nursing in various settings: in primary health care, specialized medical services and in the third sector according to their personal study plans. The students will contribute to the planning, implementation and evaluation of outpatient nursing of people of all ages in the public, private and third sector. The students will follow the grading of care and national and local care guidelines. They will participate in various projects.

Learning Methods

Practical training, seminar

Assessment

Learning contracts, public health nursing student's work book, practical training, aseptic test

Mental health nursing, 6 op KG09B97401 (study unit)

Lecturers

Anna Saari, Leena Katajamäki, Simo Ranta

Objectives

Students will select one area of nursing and the respective objectives from the following:

- Students will advance their competence in the clinical nursing of acutely or chronically sick adult patients, and apply the individual, family and community-oriented approach
- Students will advance their competence in emergency nursing and intensive care
- Students will advance their competence in the nursing of healthy, acutely or chronically sick or disabled children and adolescents and their families
- Students will advance their competence in mental-health nursing and in the areas of crisis intervention and intoxicant abuse work, applying the individual, family and community-centred approach
- Students will advance their perioperative nursing competence in various areas of operative care applying the individual, family and community-centred approach
- Students will advance their competence in elderly care and nursing in the community and in care institutions
- Students will promote the health and functional capacity of elderly people, prevent illnesses, nurse and rehabilitate, and support dying patients

Content

Nursing Mental-health Patients

Literature / Study Material

Lauri, S. (ed.) 2003. Näyttöön perustuva hoitotyö. Juva: WSOY (in part); current literature, research and articles

Learning Methods

Lectures, seminar, assignments, independent study, online learning

Assessment

Active participation, assignments, examinations, practical nursing skills test

Prerequisites

Professional Studies

Population responsibility-based public health nursing, 30 op KG09CT1 (study entity)

The study module, Responsibility-based Public-health Nursing of the Population, consists of the following (30 cr):

- Antenatal and Obstetric Public-health Nursing (2 cr)
- Children, Adolescents, Their Families and Public-health Nursing (2 cr)
- Public-health Nursing of adults (2 cr)
- Public-health Nursing of the Elderly (2 cr)
- Final Thesis/Development Project (5 cr)
- Practical Training in Public-health Nursing

Perioperative nursing, 6 op KG09B62009 (study unit)

Lecturers

Hilkka Majasaari, Marjut Nummela

Objectives

Students will select one area of nursing and the respective objectives from the following:

- Students will advance their competence in the clinical nursing of acutely or chronically sick adult patients, and apply the individual, family and community-oriented approach
- Students will advance their competence in emergency nursing and intensive care
- Students will advance their competence in the nursing of healthy, acutely or chronically sick or disabled children and adolescents and their families
- Students will advance their competence in mental-health nursing and in the areas of crisis intervention and intoxicant abuse work, applying the individual, family and community-centred approach
- Students will advance their perioperative nursing competence in various areas of operative care applying the individual, family and community-centred approach
- Students will advance their competence in elderly care and nursing in the community and in care institutions
- Students will promote the health and functional capacity of elderly people, prevent illnesses, nurse and rehabilitate, and support dying patients

Content

Perioperative Nursing

Literature / Study Material

Lauri, S. (ed.) 2003. Näyttöön perustuva hoitotyö. Juva: WSOY (in part); current literature, research and articles

Learning Methods

Lectures, seminar, assignments, independent study, online learning

Assessment

Active participation, assignments, examinations, practical nursing skills test

Prerequisites

Professional Studies

Antenatal and obstetric nursing, 2 op KG09CT011 (study unit)

Lecturers

Kaarina Ketonen, Else Vierre

Objectives

Students will become familiar with the role of the public-health nurse in family planning, and learn to counsel and support clients in planning pregnancy, contraception or termination of pregnancy, and in the promotion of men's and women's sexual health. Students will learn to plan, implement and evaluate public-health nursing during pregnancy, labor and puerperium. They will be prepared for both independent action and collaboration with other professionals and organizations to promote the health and well-being of the fetus, the mother and the family. Students will deepen their knowledge and skills regarding normal pregnancy, labor and puerperium and the respective public-health nursing. They will learn to identify the needs of the fetus, mother and family for closer observation and support, and to respond to the needs appropriately (e.g. risk pregnancies, intoxicant abuse, mother suffering from infections, post-natal depression). Students will also learn to support the growth of mothers and fathers into their relationship and parenthood, and learn to appreciate the importance of peer support in this stage of life.

Content

The course discusses the following:

- Male and female sexuality, the relationship and how to support it
- Family planning
- Treatment of infertility
- Nursing during normal pregnancy, labor and puerperium
- Health promotion of the fetus, mother and family
- Identification and nursing of the fetus, mother and family needing closer observation and support
- Supporting motherhood, fatherhood and growth into parenthood during pregnancy, labor and puerperium

Literature / Study Material

Material selected by the lecturer.

Learning Methods

Lectures, group work, independent study

Assessment

Active participation, examination

Elderly nursing, 6 op KG09C632097 (study unit)

Lecturers

Liisa Ahola, Mari Salminen–Tuomaala

Objectives

Students will select one area of nursing and the respective objectives from the following:

- Students will advance their competence in the clinical nursing of acutely or chronically sick adult patients, and apply the individual, family and community–oriented approach
- Students will advance their competence in emergency nursing and intensive care
- Students will advance their competence in the nursing of healthy, acutely or chronically sick or disabled children and adolescents and their families
- Students will advance their competence in mental–health nursing and in the areas of crisis intervention and intoxicant abuse work, applying the individual, family and community–centred approach
- Students will advance their perioperative nursing competence in various areas of operative care applying the individual, family and community–centred approach
- Students will advance their competence in elderly care and nursing in the community and in care institutions
- Students will promote the health and functional capacity of elderly people, prevent illnesses, nurse and rehabilitate, and support dying patients

Content

Nursing the Elderly

Literature / Study Material

Lauri, S. (ed.) 2003. Näyttöön perustuva hoitotyö. Juva: WSOY (in part); current literature, research and articles

Learning Methods

Lectures, seminar, assignments, independent study, online learning

Assessment

Active participation, assignments, examinations, practical nursing skills test

Prerequisites

Professional Studies

Public health nursing of children, youth and their families, 4 op KG09CT021 (study unit)

Lecturers

Marja Toukola

Objectives

Students will deepen their knowledge and skills in public–health nursing and outpatient nursing of children, adolescents and their families. They will be competent in promoting the health and supporting the resources of children, adolescents and their families, as well as securing the safety of their living environment independently and in collaboration with other professionals. Students will learn to plan, implement and evaluate the public–health nursing of children, adolescents and their families. They will identify needs for special support and know how to respond to the clients' needs. Students will be aware of the importance of constant personal and professional development. They will assume an expert role in independent practices and in collaboration with the clients and other professionals. Students will learn a variety of interventions for promoting health.

Content

The course comprises the following:

- Monitoring the health and development of children, adolescents and their families
- Supporting the health and resources of children, adolescents and their families
- The public–health nursing process, documentation and communication
- Public–health nursing interventions
- Identifying and nursing of children, adolescents and families needing special care and support
- Development of the public–health nurse's work and personal and professional growth

- Applying and developing interventions that promote health

Literature / Study Material

Material selected by the lecturer.

Learning Methods

Lectures, field trips, seminars, assignments, clinical classroom practice, independent study

Assessment

Initial examination, summative examination, assignments, active participation

**Advanced practical training in nursing, 14 op
KG09CSE (study unit)**

Lecturers

Katri Mäki-Kala, Liisa Ahola, Paula Paussu, Aija Risku, Hilikka Majasaari, Marjut Nummela

Objectives

Students will advance their competence in adult clinical nursing, acute or emergency nursing, child and adolescent nursing, mental-health nursing, perioperative nursing, or elderly nursing.

Content

Practical training in wards and units in the line of specialization chose by the student. The course also involves seminar work.

Assessment

Learning contract, practical training, practical nursing skills test, aseptic test

**Public health nursing of adults, 2 op
KG09CT05 (study unit)**

Lecturers

Raija Tolonen

Objectives

The students will learn how to prevent illness in adult clients and how to promote and maintain the clients' health and well-being, including work capacity and functional capacity. The students will be prepared to respond to the public health-related challenges in society. They will also be able to carry out health examinations and other occupational health duties under supervision and, when required, independently.

Content

Occupational health services; interventions in adult clients' public health nursing; assessment and promotion of work capacity and functional capacity; nursing in occupational health services and occupational health examination

Literature / Study Material

Työterveyslaitos. 2005. Terveystarkastukset työterveyshuollossa. Helsinki. (sov. osin). Työterveyslaitos. Uusin painos. Hyvä työterveyshuoltokäytäntö. Helsinki. Työterveyshuoltolaki 1383/01. Material selected by the Lecturer

Learning Methods

Lectures, clinical classroom practice, seminar, independent study

Assessment

Examination and active participation

**FREE-CHOICE STUDIES, 8 op
KG09D (study entity)**

- Lecturer(s): expert lecturers in the field
- Objectives: Students will increase their professional competence
- Course contents: Students may choose studies offered to nursing students specifically, or studies offered at the School of Healthcare and Social Work, at other schools within the Seinäjoki University of Applied Sciences or at other institutions of higher education. The length of the studies is 2–3 credits. Students will select studies that increase their professional skills and knowledge and register via the Internet and that take place in various institutions. The guidance counsellor is the contact person for Elective Studies at the School of Healthcare and Social Work.
- Literature/study material: Provided by each lecturer individually Learning methods: Students will be informed at the beginning of the course.
- Assessment: Students will be informed at the beginning of the course.

Public health nursing of elderly clients, 2 op KG09CT06 (study unit)

Lecturers

Marja Toukola

Objectives

Students will deepen their knowledge and skills in the assessment of the health and functional capacity of elderly people on the basis of the population's health needs. Students will be well prepared in promoting the health of aging people and advising them on how to cope at home. They will also know how to support family care-givers as part of multi-professional collaboration.

Content

The course discusses the assessment and promotion of the health and functional capacity of aging people, and how to support family care-givers.

Literature / Study Material

Material selected by the lecturer.

Learning Methods

Lectures, group work, independent study

Assessment

Active participation, health examination for an aging client, written report/examination

FINAL THESIS AND MATURITY TEST, 15 op KG09F (study entity)

- Lecturer(s): Helinä Mesiäislehto–Soukka, Eija Kyrönlahti, Erna Nikkola, Marjut Nummela, Kaisa Leppialhti, Marja Toukola, Ritva Kuoppamäki, Hilkka Majasaari, Mari Salminen–Tuomaala
- Objectives: Students will apply their nursing skills and knowledge in close collaboration with the nursing practice. They will demonstrate independence and responsibility, seek information using critical thinking skills and write a final thesis. They will be prepared and willing to participate in research and development projects. They will sit a maturity test to demonstrate that they master the contents of their final thesis and are capable of expressing themselves in an appropriate style in their native language.
- Course contents: final thesis, maturity test
- Literature/course material: to be discussed with the student
- Learning methods: seminar, independent study

Final thesis/development project, 5 op KG09F02 (study unit)

Lecturers

Eija Kyrönlahti

Objectives

Students will acquire a scientific mode of thinking and adopt a research-minded approach to the development of public-health nursing. Students will learn to carry out a nursing research and development project and to apply the results to the development of public-health nursing. They will approach the target of development from the perspectives of public-health nursing and healthcare promotion.

Content

The course discusses developmental work research, action research and evidence-based nursing, and involves seminars and project work.

Literature / Study Material

skola, J. & Suoranta, H. 1998. Johdatus laadulliseen tutkimukseen. Lapin yliopisto. Rovaniemi; Hirsjärvi, S. 2000. Tutki ja kirjoita. Helsinki. Heikkilä, T. 1998. Tilastollinen tutkimus. Edita. Helsinki; Paunonen, M. & Vehviläinen–Julkunen, K. 1997. Hoitotieteen tutkimusmetodiikka. WSOY. Juva

Learning Methods

Lectures, seminar, dissemination of the results of the final thesis/development project in the work community, independent study

Assessment

Active participation, final thesis/development project from the perspective of public-health nursing, maturity test unless the contents of the final thesis involves a preventive/public-health nursing perspective, numerical assessment of the final thesis/development project

Practical training in public health nursing, 15 op KG09CTE01 (study unit)

Lecturers

Marja Toukola

Objectives

During the practical training, students will gather material from various areas of responsibility-based, public-health nursing of the population for orientation into the field and they will use the public-health nursing work book for students to help them.

Content

The students will participate in an aseptic test and a first-aid drill. The practical skills test in responsibility-based, public-health nursing of the population involves guided practice, a learning contract, the public-health nursing work book for students, and gathering material from various areas of responsibility-based, public-health nursing of the population. The training will take place in various fields of public-health nursing: maternity and family planning clinics (including obstetrics), pediatric clinics, school health care, and occupational health services,

Learning Methods

Practical training, seminars, journal

Assessment

Learning contract, journal, practical training

Degree Programme in Physiotherapy (In Finnish)

Head of degree programme: Ms Kaija Loppela, Tel +358 20 124 5179, E-mail: kaija.loppela@seamk.fi
Student counsellor: Ms Tellervo Pihlaja, Tel +358 20 124 5180, E-mail: tellervo.pihlaja@seamk.fi
ECTS/International coordinator: Ms Helinä Mesiäislehto-Soukka, Tel. + 358 20 124 5170, E-mail: helina.mesiäislehto-soukka@seamk.fi

Degree and qualification awarded

The graduates of the degree programme in physiotherapy will gain the degree title of physiotherapists (AMK). The extent of the studies is 210 credits.

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

General description of the degree programme

Physiotherapists are experts in the assessment, maintenance and promotion of clients' mobility and functional capacity. They plan, implement, evaluate and develop their work independently. They collaborate with the medical staff in charge of their clients' treatment and represent their profession in multi-professional teams. The central aim in physiotherapy is to maintain the functional and work capacity of the population as long as possible. The physiotherapists also seek to affect our living and working environment.

The physiotherapists work in hospitals, health centres, research and care institutions, rehabilitation centres and spas, in the occupational health service, in public health and sports organizations, in institutions for the disabled and the elderly, in children's day care centres, in schools and in the municipal provision of physical education services. They may also become independent practitioners.

Subject-specific competences

Physiotherapeutic examination and clinical conclusions

- ability to examine and analyze function and dysfunction, especially mobility
- ability to draw up physiotherapy plans based on assessment and clinical conclusions in collaboration with the client to meet the client's needs
- ability to evaluate and monitor the effectiveness of physiotherapy

Teaching and counselling competence

- ability to apply a variety of teaching and counselling interventions to purposefully maintain and promote clients' functional capacity and health
- ability to apply the principles of motor learning to promote the clients'/groups' mobility and functional capacity
- ability to use therapeutic exercise methods in work with groups
- ability to plan and supervise exercise promoting health and functional capacity

Therapy competence

- ability to apply evidence-based knowledge in planning physiotherapy
- client activation and reciprocal interaction
- planning and implementation of therapeutic exercises on the basis of pathophysiology, stress physiology, neurophysiology and biomechanics
- physical therapy interventions
- purposeful use of manual therapy

Collaboration and social competence

- ability to work both independently and as a member of multi-professional teams, groups and expert networks
- active contribution to the development and provision of physiotherapy and related services to respond to the national and international challenges in rehabilitation, sports and in the health and social sector

- documentation and reporting skills

Technology competence

- ability to make use of the technological advances in the planning, implementation and evaluation of physiotherapy
- ability to apply technology in the assessment of mobility and function
- ability to use adaptive aids to support clients' mobility and function
- ability to plan free access environments in multi-professional collaboration
- ability to apply ergonomics to adapt work and living environments to match human needs and characteristics

Pedagogy and learning methods

Pedagogically, the degree programme is built on problem-based learning (PBL), whose philosophy is based on cognitive-constructivist and experiential learning. This means that learning is a result of the student's active processing of ideas, involving a dialogue between earlier and new experience.

Problem-based learning starts with experiences gained in working life. As the world of work does not follow a curriculum, the students must learn to solve problems in a natural way, in the form they appear in practical work. Consequently, in this curriculum, the individual subjects are integrated into central themes, which are closely connected with issues evolving from the practice and with the core competences required in the physiotherapist's profession. Education is not seen as giving information but as producing experiences and competences.

Professionals today are expected to be competent in information seeking and management, collaboration and problem solving; they should be committed to lifelong learning and know how to integrate information from a variety of sources into professional practice. In PBL, instead of learning by heart, the students explore professional problems with their peers and teachers together. The students are seen as mature, responsible and information-seeking adults, who assume responsibility for their own learning and become committed to purposeful, self-directed studies. In this concept, teachers are facilitators and coordinators of learning. The studies consist of work in small groups, expert lectures, projects and practical training at the University and in real-life settings.

Access to further studies

The graduates will be eligible for a post-graduate degree in physiotherapy. (Legislation on Finnish polytechnics 351/2003).

Course structure

During the basic studies, the students will concentrate on the foundation of physiotherapy, on language studies and on interaction skills. During the professional studies, they will learn to assess, support and restore functional capacity. Finally, the students will specialize in one area of physiotherapy, eg. paediatric, adult or geriatric physiotherapy. They will write a final thesis to promote their research and development competence.

The programme includes 75 credits of supervised practical training in the health and social sector or in the municipal provision of sports services. Part of the practical training can be undertaken abroad.

Degree Programme in Physiotherapy (In Finnish), 210 cr (3.9.2007) FYSTER 2007

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KG10A	BASIC STUDIES					47
KG10AP01	Development into the physiotherapist's profession	x				4
KG10AP04	English	x				3
KG10AP05	Swedish	x				3
KG10AP03	Native language and communication	x				3

KG10AP06	First aid	x				2
KG10AP02	Polytechnic studies in the degree programme in physiotherapy	x				7
KG10AP07	Physiotherapy as a part off the rehabilitation services	x				6
KG10AP08	The client in the health and social service	x				6
KG10APE1	Practical training as orientation to the profession	x				3
KG10AP09	Human motion and function	x				10
KG10B	PROFESSIONAL STUDIES					136
KG10BP01	Observation and analysis of human motion and function	x				11
KG10BP02	Supporting and counselling clients on motion and health behaviour		x			15
KG10BPE01	Practical training as orientation to the profession II	x				3
KG10BP03	Adult physiotherapy		x			27
KG10BPE2	Practical training in adult physiotherapy		x			15
KG10BP04	Child and youth physiotherapy			x		14
KG10BPE3	Practical training in child and youth physiotherapy			x		9
KG10BP05	Physiotherapy old aging people			x		14
KG10BPE4	Practical training in the physiotherapy for aging people			x		9
KG10BP06	Elective professional studies				x	6
KG10BPE5	Practical training in elective professional studies				x	9
KG10BP07	Transition to working life				x	4
KG10D	FREE–CHOICE STUDIES					12
KG10F	FINAL THESIS AND MATURITY TEST					15

Study Descriptions

Development into the physiotherapist's profession, 4 op KG10AP01 (study unit)

Lecturers

Tarja Svahn, Kaija Loppela, Pia Haapala, Tellervo Pihlaja

Objectives

The students will

- evaluate their learning and development into physiotherapists by constructing portfolios on their professional growth throughout the studies,
- learn to promote their personal professional development processes,
- prepare themselves for the demands of society and working life, and
- make use of the tutoring offered to them.

Content

The course involves learning and developing into the physiotherapy profession, portfolio, and professional ethics in physiotherapy. The course discusses the role of the Finnish Physiotherapy Association with regard to the students' professional growth. The course also involves tutoring.

Literature / Study Material

Janhonen, S. & Vanhanen– Nuutinen, L (eds) 2005. Kohti asiantuntijuutta Nikko, A. 2001. Portfolio oppimisen avartajana. Tammi Talvitie, U. & Karppi, S–L & Mansikkamäki, T. 1999. Fysioterapia. Edita

Learning Methods

Professional development discussions, lectures, group discussions, portfolio

Assessment

Active participation in group and individual tutorials, portfolio

English, 3 op KG10AP04 (study unit)

Lecturers

Tiina Vahvaselkä

Objectives

Students shall develop their oral and written communication skills and they will be encouraged to continue their language studies independently in the future.

Content

The course comprises revision of central structures and vocabulary, English for healthcare services and physiotherapy, communication in English-speaking cultures and academic English.

Literature / Study Material

Articles from the journals Physiotherapy and Physical Therapy. Other material provided by the lecturer

Learning Methods

Lectures, pair and teamwork, tutorials in English

Assessment

Diagnostic test before the course, a summary of a Finnish text into English, oral test

Swedish, 3 op KG10AP05 (study unit)

Lecturers

Merja Lindholm

Objectives

Students will revise grammar, learn vocabulary related to physiotherapy and healthcare services and advance their oral and writing skills.

Content

The contents of the course include the revision of structures and vocabulary, Swedish for healthcare services and physiotherapy, communication in the Swedish culture, and academic Swedish.

Literature / Study Material

The Sjukgymnasten journal. Other material provided by the lecturer.

Learning Methods

Lectures, pair and teamwork, tutorials in Swedish

Assessment

Diagnostic test before the course, a summary of a Finnish text into Swedish, oral test

Native language and communication, 3 op KG10AP03 (study unit)

Lecturers

Katariina Punkari

Objectives

Students will

- learn purposeful communication required during studies and in the working world,
- gain an overall picture of the correct usage of Finnish,
- learn to understand the meaning of documentation in scientific communication and become familiar with various forms of documentation,
- become familiar with the features of various types of texts and their styles and with the foundation of scientific communication,
- learn to compile common documents,
- practice speaking, discussion and holding meetings and negotiations,
- learn to argue for their opinions and develop their thinking,
- know what media literacy involves.

Content

The contents of the course include:

- Planning, implementing and evaluating oral communication
- Interaction, verbal and non-verbal communication, forms of illustrating information
- Meetings, negotiations and other oral communication
- Media texts, authors, interpretation
- Writing: planning, the writing process, final edition, documentation, standard lay-outs, informative texts, business letters, texts for meetings and negotiations
- Scientific essay, report, summary, poster, learning and lecture diaries

Literature / Study Material

Repo, I & Nuutinen, T. 2003. Viestintätaito: Opas aikuisopiskelun ja työelämän vuorovaikutustilanteisiin. Otava: Helsinki. Other material selected by the lecturer

Learning Methods

Lectures, oral and written assignments, essay, exam or journal

Assessment

Active participation, assignments, exam and essay

First aid, 2 op KG10AP06 (study unit)

Lecturers

Marja Toukola

Objectives

Students will learn to recognize the need for immediate first-aid, know how to administer first-aid in various situations and become motivated to keep their skills and knowledge up-to-date.

Content

The course discusses first-aid for acute illnesses and accidents.

Literature / Study Material

First-aid. Latest edition. Finnish Red Cross

Learning Methods

Lectures, practice

Assessment

Written and practical examination

Polytechnic studies in the degree programme in physiotherapy, 7 op KG10AP02 (study unit)

Lecturers

Pia Haapala, Tellervo Pihlaja, Kaija Loppela, Liisa Ketola, Petri Keskinen, Silja Saarikoski

Objectives

The students will

- be introduced to their learning environment and studies in the Degree Programme in Physiotherapy at the university of applied sciences,
- get to know their fellow students individually and as group members,
- understand the life-long process and comprehensive nature of learning,
- be introduced to the theoretical foundation of learning and become prepared for Problem-based Learning (PBL),
- practice self-directed learning and learning in a group,
- learn to use information technology to support their studies,
- be prepared for computer-based learning,
- learn to use library and information services effectively, and
- be introduced to information sources in their own field and learn to search and apply the information independently.

Content

The course discusses the students' role at the university of applied sciences and in the degree programme, and as a member of the student group. The course also introduces learning theories, life-long learning and prerequisites for learning PBL, mental information work and its tools, communication and databases, Internet and WWW services, computer-based learning, and sources of information and seeking information.

Literature / Study Material

Fyrenius & Silen. 2003. Utgångspunkter för basgruppsarbete, PBL. Janhonen, S. & Vanhanen–Nuutinen, L. (toim.) 2005. Kohti asiantuntijuutta. Nummenmaa, A. & Virtanen, J. 2003. Ongelmasta oivallukseen, ongelmaperustainen opetussuunnitelma. Tampere University Press. Tampereen yliopistopaino Juvenes Print Oy. Opetussuunnitelma 2006–2007, Opiskeluopas, Ongelmaperustainen pedagogiikka: teoriaa ja käytäntöä. Tampere University Press. Tampereen yliopistopaino Juvenes Print Oy. Poikela S. 1998. Ongelmaperustainen oppiminen: uusi tapa oppia ja opettaa?. Tampereen yliopiston opettajakoulutuslaitos, Hämeenlinna. Tampere: Tampereen yliopiston jäljennepalvelu. Silvén, M., Kinnunen, R. & Keskinen, S. 1991. Kohti itseohjautuvaa opiskelutaitoa. Täydennyskoulutuskeskus. Turun yliopisto. Other material provided by the lecturer

Learning Methods

Lectures, tutorials, field trip arrangements, assignments, written test, seminar work and presentation

Assessment

Active participation in tutorials, field trip arrangements, assignments, written test, seminar work and presentation

Further Information

Polytechnic Studies: 1.5 cr; Information Acquisition: 1.5 cr; Information Technology: 2 cr; Interaction and Collaborative Skills: 0.5 cr; Science of Education: 1.5 cr

Physiotherapy as a part off the rehabilitation services, 6 op KG10AP07 (study unit)

Lecturers

Riitta Kiili, Pia Haapala, Merja Finne, Minna Hautamäki, Tarja Svahn

Objectives

Students will

- study the development of rehabilitation and the legislation that regulates it to be able to grasp the role of rehabilitation in society,
- become familiar with the historical development of their education and future profession, including relevant legislation and central concepts in physiotherapy,
- explore the role and responsibilities of physiotherapists in multi–professional teams, rehabilitation and healthcare and social services,
- study the physiotherapeutic process and the work of physiotherapists as part of rehabilitation,
- learn what the concept 'internal entrepreneurship' involves in their future work,
- learn to apply research results to their work,
- learn to think critically, and
- study the concept 'evidence–based physiotherapy'.

Content

The course outlines

- the history of rehabilitation,
- rehabilitation as a concept, and relevant legislation,
- sub–areas of rehabilitation,
- rehabilitation plan,
- multi–professionalism in rehabilitation,
- physiotherapy in the rehabilitation process,
- history of physiotherapy,
- laws and concepts in the work of physiotherapists,
- internal entrepreneurship in the work of physiotherapists, and
- introduction to the research and development of physiotherapy, and the research process.

Literature / Study Material

Aittasalo, M. 1999. Fysioterapian vaikuttavuudesta tärkeimmissä kansantaudeissa –käsitteitä, problematiikkaa ja tutkimustuloksia. Suomen Fysioterapeuttiliitto. Elomaa, L., Mikkola, H. 2004. Näytön jäljillä –tiedonhaku näyttöön perustuvassa hoitotyössä. Turun ammattikorkeakoulu. Järvikoski, A. & Härkäpää, K. 2004. Kuntoutuksen perusteet. Werner Söderström OY. Heinonen, J & Vento–Vierikko, I. 2002. Sisäinen yrittäjä, uskalla, muutu, menesty., Talentum. Kari, A. & Puukka, P. 2001. Vaikeavammaisen kuntoutussuunnitelma –velvollisuus vai mahdollisuus. Kansaneläkelaitos, tutkimus– ja kehitysyksikkö. Kallanranta, T., Rissanen, P., Vilkkumaa, I. (toim.). 2007. Kuntoutus. Duodecim. Koironen Matti, 1993. Olen yrittäjä: Sisäinen ja ulkoinen yrittäjä, TT–kustannustieto. Kovalainen & Simonen 1996. Sosiaali– ja terveysalan yrittäjä. WSOY. Kähäri–Wiik, K. & Niemi, A. & Rantanen, A. 1997. Kuntoutuksella toimintakykyä. WSOY. Löfman, A. 1993. Lääkitysvoimistelijasta fysioterapeutiksi. Suomen fysioterapeuttiliitto. Mansikkamäki, T. 2003. Polkuja fysioterapian tulevaisuuteen. Suomen fysioterapeuttiliitto. Stakes. 2004. ICF:toimintakyvyn, toimintarajoitteiden ja terveyden kansainvälinen luokitus. Sosiaali– ja terveysalan tutkimus– ja kehittämiskeskus, 2004/4. Suikkanen A et. al. 1995. Kuntoutuksen ulottuvuudet. WSOY. Talvitie, U. & Karppi, S–L

& Mansikkamäki, T. 1999. Fysioterapia. Edita. Talvitie, U. 1991. Aktiivisuuden ja omatoimisuuden kehittäminen kehittämisen fysioterapian tavoitteena. Jyväskylän Yliopisto. Talvitie, U. 1991. Lääkintävoimistelijan työn kehitysvaiheita. Jyväskylän Yliopisto. Talvitie, U., Karppi, S-L., Mansikkamäki, T. 2006. Fysioterapia. Edita Prima Oy. Helsinki. Tenhunen 2004. Yrittäminen sosiaali- ja terveysalalla. Yrityssanoma. Viitanen, E. 1997. Fysioterapian ammattikulttuuri terveyskeskuksissa. Tampereen Yliopisto

Learning Methods

Lectures, tutorials, independent study, field trips, online learning

Further Information

Rehabilitation: 1.5 cr; Introduction to Physiotherapy: 3 cr; Foundation of Examinations: 0.5 cr; Entrepreneurship: 1 cr

The client in the health and social service, 6 op KG10AP08 (study unit)

Lecturers

Pia Haapala, Kari Jokiranta, Minna Hautamäki, Kaija Loppela, Tarja Svahn

Objectives

Students shall learn to view patients/clients as experts of their own lives and resources, study the rights of patients and the responsibilities of professionals as regulated by Data Protection and Confidentiality legislation, become familiar with the Finnish healthcare and social service delivery system and the relevant regulations and healthcare and social policy programs, be introduced to various enterprises in the healthcare and social sectors, learn the special features of entrepreneurship in the healthcare and social sectors, explore factors that influence the health and functional capacity of the Finnish population and understand their significance in public health, and understand the role of the third sector as a complementary provider of healthcare and welfare services.

Content

The course comprises the following:

- Client-oriented approach to interaction
- Data protection legislation
- Health and social service delivery system in Finland
- Entrepreneurship in the health and social service
- Legislation on entrepreneurship
- Public health
- Third sector/associations for the disabled

Literature / Study Material

Aittasalo, M. 1999. Fysioterapian vaikuttavuudesta tärkeimmissä kansantaudeissa –käsitteitä, problematiikkaa ja tutkimustuloksia. Suomen Fysioterapeuttiliitto. Aromaa, A., Huttunen, J., Koskinen, S. & Teperi, J. 2005. Suomalaisten terveys. Duodecim, Kansanterveyslaitos, Stakes. Fysioterapeutin yrittäjäopas 2004. Suomen fysioterapeuttiliitto ry. Hakulinen, K. 2004. Avofysioterapiapalvelujen käyttö Suomessa. Terveys 2000 tutkimus. Hakapaino OY, Helsinki. Hilkaamo, P. (toim.) 2003. Toimeentuloturva: lakisääteinen sosiaaliturva ja vapaaehtoiset vakuutukset. Helsinki: Edita. Kauhaneen, J. et al. 1998. Kansanterveystiede. 2. p. WSOY. (sov. osin). Kovalainen & Simonen 1996. Sosiaali- ja terveysalan yrittäjyys. WSOY. Ranta, H. (toim.) 2004. Sosiaali- ja terveydenhuoltolainsäädäntö 2004. Helsinki: Talentum Media. Sosiaali- ja terveydenhuollon tavoite- ja toimintaohjelma 2004 –2007. Sosiaali- ja terveysministeriön julkaisuja 2003:20. Helsinki. Sosiaali- ja terveysministeriö. 2001. Valtioneuvoston periaatepäätös Terveys 2015 –kansanterveysohjelmasta. Sosiaali- ja terveysministeriön julkaisuja 1236 –2050 2001:4. Tenhunen 2004. Yrittäminen sosiaali- ja terveysalalla. Yrityssanoma

Learning Methods

Lectures, tutorials, online learning, independent studies, field trips, seminars

Assessment

Online course, seminar work

Further Information

Social and Healthcare Services in Finland: 2.5 cr; Psychology: 0.5 cr; Public Health Science: 1.5 cr; Science of Education: 0.5 cr; Entrepreneurship: 1 cr

Practical training as orientation to the profession, 3 op KG10APE1 (study unit)

Lecturers

Riitta Kiili

Objectives

Students shall learn to understand the function of the health– and social–service delivery system in practice, be introduced to the work of physiotherapists, explore a case study to learn what the dynamic physiotherapy process with the patient/client involves, study documentation practices, observe how ethical principles are visible in physiotherapy, and participate in assisting ward patients/clients with exercise and daily activities.

Learning Methods

Practical training

Assessment

Journal based on themes as part of the portfolio, writing assignments pertaining to the achievement of set aims, group discussion on the themes of the journal at the end of the course

Prerequisites

Physiotherapy as a part of rehabilitation services, the client in health and social services

Human motion and function, 10 op KG10AP09 (study unit)

Lecturers

Kaija Loppela, Riitta Kiili, Tarja Svahn, Pia Haapala, Minna Hautamäki and an expert in anatomy

Objectives

Students will

- be introduced to the life–span perspective,
- study the human body, its systems and vital functions and factors regulating the functions,
- learn the basics of the nervous system, its functions and significance,
- study the components of physical fitness and how they are physiologically affected by stress,
- learn about central mental processes and their role in behavior,
- become aware of their own bodies and the influence of feelings on their body functions,
- learn to assess aerobic endurance,
- learn the basic structure of the muscle, the function of the neuromuscular system and the basics of muscular control and movement mechanics, and
- learn how the environment and interactive relationships affect human functions and well–being.

Content

The course discusses

- human development and life span,
- human anatomy and physiology,
- the impact of stress on the components of physical fitness and bodily systems,
- aerobic endurance assessment instruments,
- sensory functions,
- the structure and function of the central nervous system,
- the classification and regulation of movements,
- the neuromuscular system and its functions,
- arousal, emotions, motivation, personality, and mental self–regulation,
- body image, feelings and bodily functions,
- factors promoting human functions, health and well–being.

Literature / Study Material

Ahonen, J. et al. (toim). 1998. Alaraajojen rakenne, toiminta ja kävelykoulu. VK–kustannus. Bjälje, J.G. et al. 1999. Ihminen. Fysiologia ja anatomia. WSOY. Budowick, M. et al. 1995. Anatomian atlas. WSOY. Dunderfelt, T. 1997. Elämäntapa- ja psykologia: lapsen kasvusta yksilön henkiseen kehitykseen. WSOY. Fogelholm, M., Vuori, I. 2005. Terveystieteiden ja fyysisen aktiivisuuden terveyden edistämiseksi. Duodecim. Häkkinen, K. 1990. Voimaharjoittelun perusteet. Kapandji, I.A. 1997. Kinesiologia I, II, III. Medirehab. Keskinen, K., Häkkinen, K., Kallinen, M. 2004. Kuntotestauksen käsikirja. Tammer–paino Oy, Tampere. Kuntotestauksen perusteet. 1998. Liikuntalääketieteen ja testaustoiminnan edistämisyhdistys. Kuusinen, K.–L. (toim.) 1993. Terveystieteiden ja psykologian perusteet. WSOY. Laukkanen, R. & Hynninen, E. (toim.) 1997. UKK:n kävelytestin ohjaajan opas. UKK–instituutti. McArdle, W. & Katch, F. & Katch, V. 2001. Exercise physiology. 5. ed. Lippincott Williams & Wilkins. Mero, A., Nummela, A., Keskinen, K. & Häkkinen, K. 2004. Urheiluvalmennus. VK–kustannus OY. Gummerus kirjapaino Oy. Jyväskylä. Nienstedt, W. et al. 2002. Ihmisen fysiologia ja anatomia. 12 –14. p. WSOY. Trew, M. & Everett, T. (toim.) 2001. Human movement. 4. ed. Churchill Livingstone. Vuori, I. & Taimela, S. 1999. Liikuntalääketiede. 2 uud. p. Duodecim

Learning Methods

Tutorials, lectures, exercises and seminars

Assessment

Written exams, practical test, seminar assignment,

Further Information

Anatomy and Physiology: 3 cr; Psychology: 1 cr; Biomechanics: 2cr; Stress Physiology: 2 cr; Examination of Patients/Clients: 2 cr

Observation and analysis of human motion and function, 11 op KG10BP01 (study unit)

Lecturers

Tarja Svahn, Merja Finne, Pia Haapala; Minna Hautamäki and anatomy expert

Objectives

The students will

- understand how physiotherapeutic assessment is part of the physiotherapy process,
- become familiar with the structure and function of the musculoskeletal system
- learn reliable, repeatable data collection techniques involving posture, motion and basic movements, learn to assess muscle strength and joint mobility, and
- be introduced to research methods in physiotherapy.

Content

The course comprises the following:

- Patient's/Client's physiotherapy process
- Anatomy of the musculoskeletal system
- Data collection techniques, their selection, reliability and repeatability in physiotherapeutic assessment
- Analysis of basic movements and gait
- Examination of posture
- Instruments for assessing functional capacity
- Muscle testing
- Testin joint mobility
- Scientific research in physiotherapy (experimental studies, case studies and action research)

Literature / Study Material

Ahonen, J. et al. (toim). 1998. Alaraajojen rakenne, toiminta ja kävelykoulu. VK-kustannus. Caillet, R. 1996. Soft tissue pain and disability. Chaitow, L. 2003. Palpation and Assessment Skills. Churchill Livingstone. Häkkinen, K. 1990. Voimaharjoittelun perusteet. (sov. osin). Invalidisäätiö 1990. Selän suoritustestistö. Kuntoutus. Orton. Kapandji, I.A. 1997. Kinesiologia I, II, III. Medirehab. Koistinen, J. et al. 1998. Selän rakenne, toiminta ja kuntoutus. VK-kustannus. Kuntotestauksen perusteet. 1998. Liikuntalääketieteen ja testaustoiminnan edistämisyhdistys. McArdle, W. & Katch, F. & Katch, V. 2001. Exercise physiology. 5. ed. Lippincott Williams & Wilkins. Palmer, M. & Epler, M. 1998. Fundamentals of musculoskeletal assesment tecniques. 2. ed. Lippincott. Plazer, W. 2004 Locomotor system. 5. ed. Thieme. Solonen, K. & Nummi, J. 1993. Nivelten liikkeiden mittaaminen. Suomen lääkäriliitto. Suni, J. 2000. Health-related fitness test battery for middle-aged adults. Jyväskylän yliopisto. Taimela, S. et. al. 2002. Niska- ja yläraajavaivojen ennaltaehkäisy, hoito ja kuntoutus. VK-kustannus. Talvitie, U. & Karppi, S.-L. & Mansikkamäki, T. 1999. Fysioterapia. Edita. Trew. M. & Everett, T. (toim.) 2001. Human movement. 4. ed. Churchill Livingstone

Learning Methods

Lectures, tutorials, independent studies, exercises, seminars

Assessment

Theoretical and practical tests, work reports, seminar work

Prerequisites

Human motion and functioning

Further Information

Biomechanics: 2 cr; Anatomy of the Musculoskeletal System: 4.5 cr; Examination of the Patient/Client: 3.5 cr; Introduction to Research Methods: 1 cr

Supporting and counselling clients on motion and health behaviour, 15 op KG10BP02 (study unit)

Lecturers

Pia Haapala, Merja Finne, Tarja Svahn, ja Minna Hautamäki

Objectives

The students will

- practice the planning, implementation, evaluation and documentation of physiotherapy,
- learn to supervise individual clients and groups by applying the central concepts and principles of motor learning and sport didactics,
- know how to advise clients on a healthy lifestyle and how to devise purposeful exercise programs,
- learn to supervise basic movements and therapeutic training while supporting the clients' motor learning,
- use basic massage techniques and learn to mobilize and stabilize joints of limbs purposefully and safely, and
- use various relaxation techniques to reduce muscle tension and tension in general.

Content

The course comprises the following:

- Dynamic physiotherapy processes and documentation
- Motor learning
- Client counselling and healthcare counselling
- Principles of supervising individuals and groups, and planning and implementing purposeful exercise programs
- Health-enhancing exercise and supervising clients through various means
- Nutrition as a part of health promotion
- Therapeutic training, PNF LHT
- Basics of massage
- Mobilization and stabilization of joints and spine through various means
- Relaxation techniques
- Pool therapy

Literature / Study Material

Arponen, R. & Airaksinen, O. 2001. Hoitava hieronta. WSOY. Autio, T. & Kaski, S. 2005. Ohjaamisen taito. Edita. Asmussen, P. et al. 1998. Lihashuolto. Hieronta, kuntosaliharjoittelu, teippaus ja venyttely. VK-kustannus. Bull, E. et al. 1985. Vapaana vedessä: vammaisten uinninopetus. Suomen uimaopetus- ja hengenpelastusliitto. Carr, J. & Shepherd, R. 2000. Movement science. 2. ed. Aspen. Delavier, F. 2003. Lihaskuntoharjoittelun anatomia. VK-kustannus. Durchman, K. & Jokitalo, M. 2004. Taitavaksi vedessä. Ruskeasuon koulu. Heikinaro-Johansson, P. et al. 2003. Näkökulmia liikuntapedagogiikkaan. WSOY. Kataja, J. 2003. Rentoutuminen ja voimavarat. Edita. Ligne, B. 2004. Ryhtiä, kiinteyttä, voimaa. VK-kustannus. Palmer, M. & Epler, M. 1998. Fundamentals of musculoskeletal assesment techniques. 2. ed. Lippincott. Rehunen, S & Fogelholm, M. 1993. Ravitsemus, liikunta ja terveyst. VK-kustannus Oy. Gummerus kirjapaino Oy. Jyväskylä. Shumway-Cook, A. & Woollacott, M. H. 2001. Motor Control. Theory and Practical Applications. Lippincott Williams & Wilkins. Schmidt, R. & Lee, T. D. 1998. Motor control and learning. 3. ed. Human kinetics publishers Vertio, H. 2003. Terveysten edistäminen. Ylinen 2002. Venytystekniikat I. Lihäs-jännesysteemi. Loimaan kirjapaino Oy

Learning Methods

Lectures, tutorials, independent study, exercises, project learning, seminars

Assessment

Theoretical and practical tests, project/seminar assignments

Prerequisites

Human motion and functioning, observation and analysis of human motion and functioning

Further Information

Science of Education and Motor Learning: 1.5 cr; Sport Didactics: 1.5 cr; Biomechanics: 1 cr; Therapeutic Training: 4 cr; Manual Therapy: 5 cr; Health Promotion: 2 cr

Practical training as orientation to the profession II, 3 op KG10BPE01 (study unit)

Lecturers

Riitta Kiili

Objectives

Students shall gain further insight into their future profession and study physiotherapy practices and multi-professional collaboration in their intern placements. They will practise the application of physiotherapeutic assessment techniques, and practise assessing the clients'/patients' functional capacity: massage and palpation and documentation, and understand its importance in the planning, implementation and evaluation of physiotherapy.

Learning Methods

Practical training

Assessment

Journal based on themes as part of the portfolio, writing assignments pertaining to the achievement of set objectives, feedback from the clinical supervisor and physiotherapy teacher, group discussion on the themes of the journal at the end of the course

Prerequisites

Human motion and function: observation and analysis of human motion and function

Adult physiotherapy, 27 op KG10BP03 (study unit)

Lecturers

Tarja Svahn, Merja Finne, Pia Haapala, Riitta Kiili, Kari Jokiranta, Kaija Loppela; Minna Hautamäki and anatomy and medical experts

Objectives

Students will

- apply evidence-based knowledge when studying adult physiotherapy,
- supervise exercise groups for clients with special needs,
- learn to identify health-enhancing and health-jeopardizing factors related to the lives, exercise habits, work capacity and functions of adults in their working age,
- study common disorders, disabilities and illnesses in the working population,
- apply multiple examination techniques when assessing the work capacity and functioning of adults and learn to make conclusions on the basis of the results,
- practice the planning, implementation and evaluation of the adult physiotherapy process,
- be introduced to the principles of quantitative and qualitative research, gain experience in the application and analysis of qualitative research findings and learn to read various research articles.

Content

The course comprises the following:

- Planning and supervising exercise programs to maintain and promote work capacity
- Exercise for special-needs clients
- Pain and controlling pain through physiotherapy
- Physical therapy
- Disorders of the musculoskeletal system and physiotherapy (including sports injuries)
- Pre- and post-operative physiotherapy for surgical patients
- Disorders of the respiratory and circulatory systems and physiotherapy, internal disorders
- Mental disorders and physiotherapy
- Occupational physiotherapy
- Aids for daily activities and mobility

Literature / Study Material

Ahonen, M. (toim.) 1984. Työpaikan ergonominen selvitys. Työterveyslaitos. Alaranta, H. et al. (toim.) 1997. Fysiatria. Duodecim. American College of Sports Medicine. ACSM: Exercise Management for Person with chronic Disease and Disabilities. 2003. Human Kinetics. Basmajian, J. & Wolf, S. 1990. (toim.) Therapeutic exercise. Williams & Wilkins. Caillet, R. 1996. Soft tissue pain and disability. F. A. Davis. Dropsy 1994. Den harmoniska kroppen. Natur och kulturen. Huttunen, M. et al. 1999. Suositus sepelvaltimopotilaiden kuntoutuksesta. Suomen sydäntautiliitto. Koistinen, J. et al. 1998. Selän rakenne, toiminta ja kuntoutus. VK-kustannus. Kukkonen, R. & Lampi, R.-L. (toim.) 1992. Toimiston työt. Työterveyslaitos. Kukkonen, R. et al. (toim.) 2001. Työfysioterapia. 2. uud. p. Työterveyslaitos. Lindholm, T. S. (toim.) 1994. Kirurginen potilas. Tampereen lääketieteen kandidaattiseura. Lupa liikkua. Sydänpotilaan liikuntaneuvonta. (videokasetti) 1995. Suomen sydäntautiliitto. Lönnqvist, J. et al. (toim.) 1999 tai uud. Psykiatria. Duodecim. Matikainen, E., Aro, T., Huunan-Seppälä, A., Kivekäs, J., Kujala, S. & Tola, S. 2004. Toimintakyky –arviointi ja kliininen käyttö. Duodecim. Monsen, K. 1992. Psykodynaaminen fysioterapia. Otava. Mälikä, E. & Rintala, P. 2002. Uusi erityisliikunta. Liikuntatieteellinen seura. Olsen, L. & Wollmer, P. 2003. Sjukgymnastik vid nedsatt lungfunktion. Studentlitteratur. Robertson, V., Ward, A., Low, J., Reed, A. 2006. Electrotherapy Explained, principles and practice. Elsevier Ltd. Rokkanen, P. & Tervo, T. & Avikainen, V. 1990. Ortopedia. Kandidaattikustannus. (sov. osin). Rokkanen, P. et al. 1995. Traumatologia. 6. p. Kandidaattikustannus. Roxendahl, G. & Winberg, A. 2002. Levande människa. Basal Kroppskännedom för rörelse och vila. Natur och kultur 2002. Salminen, A.-L. toim. 2003. Apuvälinekirja. Kehitysvammaliitto. Sandström, M. et al. 1991. Fysikaaliset syvälämpö- ja sähköhoidot. Valmennuskolmio. Selkävaivat. 16/1999. Duodecim, lääketieteellinen aikakauskirja 115. Taimela, S. ym. 2002. Niska- ja yläraajavaivojen ennaltaehkäisy, hoito ja kuntoutus. VK-kustannus. Talvitie, U. & Karppi, S.-L. & Mansikkamäki, T. 1999. Fysioterapia. Edita. Työterveyslaitos 1995. Hyvä "direktiivin" mukainen näyttöpäätetyöpaikka. Vaittinen, E. 1996. Kirurgia. 4. p. WSOY. (sov. osin)

Learning Methods

Lectures, tutorials, exercises, independent study, project work

Assessment

Written and practical tests, project report

Further Information

Physiotherapy: 10 cr; Physiotherapeutic Assessment: 4.5 cr (body image, pain, physical capacity); Physical Therapy: 3 cr; Surgery and Traumatology: 1.5 cr; Musculoskeletal Disorders: 1.5 cr; Internal Disorders and Psychiatry: 1.5 cr; Sports Injuries: 1.5 cr; Neuroanatomy: 0.5 cr; Foundation of Assessment Techniques: 1 cr; Exercise for Special-needs Clients: 1.5 cr; Adaptive Aids: 0.5 cr

Practical training in adult physiotherapy, 15 op KG10BPE2 (study unit)

Lecturers

Pia Haapala; Riitta Kiili; Minna Hautamäki ja Tarja Svahn

Objectives

Students will

- practice the assessment of the working population to learn to detect dysfunction,
- learn to plan and use various tools in physiotherapy to maintain and promote functional capacity and to evaluate their actions in individual and group therapy,
- gain further practice in therapeutic training to be able to evaluate the appropriateness of set exercises and, if necessary, to choose a different approach,
- advance their skills in collaborating and interacting with patients, families and other staff members,
- learn to use various techniques for acquiring information, and
- pay attention to ergonomics in all areas of their work.

