BITE's Course Contents 2004−2005

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.Net Programming

- Code: ATK36F
- Semester: 4th
- Level and type: Professional Studies, Elective, Bite
- Credit units: 3 cu
- ECTS: 4,5 points
- Language: English

Description

The course will provide essential knowledge of Microsoft application development architecture .NET and skills to develop applications using it.

Essential contents

The basics of .NET architecture is discussed. The course includes a fair number of programming exercises that will be carried out either with commad line compiling technique or as Visual Studio.NET solution. The students will learn the features of two .NET programming languages, C++ and VB.NET, C++ being the main language. Students will take an mid test in the middle of the course and a final test at the end of it. Both theoretical knowledge and programming skills are tested. The course includes a project work that is assessed as a part of the grade.

Prerequisite

Basic studies in programming and Developing Information Systems (SYS48F).

Aims and objectives

Participants should understand the essential features on .NET architecture and be capable of building applications using it.

Teaching and learning methods

Contact hours
Independent studies

Assessment

Exams 60%
Project work 40 %

Advisors

Tuomo Ketomäki

ABAP Programming

(SAP)

- Code: ATK37D
- Semester: 3. − 7.
- Level and type: Free−Choice Professional Studies
- Credit units: 2 cu (80 h)
- ECTS: 3 points
- Language: English

Description

The study unit familiarizes students with the SAP System and the ABAP/4 Programming Language.

Essential contents

Introduction to the SAP System and SAPGUI user interface. SAP Technology Infrastructure. Fundamentals of the ABAP/4 Programming Language, the ABAP/4 Function Library and Open SQL.

Prerequisites

Basic Programming skills, Data Management course

Aims and objectives

The student will be familiar with the SAP System and the ABAP/4 programming environment, fucnction library and the development tools. The student will be able to use the ABAP/4 Workbench and to develop simple report programs.

Bibliography

SAP AG. SAP Technology Infrastructure. SAMS A Division of Macmillan Computer Publishing. Teach Yourself ABAP/4 in 21 Days.

Advisors

Seija Wolfer
Birgitta Jansson−Koponen

Teaching and learning methods

Contact hours 35 h
Independent studies and consultation 45 h

Assessment

Distance assignments 50 %
Final Exam 50 %.

Mobile applications

- Code: ATK57F
- Semester: 6th to 7th
- Level and type: Advanced Professional Studies, Elective, Bite
- Credit units: 5 cu
- ECTS: 7,5 points
- Language: English

Description

The course introduces the students the main issues of development of mobile applications. What kind of architecture has WAP application and what are restrictions compared with conventional Web Application. The course also dealt with program development of small computing devices, like cellular phones and PDA devices, by means of J2ME platform.

Essential contents

- WAP architecture
- User interface of WAP application
- Development tools of mobile systems
- WML, WML Script
- WAP 2
- Multimedia messages
- J2ME and MIDP application development

Prerequisites

Compulsory basic and professional studies

Bibliography

To be announced by the advisor

Advisor

Arvo Lipitsäinen

Teaching and learning methods

Contact hours
Independent studies

Assessment

Assignment
Seminar presentation

Programming 1

- Code: ATK70F
- Semester: 1st
- Level and type: Basic Studies, Compulsory, Bite
- Credit units: 4 cu (80 h)
- ECTS: 6 points
- Language: English

Description

The study units Programming 1 and Programming 2 together form an introduction to basic programming. Programming 1 gives an introduction to the task of programming, the general concepts of programming and limited concept of basic object oriented programming. This study unit familiarizes the student with a modern programming language and the environment it requires. During the contact hours there will be many exercises, and the independent studies will mainly consist of weekly programming tasks. Previous experience of programming is not expected.

Essential contents

- Programming as work and general concept of programming
- Planning, documenting and testing of the logical flow in a program
- The basic principles of a programming language
- The programming language (Java) and its programming environment

Bibliography

To be announced later

Advisors

Birgitta Jansson−Koponen
Juhani Välimäki

Teaching and learning methods

Contact hours 80 h
Independent studies 80 h

Programming 2

- Code: ATK71F
- Semester: 2nd
- Level and type: Basic Studies, Compulsory, Bite
- Credit units: 3 cu (60 h)
- ECTS: 4.5 points
- Language: English

Description

During the study unit programming skills and Java programming language skills in program implementation will be extended. The classes will be a mix of lectures and hands−on Java programming sessions in a computer classroom.

Essential contents

· Algorithm Design and Testing
· Basic Java Syntax
· Introduction to Classes and Objects
· Basics of Event−driven GUI Programming
· Introduction to File and Database Programming
· Using the Java Development Environment and the Java API Documentation

Prerequisite

Programming 1 (atk70f)
Information Systems and OOA (sys43f)

Aims and objectives

The students will be acquinted with basic problem−solving programming language skills. The students will have sufficient skills for further studies in Java and object−oriented programming.

Bibliography

Horton, Ivor. Beginning Java 2. WROX Press.
Silpiö, Kari. Course papers.

Advisor

Birgitta Jansson−Koponen
Kari Silpiö

Teaching and learning methods

Contact hours 60 h
Independent Studies 60h
Group size 20 students

Assessment

A 4−hour final examination in a computer classroom. The distance learning exercises are also assessed (both the examination and distance learning excercises must be passed). Completion of a learning diary is mandatory.

Data management

- Code: ATK72F
- Semester: 2nd
- Level and type: Basic Studies, Compulsory, Bite
- Credit units: 5 cu
- ECTS: 7,5 points
- Language: English

Description

During this course the student will learn the basic concepts of data management, relational database and SQL structured query language. A small relational database will be designed, defined and created. The course will focus on file− and database−based data management environments. The student will also learn about the standards and trends in the data management field.

Prerequisites

Programming 1 (atk70F)
Information Systems and OOA (sys43F)

Aims and objectives

The student will achieve a basic knowledge of data management systems and will be able to read and understand the related materials and issues. After the course the student knows how to define and create a functioning relational database. The main subjects are:

- Using databases in company’s data management system.
- Data storage and data management services
- Database analysis and design techniques
- Relational model and normalization
- Integrity rules and transaction management
- SQL language
- Data Security

Bibliography

Material provided by the lecturer
Thomas Connolly, & Carolyn Begg, Third Edition 2002. Database Systems. Addison−Wesley.

Advisor

Seija Wolfer

Teaching and learning methods

Contact hours 100 h
Independent studies 100 h

Assessment

Exam 50 %
Assignments 45 %
Activity in studies 5 %

Introduction to structured documents

- Code: atk73F
- Semester