Learning Methods

Practical training in the working world + report

Assessment

Journal based on various themes as part of the portfolio, writing assignments on the achievement of objectives, feedback from the clinical supervisor and physiotherapy teacher, group discussion based on the themes in the journal at the end of the course

Prerequisites

Adult Physiotherapy

Child and youth physiotherapy, 14 op KG10BP04 (study unit)

Lecturers

Minna Hautamäki; Merja Finne, Pia Haapala, Kari Jokiranta, Tarja Svahn, anatomy and medical experts

Objectives

The students will

- learn to apply evidence-based knowledge in child and adolescent physiotherapy,
- study the growth and development stages in children and adolescents,
- learn how to meet children and adolescents and learn to observe and analyze their motion and functioning,
- understand the importance of interaction and physical exercise to the overall development of children and adolescents,
- learn to supervise children's play and exercise individually and in groups,
- study common disorders in moving and functioning in children and adolescents,
- learn to apply various forms of exercise with special-needs clients,
- become familiar with the possibilities offered by physiotherapy in the maintenance and improvement of functional capacity in children and adolescents,
- learn to plan, implement and evaluate physiotherapy while considering the needs and resources of the families,
- gain further knowledge of rehabilitation by studying the multi-professional rehabilitation process of disabled children, and
- become better qualified for project work, quantitative and qualitative research and its analysis and for reading scientific articles.

Content

The course comprises the following:

- Growth and development of children and adolescents
- Meeting children and adolescents and analyzing and assessing of their functioning in various situations

- Actions supporting the growth and development of children and adolescents
- Health counselling for families in various life situations
- Supervising play and exercise
- Disorders of the nervous system and physiotherapy
- Disorders of the musculoskeletal system and physiotherapy
- Disorders of the respiratory and circulatory system and physiotherapy
- Mental disorders and physiotherapy
- Adaptive aids for disabled children
- Quantitative research and statistical methods
- Introduction to project work

Literature / Study Material

Autio, T. 1995. Liiku ja leiki, motorisia perusharjoitteita lapsille. VK-kustannus. Bobath, B. & Bobath, K. 1991. CP-lasten motorinen kehitys. VAPK-kustannus. Campbell, S.K. et al. 1994. Physical therapy for Children. Philadelphia. W.B.Saunders. Ernvall, R. & Ernvall, S. & Kaukkila, H.-S. 2002. Tilastollisia menetelmiä sosiaali- ja terveysalalle. WSOY. Hirsjärvi, S. & Remes, P. & Sajavaara, P. 2000 tai uudempi, 6. uud. p. tai uud. Tutki ja kirjoita. Tammi. Kannas, L. (toim). 2004. Koululaisten terveys ja terveystietäytyminen muutoksessa. WHO-koululaistutkimus 20 vuotta. Jyväskylän yliopisto. Terveystieteen tutkimuskeskus. Karvonen, P. & Siren-Tiusanen, H. & Vuorinen, R. 2003. Varhaisvuosien liikunta. VK-kustannus. Matikainen, E., Aro, T., Huunan-Seppälä, A., Kivekäs, J., Kujala, S. & Tola, S. 2004. Toimintakyky –arviointi ja kliininen käyttö. Duodecim. Mäkiä, E. 1990. Kuntoutus lihastauksissa. Lihastautiliitto. Mäkiä, E. & Rintala, P. 2002. Uusi erityisliikunta. Liikuntatieteellinen seura. Numminen, P. 1997. Kuperkeikka. Lasten keskus. Salpa, P. 2007. Lapsen liikkumisen kehitys, ensimmäinen ikävuosi. Gummerus Kirjapaino Oy, Jyväskylä. Ryöpy, S. 1997. Lasten ortopedia. Duodecim. Selkävaivat. 16/1999. Duodecim, lääketieteellinen aikakauskirja 115. Yack, E. & Sutton, S. & Aquilla, P. (toim.) 2001. Leikki linkkinä lapseen. PS-kustannus. Shepherd, R. 1995. Physiotherapy in paediatrics. 3. ed. Butterworth Heinemann. Sherborne, V. 1993. Lasten kokonaiskehitystä tukeva liikunta. Kehitysvammaliitto. Sillanpää, M. et al. (toim.) 1996. Lasten neurologia. Duodecim. Talvitie, U et al. 1998. Lasten karkeamotoristen taitojen arviointi fysioterapiassa. Jorvin karkeamotorinen testi 5-vuotiaille. Terveystieteen laitoksen julkaisuja. 7/1998. Jyväskylän yliopisto. Teclin, J. 1999. Pediatric physical therapy. 3. ed. Lippincott Williams & Wilkins

Learning Methods

Lectures, tutorials, independent study, exercises, project work, field trips, seminars

Assessment

Written tests, seminar work, practical exercises in the supervision of clients, project work

Further Information

Physiotherapy: 7 cr; Social Policy: 0.5 cr; Medical Science: 1 cr; Sport Didactics: 1 cr; Motor Learning: 0.5 cr; Rehabilitation: 0.5 cr; Exercise for Special-needs Clients: 1.5 cr; Introduction to Research Methods: 2 cr

Practical training in child and youth physiotherapy, 9 op KG10BPE3 (study unit)

Lecturers

Pia Haapala, Minna Hautamäki, Tarja Svahn

Objectives

The students will

- gain further knowledge and skills in the observation and analysis of the psychomotor development in children and adolescents,
- learn to define disorders in the clients' mobility and functional capacity, to plan and apply physiotherapy techniques for maintaining and promoting the clients' functional capacity and to evaluate their own actions critically,
- improve their skills in collaborating and interacting with children/adolescents, their parents and other staff members, and
- make use of the available techniques for acquiring information when faced with new situations.

Learning Methods

Practical training in the working world + report.

Assessment

Journal based on various themes as part of the portfolio, writing assignments on the achievement of objectives, feedback from the clinical supervisor and physiotherapy teacher, group discussion based on the journal's themes at the end of the course

Prerequisites

Child and Adolescent Physiotherapy

Physiotherapy old aging people, 14 op KG10BP05 (study unit)

Lecturers

Riitta Kiili, Pia Haapala, Kaija Loppela, Ilkka Loukola, medical experts

Objectives

The students will

- learn what physical, mental and social changes aging entails,
- learn to identify health-promoting and health-jeopardizing factors in the lives of the elderly population,
- study the effects of physical exercise on the aging organism,
- study the disorders, disabilities and illnesses in various bodily systems in older people and learn about the effect of relevant medication,
- understand problems caused by pain and illness in the lives of older clients, learn to apply a number of techniques to assess the functional capacity and independent coping of aging clients,
- learn to plan, implement and evaluate physiotherapy for aging clients,
- study what assistive technology or aids can be used to promote the functional capacity of their clients to be able to give advice on the choice, purchase, use and maintenance of aids, and
- be able to make an expert contribution to rehabilitation teams and to teams planning public buildings and housing for the elderly population.

Content

The course comprises the following:

- Physical, mental and social changes throughout people's life span
- Health promotion and aging
- Physical exercise for aging clients
- Promotion of motor skills through various sensory channels
- Physiotherapy and the effects of medication
- Effects of the impaired function of the cardiovascular, respiratory, musculoskeletal, sensory and neuromuscular systems on the elderly clients' functional capacity
- Tools for assessing the functional capacity and independent coping of elderly clients
- Physiotherapeutic techniques in the alleviation of pain and promotion of functional capacity
- Adaptive aids and modifications in the housing/living environment

Literature / Study Material

Ahonen, J. 1994. Urheiluvammat. Ennaltaehkäisy, hoito ja kuntoutus. 3. uud. p. VK-kustannus. Ahvo, L. et al. 2001. Ikääntyvien liikunta, terveys ja toimintakyky. VK-kustannus. Bromley, I. 1998. Tetraplegia and paraplegia. 5. ed. Churchill Livingstone. Carr, J. & Shepherd, R. 1989. Toispuolihalvauspotilaan liikkeiden uudelleen oppiminen. Valtion painatuskeskus. Era, P. 1997. Ikääntyminen ja liikunta. Likes. Forsbom, M.-B. et al. 2001. Aivovauriopotilaan kuntoutus. Tammi. Heikkinen, E., Rantanen, T. (toim.). 2007. Gerontologia. Duodecim. Heikkinen, R.-L. & Suutama, T. (toim.) 1992. Iäkkäiden henkilöiden toimintakyvyn ja terveyden arviointi. Ikivihreät- projekti osa 2. Sosiaali- ja terveysministeriö. Hervonen, A. & Pohjonen, P. 1990 tai uud. Gerontologian ja geriatrian perusteet. Lääketieteellinen oppimateriaalikustantamo. Hietanen, A. & Lyyra, T.-M. (toim.) Iäkkään väestön terveyden ja toimintakyvyn ylläpitäminen ja edistäminen. Sosiaali- ja terveysministeriön selvityksiä 2003: 2. Hirsjärvi, S. & Remes, P. & Sajavaara, P. 2000 tai uudempi, 6. uud. p. tai uud. Tutki ja kirjoita. Tammi. Karvinen, E. 1992. Liikuntaa vanhainkoteihin. VAPK-kustannus. Karvinen, E. & Oikarinen, U. 1994. Iloisesti ikääntyen. VK-kustannus. Matikainen, E., Aro, T., Huunan-Seppälä, A., Kivekäs, J., Kujala, S. & Tola, S. 2004. Toimintakyky –arviointi ja kliininen käyttö. Duodecim. Mätkä, E. & Rintala, P. 2002. Uusi erityisliikunta. Liikuntatieteellinen seura. Norris, C. 1998. Sport injuries. Diagnosis and management. Butterworth Heinemann. Peltokallio, P. 2003. Tyypilliset urheiluvammat osa I ja II, Medipol Oy, Vammala. Salminen, A.-L. toim. 2003. Apuvälinekirja. Kehitysvammaliitto. Soinila, S. et al. (toim.) 2001. Neurologia. Duodecim. Suominen M., ym. 2001. Ikääntyvien liikunta, terveys ja toimintakyky. VK-kustannus Oy. Jyväskylä. Tideiksaar, R. 2005. Vanhusten kaatumist- opas hoidosta vastaaville. Edita, Helsinki. Yksilölliset palvelut, toimivat asunnot ja esteetön ympäristö –vammaisten ihmisten asumispalveluiden laatusuositus. Sosiaali- ja terveysministeriön oppaita 2003:4. Sosiaali- ja terveysministeriö, Suomen Kuntaliitto

Learning Methods

Lectures, tutorials, exercises, independent study, seminars

Assessment

Written tests, practical examination, seminar work

Prerequisites

Adult Physiotherapy, Child and Adolescent Physiotherapy

Further Information

Physiotherapy: 7 cr; Community Planning: 2 cr; Adaptive Aids: 0.5 cr; Neurology: 1.5 cr; Gerontology and Geriatrics:

1.5 cr; Exercise for Special-needs Clients: 1.5 cr

Practical training in the physiotherapy for aging people, 9 op KG10BPE4 (study unit)

Lecturers

Pia Haapala, Minna Hautamäki; Riitta Kiili, Tarja Svahn

Objectives

The students will

- examine and assess the functional capacity of the elderly population and identify disorders in the patient's/client's functional capacity,
- plan and apply various physiotherapy techniques to maintain and promote the clients'/patients' functional capacity which paying special attention to the elderly client's home and environment,
- advance their skills in collaborating and interacting with patients, families and other staff members,
- use various techniques for acquiring information.

Learning Methods

Practical training in the working world + report.

Assessment

Journal based on various themes as part of the portfolio, writing assignments on the achievement of objectives, feedback from the clinical supervisor and physiotherapy teacher, group discussion based on the journal's themes at the end of the course

Prerequisites

Physiotherapy for the Elderly

Elective professional studies, 6 op KG10BP06 (study unit)

Lecturers

Merja Finne, Minna Hautamäki, Kaija Loppela

Objectives

Students shall become familiar with the theoretical foundation and practical applications of their line of specialization. They will also be introduced to patient administration, learn the objectives and components of personnel administration, study the development of the work community and the principles of quality assurance.

Content

The course discusses theoretical underpinning and practical applications of the line of specialization in physiotherapy chosen by the student. It also presents efficiency and management in service organizations, the objectives and components of personnel administration, and staff and work community development plans.

Literature / Study Material

According to the choice of the student and lecturer: Holma, T. et. al. 2001. Kirkasta ja uudista laadunhallintaa –kehitä laatutalo. Opas sosiaali- ja terveydenhuollon organisaatioille. Stakes. Loppela, K. 2003. Ihminen ja työ –keskustellen työkyntoon. Acta Universitatis Tamperensis 1003. Outinen, M., Holma, T. & Lempinen, K. 1994. Laatu ja asiakas: laatuystävällisyys sosiaali- ja terveysalalla. WSOY. Suomen Fysioterapeuttiliitto ry. 2004. Laadun suunta fysioterapiassa. Kauhanen, J. 2000. Henkilöstövoimavarojen johtaminen. WSOY

Learning Methods

Tutorials, independent study, lectures, seminars

Assessment

Written test, seminar work

Prerequisites

Adult Physiotherapy, Child and Adolescent Physiotherapy, Physiotherapy for the Elderly

Practical training in elective professional studies, 9 op KG10BPE5 (study unit)

Lecturers

Pia Haapala, Minna Hautamäki, Tarja Svahn

Objectives

Students will become familiar with the theoretical foundation and practical applications of their chosen line of specialization.

Content

Practical training: Students will actively contribute to the choice of the intern placement. The placement can be situated outside the Seinäjoki Hospital District, if no suitable placement is available or if the practical training period is essential for future employment.

Learning Methods

Practical training in an intern placement chosen by the student, administrative development project in the placement, written report about the internship

Assessment

Journal based on themes as part of the portfolio, writing assignments pertaining to the achievement of set objectives, feedback from the clinical supervisor and physiotherapy teacher, group discussion on the journal's themes at the end of the course

Prerequisites

Elective Professional Studies

Transition to working life, 4 op KG10BP07 (study unit)

Lecturers

Minna Hautamäki, Riitta Kiili, Kari Jokiranta, other experts

Objectives

The students will

- be introduced to labor legislation,
- study collective labor agreements and terms of employment in their own field,
- understand the role of labor market organizations in Finnish society,
- learn to market their expertise and qualifications,
- learn to provide physiotherapy services,
- study the establishment of a private enterprise, and
- understand the meaning of internationalization and learn to work as physiotherapy professionals in an increasingly international environment, both in Finland and in other countries.

Content

The course comprises the following:

- Labor legislation
- Municipal labor agreements
- Labor market organizations
- Curriculum vitae and job applications
- Physiotherapists as entrepreneurs
- Establishing a physiotherapy practice
- Development trends and international collaboration in physiotherapy
- Physiotherapy education in other countries
- National and international physiotherapy organizations

Literature / Study Material

Asikainen J.1993. Kansantalous. 2. p. Kustannuskiila. Fysioterapeutin yrittäjäopas 2004. Suomen fysioterapeuttiliitto ry. Koskela, M. & Ojala, T. 1992 Taloustietoa terveydenhuolto- ja sosiaalialalle. WSOY. Kovalainen & Simonen 1996. Sosiaali- ja terveysalan yrittäjyys. WSOY. Tenhunen 2004. Yrittäminen sosiaali- ja terveysalalla. Yrityssanoma. Yrityksen perustamisopas. Käytännön perustamistoimet 2002. TE-keskus. Yritysosasto. National and international physiotherapy journals

Learning Methods

Online learning, lectures, tutorials, independent study

Assessment

Online assignments, examination, seminar assignment

Further Information

Entrepreneurship: 1 cr; Introduction to the Working World: 1.5 cr; International Studies: 1.5 cr

FREE-CHOICE STUDIES, 12 op **KG10D (study entity)**

- Lecturer(s): Physiotherapy teachers and various experts
- Objectives: The Elective Studies must fulfill the criteria set for university of applied sciences studies, and advance students' professional qualifications. Elective Studies also involve practical training. Students may choose elective courses from any of the faculties/units at the Seinäjoki University of Applied Sciences, as well as at other institutions of higher education. Using an internal (School of Healthcare and Social Work) or external menu on the Internet, students select courses that promote their professional knowledge and skills. The courses are organized in the faculties from which the students have selected their courses. For further information, students may contact the guidance counsellors.

FINAL THESIS AND MATURITY TEST, 15 op **KG10F (study entity)**

- Lecturer(s): Merja Finne, Pia Haapala, Minna Hautamäki, Riitta Kiili, Kaija Loppela, Tarja Svahn
- Objectives and course contents: Students will apply information-seeking techniques independently and critically, demonstrating a research-minded approach. They will integrate theoretical knowledge and skills to benefit the working world. They will be prepared to participate in research and development projects and know how to apply research findings in the development of their future profession. Students will sit a maturity test to demonstrate that they master the contents of their final thesis and are capable of expressing themselves in appropriate style in their native language. The final thesis requires both independent work and active participation in individual/group tutorials and seminars. Students are expected to produce a plan and a research report in writing.

Degree programme in Service Management (In Finnish)

Head of degree programme: Ms Eija Putula–Hautala, Tel +358 20 124 5616, Gsm +358 40 830 3953, E–mail: eija.putula–hautala@seamk.fi

Student councillor: Ms Virpi Antila, Tel +358 20 124 5621, Gsm +358 40 830 4208, E–mail: virpi.antila@seamk.fi

ECTS/International coordinator: Ms Tuija Pitkälä, Tel +358 20 124 5615, E–mail: tuija.pitkakoski@seamk.fi

Degree and qualification awarded

The graduates of the degree programme in hospitality will gain the degree title of Bachelor of Hospitality Management (AMK). The extent of the studies is 210 credits.

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

General description of the degree programme

The aim of the degree programme is that students are provided with diversified skills in the supervisory and management tasks in the field of foodservices functioning in different organizations and as entrepreneurs. The degree programme gives also chance to specialize on product development or marketing and advisory work.

Bachelor of hospitality management will work on supervisory and professional level in foodservice organizations both on public and private sector. They will also work in the field of tourism, facility management and food industry as product developers and in different kinds of marketing and advisory tasks and projects. Their work title can be for example nutrition supervisor, project secretary, project management.

Learning outcomes of the degree programme

In addition to generic learning outcomes common to all polytechnic degrees, the following subject–specific learning outcomes have been defined for the Degree Programme in Hospitality management in accordance with the national competence definitions:

Service culture competence:

A Bachelor of Hospitality Management

- is able to understand the meaning of hospitality as the core value and success factor in the field
- is able to produce healthy, safe and economically profitable services to improve customer well–being
- is able to pay attention to esthetical and ethical viewpoints in the service production (facilities and service products, communication)
- knows the guidelines in customer behaviour and is able to take advantage of them in service development

Service system competence:

A Bachelor of Hospitality Management

- is able to plan, produce and develop services according to the demands of the operational environment
- is able to describe, guide and assess service processes (product development, service profitability, work organization, counselling and development)
- is able to develop services through product development and product commercializing
- knows the safety regulations and demands in the field and is able to apply them in practical work

Service management competence:

A Bachelor of Hospitality Management

- knows and understands the strategic plan of the business enterprise and is able to take advantage of them as means of control and guidance
- is able to plan, implement and assess the daily leadership in once own unit

- is able to organize the activities of the work community and make use of know-how of individuals, teams and work communities

Specialized business competence:

A Bachelor of Hospitality Management

- is able to analyze customer relations from the service business development viewpoint
- understands the basic concepts in business and owns the principles in business thinking
- is able to forecast the effects of alternative business activities on economic result and competitiveness
- is able to adapt the principles of entrepreneurship as self-employed person or employee
- is able to act in different networks and exploit them and develop them

Service environment competence in service production and management:

A Bachelor of Hospitality Management

- is able to assess the effects of service production and supply on service consumer, environment and society
- is able to take economic, social, ecological and cultural responsibility over service production and management
- understands the meaning of internationalization, globalization and different cultures to the service culture and development of the service field
- has in-depth knowledge of the meaning of one's own activities to the local area development

Pedagogy and learning methods

The studies emphasize practical skills demanded in working life and they are supported by the theoretical knowledge and research. Many study modules are implemented through projects which are based on the demand in working life. Personal study programme can also be composed based on students' own business idea or the demand of own enterprise. This is possible when student has undersigned a contract about the own enterprise.

The first academic year focuses on production. During this students learn the basic studies which support their occupational line and practical occupational subjects. These studies are carried out in real customer service situations either at school or in the operational environment of partner organization. The basic practical training period is included in the first academic year too. It is completed in kitchen environment and students are strongly recommended to make it abroad. The other academic year focuses on management. During this year students learn a lot of business economics (like marketing, management and leadership, accounting) and also the supervisory aspect is included in practical occupational subjects.

During the third academic year the viewpoint is changed to the development of the field of foodservices. Statistical research project, development project and specialized training period are also included in the third academic year. During the third academic year healthiness, customer experiences and safety are also emphasized in occupational subjects. Students learn how to get support in their decision process with different practical development tasks through research and other occupational sources of information. Starting from the other academic year the alternative studies guide the student's way further. In a small-sized unit it is also possible to make personal solutions according to student's personal needs.

In connection with the school there is the food development unit and the Kauhajoki Foodstuffs and environmental research institute which offer an excellent chance to join the studies with wider research and development projects. The major part of all thesis are carried out by order of working life principals.

Students are encouraged to international student exchange and international practical training. The unit has many partners which are continuously offering work placements abroad. Foreign study material is mostly in English but in the practical service situations in different work placements also other languages are needed and our students have possibility to study those too.

Access to further studies

The graduates will be eligible for a post-graduate degree in hospitality management (Legislation on Finnish polytechnics 351/2003).

Course structure

See the structure of studies table.

Degree programme in Service Management (In Finnish), 210 cr (3.9.2007) PALVELUJ 2007PT

Code	Name	Study Year				CR
		1.	2.	3.	4.	
PERUSOPI	Basic Studies					37
KI15AOR	Orientative studies					3
KI15AOR0501	Studying and occupational skills	x				3
KI15AKIVIME	COMMUNICATION AND METHODOLOGY					34
KI15AKI	Language and communication studies					16
KI15AKI0601	Finnish language and Communication	x				5
KI15AKI0602	Swedish	x				4
KI15AKI0603	English	x				5
KI15AKI0504	New language			x		2
KI15AVI	Basics of information technology					6
KI15AVI0007	Information technology 1	x				3
KI15AVI0008	Information technology 2		x			3
KI15AMET	Methodology studies					12
KI15AMET004	Research project			x		12
KIAMOP	PROFESSIONAL STUDIES					118
YHTAMMOP	COMMON PROFESSIONAL STUDIES					82
PALVTUOT	Palvelujen tuottaminen					44
KI15BRT0604	Mathematics	x				4
KI15BRT0002	Nutrition and special diets	x				5
KI15BRT0005	Foods and legislation	x				3
KI15BRT0602	Vocational chemistry and physics	x				6
KI15BRT0603	Food production 1	x				10
KI15BRT0504	Food production 2		x			11
KI15BRT0505	Producing facility management services		x			11
KI15BMM0002	Basic studies in tourism		x			2
KI15BRK0001	Food cultures			x		3
TURVALRT	SAFE FOOD PRODUCTION					12
KI15BTR0501	Occupational safety and ergonomics	x				2
KI15BTR0502	Food hygiene and in-house control	x				6
KI15BTR0503	Sustainable development in food services		x			2
KI15BTR0504	Development and management of in-house control			x		2
RAPALVJOHT	Services Management and Development					26
KI15BYR0301	Entrepreneurship		x			2
KI15AYH0003	Introduction to law		x			2
KI15AVI0004	Meeting and negotiation skills		x			2
KI15BJK0501	Work community management		x			8
KI15BJK0502	Basics of marketing		x			5

KI15BJK0503	Accounting in private and public sector			x		4
KI15BJK0504	Developing service company operations				x	3
VAIHTOEHTOI	ALTERNATIVE PROFESSIONAL STUDIES					36
KI15CVE0501	Product development and sensory evaluation			x		9
KI15CVE0510	Services Management and Development			x		9
KI15CVE0503	Orientation to facility management				x	9
KI15CVE0513	Services Management and Development			x		9
KI15CVE0505	Advanced nutrition studies		x			9
KI15CVE0506	Communication and nutrition education			x		9
KI15CVE0511	Food quality and safety				x	9
KI15CVE0508	Marketing communication		x			9
KI15CVE0509	Esthetics and developing company image			x		9
KI15CVE0512	Strategies of service business				x	9
VAVAL	ELECTIVE STUDIES					10
HAR	Practical training					30
KI15EPEHAR1	Basic training	x				12
KI15EERHAR1	Specialised training			x		18
OPIN	Thesis					15
KI15FTU0001	Thesis				x	15

Degree programme in Service Management (In Finnish), 210 cr (3.9.2007) PALVELUJ 2007YO

Code	Name	Study Year				CR
		1.	2.	3.	4.	
PERUSOPI	Basic Studies					32
KI15AOR	Orientative studies					3
KI15AOR0501	Studying and occupational skills	x				3
KI15AKIVIME	COMMUNICATION AND METHODOLOGY					29
KI15AKI	Language and communication studies					16
KI15AKI0501	Finnish and communication	x				3
KI15AKI0502	Swedish		x			3
KI15AKI0503	English		x			3
KI15AKI0504	New language			x		2
KI15AVI	Basics of information technology					6
KI15AVI0007	Information technology 1	x				3
KI15AVI0008	Information technology 2		x			3
KI15AMET	Methodology studies					12
KI15AMET004	Research project			x		12
KIAMOP	PROFESSIONAL STUDIES					123
YHTAMMOP	COMMON PROFESSIONAL STUDIES					87
PALVTUOT	Palvelujen tuottaminen					49
KI15BRT0605	Mathematics	x				2

KI15BRT0002	Nutrition and special diets	x				5
KI15BRT0005	Foods and legislation	x				3
KI15BRT0502	Vocational chemistry and physics		x			4
KI15BRT0503	Food production 1	x				19
KI15BRT0504	Food production 2		x			11
KI15BRT0505	Producing facility management services		x			11
KI15BMM0002	Basic studies in tourism		x			2
KI15BRK0001	Food cultures			x		3
TURVALRT	SAFE FOOD PRODUCTION					12
KI15BTR0501	Occupational safety and ergonomics	x				2
KI15BTR0502	Food hygiene and in-house control	x				6
KI15BTR0503	Sustainable development in food services		x			2
KI15BTR0504	Development and management of in-house control			x		2
RAPALVJOHT	Services Management and Development					26
KI15BYR0301	Entrepreneurship		x			2
KI15AYH0003	Introduction to law		x			2
KI15AVI0004	Meeting and negotiation skills		x			2
KI15BJK0501	Work community management		x			8
KI15BJK0502	Basics of marketing		x			5
KI15BJK0503	Accounting in private and public sector			x		4
KI15BJK0504	Developing service company operations				x	3
VAIHTOEHTOI	ALTERNATIVE PROFESSIONAL STUDIES					36
KI15CVE0501	Product development and sensory evaluation			x		9
KI15CVE0510	Services Management and Development			x		9
KI15CVE0503	Orientation to facility management				x	9
KI15CVE0513	Services Management and Development			x		9
KI15CVE0505	Advanced nutrition studies		x			9
KI15CVE0506	Communication and nutrition education			x		9
KI15CVE0511	Food quality and safety				x	9
KI15CVE0508	Marketing communication		x			9
KI15CVE0509	Esthetics and developing company image			x		9
KI15CVE0512	Strategies of service business				x	9
VAVAL	ELECTIVE STUDIES					10
HAR	Practical training					30
KI15EPEHAR1	Basic training	x				12
KI15EERHAR1	Specialised training			x		18
OPIN	Thesis					15
KI15FTU0001	Thesis				x	15

Study Descriptions

Studying and occupational skills, 3 op KI15AOR0501 (study unit)

Lecturers

Eija Putula–Hautala, M.Sc. and Anu Latva–Reinikka, agrologist (AMK), BBA

Objectives

Student is motivated on studying in Seinäjoki University of Applied Sciences, SeAMK. She/he is aware of students status and can use different kinds of learning methods. She/he is able to use library services and databases. She/he is aware of her/his future working opportunities.

Content

- Studying in Seinäjoki University of Applied Sciences and in Kauhajoki School of Food Management
- Information searching process
- Student organizations and tutor system
- Personal study plan
- professional awareness

Literature / Study Material

- Opinto–opas 2006–2007. SeAMK
- Oppijan opas 2007. SeAMK, Ravitsemissalan yksikkö
- Heikkinen, V.A. 2004. Matkalla restonomiin ydinosaamiseen. Haaga–sarja. Tutkimuksia 8. Haaga Instituutin ammattikorkeakoulu
- Other study material will be announced during of the course.

Learning Methods

Lecture, discussion, web–based learning

Assessment

Continuous assessment, quiz, homework

Finnish and communication, 3 op KI15AKI0501 (study unit)

Lecturers

Sirkka Nieminen, M.Sc.

Objectives

The student can communicate intentionally in interactional situations in working life. He can take the receiver, situation and the demands of the profession into consideration and he can communicate in an analysing, understandable and convincing way. He can and wants to develop his finnish and communicational skills as a part of his professional skills.

Content

- Communicational culture
- Written texts, e.g. various documents
- Stylistics, norms of the language
- Oral texts, e.g. speeches, demonstrations
- Intentional developing of communicational competence

Literature / Study Material

Kortetjärvi–Nurmi, S., Kuronen, M.–L. & Ollikainen, M. 2002. Yrityksen viestintä. 3. uud. painos. Helsinki: Edita.; Kielikello (ns. Ruokakello)

Learning Methods

Lectures, assignments and independent study

Assessment

Written and oral assignments, examination

Prerequisites

Computer Technology 1 (text processing) started

Finnish language and Communication, 5 op KI15AKI0601 (study unit)

Lecturers

Sirkka Nieminen, M.Sc.

Objectives

Students shall be able to communicate intentionally in interactive situations in the working world. They shall be aware of the demands of the listener, the situation and their profession and take them into consideration, and they will be able to communicate in an analytical, understandable and convincing way. They will be competent and motivated in developing their Finnish and communication skills as a part of their professional expertise.

Content

- Communicational culture
- Written texts, e.g. various documents
- Stylistics, norms of the language
- Oral texts, e.g. speeches, demonstrations
- Intentional developing of communicative competence

Literature / Study Material

Kortetjärvi–Nurmi, S., Kuronen, M.–L. & Ollikainen, M. 2002. Yrityksen viestintä. 3. uud. painos. Helsinki: Edita.; Kielikello (ns. Ruokakello); lecture handouts and exercise material.

Learning Methods

Lectures, assignments, and independent study

Assessment

Written and oral assignments, examination

Prerequisites

Computer Technology 1 (word processing)

Swedish, 3 op KI15AKI0502 (study unit)

Lecturers

Erja Heikkilä, M.Sc.

Objectives

The student develops and deepens the basic language skills with focus on the professional language. The objective is to manage well both as a private person and as a representative of the professional field in Scandinavia.

Content

- Basic grammar
- Every day language situations
- Professional language within the field of hospitality (nutrition, catering, tourism services).

Literature / Study Material

Announced at the beginning of the course

Learning Methods

Lectures, oral /written exercises, presentations, projects, virtual studies, field trip.

Assessment

Active participation, output, examination.

Swedish, 4 op KI15AKI0602 (study unit)

Lecturers

Erja Heikkilä, M.Sc.

Objectives

The student develops and deepens the basic language skills with focus on the professional language. The objective is to manage well both as a private person and as a representative of the professional field in Scandinavia.

Content

- Basic grammar
- Every day language situations
- Professional language within the field of hospitality (nutrition, catering, tourism services).

Literature / Study Material

Announced at the beginning of the course.

Learning Methods

Lectures, oral /written exercises, presentations, projects, virtual studies, field trip.

Assessment

Active participation, output, examination.

English, 3 op KI15AKI0503 (study unit)

Lecturers

Erja Heikkilä, M.Sc.

Objectives

The student develops and deepens the basic language skills with focus on the professional language. The objective is to manage well both as a private person and as a representative of the professional field in an international environment.

Content

- Basic grammar
- Every day language situations
- Professional language within the field of hospitality (nutrition, catering, tourism services).

Literature / Study Material

Announced at the beginning of the course.

Learning Methods

Lectures, oral /written exercises, presentations, projects, virtual studies

Assessment

Active participation, output, examination

English, 5 op KI15AKI0603 (study unit)

Lecturers

Erja Heikkilä, M.Sc.

Objectives

The student develops and deepens the basic language skills with focus on the professional language. The objective is to manage well both as a private person and as a representative of the professional field in an international environment.

Content

- Basic grammar
- Every day language situations
- Professional language within the field of hospitality (nutrition, catering, tourism services).

Literature / Study Material

Announced at the beginning of the course.

Learning Methods

Lectures, oral /written exercises, presentations, projects, virtual studies

Assessment

Active participation, output, examination

New language, 2 op KI15AKI0504 (study unit)

Lecturers

Erja Heikkilä, M.Sc. and different lecturers

Objectives

Students shall learn the fundamentals of a new language. They will understand and use it in simple, everyday situations and professional contexts.

Content

- Basic grammar
- Communication situations
- Reading and listening comprehension
- Exercises
- Cultural studies

Literature / Study Material

To be announced at the beginning of the course

Learning Methods

Lectures, written and oral exercises

Assessment

Active participation, output, examination

Information technology 1, 3 op KI15AVI0007 (study unit)

Lecturers

Raija Kangassalo, M.Sc.

Objectives

The student is able to use information technology and commonly used office software independently during his/her studies.

Content

- The importance and possibilities of information technology in society
- Basics of using computers and equipment related to computers
- Using email and information networks
- Basics of word processing, spreadsheet computation and presentation software.

Literature / Study Material

Manuals of the software used, other material advised in the beginning of the course.

Learning Methods

Lectures, exercises, working in groups, independent assignment

Assessment

Written examination and assignment

Information technology 2, 3 op KI15AVI0008 (study unit)

Lecturers

Raija Kangassalo, M.Sc.

Objectives

The student deepens his knowledge about computers and common office software. The student knows basics of digital image processing and is able to use imaging software to produce supporting digital material for his presentations.

Content

Course consists of

- advanced use of word processing, spreadsheet computation and presentation software
- basics of image processing

- basic functions of the imaging software
- producing digital images and utilizing them.

Literature / Study Material

Manuals of the software used, other material advised in the beginning of the course.

Learning Methods

Lectures, exercises, working in groups, independent assignment

Assessment

Written examination and/or reported assignment

Prerequisites

Information technology 1

**Research project, 12 op
KI15AMET004 (study unit)**

Lecturers

Hanne Vuorenmaa Lic.Sc., Kaija Nissinen, Lic.Sc., Raija Kangassalo, M.Sc., Sirkka Nieminen, M.Sc. and Anu Latva-Reinikka, Agrolologist (AMK), BBA

Objectives

Students shall possess skills in development and research and be able to implement them in development work. They shall be familiar with a variety of research methods and concepts, scientific principles and be able to implement them in their own work. Students shall recognize and analyze developmental needs and can make proposals for development. Student has basic knowledge of statistical analysis. Student has basic skills for making own thesis. Student knows basic scientific conventions and is able to use them. Student has basic information about different opportunities of information retrieval in his/her own field and to provide skills in the use of different sources of information. Student has skills for producing theses.

Content

The course includes the basics of information search, research methods, scientific writing, statistical mathematics, basics of research and development work, the basics of various research methods, quantitative and qualitative research approaches, validity and reliability, ethics in research, the basics of data, collection, analyzing and reporting, language, style and structure of a research report, the basics of searching for information, basic scientific concepts, and the thesis in the School of Food Management.

Literature / Study Material

SeAMK:n opinnäytetyöohjeisto.; Hirsjärvi, S., Remes, P. & Sajavaara, P. 2005. Tutki ja kirjoita. 11 painos. Helsinki: Tammi.; Heikkilä T. 2002. Tilastollinen tutkimus. Helsinki: Edita.

Learning Methods

Active participation in lectures and seminars, assignments, discussion, exam and R&D project

Assessment

Project reports, exams, exercises, active participation in lectures

**Mathematics, 2 op
KI15BRT0605 (study unit)**

Lecturers

Raija Kangassalo, M.Sc.

Objectives

The students improve their mathematical skills within their special field. They develop their ability to think and to represent things mathematically.

Content

- recipes modifications
- loss of weight
- recipe prices
- contribution margins
- value added taxes (VAT)

Literature / Study Material

Peltola, M. & Vuorenmaa, S. 2004. Annos & asiakas. Helsinki: WSOY. Other study material will be announced during

of the course.

Learning Methods

Exercises, home work, independent study

Assessment

Continuous assessment, written examination

Mathematics, 4 op KI15BRT0604 (study unit)

Lecturers

Raija Kangassalo, M.Sc.

Objectives

The students improve their mathematical skills within their special field. They develop their ability to think and to represent things mathematically.

Content

- modifications
- loss of weight
- recipe prices
- contribution margins
- value added taxes (VAT)

Literature / Study Material

Peltola, M. & Vuorenmaa, S. 2004. Annos & asiakas. Helsinki: WSOY. Other study material will be announced during of the course.

Learning Methods

Exercises, home work, independent study

Assessment

Written examination, continuous assessment

Nutrition and special diets, 5 op KI15BRT0002 (study unit)

Lecturers

Hillevi Eromäki, M.Sc.

Objectives

The student becomes familiar with basic knowledge in the human nutrition and dietetics. He is aware of nutritional requirements at different ages and he knows the aims of the Finnish nutrition recommendations and how to carry them out in practice. He is able to evaluate food stuffs as sources of nutrients and he learns to assess the individual's intake of nutrients from food. He understands the connection between nutrition and health. The student is able to find current information on the field.

Content

- Human nutrition
- Connection between nutrition and health
- Food stuffs as sources of nutrients
- Digestive system and its function
- Different nutritional requirements
- Dietetics

Literature / Study Material

Peltosaari, L., Raukonen, H. ja Partanen, R. Ravitsemustieto. Otava. 2002.; Parkkinen, K & Sertti, P. Ruoka ja ravitseminen. Uusin painos.; Other materials is given by the lecturer. In English: National Public Institute. Nutrition in Finland. (<http://www.ktl.fi/nutrition/>).; Finnish Nutrition Recommendations 2005. Committee Report. National Nutrition Council. Oy Edita Ab. Helsinki.; Drummond KE and Breferre LM. Nutrition for Foodservice and Culinary professionals. 4th Edition.

Learning Methods

Lectures, assignments, summaries and practices.

Assessment

Assignments, summaries and practices. Examinations.

Foods and legislation, 3 op KI15BRT0005 (study unit)

Lecturers

Marika Viitala, M.Sc. and Seija Pihlajaviita, M.Sc.

Objectives

Introduction to different groups of food products and the legislation.

Content

- Production and special qualities of different groups of food products.
- Main principles of the Finnish (EU) food legislation and organizations of food control in Finland (and in EU).
- Labelling of foodstuffs, food supplements and special dietary foods.

Literature / Study Material

Saarela, Hyvönen, Määttä, von Wright: Elintarvikeprosessit, Savonia–ammattikorkeakoulu. 2004.; food legislation.; Other materials is given by the lecturer.

Learning Methods

Lectures, teamwork and exam, web-based learning

Assessment

Homeworks, written examinations, continuous assessment

Vocational chemistry and physics, 4 op KI15BRT0502 (study unit)

Lecturers

Tuomo Turja, M.Sc.

Objectives

The student strengthens his basic skills of chemistry required for professional and further studies. He understands physical applications relevant to his field and related fields.

Content

- Organic chemistry, especially fats, proteins and carbohydrates
- Pressure, thermo-dynamics, electricity

Literature / Study Material

Will be announced at the beginning of the course.

Learning Methods

Discussions, exercises, laboratory work, independent study, examination

Assessment

Laboratory work, examination, continuous assessment.

Vocational chemistry and physics, 6 op KI15BRT0602 (study unit)

Lecturers

Tuomo Turja, M.Sc.

Objectives

The student strengthens his basic skills of chemistry required for professional and further studies. He understands physical applications relevant to his field and related fields.

Content

- Organic chemistry, especially fats, proteins and carbohydrates
- Pressure, thermo-dynamics, electricity

Literature / Study Material

Will be announced at the beginning of the course.

Learning Methods

Discussions, exercises, laboratory work, independent study, examination

Assessment

Laboratory work, examination, continuous assessment

Food production 1, 19 op KI15BRT0503 (study unit)

Lecturers

Päivi Saarimäki, Bachelor of Hospitality Management, Kirta Nieminen, Bachelor of Hospitality Management, ja Katja Kulmala, Bachelor of Hospitality Management

Objectives

The student is able to learn and prepare basic food stuffs. The student gets practice in cooking and baking through different methods and technology. The student internalizes the importance of economy, occupational safety, ergonomics and hygiene of food processing facilities in catering work. The student learns the basics of customer service in the restaurant. The student internalizes the food production process in practice and learns to plan and carry out the meals and customer services in catering using the computer programs.

Content

- Knowledge of food stuffs, food choices, handling, packaging and storage
- Cooking and baking methods
- Rationalizing of work
- Economy, occupational safety, ergonomics, hygiene of food process and HACCP–system
- Machines and appliances in kitchen
- Basics of customer service
- Menu planning
- Aterix –recipe program
- Sales in the store of the school

Literature / Study Material

Hemmi, M. ja Lahdenkauppi, M. 2002. Avec. Asiakaspalvelua ravintolassa. Porvoo: WSOY.; Jo–kinen, P., Laine, H. ja Lampi, R. 2002. Ammattikeittönlaitteet ja työvälineet. Helsinki. WSOY.; Lampi, R., Laurila, A. ja Pekkala, M–L. 2001. Ruokapalvelut työnä. Helsinki: WSOY.; Lampi, R., Luola, M. ja Seppänen, H. 2005. Elintarvikkeet ja ruoanvalmistus. Helsinki: WSOY.; Lehtinen, M., Peltonen, H. ja Talvinen, P. 2003. Ruoanvalmistuksen käsikirja. Helsinki: WSOY.

Learning Methods

Practical work in various kitchen environments and customer services (participation in classes is necessary), working also in the evenings and weekends, learning assignments, implementation of learning assignments in practise, independent planning and implementation of plans, lectures.

Assessment

Continuous assessment, self assessment, written examination

Food production 1, 10 op KI15BRT0603 (study unit)

Lecturers

Kirta Nieminen, Bachelor of Hospitality Management, Katja Kulmala, Bachelor of Hospitality Management, Päivi Saarimäki, Bachelor of Hospitality Management

Objectives

The student gets practice in cooking and baking through different methods and technology. The student internalizes the importance of economy, occupational safety, ergonomics and hygiene of food processing facilities in catering work. The student learns the basics of customer service in the restaurant. The student internalizes the food production process in practice and learns to plan and carry out the meals and customer services in catering using the computer programs.

Content

- Knowledge of food stuffs, food choices, handling, packaging and storage
- Cooking and baking methods
- Rationalizing of work
- Economy, occupational safety, ergonomics, hygiene of food process and HACCP–system

- Machines and appliances in kitchen
- Basics of customer service
- Menu planning
- Aterix –recipe program

Literature / Study Material

Hemmi, M. ja Lahdenkauppi, M. 2002. Avec. Asiakaspalvelua ravintolassa. Porvoo. WSOY.; Jo–kinen, P., Laine, H. ja Lampi, R. 2002. Ammattikeittöön laitteet ja työvälineet. Helsinki. WSOY.; Lampi, R., Laurila, A. ja Pekkala, M–L. 2001. Ruokapalvelut työnä. Helsinki. WSOY.; Lampi, R., Luola, M. ja Seppänen, H. 2005. Elintarvikkeet ja ruoanvalmistus. Helsinki. WSOY.; Lehtinen, M., Peltonen, H. ja Talvinen, P. 2003. Ruoanvalmistuksen käsikirja. Helsinki: WSOY. Artikkelit

Learning Methods

Practical work in various kitchen environments and customer services (participation in classes is necessary), working also in the evenings and weekends, learning assignments, implementation of learning assignments in practise, independent planning and implementation of plans, lectures.

Assessment

Continuous assessment, self assessment, written examination.

Food production 2, 11 op KI15BRT0504 (study unit)

Lecturers

Kirta Nieminen, Bachelor of Hospitality Management, Katja Kulmala, Bachelor of Hospitality Management, Päivi Saarimäki, Bachelor of Hospitality Management and Päivi Mäntymäki, M.Sc.

Objectives

The student focuses on management and supervising of catering services. The student takes entrepreneurship in to the consideration while working in catering field also in fairs and exhibitions. The student learns consistency of different ingredients and changes in cooking processes. The student understands why certain change in different food products and mixtures happens. The student forms a general view of the product development work, development processes and sensory evaluation research.

Content

- Organization and supervision of planned food production
- Developing standardised recipes
- Experimental cooking
- The basics of food production development in practice applying sensory evaluation test methods

Literature / Study Material

Hemmi, M. ja Lahdenkauppi, M. Avec. Asiakaspalvelua ravintolassa. Porvoo. WSOY.; Lampi, R., Laurila, A. ja Pekkala, M–L. 2001. Ruokapalvelut työnä. Helsinki. WSOY.; Lehtinen, M., Peltonen, H. ja Talvinen, P. 2003. Ruoanvalmistuksen käsikirja. Helsinki. WSOY.; Lehtinen, M., Peltonen, H. ja Talvinen, P. 2003. Mestarikokinkäsikirja. Porvoo. WSOY.; Tuorila, H. ja Appelbye, U. (toim.) 2005. Elintarvikkeiden aistivaraiset tutkimusmenetelmät. Yliopistopaino, Helsinki.; Muu tarpeellinen materiaali ilmoitetaan jakson alussa.

Learning Methods

Practical work in various kitchen environments and customer services, working also in the evenings and weekends, self–steering and practical exercises, lectures, group work, student presentations, self–instruction, information retrieval. Presence in classes is necessary.

Assessment

Continuous assessment, self–evaluation, group evaluation, customer evaluation, project reports, examination.

Prerequisites

Food production 1

Producing facility management services, 11 op KI15BRT0505 (study unit)

Lecturers

Liisa Nuotio, M.Sc. and lecturers

Objectives

The student learns about the whole of the facility management services. He understands the functions and significance of the facilities and facility services. He learns to plan the facilities and the services based on the users' needs. The student

learns different means of classification and organizing of facility services. Customer based service processes are emphasized and the student learns how to plan and evaluate arranging services in different kinds of organizations. The student learns the basics of dimensioning work and can use the planning program. He can adapt the reports, summaries, and quality descriptions in planning and developing the services. The student learns how to plan, develop and evaluate the processes of facility services.

Content

- Introduction to facility management services
- Classification and organizing of facility management services
- Basics in services dimensioning
- Development project

Literature / Study Material

The study material will be announced at the beginning of the course.

Learning Methods

Lectures, assignments, exercises, partly online learning.

Assessment

Continuous assessment, assignments, exercises.

Basic studies in tourism, 2 op KI15BMM0002 (study unit)

Lecturers

Tuija Pitkääkoski, Lic.Sc.

Objectives

Students shall gain insight into the field of tourism and its characteristics, and into tourism as a business. Students shall understand the factors affecting quality in tourism, and learn how the entrepreneur must take the demands of product development and marketing into account.

Content

The course comprises the following topics:

- Tourism in Finland
- Tourism as a business
- Product development and marketing in tourism

Literature / Study Material

Albenese, P. and Boedeker, M. 2002. Matkailumarkkinointi. Helsinki. Edita.; Other study material will be announced at the beginning of the course.

Learning Methods

Lectures, exercises, company visits

Assessment

Continuous assessment and exam

Food cultures, 3 op KI15BRK0001 (study unit)

Lecturers

Katja Kulmala, Bachelor of Hospitality Management and Päivi Saarimäki, Bachelor of Hospitality Management

Objectives

The student gets familiar with the cuisine of different countries by planning, organizing and supervising catering services for different customers. She/he is skilled with supervision, communication and computer programs.

Content

- different food cultures
- organization and supervision of planned food production
- menu-planning

Literature / Study Material

Study material will be announced at the beginning of the course.

Learning Methods

Practical work in various kitchen environments and customer services. (participation in classes is necessary). Team work, students' outputs and presentations of their own, self-instruction, information retrieval. Working also in the evenings and at weekends.

Assessment

Continuous assessment, assignments and exam

Prerequisites

Basic training, Food production 2

Occupational safety and ergonomics, 2 op KI15BTR0501 (study unit)

Lecturers

Tiina Ojala–Paloposki, M.Sc.

Objectives

Students shall be familiar with the requirements for a healthy, safe, pleasant and challenging work environment. They shall be aware of their responsibilities and activities in developing their own work, working methods and the entire work community.

Content

The course discusses the basics of safe working and ergonomics.

Literature / Study Material

Riikonen, E., ym. (toim). 2006. Työsuojelun perusteet. Työterveyslaitos.

Learning Methods

Lectures, assignments and exam

Assessment

Continuous assessment, assignments and exam

Food hygiene and in-house control, 6 op KI15BTR0502 (study unit)

Lecturers

Seija Pihlajaviita, M.Sc. and Tiina Ojala–Paloposki, M.Sc.

Objectives

The student is familiar with the basics of food hygiene and in-house control. The student knows different groups of microbes, their living conditions and ways how to control the growth of microbes. He knows the most common food pathogens. He understands types of impurities and the related health risks and can take responsibility for hygiene in food preparation. He is familiar with the materials used in food processing facilities, the hygiene requirements and the related detergents, instruments and the methods used. The student appreciates the importance of hygiene in food preparation and processing.

Content

- Different groups of microbes and their living conditions
- The most common food pathogens
- Usefull microbes in food industry
- Basics of the surface materials used in food processing facilities, detergents and cleaning methods
- In-house control of professional kitchen

Literature / Study Material

Heikkilä, T. 2006. Siivoustyön käsikirja (in english). Suomen siivousteknisen liiton julkaisu.; Jyväskylä.; Niemi, V., Rahkio, M. ja Siitonen, A. 2004. Ruokaturvallisuuden käsikirja.WS Bookwell Oy.; Syyrakki, S. 2006. Hygieniaopas. Elintarvikehygienian perusteet. Elintarvike ja Terveys –lehti.

Learning Methods

Lectures, assignments, laboratory work, exercises and demonstrations

Assessment

Written examinations, assignments and continuous assessment

Sustainable development in food services, 2 op KI15BTR0503 (study unit)

Lecturers

Seija Pihlajaviita, M.Sc.

Objectives

The student is aware of the significance of biodiversity and undisturbed natural cycle in the existence of mankind. He examines his own environmental thinking and consumer behaviour. The student learns to choose products and services conforming sustainable development.

Content

- Sustainable development
- Sustainable use of natural resources, product lifecycle,
- Ecological choices of foods and in processing foods
- Proceedings in controlling environmental protection,
- Legislation of waste and sorting of waste.

Literature / Study Material

Heikkilä, P.M. 2002. Ekokeittiön valinnat. Ruokapalvelut ympäristöä säästäen. Porvoo: WSOY.; The other study material will be announced at the beginning of the course.

Learning Methods

Lectures, web-based learning, assignments

Assessment

Continuous assessment, assignments, exam

Development and management of in-house control, 2 op KI15BTR0504 (study unit)

Lecturers

Tiina Ojala–Paloposki, M.Sc. and Seija Pihlajaviita, M.Sc.

Objectives

Students shall possess the knowledge to plan and develop the hygiene and in-house control of food processing. They shall be familiar with the HACCP System as part of in-house control, and in-house control as part of quality management.

Content

The course discusses

- food hygiene and related food legislation,
- food quality,
- HACCP and in-house control, and
- quality management in food preparation and processing.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, assignments

Assessment

Continuous assessment and assignments

Prerequisites

Food Hygiene and In-house Control

Entrepreneurship, 2 op KI15BYR0301 (study unit)

Lecturers

Kristiina Mutka–Vierula, M.Sc.

Objectives

Students shall possess knowledge of the basics of entrepreneurship and understand the significance of internal

entrepreneurship. Students shall also gain knowledge in seeking new possibilities in business and planning a business idea.

Content

The course comprises the following topics.

- Significance of entrepreneurship in society, quality and forms of companies
- From innovation to business idea
- Interest groups of an enterprise

Literature / Study Material

Kinkki, S. & Isokangas, J. 2003. Yrityksen perustoiminnot 2. uud. painos. WSOY: Helsinki. Other study material will be announced at the beginning of the course.

Learning Methods

Lectures, visits to enterprises, assignments

Assessment

Continuous assessment, assignments, exam

Introduction to law, 2 op KI15AYH0003 (study unit)

Lecturers

Marja Salonen, Master of Laws

Objectives

The students gain basic idea of the Finnish legal system, hierarchy of norms and the basic concepts of the science of law. He gains insight into obligations related to the laws of contract and is able to seek additional information required. He understands the laws and statutes relevant to his work.

Content

- Finnish legal system
- Hierarchy of norms and the basic concepts of the science of law

Literature / Study Material

Lectures

Learning Methods

Lectures, case exercises

Assessment

Written examination

Meeting and negotiation skills, 2 op KI15AVI0004 (study unit)

Lecturers

Sirkka Nieminen, M.Sc.

Objectives

The student gains an insight into meeting and negotiation techniques and the required oral and written skills of communication.

Content

- Group communication
- Association legislation, association activities
- Communication in meetings and negotiations
- Meeting documents

Literature / Study Material

Kortetjärvi-Nurmi, S., Kuronen, M.-L. & Ollikainen, M. 2002. Yrityksen viestintä. Helsinki: Edita

Learning Methods

Lectures, oral exercises with analysis.

Assessment

Exercises and examination

Prerequisites

Finnish and communication

**Work community management, 8 op
KI15BJK0501 (study unit)**

Lecturers

Elina Ojala–Wahlroos, Marja Salonen, Master of Laws and Tiina Ojala–Paloposki, M.Sc.

Objectives

Students shall be able to analyze management and understand various concepts and models and apply this knowledge to the catering field. They shall be familiar with the entire sphere of duties of a supervisor involved in catering services. They shall also understand the significance of psychology in the working world. Students shall also become familiar with essential labor legislation and the outlines of employment contracts for the labor market in Finland.

Content

The course comprises the following:

- Management and organization
- Human resource management
- Knowledge of the working world
- Employment Contracts Act
- Psychology at work

Literature / Study Material

The study material will be announced at the beginning of the course.

Learning Methods

Lectures, exercises and online learning

Assessment

Assignments and examinations

**Basics of marketing, 5 op
KI15BJK0502 (study unit)**

Lecturers

Elina Ojala–Wahlroos and Tuija Pitkäkoski, Lic.Sc.

Objectives

Students shall learn to manage the practical tasks related to marketing in a customer–focused and versatile manner. They shall gain knowledge of consumer–related matters, relevant authorities and consumer protection in the catering field in Finland. They shall also understand the meaning of marketing communication as a means of competition, and become familiar with the contents of communication and its implementation.

Content

The course discusses

- service company marketing,
- consumer behavior, and
- marketing communication.

Literature / Study Material

Vuokko, P. 2003. Markkinointiviestintä; merkitys, vaikutus ja keinot. WSOY.; Other study material will be announced at the beginning of the course.

Learning Methods

Lectures, exercises, assignments, online learning

Assessment

Assignments and examination

Accounting in private and public sector, 4 op KI15BJK0503 (study unit)

Lecturers

Juhani Palomäki, M.Sc.

Objectives

The student can read and analyse financial reports of private and public sector. He has the basic knowledge of profitable business. He can fix the prices and make budget estimates.

Content

- Financial accounting
- Management accounting
- Financial planning

Literature / Study Material

The study material will be announced at the beginning of the course.

Learning Methods

Lectures, assignments

Assessment

Continuous assessment, assignments, exam

Prerequisites

Entrepreneurship

Developing service company operations, 3 op KI15BJK0504 (study unit)

Lecturers

Hanne Vuorenmaa, Lic.Sc. and Seija Pihlajaviita, M.Sc.

Objectives

Students shall understand the importance of operative and strategic planning with regard to company development.

Content

The course comprises the following topics:

- Strategic planning
- Business plans

Literature / Study Material

The study material will be announced at the beginning of the course.

Learning Methods

Lectures, visits to enterprises, business plan (for ex. to a food service company, small-scale food industry or professional kitchen).

Assessment

Continuous assessment, business plan

ALTERNATIVE PROFESSIONAL STUDIES, 36 op VAIHTOEHTOI (study entity)

Students shall choose at least four (4) courses from among the following courses. If necessary, the grades a student has received in previous studies may be used in the selection process.

Product development and sensory evaluation, 9 op KI15CVE0501 (study unit)

Lecturers

Päivi Saarimäki, Bachelor of Hospitality Management, Marika Viitala, M.Sc., Päivi Mäntymäki, M.Sc., Bachelor of food science ja Hillevi Eromäki, M.Sc. and lecturers

Objectives

The student knows how to develop different baking and cooking recipes. The student is able to do demanding development work and she/he knows how to use sensory evaluation fluently and in right manner. The student knows principles of packing technology.

Content

- Developing standardised recipes for professional use
- Product development of food stuffs for particular nutritional use
- Sensory research in development work
- Packing materials, –labels, and –laws
- Planning and carrying development projects through computer aided package planning

Literature / Study Material

Lampi, R., Laurila, A. ja Pekkala, M–L. 2001. Ruokapalvelut työnä.; Tuorila, H. & Appelbye, U. (toim.) 2005. Elintarvikkeiden aistinvaraiset tutkimusmenetelmät. Yliopistopaino.; The other study material will be announced at the beginning of the course.

Learning Methods

Lectures, group work, practical exercises. Presence in classes is necessary.

Assessment

Continuous assessment, project reports, other assignments, examination

Prerequisites

Food Production 2

Services Management and Development, 9 op KI15CVE0510 (study unit)

Lecturers

Kirta Nieminen, Bachelor of Hospitality Management, Eija Putula–Hautala, M.Sc. ja Hanne Vuorenmaa, Lic.Sc.

Objectives

Students shall practice operational management skills in various organizations and be able to work on teams as a expert. Students shall also carry out the duties (planning, organizing, motivation, supervision and control) of and operative manager. Students shall be competent in planning and developing hospitality service (for example catering) operations. Students shall be familiar with the the role of, for example, layout and sourcing as a part of successful service operations management.

Content

The course discusses

- kitchen layout planning,
- sourcing,
- work planning, and
- supervisory practices.

Literature / Study Material

The study material will be announced at the beginning of the course. Additional reading list: Miten kilpailutan palveluja? : palvelujen kilpailuttamistyöryhmän raportti: ruokapalvelut, siivouspalvelut, kuljetuspalvelut / toim. Jaana Levo ja Sirpa Korhonen.(2003).; Metters, R., King–Metters, K. & Pullman M. (2003). Successful Service Operations Management. Thomson.

Learning Methods

Lectures, field trip, assignments and practical training in a kitchen, journal, self–evaluation.

Assessment

Continuous assessment, assignments, exercises, exam.

Prerequisites

Producing Catering Services (module), Work Community Management (started)

Orientation to facility management, 9 op KI15CVE0503 (study unit)

Lecturers

Liisa Nuotio, M.Sc.

Objectives

Students shall become familiar with the entire area of contracting services. They shall understand that the implication of contracting services is important to core competences within businesses. Students shall become familiar with the strategies involved in estate management, facility management and real-estate costs. They shall be able to compare and estimate similar contracting services and understand how to manage contracting services as a part of corporate real-estate strategy management.

Content

The course outlines the following:

- Definition of facility services
- Contracting services and core competences of business
- Corporate real estate strategy management
- Facility management as a science and as a vocation
- Similar strategies of estate management and of facility management
- Concepts of facility management
- Cooperation in facility management

Literature / Study Material

The study material will be announced at the beginning of the course.

Learning Methods

Lectures, exercise assignments, online learning

Assessment

Exercises

Prerequisites

Operative Management in Catering Services

Services Management and Development, 9 op KI15CVE0513 (study unit)

Lecturers

Liisa Nuotio, M.Sc.

Objectives

The students understand the significance of systematic quality development for Facility Services. The student can plan the internal service chains of a business premise enterprise, know the information systems of facility management, key figures and their follow-up, and management systems. The students know the basics of commercial and contract law and can apply their knowledge to the acquisition processes of facility services.

Content

- Quality Development of Facility Services
- Facility Strategies and Management
- Management of Facility Contracts

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, teamwork, assignments, exercises, partly online learning.

Assessment

Assignments, exercises, continuous assessment.

Prerequisites

Producing facility management services

Advanced nutrition studies, 9 op KI15CVE0505 (study unit)

Lecturers

Hillevi Eromäki, M.Sc., Kaija Nissinen, Lic.Sc. and Eija Putula-Hautala, M.Sc.

Objectives

The student deepens his basic knowledge of nutrition chemistry. Student knows the anatomy and physiology related to

the consumption of food. He is familiar with the culture and history, and the social and ideological background of food consumption. Student gains insight into dealing with issues relating to nutrition in society. Student deepens his basic knowledge of the human nutrition and dietetics. He is familiar with the nourishment of various population groups. He is aware of the new information and its sources and special diet products of the field.

Content

- proficiency test
- Structures and the most important reactions of the nutrients
- Digestive system and its function
- Digestive/ metabolic routes of the energy producing nutrients, vitamins and minerals
- Social, cultural, historical and ideological background of food consumption
- Food and nutrition policy in Finland
- Nourishment of various population groups
- Special diets and diet therapy
- Planning and implementing special diets
- Special diet products

Literature / Study Material

Häikiö, I. ym. KEFY. WSOY. 2002.; Winter & Winter. Ihminen ja molekyylit. WSOY.; Peltosaari, L., Raukonen, H. & Partanen, R. Ravitsemustieto. Otava. 2002.; Nienstedt, W., Hänninen, O. & Arstila, A. Ihmisen fysiologia ja anatomia. Finnish Nutrition Recommendations 2005. Committee Report. National Nutrition Council. Oy Edita Ab. Helsinki.; Martikainen, T. Ravitsemus ja ruokavaliot. RTY. Uusin painos.; Aro, A., Mutanen, M. ja Uusitupa, M. (toim.) Ravitsemustiede. Duodecim. 2005. (osoitetuin kohdin); The other useful study material will be announced at the beginning of the course.

Learning Methods

Lectures, assignments, summaries and practices.

Assessment

Assignments, summaries and practices. Examinations.

Prerequisites

Nutrition and special diets, Foods and legislation, Food production 1, Vocational chemistry and physics

Communication and nutrition education, 9 op KI15CVE0506 (study unit)

Lecturers

Nissinen Kaija, Lic.Sc., Eromäki Hillevi, M.Sc. ja Nieminen Sirkka, M.Sc.

Objectives

The student becomes familiar with media and especially using newspapers as a communication channel for nutritional issues. Student is able to plan and independently carry out counselling and guidance situations. He/She is able to use versatile methods and material in teaching. The student becomes familiar with the research of his/her professional field and is able to utilize research results in working life.

Content

- Planning and producing a newspaper article related to nutrition
- Making summaries and quoting nutrition research reports
- Planning and carrying out nutrition education situations

Literature / Study Material

Kotilainen, L. 2003. Parempi lehtijuttu. Helsinki: Inforviestintä.; Mykkänen, P. 1998. Yhteisölehti. Tekijän opas. Helsinki: Inforviestintä.; Wiio O. Terveysviestinnän opas. Uusin painos.; Curry, K. & Jaffe, A. (newest edition). Nutrition counselling & communication skills.; Fogelholm, M. 2001. Ratkaisuja ravitsemukseen. Palmenia-kustanus.; Additional material will be announced in the beginning of the course.

Learning Methods

Lectures, exercises, work shops, planning and writing a newspaper article, writing research abstracts, planning and carrying out nutrition education events

Assessment

Newspaper article, carrying out and reporting nutrition education event, writing a research abstract, exam, active participation in lectures, exercises.

Prerequisites

Advanced nutrition studies

**Food quality and safety, 9 op
KI15CVE0511 (study unit)**

Lecturers

Seija Pihlajaviita M.Sc., Kaija Nissinen, Lic.Sc., Marika Viitala, M.Sc., Eija Putula–Hautala, M.Sc.

Objectives

Students know the food supply chain from primary production to customers. They have the knowledge of quality control and risk assessment of the chain. Students can establish the critical limits and corrective actions (HACCP) as part of the in house control of food production process. Students know the food legislation. Students know the most significant nutrition toxicological risks and how to avoid them. Students can be responsible and critical in purchasing in professional kitchens and food enterprises.

Content

- quality of food supply chain
- traceability
- hygiene problems in food processes
- nutrition toxicological risks (natural and process borne)

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, online learning, assignments, laboratory.

Assessment

Exams, assignments, continuous assessment.

Prerequisites

Food and legislation, Food production 2, Vocational chemistry and physics, Development and management of in–house control.

Languages of Instruction

Finnish, partly English

**Marketing communication, 9 op
KI15CVE0508 (study unit)**

Lecturers

Tuija Pitkäkoski, Lic.Sc. and Sirkka Nieminen, M.Sc.

Objectives

Students shall deepen their knowledge of marketing communication in a few essential areas. They shall gain insight into the media, especially the press and its influence, as well as into community communication and ways of influencing through language. They shall become acquainted with the interaction between the customer and the media in various situations, and with the importance of relations in customer service. They shall learn to understand the planning and practical realization of visual marketing communication in exhibitions and product displays.

Content

The course outlines

- the basics of media communication,
- personal interaction skills, and
- fair and exhibition activities.

Literature / Study Material

Juholin, E. & Kuutti, H. 2004. Mediapeli: anatomia ja keinot. 2.painos. Helsinki. Inforviestintä; Pesonen, H–L., Lehtonen, J. & Toskala, A. 2002. Asiakaspalvelu vuorovaikutuksena: markkinointia,viestintää,psykologiaa. Jyväskylä. PS–kustannus; other study material will be announced at the beginning of the course.

Learning Methods

Lectures, exercises, practical project work, company visits

Assessment

Assignments and exams

Prerequisites

Finnish and Communication, Basics of Marketing (participation)

**Esthetics and developing company image, 9 op
KI15CVE0509 (study unit)**

Lecturers

Tuija Pitkääkoski, Lic.Sc.

Objectives

Student understands the meaning of holistic marketing communication and its importance in giving additional value to the marketing activities. He also understands how holistic marketing communication is built through connected message and identified visual image. He gets acquainted with the visuality and esthetics through practical exercises and learns to understand how different materials, colours and displays communicate. He also gets an insight with the principals in developing holistic and goal-directed company image.

Content

- Visuality and esthetics in food services
- Developing holistic company image
- Project work

Literature / Study Material

Nieminen, T. 2004. Visuaalinen markkinointi. WSOY.; The other study material will be announced at the beginning of the course.

Learning Methods

Lectures, exercises, practical project work

Assessment

Project work and learning assignments

Prerequisites

Marketing communication

**Strategies of service business, 9 op
KI15CVE0512 (study unit)**

Lecturers

Hanne Vuorenmäa, Lic.Sc., Tuija Pitkääkoski, Lic.Sc. ja Seija Pihlajaviita, M.Sc.

Objectives

Students know the basics of strategic business planning and management. Students understand the meaning of forecasting, innovativity and creativity in business planning. Students know the principles of creating business concepts and financial planning.

Content

- strategic business planning
- innovativity and creativity in business
- methods of forecasting
- networks in business
- financial planning

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, online learning, assignments, visits to enterprises.

Assessment

Assignments and continuous assessment.

Prerequisites

Entrepreneurship, Accounting in private and public sector.

Languages of Instruction
Finnish, partly English,

ELECTIVE STUDIES, 10 op **VAAVAL (study entity)**

Students shall select elective courses at least 10 cr. Courses are found either from the selection of elective courses offered by the School of Food Management or from the range of elective courses offered by the other faculties of Seinäjoki University of Applied Sciences. Information about courses available can be found on the website <http://ops.seamk.fi/fi/2006–2007/vapaastivalittavatopinnot/>.

Basic training, 12 op **KI15EPEHAR1 (study unit)**

Lecturers
Päivi Saarimäki, Bachelor of Hospitality Management and Erja Heikkilä, M.Sc.

Objectives
Students will have progressed in their professional skills in catering services after the training period. They will have a clear picture of the jobs, job descriptions and responsibilities in the catering business. Students will acquire experience from the working world and in the use of machines and appliances in kitchens with regard to occupational safety. Students have progressed in their communication skills and they will be capable of assessing their own competence in catering. Practical training abroad is recommended.

Content
The course comprises the following topics:

- Food production in practice
- Business ideas
- Principles for planning menus
- Machines and appliances in the kitchen
- Product development for catering services
- Waste recycling and services

Learning Methods
Practical work in food production according to the policies and schedule of the catering business (including in the evenings and on weekends), learning assignments at the work place, written report pertaining to the training period compiled in a practical training book

Assessment
Journal and self-assessment, employer's assessment

Prerequisites
Food Production 1

Specialised training, 18 op **KI15EERHAR1 (study unit)**

Lecturers
Eija Putula–Hautala, M.Sc. and Tuija Pitkääkoski, Lic.Sc.

Objectives
The student completes the specialisation training according to his/her career expectations. He/She gains practice in managerial, advisory, marketing, product development or other tasks. The student forms an impression of the tasks related to his/her field and its future. He/She learns to critically examine his/her own progress in the field and as a member of a work group. The student writes an extensive report on the practical training. Students gain practice in planning and self-assessment through preparation of the report.

Content
Training plan, working in one or two different working places. Training abroad is recommended.

Learning Methods
Working as a member of collective work group, learning diary.

Assessment
Learning diary and self assessment, employer's assessment

Prerequisites

Basic training, Food production 2, Meeting and negotiation skills, Work community management, Basics in marketing

Thesis, 15 op
KI15FTU0001 (study unit)

Lecturers

Kaija Nissinen, Lic.Sc., Hanne Vuorenmaa, Lic.Sc., Sirkka Nieminen, M.Sc. and other teachers as supervisors

Objectives

Student is able to plan and realise research or development project which connects essential body of the knowledge of preceding studies and practical needs in the area of food management. Student develops his/her skills as an expert in the field of food management. Student is able to plan thesis and introduce the research plan as well as the ready results in a seminar. In the maturity test student confirms acquaintance with the field of his/her thesis.

Content

- Planning, producing and reporting thesis
- Introducing the research plan in seminar in the beginning of the process
- Introducing ready results in the end of the process
- Essay

Literature / Study Material

SeAMK:n opinnäytetyöohjeisto sekä tarvittaessa Hirsjärvi, S., Remes, P. & Sajavaara, P. 2005. Tutki ja kirjoita. 11 painos. Helsinki: Tammi.; Heikkilä, T. 2002. Tilastollinen tutkimus. Helsinki. Edita.

Learning Methods

Independent studying in every stage of the process. Every student has an own supervisor.

Assessment

Grade (scale 1–5) will be set according to the general criteria of Seinäjoki University of Applied Sciences.

Degree Programme in SME Business Management (In Finnish)

Head of degree programme: Mr Pekka Nieminen, Tel. + 358 40 830 4212, E-mail: pekka.nieminen@seamk.fi

Student counsellor: Mr Juha Jokela, Tel. + 358 40 830 4213, E-mail: juha.jokela@seamk.fi

ECTS/International coordinator: Ms Marjo Arola, Tel. + 358 40 830 4216, E-mail: marjo.arola@seamk.fi

Degree and qualification awarded

Bachelor of Business Administration (BBA)

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

General description of the degree programme

The graduates of the SME Business Management degree programme are internationally oriented business professionals with good language skills especially in the field of management of small and medium-sized enterprises. The programme also prepares the students for entrepreneurship.

Specialisation lines

The students can choose from four specialisation lines: Industrial Management, Marketing, Business Law and Entrepreneurship. The selection takes place during the first year of study.

The specialisation line of Industrial Management focuses on quality, logistics, cost management and strategy. It provides the student with professional skills needed for e.g. financial and materials management and quality improvement.

The specialisation line of Marketing focuses on collection and analysis of marketing information, marketing communication, business-to-business marketing as well as international business operations of SMEs. It provides the student with skills needed for managing marketing in a SME and also with skills needed in companies going international.

The specialisation line of Business Law focuses on contract law, fiscal law, marketing and competition law as well as labour and organisational law. This specialisation line is designed to provide skills for such management and expert positions in SMEs where both the knowledge of business operations and business law are needed.

The specialisation line of Entrepreneurship focuses on planning and development of a new business and business management in a SME. This line is designed to provide the student with the skills needed in starting a new business or running a family business ie. acting as an entrepreneur.

Internationality in SME Business Degree Programme:

Due to the international approach of the curricula, every student is advised to study a semester abroad during the degree programme. This exchange period should be completed during the third year of study. In addition, the students have a possibility to do their practical training and/or bachelor's thesis abroad. So called "internationalisation at home" is also possible because of NBD programme (30 ECTS, autumn semester) and Gateway programme (30 ECTS, spring semester). These two study programmes are taught in English and they are integrated into the study programme of the BBA students.

Subject specific competences

Core modules

The ability to recognize, describe and understand the significance of the following:

- The core processes of an enterprise.
- How different branches of business economy interrelate.
- How a business operates, the interaction in a business environment.
- Adopting entrepreneurship and entrepreneurial approach to business actions.
- The basics of profitable business operation.

- To analyze the operation and risks of a business.
- The impact of an individual in a working organization.
- Cost-effectiveness.
- The significance of communication.
- Actively creates interaction between both internal and external interest groups also in global business environment.

Specialisation modules

To comprehend the significance of the following:

- to analyze and develop new businesses as well as develop and manage business in SME sector
- the strategic definition of SME business as well as the significance of making a business plan
- profitability, financial strength and liquidity
- networking
- the central functions and methods in financial management and industrial management
- marketing and its methods in SME business
- social qualifications required for an entrepreneur such as co operational skills, presentational skills and the ability to cope with pressure

International skills

- communicative competence in two or three foreign languages required in managerial tasks
- to acknowledge different cultures and work with people of different cultural backgrounds
- to see internationalization in relation to one's own field

Support

- the basics of R&D required when acquiring entrepreneurial competence
- applied commercial mathematics and statistical methods using relevant data systems
- the ability to apply qualitative and quantitative research methods

Transferable skill modules

- the ability to apply financial theories and creative problem solving in e.g. practical training period, project study and graduation project
- the ability to apply the latest knowledge in working organization
- the ability to develop business processes and apply quality approach

Access to further studies

Eligible for second-cycle higher education studies. For second-cycle studies, three years' work experience is also required. The admission decisions are made in the receiving higher education institution.

Course structure diagram with credits

60 per year

Degree Programme in SME Business Management (In Finnish), 240 cr (3.9.2007) LIIKJOHT 2007

Code	Name	Study Year				CR
		1.	2.	3.	4.	
EPERUS	BASIC STUDIES					55
EYRITYST	ENTREPRENEURSHIP					10
KE16BYR101	Dimensions of entrepreneurship (In English)	x				3
KE16AYPE112	Basics of economics	x				4

KE16BYLI100	Introduction to business administration	x				3
EMENETEL	METHODOLOGY STUDIES					21
KE16AYPE130	Business mathematics	x				3
KE16AYPE390	Statistics and research		x			3
KE16AY370	Basics of business information technology	x				6
KE16BYTU140	Project management	x				3
KE16AYPE315	Labour communications	x				3
KE16BYMA180	Business communication		x			3
EKIELIOP	LANGUAGE STUDIES					24
KEENGLANTI	ENGLISH					6
KE16CYVO209	English, preparatory study unit	x				
KE16BYKI220	Introduction to business English	x				3
KE16BYKI290	Business communication		x			3
KE16BYKI310	Negotiations and meetings (In English)		x			3
KE16BYKI292	Doing business in English (In English)				x	3
KESAKSA	GERMAN					6
KE16BYKI120	German I (Elementary Group)	x				3
KE16BYKI140	German II (Elementary Group)		x			3
KE16BYKI132	Introduction to German business communication	x				3
KE16BYKI340	German, business communication		x			3
KE16BYKI330	Spoken German		x			3
KE16BYKI137	Wirtschaftsdeutsch / Doing business in German (In English)				x	3
KEVENAJA	RUSSIAN					6
KE16BYKI180	Russian I (Elementary Group)	x				3
KE16BYKI190	Russian II (Elementary Group)		x			3
KE16BYKI350	Spoken Russian		x			3
KE16BYKI360	Russian, business communication				x	3
KERUOTSI	SWEDISH					6
KE16BYKI382	Swedish, business communication I	x				3
KE16BYKI383	Swedish, business communication II		x			3
KE16BYKI162	Spoken Swedish		x			3
KE16BYKI173	Företagssvenska / Doing business in Swedish (In Swedish)				x	3
EAMMATTI	PROFESSIONAL STUDIES					68
EYRILIIK	ENTREPRENEURSHIP AND BUSINESS MANAGEMENT					19
KE16BYR120	Planning and development of new business		x			5
KE16BYLI150	Learning and innovative organisation		x			3
KE16BYLI111	Development of business and growth strategies		x			5
KE16BYLI130	Leadership in SMEs				x	3
KE16BYLI142	SME Networking (In English)				x	3
ETAHAJUR	CORPORATE FINANCIAL MANAGEMENT AND BUSINESS LAW					22
KE16BYTA200	Accounting	x				3
KE16BYTA110	Management accounting I	x				3
KE16BYTA250	Management accounting II		x			3

KE16BYJU130	Taxation of businesses and entrepreneurs	x				3
KE16BYTA260	Corporate planning and analysis		x			3
KE16BYJU111	Internal business law II	x				4
KE16BYJU120	Corporate Law: External aspects				x	3
KE16BYMA	MARKETING, INDUSTRIAL MANAGEMENT AND MANAGEMENT OF BUSINESS INFORMATION TECHNOLOGY					27
KE16BYMA100	Introduction to marketing	x				4
KE16BYTU100	Introduction to production economics	x				3
KE16AYPE411	Introduction to information management	x				3
KE16BYKV100	Introduction to international trade and business	x				3
KE16BYKV130	Cross cultural management (In English)		x			3
KE16BYMA120	Marketing management		x			5
KE16BYTU160	Product development	x				3
KE16BYTU172	Environmental management				x	3
ESYVAMM	ADVANCED PROFESSIONAL STUDIES					32
EMARKKIN	MARKETING					32
KE16BYMA160	Business to business marketing (In English)		x			3
KE16BMMA221	Consumer behavior		x			3
KE16BMM152	Current issues in marketing				x	3
KE16BMMA211	Marketing research		x			6
KE16BMMA210	Marketing communication		x			6
KE16BMMA213	Internationalisation of small and medium-sized firms (In English)				x	6
KE16BMMA217	Simulation of business reality (In English)		x			5
KE16BTU	INDUSTRIAL MANAGEMENT					32
KE16BUTU122	Purchasing management		x			3
KE16BUTU271	Quality management (In English)		x			3
KE16BUTU123	Logistics (In English)		x			3
KE16CYVO254	Project business management		x			3
KE16BUTU290	Strategy workshop				x	3
KE16AYPE150	Management of technology		x			3
KE16BUTU190	Production simulation		x			3
KE16BUTU260	Production planning and control		x			5
KE16BUTU215	Current issues in production economics				x	3
KE16BUTU280	Creating a quality system for a company				x	3
EYRITJUR	BUSINESS LAW					32
KE16BYRJ210	Contract law		x			6
KE16BYRJ220	Marketing law		x			6
KE16BYRJ230	Tax law				x	6
KE16BYRJ240	International commercial law		x			6
KE16BYRJ250	Internal business law II				x	8
KE16CVO	FREE CHOICE STUDIES					10
KE16DG00003	Cross Cultural Management (In English)					3
KE16DG00007	Business environment in Russia (In English)					2
KE16DG00009	Financial Accounting in Russia (In English)					2

KE16DG00025	Finnish culture and society (In English)					2
KE16DG00026	Basic Russian language (In English)					2
KE16DG00027	Russian language, intermediate level (In English)					2
KE16DG00029	Russia – Target for business operations (In English)					2
KE16DG00030	Business environment and operations in Estonia (In English)					2
KE16DG00031	Business environment and operations in Lithuania (In English)					2
KE16DG00032	Business environment and operations in Latvia (In English)					2
KE16DG00012	Study tour (In English)					3
KE16DG00019	European economy policies (In English)					3
KE16DG00033	Project work (In English)					3
KE16CYVO897	Doing Business in St. Petersburg Region (In English)					3
KE16CYVO887	Intercultural Skills in Business Communication (In English)					3
KE16CYVO831	Transitional Economies – Business Areas and Cultures (In English)					3
KE16CYVO833	Introduction to the European Union: Structure, Institutions and Decision Making (In English)					3
KE16CYVO835	European Economic Integration: Goods, Services, Free Movement and the Euro Area (In English)					3
KE16CYVO253	CRM (Customer Relationship Management) (In English)					3
KE16CYVO837	Entrepreneurship in the Nordic Context – Case study (In English)					3
KE16CYVO839	SME Operations in International Environment – Project work (In English)					3
KE16BYTA190	Securities and Investment Activities					2
KE16CYVO261	EU Project Activities					3
KE16BMMA170	Operations of Retail Trade and 'the Commodity Game'					3
KE16CYVO011	Project for industrial and commercial life					
KE16CYVO808	Finnish and Scandinavian business culture (In English)					3
ETYÖHA	PRACTICAL TRAINING					30
KE16ULK	STUDIES ABROAD					30
EOPINÄ	BACHELOR'S THESIS					15

Study Descriptions

BASIC STUDIES, 55 op EPERUS (study entity)

The purpose of the Basic Studies is to provide students with the fundamental knowledge necessary for further studies and to prepare students for their professional studies. The study module also provides students with knowledge for establishing their own business. All students studying at the Finnish School of SME Business Administration must take obligatory courses in foreign languages (a total of 24 ECTS) to gain adequate language skills and facilities for communication.

Dimensions of entrepreneurship, 3 cr KE16BYR101 (study unit)

Lecturers

Tero Turunen, M.Ph.

Objectives

After finishing the module student knows the basic implications and environment of entrepreneurship in society and in national and global economy. Also student learns the account of innovativeness and attention to resources in planning and starting of entrepreneurship. The feasible organisational formats and individual conditions of entrepreneurship are acquired.

Content

The entrepreneurship is considered as a complex and expansive phenomenon, which applies the whole society, its culture, organisations and individuals along with the business itself.

Literature / Study Material

Material announced by the lecturer.

Learning Methods

Lectures, Written assessments

Assessment

Written assignments

Languages of Instruction

English

Further Information

NBD Programme

**Basics of economics, 4 op
KE16AYPE112 (study unit)**

Objectives

After completing this study unit the students are familiar with the structure and function of the economy and with problems concerning economic policies. The students are able to understand and discuss basic aspects of economic theory with emphasis on the applications to real-world behavior. Students know the structure of economy in Finland, its development and position in the European Union and in the world economy.

Languages of Instruction

Finnish

**Introduction to business administration, 3 op
KE16BYLI100 (study unit)**

Objectives

Students are familiar with an enterprise as an organization, and they will also learn about organizational theories and different constructional solutions. The field of business administration is viewed from the perspective of managing people and matters, and the goal is to found a conceptual basis. The students master the terminology and concepts of the branch and their application in the field of business.

Languages of Instruction

Finnish

**Business mathematics, 3 op
KE16AYPE130 (study unit)**

Objectives

After this course the student masters basic concepts and is acquainted with common methods of commercial mathematics. Student masters interest calculation and understands mathematical principles of different credit facilities and is acquainted with investment calculations.

Content

Percentage calculation, indexes, calculation of interest, calculation of compounded interest, investment calculation, calculation of bound profit, credits, currencies, linear optimisation

Literature / Study Material

Pulkkinen, Pekka & Holopainen, Martti 2001. Talous– ja rahoitusmatematiikka

Learning Methods

Lectures, exercises, mid-term exams or examination

**Statistics and research, 3 op
KE16AYPE390 (study unit)**

Objectives

After this course the students will possess the ability to utilize quantitative methods in empirical studies and is able to understand and decipher statistics. The student knows the basic concepts of statistics and has understanding of sample

survey. The students master presentation of statistics and basic statistical numbers.

Content

The course is divided into two parts: Part I: Basic concepts, presenting statistics, key figures, probability, random variable, probability distribution, probability models Part II: Students will use the SPSS statistics program and learn about the following: key figures, presenting statistics, correlation, regression, estimation, testing, interpreting results.

Literature / Study Material

Karjalainen, Leila. 2000. Tilastomatetiikka

Learning Methods

Lectures, exercises, mid-term exams or examination

Basics of business information technology, 6 op KE16AY370 (study unit)

Lecturers

Hannu Palomäki, M.S. (Econ. & Bus.Adm.)

Objectives

After completing this course the student is familiar with computing equipment that is commonly used in office environment. The student can use effectively word processing, spreadsheet and presentation programs. The student is also capable of using e-mail, internet browsers and operating systems basic features.

Content

The course discusses operating systems, data networks, machinery and office software.

Literature / Study Material

Paananen Juha: Tietotekniikan peruskirja Other material is to be announced by the lecturer

Learning Methods

Lectures and exercises

Assessment

Journal and exam

Languages of Instruction

Finnish

Project management, 3 op KE16BYTU140 (study unit)

Objectives

The aim of the course is to provide students with the basic knowledge and facilities for taking part in project work, and planning and managing various projects. After this course the students are able to supervise and advance projects and they understand the concepts of technical and economical evaluation in practice.

Content

The course outlines the concepts involved in project work in theory and in practice, the methods used in project management, operation networks, and computer-based project management.

Literature / Study Material

Handouts, other material announced by the lecturer

Learning Methods

Approved examination and assignments

Labour communications, 3 op KE16AYPE315 (study unit)

Lecturers

Liina Hautanen

Objectives

Module I: The aim of the course is to encourage students as communicators. After completing this course the student knows how to use both verbal and nonverbal communication skills as well as give and take feedback. Module II: After completing this course the student can recognize and analyse different styles of communication and choose the correct style in a given situation aiming at standard language.

Content

The course consists of two different modules. Written communication and ability as a public performer. The main topics are types of text and text genres, purity of the language, written information sources as well as basic oral communication skills, nonverbal communication, means to illustrate the presentation.

Literature / Study Material

material announced by the lecturer

Learning Methods

lectures and exercises

Assessment

lectures and exercises

Languages of Instruction

Finnish

**Business communication, 3 op
KE16BYMA180 (study unit)**

Lecturers

Saija Råttis, MA

Objectives

After completing this course the student is familiar with communication in a company as a whole. The student is familiar with various channels of communication and is able to choose the right one in relation to situation and target group.

Content

Characteristics of communication in an organisation, communication culture and climate of the organisations, communication channels within company, communication skills of a superior

Literature / Study Material

Juholin, E. (2002). Communicare! Viestintä strategiasta käytäntöön

Learning Methods

lectures and exercises

Assessment

exercises

Languages of Instruction

Finnish

**LANGUAGE STUDIES, 24 op
EKIELIOP (study entity)**

In the Finnish School of SME Business Administration, all students are required to take 24 ECTS (16 CR) in foreign language courses. During the first and second years of study, students must study 3 ECTS (2 CR) credits in English and Swedish and also German, or Russian. During the second year of study, students must also choose one additional course worth 3 ECTS (2 CR) in English, Swedish or German/Russian. The choice must be made based on the country the student wishes to go to during the third term. For example, if a student wants to go to Germany for the exchange period, he/she must choose the German language. During the fourth year of study, students must choose once again one additional course worth 3 ECTS (2 CR) either in English, Swedish or German/Russian. In addition to the compulsory language studies, students may also take optional language courses, e.g. in Russian, Spanish or French depending on the courses offered each year.

**English, preparatory study unit
KE16CYVO209 (study unit)**

Objectives

After completing this study unit the students are able to study business English at the University of applied sciences.

Content

The basics of the grammar. Topics of the course: studying, exchange studies, hobbies, travelling, ADP, work life and telephone language.

Literature / Study Material

Eskola & Iikkanen (OTAVA): Way to Go

Languages of Instruction
Finnish

Introduction to business English, 3 op KE16BYKI220 (study unit)

Objectives

After this study unit the students masters basic business vocabulary. The Students are able to describe their study environment and work. The students understand and they are able to describe the business operations of an enterprise in both written and in spoken form.

Content

Focus on general language use for business and marketing purposes in English.

Literature / Study Material

Airas & Junkkari (WSOY): New Business Friend I

Languages of Instruction

English

Business communication, 3 op KE16BYKI290 (study unit)

Lecturers

Kaija–Liisa Kivimäki, MA

Objectives

After completing this study unit the students have thorough knowledge and skills in business communication and they understand the influence of the cultural differences in business communication.

Content

Focus on correspondence in various business situations.

Literature / Study Material

Airas & Junkkari (WSOY): New Business Friend 3

Languages of Instruction

English

Negotiations and meetings, 3 cr KE16BYKI310 (study unit)

Objectives

After completing this study unit the students are able to communicate efficiently in English in different business situations.

Content

Focus on oral communication in business situations.

Literature / Study Material

Material announced by the teacher

Learning Methods

Lectures

Assessment

An oral exam

Languages of Instruction

English

Doing business in English, 3 cr KE16BYKI292 (study unit)

Lecturers

Kaija–Liisa Kivimäki, MA

Objectives

To further develop business communication skills. After this study the students are able to do business in intercultural environment, participate in negotiations and meetings and do written and oral presentations

Content

The study unit involves several business English areas such as case studies of companies doing business in intercultural environment, written and oral presentations, negotiations and meetings.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Learning by doing.

Assessment

Peer assessment, self evaluation.

Prerequisites

Introduction to Business English and Business Communication.

Languages of Instruction

English

**German I (Elementary Group), 3 op
KE16BYKI120 (study unit)**

Lecturers

Sanna Valkosalo, MA

Objectives

To provide basic language skills. After a completed study unit the students will be able to use German in different, easy everyday language situations.

Content

basic grammar, communication situations, understanding common language text, listening comprehensions, writing exercises and German culture

Literature / Study Material

Kauppi & Simon (Tammi): Fahrplan

Languages of Instruction

Finnish/German

**German II (Elementary Group), 3 op
KE16BYKI140 (study unit)**

Lecturers

Sanna Valkosalo, MA

Objectives

To develop basic language skills, basics of business communication. After a completed study unit the students will be able to use German in different, easy everyday and business language situations.

Content

basic grammar and vocabulary, communication situations, understanding common language text, listening comprehensions, writing exercises and Austrian and Swiss culture

Literature / Study Material

Kauppi & Simon (Tammi): Fahrplan

Languages of Instruction

Finnish/German

**Introduction to German business communication, 3 op
KE16BYKI132 (study unit)**

Lecturers

Sanna Valkosalo, MA

Objectives

To develop basic language skills, basics of German business communication. After a completed study unit the students will be able to use German in different everyday and business situations.

Content

- personal presentation
- labour markets
- company presentations
- small talk
- basic business documents
- basic business communication

Literature / Study Material

Rakkolainen & Tuomiala-Mäkelä & Bürkel (Edita): Deutsch im Berufsleben

Learning Methods

Dialogs, group discussions and presentations. Written assignments.

Assessment

Active participation and exercises.

Prerequisites

Basics of German language.

Languages of Instruction

Finnish/German

German, business communication, 3 op KE16BYKI340 (study unit)

Lecturers

Sanna Valkosalo, MA

Objectives

After a completed study unit the students can use German language efficiently in different business situations and the students are able to compile business documents and letters in German.

Content

- Understanding and making of business documents
- Oral communication in business situations
- Business correspondence
- Company presentations

Literature / Study Material

Material announced by the teacher

Learning Methods

Dialogs, group discussions and presentations. Written assignments.

Assessment

Active participation and exercises.

Prerequisites

Basics of German language.

Languages of Instruction

Finnish/German

Spoken German, 3 op KE16BYKI330 (study unit)

Lecturers

Sanna Valkosalo, MA

Objectives

After a completed study unit the students will be able to use and understand spoken German language in different

everyday and business language situations.

Content

- personal presentation
- the educational system in Finland and Germany
- labour markets in Germany
- job descriptions
- small talk

Literature / Study Material

Announced by the lecturer

Learning Methods

dialogs, group discussions and presentations, written assignments

Assessment

Active participation, oral exam and presentation.

Prerequisites

Basics of German language

Languages of Instruction

Finnish/German

Wirtschaftsdeutsch / Doing business in German, 3 cr KE16BYKI137 (study unit)

Lecturers

Sanna Valkosalo, MA

Objectives

Die Studenten bilden ihre Kommunikationsfähigkeiten aus, um international im wirtschaftlichen Umfeld agieren zu können.

Content

Der Kurs umfasst viele verschiedene Berufsrelevante Themen wie interkulturelles Kommunikationstraining, schriftliche und mündliche Präsentationen, Verhandlungen und Besprechungen.

Literature / Study Material

Material wird am Anfang des Kurses mitgeteilt

Learning Methods

Learning by doing

Assessment

Aktive Teilnahme, Selsteinschätzung, Bewertung aller mündlichen und schriftlichen Präsentationen

Prerequisites

Gute Deutschkenntnisse

Languages of Instruction

German / Deutsch

Russian I (Elementary Group), 3 op KE16BYKI180 (study unit)

Lecturers

Tanja Kuivinen

Objectives

Developing basic language skills and ability to understand fairly easy written and spoken Russian. After passing this course, the student is able to understand and discuss common everyday topics.

Content

Basic vocabulary, everyday language use, basic grammar

Literature / Study Material

- Maria Nikiforow, Riitta Keränen, Valeri Alikov: Saljut! Venäjän alkeiskurssi 1 (OTAVA)
- Maria Nikiforow: Saljut! Venäjän alkeiskurssi 1 LISÄHARJOITUKSIA
- Other material announced by the teacher

Learning Methods

Dialogs, conversations in groups and written exercises

Languages of Instruction

Finnish/Russian

**Russian II (Elementary Group), 3 op
KE16BYKI190 (study unit)**

Lecturers

Tanja Kuivinen

Objectives

Developing basic language skills and ability to understand fairly easy written and spoken Russian. After passing this course, the student is able to understand and discuss common everyday topics.

Content

basic vocabulary, everyday language use, basic grammar

Literature / Study Material

- Maria Nikiforow, Riitta Keränen, Valeri Alikov: Saljut! Venäjän alkeiskurssi 1 (OTAVA)
- Maria Nikiforow: Saljut! Venäjän alkeiskurssi 1 LISÄHARJOITUKSIA
- Other material announced by the teacher

Learning Methods

Dialogs, conversations in groups and written exercises

Prerequisites

Venäjä I (Alkeisryhmä)

Languages of Instruction

Finnish/Russian

**Spoken Russian, 3 op
KE16BYKI350 (study unit)**

Lecturers

Tanja Kuivinen

Objectives

Student adopts the basics of oral communication in Russian language. After the course students are able to understand Russian in different oral communication situations.

Content

Pronunciation, listening comprehension, everyday language use, oral communication in working life, e.g. negotiations, meetings, speeches, presentations. Russian culture and small talk etc.

Literature / Study Material

Material announced by the teacher.

Learning Methods

Dialogs, conversations in groups and written exercises

Assessment

Active participation and exercises

Languages of Instruction

Finnish/Russian

**Russian, business communication, 3 op
KE16BYKI360 (study unit)**

Lecturers

Tanja Kuivinen

Objectives

After the course the student is able to use special vocabulary of the working life and business communication. Students will be able to write business letters and other documents. Students are able to use oral communication in working life.

Literature / Study Material

Material announced by the teacher.

Learning Methods

Dialogs, conversations in groups, written exercises

Assessment

Active participation and exercises.

Languages of Instruction

Finnish/Russian

**Swedish, business communication I, 3 op
KE16BYKI382 (study unit)**

Lecturers

Päivi Uitti, MA

Objectives

To develop basic language skills, basics of business communication. After a completed study unit the students will be able to use Swedish in different everyday and business situations.

Content

- personal presentation
- labour markets
- company presentations
- job descriptions
- applying for a job
- job interviews
- customer service
- on the phone
- product presentations.
- making a cv
- small talk

Literature / Study Material

announced by the lecturer

Learning Methods

dialogs, group discussions and presentations. Written assignments.

Assessment

Active participation, exercises and exam.

Prerequisites

Basics of Swedish language.

Languages of Instruction

Finnish/Swedish

**Swedish, business communication II, 3 op
KE16BYKI383 (study unit)**

Lecturers

Päivi Uitti, MA

Objectives

To develop language skills, to deepen the knowledge of business communication in Swedish. After a completed study unit the students will be able to fluently speak and write Swedish in different business situations.

Content

- oral communication
- business documents
- differences between Finnish and Swedish business cultures
- speeches
- company and product presentations
- business documents
- cultural aspects

Literature / Study Material
announced by the lecturer

Learning Methods
dialogs, group discussions, speeches and presentations. Written assignments.

Assessment
Active participation. Exercises. Written and oral exam or portfolio and oral exam.

Prerequisites
Swedish, business communication I

Languages of Instruction
Finnish/Swedish

Spoken Swedish, 3 op KE16BYKI162 (study unit)

Lecturers
Päivi Uitti, MA

Objectives
After this course the students are able to speak Swedish in complicated everyday situations and in different business situations. They are able to make speeches, to keep presentations, to give oral summaries, to debate, to argumentate and to discuss in Swedish.

Content

- oral Swedish in everyday and business situations
- giving summaries of newspaper articles and radio programmes
- speeches, presentations, discussions and argumentations
- small talk

Literature / Study Material
announced by the lecturer

Learning Methods
dialogs, group discussion, speeches and presentations

Assessment
active participation. Exercises. Oral exam.

Prerequisites
Swedish, business communication I

Languages of Instruction
Swedish/Finnish

Företagssvenska / Doing business in Swedish (In Swedish), 3 sp KE16BYKI173 (study unit)

Lecturers
Päivi Uitti

Objectives
After this course the students are able to participate meetings, negotiations and debates in Swedish. They are able to write meeting documents, press releases and reports in Swedish. They are able to summarize difficult business texts, to analyze difficult business texts (e.g. advertisements) and they know the special characteristics of doing business in Sweden.

Content

Meetings, negotiations, debates, discussions. Meeting documents.

Literature / Study Material

Material announced by the lecturer

Learning Methods

Lectures and active participation

Assessment

Examination

Prerequisites

Swedish, business communication I and II

Languages of Instruction

Swedish

Further Information

NBD Programme

**PROFESSIONAL STUDIES, 68 op
EAMMATTI (study entity)**

The objective of the Professional Studies is to provide students with in-depth knowledge of the core problems, applications and their scientific grounds in the field of business administration to enable them to work independently in expert positions of the field.

**Planning and development of new business, 5 op
KE16BYR120 (study unit)**

Lecturers

Tero Turunen, MA

Objectives

The student learns how to plan or even carry out a business- like project for a organisation that is not yet established, or is already running or is totally imaginative.

Content

Familiarizing of the tools of business planning: sources of information, methods, support services. The writing out af a business plan.

Literature / Study Material

To be announced by the lecturer.

Learning Methods

Lectures, written assignments

Assessment

Written assignments

**Learning and innovative organisation, 3 op
KE16BYLI150 (study unit)**

Lecturers

Beata Tajjala, B.Sc.(El.Eng.), L.Sc.(Econ. & Bus.Adm.)

Objectives

After completing this study unit the students are familiar with especially in business economics common learning conversation about the organisations and the practical action related to that. The goal is that after the course the students will be able to manage changes in a learning process of an organisation and are acquainted with different kinds of innovation types.

Content

Learning conversation in business economics, learning of the organisations, learning organisations and teams, strategic alliance and innovation types

Literature / Study Material

Study Descriptions

- Sydänmaanlakka, P. "Älykäs organisaatio" (a book)
- Heikkilä, K. & Heikkilä, J. "Luovuus ja innovatiivisuus selviytymisstrategiana muutoksen maailmassa" (www.yrittajakoulu.com)
- Other material announced by the lecturer

Learning Methods
Exercises and exam

Languages of Instruction
Finnish

Development of business and growth strategies, 5 op KE16BYLI111 (study unit)

Objectives

After completing this study unit the students are familiar with the challenges of developing SME business activities. They are capable of making a company's strategy for growth and have the readiness for implementing the strategy.

Content

The course comprises the following topics:

- Development of business ideas
- Sources for growth
- Internal and external growth strategies
- Phases of growth
- Financing
- Role of consultation

Literature / Study Material
Material announced by the lecturer

Learning Methods
Lectures, group exercises

Assessment
The grade is based on the group work.

Prerequisites
Introduction to Business Administration

Languages of Instruction
Finnish

Leadership in SMEs, 3 op KE16BYLI130 (study unit)

Lecturers
Beata Taijala, B.Sc.(El.Eng.), L.Sc.(Econ. & Bus.Adm.)

Objectives

After completing this study unit the students are acquainted with the principles of work as a superior in today's working environment and are prepared for work in different demanding management tasks. This course creates a base for development as a leader.

Content

Leader's duties, leader roles, situational leadership, the new leader: from controller to coach, development of team work

Literature / Study Material
Material announced by the lecturer.

Learning Methods
Lectures and a small exercise

Assessment
Exam and the exercise

Prerequisites
Liikkeenjohdon perusteet; Oppiva, innovoiva organisaatio

Languages of Instruction
Finnish

SME Networking, 3 cr KE16BYLI142 (study unit)

Lecturers
to be announced

Objectives
After completing this study unit the students are familiar with the basic concepts and models of networking within the SME– sector and understand their account in emerging and developing of business.

Content

- Concepts of networking
- Bi– and multilateral models
- Added value of networking in different phases of businesses lifespan
- Beginning and developing of networking
- The conditions of success and failures
- The management of networks

Literature / Study Material
Material provided and announced by the lecturer

Learning Methods
Lectures, workshops, presentations and final report

Assessment
By the before–mentioned assignments

Languages of Instruction
English

Further Information
NBD Programme

Accounting, 3 op KE16BYTA200 (study unit)

Objectives
After this course the students have knowledge of central concepts, tasks and methods of financial accounting. The students master technique of accounting and profit and loss accounting and have knowledge of the information systems of accounting.

Content
Income and expense theory, formal structures and general principles and rules, profit and loss accounts and closing of the accounts, legislation and taxation in accounting, introduction to information systems in accounting

Literature / Study Material
Ihantola & Leppänen. Yrityksen kirjanpito, perusteet ja sovellusharjoitukset, the newest edition. Other material announced by the teacher.

Learning Methods
Active participation, exam, project work

Assessment
Exam, passed project work

Languages of Instruction
Finnish

Management accounting I, 3 op KE16BYTA110 (study unit)

Objectives
Students master the central concepts, methods and models of calculation pertaining to operational accounting. After completing this course the students understand basic accounting models, and they master the use of them.

Content

The course outlines the sub-areas of accounting, profitability, economic efficiency, productivity, the concepts of profit and cost, cost-profit accounting, calculation of cost-price, and alternative cost accounting.

Literature / Study Material

Neilimo & Uusi-Rauva (Edita): Johdon laskentatoimi

Learning Methods

Exam, exercises

Assessment

Exam, exercises

Languages of Instruction

Finnish

Management accounting II, 3 op KE16BYTA250 (study unit)

Objectives

The students have deeper understanding and mastering of management accounting and they are able to work in accounting and financing positions. After completing this study unit the students are familiar with the latest methods and trends in accounting and strategic accounting.

Content

The course outlines traditional cost-price calculation, functional calculation, balanced measurements, the development of a control system, the implementation of a strategy and building a connected calculation system, and the management of new projects in accounting.

Literature / Study Material

To be announced by the lecturer.

Learning Methods

Exercises

Assessment

Exercises

Languages of Instruction

Finnish

Taxation of businesses and entrepreneurs, 3 op KE16BYJU130 (study unit)

Lecturers

Raija Rauma

Objectives

The students get familiarized with the forms of taxation that affect entrepreneurs and corporations. After passing the course the students will manage the practical aspects of essential personal and corporate tax requirements including planning of accounting in the fiscal basis.

Content

Income taxation, corporate taxation, balancing of the accounts and taxation, prepaid tax, value added tax.

Literature / Study Material

Tomperi, Soile: The newest edition. Yritysverotus ja tilinpäätössuunnittelu; Eskola, Anna & Lääkkö, Helena: Yrityksen arvonnäkövero, Edita; Niskakangas, Heikki: Johdatus Suomen verojärjestelmään (2005); Other materials announced by the teacher.

Assessment

Exam

Languages of Instruction

Finnish

Corporate planning and analysis, 3 op KE16BYTA260 (study unit)

Objectives

After completing this study unit the students are familiar with the accounting models related to the planning of profitability, liquidity and financial solidity, which are central to business operations. The students are able to analyze the operational conditions of a company on the basis of its financial statement by using the traditional key figure analysis.

Content

Budgeting, financial planning, financial statement analysis

Literature / Study Material

Material announced by the teacher

Assessment

Exam

Languages of Instruction

Finnish

Internal business law II, 4 op KE16BYJU111 (study unit)

Lecturers

Raija Rauma

Objectives

After completing this course the students master law issues related to foundation and management of a company. After the course students master company legislation, legal issues related to company finance, labour law and environmental legislation

Literature / Study Material

- Kivelä & Nordell: Yrittäjän oikeutta (The newest edition)
- Paanetoja, Jaana: Työoikeus tutuksi. Edita. (The newest edition)
- Other materials announced by the teacher

Assessment

- Exam
- Assignment about documents related to setting up a business

Languages of Instruction

Finnish

Corporate Law: External aspects, 3 op KE16BYJU120 (study unit)

Objectives

- Part I= Marketing law and law of contract: After this study unit the students have deepened their knowledge about the essential legal aspects related to marketing.
- Part II= Foreign trade and international law of contract: After this unit the students are acquainted with the legislation problems of the central transport forms and the legal aspects connected with other forwarding tasks. Insight into special problems related to foreign trade and legislation.

Literature / Study Material

- Part I= Marketing law and law of contract: Sorsa. 1998. Suomen markkinointioikeus. Saarnilehto. 1996. Sopimusoikeuden perusteet. Other materials announced by the teacher
- Part II= Foreign trade and international law of contract: Erma & Lehtinen & Tolonen. 1994. Ulkomaankaupan käsikirja. Other materials announced by the teacher.

Learning Methods

- Part I= Marketing law and law of contract: Exam
- Part II= Foreign trade and international law of contract: Exam

Assessment

- Part I= Marketing law and law of contract: Exam
- Part II= Foreign trade and international law of contract: Exam

Languages of Instruction

Finnish

Introduction to marketing, 4 op KE16BYMA100 (study unit)

Lecturers

Anmari Viljamaa, M.Sc.

Objectives

Students know and understand the principles and procedures of basic, customer-oriented marketing. The students have an overall picture of the competitive weapons of marketing and basic knowledge of planning and implementation processes in marketing.

Content

The course discusses the starting points for customer-oriented marketing, competitive weapons of marketing, and the basics of planning and managing marketing, and involves analyzing marketing environments and opportunities.

Literature / Study Material

Bergström & Leppänen. 2001. Yrityksen asiakasmarkkinointi. 4.–6. edition. Edita. Helsinki.

Learning Methods

Lectures, case studies and exam

Assessment

Case studies and exam

Introduction to production economics, 3 op KE16BYTU100 (study unit)

Objectives

The course provides students with the basics of the structure of production functions and related goals. It also provides introduction to production methods and basics of logistics.

Content

The course contents include the following:

- Introduction to production economics
- Introduction to production systems
- Ideal factory
- Production types
- Definition of logistics
- Logistical flows
- Development of the logistics concept
- Differences of logistics in domestic and international business
- The functions of material activities
- The significance of logistics at national and international economy

Literature / Study Material

Miettinen, Pauli. 1993. Tuotannon ohjaus ja logistiikka. Painatuskeskus. Other material announced by the teacher.

Assessment

Exam

Languages of Instruction

Finnish

Introduction to information management, 3 op KE16AYPE411 (study unit)

Lecturers

Hannu Palomäki, M.S. (Econ. & Bus.Adm)

Objectives

After completing the course, students will possess a clear picture of information management in SME companies.

Literature / Study Material

To be announced by the lecturer.

Assessment

Exercises

Languages of Instruction

Finnish

**Introduction to international trade and business, 3 op
KE16BYKV100 (study unit)**

Lecturers

Marjo Arola, M.Sc.(Econ.)

Objectives

After completing the course, the student is familiar with the central themes of international business, and has a general picture how SMEs get international especially in Finland.

Content

The course comprises the following topics:

- The structure, development and prospects of Finnish foreign trade
- International trade and its systems in general
- General planning of a company's international operations
- Prerequisites involved in international operations
- Finland's promotional system for importing and sources of information for a company about to become international

Literature / Study Material

Selin, Erica. 2004. Vientitoiminnan käsikirja. Chapters 1,2,3,4,6,9 and 10 Articles and the other study material announced by the lecturer

Learning Methods

CLIL/Team Teaching. There is at least one visiting lecturer during the course. In addition to Finnish language also English is used as the instruction language. Lectures, literature and articles, as well as information obtained online

Assessment

Exam

Languages of Instruction

Finnish/English

**Cross cultural management, 3 cr
KE16BYKV130 (study unit)**

Objectives

This course aims to develop awareness of the hidden influence of culture, with emphasis on management and business practices, to develop awareness of the type of challenges and problems when working internationally and to develop an understanding and appreciation of working in another cultures.

Content

After completing this course the students have knowledge, skills and understanding required to manage effectively with people from other cultures. The students know how to work with people from different cultures and to work in different countries.

Literature / Study Material

Adler, Nancy T. International. Dimensions of Organization Behaviour. Second Edition (partly). Harris, Philip R. & Moran, Robert T. Managing Cultural Differences. Second Edition.

Learning Methods

Lectures and exercises

Assessment

Examination 60 %, exercises 40 %

Marketing management, 5 op KE16BYMA120 (study unit)

Lecturers

Anmari Viljamaa, M.Sc.

Objectives

Students have a clear understanding of various theories discussed during the course, which are then linked firmly to practical situations. Students master marketing planning and management through practical assignments as a whole. Upon completion of this course, students shall be competent in creating a marketing plan for a company. Students understand that marketing and its sub-areas (internal and external marketing) must "speak the same language" to the customer. In addition to the material in the course book, students are aware of the solutions and problem areas related to marketing plans in practice.

Content

The course focuses on basic issues in marketing planning and management, as well as on the students' practical abilities to solve problems. The course also discusses the management of customer satisfaction, i.e. customer-based marketing and management system, and internal marketing in practices, i.e. everyday management at its best.

Literature / Study Material

Rope, Timo. Asiakastytyväisyysojohtaminen. Other material to be announced by the lecturer.

Learning Methods

Exercises and group works

Assessment

Exam, the main focus of which is placed on applications, which are discussed during exercises and group work, exercises and group work

Product development, 3 op KE16BYTU160 (study unit)

Lecturers

Beata Taijala, B.Sc.(El.Eng.), L.Sc.(Econ. & Bus.Adm.)

Objectives

After completing this study unit the students have basic knowledge and facilities to take part in the development of goods, service and data products suitable for various customers, industrial production and modern marketing. The students understand the linkage between marketing research and production.

Content

History of product development, from customer requirements to product features (FFT&QFD), value analysis, product positioning in the market and in the product concept, creative operations and generating methods, creation and operations of product development (R&D), forms of product protection (e.g. patenting, protections of patterns and designs), finance options for operations in invention and product development.

Literature / Study Material

Handouts

Learning Methods

Exam, passed assignments

Assessment

Exam, passed assignments

Languages of Instruction

Finnish

Environmental management, 3 op KE16BYTU172 (study unit)

Lecturers

Jorma J. Impola, M.S. (Eng.)

Objectives

The course provides students with basic knowledge of the environmental factors affecting an operational environment, relations between production and the environment, how production utilizes the environment and its various resources, and how production affects the environment on the local, regional and global levels. The course describes the means for

reducing the harmful influence of human beings and production on the environment.

Content

The course contents include the following:

- Environmental concepts and a short introduction to environmental chemistry
- Human beings and the built/natural environment
- Sustainable development: principles, implementation and the effects and demands on production
- Renewable and non-renewable natural resources, the use of them and the effects of use.
- Energy production and traffic and their effects on the environment, and how to control those effects
- Finnish water areas and water protection, treatment of waste water
- Air protection
- Environmental laws and norms; recycling

Literature / Study Material

- Lecture material
- Tahvonen Olli. 1991. Ympäristö, hyvinvointi ja talous

Learning Methods

Lectures, field trip, writing assignment seminars

Assessment

Examination (50 %) and writing assignment (50 %)

Prerequisites

No prerequisites.

Languages of Instruction

Finnish

ADVANCED PROFESSIONAL STUDIES, 32 op ESYVAMM (study entity)

In this stage of their studies, students will deepen their knowledge in the different areas of business economics. The thesis is an extensive, independently written study, which indicates the student's ability to integrate the different areas of business economics into the entire entity of business administration.

Business to business marketing, 3 cr KE16BYMA160 (study unit)

Lecturers

Philip Lewis, PhD

Objectives

After the course students have a thorough understanding of the importance of business-to-business marketing activities and buyer behavior in various business-to-business contexts and environments. Student understands the challenges of marketing in business markets in a global context and business-to-business customer's value chain.

Content

The course discusses the characteristics of B-to-B marketing, such as organizational marketing, the structure of organizational buying, organizational buying and marketing strategy, and relations marketing in a B-to-B company.

Literature / Study Material

Material distributed by the lecturer.

Learning Methods

Lectures, exercises

Assessment

Participation, exercises

Prerequisites

Markkinoinnin johdanto-osa

Languages of Instruction

English

Further Information
NBD Programme

Consumer behavior, 3 op KE16BMMA221 (study unit)

Objectives

Understanding of the consumer needs and behaviour and the use of this information in the marketing decisionmaking as a source for innovations. After the course students are familiarized with the behaviour of the consumer both as an individual and as a member of a group.

Content

Consumer's needs and their analysis, the impact of groups and sub-cultures, role of consumers in innovation activities, social aspect of shopping and consumption culture.

Literature / Study Material
Announced by the lecturer.

Learning Methods
Lectures and exercises

Assessment
Exercises

Prerequisites
Introduction to marketing

Languages of Instruction
Finnish

Current issues in marketing, 3 op KE16BMM152 (study unit)

Lecturers
Sanna Joensuu, Ph.D.

Objectives

After completing the course students are familiar with the current themes in marketing. They possess the means for critically analyzing the latest research information, know how to follow development in marketing, and be aware of the latest marketing tools.

Content
The course discusses

- current issues in strategical marketing planning,
- current issues in segmentation,
- green marketing,
- the impact of information technology on marketing, and
- globalization.

Literature / Study Material
To be announced by the lecturer.

Learning Methods
Lectures, group work, journal, written assignment

Marketing research, 6 op KE16BMMA211 (study unit)

Lecturers
Sanna Joensuu, Ph.D.

Objectives

Students have insight into sources and methods for collecting marketing information and possess the ability to implement simple marketing research. In addition, students know the basic methods of market research and statistical tools, and are able to carry out a study project independently. Students master the writing of a small study and are competent in analysing the results.

Content

The course discusses the sources and ways of gathering marketing information, market- and area analysis, methods of market research and research processes, spreadsheet software as a research tool, information acquisition for the thesis, research methods for the thesis, as well as qualitative and quantitative research.

Literature / Study Material

Lotti, Leila. Markkinointitutkimuksen käsikirja. WSOY. Other material to announced by the lecturer.

Learning Methods

Branch or marketing analysis or a small-scale field study project for a case company. Exam and written assignment in a small group

Assessment

Branch or marketing analysis or a small-scale field study project for a case company. Exam and written assignment in a small group

Marketing communication, 6 op KE16BMMA210 (study unit)

Lecturers

Anmari Viljamaa, M.Sc.

Objectives

Students will become acquainted with all of the sub-areas and functions of business and marketing communication in SMEs. The course provides tools for planning, implementing and following up on target-oriented marketing communication. After this course students are able to produce material for marketing communication with the Corel DRAW Graphics program.

Content

The course involves, integrated communication, communication plans, their goals, interest groups, effects and follow up, as well as communication methods in SMEs, public relations, publicity, sales promotion, advertising, content and media selection, and the roles of advertising agencies and other subcontractors.

Literature / Study Material

Bergström & Leppänen. 2001. Yrityksen asiakasmarkkinointi. 4th–6th edition. Edita. Helsinki (chapters 5 and 6); Iltanen, Kaarina. 2000. Mainonnan suunnittelu. 7th revised edition, WS Bookwell Oy, WSOY. Porvoo; Salin, Virpi. 2002. PK-yrittäjän opas kokonaisviestintään. WS Bookwell Oy, WSOY. Juva.

Learning Methods

Lectures, exercises, exam

Assessment

Lectures, exercises, exam

Internationalisation of small and medium-sized firms, 6 cr KE16BMMA213 (study unit)

Objectives

Consists of two modules. MODULE I: International marketing, 3 CR After completing this module the student is familiar with the planning, implementation and management of export marketing and international operations. The student is capable of paying attention to different cultures and market areas. MODULE II: The practical measures of export and import activities, 3 CR After completing this module the student is familiar with export and import documentation.

Content

MODULE I:

- International market surveys
- Segmentation of international markets
- Marketing and sales promotion
- Product adaptation
- Distribution channels
- The most important modes of internationalisation

MODULE II:

- Business practises of export and import activities

Literature / Study Material

To be announced by the lecturer

Learning Methods

Lectures, literature, articles, assignments and exam

Assessment

Assignments and exam

Languages of Instruction

English

Further Information

NBD Programme

**Simulation of business reality, 5 cr
KE16BMMA217 (study unit)**

Objectives

The student gets familiar with various situations of business reality by the means of simulations. After completing this course, the student has practical experience on organising office work and dealing with business documents in international trade.

Content

Business enterprise; organising office work in international trade; international business correspondence; international trading

Literature / Study Material

Lectures, articles and other material announced by the lecturer

Learning Methods

Practical training, workshops, description of the jobs, business letters, Ms Power point presentations

Assessment

Participation in lectures, course assignment, written examination

Languages of Instruction

English

**Purchasing management, 3 op
KE16BUTU122 (study unit)**

Lecturers

Jorma J. Imppola, M.S. (Eng.)

Objectives

After this course the students are familiar with the essential characteristics of industrial and organisational purchasing of materials and services, and with the effects of purchasing on operations, the economy and quality of the company. Students form a holistic picture of how to control and optimize the material and information flows coming into the company. The course provides students with the capacity to plan and improve purchasing activities in private companies and public organizations.

Content

- Make or Buy problematics
- Subcontracting
- The concept of purchasing
- Organisational purchasing behaviour
- Strategic purchasing planning
- Purchasing process
- The effects of different company functions to the purchasing management
- Purchasing strategies
- Purchase market research
- Purchasing and ADP
- International purchasing
- Personnel acquisition = recruiting

Literature / Study Material

- Lecture material
- Sakki, Jouni. (1982 or newer). Ostotoiminnan kehittäminen. Ekonomia-sarja. Espoo.

Learning Methods

Lectures, writing assignment, writing assignment seminars

Assessment

Examination (50 %) and writing assignment (50 %)

Prerequisites

Introduction to Production Economics

Languages of Instruction

Finnish

Quality management, 3 cr KE16BUTU271 (study unit)

Lecturers

Jorma Imppola, M.S.

Objectives

The student becomes familiar with different quality ideologies and quality systems. After completing this course, the student understands the basic concept of quality control and knows how to use the common quality tools and statistical process control. The student is aware of quality systems and their structure and of the quality awards and their criteria.

Content

The course outlines

- the history of quality control,
- measuring quality and quality meters,
- quality costs,
- service quality,
- seven basic tools of quality,
- ISO 9000, and
- quality awards (Malcolm, Balridge, EQA).

Literature / Study Material

Lectures, articles and other material announced by the lecturer.

Learning Methods

Lectures and exercises

Assessment

Participation in lectures, course assignment, written examination

Languages of Instruction

English

Further Information

NBD Programme

Logistics, 3 cr KE16BUTU123 (study unit)

Lecturers

Jorma J. Imppola, M.Sc. (Eng.)

Objectives

The course deepens the logistics knowledge of the student in the fields of transportation and planning it, logistic customer service and recycling. After the course the students have a holistic picture of material flows and their optimal planning and control in both functional and economical aspects. Furthermore, the student will be provided with aspects of logistics research.

Content

- Transportation and its significance, logistic chain and distribution.
- Transportation planning and distribution channel strategiesK.–

- Dynamic distribution channels, packing.
- Inventories and their economical and functional significance. Forecasting methods of the material functions. Physical storage, the connection between storage and transportations.
- The significance, agility and costs of customer service. Customer service strategies and service pricing. Improving the serviceability.
- Logistics and recycling.

Literature / Study Material

- Lecture materials
- Ballou, Ronald H: Business Logistics Management, fourth edition (1999).

Learning Methods

Lectures, excursion, writing assignment and seminars

Assessment

Examination (50 %) and writing assignment (50 %)

Prerequisites

Introduction to production economics

Languages of Instruction

English

Further Information

NBD Programme

**Project business management, 3 op
KE16CYVO254 (study unit)**

Lecturers

Beata Taijala, B.Sc.(El.Eng.), L.Sc.(Econ. & Bus.Adm.)

Objectives

After the course the students have basic knowledge of project work and the facilities for taking part in such work, as well as the planning and management of various projects. Students know how to supervise and advance projects, and are able to do technical and economical evaluation in practice.

Content

The course outlines the concepts of project work and how to implement them, the methods involved in project management, operation networks, and computerized project management.

Literature / Study Material

- Pelin: Projektihallinnon käsikirja
- Artto, Martinsuo, Kujala (2006): Projektiliiketoiminta
- Other material announced by the lecturer

Learning Methods

Lectures, and exercises on computer

Assessment

Exam 50 %, and report based on the exercises 50 %

Prerequisites

Projektinhallinta

Languages of Instruction

Finnish

**Strategy workshop, 3 op
KE16BUTU290 (study unit)**

Lecturers

Beata Taijala, B.Sc.(El.Eng.), L.Sc.(Econ. & Bus.Adm.)

Objectives

After completing this study unit the students master the use of basic strategy tools while creating a company strategy.

The students are acquainted with different strategies and their means in entrepreneurship. The students are able to analyze different companies from the strategic point of view and they understand the existence of different strategy options.

Content

The connection of the particular strategies to the company strategy, quality, technology, staff and marketing strategies, the use of strategy tools as a help to create strategies.

Literature / Study Material

Handouts

Learning Methods

Lectures, cases and exercises

Assessment

Workshop 50%, exam 50%

Languages of Instruction

Finnish

Management of technology, 3 op KE16AYPE150 (study unit)

Lecturers

Beata Taijala, B.Sc.(El.Eng.), L.Sc.(Econ. & Bus.Adm.)

Objectives

After the course the students understand the importance of technology to modern business. They will know how to supervise and evaluate an enterprise's technological development with the help of a technological strategy and by taking advantage of scenarios and visions. Students will also be able to manage the acquisition and use of technology as a part of an enterprise's overall strategy.

Content

The course discusses technology, technological politics, technological strategy and its importance to an enterprise, the creation of a technological strategy from the description of the field of operations to operative technological management, scenarios and visions, technology tree, technology/product matrix, S-curve, technology road map, technology grid, and the acquisition and management of technology.

Literature / Study Material

Mäkelin & Vepsäläinen. 1994. Kilpailu kyvykkyydellä. Teknologia–, tuotanto– ja markkinointistrategiat. Hakapaino Oy. Helsinki; Other material announced by the lecturer.

Learning Methods

Lectures and exercises

Assessment

50 % assignments or exam, 50 % written assignment

Prerequisites

Tuotekehitys

Languages of Instruction

Finnish

Production simulation, 3 op KE16BUTU190 (study unit)

Objectives

After completing this course the students have understanding of the technical–economic simulation of single item production. The students understand the use of a factory model and simulation when planning the production and related operations.

Content

need of simulation, use of simulation in planning of work station, cell, workshop, industrial production, lay out, material flows, transportations, capacity, utilisation rate and automation, bottle-neck thinking, JOT, OPT, basics of simulation and modelling, choosing a simulator, evaluation and use of results in decision making and a simulation programme will be seen closer during the practice

Literature / Study Material

The hand-out and other literature announced by the lecturer

Learning Methods

Lectures and passed assignments

Assessment

Exam and passed assignments

**Production planning and control, 5 op
KE16BUTU260 (study unit)**

Objectives

After completing this study unit the student has basic knowledge of production and its managing and their meaning for quality, flexibility and profitability. The course focuses on production and inventory control.

Content

Topics include among others emphasizing, sequencing, scheduling and control and modern production systems (job shops, FMSs, etc.) and control policies (push versus pull, JIT/JOT, Kanban) and discusses their applicability to various competitive environment.

Literature / Study Material

- Lapinleimu Ilkka, Kauppinen Veijo, Torvinen Seppo: Konepajan tuotantotekniikka. Kone- ja metalliteollisuuden tuotantojärjestelmät. 1997. Werner Söderström Osakeyhtiö.
- Tersine, Richard J. Production Operations Management: Concepts, Structure & Analysis, 2nd Edition.

Learning Methods

Lectures, passed exercises

Assessment

Lectures, passed exercises and exam

Languages of Instruction

Finnish

**Current issues in production economics, 3 op
KE16BUTU215 (study unit)**

Lecturers

Beata Taijala, B.Sc.(El.Eng.), L.Sc.(Econ. & Bus.Adm.)

Objectives

After this study unit the students are familiar with current themes in the production economics. The students have a full picture of the basic factors of production economics of a company. The goal is to gain logical views on the most current questions in production economics.

Content

Work safety, reliability of people and technical inspection systems, parameters, quality, production management and economic interactions

Literature / Study Material

announced by the lecturer

Learning Methods

lectures, exercises in small groups

Assessment

group exam 50 %, exercises 40 %, activeness 10 %

Prerequisites

1–3 years studies of industrial management

Languages of Instruction

Finnish

Creating a quality system for a company, 3 op KE16BUTU280 (study unit)

Objectives

After completing the study unit the students have the basic knowledge in quality systems and their structure and in the quality awards and their criteria.

Content

The course contents include the following:

- Factors affecting the quality
- Quality costs (internal and external)
- Total Quality Control TQC
- From TQC to ISO–9000 standard
- Quality award systems
- Quality policies

Literature / Study Material

Handout and the other material announced by the teacher.

Learning Methods

Lectures, passed and presented assignment and exam.

Assessment

Passed and presented assignment and exam.

Languages of Instruction

Finnish

Contract law, 6 op KE16BYRJ210 (study unit)

Lecturers

Mika Kärkkäinen, Lic.Sc.(Econ. & Bus.Adm.)

Objectives

Students will become acquainted with the central issues of contract law. The students will know the general principles how the contract is made and how the contracts are interpreted. The student gets basic knowledge of different contract types and will also get familiar with solving methods of breaches of contracts.

Content

The course involves:

- general principles of contract law
- information how the contract is made
- compensations for loss suffered
- limitations for risk
- contract types
- solving methods of breaches of contracts

Literature / Study Material

Announced by the lecturer.

Learning Methods

Lectures, exercises, exam

Assessment

Exam

Languages of Instruction

Finnish

Marketing law, 6 op KE16BYRJ220 (study unit)

Lecturers

Mika Kärkkäinen, Lic.Sc.(Econ. & Bus.Adm.)

Objectives

Students will become acquainted with the regulation concerning marketing and advertising as well as knows the consumer protection law and the law concerning the contemptible behaviour in business. The student will also be familiar with the central issues of intellectual property and competition law as well as knows the restrictions for company cooperation.

Content

The course involves:

- regulation for marketing and advertising
- consumer protection
- unfair business practices act
- public procurement
- intellectual property

Literature / Study Material

Announced by the lecturer.

Learning Methods

Lectures, exercises, exam

Assessment

Exam

Languages of Instruction

Finnish

Tax law, 6 op KE16BYRJ230 (study unit)

Lecturers

Mika Kärkkäinen, Lic.Sc.(Econ. & Bus.Adm.)

Objectives

After finishing the module student knows the taxation system, knows the basics of income– and corporate taxation and is familiar with the taxation procedures and value added tax. Student also knows some of the special implications of corporate tax, for example concerning changes in forms of businesses, the selling and closing down of a company and tax planning.

Content

Tax law is considered as a complex system which has several connections and complications with personal taxation and businesses taxation.

Literature / Study Material

To be announced by the lecturer

Learning Methods

Lectures, practice items

Assessment

Exam

Languages of Instruction

Finnish

International commercial law, 6 op KE16BYRJ240 (study unit)

Lecturers

Mika Kärkkäinen, Lic.Sc.(Econ. & Bus.Adm.)

Objectives

The central goal is that student knows the basics of the international commercial law, including international contract law and CISG. The aim is also that student understands the jurisdiction and actions of international organisations of trade and the laws of international transport.

Content

The importance of CISG, UNIDROIT, international agency agreements, retail agreements and other agreements, WTO.

Literature / Study Material

To be announced by the lecturer

Learning Methods

Lectures, practice items

Assessment

Exam

Languages of Instruction

Finnish

**Internal business law II, 8 op
KE16BYRJ250 (study unit)**

Lecturers

Mika Kärkkäinen, Lic.Sc.(Econ. & Bus.Adm.)

Objectives

The student knows the basics of the juridical principles of businesses actions, and gets deeply familiar with the community law and can use it in business. Student knows the actions, liabilities and obligations of businesses administrative organs. Student knows the central principles of labor legislation, accounting and auditing.

Content

Juridical forms of businesses, laws considering accounting, auditing, labor agreement and labor welfare

Literature / Study Material

To be announced by the lecturer

Learning Methods

Lectures, practice items

Assessment

Exam

Languages of Instruction

Finnish

**Cross Cultural Management, 3 cr
KE16DG00003 (study unit)**

Lecturers

Lecturer, Kevin Manninen, Jyväskylä University of Applied Sciences

Objectives

This course contributes to the development of knowledge, skills and understanding required to manage effectively with people from other cultures. After this course the students are aware of how to work with people from different cultures and are able to work in different countries

Content

Understanding cultural differences, managing across cultures, managerial challenges in Russia and the Baltic States, specifics on Russian etiquette and culture

Literature / Study Material

Recommended reading:

- Hofstede, Geert: Cultures and Organizations, Software of the Mind; McGraw–Hill, 1997
- Trompenaars, Fons and Hampden–Turner, Charles: Riding the Waves of Culture; NB Publishing, 1997
- Lewis, Richard D: When Cultures Collide; NB Publishing, 1996
- Morrison, Conway and Wayne: Kiss, Bow or Shake Hands: How to do Business in 60 Countries; Adams Publishing, 1995
- Source: Marx, Elisabeth: Breaking Through Culture Shock; NB Publishing, 1999
- Mole, John: Mind Your Manners; NB Publishing, 1995

Learning Methods

Lectures

Assessment
Assignment

Languages of Instruction
English

Further Information
Gateway Programme

Business environment in Russia, 2 cr KE16DG00007 (study unit)

Lecturers
Associate Prof. Alexander Maizel, Ph.D. in Economics

Objectives
After this course the students have a real picture of the conditions under which business in Russia and with Russia is being done.

Content
Political situation, structure of property, privatisation, taxation, bankruptcy, purchasing capacity of the population, small business, legal forms of business, cultural environments, investment activity.

Literature / Study Material
Material announced by the lecturer.

Learning Methods
Lectures and assignment

Assessment
Written assignments

Prerequisites
Not mandatory, but recommended: a) general management b) cross-cultural management

Languages of Instruction
English

Further Information
Gateway Programme

Financial Accounting in Russia, 2 cr KE16DG00009 (study unit)

Lecturers
Elena Dybtsyna, Senior Researcher, Institute for Statistical Studies and Economics of Knowledge – Higher School of Economics, Moscow, Russia

Objectives
The students are familiar with the specific features related to accounting in SME’s in Russia. After passing the course, the students are be able to solve practical problems related to accounting independently.

Content
Basics of accounting, accounting in Russia, accounting in SME’s, practical problems related to accounting

Literature / Study Material
Lecturer's material

Learning Methods
Lectures and group work

Assessment
Group examination

Languages of Instruction
English

Further Information
Gateway Programme

Finnish culture and society, 2 cr KE16DG00025 (study unit)

Lecturers
Jiuliano Prisada, Project Manager

Objectives
The aim of this course unit is to provide students with basic information about Finland. After passing the course students are familiar with the Finnish customs especially in business environments.

Content
Introduction to Finnish culture and habits, location, population, Finnish history and its major cornerstones, Finnish economy including foreign trade, working conditions, taxation customs and habits.

Literature / Study Material
To be announced by the lecturer.

Learning Methods
Lectures and active participation

Assessment
Assignment and oral presentation

Languages of Instruction
English

Further Information
Gateway Programme

Basic Russian language, 2 cr KE16DG00026 (study unit)

Lecturers
Minna Nyman, M.A.

Objectives
The aim of the course unit is to provide students with the basics of the Russian language. After passing the course, the students are familiar with the Russian alphabets and writing and are able to use the Russian language in the easiest everyday situations.

Content
Basics of everyday Russian, basic grammar, alphabets and writing

Literature / Study Material
Material announced by the lecturer

Learning Methods
Lectures and active participation

Assessment
Examination

Languages of Instruction
English

Further Information
Gateway Programme

Russian language, intermediate level, 2 cr KE16DG00027 (study unit)

Lecturers
Minna Nyman, M.A.

Objectives

The aim of the course unit is to further develop the Russian language skills in basic everyday situations. After passing the course, the students are able to use Russian in different, easy everyday and business language situations.

Content

Basic grammar and vocabulary, communications situations, understanding common language text, listening comprehensions, writing exercises

Literature / Study Material

Material announced by the lecturer

Learning Methods

Lectures and active participation

Assessment

Assignments and presentation

Languages of Instruction

English

Further Information

Gateway Programme

**Russia – Target for business operations, 2 cr
KE16DG00029 (study unit)**

Lecturers

Prof. Arto Luukkanen

Objectives

The aim of the course unit is to familiarize students with the basics of doing business in Russia. After passing the course, the students have an overview of the political and economical development of Russia and see the differences between Russian and European way of making business.

Content

Russian business-making, political and economical development of Russia, risk-analysis of Russian economy, Russian culture and FAQ's

Literature / Study Material

Material announced by the lecturer

Learning Methods

Lectures and active participation

Assessment

Assignment

Languages of Instruction

English

Further Information

Gateway Programme

**Business environment and operations in Estonia, 2 cr
KE16DG00030 (study unit)**

Lecturers

Prof. Mart Sörg Lecturer, Danel Tuusis

Objectives

The aim of the course unit is to introduce Estonia as a business target. After the course the students have an overview of the history and present situation of business operations in Estonia.

Content

The history of Estonia, taxation and social security systems, business legal environments, business structure and development, financial environment, foreign trade and investment relations, EU integration

Literature / Study Material

Material announced by the lecturer

Learning Methods

Lectures

Assessment

Examination

Languages of Instruction

English

Further Information

Gateway Programme

**Business environment and operations in Lithuania, 2 cr
KE16DG00031 (study unit)**

Objectives

The aim of the course unit is to introduce Lithuania as a business target. After the course the students have an overview of the history and present situation of business operations in Lithuania.

Content

The history of Lithuania, taxation and social security systems, business legal environments, business structure and development, financial environment, foreign trade and investment relations, EU integration

Literature / Study Material

Material announced by the lecturer

Learning Methods

Lectures

Assessment

Examination

Languages of Instruction

English

Further Information

Gateway Programme

**Business environment and operations in Latvia, 2 cr
KE16DG00032 (study unit)**

Lecturers

Ilona Baumanė, MBA

Objectives

The aim of the course unit is to introduce Latvia as a business target. After the course the students have an overview of the history and present situation of business operations in Latvia.

Content

The history of Latvia, taxation and social security systems, business legal environments, business structure and development, financial environment, foreign trade and investment relations, EU integration

Literature / Study Material

Material announced by the lecturer

Learning Methods

Lectures

Assessment

Examination

Languages of Instruction

English

Further Information
Gateway Programme

Study tour, 3 cr KE16DG00012 (study unit)

Lecturers

Lecturers at partner universities in Russia General organization: Riikka Muurimäki, M.Sc. (Econ. & Bus.Adm.) Minna Nyman, M.A., Russian language teacher

Objectives

After completing the study tour the student is able to connect the theory to practice considering doing business in Russia and the Baltic States. After the study tour the student is able to use his/her knowledge of the target area better and is acquainted with the partner universities and their functions. After completing the study tour the student is also acquainted with the culture of the target country, local customs and habits and has been able to practice his/her Russian language skills.

Content

Planning the study tour and preparatory lectures, realizing the study tour and writing a study tour report.

Literature / Study Material

Material announced by the organizers

Learning Methods

Active participation and group work

Assessment

Assignment

Languages of Instruction

English

Further Information

Gateway Programme

European economy policies, 3 cr KE16DG00019 (study unit)

Lecturers

Prof. Dr. Michael Schleicher

Objectives

This course unit provides the students with basic knowledge of EU institutions. After this course the students will have basic knowledge and skills required in different international projects of the EU.

Content

Basics about EU institutions, decision-making process, economic policy e.g. in the field of competition or structural aid

Literature / Study Material

Material announced by the lecturer

Learning Methods

Lectures and project work

Assessment

Assignment and oral presentations

Languages of Instruction

English

Further Information

Gateway Programme

Project work, 3 cr KE16DG00033 (study unit)

Lecturers

Mika Kärkkäinen, Lic.Sc. (Econ. & Bus. Adm.)

Study Descriptions

Objectives

The project work is a small-scale research work aimed at developing the students' abilities to use theoretical framework and logical reasoning and to write in an academic style. After writing their project works the students will be able to use the same principles for their future projects or research works.

Content

The project work describes a certain business in a certain area. It includes both cultural and statistical information about the area concerned. Length ca. 7–15 pages

Literature / Study Material

The project work will be written according to the general guidelines for a bachelor's thesis at the Seinäjoki University of Applied Sciences. The literature for the project work can be chosen independently by students.

Learning Methods

Work in pairs

Assessment

Project work

Languages of Instruction

English

Further Information

Gateway Programme

Doing Business in St. Petersburg Region, 3 cr KE16CYVO897 (study unit)

Lecturers

Tatiana Khvatova, Ph.D.

Objectives

After completing this course, the student knows the development of St. Petersburg's role in Russian history and economy. The student will also be familiar with today's business practices and structures in St Petersburg region, and understands the possibilities of St Petersburg region as a target market for companies.

Content

- Historical aspects: how it all began. The new capital of Russia
- St. Petersburg in the 20th century
- New era in the city development: 21st century – the Northern Capital of Russia

Literature / Study Material

Announced by the lecturer

Languages of Instruction

English

Further Information

Gateway Programme

Intercultural Skills in Business Communication, 3 cr KE16CYVO887 (study unit)

Lecturers

Sanna Valkosalo, MA

Objectives

After this course the students have the basic knowledge of intercultural communication.

Content

The basics of intercultural communication for international business operations.

Literature / Study Material

Material provided by the lecturer

Learning Methods

Lectures, group work, essays, active participation, self evaluation.

Assessment

Active participation, learning diary, essay and oral presentation.

Languages of Instruction

English

Further Information

NBD Programme

**Transitional Economies – Business Areas and Cultures, 3 cr
KE16CYVO831 (study unit)**

Lecturers

Ilona Baumanne, MBA

Objectives

After this course the students understand basic differences in business practices and human values between post-soviet countries and Western Europe and have skills necessary for business operations in a modern world.

Content

The main stages of soviet economic development and reasons of the failure of soviet model; brief comparison with an economic development of USA, Japan and Western Europe; an impact of culture on business practice and management; human values in different cultures; tools for comparison of cultures; peculiarities of business cultures in transition economies.

Literature / Study Material

Material provided by the lecturer.

Learning Methods

Lectures and group works (paper and presentation)

Assessment

Written exam

Languages of Instruction

English

Further Information

NBD Programme

**Introduction to the European Union: Structure, Institutions and Decision Making, 3 cr
KE16CYVO833 (study unit)**

Lecturers

Prof. Dr. Michael Schleicher

Objectives

This study unit provides the students with basic knowledge of EU institutions. After this study unit the students will have basic knowledge and skills required in different international projects of the EU.

Content

Basics about EU institutions, decision-making process, economic policy e.g. in the field of competition or structural aid

Literature / Study Material

Material announced by the lecturer

Learning Methods

Lectures and project work. Distant learning.

Assessment

Project work

Languages of Instruction

English

Further Information

NBD Programme

European Economic Integration: Goods, Services, Free Movement and the Euro Area, 3 cr KE16CYVO835 (study unit)

Lecturers

Prof. Dr. Michael Schleicher

Objectives

After this course the students have a basic knowledge of European Economic Integration.

Content

Goods, services, free movement and the euro area.

Literature / Study Material

Material announced by the lecturer

Learning Methods

Lectures and project work. Distance learning.

Assessment

Written exam

Languages of Instruction

English

Further Information

NBD Programme

CRM (Customer Relationship Management), 3 cr KE16CYVO253 (study unit)

Lecturers

Juha Tapanainen

Objectives

The course provides students with an overall picture of customer relationship management. After the course students are able to collect, connect, modify and manage the information related to the customer work. They will become familiarised with the general management of the customer relationships and their effective development. Students will also get acquainted with the IT opportunities and systems in customer relations management, and receive basic information on the information systems involved in sales and marketing activities.

Literature / Study Material

Material provided by the lecturer.

Assessment

Assignments

Languages of Instruction

English

Further Information

NBD Programme

Entrepreneurship in the Nordic Context – Case study, 3 cr KE16CYVO837 (study unit)

Lecturers

Tero Turunen

Objectives

After this course the students are familiar with some of the specific entrepreneurship conditions, environments and possibilities in the Nordic countries SME– sector.

Content

Nordic countries as a cultural/business/entrepreneurship environment, the state and development of national economics, the developing role and hopes and prospects of SME – sector in different countries. Examples of business successes, failures and analyses of them.

Literature / Study Material

Material provided and announced by the lecturer

Learning Methods

Lectures, workshops, presentations and final report

Assessment

by the before–mentioned assignments

Languages of Instruction

English

Further Information

NBD Programme

**SME Operations in International Environment – Project work, 3 cr
KE16CYVO839 (study unit)**

Lecturers

Tero Turunen

Objectives

After this course the students have deepened the knowledge they have acquired from the previous NBD modules in practice.

Content

The students prepare a final report (5–10) of the NBD studies according to their own interests. The report is based either on the real assignment done with the organisation chosen by students or a real field work (for instance marketing study, observation in the organisation in the chosen subject, interviews in the organisation). Detailed information will be provided in the beginning of the study unit.

Literature / Study Material

Material provided and announced by the lecturer

Learning Methods

Lectures, workshops, presentations and final report

Assessment

By the before–mentioned assignments

Languages of Instruction

English

Further Information

NBD Programme

**Securities and Investment Activities, 2 op
KE16BYTA190 (study unit)**

Lecturers

Juhani Paavola

Objectives

Students have an insight into the different forms of direct financing and into understanding the function of the finance market. After completing this course the students have a clear picture of the most important bond instruments.

Content

Structure and operations of financial market, debt and derivative instruments, stocks and the stock market, investing and investment strategies.

Literature / Study Material

announced by the lecturer

Learning Methods

lectures and the exam

Assessment

exam

Languages of Instruction
Finnish

EU Project Activities, 3 op KE16CYVO261 (study unit)

Objectives

The EU membership provides also many interesting development opportunities for the business. After completing this course the students have basic knowledge of those opportunities.

Content

Introduction to EU–finance, central EU Funding programs for Finland, from idea into project, general requirements for international project activity, EU project management.

Literature / Study Material
announced by the lecturer

Learning Methods

active participating in lectures and exercises

Assessment

Exercises

Languages of Instruction
Finnish

Operations of Retail Trade and 'the Commodity Game', 3 op KE16BMMA170 (study unit)

Objectives

All topics covered in this course will be strongly linked into practice, and through exercises, the student will understand retail trade operations, commodity game and chain operations as a whole, the student knows what is involved in the operations of a company in the retail trade and in the commodity game, and what affects them. The student comprehends the construction of chain and central firm operations and knows and understands the critical factors for success in chain operations and in a private company and the student understands the roles of central firms and chains and their decision systems in trade.

Content

- factors that influence retail trade and conditions for success
- critical factors for success in retail trade: chain operations, choices of range and commodity group management in a chain, information systems as a support for decisionmaking and as the conveyer of information, chain marketing
- suppliers' possibilities to produce added value on retail trade and the chain.

Literature / Study Material
announced by the lecturer

Learning Methods

lectures, exercises, group works, exam

Assessment

exam, exercise

Languages of Instruction
Finnish

Project for industrial and commercial life KE16CYVO011 (study unit)

Lecturers

Tero Turunen, M.Ph.

Objectives

The project work for business life is a study unit that is included in the free choice studies. The students are ready to produce expert attention and to work in a project from the beginning to the end. After completing this study unit the students have developed their relations with business life and are able to use creativity and problem–solving skills while ideating new projects.

Content

The project work can be related to a land, line or marketing research, but also a more defined area or its promotion can be acceptable.

Learning Methods

The project work will be made alone or in groups.

Assessment

project report

Languages of Instruction

Finnish

Further Information

0–15 cr

**Finnish and Scandinavian business culture, 3 cr
KE16CYVO808 (study unit)**

Lecturers

Dr. Docent Arto Luukkanen

Objectives

After this course the students possess knowledge of the background of Scandinavian Business–Culture and the history and socio–political situation of the Scandinavian civil society.

Content

During these lectures we will investigate the differences and similarities of the five Scandinavian countries and also get acquainted with the Scandinavian Business–Etiquette.

Literature / Study Material

Material provided by the lecturer, Power Point presentations and notes.

Learning Methods

Dialectical lecturing, discussion approach and study groups.

Assessment

A group work and individual presentation (oral and written).

Languages of Instruction

English

Further Information

NBD Programme

**PRACTICAL TRAINING, 30 op
ETYÖHA (study entity)**

Objectives and content of the study module: The aim of the study module is to familiarize students with the tasks central to their professional studies in practice under supervision, and provide students with an opportunity to apply their knowledge and skills in practice. Learning methods and assessment:

- Practical training may take place in Finland or abroad. The placement must be carefully selected to ensure that it can be integrated into the students' studies as a whole.
- The placement must be approved by the school at least two weeks before the beginning of the training.
- If a student wishes to do his/her practical training in their own company or a company own by his/her family, the school requires a statement on the completion of the training from an external party considered competent in monitoring the training period.
- The director of the degree program will accept a maximum of 15 ECTS (10 cr) for work experience acquired in the field before the beginning of the studies.
- Practical training shorter than four weeks will not be accepted.
- Students must write a report on the training period using the appropriate forms available at the school. Students must also write a report on the training they received before beginning their studies.
- Students must present a certificate at the end of the training period

STUDIES ABROAD, 30 op KE16ULK (study entity)

- Internationalisation is a key word of success in modern business life. That is why it should also be included in the education. Almost all the students in the Finnish School of SME Business Administration study one semester during their third year of study in a foreign university or polytechnic.
- Together with the actual studies the students will write useful reports for the business life in their target countries. In this way the needs of the business and work life are being connected to the internationalisation.
- Mutually the students coming from the foreign partner institutions can participate in the NBD – Nordic Business Dimensions – study programme (30 ETCS) or in the Gateway–Doing Business in Finland and Her Neighbouring Areas: The Baltic States and Russia –Study programme 30 ECTS.
- Mainly the all students of the Finnish School of SME Business Administration study the spring or autumn term of their third year in the foreign partner institutions. The studies taken abroad are optional. The studies taken abroad ought to amount to 15–30 ECTS.
- The Finnish School of SME Business Administration has partner agreements with several foreign institutions. The school offers a chance to study in a foreign partner institution to all its students. If a student is not satisfied with the offer, he/she must find an alternative. Travel and other costs related to studies abroad are mainly covered by the student.

BACHELOR'S THESIS, 15 op EOPINNÄ (study entity)

- The thesis is both a process and a product: the aim is to develop students' expertise and skills, to apply and deepen professional studies and to offer solutions to the practical situations in business life. At its best, the study will link the student to the working world, and therefore it is a good idea if the study is completed as an assignment for a company or other organization.
- The thesis functions as a threshold into professional growth. It develops skills in cooperation, project management, languages and interaction. The thesis also demonstrates expert knowledge and independent thinking; it requires students to master the principles of research and development, logic, methods and communication. At its best, the thesis also creates new dimensions for students, as they obtain new skills during the process, e.g. interviewing or creating a CD-ROM.
- Learning methods and assessment: In practice, a thesis is a research or development project completed by one or two students together. Students are encouraged to plan and carry out common projects together with the students of other schools in the Seinäjoki University of Applied Sciences, in which case the thesis may involve a larger, multi-discipline entity.

Below is a list of previous thesis topics, which may be expanded or combined:

- Business plan for a developing or potential business project
- Mapping of the situation of a company or region with regard to a certain phenomenon or problem
- Market or marketing research
- Application of general, previously accredited or new method to a certain environment (for instance, a company)
- Development of an operative or strategic solution model or option
- Project or development plan
- Planning work
- Development of a prototype
- An event
- A video, ADP program, a book, etc.

It should be remembered that a thesis could also be, for example, a plan or realization of a concrete or immaterial product, an event or a project. The core of the thesis would consist of a presented product and of a logically report. Evaluation would be based on the foundation, phases and results of the work. The type of the thesis is often affected by the needs and hopes of a dean or other supervisor. In addition to independent work, the thesis process involves selecting of the advisor, meetings with the student, meetings between dean and advisor, seminars where students report on the progress of their work, an exam on the literature and academic proficiency test. The thesis is generally written during the third and fourth year of studies, but preparation (i.e. considering topics, looking for cooperation partners and gathering source material) should begin at an early stage of the student's studies. The general instructions for writing a thesis at the Seinäjoki University of Applied Sciences obtained from <http://intra.seamk.fi>.

Degree Programme in Social Work (In Finnish)

Head of degree programme: Ms Päivi Rinne, Tel. +358 20 124 5122, Gsm +358 40 830 4190, E-mail: paivi.rinne@seamk.fi

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International coordinator: Ms Helena Järvi, Tel. +358 20 124 5125, Gsm +358 40 830 4276, E-mail: helenajarvi@seamk.fi

Degree and qualification awarded

The Polytechnic Degree in Social Services and Health Care, Bachelor of Social Services

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

General description of the degree programme

The aim of the degree programme in social work is to educate cognitively, skilfully and ethically qualified professionals for expertise demanding tasks in social services and social welfare field, in public social sector, in private social services and in voluntary organizations. In the study programme, client's needs and perspectives are regarded as the primary basis of practice development. Practical client-centred methods and services are studied and developed, e.g. client-centred sources of information and needs analysis. Students should learn to make methodological choices, which meet client's needs and which strengthen person's individual capacities.

The professional profile consists of different tasks in social welfare work.

1. Educational and pedagogical tasks in childcare services, child protection and youth work. The professional worker aims at promoting growth and socialization and enhancing preconditions for them. He/she supports parents in their parenthood and aims at creating safe growing circumstances.
2. Social support, social rehabilitation and social guidance. The professional worker uses his/her expertise to strengthen client's autonomous life capacities, to support client's social networks and to construct client-based service chains. Professional areas are e.g. social welfare work and social insurance, social work with the elderly, handicapped persons, mentally ill, unemployed, immigrants, drug abusers, marginalized groups and criminals.
3. Service management, leadership and development. The graduates from the degree programme have organisational expertise, they can evaluate and develop client-based activities and strengthen the skills and capacities of the working community. Service management, leadership and development tasks are carried out in social service organizations, project organizations and entrepreneurial activities.
4. Social work activities. In the field of professional social work the expertise of the polytechnic graduate focuses his/her work on family work, case management, social rehabilitation and social welfare guidance. He/she brings non-institutional, functionally activating and preventive methods to social work practices.

Subject specific competencies

Ethical competences in social work

A Bachelor of Social Services has adopted the ethical principles of the profession and is committed to implement them in professional practice. He or she is able to pursue ethical reflection required by the professions within social work. He or she is able to take the clients' individual needs into consideration and to work in situations which involve conflicting values. A Bachelor of Social Services promotes equality and tolerance and strives for the prevention of marginalisation at social, community and individual level.

Client work

A Bachelor of Social Services is able to create an interactive, professional relationship with the client which enables client participation. He or she understands the clients' needs and resources in a particular context. A Bachelor of Social Services is able to implement a variety of theoretical approaches and working methods in an appropriate way and to assess their success. He or she is able to support and guide individuals and groups of clients in their daily activities in a goal-oriented way taking into consideration the different stages of growth and development and personal contexts.

Social services

A Bachelor of Social Services knows the organisation and legislation of the services which support well-being and social security. He or she is able to perceive changes in the services and to participate in their development in a variety of ways. He or she is able to select the appropriate services to support clients in a variety of situations. A Bachelor of Social Services is able to work in multidisciplinary networks and is competent in case management.

Social analysis

A Bachelor of Social Services understands the relationship between an individual and society and is able to approach and analyse it from a variety of theoretical perspectives. He or she knows the connection between the prerequisites for functioning socially and decision-making in society. A Bachelor of Social Services can analyse social problems within the social-structural framework.

Reflective development and management

A Bachelor of Social Services has adopted a reflective and explorative approach to work. He or she is able to evaluate the theoretical points of departure for his or her actions and, as required, to implement alternative approaches so as to change his or her actions. A Bachelor of Social Services has evidence-based theoretical knowledge and he or she is able to produce new knowledge. A Bachelor of Social Services is able to work as a manager with initiative and as an active member of the work community. He or she is able to lead experts in social work, work communities and services in cooperation with a multidisciplinary group.

Community and society

A Bachelor of Social Services understands the functional principles and characteristics of communities. He or she is able to cooperate with concerned parties to strengthen and create community spirit and participation. A Bachelor of Social Services is able to participate in social discussion on values and to influence decision-making in cooperation with clients and other actors. He or she can identify constructions which produce inequality and is able to act so as to deconstruct them.

Educational approach and learning methods

The Degree Programme in Social Work is built on the theories of constructivist learning, which means that the student is actively developing his/her structures of knowledge. He/she has skills to evaluate his/her learning needs and capacities and he/she is willing to set goals to achieve them. While studying professional social work, it is important to develop reflective thinking. Every student has his/her personal way to learn. For this reason several pedagogical methods are applied. The pedagogical choices in the programme become concrete in the following pedagogical principles:

1. The study modules are based on competencies in professional, practical social work.
2. The degree programme is built on pillars, which are
 - a. relation between individual and society
 - b. social work methods
 - c. social research skills
 - d. professional growth reflection. These central topics deepen and broaden while studying in the programme proceeds.
3. Learning is carried out by combining theory and practice.
4. The students reflect their views by participating in different groups, giving and receiving feedback to each other.
5. The study methods are diversified and they depend on the content and the nature of the topic and on the students' learning needs. Examples of most commonly used study methods are: Lectures and independent study, problem-based learning, web-based learning and learning by researching.

Degree Programme in Social Work (In Finnish), 210 cr (3.9.2007) SOSALA 2007

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KF08A	BASIC STUDIES					62
KF08AOA	Learning skills					8
KF08AOA0110	Studying at Polytechnic	x				3
KF08AOA0210	Information skills	x				2

KF08AOA0310	Information technology	x				3
KF08AVK	Language studies					6
KF08AVK0110	English	x				3
KF08AVK0310	Swedish		x			3
KF08AVI	Finnish language and communication skills					6
KF08AVI0500	Basics of written and oral communication	x				2
KF08AVI0600	Oral communication		x			2
KF08AVI0700	Academic writing and documents				x	2
KF08BAK	Professional development					12
KF08AAK0110	Professional development	x				3
KF08AAK0210	Professional fields of social work and social services	x				3
KF08AAK0311	Analysis of contemporary practices in social work		x			3
KF08AAK0700	Ethics of social work	x				3
KF08AHO	Social welfare and social participation					12
KF08AHO0110	Individual in society	x				6
KF08AHO0120	Deficiencies in social, physical and mental welfare	x				6
KF08ASP	Social services providing social security					18
KF08ASP0110	Finnish society and economy	x				3
KF08ASP0410	Public, private and community-based social welfare services	x				4
KF08ASP0310	Legislation and social welfare	x				3
KF08ESP0810	Practical field period: Social services providing social security	x				8
KF08B	PROFESSIONAL STUDIES					135
KF08BHO	Social welfare and social participation					12
KF08BHO0510	Childhood and youth as a phase of life		x			9
KF08BHO0610	Work, living and basic security		x			9
KF08BHO0710	Ageing in life course		x			9
KF08BHO0810	Disability and handicap in the life course		x			9
KF08BHO0910	Substance abuse and criminal behaviour		x			9
KF08BHO1200	Childhood and youth from the perspective of substance abuse (In English)		x			9
KF08BHO1010	Contemporary society in theoretical frameworks				x	3
KF08BPS0	Psychosocial and interactive social work methods					30
KF08BPS0110	Basics of social work	x				3
KF08BPS0210	Psychosocial work		x			3
KF08BPS0410	Family work		x			4
KF08BPS0510	Case management		x			4
KF08BPS0610	Elementary education in day care		x			3
KF08BPS0710	Social work with elderly people		x			3
KF08BPS0810	Social work in social welfare agencies		x			3
KF08BPS0910	Social rehabilitation		x			3
KF08EPS1010	Practical field period: Psychosocial and interactive social work methods		x			10
KF08BYL	Community work and creative methods					26
KF08BYL0800	Creative activities 1	x				4

KF08BYL0900	Creative activities 2		x			4
KF08BYL0510	Project work		x			3
KF08BYL0610	Social work with groups			x		3
KF08BYL0710	Community work			x		3
KF08EYL0810	Practical field period: Community work and creative methods in social work			x		9
KF08BOK	Organizing, managing and developing social services					27
KF08BOK0110	Organizing social services			x		3
KF08BOK0210	Development, quality management and evaluation skills			x		5
KF08BOK0310	Management and leadership			x		4
KF08BOK0400	Entrepreneurship in social services			x		3
KF08EOK0410	Practical field period: Organizing, managing and developing social services			x		12
KF08BVS	Empowerment methods in social work					12
KF08BVS0130	Social work and multicultural groups			x		3
KF08BVS0210	Critical and radical social work				x	3
KF08EVS0310	Practical field period: Empowering methods in social work				x	6
KF08BST	Social research					28
KF08BST0110	People and community as source of information	x				2
KF08BST0210	Qualitative research methods	x				3
KF08BST0310	Quantitative research methods		x			3
KF08BST0510	Action research			x		2
KF08BST0600	Professional essay (Ps)		x			3
KF08BST0710	Thesis			x		15
KF00D	OPTIONAL STUDIES					13

Study Descriptions

Learning skills, 8 op KF08AOA (study entity)

Objectives: The student is familiar with the study methods that are used in degree programme of social services in Seinäjoki Polytechnic. She/he is aware of the current issues concerning the social work and social services educational system, e.g. social work studies in polytechnics, universities and other levels of social studies. Likewise the current local issues, which concern Seinäjoki polytechnic and Seinäjoki school of social work and health care and especially degree programme of social services are familiar to the student. The student is able to apply information skills and data processing in her/his studies and work performances later on.

Studying at Polytechnic, 3 op KF08AOA0110 (study unit)

Lecturers

Tutoring teacher in the study group

Objectives

Students shall become familiar with the information, which is important regarding proceeding in their studies, constructing their personal study plan and cooperating in university of applied sciences community. Students shall also be aware of the qualifications required in their profession and issues concerning employment.

Content

The course comprises the following topics:

- Structure of the Degree Programme in Social Work
- Pedagogical guidelines and individual opportunities to construct a personal study plan
- Current questions concerning higher education in social work and the School of Healthcare and Social Work in Seinäjoki
- Partnership and cooperation between lecturers, staff, students, administration, and the faculty's student association
- Applying for a job and information concerning the labor market
- Getting familiar with the tools needed in web-based communication: Moodle, e-mail, and Winha

Literature / Study Material

Study Guide, curriculum and additional materials

Learning Methods

Lectures, web-based teaching, group work, field trips, participation in seminars and other events. Students will use Moodle as a basis for their learning in part of the course.

Assessment

Active participation is required in all parts of the course. Students will receive a pass/fail grade for the course.

Information skills, 2 op KF08AOA0210 (study unit)

Lecturers

Leena Elenius, M.Sc.

Objectives

The aim of the course is to equip the student with basic information about how to use the sources of literal information in the professional field and encourage him/her to use them independently. At the end of the course the student will recognise the meaning of acquiring information. She/he knows the ways how information is produced, how it is delivered and how it is able to be found by using information skills. The student is capable in using services of library and different databases and she/he knows several web-based methods. She/he is familiar with the most important sources of information in her/his professional field.

Content

Main themes are: basics of information retrieval, use of different databases and the internet, virtual library services, main producers of information in the professional field, evaluation of information.

Literature / Study Material

Material announced by the teacher

Learning Methods

Lectures, exercises.

Assessment

Exercises. Failed/ passed –scale.

Information technology, 3 op KF08AOA0310 (study unit)

Lecturers

Latva-Somppi Hilikka, M.Sc.

Objectives

During the study course, the students become acquainted with data processors used at the unit, basics of data processing, text processing, excel –program, virtual learning environment and different virtual services. On completing the course, the student should be able to demonstrate skills in using e-mail, Winha –study administration program, Word –textprocessing program and Excell –tableprogram. She/he has abilities to use Moodle –weblearning –base. She/ he is able to apply basic data processing skills in new equipment– and program environments and she/he is able to promote the use of data processing later on in the professional field.

Content

Data processors used at the unit, classes, procedures and agreements; using the equipments, adaptation of user environment; e-mail, Winha –study administration program, Moodle –weblearning –base, internet, access programs, Word –textprocessing program and Excell –tableprogram.

Literature / Study Material

Hand-outs, web-materials.

Learning Methods

Lectures, web-based exercises and other exercises.

Assessment

The credit mark consists of participation in contact teaching and web-based teaching, and by completing web-based exercises. Web-based teaching 50%. Scale 1–5.

Language studies, 6 op KF08AVK (study entity)

Objectives: Students shall develop their oral and written skills in the English and Swedish languages. They will become especially acquainted with the concepts of language related to the central themes of social welfare work, and they shall acquire language skills required for their professional development.

English, 3 op KF08AVK0110 (study unit)

Lecturers

Tiina Vahvaselkä, M.A.

Objectives

Objectives: During the English course the students develop and strengthen their English language skills in oral communication, listening comprehension and writing. They learn the central professional vocabulary and comprehend texts concerning the social welfare field. They are able to discuss the substance of the social welfare work in English.

Content

Presentation of the students' present education, their professional field and the Finnish social welfare system in English. Articles related to different age groups and their social problems. International and cultural understanding from the point of view of social welfare. Essay, oral presentation.

Literature / Study Material

Teacher's material package, newspapers, magazines, AV-material, Social Welfare in Finland-brochure

Learning Methods

Contact teaching, independent study, oral and writing tasks

Assessment

Active participation in the study process. Tests in reading comprehension, oral communication, essay Scale 1–5.

Swedish, 3 op KF08AVK0310 (study unit)

Lecturers

Merja Lindholm, M.A.

Objectives

During the course the students strengthen their Swedish language skills in oral and written communication, increase their Swedish vocabulary and develop their grammatical skills. The students comprehend texts related to social welfare and learn more professional vocabulary. They are able to discuss the substance of social welfare work in Swedish. An approved course with its oral and written units includes the official minor language test in Swedish.

Content

Presentation of the student's present education, their professional field and the Finnish social welfare system in Swedish; acquainting with articles of social welfare work and writing summaries of the articles in Swedish; discussions based on themes given by the teacher and the students; knowledge of the Nordic countries; Nordic co-operation; the official minor language test in Swedish.

Literature / Study Material

Teacher's material package, AV-material, newspapers and professional magazines.

Learning Methods

Contact teaching, self-study, drama presentations

Assessment

Active participation in the study process. Tests in oral and written communication. Scale 1–5.

Finnish language and communication skills, 6 op KF08AVI (study entity)

Objectives: Students shall be expected to interact objectively in communicative situations associated with study and work. They shall be familiar with grammatical correctness, academic writing and compiling documents. They shall be competent in interacting during discussions, meetings and negotiations. Students shall recognize the communicative environment in professional social work and social services.

Basics of written and oral communication, 2 op KF08AVI0500 (study unit)

Objectives

Upon completion of the course, students will be competent in communicating objectively about study and work. They will demonstrate knowledge and understanding of grammatical norms, the processive character of writing, and of various characteristics of texts and styles. Students will be familiar with the basics of academic communication and documents and be able to compile the more common documents. Students will also be competent in participating in discussions, meetings and negotiations in a proper way.

Content

The course comprises the following topics:

- Preparing to communication by speech
- Acting in communicative situations
- Evaluating the communication process
- Interaction, verbal and nonverbal communication, demonstrative techniques
- Argumentation, meetings, negotiations
- Planning a text, the writing process, revising texts
- Text standards and documents

Literature / Study Material

Repo & Nuutinen. 2003. Viestintätaito. Opas aikuiskoulutuksen ja työelämän vuorovaikutustilanteisiin. Helsinki: Otava s.1–140. Helsinki: Otava. Additional material announced by the lecturer.

Learning Methods

Lectures, oral and written exercises, writing an essay

Assessment

The grade for the course will consist of taking part in lectures, completing exercises, writing an essay and an exam. Evaluation is based on a scale of 1 to 5.

Oral communication, 2 op KF08AVI0600 (study unit)

Lecturers

Riitta Laru, Lic.Phil.

Objectives

At the end of the course the student will be able to demonstrate knowledge and understanding of communication as many-sided phenomenon. She/he has required communication skills for professional tasks. The student is able to use her/his skills in speech in professional meetings and negotiations. She/he has facilities to state arguments in individual and group situations. The student is familiar with the typical characteristics of professional social work language.

Content

Skills in speech: communication in group, dialogues, speeches, arguments, meetings, negotiations, discussions, characteristics of social work professional language. Special communication issues in the professional field: importance of oral skills in client work, influencing in community and society and in recruiting to the world of work. Other issues: child's speech development, speech in special education, media skills, informing.

Literature / Study Material

Repo & Nuutinen. 2003. Viestintätaito. Opas aikuisopiskelun ja työelämän vuorovaikutustilanteisiin. Helsinki: Otava, s. 141–306. Additional material announced by the lecturer.

Learning Methods

Contact teaching, oral exams, independent study, exam.

Assessment

The credit mark of the study course will consist of taking part in lectures, carrying out exercises individually and in groups, exam. Scale 1–5.

Academic writing and documents, 2 op KF08AVI0700 (study unit)

Lecturers

Riitta Laru, Lic.Phil.

Objectives

Having successfully completed this course, the student will be able to write by using academic standards and she/he can use the concepts of social work professional language. The student is familiar with special characteristics of academic texts and the process how they are produced. The student has good knowing of grammatical norms. He/she is acquainted with starting points of managerial communication.

Content

Science-oriented thinking and common sense, types of academic texts, setting arguments and giving reasons to them, writing process, working up the research to publication, Finnish language grammatical norms, decision documents, forms, applications for a work, guidance of maturity writing.

Literature / Study Material

Hirsjärvi, Remes & Sajavaara 2007 or earlier edition. Tutki ja kirjoita. Helsinki: Tammi. Repo & Nuutinen 2003. Viestintätaito. Helsinki: Otava.

Learning Methods

Web-based teaching and lectures connected to it, exercises in the web, learning diary. The student has skills to study in web and she/he has skills to find independently information about the subject and she/he can apply it while preparing course assignments.

Assessment

Taking part in contact teaching, carrying out web-based assignments and exercises, writing up learning diary.

Prerequisites

Taking part to the course requires that the student has basic knowledge of web-based working.

Professional development, 12 op KF08BAK (study unit)

Objectives: Students shall recognize the developmental features and stages of professional social work and social services. They shall be able to reflect on their personal, professional development and set personal objectives and challenges to enhance their professional growth. Students shall be well-educated in basic ethical concepts and will be able to state reasons for the decisions they make by applying arguments arising from professional ethics. They shall be competent in analyzing the elements, which frame contemporary working practices, especially in their chosen professional area. Students will also be capable of showing their professional skills.

Professional development, 3 op KF08AAK0110 (study unit)

Lecturers

Tutoring teacher of the study group

Objectives

Students shall comprehend the reflective character of social work. They shall acquire the capability to understand and to set objectives for their professional development during the studies and later on in the working world. Students shall possess facilities for reflective thinking, and they shall have capacities for giving and receiving feedback and being a participative member of a group.

Content

The course discusses self-knowledge, participation in a group and in a working community, professionalism, expertise and professional areas, crystallizing one's personal, professional capacities and strengths, innovating future career paths and recruitment into the working world.

Literature / Study Material

Material distributed by the lecturer in addition to material students have acquired themselves. Moodle –base will be utilized.

Learning Methods

Orientation lectures, group sessions, discussions with tutoring teacher, personal portfolio

Assessment

Active participation in group sessions, preparation for personal discussions and target-oriented construction of portfolio.

The course is evaluated on a pass/fail basis.

Professional fields of social work and social services, 3 op KF08AAK0210 (study unit)

Lecturers

Tutoring teacher of the study group

Objectives

Students shall be able to analyse the development of social work practices within a historical framework and recognize the processes in society to which professional practices are connected. They shall be able to situate their education and the qualifications it renders, to the professional field of social work and social services. They will be well educated in all of the professional areas associated with their degree program and the qualifications it renders.

Content

The course discusses the history of professional work and social services and familiarizes students with the most typical professional areas in the social services degree program.

Literature / Study Material

To be announced at the beginning of the course. The introduction in Finnish language:
intra.seamk.fi/opiskelijalle/sosiaalialan_koulutusohjelma/ammattillisuuden_kehittyminen

Learning Methods

Orientation lectures, compiling a professional analysis and discussing it in a seminar, visits to various social institutions. The course utilizes the Moodle web-base.

Assessment

Active participation in lectures pertaining to study methods, compiling a professional analysis and presenting it

Analysis of contemporary practices in social work, 3 op KF08AAK0311 (study unit)

Lecturers

Lecturers in the social sectors

Objectives

Students shall possess the capacity to analyze contemporary working practices in social work and social services, e.g. from the perspective of the goals of social work, working methods and the work environment. They shall also have the facilities to analyze how selected working methods correspond to and reflect the needs of clients. The analysis pertains especially to the field of profession chosen by the student.

Content

The course comprises the following topics:

- Analysis of work processes: objective, methods, ethics, cooperative organisations, legislation, resources
- Evaluation of professional processes.
- Analysis of contemporary work processes is associated with the practical training period: psychosocial and interactive social work methods
- Analysis as a learning assignment during the practical training

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Orientating lectures, compiling a professional analysis and presenting to the study group.

Assessment

Pass/Fail

Prerequisites

Ethics of social work, 3 op KF08AAK0700 (study unit)

Lecturers

Mirva Siltakorpi, YTM (study groups 14a, 14b and as13) and Martin Eeva-Kaija, KM (study group 14c)

Objectives

Having successfully completed this study course, the students will be able to demonstrate understanding to basic ethical themes and recognise their significance. The student recognises basic ethical concepts and basic theories and the development of morality. She/he has good knowing of basics of professional ethics, its principles and arguments. The student is practiced to meet diversity and to give reasons to her/his independent thinking.

Content

Ethics, morale, values; ethical theories, development of morality; professional ethics; professional cases introduced by students.

Literature / Study Material

Litterature is announced at the beginning of the study course.

Learning Methods

Lectures, discussions in small groups, excercices, professional visits, independent assignment. The study course is also carried out by web-based learning using Moodle learning environment. Web-based study course concentrates on thematic discussions.

Assessment

Evaluation of study course consists of active participation on contact teaching and preparation of group assignments and independent assignment. In web-based study form, active participation to online studies is required. Scale 1–5.

Social welfare and social participation, 12 op KF08AHO (study entity)

Objectives: The student distinguishes the most important concepts concerning relationship between individual, community and society using the concepts of different diciplines: social policy, sociology, education and pedagogics, psychology and health sciences. The student gets facilities to apply them while examining phenomena in modern society, e.g.welfare, course of life, socialisation, social participation and citizenship. She/he is acquainted with the most crucial social problems and questions of public health and mental health.

Individual in society, 6 op KF08AHO0110 (study unit)

Lecturers

Study groups 14b and 14c: Riitta Ranta, Mirva Siltakorpi ja Kerttu Veikkola. Study group as12: Jari–Matti Lintala, Riitta Ranta and Kerttu Veikkola. Study group 15a: Katariina Perttula, Riitta Ranta and Kerttu Veikkola.

Objectives

On completing the course, the student should be acquainted with basic concepts of social sciences, behavioral sciences and health sciences. The concepts are connected to the relationship between individual and society, e.g. welfare, course of life, socialization, social participation and citizenship. The student can identify people's needs from many perspectives and she/he understands, how the relationship between individual and society is manifested in different contexts. The student has multidisciplinary conceptual tools to analyse phenomena in modern society.

Content

Multidisciplinary perspective on relationship between individual and society and on people's needs: growth and development, socialization, well-being and life course, health and ability, social participation and citizenship.

Literature / Study Material

Lyytinen,Korkiakangas& Lyytinen (toim.)1995. Näkökulmia kehityopsykologiaan: kehitys kontekstissaan. Porvoo. Helsinki. Juva: WSOY (partly). Pulkkinen (toim.) 1996. Lapsesta aikuiseksi. Jyväskylä:Atena. Jokinen & Saaristo 2004 Sosiologia. Helsinki: WSOY; Tuomainen & Myllykangas & Rynänen 1999. Medikalisaatio. Tampere:Vastapaino; collection of material delivered by teacher.

Learning Methods

Contact teaching, working in small groups, group output, drama, reflection and lerning circle. Adult study group studies by using web.

Assessment

Exam on litterature, active participation on working methods during the course. Scale 1–5.

Deficiencies in social, physical and mental welfare, 6 op KF08AHO0120 (study unit)

Lecturers

Study groups 14b and 14c: Anna–Kaarina Koivula, M.Soc.Sc., Mari Salminen–Tuomaala, M.Sc. (Health Care) and Kerttu Veikkola, M.Soc.Sc. Study groups As12 and 15a: Kristiina Järvi, M.Soc.Sc., Riitta Ranta, M.Sc.(Health Care) and

Kerttu Veikkola, M.soc.Sc.

Objectives

The student identifies basic concepts of social sciences, behavioral sciences and health sciences, which are useful in purpose of identifying lack of well-being and disability in people's life situations. The student can analyse how the social, health and mental health problems arise and how they influence. In addition she/he can analyse the effect of problems on well-being, daily performance and ability. The student learns to distinguish processes, which act preventively.

Content

Social, public health and mental health problems; marginalization and poverty; being badly off and remaining without power; dysfunctional behaviour and disablement; sickness, pain; cancer, rheumatic diseases, hearth- and vascular diseases, diabetes, accidents; depression, neurosis, psychosis, psychopaths, burn out; perspectives on promoting good health and mental health and preventing social problems.

Literature / Study Material

Jokinen & Juhila & Pösö 1995. Sosiaalityö, asiakkuus ja sosiaaliset ongelmat: konstruktionistinen näkökulma. Helsinki: Sosiaaliturvan Keskusliitto; Saarelainen & Stengård & Vuori-Kemilä 2003. Mielenterveys- ja päihdetyö: yhteistyötä ja kumppanuutta. Porvoo Helsinki: WSOY; Valtioneuvoston periaatepäätös Terveys 2015 –kansanterveysohjelmasta 2001. Sosiaali- ja terveystieteiden tutkimus 2001: 4; Kauhanen & Myllykangas 1998. Kansanterveystiede (luvut 9–12). Porvoo Helsinki Juva. WSOY; Sosiaali- ja terveystieteiden tutkimus 2006. STM julkaisuja 2006:4 (ss.3–22, 99–115, 216–222, 235–239,288–294); Aromaa, Huttunen, Koskinen&Teperi (toim.)Suomalaisten terveys (ss.153–177, 190–199, 222–228,242–257). Helsinki:Duodecim.

Learning Methods

Contact teaching, working in small groups, professional visits.

Assessment

Exam based on literature, active participation to working methods during the study course. Scale 1–5.

Social services providing social security, 18 op KF08ASP (study entity)

Objectives: The student identifies the procedure how the social welfare services are produced in the Finnish society. She/he understands both the tradition and the challenges of the future, e.g. social welfare models and financing in global environment. The student identifies the roles of social insurance, social welfare and social services in the frame of social security. As far as social welfare is concerned, she/he is able to identify the operation models of public, private and third sector and she/he is acquainted with the most important contents of social legislation. The student is capable to evaluate, how the social security responds to the needs of clients in the practical field, which she/he has chosen.

Finnish society and economy, 3 op KF08ASP0110 (study unit)

Lecturers

Katriina Honkala, M.Sc. (Economics and Business Administration)

Objectives

At the end of the course, the student recognises the development of the Finnish society and social policy. She/he is able to identify the structures and mechanisms, which have produced social problems in different historical periods. She/he is able to consider and analyse the factors, which have affected to the development of society and social policy. Students will demonstrate learning in using the most important concepts of social policy and political economy. The student is able to understand the basic theories of political economy and by using them she/he is able to consider the grounds of economical decisions and development. The student has learned to identify dependences of political economy and understand their influence in social policy.

Content

Development of Finnish society and social policy; the sectors of social policy; social policy system; economic policy; the structure and system of political economy; public economy; current issues of social policy and economic policy in different information sources

Literature / Study Material

Karisto & Takala & Haapola 1998. Matkalla nykyaikaan. Elintason, elämäntavan ja sosiaalipolitiikan muutos Suomessa. Porvoo Helsinki Juva: WSOY; Raunio 1995. Sosiaalipolitiikan lähtökohdat. Helsinki: Gaudeamus; Pekkarinen & Sutela 2000. Mikrosta makroon. Helsinki: WSOY; Talouden kieli –videosarja (partly); current issues of social policy and economics.

Learning Methods

Contact teaching, working in small groups; videos. Independent study by choice.

Assessment

Essay writing based on current news, group output. Scale 1–5.

Public, private and community-based social welfare services, 4 op KF08ASP0410 (study unit)

Lecturers

Arja Haapaharju, B.Soc.Sc. (study groups As12 and 14b), Mirva Siltakorpi, M.Soc.Sc.(study group 14c) and Sinikka Volanto, M.Pol.Sc. (study group 14a)

Objectives

At the end of the course, the student identifies the roles of social insurance, social welfare and social services in the frame of social security. She/he is able to distinguish public, private, and third sector services as a whole and related to each other. She/he has knowledge about their contents, their broadness, their principles and operation models. The student is aware of the importance of different service producers as a part of the functional service system.

Content

Identifying social security system as a whole; social welfare and social services; principles, which are applied in social welfare; public services; private services; third sector as producing services.

Literature / Study Material

Lehto&Kananoja&Kokko&Taipale 2001. Sosiaali- ja terveydenhuolto. Helsinki:WSOY; Sosiaali- ja terveydenhuollon lakisääteiset palvelut. STM esitteitä 2005:7; Niemelä&Dufva (toim.) 2003. Hyvinvoinnin arjen asiantuntijat. Sosiaali- ja terveysjärjestöt uudella vuosituhannella. Juva:PS -kustannus; Sosiaalipalvelut kunta- ja palvelurakennemuutoksessa. Kuntaliitto. Verkkojulkaisu 2006. Additional material introduced by teacher.

Learning Methods

Lectures, working in small groups, visits.

Assessment

Exam, group work, independent study and study visits are included in assessment. Scale 1–5.

Legislation and social welfare, 3 op KF08ASP0310 (study unit)

Lecturers

Arja Haapaharju, B.Soc.Sc. (study groups 14a and 14b) and Marja-Liisa Saariaho, M.Soc.Sc. (study groups 14c and as13).

Objectives

Successful completion of the study course will enable the student to illustrate the main principles and the most essential points of legislation realized in the social welfare field of Finland. The student is acquainted with legislation processes, search of legislative information and how to apply the main laws in practise.

Content

Search and use of legislative information; legal principles; professional secrecy; the most important social welfare laws.

Literature / Study Material

Narikka (toim.) 2006. Sosiaali- ja terveyspalvelujen lainsäädäntö käytännössä(partly). Helsinki: Tietosanoma Oy; Tuori 2004; . Sosiaalioikeus (partly). Helsinki:WSOY lakitieto; Sorvari 2001. Asiakastiedon suoja sosiaalihuollossa. Helsinki: Tammi; Pahlman (toim.). 2005. Asiakirjajulkisuus ja tietosuoja sosiaali- ja terveydenhuollossa. Helsinki: Edita; Pajukoski. 2004. Sähköinen asiointi sosiaali- ja terveydenhuollossa. Lainsäädännön rajat ja mahdollisuudet. STAKES raportteja 283. Saarijärvi: Gummerus. Additional material announced by the teacher.

Learning Methods

Lectures, individual study, studying in small groups, professional visit. The study course is also carried out in web-based format. Web-based study includes contact teaching and exercises in web-based learning environment.

Assessment

Active participation on contact teaching, exam. In web-based study course the assignments are carried out in web-environment.

Practical field period: Social services providing social security, 8 op KF08ESP0810 (study unit)

Lecturers

Supervising teachers of the practical field period

Objectives

Having successfully completed the practical field period, the student has overview about matters, which influence people's every day life, in what kind of circumstances the people live and what are their needs for support and help. She/he is able to identify, what kind of support systems and professional principles are available to meet the needs and how public, private and community-based services response to these needs. The student has capacities to observe, how the services are integrated, are they sufficiently combined with the needs and are they carried out ethically.

Content

Student gets familiar with the practical field organisation (operative idea, structures and settings for operation, legislation, personnel); she/he gets familiar with clients and how they use services and how they become clients; she/he gets familiar with every day life, social networks and participation of clients and service users; she/he gets acquainted with the social services and social welfare operations, which are available for the clients in their home community.

Literature / Study Material

Study material in Finnish is located on the website <http://intra.seamk.fi/sosiaaliala> under the link "Opiskelijaille"

Learning Methods

Orientation lectures, completing the practical field period, learning assignments, feed back discussions.

Assessment

Assessment is carried out following the objectives, which the student has set for her/his practical period and which the curriculum suggests. Passed/failed –scale.

Social welfare and social participation, 12 op KF08BHO (study entity)

- Objectives: On the social welfare sector the student has chosen, she/he learns to realize elements, which affect on people's social welfare and social participation, how these elements manifest in people's lives and what kind of risks they are related to. Based on social welfare sector studies, the student is capable to get professional idea of people's social circumstances and her/his needs for support. She/he identifies the meaning of social services and allowances in supporting the client. The student constructs an outlook about relationship between individual and society in the frame of social science theories.
- The studies take place on one of the social welfare sectors, which are illustrated later. The following study courses are connected: KF08BST0600 professional essay, KF08AAK0311 analysis of contemporary practices on social welfare work, KF08EPS1010 Psychosocial and interactive methods of social work: the practical field period and other optional study courses. The good knowing of the client group is very important basis for further methodological studies. Students choose welfare sector studies in the beginning of second study year. The student chooses two sectors and gets possibility to start studies in one of them.

Childhood and youth as a phase of life, 9 op KF08BHO0510 (study unit)

Lecturers

Kerttu Veikkola. M.Soc.Sc. and Arja Haapaharju, Bachelor of Social Work

Objectives

The student is acquainted with children's and young people's growth, development, socialization and social welfare. She/he has constructed herself/himself picture of the processes, which support favourable development and continuity in every day life of children, young people and families. She/he can analyse the matters, which cause problems and need of support. The student recognizes questions concerning life styles and youth culture and she/he is familiar with needs of support among young people. The student knows social service system, social welfare and social allowances from the perspective of children, young people and families.

Content

Theories about childhood; child's growth and development; family and foster care as growing environment; child –based and child –centered education; learning disabilities and school attendance; child welfare, marginalisation risks; young people's life styles and youth culture; social services and social allowances concerning families with small children; social services and social allowances concerning young people

Literature / Study Material

Järventie & Sauli (toim.) 2001. Eriarvoinen lapsuus. Porvoo Helsinki: WSOY; Karila, Kinos & Virtanen (toim.) 2001. Varhaiskasvatuksen teoriasuuntauksia. Jyväskylä: PS-kustannus; Pösö 2004. Vakavat silmät ja muita kokemuksia koulukodista. Stakes. Tutkimuksia 133; Puonti, Saarnio & Hujala (toim.). 2004. Lastensuojelu tänään. Helsinki: Tammi (soveltuvin osin). Varhaiskasvatuksen valtakunnallinen verkkopalvelu: www.alli.fi; Viittala. 2006. Lasten yhteinen varhaiskasvatus: erityisestä moninaisuuteen. Tampere: Tampere University Press; Hilkamo (toim.) 2006. Toimeentuloturva 2006. Lakisääteinen sosiaaliturva ja vapaaehtoiset vakuutukset. Helsinki:Edita. Additional material introduced by the teacher.

Learning Methods

Workshop: activating lectures, professional visits, study visits, co-operative learning, working in small groups, independent study based on literature, activity implemented by the group, discussions, personal learning diary. Learning assignment is done in advance.

Assessment

Assessment consists of following parts: learning assignment (before the study course), active participation in workshop, activity implemented by the group, independent assignments, learning diary, applied exam about social welfare. Scale 1–5.

Work, living and basic security, 9 op KF08BHO0610 (study unit)

Lecturers

Katriina Honkala, M.Sc.(Economics) and Mirva Siltakorpi, M.Soc.Sc.

Objectives

Upon completion of the course, students shall be competent in analyzing and defining the factors which, on the one hand, support well-being and social security among adult people, but on the other hand may cause problems. Students shall know how to set goals for their professional activities, especially those associated with adults and their needs.

Content

Students analyze individuals' relationship to society by using following concepts from the perspective of social welfare and social participation: basic social security, employment and unemployment, debt and poverty, health and sickness. Knowledge arising from people's experience is utilized in the course, and the more important social welfare allowances, as well as living and basic securities are explored.

Literature / Study Material

Ahlqvist & Ahola (toim.) 1996. Elämän riskit ja valinnat –hyvinvointia lama–Suomessa. Helsinki: Edita; Heikkilä & Karjalainen (toim.) 2000. Köyhyys ja hyvinvointivaltion murros. Helsinki: Gaudeamus; Jokinen. 2005. Aikuisten arki. Helsinki: Gaudeamus; Karisto (toim.) 2005. Suuret ikäluokat. Tampere: Vastapaino; Niemelä & Lahikainen (toim.) 2000. Inhimillinen turvallisuus. Tampere: Vastapaino; Raunio 2000. Sosiaalityö murroksessa. Helsinki: Gaudeamus; Salmi & Lammi–Taskula (toim.) 2004. Puhelin, mummo vai joustava työaika? Työn ja perheen yhdistämisen arkea. Helsinki: Stakes; Bardy, Barkman & Janhunen (toim.) 2000. Elämäni tarina. Lukemisto lapsuuden kokemuksista lastenkodissa ja perhehoidossa. Helsinki: Sosiaali- ja terveysalan tutkimus- ja kehittämiskeskus; Komppa. 2001. Minä olen. Jyväskylä: Atena; Korhonen. 2003. Kahden ja yhden yön tarinoita. Turku: Sammakko; Rantala. 2005. Optimisti: äänetön monologi. Helsinki: Like; Sahlberg. 2001. Eksyneet. Helsinki: WSOY; Salonen. 2006. Enkelit eivät itke. FinnEpos; Hilkamo (toim.) 2006. Toimeentuloturva 2006. Lakisääteinen sosiaaliturva ja vapaaehtoiset vakuutukset. Helsinki: Edita.

Learning Methods

Workshop: lectures, discussions, assignments during lessons, visits by experts. Learning assignment completed in advance.

Assessment

The assessment consists of the following parts: learning assignment (before the course), participation in workshop, the output of the workshop, independent assignment, participating the learning circle.

Ageing in life course, 9 op KF08BHO0710 (study unit)

Lecturers

Riitta Ranta, M. Sc. (Health Care)

Objectives

After successfully completed the course, the student should be able to formulate her/his personal outlook about ageing as individual, community-based and society-bound phenomenon, and give her/his reasons to it. She/he has good knowing of ageing in society: how the ageing is experienced, what are the every-day abilities of old people and how their social participation and living conditions are carried out.

Content

Students study the concepts of ageing, outlook of old age, living conditions, way of living, environment without obstacles. They analyse how the old people function in their every day life, how they house, what are their hobbies, how the social support is carried out. Students learn to know the most important diseases and their consequences, e.g. dementia and memory disorders and different adaptation and compensation techniques. They learn to process the feelings connected to last phases of life course and death. The most important social welfare allowances are studied.

Literature / Study Material

Heikkinen & Marin (toim.) 2002. Vanhuuden voimavarat. Helsinki: Tammi; Saarenheimo 2003. Vanhuus ja mielenterveys: arkielämän näkökulma. Helsinki: WSOY; Voutilainen & Vaarama & Backman & Paasivaara & Eloniemi–Sulkava & Finne–Soveri (toim.) 2002. Ikäihmisen hyvä hoito ja palvelu: opas laatuun. Helsinki: Sosiaali- ja terveysalan tutkimus- ja kehittämiskeskus; Huovinen (toim.) 2004. Muistihäiriöt. Helsinki: Duodecim:Suomen Apteekkariliitto; Hilkamo (toim.) 2006. Toimeentuloturva 2006. Lakisääteinen sosiaaliturva ja vapaaehtoiset vakuutukset. Helsinki: Edita. Mahdollinen muu materiaali

Learning Methods

Workshop: lectures, professional visits, learning circle, learning diary, independent study and learning in small groups, study visits, exam. Learning assignment is done in advance.

Assessment

The assessment consists of following parts: learning assignment (before the study course), knowing of literature, exam, learning diary and active participation in work shop, exam of the social welfare allowances.

Disability and handicap in the life course, 9 op KF08BHO0810 (study unit)

Lecturers

Kristiina Järvi, M.Soc.Sc. and Marja–Liisa Saariaho, M.Soc.Sc.

Objectives

Having successfully completed the course, the student should demonstrate acquaintance on disability from following perspectives: mentally handicapped, sensory handicapped, physically handicapped and communication disorders. The student is able to analyse and define the processes, which enhance welfare and abilities to participate. On the other hand, the processes which cause problems and create marginalization are familiar to her/him. After completing the study course, the student should have facilities to face and understand handicap, disability and differences between people, and to respect the equality of handicapped. The student has good knowing about the most important social welfare allowances and principles and how they are carried out and applied. She/he has learned to set target for professional activities especially connected to social work with disabled and handicapped people.

Content

Students study the concepts of mentally, sensory and physically handicap, communication disorders. They analyse what kind of influences handicap and disability have in life course. The issues of socialization, divergence and social participation are analysed. Rehabilitation, special education, social welfare allowances.

Literature / Study Material

Malm, Matero, Repo&Talvela. 2004. Esteistä mahdollisuuksiin: vammaistyön perusteet. Helsinki: WSOY. Toinen seuraavista: Lehtinen 1993. Aikuiskasvatuksen suunnitelma NOVA. Jyväskylä: Kasvatustieteiden tutkimuslaitos tai Määttä 1999. Perhe asiantuntijana. Jyväskylä: Atena. Yksi seuraavista: Alatalo 1999. Olen ja saan sanoa. Porvoo Helsinki Juva: WSOY tai Leijonaemojen tarinat. 2005. Helsinki: WSOY tai Kuusisto 1998, Sokeiden planeetta. Helsinki: Otava tai Mattus 2000. Luopuminen. Jyväskylä: PS –kustannus. Yksi seuraavista: Kerola 2000. Autismikuntoutus. Jyväskylä: PS –kustannus tai Gillberg 2001, Nörtti, nero vai normaali. Aspergerin oireyhtymä lapsilla, nuorilla ja aikuisilla. Jyväskylä: Atena: PS–viestintä tai Ikonen (toim.) 1999, Autismi, teoriasta käytäntöön. Jyväskylä: Atena. Hilkamo (toim.) 2006. Toimeentuloturva. Lakisääteinen sosiaaliturva ja vapaaehtoiset vakuutukset. Helsinki: Edita; Muu kirjallisuus: Ladonlahti & Naukkarinen & Vehmas (toim.) 1998. Poikkeava vai erityinen? Erityispedagogiikan monet ulottuvuudet. Jyväskylä: Atena; Lepistö&Peltonen. 2006. Silmänräpäys. Helsinki: Otava; Luoma. 2005. Älä itke kumijalka. Untamala; Sariola Jukka 2002. Hyväosainen. Helsinki Ryttylä: Uusi tie; Other materials delivered during the workshop.

Learning Methods

Workshop: working in small groups, independent assignments, learning circle, professional visits, lectures, activity implemented by the group, study visits, learning diary. Learning assignment is done in advance.

Assessment

Learning assignment (before the study course), independent assignment, active participation in workshop, learning diary. Scale 1–5.

Substance abuse and criminal behaviour, 9 op KF08BHO0910 (study unit)

Lecturers

Arja Hemminki, Lic.Soc.Sc.

Objectives

On completing the course, the student should be acquainted with social welfare and social participation from the perspective of substance abuse and criminal behaviour. She/he is capable to analyse the reasons, which cause substance

abuse and the consequences which it has on individual behaviour, in the community and in the society. She/he is able to set target for professional activities especially connected to social work with substance abusers and in criminal probation. She/he is familiar with critical and analytical observation and search of information and she/he has facilities to reflect her/his personal opinions concerning substance abuse, drug problems and criminal behaviour. The student has good knowing of the most important social welfare allowances and how they are carried out and applied. She/he knows some principles of criminal care.

Content

Students analyse individuals relationship to society by using the following concepts: deviation, marginalization, sub-culture; legality, illegality, criminal behaviour; drugs; the reasons for substance abuse and criminal behaviour and the consequences from the perspective of individual person, community and society; probation, care and rehabilitation; social welfare allowances.

Literature / Study Material

Laitinen & Kaukonen. 2005. Rikollisuus ja kriminologia; Andersson (toim.) 2001. Apua ja hoitoa päihteitä käyttäville vauvaperheille. Helsinki: Ensi- ja turvakotien liitto tai Huoponen, Peltonen, Mustalampi & Koskinen–Ollonqvist. 2001. Päihteiden käytön ehkäisy. Opas koulujen ja sidosryhmien yhteistyöhön. Helsinki: opetushallitus: Stakes: Terveystieteiden tutkimuskeskus tai Leskinen. 1999. Koukussa lapseen: irti koukusta: riippuvuus perheen näkökulmasta. Helsinki: Kirjayhtymä tai Piisi (toim.) 2001. Huumetyö. Helsinki: Tammi tai Salasuo. 2004. Huumeet ajankuvana: huumeiden viihdekäytön ilmeneminen Suomessa. Helsinki: Stakes tai Salminen & Toivonen (toim.) 2002. Vankeinhoidon perusteet. Vankeinhoidon koulutuskeskus 4/2002; Hilkaamo (toim.) 2006. Toimeentuloturva. Lakisääteinen sosiaaliturva ja vapaaehtoiset vakuutukset. Helsinki: Edita.

Learning Methods

Workshop: problem –based learning, co-operative learning, guided learning, independent study, working in small groups, discussions, professional visits. Learning assignment is done in advance.

Assessment

The credit mark of the study course consists of following parts: assignment based on literature, independent search of information, group work, discussions and summaries produced in groups. Learning assignment (before the study course). Scale 1–5.

Childhood and youth from the perspective of substance abuse, 9 cr KF08BHO1200 (study unit)

Lecturers

Helena Järvi, M.Soc.Sc. and Jari-Matti Lintala, M.Soc.Services

Objectives

The students are familiarized with children's and young people's growth, development, socialization and social welfare, especially from the perspective of substance abuse. They have learned, from the perspective of substance abuse, to analyze and to define the processes in the society which support or disturb favourable development: for instance life style, youth culture, economical and political changes, drugs and alcohol policy. Students have become acquainted with recognizing needs of support arising from substance abuse of children and young people or their parents and the services available for them. Students have learned how to set goals for the professional activities.

Content

Basic concepts: dependancy, substances, use and misuse of substances; statistics, historical and cultural patterns of substance use; alternative policies concerning substances; children in substance abusive family; factors influencing substance abusive behaviour; ways to become free of substance abuse; different treatment ideologies

Literature / Study Material

Caan & de Bellerroche 2002. Drink, drugs and dependence. London: Routledge. (partly); Beckett 2003. Child Protection: an introduction. London: Sage. (partly); Material given by teacher

Learning Methods

Study visits, individual assignments, lectures, working in small groups, individual search of information

Assessment

Accomplishing the individual and group tasks and active participation in the workshop. Scale 1–5

Languages of Instruction

English

Contemporary society in theoretical frameworks, 3 op KF08BHO1010 (study unit)

Lecturers

Katariina Perttula, M.Soc.Sc.

Objectives

Having successfully completed this course, the student recognises current sociological concepts, which are related to construction of relationship between individual, community and society. She/he has learned to analyse cultural and social phenomena, so that connections between change in society and life politics become understood. Capability to use current sociological theory in social work is regarded as an important professional skill.

Content

Main concepts and themes are: individualization, life politics, community–ties and confidence in contemporary society.

Literature / Study Material

Hoikkala & Roos (toim.) 1998. Elämänpolitiikka. Helsinki: Gaudeamus; Ilmonen (toim.) 2002. Sosiaalinen pääoma ja luottamus. Jyväskylä: Jyväskylän Yliopisto: Kampuskirja; Ruuskanen (toim.) 2002. Sosiaalinen pääoma ja hyvinvointi.

Learning Methods

Orientation lectures, working in small groups, independent study and exam

Assessment

Active participation on study forms of the study course, exam. Scale 1–5.

Psychosocial and interactive social work methods, 30 op KF08BPS0 (study entity)

Objectives: Having successfully completed this study module, students shall possess basic knowledge of social work, its functions in society and different social work orientations. They shall be competent in placing psychosocial work in the frame of different work orientations in social work. In situations concerning the client, students shall have facilities to act in a goal-oriented way, to use interactive methods and to evaluate the work process. They shall recognize that client-based and citizen-based orientation are the starting point for working methods. Students shall also possess facilities to develop their profession and make it visible. They shall also be able to put the theory they have learned into practice in the area of social welfare they have chosen. Students must choose two of the following courses to be included in their professional studies: KF08BPS0910 Social Rehabilitation, KF08BPS0810 Basic Social Security and Social Work, KF08BPS0710 Social Work with Elderly People, or KF08BPS0610 Elementary Pedagogics.

Basics of social work, 3 op KF08BPS0110 (study unit)

Lecturers

Kristiina Järvi, M.Soc.Sc. and Marja-Liisa Saariaho, M.Soc.Sc.

Objectives

Upon completion of the course, students shall be competent in constructing a multidisciplinary knowledge base within social work. Students shall be familiar with the more important theories of social work, developmental stages and job orientations. They shall also be acquainted with citizen-based and community-based work orientation.

Content

The course discusses social work theories and developmental phases, and citizen-based and community-based work orientation.

Literature / Study Material

Raunio 2004. Olennainen sosiaalityössä. Tampere: Gaudeamus Kirja Oy

Learning Methods

Lectures, learning circle, analysis of one's personal knowledge base, exam

Assessment

Active participation in all parts of the course, exam. Evaluation is based on a scale of 1 to 5.

Psychosocial work, 3 op KF08BPS0210 (study unit)

Lecturers

Arja Hemminki, Lic.Soc.Sc. and Mirva Siltakorpi, M.Soc.Sc.

Objectives

At the end of the course the student will be acquainted with the concept of psychosocial work and how it is applied in interactive and goal-oriented work e.g. in children's homes, activity centres, residential homes and basic social security

agencies. She/he is familiar with use of psychosocial work orientation and with applying it in different client work situations. The student is able to plan, carry out and evaluate the goal-oriented client work process. The student has deepened her/his understanding about psychosocial work related to social work theories and client work methods.

Content

Central concepts, work methods and theories; psychosocial work; the goal-oriented social work process: planning, implementation and evaluation

Literature / Study Material

Material is announced in the beginning of the study course.

Learning Methods

Lectures, working in small groups, dramas, professional visits, exam

Assessment

Assessment is announced in the beginning of the study course. Scale 1–5.

Family work, 4 op KF08BPS0410 (study unit)

Lecturers

Eeva-Kaija Martin, M.A. (Education)

Objectives

Students will demonstrate learning of decision-based and family-centered orientation and their principles, processes and work methods. After successfully completed the study course, the student will be able to apply decision-based orientation in negotiations with clients. She/he knows family work concepts and practices particularly in child welfare. She/he has capacities to act as professional support person and apply the role-map of parenthood and the role-map of young person as a tool in client-work.

Content

Orientation base of decision-centered work method; the role of professional in decision-centered work; co-operative relationship with client; setting objectives for work; change-oriented negotiation; the concepts of family, family work, and family worker; working as professional support person; methods of family work, e.g. family tree, role-map of parenthood, role-map of young person

Learning Methods

Lectures, working in small groups, professional visits, study visits

Case management, 4 op KF08BPS0510 (study unit)

Lecturers

Kristiina Järvi, M.Soc.Sc.

Objectives

Upon completion of the course, students shall have adopted profound knowledge of case management and the principles abided by in the process. They shall possess the capacity to evaluate a client's need for services and to plan how the services could be integrated and monitored with regard to local opportunities. Students shall be competent in identifying the role and course of action to be applied at different stages in the case management process. They shall also possess facilities in promoting the implementation of planned services in cooperative networks. Students shall also acquire profound knowledge of the principles of networking and its practices.

Content

The course outlines

- the concepts and traditions of case management,
- client-based evaluation of the client's needs,
- the integration of services and crossing sector borders,
- the continuity of services,
- the identification of a client's social networks,
- the courses of action in networking and use, and
- the techniques involved in networking.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, working in small groups, independent assignments, field trips

Assessment

Evaluation is based on a scale of 1 to 5 and comprises an exam based on literature and materials distributed during lectures (2/3), and an independent assignment (1/3).

Elementary education in day care, 3 op KF08BPS0610 (study unit)

Lecturers

Tiina Jutila, Nursery School Teacher

Objectives

The student has facilities to promote a child's growth, development and learning in different elementary education services. The student is acquainted with the methods and practices applied in practical elementary education. The student is able to identify social work perspective in multiprofessional teams.

Content

Interactive and goal-oriented working process in elementary education; documents, which guide the lines of elementary education; supporting families' educational work; day care as environment of elementary education; multiprofessional co-operation in day-care

Literature / Study Material

Kupila (toim.) 2004. Arvioidaan yhdessä. Näkökulmia arviointiin varhaiskasvatuksessa. Helsinki: Tammi; Varhaiskasvatussuunnitelman perusteet. 2005. Helsinki: Stakes. Additional material introduced by the teacher.

Learning Methods

Lectures, exercises, working in small groups, self-evaluation

Assessment

Scale 1–5. Exam and active participation in all the study forms.

Prerequisites

Work shop studies: 'Childhood and youth as a phase of life' or performing the literature of previously mentioned sector as free choice studies is recommended.

Social work with elderly people, 3 op KF08BPS0710 (study unit)

Lecturers

Riitta Ranta, M.Sc.(Health Care)

Objectives

The student is acquainted with the social and cultural framework and theories concerning promotion of well-being, capacities and social participation of elderly peoples. She/he is especially acquainted with some methods of working with elderly people and senior citizens. The student is motivated to apply elderly care social work methods.

Content

Sociocultural framework of social work with elderly people and senior citizens; work-process, which is based on clients needs and capacities; preventive and rehabilitative orientation; gerontologic social work and social service work; memory activating methods and other expressive methods; validation –method in demency; communication disorders, especially problems with sense of hearing.

Literature / Study Material

Marin & Hakonen 2003. Seniori- ja vanhustyö arjen kulttuurissa. Jyväskylä: PS-kustannus; Lumijärvi (toim.) 2006. Tunteva yksilö yhteisössä. Terapeuttisen yhteisöhoidon periaatteet ja validaatiomenetelmä sopimusvuorisäätiön dementiakodissa.

Learning Methods

Lectures, professional visits, working in small groups, presenting the group works

Assessment

Exam based on lectures and literature (2/3), group work and presenting it (1/3) and active participation on all the study forms. Scale 1–5.

Prerequisites

Work shop studies: 'Ageing in life course' or performing the literature of previously mentioned sector as free choice

studies is recommended.

Social work in social welfare agencies, 3 op KF08BPS0810 (study unit)

Lecturers

Arja Haapaharju, B.Soc.Sc.

Objectives

Upon completion of the course, students shall be acquainted with the social work carried out in social welfare offices, the national pensions institute and employment service agencies. They shall also be acquainted with the most essential features of working in social security agencies, e.g. legislation, norms and standards. They shall be capable of specifying and applying the most important services and allowances and basing their decisions on regulations. Students shall understand the character of the work in social security services from the point of view of the professional.

Content

The course comprises the following topics:

- Essential features of good service
- Motivating discussions in working with clients
- Meeting an aggressive client
- Benefits and services associated with various sectors using examples

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, working in small groups, field trips, visits by professionals, independent assignment

Assessment

Active participation in all parts of the course. Evaluation is based on a scale of 1 to 5.

Social rehabilitation, 3 op KF08BPS0910 (study unit)

Lecturers

Marja-Liisa Saariaho, M.Soc.Sc.

Objectives

On completing the course, the student will be able to place social rehabilitation on the field of rehabilitation and she/he will be able to know its meaning and objectives. The student identifies the idea of social rehabilitation process. The student recognizes the most important applications of social rehabilitation in different practical fields. She/he is able to apply principles and rehabilitative orientation as a working method.

Content

Social rehabilitation as rehabilitative work; rehabilitation process; client-based rehabilitation process; the connection between rehabilitation and individual, community-based and society-bound processes; social enterprises.

Literature / Study Material

Järviskoski&Härkäpää 2004. Kuntoutuksen perusteet. Helsinki:WSOY.

Learning Methods

Lectures, demonstrations; study visits, activities implemented by the group, exam. Scale 1–5.

Assessment

Active participation in all the study forms of the course. Scale 1–5.

Practical field period: Psychosocial and interactive social work methods, 10 op KF08EPS1010 (study unit)

Lecturers

Lecturers from the social sector

Objectives

Having successfully completed the course, students shall be trained in psychosocial and interactive social work skills, especially from the perspective of the practical field, which they have chosen. Students shall possess profound understanding of the meaning of goal-oriented and client-based social work. They shall have the facilities to evaluate the effects of methods of work from the clients' perspective. Students shall also be capable of supporting and guiding

clients in an interactive and goal-oriented relationship, and promoting their growth and development. Students shall be able to identify personal, community-based and society-bound processes associated with the clients' situation.

Content

The course comprises the following:

- Professional, interactive relationships
- Definition of clients' social situation and their needs for support
- Planning, implementation and evaluation of client-based social-service processes

Students shall do their practical training in the area of the social sector, which is relevant to their studies.

Literature / Study Material

The study material in Finnish is located at <http://intra.seamk.fi/sosiaaliala> under the link "Opiskelijoille"

Learning Methods

Lectures, working in the social sector; assignments, feed-back discussions. The course, 'Analysis of Contemporary Social Work Practices' is combined with an independent assignment pertaining to the practical training.

Assessment

Pass/Fail. Assessment is based on the student's personal objectives and he objectives expressed in the curriculum.

Prerequisites

Participation in the work shops pertaining to the area of the social sector, which the student has chosen.

Community work and creative methods, 26 op KF08BYL (study entity)

Objectives: The student has facilities to strengthen the peoples' welfare, coping strategies and participation by using the methods of group work, community work and creative methods. The student is capable to choose work methods considering the needs and capacities of group members and she/he has skills to guide groups and communities in goal-oriented way. She/he has got skills connected to activating and creative methods. The student will demonstrate capacity to formulate the community-based and creative activity into project. She/he will also demonstrate capacity to make individual decisions and to organize, implement and evaluate the activity as a whole. The student has facilities to develop and make clear the community-based and creative skills in her/his professional work. The student has possibility to apply the study courses and direct her/his practical field period to the social field sector, which she/he has chosen.

Creative activities 1, 4 op KF08BYL0800 (study unit)

Lecturers

Tiina Kohtamäki, M.A.(Education) and Riita Laru, Lic.Phil.

Objectives

On completing the course, the student should have good knowing of the basics of craft skills and theatre expression skills as creative methods in social work. She/he comprehends, how the creative process proceeds and what is the character of methods in creative process. She/he has adopted goal-oriented way to work. The student recognizes her/his personal creative strengths and she/he is motivated to develop them. The student identifies the meaning of creativity as strengthener of self-image and self-confidence. In her/his professional work, the student should be able to apply the methods, which she/he has studied.

Content

Different forms of theatre expression skills: verbal and non-verbal expression; the interactive methods; exercises of making contact, motion, senses and emotions; stage fright; skills to work in group and team; exercises of improvisation and expression. Handicraft techniques, materials and tools; craft skills techniques, e.g. using of paper, thread and textile, wood and clay, felting; motivating and activating skills.

Literature / Study Material

The study material is announced in the beginning of the study course.

Learning Methods

Exercises, demonstrations and making of small outputs. Activating learning methods, learning by experience. Theatre visit.

Assessment

Passed performing of the study course consists of exercises and assignments (80%) and learning diary (20%). Passed/failed –scale.

Creative activities 2, 4 op KF08BYL0900 (study unit)

Lecturers

Arto Juurakko, M.A., Tiina Kohtamäki, M.A.(Education) and Riitta Laru, Lic.Phil.

Objectives

On completing the course, the student should have good knowing of the basics of illustrative expression and music. She /he has widely deepened her/his knowledge over creative skills. At the end of the course, the student should recognize the ways, how to make use of creative methods in social work and she/he should be able to apply different methods in goal-oriented way. The student identifies, how the creative process proceeds both from the perspective of the professional worker and from the perspective of the client. The student has recognized her/his personal creative strengths and she /he is motivated to develop them. The student identifies the importance of creativity as strengthener of self-image and self-confidence.

Content

Illustrative expression: The student gets to know, how her/his own ideas can be implemented by using illustrative expression methods, e.g. drawing, painting, graphics, serigraphy, mixed techniques, paper pulp techniques. Theatre-expression: The learning of theatre-based methods will be continued and possibilities to apply them in professional social work are identified. Drama, which is based on process is used as strengthener of learning and participation. Music: possibilities to use music as method of creative social work.

Literature / Study Material

The study material will be announced in the beginning of the study course.

Learning Methods

Exercises, discussions, learning diary, theatre visit, exam.

Assessment

The credit mark of the study course will consist of assessments on different creative study sections. Active participation on all study forms. Scale 1–5.

Prerequisites

Creative methods 1.

Project work, 3 op KF08BYL0510 (study unit)

Lecturers

Jari-Matti Lintala, M.Soc.Services

Objectives

On completing the course, the student should be able to identify the characteristic features and role of project activities in the innovation and development activities in social welfare field. She/he has adopted the principles of project organization and the importance of planning. The student has interiorized the process of project work: planning, networking, setting goals, implementation and evaluation. The student has facilities to apply project work as method of social work and she/he identifies the facilities, which the professional is presumed to possess.

Content

Concepts of project and project organization; special characteristics of social welfare sector projects; financial resources; planning, stages and process of project, evaluation.

Literature / Study Material

Anttila 2001. Se on projekti –vai onko? Kulttuurialan tuotanto- ja palveluprojektien hallinta. Akatiimi. Other materials delivered by the teacher.

Learning Methods

Contact learning and web-based learning (50%). Making of project plan.

Assessment

Active participation on all the study forms of the study course. Scale 1–5.

Social work with groups, 3 op KF08BYL0610 (study unit)

Lecturers

Lea Knuuttila, M.Phil. (study groups 12b, 12c, 14a) and Kerttu Veikkola, M.Soc.Sc. (study group As11)

Objectives

Students will demonstrate learning of group work as a method of social work, basic skills of directing a small group and group dynamics. The student is able to recognize the importance of group process from the perspective of group direction. The student has facilities to apply group work skills with different groups in professional work: peer groups, therapeutic groups and activity groups. She/he has good knowing about how to promote people's coping skills and participation by using group work.

Content

Group work as a method of social work; group dynamics, developmental stages of a group, functions of a group; peer groups, therapeutic groups, activity groups; the role of director in a group; skills, how to direct a group.

Literature / Study Material

Pölönen & Sitolahti (toim.) 2003. Ryhmä hoitaa: teoriaa ja käytäntöä. Helsinki: Yliopistopaino; Jauhiainen & Eskola. 1994. Ryhmäilmiö. Porvoo Helsinki Juva: WSOY; Novitskij. 2003. Elämäntaitoja ryhmätyönä: kuntoutusmalli nuorille huumeidenkäyttäjille. Diakonia-ammattikorkeakoulun julkaisuja B, raportteja 17; Vuorinen 1998. Juttukeppi kiertämään: kokemuksia oma-aputoiminnasta vuosilta 1994–1997. Mielenterveyden keskusliitto

Learning Methods

Drama exercises, interactive exercises, lectures, discussions, group directing exercises.

Assessment

The assessment consists of exam (80%) ja group directing exercise (20%). Scale 1–5.

Community work, 3 op KF08BYL0710 (study unit)

Lecturers

Arja Haapaharju, B.Soc.Sc. (study group 12b) and Arja Hemminki, Lic.Soc.Sc. (study groups 12c, 14a and As11).

Objectives

After completing the study course, the student will be able to have good knowing of the basics of community work and community activation. She/he is able to distinguish connection between social pedagogics theory and community work and she/he has adopted sociocultural activation as working orientation in community work. The student has capacities to estimate community resources and the needs for community activation. She/he has skills to begin, implement and evaluate community work in her/his professional work.

Content

Community work as working method; basics of social pedagogics, sociocultural activation and community activation; practical applications of community work.

Literature / Study Material

Hämäläinen & Kurki. 1997. Sosiaalipedagogiikka. Porvoo Helsinki Juva: WSOY; Kurki, Leena. 2000. Sosiokulttuurinen innostaminen: muutoksen pedagogiikka. Tampere: Vastapaino

Learning Methods

Lectures, working in small groups; activities implemented by the group.

Assessment

The credit mark of the study course consists of activity implemented by the group and learning diary (group output 80% and learning diary 20%).

Practical field period: Community work and creative methods in social work, 9 op KF08EYL0810 (study unit)

Lecturers

Supervising teachers of the practical field period

Objectives

The student has gained experience in group directing skills and responsible implementation of a project. The student has knowing about how to plan, implement and evaluate a social service field project, where creative methods, group work methods and community work methods are used. The student has gained experience about how to activate a group or a community, how to organize a new activity and how to co-operate both inside organization and between organizations. The student has interiorized the importance of recognizing the needs and resources of the participating group as a starting point of the activity.

Content

Preparing the activity plan with co-operative quarters, implementing it in goal-oriented way and finally evaluating the process. The student applies community work, group work and creative methods e.g. in a client groups, social service

units, in districts of residence or in working communities. She/he organizes the activity in project form and make realistic plans, how it can be implemented in defined time.

Literature / Study Material

Study material in Finnish is located on the website <http://intra.seamk.fi/sosiaaliala> under the link "Opiskelijoille"

Learning Methods

Orientation lectures, implementing the practical period, learning assignments, feed back –meetings

Assessment

Passed/failed –scale. Assessment is based on the student's personal objectives and the objectives expressed in the curriculum.

Prerequisites

Performing of the study course: 'Project work'.

Organizing, managing and developing social services, 27 op KF08BOK (study entity)

Objectives: Students shall possess the capacities evaluate social welfare units as a part of the Finnish social welfare system and to understand how legislation, official guidelines and resources influence their functions. Students shall have facilities to organize and supervise social welfare services, recognize arising issues in personnel management, and evaluate quality development and social service processes. They shall be able to identify the importance of assessing and analyzing the needs of client groups in developmental work. Moreover, they shall be competent in presenting their expertise in cooperating networks. Students shall distinguish the frames of entrepreneurship in social services and address questions pertaining to the production of services and competition between service producers. Students shall be able to apply theory into practice in an internship in their chosen area of the social sector.

Organizing social services, 3 op KF08BOK0110 (study unit)

Lecturers

Study groups 12a ja As11: Anna–Kaarina Koivula, M.Soc.Sc., Marja–Liisa Saariaho, M.Soc.Sc. and Sinikka Volanto, M.Pol.Sc. Study groups 12b ja 12c: Arja Haapaharju, Bachelor of Social Work, Jari–Matti Lintala, M.Social Services and Sinikka Volanto, M.Pol.Sc.

Objectives

At the end of the course, the student will be expected to be able to figure service needs of the clients. She/he is acquainted with the frames of service production, especially financing of the services. The student has facilities to organize services regarding the rights and responsibilities of clients and personnel. The student has facilities to recognize, follow and implement international, national and local guidelines while organizing the services. The student is able to identify different client groups' needs for service and she/he has skills to support social participation.

Content

Being a client, social services; organizations, which produce social services; organizational goals, organizations action idea, personnel; evaluation of service needs, support of participation; financing the services; recommendations, guidelines, policy programs and legislation.

Literature / Study Material

The literature is announced in the beginning of the study course.

Learning Methods

Lectures, exercises, independent assignments and assignments done in small groups, individual and group discussions, web–based teaching, reflections based on literature, co–operative learning. The study period is constructed on alternation of theory and practice.

Assessment

The student sets goals for his/her learning and produces a portfolio, where independent essays and tasks are included. Active participation on all the study forms of the study course. Scale 1–5.

Development, quality management and evaluation skills, 5 op KF08BOK0210 (study unit)

Lecturers

Study groups 12a ja As11: Anna–Kaarina Koivula, M.Soc.Sc., Marja–Liisa Saariaho, M.Soc.Sc. and Sinikka Volanto, M.Pol.Sc. Study groups 12b ja 12c: Arja Haapaharju, Bachelor of Social Work, Jari–Matti Lintala, M.Social Services and Sinikka Volanto, M.Pol.Sc.

Objectives

Upon completion of the course, students shall possess the abilities to develop social welfare services and their quality and evaluate their efficiency. They shall be familiar with the bodies that supervise and coordinate the development of services, as well as the methods used in development processes. Students shall possess a profound understanding of the factors, which influence the quality of service. They shall be able to identify various perspectives affecting the evaluation of service processes. Students shall be competent in presenting their expertise to various multiprofessional networks. They shall also possess the facilities to organize collaboration for supporting clients and developing services.

Content

The course discusses

- methods used in development,
- the evaluation of service processes,
- the quality of services, examples of quality systems, quality evaluation,
- the role of networks in developing services,
- cooperation in developing services.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, excercises, individual assignments and assignments done in small groups, individual discussions and discussions in small groups, reflections based on literature, and cooperative learning. The course alternates between theory and practice.

Assessment

Students set goals for their learning and produces a portolio, which comprises their completed essays and assignments. Active participation is required in all parts of the course. Evaluation is based on a scale of 1 to 5.

Management and leadership, 4 op KF08BOK0310 (study unit)

Lecturers

Study groups 12a ja As11: Anna–Kaarina Koivula, M.Soc.Sc., Marja–Liisa Saariaho, M.Soc.Sc. and Sinikka Volanto, M.Pol.Sc. Study groups 12b ja 12c: Arja Haapaharju, Bachelor of Social Work , Jari–Matti Lintala, M.Social Services and Sinikka Volanto, M.Pol.Sc.

Objectives

Upon completion of the course, students shall have adopted extensive understanding of how social service organizations are supervised and how personnel administration is carried out. They shall possess the facilities to take charge of supervising and organizing tasks, to develop the work community and their personal work process in a goal–oriented manner. They shall also be able to identify the significance of occupational welfare and distinguish models for supervising work. Students are also aware of practices which promote cooperation.

Content

The course discusses supervision as a form of professional social–welfare work, personnel administration (coaching, mentoring, initiating new employees, the development of the work community (work supervision, developmental discussions, cooperation), the development of one's personal work process, and self–directing processes.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, excercises, independent assignments and assignments done in small groups, individual and group discussions, online teaching, reflections based on literature, cooperative learning. The course alternates between theory and practice.

Assessment

Students set goals for their learning and produce a portfolio, which comprises their written essays and assignments. Active participation is required in all parts of the course. Evaluation is based on a scale of 1 to 5.

Entrepreneurship in social services, 3 op KF08BOK0400 (study unit)

Lecturers

Lea Knuuttila, M. Phil.

Objectives

The student acquaints with the characteristic features of entrepreneurship in social and health care services, the attitudes

concerning entrepreneurship and the facts, which frame private social services. The student achieves abilities to draw up a business idea and business action plan. The student familiarizes with practices of entrepreneurship: setting up a firm, producing services, marketing the services and competition of service producers.

Content

Entrepreneurship in social welfare services; elements of success in business, quality and development; attitudes concerning entrepreneurship; business idea and business action plan; entrepreneurship skills, setting up a firm; licences, contract of purchases, processes of competition; producing services, marketing the services, interest groups, networks and co-operation.

Literature / Study Material

Tenhunen 2004. Yrittäminen sosiaali- ja terveystalalla. Järvenpää: Yrityssanoma; Sinkkonen&Rissanen 2004. Hoivayrittäjäys. PS-Kustannus; Yrityksen perustamisopas. Käytännön perustamistoimet, uusin painos. TE-keskus. Yritysosasto.

Learning Methods

Learning assignments, professional visits and study visits, web-based learning.

Assessment

Active participation on all the study forms of the study course. Scale 1–5.

Practical field period: Organizing, managing and developing social services, 12 op KF08EOK0410 (study unit)

Lecturers

Study groups 12a and As11: Anna-Kaarina Koivula, M.Soc.Sc., Marja-Liisa Saariaho, M.Soc.Sc. ja Sinikka Volanto, M.Pol.Sc. Study groups 12b and 12c: Arja Haapaharju, Bachelor of Social Work, Jari-Matti Lintala, M.Soc.Services and Sinikka Volanto, M.Pol.Sc.

Objectives

Upon completion of the course, students shall possess sufficient skills in managing and supervising social welfare services, e.g. client work, expert teams and projects. They will be capable of developing services, which are based on clients' needs. They shall recognize the official facts, which influence the practices, e.g. objectives, resources, directions, personnel, clients. They shall also be familiar with the quality system used in the field. Students shall possess the facilities to deal with situations associated with personnel administration, to cooperate in the organization and with collaborating networks. They shall be able to hold negotiations and meetings, and understand the importance of documentation. The course requires students to carry out a developmental assignment in which they learn responsibility for actions taken.

Content

The course introduces students to the structure and financing of social services organizations, official recommendations, guidelines and legislation. It teaches students to design documents, and familiarizes them with quality systems and contemporary development projects. Students are expected to complete an assignment pertaining to supervising, organizing and developing services. The course requires students to familiarize themselves with personnel administration, occupational welfare and cooperation with various groups, e.g. agency meetings, negotiations, updating their training.

Literature / Study Material

Study material for the course is located at: <http://intra.seamk.fi/sosiaaliala> under the link "Opiskelijoille". The material is in Finnish.

Learning Methods

Orientative lectures, active participation at the workplace and according to set objectives, personal portfolio, and feed-back discussions

Assessment

The course is evaluated on a pass/fail basis, according to the students' personal objectives and the objectives described in the curriculum.

Prerequisites

Courses pertaining to psychosocial and interactive social work methods and the social sector

Empowerment methods in social work, 12 op KF08BVS (study entity)

Objectives: After successfully completed this unit, the student should have good knowing about the principles of critical and radical social work and empowerment methods in social work. She/he should be aware of methods and practices, which are combined to the previously mentioned work orientation. The student recognizes features of multicultural

and she/he knows practises used in social work with ethnical groups and immigrants. She/he is capable to apply empowering and/or multicultural work orientation in her/his practical field period either in Finland or abroad. The student has possibility to apply the study courses and direct her/his practical field period to the social welfare sector, which she/he has chosen.

Social work and multicultural groups, 3 op KF08BVS0130 (study unit)

Lecturers

Helena Järvi, M.Soc.Sc.

Objectives

At the end of the course, the student should have good knowing about the basic concepts connected to interaction between different cultures and the main features of the Finnish immigration policy. She/he is aware of the most important legislation and social services concerning immigrants and she/he has basic information about Finland's ethnical minorities. The student identifies her/his own cultural identity, its background and its influences in professional social work. The student is interested to enhance her/his cultural sensitivity. The student comprehends social questions connected to globalisation and their connection to immigration.

Content

The concept of culture from the perspective of cultural interaction; acculturation; cultural sensitivity, multiculturalism, ethnicity, ethnical and cultural identity, stereotypes, racism; features of Finnish identity; ethnical minorities in Finland, immigration as global phenomenon; immigration policy in Finland, its objectives and implementation; social work and cultural differences.

Literature / Study Material

Huttunen (toim.) 1999. Sama taivas, eri maa: maahanmuuttajan tarina. Helsinki: Suomalaisen kirjallisuuden seura; Rätty 2002. Maahanmuuttaja asiakkaana. Tammi; other material announced by the teacher.

Learning Methods

Lectures, discussions in small group, literal and video materials, group work and its presentation, literal reflection of one's personal learning; participating international activities arranged in the study unit.

Assessment

The credit mark consists of group work, reflection of students' personal learning and active participation on contact teaching. Scale 1–5.

Critical and radical social work, 3 op KF08BVS0210 (study unit)

Lecturers

Anna-Kaarina Koivula, M.Soc.Sc., Jari-Matti Lintala, M.Soc.Services, Päivi Rinne, M.Soc.Sc.

Objectives

At the end of the course, the student comprehends the basic principles of critical and radical social work and she/he has facilities to use empowerment methods and to introduce client's perspectives in social work activities. The student is capable to recognize individual, community-based and society-bound factors, which cause marginalization or which prevent equality and justice between different people. The student has facilities to identify, question and prevent marginalizing practices, processes and structures.

Content

Critical and radical social work as social work orientation, principles and practices; social work functions connected to power, control and change and their influences; practices, processes and structures, which cause marginalization and being passed by, their identification, breaking up and changing

Literature / Study Material

One Finnish and one English book of following: Dahlgren ym. (toim.) 1996. Vähemmistöt ja niiden syrjintä Suomessa. Helsinki: Yliopistopaino; Juhila, Forsberg & Roivainen 2002. Marginaalit ja sosiaalisuus. Jyväskylä: SoPhi; Helne 2002. Syrjäytymisen yhteiskunta. Stakes tutkimuksia 123. Helsinki; Dalrymple & Burke 1997. Anti-Oppressive Practice. Social Care and the Law. Buckingham: Open University Press; Fook 2002. Social Work. Critical Theory and Practice. London, Sage; Gil 1998. Confronting Injustice and Oppression. Concepts and Strategies for Social Workers. New York. Columbia University Press

Learning Methods

Lectures, web-based teaching. The amount of lectures varies in different courses. The study course is connected to the practical field period: 'Empowering methods in Social Work'.

Assessment

The credit mark consists of approved performing of lectures, exercises, independent assignments and exam. Scale 1–5.

Practical field period: Empowering methods in social work, 6 op KF08EVS0310 (study unit)

Lecturers

Supervising teachers of the practical field period

Objectives

The student has capacities to apply empowerment methods, principles and practices in professional work. She/he has got facilities to evaluate the objectives for action and to set them by analyzing individual, community-based and society-bound factors, which cause marginalization or which prevent equality and justice between different people. The student has experience about action, which has strived at social strengthening of the client and at changing marginalizing practices. The student identifies structures, interests and contradictions connected to empowerment methods.

Content

The student identifies and introduces the need and target for change, she/he applies empowerment methods in interaction between professional worker and client, in practices of organizations and community actions; professional social work methods in empowerment.

Literature / Study Material

Study material in Finnish is located on the website <http://intra.seamk.fi/sosiaaliala> under the link "Opiskelijaille"

Learning Methods

Orientation lectures, working in the practical placement, learning assignments.

Assessment

The credit mark consists of approved performance of orientation lectures, practical field period and practical field report. Failed/passed –scale according to the student's personal objectives and objectives expressed in the curriculum.

Prerequisites

Approved performing of the study course: critical and radical social work.

Social research, 28 op KF08BST (study entity)

Objectives: Students will demonstrate their knowledge in the basic skills of social research methods. They shall identify their role as producer, user and analyzer of knowledge. They shall recognize the research methods used in various research reports. Students shall gain the capacity to think on an abstract level and know the basic rules of academic writing. They shall possess facilities to perform research activities, to introduce practical knowledge and to develop their professional field using the methods of social research. Students shall be able to identify needs for research and development, define a set topic for research, choose the most suitable research methods for the task, implement the research plan in practice, report about their work and present the results of research and development activities.

People and community as source of information, 2 op KF08BST0110 (study unit)

Lecturers

Katariina Perttula, M.Soc.Sc.

Objectives

On completing the course, the student should be able to identify the importance of the information gained from the people and community in developing professional methods and services. She/he has interiorized the importance of the information, which the people, clients and community members can offer concerning their living conditions, well-being and social needs. The student is able to figure different methods to produce citizen-based knowledge. While working in the project, she/he has been trained to find knowledge about, how the inhabitants of Seinäjoki region experience their well-being. The student is able to analyse the knowledge by using defined research methods.

Content

Citizen-based social work; using citizen-based knowledge in developing the services; the concept of well-being and its factors; interviewing as the method of producing citizen-based knowledge

Literature / Study Material

Study material will be announced in the beginning of the study course.

Learning Methods

Contact teaching; the students act as interviewers in the project: 'Well-being experienced by Seinäjoki inhabitants';

reflecting the experiences of interviewing with other students, documentation of interview material. The study course is integrated with the study course: 'Qualitative research methods'.

Assessment

Participating in contact teaching, performing the interviews and reporting them. Passed/failed –scale.

Qualitative research methods, 3 op KF08BST0210 (study unit)

Lecturers

Katariina Perttula, M.Soc.Sc.

Objectives

Upon completion of the course, students shall possess knowledge of the principles and processes of qualitative research as a research strategy. Students shall identify the bases of qualitative research and they will be able to evaluate the usage of the special qualitative method associated with the object of research. Students shall possess the capacity to identify the research problem, and shall have interiorized the use of various methods for analysing qualitative data and are able to use them while analyzing data. Students shall also be able to formulate the knowledge arising from qualitative data into research results and report it in an appropriate way. They will also be able to evaluate the validity and application of the results.

Content

The course discusses the principles and processes of qualitative research, the definition of research problems and formulating research questions, various applications of qualitative research, theme interview as a qualitative research method, various methods to use in analyzing qualitative research, reporting the results of qualitative research, and the validity of the research.

Literature / Study Material

Hirsjärvi & Hurme (2000). Tutkimushaastattelu: Teemahaastattelun teoria ja käytäntö. Helsinki: Yliopistopaino.

Learning Methods

Lectures, exercises and exam, or alternatively a minor study using material provided by the teacher. This course is integrated with the course 'People and community as source of information'.

Assessment

Active participation in all parts of the course. Evaluation is based on a scale of 1 to 5.

Quantitative research methods, 3 op KF08BST0310 (study unit)

Lecturers

Hilkka Latva-Somppi, M.Sc.

Objectives

Upon completion of the course, students shall understand the basic concepts, research processes and the most common applications of quantitative research. Students shall be able to evaluate the usage of quantitative methods in various research questions. They shall have learned to use different types of quantitative data and methods of analysis, and to apply quantitative research methods in their diploma project and other tasks connected to research. Students shall possess skills in illustrating quantitative data using tables, parameters and graphics in the SPSS program. They shall possess skills in analyzing statistical dependencies between variables.

Content

The course comprises the most essential features of quantitative research, the research process and concepts, planning data transmission, the scales of variables, samples, analysing data with the SPSS program, frequency tables, cross tables, parameters, graphic presentations, and statistical tests.

Literature / Study Material

Ernvall & Ernvall & Kaukkila 2002. Tilastollisia menetelmiä sosiaali- ja terveystieteille. Helsinki: WSOY; Heikkilä 2004. Tilastollinen tutkimus. Helsinki: Edita; Online material

Learning Methods

Lectures, online learning (50 %), exercises

Assessment

Evaluation for the course is based on active participation in the lectures and online sessions, and completion of the set assignments. Grading is based on a scale of 1 to 5.

Action research, 2 op KF08BST0510 (study unit)

Lecturers

Anu Aalto, M.Soc.Sc.

Objectives

Upon completion of the course, students will understand the target of development as a process where action and research are combined. They will be able to identify and set action research strategies, recognize the different roles of a developer and act accordingly. Students shall possess knowledge of the action research process as a whole and they shall possess the skills needed in setting and formulating realistic development tasks. Students shall acquire knowledge of methods used in action research, and analyse, utilize, and present information and results, which are based on action research. Student shall be able to use these skills in their diploma project and other activities related to research.

Content

The course involves setting the development task and discussing the various roles of researchers and developers, the process of action research, action research methods and data, different ways to analyse action research data, conclusions, evaluation and reporting.

Literature / Study Material

Heikkinen, Huttunen & Moilanen 1999. Siinä tutkija missä tekijä. Toimintatutkimuksen perusteita ja näköaloja. Jyväskylä: Atena kustannus

Learning Methods

Lectures and/or assignments announced by the lecturer.

Assessment

Active participation in all parts of the course. Evaluation is based on a scale of 1 to 5.

Professional essay (Ps), 3 op KF08BST0600 (study unit)

Lecturers

Lecturers from the social sectors

Objectives

Upon completing the course, students shall possess in-depth knowledge about issues in the social sector as pertains to the area they have chosen to study. Students will also possess the skills necessary in choosing and defining subject matter relevant to their area of study and they will be able to acquire literature associated with the subject matter to produce an essay. Students will be competent in writing a logical, analytical essay about their chosen topic while applying theoretical knowledge. They will be able to produce factual texts, which combine literary sources of information and their own individual reasoning.

Content

The course discusses choosing a topic to write about and defining it, the acquisition of information via various sources, the standards required for factual writing, writing essays. Students are also required to make a presentation and act as an opponent.

Literature / Study Material

The study material for the course is in Finnish and located online at: <http://intra.seamk.fi/> under the link "opiskelijoille".

Learning Methods

Orientation lectures, compiling a professional essay, personal guidance and guidance in small groups, seminars, acting as an opponent. The study group's web-base shall be utilized.

Assessment

Professional essay, active participation in discussions, acting as an opponent. Evaluation is on a scale from 1 to 5.

Prerequisites

Studies in the area of the social sector the student has chosen.

Thesis, 15 op KF08BST0710 (study unit)

Lecturers

Anu Aalto, M.Soc.Sc., Arja Hemminki, Lic.Soc.Sc., Lea Knuuttila, M.Phil., Katariina Perttula, M.Soc.Sc., Riitta Ranta, M.M.Sc.(Health Care); Päivi Rinne, M.Soc.Sc., Mirva Siltakorpi, M.Soc.Sc. and Kerttu Veikkola, M.Soc.Sc. Study group 12a: Anu Aalto, M.Soc.Sc. and Kerttu Veikkola, M.Soc.Sc. Study group As11: Arja Hemminki, Lic.Soc.Sc. ja

Mirva Siltakorpi, M.Soc.Sc. Study groups 11b and 11c: Kristiina Järvi, M.Soc.Sc., Lea Knuuttila, M.Phil. and Päivi Rinne, M.Soc.Sc. Study groups 12b and 12c: Päivi Rinne, M.Soc.Sc. and Timo Toikko, Ph.D. Study group 13a: Kristiina Järvi, M.Soc.Sc. and Riitta Ranta, M.M.Sc. (Health Care). Study group as12: Katariina Perttula, YTM and Leena Niemi, Ph.D.

Objectives

On completing the course, the student has facilities to implement and organize research and development activities. The student has skills to analyse and structure practice-based knowledge by using research methods and make use of the practice-based information as a starting point of her/his research and developmental activities. The student is able to report the research and to apply its results in the practice.

Content

Setting the research problem or developmental task; examining it by using concepts; drawing up research plan or developmental plan; choosing methods, implementing the plan; organizing, directing and co-operating; reporting and evaluation; acting as peer reader and acting as an opponent

Literature / Study Material

Study material in Finnish is located on the website <http://intra.seamk.fi/sosiaaliala> under link "Opiskelijoille"

Learning Methods

Orientation lectures, individual supervision and supervision in small groups, seminar meetings, acting as peer reader and acting as an opponent, independent working, maturity test.

Assessment

The assessment of the study course consists of participating to guidance, active independent work and preparing oneself to supervision situations, acting as an opponent, approved performing of seminars and maturity test and approved reporting of the diploma project. Scale 1–5.

Prerequisites

Approved performing of the professional essay.

Degree Programme in Wood Technology (In Finnish)

Head of degree programme: Mr Heikki Heiskanen, Tel +358 40 830 4269, E-mail: heikki.heiskanen@seamk.fi
ECTS/International coordinator: Mr Tapio Pihlajaniemi, Tel +358 40 830 3966, E-mail: tapio.pihlajaniemi@seamk.fi

Degree and qualification awarded

Bachelor of Engineering (BEng)

Access requirements

Please see the Applicant's Guide or the website www.seamk.fi.

Objectives of study

In Wood Technology the objective is to teach the engineering students about various areas of wood processing including product design, product automation, production control, industrial economics and management. The aim is also to prepare the students for international cooperation. The programme prepares the students for diverse tasks in wood industries, for example in production planning, product development, technical planning and consultation, export and marketing, and for independent entrepreneurship. Working for suppliers of raw materials and equipment can also be challenging. The professional studies concentrate on wood materials, furniture, saw and board industries, production engineering and automation, computer applications in production, quality, finance, management and marketing. The programme also includes basic studies, practical training and a thesis. The department has good connections with leading European polytechnics in the field of wood technology providing good possibilities for study and practical training abroad.

Structure of the Wood Technology degree programme

The degree programme consists of 240 ECTS and the studying time is approximately four years. The studies consist of basic studies, professional studies, free choice studies, modules of wood technology, industrial engineering and entrepreneurship, practical work training, project work and the final thesis. Practical work training and the final thesis are essential study parts of the wood technology degree programme. The studies and lectures are organised as study units or courses, which are grouped into module structures relating to the subject area. Study units or courses are compulsory, alternative or free choice studies. The same study unit can be part of several modules. However, the student can only include the obtained credits in one particular module.

Competence analysis of degree programme in Wood Technology

Competence in materials

- Knows the properties and behaviour of wood in both the manufacturing process and the finished product
- Knows the other materials and supplies (glues, surface coatings and fittings) used in wood products
- Knows the properties and possible uses of different wood species

Competence in production engineering of wood products

- Knows the general and special features of the production processes of different wood products
- Knows the different production techniques of wood products (woodworking, gluing and surface treatment techniques) and knows how to apply the knowledge in practice
- Knows how to adapt the possibilities of automation technology to the production processes of the wood products industry
- Is able to plan functioning production processes and to implement investment projects

Competence in production economics

- Knows the main aspects of production and quality control and knows how to apply them in practical situations of production and quality control
- Knows the factors influencing profitability and productivity and understands what effect they have on the operation of a company

- Understands the significance of production development and rationalization as a company's competitive factor
- Understands the significance of external and internal logistics in the operation of a company
- Understands the significance of marketing for business and is able to work in sales jobs or as a technical consultant for marketing
- Knows the basics of management and can work in a supervisory position

Competence in development of wood products

- Understands the significance of product development in guaranteeing the company's competitive ability
- Knows the possibilities of combining different materials in the development of wood products and is innovative about looking for new material alternatives to improve the properties of wood products
- Knows 3D modelling (CAD) and is able to use it in product design
- Understands the significance of design and customer requirements in product design
- Understands that user-oriented product design requires good cooperation between technology, marketing and economy

Degree Programme in Wood Technology (In Finnish), 240 cr (3.9.2007) PUU 2007

Code	Name	Study Year				CR
		1.	2.	3.	4.	
KC05AP10	BASIC STUDIES					55
KC05AP10012	Introduction to technical studies	x				1
KC05AP10013	Research methods			x		2
KC05AP10027	Communication and negotiation skills 1	x				3
KC05AP10028	Communication and negotiation skills 2		x			3
KC05AP10030	Swedish	x				3
KC05AP10040	English 1	x				3
KC05AP10050	English 2		x			3
KC05AP10060	English 3				x	3
KC05AP10061	Algebra and trigonometry	x				4
KC05AP10062	Vectors and matrices	x				3
KC05AP10063	Differential and integral calculus	x				3
KC05AP10064	Differential equations and business mathematics		x			3
KC05AP10065	Statistics		x			3
KC05AP10066	Mechanics	x				3
KC05AP10067	Thermal and electrical physics	x				3
KC05AP10068	Wave and modern physics		x			3
KC05AP10069	Physics laboratory works		x			3
KC05AP10172	Office applications	x				3
KC05AP10160	Basics of chemistry	x				3
KC05AOP	BASICS OF PROFESSIONAL STUDIES					50
KC05BP20135	Sustainable development	x				3
KC05BP20045	Engineering drawing and CAD	x				5
KC05BP20044	Wood materials	x				4
KC05BP20160	Drying techniques	x				3
KC05BP20193	Basics of machine automation	x				4
KC05BP20171	Industrial economics	x				3

KC05BP20210	Energy technology	x				2
KC05BP20060	Statics		x			3
KC05BP20071	Strength of materials		x			4
KC05BP20141	Timber related chemistry		x			2
KC05BP40050	Woodworking and blade technology		x			2
KC05BP20111	Basics of hydraulics and pneumatics		x			3
KC05BP41032	Timber structures			x		3
KC05BP10190	Product design			x		3
KC05BP41172	Wood and log construction				x	3
KC05BP50071	Industrial safety and labour law				x	3
KC05BP30	PROFESSIONAL STUDIES MODULES					75
KC05BP40	Wood technology basic module					15
KC05BP50041	Manufacturing technology	x				3
KC05BP40062	Surface treatment		x			4
KC05BP50042	Production and processing of sawn goods and wood-based panel production and processing		x			4
KC05BP20151	Gluing technique		x			4
KC05BP41	Wood technology continuation module					15
KC05BP40021	Joinery product industry		x			3
KC05BP40011	Furniture industry			x		3
KC05BP41122	Plant design 1			x		4
KC05BP41125	Plant design 2				x	3
KC05BP60011	Special wood technology assignment				x	2
KC05CP61	Production economic module					15
KC05BP50012	Production management		x			4
KC05BP70010	Logistics			x		4
KC05BP70021	Cost control			x		4
KC05BP30030	Quality technology			x		3
KC05CP71	Production automation module					15
KC05BP50051	CNC– technology		x			4
KC05BP50061	Robotics			x		4
KC05BP50032	Production automation			x		3
KC05BP50090	Plant simulation			x		4
KC05CY10	Entrepreneurship module					15
KC05BP70031	Project management		x			4
KC05BP70081	Human resources management				x	4
KC05BP70091	Business economics				x	4
KC05BP70050	Marketing				x	3
KC05DP90	FREE CHOICE STUDIES					15
KC05EP00	PRACTICAL TRAINING					30
KC05FP80	THESIS					15

Study Descriptions

BASIC STUDIES, 55 op KC05AP10 (study entity)

The aim of the Basic Studies is to provide students with a theoretical and methodological foundation for scientific approach to thinking, and to prepare students for their professional studies and expertise in the field.

Introduction to technical studies, 1 op KC05AP10012 (study unit)

Lecturers

Heiskanen, Heikki, MSc

Objectives

Introduction to studies and studying as well as the significance of the field.

Content

Studying, learning, data gathering, significance of engineering

Literature / Study Material

To be announced during lectures

Learning Methods

Lectures and team work, active participation

Assessment

Active participation

Languages of Instruction

Finnish

Research methods, 2 op KC05AP10013 (study unit)

Objectives

Insight into data gathering methods. Students learn to use different data gathering tools independently. Insight into the fundamentals of scientific research, research methods and their applicability in the fields research and development.

Content

Basics of research report preparation. Library and information services, databases, retrieval of data from databases and the Internet. Scientific research and research methods and their application to R&D. Research in studying.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures and exercises, approved exercises and examination

Languages of Instruction

Finnish

Communication and negotiation skills 1, 3 op KC05AP10027 (study unit)

Lecturers

Helena Mikkilä

Objectives

Insight into the objectives of communication at work, producing legible material, and proper conduct at meetings

Content

Basic concepts of communication, document linguistics and layout, producing oral and written information, meeting and negotiation skills, and minutes from the meeting

Literature / Study Material

To be announced at the beginning of the course

Learning Methods
Lectures and team work

Assessment
Active participation

Communication and negotiation skills 2, 3 op KC05AP10028 (study unit)

Objectives
Interactive communication skills, communication in different working life situations, negotiation procedures, producing formal written material

Content
Presentation skills, interviews, discussions and negotiation, negotiation documents, reports and job applications

Literature / Study Material
To be announced at the beginning of the course

Learning Methods
Lectures, oral and written exercises

Assessment
Oral and written exercises and an examination

Swedish, 3 op KC05AP10030 (study unit)

Content
General and field-specific technical text, oral communication in working life situations, interviews and work reports

Literature / Study Material
Lehto, Teija: Koppling. Svenska för ingenjörer. WSOY, 2003; Other materials

Learning Methods
Lectures, listening comprehension and speech exercises, independent study

Assessment
Active lecture participation, interim and final examinations

Languages of Instruction
Finnish and Swedish

English 1, 3 op KC05AP10040 (study unit)

Lecturers
Riikka Ala-Sankila, MA

Objectives
Ability to discuss one's studies and country, usage of the language in social settings, during field trips and business travel. Some command of the professional field's terminology. The objectives involve reading, listening and speech exercises.

Content
Developing efficient communication skills, acquisition of information in the data bases, Internet, compiling CV and job application, basic text study of wood technology, oral presentation and the text book studies.

Literature / Study Material
Huhta, Marjatta: Connections: Communication Guidelines for Engineers, Editra, the latest edition. Wood technology texts and other additional material.

Learning Methods
Lectures, listening comprehension and speech exercises, independent study

Assessment
Active lecture participation, approved interim and final examinations

Languages of Instruction
Finnish and English

English 2, 3 op KC05AP10050 (study unit)

Lecturers
Riikka Ala-Sankila, MA

Objectives
Ability to give presentations and speeches, command of basic business correspondence, some commercial terminology. Job applications. Knowledge of advanced technical terminology, ability to give instructions. Structure of the technical language, structure of written product, nature of oral presentation.

Content
Command of the basic business correspondence with commercial terminology, data acquisition and processing of the wood technology texts, oral and written summaries, oral presentation of the wood technology field, text book studies, fairs and various processes.

Literature / Study Material
Huhta, Marjatta: Connections: Communication Guidelines for Engineers, Edita, the latest edition. Wood technology texts and other additional material.

Learning Methods
Lectures, listening comprehension and oral exercises, independent study

Assessment
Active lecture participation, approved interim and final examinations

Languages of Instruction
Finnish and English

English 3, 3 op KC05AP10060 (study unit)

Lecturers
Riikka Ala-Sankila, MA

Objectives
The student will master meeting procedures, is able to prepare an abstract and give a presentation on the technical field of study, and is confident as an interviewer or an interviewee.

Content
Technical text, job interviews, simulations, presentations, meetings

Literature / Study Material
Huhta, Marjatta: Connections: Communication Guidelines for Engineers, Edita, the latest edition. Wood technology texts and other additional material

Learning Methods
Lectures, listening comprehension and oral exercises, independent study

Assessment
Active lecture participation, approved interim and final examinations

Languages of Instruction
Finnish and English

Algebra and trigonometry, 4 op KC05AP10061 (study unit)

Lecturers
Juhani Paananen, M.Sc.

Objectives
The student must accomplish the basic know-how needed in technological mathematics.

Content

Simplification of algebraic expressions, equations and trigonometry.

Literature / Study Material

Antti Majaniemi: ALGEBRA I Antti Majaniemi: GEOMETRIA – geometriaa, trigonometriaa ja vektorilaskentaa

Learning Methods

Lectures, exercises and independent study. NB! 80% lectures required.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

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Languages of Instruction

Finnish

**Vectors and matrices, 3 op
KC05AP10062 (study unit)**

Lecturers

Juhani Paananen, M.Sc.

Objectives

The student must accomplish the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content

Vectors, matrix algebra and analytic geometry.

Literature / Study Material

Antti Majaniemi: ALGEBRA I Antti Majaniemi: GEOMETRIA – geometriaa, trigonometriaa ja vektorilaskentaa

Learning Methods

Lectures, exercises and independent study

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

Algebra and trigonometry

Languages of Instruction

Finnish

**Differential and integral calculus, 3 op
KC05AP10063 (study unit)**

Lecturers

Juhani Paananen, M.Sc.

Objectives

The student must accomplish the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content

One variable differential and integral calculus.

Literature / Study Material

Antti Majaniemi: MATEMATIIKKA I – Differentiaali- ja integraalilaskentaa insinööriopiskelijoille. Antti Majaniemi: MATEMATIIKKA II – Differentiaali- ja integraalilaskentaa sekä differentiaaliyhtälöitä.

Learning Methods

Lectures, exercises and independent study.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

Algebra and trigonometry.

Languages of Instruction

Finnish

**Differential equations and business mathematics, 3 op
KC05AP10064 (study unit)**

Lecturers

Juhani Paananen, M.Sc.

Objectives

The student must accomplish the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content

Differential equations. Business mathematics.

Literature / Study Material

Antti Majaniemi: MATEMATIIKKA II – Differentiaali- ja integraalilaskentaa sekä differentiaaliyhtälöitä. Leila Karjalainen: OPTIMI – Matematiikkaa talouselämän ammattilaisille.

Learning Methods

Lectures, exercises and independent study.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

Algebra and trigonometry. Differential and integral calculus.

Languages of Instruction

Finnish

**Statistics, 3 op
KC05AP10065 (study unit)**

Lecturers

Juhani Paananen, M.Sc.

Objectives

The student must accomplish the basic know-how of the course contents as stated below. This knowledge is needed in vocational subjects and mastering of which enables the command of demanding technical-mathematical knowledge.

Content

Basics of statistics. Statistical methods. Design of experiments. Mathematical software.

Literature / Study Material

Antti Majaniemi: MATEMATIIKKA IV – Tilastot ja todennäköisyys

Learning Methods

Lectures, exercises and independent study.

Assessment

Two mid-term exams or final exam and exercise points.

Prerequisites

Algebra and trigonometry.

Languages of Instruction

Finnish

**Mechanics, 3 op
KC05AP10066 (study unit)**

Objectives

Students shall acquire basic knowledge of physics for engineering. The course introduces a foundation for the

comprehension of demanding technical information required in the vocational subjects and prepares the students for technical expertise in their profession.

Content

Kinematics and dynamics of particles, work, power, energy, mechanics of rigid objects, as well as mechanics of solids and fluids.

Literature / Study Material

Hautala, Peltonen: Insinöörin (AMK) Fysiikka osa I (Lahden Teho–Opetus Oy). Lecture notes.

Learning Methods

Active participation in lectures and exercises with the attendance of 80 %.

Assessment

Written course–end examination.

Languages of Instruction

Finnish

Thermal and electrical physics, 3 op KC05AP10067 (study unit)

Objectives

Students shall acquire basic knowledge of physics for engineering. The course introduces a foundation for the comprehension of demanding technical information required in the vocational subjects and prepares the students for technical expertise in their profession.

Content

Basics of thermal physics, and electrostatics, direct–current and basics in alternating current.

Literature / Study Material

Hautala, Peltonen: Insinöörin (AMK) Fysiikka osat I ja II (Lahden Teho–Opetus Oy). Lecture notes.

Learning Methods

Active participation in lectures and exercises.

Assessment

Written course–end examination.

Prerequisites

Mechanics

Languages of Instruction

Finnish

Wave and modern physics, 3 op KC05AP10068 (study unit)

Objectives

Students shall acquire basic knowledge of physics for engineering. The course introduces a foundation for the comprehension of demanding technical information required in the vocational subjects and prepares the students for technical expertise in their profession.

Content

Oscillatory motion, wave motion, acoustics, optics, radiation and nuclear physics.

Literature / Study Material

Hautala, Peltonen: Insinöörin (AMK) Fysiikka osa II (Lahden Teho–Opetus Oy). Lecture notes.

Learning Methods

Active participation in lectures and exercises.

Assessment

Written course–end examination.

Prerequisites

Mechanics

Languages of Instruction
Finnish

Physics laboratory works, 3 op KC05AP10069 (study unit)

Objectives

Course provides the students with basic knowledge of experimental measurements, processing and reporting the results. Applications of experimental physics for various fields of engineering will be introduced.

Content

Laboratory experiments from different areas of physics.

Literature / Study Material

Instructions for exercises in physics (Seinäjäki University of Applied Sciences, School of Engineering).

Learning Methods

Laboratory exercises (minimum 90 % attendance required) and written reports.

Assessment

Approved completion of exercises, approved reports and written examination

Prerequisites

Mechanics

Languages of Instruction
Finnish

Office applications, 3 op KC05AP10172 (study unit)

Objectives

Students shall acquire insight into the operating principles of information technology. They shall also acquire the ability to use word processing programs, spreadsheets, databases, graphics, mathematics and other software required during their studies.

Content

The course comprises the following topics: Computer technology at the university of applied sciences Microcomputers, peripheral devices and their use, Internet and email Basics of operating systems, information networks, word processing, spreadsheets, databases, graphics and mathematics software Creating a home page

Literature / Study Material

Juha Paananen, Tietotekniikan peruskirja. Docendo. Handbooks for application softwares.

Learning Methods

Lectures, exercises and independent study

Assessment

Written examination and approved assignments

Languages of Instruction
Finnish

Basics of chemistry, 3 op KC05AP10160 (study unit)

Lecturers

Niina Kälviäinen

Objectives

Basic knowledge of chemistry and its logic in the field and in practical life

Content

Structure of matter, combustion, inorganic material, plastics, metals, acids, alkali, electrochemistry, the periodic table of elements, environmental chemistry, safety at work. etc.

Literature / Study Material

Teachers material

Learning Methods

Lectures, exercises, practical work

Assessment

Examination, practical work

Prerequisites

Completed chemistry at upper secondary school or vocational school level

BASICS OF PROFESSIONAL STUDIES, 50 op KC05AOP (study entity)

The objective of basics of common professional studies is to provide basic knowledge of wood technology and a foundation for technical and commercial subjects.

Sustainable development, 3 op KC05BP20135 (study unit)

Lecturers

Jorma Tuomisto, M.Sc.

Objectives

To gain general picture of environmental protection related to engineering work, to take a positive and responsible attitude towards environmental protection, to learn possibilities provided by environmental technology and to learn objectives of sustainable development.

Content

Air pollution, climate and energy supply, clean water and sewage, contaminated soil and ground waters, recycling and refuse, raw materials and ecocyclic principle, environmental systems, environmental administration, REACH and European Chemicals Agency.

Literature / Study Material

To be announced at the beginning of the course

Learning Methods

Lectures and assignment

Assessment

Approved assignments and an examination

Engineering drawing and CAD, 5 op KC05BP20045 (study unit)

Objectives

The students familiarise themselves with producing quality drawings and understanding the substance with standard legends.

Content

AutoCAD as a tool in technical drawing. The theory of 2D– and 3D–modelling and general modelling. Operation of the programs and their use in drawing.

Literature / Study Material

Handouts, material announced by the lecturer.

Learning Methods

Lectures and computes aided planning exercises

Assessment

Exercise works and an examination

Wood materials, 4 op KC05BP20044 (study unit)

Lecturers

Heikki Heiskanen, M.Sc.

Objectives

Fundamentals of wood, its structure and characteristics. The aim is that the students understand the raw material demands and limitations related to the process and product.

Content

Resources, growth and use of forest in Finland. Structure of wood, physical and mechanical properties of wood. Identifying the most important tree species types and differences between them.

Literature / Study Material

To be announced at the beginning of the course.

Learning Methods

Lectures, seminar presentation and laboratory exercises.

Assessment

Approved assignments and an examination

**Drying techniques, 3 op
KC05BP20160 (study unit)**

Lecturers

Heikki Heiskanen, M.Sc.

Objectives

Students understand the significance of the appropriate drying technique in wood processing.

Content

Different methods of drying, dryer types and their construction. Future drying methods. Defects and their prevention. Quality and timing of drying. Special drying and sorting. Simulation programme LAATUKAMARI.

Literature / Study Material

Esping: Trätorkning 1 ja 2 (timber drying). Siimes: Kuivauskäsikirja (Drying handbook). Usenius et al.: Tulevaisuuden puunkuivausmenetelmät (future drying methods). Kuusela: Puun kuivauksen erikoismenetelmät (special drying methods). Other material to be announced during lectures.

Learning Methods

Lectures, assignments, examination.

**Basics of machine automation, 4 op
KC05BP20193 (study unit)**

Lecturers

Veli-Jukka Uitto, M.Sc

Objectives

To understand the common sensors in machine automation and can select the right sensor to different solutions. The student understands the function of automation systems used in machine automation. The student can program programmable logic controls in simple machines.

Content

The common binary sensors in machine automation (mechanical, inductive, capacitive, optical). The binary measurements of temperature, pressure, flow and level. The identification systems in machine automation (bar code, RFID and machine vision). Binary arithmetics, Boolean algebra, relay and plc control.

Literature / Study Material

To be announced during lectures.

Learning Methods

Lectures, exercises, laboratory work,

Assessment

Examination and approved exercises

**Industrial economics, 3 op
KC05BP20171 (study unit)**

Lecturers

Jukka Pajula

Objectives

Students gain insight into the national economy, industry structure, domestic competitive advantage, the main concepts of financial, marketing and production operations and environmental policies.

Literature / Study Material

Uusi–Rauva, Haverila, Kouri: Teollisuustalous (Industrial economics). Lecture handouts and other lecturer's material.

Learning Methods

Lectures, exercises, seminars and company visits

Assessment

Approved assignments and examination.

**Energy technology, 2 op
KC05BP20210 (study unit)**

Lecturers

Veli–Jukka Uitto, M.Sc.

Objectives

Insight into energy resources, energy production technology and the related environmental issues, and energy production systems in the wood industry.

Content

Energy resources, production processes, environmental effect and cleaning systems. Systems for burning of solid fuel. Energy production systems in wood industry.

Literature / Study Material

Hellgren, Heikkinen, Sumalainen & Kala: Energia ja ympäristö (Energy and environment). Further material to be announced during lectures.

Learning Methods

Lectures and exercises

Assessment

Written examination and approved exercises.

**Statics, 3 op
KC05BP20060 (study unit)**

Objectives

Insight into changes in combination of forces and balance of a rigid object and applying them to isostatic beams (stress diagrams), frames, trusses, cables and mechanical machines.

Content

Basic laws of mechanics. Combination of forces, balance of a rigid object and particle, function and stress of isostatic structures, friction, principles of a rigid object and object system virtual transition.

Literature / Study Material

To be announced during lectures

Learning Methods

Lectures, exercises and homework, two interim tests or end of course examination, beam, and frame and truss assignment, approved exercises.

Assessment

Examination

Prerequisites

Physics 1, mathematics 1.

**Strength of materials, 4 op
KC05BP20071 (study unit)**

Lecturers

Jukka Pajula, M.Sc.

Objectives

Fundamental concepts of material strengths. Stress, changes of form, measurement in conditions of pulling, pressure, shearing, bending, torsional load and buckling.

Literature / Study Material

Karhunen et al.: Ljuusoppi (Strength of Materials).

Learning Methods

Lectures, exercises, homework and structure tests in the laboratory,

Assessment

Interim tests or end of course examination and approved exercises.

Prerequisites

Statics

**Timber related chemistry, 2 op
KC05BP20141 (study unit)**

Lecturers

Niina Kälviäinen, ETT

Objectives

Content

Knowledge of chemicals used in the wood and timber industries. Chemicals used in the mechanical wood industry, properties of the chemicals.

Literature / Study Material

To be announced during lectures.

Learning Methods

Lectures, exercises

Assessment

Approved exercises and an examination.

**Woodworking and blade technology, 2 op
KC05BP40050 (study unit)**

Lecturers

Heikki Heiskanen, M.Sc.

Objectives

Fundamentals of wood cutting methods and related factors, blade structures and sanding of wood.

Content

Cutting in different situations, blade structures, materials and design, as well as sanding of wood

Literature / Study Material

To be announced during lectures.

Learning Methods

Lectures, assignments

Assessment

Examination

Prerequisites

Wood materials.

**Basics of hydraulics and pneumatics, 3 op
KC05BP20111 (study unit)**

Content

Production fundamentals of compressed air design of a compressed air plant and network control of compressed air, hydraulics and design of hydraulic systems.

Literature / Study Material

To be announced during lectures

Learning Methods

Lectures and assignment

Assessment

Two interim tests or final examination and approved assignments and laboratory tasks

**Timber structures, 3 op
KC05BP41032 (study unit)**

Objectives

Knowledge of properties and use of timber in load-bearing structures, function of common timber structures and principles of their measurements.

Content

Materials of timber structures, principles of planning, joints, structural parts and their measurements.

Literature / Study Material

Lea Kähkönen: Kantavat puurakenteet. (Load-bearing timber structures.)

Learning Methods

Lectures and planning exercises

Assessment

Approved planning exercises and an end of course examination.

Prerequisites

Wood materials, Statics and Strength of materials

**Product design, 3 op
KC05BP10190 (study unit)**

Lecturers

Jaakko Puranen

Objectives

To provide basic knowledge of industrial product planning and design from both the consumer's and the manufacturer's points of view.

Content

Design, study of colours and perspective, design technology, model construction and testing.

Literature / Study Material

To be announced during lectures.

Learning Methods

Lectures, exercises and homework

Assessment

Written examination and approved exercises

**Wood and log construction, 3 op
KC05BP41172 (study unit)**

Lecturers

Juhani Saukko, B.Sc.

Objectives

The student learns the most common industrial timber house and log production methods, basic principles of log building design and special requirements in wood and log construction.

Content

Industrial production of wooden houses. Open structure system. Pre-cut. Platform. Design, erection, protection and surface treatment of log houses. Log drying, production and working methods.

Literature / Study Material

To be announced during lectures

Learning Methods

Lectures, exercises and excursion

Assessment

Approved assignments and examination

Prerequisites

Joinery products

**Industrial safety and labour law, 3 op
KC05BP50071 (study unit)**

Objectives

To provide knowledge of different aspects of work safety and related legislation.

Content

Work safety organisations, plant layout, lighting, noise, air-conditioning, danger, preventative work safety, psychological work safety, safety procedures, risk assessment, work legislation norms, individual and collective legislation, and social security.

Literature / Study Material

Risto Järvinen: Puusepänteollisuuden työsuojeluopas (work safety in joinery industry). Other material as announced during lectures.

Learning Methods

Lectures and assignments

Assessment

Approved assignments and an examination.

**Wood technology basic module, 15 op
KC05BP40 (study entity)**

The objective of the wood technology basic module is to provide basic knowledge of woodworking machine, surface treatment, gluing techniques, products and manufacture in the wood industry.

**Manufacturing technology, 3 op
KC05BP50041 (study unit)**

Lecturers

Heikki Heiskanen, M.Sc.

Objectives

An overview of products manufactured using wood working equipment. The most common production methods and equipment in the joinery industry. Correct working methods and risk prevention.

Literature / Study Material

Grönlund, Anders. 1986. Träbearbetning. Träteknik Centrum. Libertryck AB, Stockholm. (soveltuvien osien) Jussila, Ari ynnä muut. 1999. Puutekniikka 3 –Tuotantotekniikka. Otavan kirjapaino oy, Keuruu (soveltuvien osien). Opettajan opetusmoniste. Muu materiaali ilmoitetaan luennoilla.

Learning Methods

Lectures, exercises, excursions and an examination.

Assessment

Exercises and an examination.

Prerequisites

Wood materials

**Surface treatment, 4 op
KC05BP40062 (study unit)**

Objectives

Principles of the most common surface treatment materials and methods used in joinery, and properties of different surface materials.

Content

Chemical and physical concepts of surface treatment. Composition and properties of paints and lacquers, and application and hardening techniques. Different types of films, foils and laminates, their application methods and costs.

Literature / Study Material

Koponen 1988. Puutuotteiden pinnoitus. Otakustantamo. (Soveltuvien osien); Koponen 1991. Puutuotteiden jalostus ja kehitys. Otakustantamo. (Soveltuvien osien); Jussila, ym. 1999. Puuteknikka 3 –Tuotantotekniikka (soveltuvien osien); von Tell, B. 1990. Ytbehandling. Trätec (soveltuvien osien); Becker Acroma. 1999. Pintakäsittelyn perusteet; Tikkurila. Puun teollinen pintakäsittely; Muu luennoilla ilmoitettava materiaali.

Learning Methods

Lectures, laboratory work, and an examination.

Assessment

Laboratory work and an examination.

Production and processing of sawn goods and wood-based panel production and processing, 4 op KC05BP50042 (study unit)

Lecturers

Heikki Heiskanen, M.Sc.

Objectives

To provide basic information on the significance of timber sawing and wood based panels to the Finnish economy, in both use and export of wood. Introduction to the modern production and further processing of sawn timber and wood based panels. Structure, production processes, costs and profitability.

Content

Basic knowledge of the properties, production and processing of sawn timber and of different types of wood-based panels. Wood as a raw material, its procurement and handling. Industry specialisation: sorting by strength, protection of timber, and scarf-jointing, laminated wood and roof trusses.

Literature / Study Material

Sipi, M. 1998. Sahatavaratuotanto (Sawn goods production). Puulevytuotanto (Production of wood-based panel). Koponen: Puutuotteiden jalostus ja kehitys (Processing and development of wood products). Other material to be announced during lectures.

Learning Methods

Lectures, assignment and excursions

Assessment

Approved assignment and an examination.

Prerequisites

Wood materials

Gluing technique, 4 op KC05BP20151 (study unit)

Lecturers

Heikki Heiskanen, M.Sc.

Objectives

Course objectives and content: Understanding of the concepts of gluing and variables affecting it. Different glue types, gluing techniques and defects. Chemistry and physics of gluing, natural resins and thermoses and thermoplastic glues, spreading, pressing and heating techniques. Causes for gluing defects and testing of joints.

Literature / Study Material

Raknes, Eirik. 1986. Trälimning. Trätec. Graphic systems AB. Göteborg, 156 s. (soveltuvien osien); Koponen, H. 1974. Puun teollinen liimaus. Koponen, H. Puutuotteiden liimaus (soveltuvien osien). Puutuotteiden liimaus (Gluing of wood products), in part. Opettajan opetusmoniste. Muu materiaali ilmoitetaan luennoilla. Handouts.

Learning Methods

Lectures and assignments.

Assessment

Assignments and an examination.

Prerequisites

Wood materials.

**Wood technology continuation module, 15 op
KC05BP41 (study entity)**

The objective of the wood technology continuation is to advance the knowledge of wood technology in various areas.

**Joinery product industry, 3 op
KC05BP40021 (study unit)**

Lecturers

Heikki Heiskanen, M.Sc.

Objectives

Fundamentals of the joinery product market, structures, properties.

Content

Joinery industry overview. Fixtures, doors, windows, stairs, trusses, partitions, folding doors and parquets.

Literature / Study Material

KTM:n toimialaraportti/ Rakennuspuusepäntuotteiden valmistus (Joinery production). Hannu Koponen: Rakennuspuusepänteollisuus. (Joinery industry) RT files in part. Other material announced during lectures.

Learning Methods

Lectures, excursions and assignment

Assessment

Approved assignments and an examination

**Furniture industry, 3 op
KC05BP40011 (study unit)**

Lecturers

Heikki Heiskanen, M.Sc

Objectives

To provide basic knowledge of furniture products, structures, materials, joints and production methods and the technical design and marketing of furniture.

Content

Structure and development of the field. Market structure and development. Production and related methods. Main factors affecting success in the field. Problems and development requirements. Materials, joints, furniture fittings, furniture doors, components of cupboard frames, drawers, and different furniture structures.

Literature / Study Material

Nutsch: Möbel und Einbauschränke. KTM report on furniture production. Other material to be announced during lectures.

Learning Methods

Lectures and excursions.

Assessment

Approved exercises and an examination.

Prerequisites

Wood materials

**Plant design 1, 4 op
KC05BP41122 (study unit)**

Lecturers

Heikki Heiskanen, M.Sc.

Objectives

Insight into production methods of wooden products, e.g. doors, windows, fittings and furniture. Topical processes in manufacturing technology to be selected. The course concentrates on different manufacturing lines.

Literature / Study Material

Harmon, R.L. & Peterson, L.D. Reinventing the Factory. More literature to be announced during lectures.

Learning Methods

Lectures, excursions and seminars

Assessment

Approved exercise and an examination

Prerequisites

Production technology

**Plant design 2, 3 op
KC05BP41125 (study unit)**

Objectives

To provide knowledge of a systematic plant design and the significance of streamlining the layout.

Content

Different stages of a plant design project, planning of capacity and layout, estimation of different work stages and lead times, time and motion study, profitability of the project. Special issues related to wood industry plant design. Case studies. Plant design assignment involving the initial design of a production plant in the wood industry, based on product description, capacity requirements and availability of raw material. All the main plant design stages are completed, but detailed work on every part will not be included. The assessment concentrates especially on the design foundations and originality and cost.

Literature / Study Material

Harmon & Peterson: Reinventing the factory. Koponen: Tehdassuunnittelu mekaanisessa metsäteollisuudessa (Plant design in mechanical forestry). Other material to be announced during lectures.

Learning Methods

Lectures

Assessment

Plant design assignment and an examination.

Prerequisites

Prerequisites: Production technology 2.

**Special wood technology assignment, 2 op
KC05BP60011 (study unit)**

Lecturers

Heikki Heiskanen, M.Sc.

Objectives

Content

Individual seminar or research assignment based on topical research issues. Opponents.

Learning Methods

Seminar assignment and presentation.

Assessment

Approved report

Prerequisites

Plan design 1

Production economic module, 15 op

KC05CP61 (study entity)

Is under construction! Tuotantotalouden tavoitteena on perehdyttää opiskelija yrityksen tuotantoprosessien tehostamiseen siten, että toiminnan parempi tuottavuus, taloudellisuus, vaikuttavuus johtaisivat parempaan asiakastytyvyyteen ja taloudelliseen kannattavuuteen. Tuotannonohjauksen ja logistiikan prosessien hallinnalla varmistetaan asiakkaan ja yrityksen kannalta mielekkäät materiaali-, informaatio- ja rahavirrat. Laatunsa hallitseva yritys voi varmistaa riittävän tulorahoituksensa, jolla katetaan kustannustehokkaan toiminnan tarvitsemat tuotannontekijä- ja kapasiteetikustannukset hyvin. Hyvällä toimintasuhteella tuotettujen laadukkaiden suoritteiden aikaansaaminen pitää toimintaan sitoutuneen pääoman kohtuullisena, jolloin yrityksen on mahdollista saavuttaa omistajilleen riittävän hyvä tuotto.

Production management, 4 op

KC05BP50012 (study unit)

Objectives

The aim of the course is to provide students with an understanding of the objectives and responsibilities of production management, and the principles of rough planning, materials control and production control, as well as knowledge of the most important concepts and systems in production control.

Content

The course discusses capacity, scheduling, rough planning, materials control, production control, MRP, JOT, OPT, and the LEAN concept.

Literature / Study Material

Uusi–Rauva et al. 1999 or newer edition. Teollisuustalous (applicable parts). Handouts and other material distributed by the lecturer.

Learning Methods

Lectures and assignments

Assessment

Approved exercises and examination

Prerequisites

Industrial Economics

Logistics, 4 op

KC05BP70010 (study unit)

Objectives

Students gain an overall view of the economic significance of logistics in industry.

Content

Central concepts and models of logistics. Storage, order and customer driven logistics. Location and allocation decisions and transportation. Efficiency, punctuality and the effect on business performance and finance. Interactive logistics, green logistics, procurement and logistic services. Organisation and strategy of logistics. Future challenges.

Literature / Study Material

Kaj E. Kannus: Logistiikka (Logistics). Lecturer's material.

Learning Methods

Lectures, exercises, excursions and guest lecturers

Assessment

Approved exercise assignments and a final examination.

Prerequisites

Industrial economics.

Cost control, 4 op

KC05BP70021 (study unit)

Objectives

Efficient cost control helps organisations improve the operations and achieve a competitive advantage. Students gain skills required for management of financial information and efficient manipulation and evaluation of data.

Content

Production and cost theories, cost category, cost centre, and performance-based calculations. Activity costing, interest and depreciation. Capacity control and handling and transfer pricing. Investment and financing calculations, accounting methods and cost control in practice.

Literature / Study Material

Jyrkkiö, Riistama: Laskentatoimi päätöksenteon apuna (Accounting in decision making); Vehmanen, Koskinen: Tehokas Kustannushallinta (Efficient cost control).

Learning Methods

Lectures and exercises

Assessment

Approved exercise assignments and a final examination.

Prerequisites

Industrial economics.

**Quality technology, 3 op
KC05BP30030 (study unit)**

Lecturers

Heiskanen, Heikki. MSc

Objectives

This course provides students with knowledge on how quality has an effect on business success. Students shall gain insight into timber/wood-product quality standards and their use in developing products and marketing.

Content

The course discusses * ISO 9000 quality standards, * quality control methods in industry, quality tools, * customer satisfaction, * sustainable development, * benchmarking, * basics of standardization, * quality requirements of products, and * furniture testing and surface treatment quality control.

Literature / Study Material

Lecklin 1997. Laatu yrityksen menestystekijänä (applicable parts); Vistalizer for Enterprises computer program; other material to be announced at the beginning of the course.

Learning Methods

Lectures and exercises

Assessment

Exercises and examination

Prerequisites

Production Management

**Production automation module, 15 op
KC05CP71 (study entity)**

The objective of the production automation module is to prepare the students for use of new production technology in the production process of the wood industry.

**CNC– technology, 4 op
KC05BP50051 (study unit)**

Lecturers

Ala-Louko, Martti

Objectives

Students are familiar with CNC equipment structures and functions, can independently program and use CNC equipment.

Content

Numerical control, the most important equipment in CNC, concepts of G-code, compensations, CNC machining, industrial applications. To provide knowledge of CAD/CAM programming of CNC equipment. Product design, modelling and creation of NC code using CAD/CAM software and work on the programmed item.

Literature / Study Material

Pikkarainen 1999, NC–tekniikan perusteet. Helsinki, Hakapaino Oy; Heian Manual and teachers material

Learning Methods

Lectures, exercise assignments and CNC test run

Assessment

Approved assignments, operation test run and examination.

**Robotics, 4 op
KC05BP50061 (study unit)**

Lecturers

Uitto, Veli-Jukka. MSC

Objectives

Understanding of operations and structures of robots. Students should be able to clarify the facilities and disadvantages in procurement of a robot and ability to compare the strengths and weaknesses of different robot models. The student can program the robots in wood laboratory.

Content

Structure, grippers, sensors, detectors, control systems of robots. Robot procurement. The costs and savings of robot project.

Literature / Study Material

Finnish Robot Association's publication on Robotics. Other material to be announced at lectures.

Learning Methods

Lectures, and laboratory works

Assessment

Approved laboratory works and an examination

Languages of Instruction

Finnish (English)

**Production automation, 3 op
KC05BP50032 (study unit)**

Lecturers

Uitto, Veli-Jukka. MSc

Objectives

Understanding of different hierarchical levels of factory automation systems and typical automation devices used at each level. The phases of automation project. The use of control room. How can simulation be used in automation project.

Content

Automation systems. Programmable logic control, PC-control, digital automation systems, information networks. principals of simulation.

Literature / Study Material

To be announced during lectures

Learning Methods

Lectures and exercises

Assessment

Approved exercises and an examination

Prerequisites

Basics of machine automation, robotics

**Plant simulation, 4 op
KC05BP50090 (study unit)**

Lecturers

Pakkanen, Jarkko

Literature / Study Material

To be announced during lectures.

Learning Methods
Lectures and assignments

Assessment
Approved exercises and examination

Entrepreneurship module, 15 op KC05CY10 (study entity)

The objective of the entrepreneurship module is to provide a general knowledge of business in more detailed areas of business such as logistics, cost control, accounting, marketing and human resources management.

Project management, 4 op KC05BP70031 (study unit)

Objectives
Fundamentals of project work concepts and methods and the ability to complete all stages of a project.

Content
Objective-driven development in projects. Preparation, planning, implementation and establishment. Principles and methods of project work.

Literature / Study Material
Handouts, material announced by the lecturer.

Learning Methods
Project work, lectures and case studies

Assessment
Projectwork and an examination.

Prerequisites
Industrial economics

Human resources management, 4 op KC05BP70081 (study unit)

Objectives
To provide knowledge of human resources management concepts.

Content
Modern human resources management. The learning organisation. Strategy and organisation culture. Management in changing organisations. Situation management and interaction. Individuals as part of a working community; motivation, dedication and result discussions. Development of skills and human resources management. Human resources management in international organisations. Company excursions and guest lecturers.

Literature / Study Material
Riitta Viitala, Henkilöstöjohtaminen, 2000; Teachers material.

Learning Methods
Active participation in the lectures, group work and seminars, approved exercises, seminars and a final examination.

Assessment
Approved exercises, seminars and a final examination.

Prerequisites
Industrial economics.

Business economics, 4 op KC05BP70091 (study unit)

Literature / Study Material
Bengt Karlöf: Johtamisen käsitteet ja mallit. (Management concepts and models). Mika Kamensky: Strateginen johtaminen (Strategic management). Lecturer's material.

Learning Methods
Lectures, case studies and seminars

Assessment

Approved exercise assignments, seminars and a final examination.

Prerequisites

Industrial economics

**Marketing, 3 op
KC05BP70050 (study unit)**

Objectives

Insight into marketing concepts, models and strategy and their implementation. Customer focused marketing as a competitive tool. Customer focused marketing, market segmentation and positioning, internal marketing and organisation of marketing: structure and resources. Competition in service, market centred management, marketing communication and service culture.

Literature / Study Material

Grönroos: Nyt kilpaillaan palveluilla (Competitive service); Lahtinen & Isoviita: Asiakaspalvelu ja markkinointi (Customer service and marketing).

Learning Methods

Lectures, exercises and seminars, company excursions and guest lecturers, approved exercises, seminars and a course–end examination.

Assessment

Approved exercises, seminars and a course–end examination.

Prerequisites

Industrial economics.

**FREE CHOICE STUDIES, 15 op
KC05DP90 (study entity)**

Free choice studies can be selected either from the professional studies modules of the School of Engineering and/or from other polytechnic (or higher) level establishments. The following are examples of recommended studies.

**PRACTICAL TRAINING, 30 op
KC05EP00 (study entity)**

Working in the field of wood technology with the possibilities to deepen the know–how of one's own specialisation line and to take advantage of the theoretical studies in practice. Further information on the practical training can be found in the guidelines compiled by the School of Engineering.

**THESIS, 15 op
KC05FP80 (study entity)**

The aim of the final thesis is to prepare the student for their future working career by preparing a written study on a topic agreed upon with the tutor. The student is expected to be able to combine the theory acquired while studying with new information to produce a consistent scientific study with practical emphasis and the ability to solve any problems that may arise in the study.

General information for students

This section of the Study Guide contains general information about studies and services for students. For further information, please turn to teachers, student counsellors and the personnel at the Student Affairs Office.

Living expenses

The Seinäjoki University of Applied Sciences has no tuition fees for students. However, they have to cover their living expenses (accommodation, meals, free time and social activities). Students also have to pay for books and other study material as well as trips between their accommodation and the faculty.

With the student card students are able to get some discount on train tickets (the National Railways VR), bus tickets (the Bus Transportation Company Matkahuolto) and in some restaurants, department stores and smaller shops.

For more information concerning the international comparison of prices and costs of living expenses, please see www.stat.fi/til/kvhv.

Accommodation

The Marttilan Kortteeri organisation offers housing services to students in Seinäjoki and also assists international students with their housing arrangements. Marttilan Kortteeri has several modern places of residence for students, consisting of one-room or two-room flats at moderate rent. The student apartments are conveniently located and well equipped. There is an internet access in each flat. Also a joint gym, sauna etc. are available for the students. New students will be informed of the application procedure when they register at the institution. International students will be informed by the international coordinators.

NB! Tenants are required to pay rent for an entire month even though they may stay in a flat less than a month. For further information please turn to the Marttilan Kortteeri office.

Marttilan Kortteeri Office

Address: Puskantie 31 A

FIN- 60100 Seinäjoki

Telephone: +358 6 420 4800

E-mail: asuntotsto@marttilankortteeri.fi

www.marttilankortteeri.fi

Internet connections are available in the Library of Seinäjoki University of Applied Sciences (SeAMK Library), in the faculties, in some student houses and in Internet cafes in city centres.

The School of Agriculture and Forestry, Ilmajoki Unit provides its own student accommodation in the vicinity of the school. The apartments consist of four double rooms with a shared kitchen and bathroom. The institution's facilities are at students' disposal. These include a student restaurant, launderette, sports hall, fitness centre and sauna.

The School of Agriculture and Forestry, Ähtäri Unit and the Business School, Kauhajoki Unit also offer student accommodation at reasonable prices.

The School of Culture and Design in Jurva offers student housing, both in the vicinity of the school and in the village centre.

Tuppiroska Oy provides accommodation for students attending the Business School, Kauhava Unit. There are one-room and two-room flats intended for several students, with shared kitchen and bathroom, and single study/bed rooms.

Tuppiroska Oy also rents out two-room flats in terraced houses a short walk from the school.
www.kauhava.fi/palvelut/asuminen/vuokraas/vuokra.htm

Meals

Each institute has a student canteen that serves lunch at subsidised student prices. Student flats are equipped with kitchens, where meals can be prepared.

Health care and social security

Public health nurse and physician

All of the faculties have a public-health nurse (PHN) on duty on certain days of the week. Your tutor will inform you of the PHN's office hours. To see a physician/general practitioner in a health centre, you must make an appointment by phone. The municipal health centre is on duty in the evenings and at weekends also. If you are an EU citizen, you are entitled to the services provided by the health centre, in the same way as any Finnish citizen. In Seinäjoki, visiting the health centre costs approximately 11 euros per visit and a yearly payment is 22 euros. The municipal health centre will give you a referral to specialised medical care if needed. The Seinäjoki University of Applied Sciences has its own physician with whom you can make an appointment through the school PHN.

If you come from an EU/ETA country or from Switzerland, you should bring a European Health Insurance Card with you. Students from the Nordic countries, who will be staying for over 6 months in Finland, must apply for the Inter-Nordic Migration Form. Students from other countries should consult embassies or consulates about this matter. Since 1 September 2007, international degree and exchange students coming from countries outside the EU/ETA need a health insurance of at least 100,000 euros for getting a visa, if they study in Finland for more than three months. The value of the insurance can be lower (60,000 euros) if the student stays in Finland for more than six months.

Private doctor

There are various private clinics in Seinäjoki and in surrounding towns and municipalities. It costs about 50 EUR to consult a private doctor. Private clinics are listed under the title 'lääkäreitä' (doctors) in the telephone directory. Appointments with private doctors are expensive, and hospital fees can be very high for citizens of countries without a special healthcare agreement with Finland. It is advisable that also international students coming from the EU/ETA countries take out health insurance for their period of study in Finland.

Dentist

A dental clinic is located in Seinäjoki in the K-house in the Marttilan Kortteeri / Campus area. Dental care is not free for students, but it is less costly to go to the municipal dental clinic than to a private clinic. You will find a list of dentists in the telephone directory under the title 'hammaslääkäreitä' (dentists)

Pharmacies

Finnish pharmacies have an excellent range of medicines and other medical products sold without prescription, e.g. mild painkillers, skin care products, flu medicines, and it is possible to receive assistance with many other minor disorders. However, to get a prescription, you must always make an appointment to see a doctor.

Please ask for more information about health care matters from the PHN in your own school.

The Seinäjoki University of Applied Sciences has insurance for students, which covers students while they study, also including practical placement, but not during their free time. Students who are planning an exchange period abroad are advised to check their insurance with the international coordinator of the faculty.

Students with special needs

As far as the facilities of the institution are concerned, more attention has been paid to the needs of physically impaired persons in the last few years. Foreign students with a physical disability planning to study at the Seinäjoki University of Applied Sciences should contact the personnel at the international affairs office in advance for information about the facilities used for studies and accommodation.

Insurances

The Seinäjoki University of Applied Sciences has insurance for students, which covers students while they study, also including practical placement, but not during their free time. Students who are planning an exchange period abroad are advised to check their insurance with the international coordinator of the faculty. All the needed documents will be got from the international co-ordinator of the faculty.

If you come from a EU/ETA country or from Switzerland, you should bring a European Health Insurance Card with you so that you can get the same health care services as the Finnish citizens. It is advisable that also international students coming from the EU/ETA countries take out health insurance for their period of study in Finland. Students from Nordic countries, who will be staying for over 6 months in Finland, must apply for the Inter-Nordic Migration Form.

Since 1 September 2007, international degree and exchange students coming from countries outside the EU/ETA need a health insurance of at least 100,000 euros for getting a visa, if they study in Finland for more than three months. The value of the insurance can be lower if the student studies in Finland for more than two years. Students from countries

outside the EU/ETA should consult embassies or consulates about this matter.

International degree and exchange students are advised to take an insurance also for the free time and travelling.

Financial support for students

International students are not eligible for the state financial aid. Students who are not citizens of Finland but live in Finland on a permanent basis for purposes other than studying are eligible for student financial aid. They must be registered as permanent residents in the Finnish population register system. The purpose of residency in Finland is determined by reference to such matters as the residence permit, registration or acceptance to an educational institution. Foreign residents must attach the OT 10 form (see Appendices) to their application for financial aid.

For more information, contact Ms Päivi Marjomäki, Secretary of the Board of Financial Support for Students
P.O. Box 412 (street address: Keskuskatu 34, 2nd floor, Campus building)
FIN-60101 Seinäjoki
Tel.: +358– 20 124 5008
Fax: +358 20 124 5022
paivi.marjomaki@seamk.fi

The home institution(s) of international exchange students may grant them scholarships or other financial aid. Seinäjoki University of Applied Sciences offers yearly ten scholarships for international students having their practical placement in Seinäjoki region. Also some African students receive a grant from the North–South–South Programme. The International coordinators and International Office will inform students concerning different types of grants.

Each school has a student canteen, which offers warm meals at subsidised student prices.

Student support services and student counselling

All of the teachers, tutoring students, student affairs office staff, international coordinators and libraries are responsible for the student counselling and student support services. Student counselling will be coordinated in the faculties by the student counsellors, international coordinators and teachers who are responsible for the practical placements.

Offices for students affairs

Every educational unit has its own Student Affairs Office, which offers services related to student selection, enrolment, studies, student certificates, and financial aid. There are some variations in the opening hours. Students must inform the Student Affairs Office of changes in address and other personal information. International exchange students must inform the international coordinator of changes in personal information.

SCHOOL OF AGRICULTURE AND FORESTRY

Ilmajoki Unit (Agriculture)

Ilmajoentie 525
FIN-60800 Ilmajoki
Tel.: +358 20 124 5700
Fax: +358 20 124 5701
maa.opintotoimisto@seamk.fi
Open: 8–3:30 p.m.

Ähtäri Unit (Forestry)

Tuomarniementie 55
FIN-63700 Ähtäri
Tel.: +358 20 124 5800
Fax: +358 20 124 5801
metsa.opintotoimisto@seamk.fi

BUSINESS SCHOOL

Seinäjoki Unit

Koulukatu 41
FIN-60100 Seinäjoki
Tel.: +358 20 124 5400
Fax: +358 20 124 5401
liiketalous.opintotoimisto@seamk.fi
Open: 9–1:30 p.m. and every other Tuesday 4 p.m.–6 p.m.

Kauhava Unit

P.O. Box 11/Kauppatie 109

FIN-62201 Kauhava
Tel.: +358 20 124 5399
Fax: +358 20 124 5388
yrittajyys.opintotoimisto@seamk.fi
Open: Monday–Thursday 9 a.m.–11 a.m. and 12 p.m.–3 p.m., and Friday 9 a.m.–11 a.m. and 12 p.m.–2 p.m.
Kauhajoki Unit (Food Management)
P.O. Box 19/Topeeka 47
FIN-61801 Kauhajoki
Tel.: +358 20 124 5600
Fax: +358 20 124 5601
ravitsemissala.opintotoimisto@seamk.fi
Open: 10 a.m.–2 p.m.

SCHOOL OF CULTURE AND DESIGN

kulttuuri.opintotoimisto@seamk.fi
Jurva Unit (Design)
P.O. Box 4/Kotikouluntie 1
FIN-66301 Jurva
Tel.: +358 20 124 5900
Fax: +358 20 124 5901
Open: Monday–Thursday 11 a.m.–3 p.m., and Friday 10 a.m.–1 p.m.
Frami Unit (Cultural Management)
Kampusranta 9 A
FIN-60320 Seinäjoki
Tel.: +358 20 124 4946
Fax: +358 20 124 4909
Open: 10 a.m.–12 p.m.
Törnävä Unit (Conservation)
Törnäväntie 26
FIN-60200 Seinäjoki
Tel.: +358 20 124 5312
Fax: +358 20 124 5337
Open: Monday–Thursday 8 a.m.–4 p.m., and Friday 8 a.m.–3 p.m.

SCHOOL OF HEALTH CARE AND SOCIAL WORK

P.O. Box 158
FIN-60101 Seinäjoki
Keskuskatu Unit (Social Work)
Keskuskatu 32 E
FIN-60100 Seinäjoki
Tel.: +358 20 124 5100
Fax: +358 20 124 5101
sosiaali.opintotoimisto@seamk.fi
Koskenala Unit (Health Care)
Koskenalantie 17
FIN-60220 Seinäjoki
Tel.: +358 20 124 5157
Fax: +358 20 124 5151
terveys.opintotoimisto@seamk.fi
Open: 11:30 a.m.–1 p.m.

SCHOOL OF TECHNOLOGY

Törnävä Unit
Törnäväntie 26
FIN-60200 Seinäjoki
Tel.: +358 20 124 5300
Fax: +358 20 124 5301
tekniikka.opintotoimisto@seamk.fi
Open: 8:45 a.m.–12.15 p.m.
Frami Unit
Kampusranta 9 A
FIN-60320 Seinäjoki
Tel.: +358 20 124 4903
Fax: +358 20 124 4909
ict.opintotoimisto@seamk.fi
Open: 9 a.m.–12 p.m.

Campus Student Affairs Office and Admissions Office

There is a joint Student Affairs Office and Admissions Office in the Campus building. The Campus Student Affairs

Office offers services related to studies, study regulations and student financial aid. The Admissions Office provides guidance to applicants applying to the Seinäjoki University of Applied Sciences. The office is open 8 a.m.–3:45 p.m.

Campus Student Affairs Office / Admissions Office
P.O. Box 412 (street address: Keskuskatu 34)
FIN–60101 Seinäjoki
Tel.: +358 20 124 5023, +358 20 124 5018
Fax: +358 20 124 5022
opintoasiaintoimisto@seamk.fi, hakutoimisto@seamk.fi

Admissions Office for the degree programmes conducted in English
Business School
Koulukatu 41
FIN–60100 Seinäjoki
Tel.: +358 20 124 5400
Fax: +358 20 124 5401
admissions@seamk.fi
www.admissions.fi

Career services

The faculties are responsible for services for both students and employers. The most important objective of the services is to help students enter the working world as smoothly as possible. Career services provide a wide range of information and assist in career planning. It also provides information concerning the job market and various types of placements for practical training. An interesting event organised by career services is called "Senssit", a get-together for employers and students. Many students have found a job or a thesis topic as a result of the event. The Seinäjoki University of Applied Sciences has joined the national online recruitment service of the Finnish Universities of Applied Sciences (www.jobstep.net) where students may register as job seekers submitting a CV, which consists of a detailed history of their work experience and other activities.

Psychologist

The Seinäjoki University of Applied Sciences has its own psychologist:
Ms Pirkko Viitasaari
Keskuskatu 32 I
Tel.: +358 6 425 5582

Student pastor

The Seinäjoki University of Applied Sciences has its own pastor:
Mr Markku Orsila
Keskuskatu 32 I
E-mail: markku.orsila@seamk.fi.

Student counselling

Student counselling promotes the objectives of learning at the institution and aims to assist students in developing various facets of their personality. Guidance and counselling is based on the idea that an individual assumes primary responsibility for his/her studies. The guidance and counselling relationship is based on the ethics of professional service and aims at helping students with their professional development and personal life. Students are important both as individuals and as group members. The academics responsible for student counselling are primarily the heads of the degree programmes, other teachers, the student counsellor, the international coordinator of the faculty/unit and the International Office. The contents of individual courses are best explained by the lecturer(s) who teach the course in question.

Student counsellors

School of Agriculture and Forestry
Ms Anu Katila (Ilmajoki Unit: agriculture), tel. +358 20 124 5747
Mr Jorma Toopakka (Ähtäri Unit: forestry), tel. +358 20 124 5828

Business School

Ms Ulla Autio (Seinäjoki Unit), tel. +358 20 124 5416
Mr Juha Jokela (Kauhava Unit), tel. +358 20 124 5372
Ms Virpi Antila (Kauhajoki Unit: food management), tel. +358 20 124 5621

School of Culture and Design

Ms Leena Vainionpää, tel. +358 20 124 5910

School of Health Care and Social Work

Ms Tellervo Pihlaja (Koskenala Unit: health care), tel. +358 20 124 5180
Ms Katriina Honkala (Keskuskatu Unit: social work), tel. +358 20 124 5108

School of Technology

Ms Kaisu Salo (Törnävä Unit), tel. +358 20 124 5300

Ms Tarja Keski-Mattinen (Frami Unit), tel. +358 20 124 4935

Mr Ismo Tupamäki (Frami Unit), tel. +358 20 124 4923

E-mail address for the student counsellors: forename.surname@seamk.fi

International study counselling

The aim of international study counselling is to support outgoing and incoming students, professors and staff members, as well as foreign and all other degree students. The aim is to integrate internationalisation into studies and to promote home internationalisation as well. The personnel associated with international affairs are responsible for international study counselling, together with other faculty members. There is an international coordinator in each faculty. The International Office is located in the Campus building.

International Office:

Manager of International Affairs, Ms Helli Kitinoja: helli.kitinoja@seamk.fi

Secretary of International Affairs, Ms Anu Hauta-aho: anu.hauta-aho@seamk.fi

Assistant of International Affairs, Ms Maria Loukola: maria.loukola@seamk.fi (until Dec 22, 2007)

Financial Secretary of International Affairs, Ms. Essi Korkiakoski: essi.korkiakoski@seamk.fi

International co-ordinators for the faculties:*School of Agriculture and Forestry*

Mr Heikki Koskimies (Ilmajoki Unit: agriculture): heikki.koskimies@seamk.fi

Ms Pirkko Kivinen (Ähtäri Unit: forestry): pirkko.kivinen@seamk.fi

Business School

Ms Ritva Leppänen (Seinäjoki Unit): ritva.leppanen@seamk.fi

Ms Marjo Arola (Kauhava Unit): marjo.arola@seamk.fi

Ms Tuija Pitkälä (Kauhajoki Unit): tuija.pitkakoski@seamk.fi

School of Culture and Design

Ms Eija Pennanen: eija.pennanen@seamk.fi

School of Health Care and Social Work

Ms Helinä Mesiäislehto-Soukka (Koskenala Unit: Health Care): helina.mesiaislehto-soukka@seamk.fi

Ms Helena Järvi (Keskuskatu Unit: Social Work): helenajarvi@seamk.fi

School of Technology

Mr Tapio Pihlajaniemi: tapio.pihlajaniemi@seamk.fi

Tutoring students

Seinäjoki University of Applied Sciences trains a number of students for tutoring the new students especially at the beginning of their studies. The tutor offers peer guidance and supports the new student to live in a new environment and start studies in Seinäjoki University of Applied Sciences. The student tutors also do marketing work for their institution.

Guidance related to practical placements

It is important for the students to build up links to the working life and companies during their studies. This is possible when students are doing their project studies, visiting companies, doing their practical training and final theses or participating in seminars related to working life.

In each educational unit there are persons who are responsible for guidance related to practical placements, also the Heads of the Degree Programmes help the students in planning the practical training. Students can get job information also from the Internet (www.kitkatta.net). This information is in Finnish. The Finnish Universities of Applied Sciences also have also a joint career and recruitment service Jobstep (www.jobstep.net), also in the English language. The Jobstep also supports you to write a curriculum vitae in an electronic form.

Premises and equipment

The Seinäjoki University of Applied Sciences has eight educational units or faculties, but since the year 2008 only five faculties. Two of the faculties (School of Health Care and Social Work, School of Technology) are situated in the City of Seinäjoki, one of them (School of Culture and Design) in Seinäjoki and in Jurva, one (School of Agriculture and Forestry) in Ilmajoki and Ähtäri and one faculty (Business School) in Seinäjoki, Kauhava and Kauhajoki. The Seinäjoki University of Applied Sciences and its faculties offer students an excellent environment, including modern technology

and equipment, in which to study. Studying abroad is also part of the learning process and opportunities are available to students through the international network of Seinäjoki University of Applied Sciences.

Information systems services

The Seinäjoki University of Applied Sciences belongs to the national FUNET network (Finnish University and Research Network). Upon acceptance of the FUNET guidelines, students receive an email address and a username/an identification code for the information systems network. The username and pin-code are personal and should not be used by anyone else. All users are responsible for using the information systems services according to what is set forth in the data security guidelines, <http://www.seamk.fi/kayttoaannot>. Students may use their personal email address and username throughout their studies. Once a student has graduated, the username will function for 14 days, and the codes will be discarded from the information systems. The codes for the Winha study management system will also be discarded from the faculties' Student Affairs Offices.

The email system utilised at the Seinäjoki University of Applied Sciences is Microsoft Exchange and students can use their emails through the Outlook Web Access at <https://mail.seamk.fi/exchange>. The e-mail address is usually forename.surname@seamk.fi.

Students will also receive a personal username/identification code for the Winha study management system at <http://winha.seamk.fi>.

Virtual learning centre

The virtual learning centre of South Ostrobothnia region supports the learning process through new technology.

International relations

Goals of the international studies

Studies at the Seinäjoki University of Applied Sciences are characterised by internationalisation. This involves interaction with foreign countries, partner institutions and international working life. During their studies, students will gain skills and competencies required in international environments (enterprises, development projects, contacts with customers from foreign cultures). Students will also learn to manage international business and co-operation across cultural and national borders; they also learn the importance of internationalisation for the regional development. In addition to language skills and cultural knowledge, today's professionals need to know how to make use of the latest research results and ICT technology. Higher education should also provide students with broader perspectives, a better understanding of the various sectors of society, willingness to change, and flexibility. The Ministry of Education has awarded the Seinäjoki University of Applied Sciences three times for its international activities, in 1999, 2000 and 2002.

Home internationalisation

The prerequisites for internationalisation include language skills and knowledge and understanding of different cultures. In addition to the basic language studies (the official languages Finnish and Swedish and in addition one or two foreign languages), students may choose optional, advanced language courses. Asian languages and cultures have recently been of special interest; one of the latest trends has been an increasing need to study about South America and the Spanish language. Home internationalisation, international aspects in the curriculum and professional studies are the main priorities in education. The institute recognises what is set forth in the Bologna Process in implementing internationalisation in education and research. The European Credit Transfer and Accumulation System (ECTS) is used and all the graduated students will get a Diploma Supplement (DS).

Student mobility

The Seinäjoki University of Applied Sciences has institutional partnership contracts with about 150 partner universities in the European countries and about 25 partners in the other continents. Erasmus cooperation with European partner universities began in 1993, and cooperation with Chinese partner universities began in 1995. One year later cooperation began with partner institutions in Africa, in 1997 with the United States, Canada and Japan, and in 1998 with Latin America. Each year, approximately one-fifth of the degree students spend at least one semester at a partner university abroad. In addition, one-third of the students study for shorter periods abroad.

Practical training abroad is another form of internationalisation. Students may also do their thesis work abroad. The average length of a study period abroad is five months. The most popular destinations are Germany, Spain and the Baltic countries. Other countries that attract students from the Seinäjoki University of Applied Sciences include the United States, Asian countries, such as China, Japan and India, African countries, such as Uganda, Kenya and Zambia, as well as countries in eastern Europe and Latin America. Grants are awarded to support students and staff mobility, mainly from the European Union programmes. Moreover, students may apply for a scholarship in their own institution. Students who are planning an exchange period abroad are advised to check their insurance with the international coordinator of the faculty. Outgoing students also have to visit a Kela office before the exchange period to get the needed documents (Y39, E128, E111 and the European Health Card). Students also have to visit the Public Health Nurse of their own faculty, so that they can make a plan for injections.

Every year, about 150 international students from partner institutions study or complete their practical training at the Seinäjoki University of Applied Sciences. Orientation and Finnish language teaching as well as social programme in cooperation with the student union is offered for the international students.

Teaching in English

Seinäjoki University of Applied Sciences offers about 480 ECTS credits teaching in English. These studies are available both for Finnish and for international students. The Business School has a bachelor–level degree programme in International Business and a master–level programme in International Business Management conducted completely in English. There are also one semester programmes taught in English in the Business School, School of Technology, School of Culture and Design and in the School of Health Care and Social Work. The programmes are primarily intended for exchange students from the partner universities, but also for the Finnish students.

International R&D projects and international conferences

The Seinäjoki University of Applied Sciences has about 25 international research and development projects. Students studying at the institute may join these projects as part of their thesis or practical training. The Seinäjoki University of Applied Sciences hosts an international conference and two or three international seminars each year. Students can work as conference assistants in these international conferences and seminars.

International guidance, counselling and tutoring

Heads of the degree programmes, teachers, student tutors, international coordinators and student advisers provide assistance for both incoming and outgoing students. All of the faculties have staff for dealing with international affairs, and there is also an International Office in the Campus building. The study guides and homepages on the Internet (www.seamk.fi) are important sources of information for international students. The international coordinators, other staff and students provide their support to students from other countries in planning their studies and making the best of their stay in Finland. Finnish students gain a wealth of important knowledge of different countries and cultures by tutoring foreign students and learning from their experiences.

If a student needs personal counselling, (s)he should make an appointment with the international co–ordinator in his/her faculty/unit. The coordinators can be contacted by e–mail: forename.surname@seamk.fi.

International Office:

Manager of International Affairs, Ms Helli Kitinoja: helli.kitinoja@seamk.fi

Secretary of International Affairs, Ms Anu Hauta–aho: anu.hauta-aho@seamk.fi

Assistant of International Affairs, Ms Maria Loukola: maria.loukola@seamk.fi (until Dec 22, 2007)

Financial Secretary of International Affairs, Ms. Essi Korkiakoski: essi.korkiakoski@seamk.fi

International co–ordinators for the faculties:

School of Agriculture and Forestry

Mr Heikki Koskimies (Ilmajoki Unit: agriculture): heikki.koskimies@seamk.fi

Ms Pirkko Kivinen (Ähtäri Unit: forestry): pirkko.kivinen@seamk.fi

Business School

Ms Ritva Leppänen (Seinäjoki Unit): ritva.leppanen@seamk.fi

Ms Marjo Arola (Kauhava Unit): marjo.arola@seamk.fi

Ms Tuija Pitkäkoski (Kauhajoki Unit): tuija.pitkakoski@seamk.fi

School of Culture and Design

Ms Eija Pennanen: eija.pennanen@seamk.fi

School of Health Care and Social Work

Ms Helinä Mesiäislehto–Soukka (Koskenala Unit: health care): helina.mesiaislehto-soukka@seamk.fi

Ms Helena Järvi (Keskuskatu Unit: social work): helena.jarvi@seamk.fi

School of Technology

Mr Tapio Pihlajaniemi: tapio.pihlajaniemi@seamk.fi

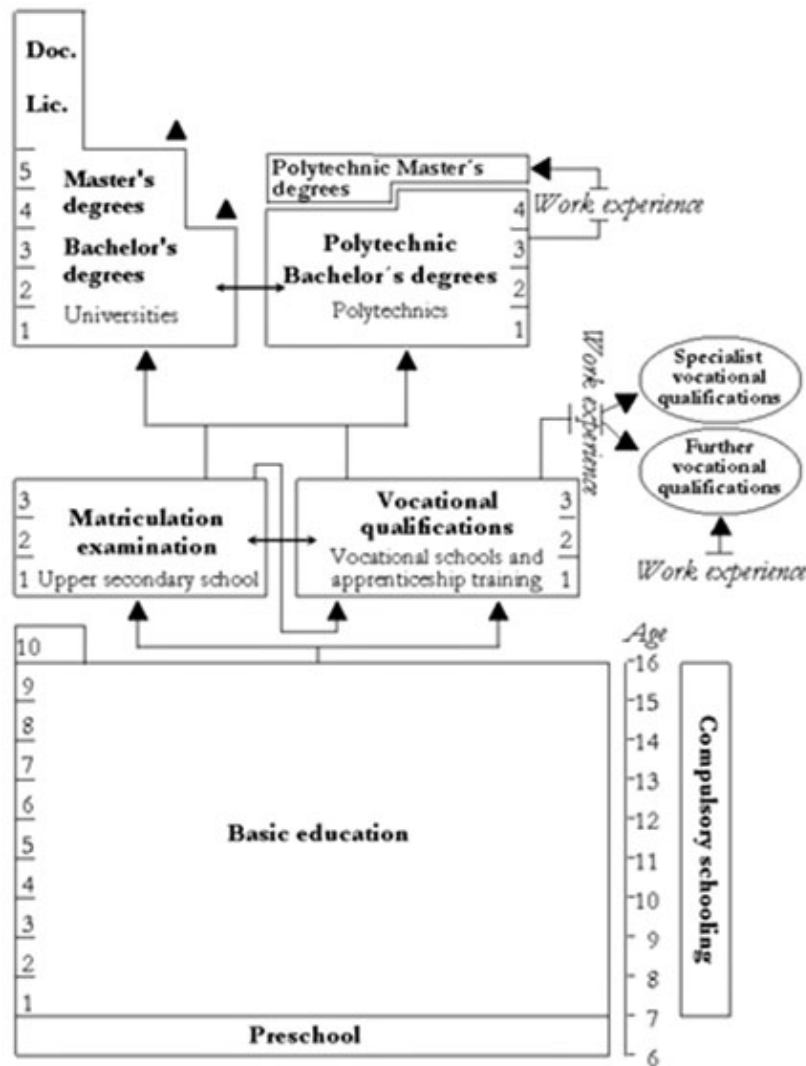
Practical information for international students

Finnish educational system

The educational system in Finland is made up of a 9–year comprehensive school, general or vocational secondary–level education, and higher education. Independent organisations, evening schools, vocational institutions and higher education institutions (HEIs), such as universities and universities of applied sciences, provide adult education. Finnish higher education consists of two parallel sectors, the relatively new university of applied sciences sector and the university sector. www.minedu.fi

The formation of the university of applied sciences began in 1991, and today there are 29 of them in Finland. The purpose of universities of applied sciences is to raise the standard of professional education, carry out applied research based on the current needs of the working world and to support other regional development.

Students acquire both theoretical knowledge and practical training in their own field. Finnish degrees obtained at universities of applied sciences are equivalent to Bachelor's and Master's degrees in most of the European Union' member states. Studies at a university of applied sciences are characterised by varied teaching and learning methods. The amount of traditional lecturing has been reduced and the institutions emphasise the students' responsibility for their own studies. In modern society, the amount of information increases and diversifies constantly. Therefore, it is important that students adopt the idea of lifelong learning and independent search for information during and after their studies. Studies lead to degrees, which are higher-education degrees for demanding tasks in the working world. The Ministry of Education defines the content of the degrees and the degree titles.



Finnish Educational System (Ministry of Education)

Facts about Finland

Population: 5.3 million

Total area: 338,000 km², one of the largest countries in Europe. Three-quarters of the area is covered with forests, most of which are evergreen. Another characteristic feature in Finland is the multitude of lakes (188,000 lakes in all), especially in the central and eastern parts of the country. The northernmost part of Finland, Lapland, lies north of the Arctic Circle.

Population density: 17 inhabitants/km²

Capital: Helsinki with 560,000 inhabitants

Other major cities: Espoo, Tampere, Vantaa, Turku, Oulu

Languages: Official languages are Finnish (92 %), and Swedish (5.5 %). English is widely spoken.

Religion: Evangelical Lutheran (83 %), Orthodox (1 %), other (3 %), no religious denomination 13%

Form of government: Parliamentary republic since 1917; President: Ms Tarja Halonen 2000–. The head of state is the President and the legislative body is the unicameral Parliament (Eduskunta), which is made up of 200 members elected every four years.

Member of the EU: since 1995. Co-operation with the other Nordic countries has always been active in political, economic, social and cultural matters. Finland has also maintained good political and commercial relations with Russia.

Currency: the euro (EUR)

Finland is situated in northern Europe, surrounded by Sweden in the west, Norway in the north, and Russia in the east and Estonia in the south. The climate is not as cold as its northern location might imply. However, temperatures below zero degrees centigrade in winter are not uncommon. Summers are light and warm, and in the northern part of the country the sun does not set at all for a few weeks. The average temperature varies between –6 in January and +21 in July (Helsinki).

Industrialisation began in Finland in the 19th century, and particularly rapid growth took place after World War II. Traditionally, the forestry and wood processing industries have played a central role in the economy. Other important industrial fields include electrical and metal engineering, the chemical and textile industries. Today, many Finnish companies are known for their high-tech products. As in most advanced industrial economies today, the greater part of Finland's output is produced in the service sector.

Coming to Finland

Passport

All foreigners except citizens of the Nordic countries need a valid passport to enter Finland. Citizens of the Nordic countries may arrive, reside, study and work in Finland without limitations. They do not need visas, residence or work permits. See <http://www.formin.fi/Public/>

Visa

Students from the EU countries and a number of other countries do not need a visa to enter the country. Other international students must apply for a visa at the Finnish embassy or consulate in the country of permanent residence. A visa is needed if a student is required to participate in an entrance exam in Finland prior to being accepted to an educational institution, or if (s)he is a citizen of a country that has not signed an agreement on the abolition of the visa with Finland. Since the visa allows for only a short stay, the student must return to his or her home country after the entrance examination to apply for the actual residence permit. See <http://www.formin.fi/Public/>

Since 1 September, 2007 international degree and exchange students coming from countries outside the EU/ETA need a health insurance of at least 100.000 euros for getting a visa, if they study in Finland more than three months. The value of the insurance can be lower (60.000 euros) if the student studies in Finland more than six months. Students from countries outside the EU/ETA should consult embassies or consulates about this matter.

Residence permit

A residence permit is needed if a person's stay exceeds three months. Citizens of the Nordic countries do not need a residence permit. EU citizens do not need a residence permit, but they must register at the local police office in Finland for their right to reside in Finland if their stay lasts longer than three months. Students coming from countries other than the Nordic countries may need to provide proof of funding. The right to reside in Finland is valid until further notice. Similar regulations on the right of free movement that apply to citizens of EU member states also apply to those from Iceland, Liechtenstein, Norway and Switzerland. Hence, the citizens of these states are equated with EU citizens.

Students from other countries can apply for their residence permits from the Finnish diplomatic mission in their home country. The Finnish government does not usually fund the stay of foreign students in Finland. Therefore, applicants must show that their income is secured either through a scholarship, a grant or other funds with which they can support themselves during the academic year. Applicants must have a minimum of 500 EUR per month to cover living expenses. If possible, applicants may show that they have funds available for transfer from their home country to Finland by means of a reliable banking connection. If the educational institution offers free tuition, accommodation and meals, the required amount can be reduced. Funding for a student participating in an exchange programme between a Finnish and foreign university may be arranged through the exchange programme.

The residence permit is usually granted for one year at a time. An extension of the permit requires that a student is still registered at an educational institution, is a full-time student and has completed the required courses in the institution's study programme. If the student has poor study performance, an extension of the residence permit may be denied. The application for an extension of the residence permit is submitted to the local police in Finland. See <http://www.formin.fi/Public/>

Work permit

EU citizens and persons from Iceland, Liechtenstein, Norway and Switzerland are entitled to work while studying in Finland and does not need to acquire a special work permit to do so.

The residence permit for study purposes allows students from other countries to work within certain limits, i.e. the work is part of their practical training required by the degree programme, or if the amount of part-time work does not exceed 20 hours per week. Students may take full-time employment during holidays when the educational institution does not arrange teaching as such; in practice, this is usually during summer and Christmas vacations. Wages and salaries earned through part-time work during the academic year may, at the discretion of the authorities, reduce the amount of funds a student is required to possess for supporting him- or herself. When applying for the first residence permit, promised employment or a signed contract of employment cannot reduce the required amount of permitted funds. See <http://www.formin.fi/Public/>

Travelling in Finland

The airport of Seinäjoki is located about 10 km from the Seinäjoki city centre. The distance to the airport of Vaasa is about 70 km. A flight from Helsinki to Seinäjoki takes about one hour. International students travel to Seinäjoki and the surrounding areas primarily by train, which takes about three hours from Helsinki, or by their own car. Finland has right-hand traffic and vehicles pass each other on the left. It is compulsory to use seatbelts in cars. Young people may receive their driver's license at the age of 18. Vehicles must use their headlights at all times, and mobile phones may be used in vehicles with a hands-free device only. Drunk driving is a criminal offence; so if you drink you don't drive.

Language courses

In addition to the basic language studies students may choose optional, advanced language courses in Seinäjoki University of Applied Sciences. There are also virtual language courses. Seinäjoki University of Applied Sciences offers language courses in English, Swedish, Germany, French, Spanish, Portuguese, Russia and Finnish as a foreign language.

Asian languages and cultures have recently been of special interest; the latest trend has been an increasing need to study about South America and the Spanish language.

Seinäjoki University of Applied Sciences has a Language Center, which supports high-level language teaching and interaction between the university and the working life, it also helps staff members in the tasks related to the languages.

The Language Center of Seinäjoki University of Applied Sciences

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Mr. Päivö Laine, Principal lecturer of the languages

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Practical placements

It is important for the students to build up links to the working life and companies during their studies. It is possible when students are doing their project studies, visiting companies, doing their practical training and final theses or participating the seminars related to the working life. Practical training in the University of Applied Sciences is a supervised learning period in real working life. During a training period a student becomes familiar with working methods and working environment as well as professional interaction with the customers. Quite often the final thesis is related to the practical training.

Students are supported to find their practical placements by themselves. Only in the School of Health Care and Social Work and in the School of Agriculture the academic staff is responsible for finding the placements. In each faculty there are persons who are responsible for guidance related to the practical placements, also the Heads of the Degree Programmes help the students in planning the practical training. Students can get information concerning the working life also from the Internet (www.kitkatta.net). This information is in Finnish. The Finnish Universities of Applied Sciences have also a joint career and recruitment service Jobstep (www.jobstep.net), also in English language.

Seinäjoki University of Applied Sciences also has an Incubator for start-up companies of the students in collaboration with Satakunta and Turku Universities of Applied Sciences.

More information: Ms. Helena Hannu, Project Manager

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Free time and social activities

Seinäjoki

Seinäjoki is the centre of Ostrobothnia and has developed into a provincial centre of 200,000 inhabitants. The population of Seinäjoki is about 37,000 and its industrial structure is service oriented.

Life in Seinäjoki is dynamic. A wide variety of educational institutions are located in the city, and it offers commercial, administrative and cultural services to the entire surrounding area. The city is known for its numerous events also. In midsummer, the Tango Festival invites friends of light music to a cheerful dance and music event. Provinssirock was a forerunner of the Finnish rock festival culture two decades ago, and every summer in June it gathers tens of thousands of music lovers to Törnävänsaari.

Completed in the 1980s, the Seinäjoki City Theatre attracts large audiences, even by national standards. The complex of the administrative and cultural buildings in Seinäjoki is known world wide as the Aalto Centre. Built in the 1960s, it houses the Lakeuden Risti church (Cross of the Plain), City Hall, the City Library and the Government Office Building. This milieu, designed by architect Alvar Aalto, represents Functionalism at its best, and is appreciated by admirers and experts of architecture.

Sports are very important to Seinäjoki, both at the championship level (Finnish baseball, football, rugby, speedway, etc.) and in the provision of facilities for fitness enthusiasts. A full-length, artificial ice rink, artificial gravel grass, beaches, ski slope and various other sports facilities offer a variety of choices.

Student life is lively, too. In addition to sports facilities, students will find a wide variety of art and culture, from ballet to concerts and visual arts. Nightlife is varied and includes discos and pubs popular among students.

Connections to Seinäjoki from other parts of Finland are excellent. Trains from Helsinki to the north pass through the Seinäjoki railway station. Seinäjoki has about 25 train services daily, and from the Rengonharju airport, several flights a day to Helsinki. The distance from Seinäjoki to Vaasa is 80 km, to Helsinki 325 km, and to Tampere 180 km.
www.seinajoki.fi

Ilmajoki

Ilmajoki is situated in the centre of Ostrobothnia. Ilmajoki has the typical Ostrobothnian landscape with low-lying, fertile fields and a number of barns, referred to as the 'sea of barns'. The Ostrobothnian plain is split by the river Kyrönjoki, which runs through effectively cultivated farmlands. Ilmajoki has approximately 11,700 inhabitants and an area of 609 km². The nearest towns are Kurikka (15 km), Seinäjoki (20 km) and Vaasa (70 km).

Ilmajoki is rich in tradition; you can get acquainted with Ostrobothnian heritage at the House Museum of Yli-Laurosela, for example. Ilmajoki is also a vigorous cultural municipality, which is famous for its Music Festival in early summer. Agriculture is an important source of livelihood, but there are also numerous small and medium-sized businesses operating in a wide variety of fields. The most renowned company in Ilmajoki is Altia in the village of Koskenkorva. Altia produces raw materials for the alcoholic beverage, Koskenkorva, named after the village. www.ilmajoki.fi

Jurva

Jurva is a municipality of about 4,700 inhabitants 55 km from Seinäjoki. Jurva is famous for its furniture industry; most of the furniture in Finland is made there. There are 300 furniture companies in the municipality employing a total of ca. 500 people. The School of Culture and Design was founded in 1911 and is one of the most esteemed schools of craft skills in Finland. The school specialises in the Scandinavian way of carving wood.

The municipality provides a range of public services such as a health centre with medical and dental services, as well as police, postal and bank services. There are also various private services available, such as shops, hotels and restaurants.

A wide range of recreational facilities are also available. You can exercise in the sports hall located in a local school, or in the indoor sports facilities at the School of Culture and Design. Close to the school, there is a running track, where you can ski in winter. The Säläisjärvi lake, with its public swimming facilities, is located next to the running track. A sauna on the camping site can be rented for private use. In the winter, you can try winter swimming, too. The Lintula riding farm is an interesting place for horse enthusiasts. A motor racing track and a rifle range are located next to the farm.

The civic college offers other hobbies as well. The college offers a wide range of courses, so there is something for everyone: language studies, dance and music, art subjects ranging from restoration to bookbinding, etc.

Jurva also has two drama clubs offering performances to the public. Art lovers can visit exhibitions in the local library throughout the year. Furthermore, the School of Culture and Design exhibits its activities at its annual spring exhibition. See www.jurva.fi

Kauhajoki

Kauhajoki is the service and industrial centre in the southern–most part of South Ostrobothnia where agriculture plays an important role in the economy. Rustic, South Ostrobothnian culture, modern service and the information society meet here. Commercial and administrative services of the southern part of the region are concentrated in Kauhajoki, and for this reason the municipality is famous for its high, urban–like standard of services. By area, Kauhajoki is the largest municipality in South Ostrobothnia with 14,700 inhabitants. It is located 58 km from Seinäjoki, 100 km from Vaasa, and 160 km from Tampere. The distance between Kauhajoki and Helsinki is 360 km. There are direct bus connections to all the nearby towns every day. The quickest connections from southern Finland, e.g. Helsinki, are by train via Seinäjoki and from there by bus.

Colourful events such as the Kauhajoki Food Fair and the Nummirock festival attract thousands of visitors to Kauhajoki each year. The Kauhajoki Food Fair is of particular importance to the institution because it is the initiator of this great event. Kauhajoki also has sights related to Ostrobothnian rural culture and Finnish history. See www.kauhajoki.fi

Kauhava

Kauhava is a young, dynamic town in the northern part of South Ostrobothnia. Kauhava was granted its town charter in 1986. The town has always been famous for its entrepreneurship and this event further strengthened the position of Kauhava as a commercial and service centre. Of the 8,300 inhabitants in Kauhava, 19 per cent earn their living from agriculture and forestry, 26 per cent from industry and construction, and 52 per cent work in the service sector. Kauhava has good road connections, as the town is located on highway 19 and on the main road 63, Kauhava–Ylivieska. Moreover, Kauhava has an excellent airport. Kauhava is 400 km from Helsinki, 80 km from Vaasa and 40 km from Seinäjoki.

A tourist visiting Kauhava can admire the slow river and the vast 'sea of barns', among other things. Other sights include the Kauhava church, completed in 1925, the Rise of the Steath–knife statue in front of the city hall, and the monument to the Fouga fighter. The annual event called Airmen's Midsummer gathers 20,000 people together at the airport to celebrate Midsummer. The Air Warfare Academy offers the town and its inhabitants tremendous opportunities for various aviation sports.

In addition to aviation, the youthful town provides facilities for volleyball and football, in which Kauhava teams have been successful on the national level. The Kauhava Civic College provides excellent opportunities for further education in foreign languages and in manual skills. See www.kauhava.fi

Ähtäri

Ähtäri is located in Suomenselkä and is known for its high–quality tourist services and as a town of many events. The population of Ähtäri is about 7,100. Its total area is 906 square kilometres, of which 103 square kilometres is covered by lakes. The nearest airports are in Jyväskylä and Seinäjoki and the nearest seaport in Vaasa (165 km). Distances to the more important centres: Turku 310 km, Helsinki 330 km, Tampere 160 km, Seinäjoki 80 km, and Jyväskylä 120 km. There are connections by road and by train to the above destinations. The nature in Ähtäri, with its forests and water–ways, provides diverse opportunities for tourism in nature. In addition to the excellent sports facilities at Tuomarniemi, Ähtäri offers many other facilities.

Ähtäri offers many cultural services and events. The city library includes a mobile library which visits Tuomarniemi once a week, and two branch libraries. The Pirkanpohja Art Centre exhibits 200 paintings by Artist, Professor Eero Hiironen, as well as other temporary exhibitions. Sights include Ähtäri Wildlife Park, a domestic animal park, Villa Pohjola, Pirkanpohja Art Centre, an automobile museum, a local arts–and–crafts museum, Koskela ceramics and Ähtäri church. Local events are Ähtäri Snow Weeks, Ähtäri Night Rowing, Summer Market, Travellers' Christian Summer Days, the charismatic Open Road event and the Buster Triathlon. See www.ahtari.fi

Student Union SAMO

The Seinäjoki University of Applied Sciences has a student union called SAMO, which is derived from the Finnish title Seinäjoen ammattikorkeakoulun opiskelijakunta. SAMO is the common student union within the institution. In addition, every school has its own student association, which, together, founded the SAMO Student Union. For the most part, the student associations run the cafés, bookstores and stationery shops in each school; services are offered at competitive prices. It is worthwhile to use these services, as the prices are usually the lowest in town.

The SAMO Student Union participates in tutor activities. The tutors initiate students into studying at the Seinäjoki University of Applied Sciences and the region. Students can turn to them for assistance and they provide students with advice. The SAMO Student Union and the student associations participate in various recreational, cultural and sports events. Sports tournaments between faculties, such as indoor bandy and indoor "pesäpallo", Finnish baseball, are very common. Entertainment in the evening counterbalance studying in a pleasant way, adds another aspect to student life. Members are granted a discount on the entrance fee for some of these events. Furthermore, SAMO arranges entertainment for international students and Student International Club (SIC) services for foreign and Finnish students.

Students are advised to join the student association when you arrive in the Seinäjoki region, because membership in the student association and the SAMO Student Union offers students various benefits. They tend to students' interests and offer assistance in questions related to their studies, and help them save money in the form of various discounts. Upon membership, students receive a student card, with which students may receive discounts on train (Finnish Railways) and bus tickets (Matkahuolto), as well as on Sampo insurance. The International Student Card entitles students to only some of these discounts.

In addition to nationwide advantages, the SAMO Student Union has arranged discounts on the services and products of local companies. The discount lists are posted on the student associations' notice boards. To become a member, students must fill out the application form for the student card at the student association office. SAMO has its own office on campus, which is open during the day. The General Secretary is available in the office every day and students may get help from him/her with any problems connected with their studies.

The Office of the Student Union SAMO is located in the Campus House

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www.samo.fi

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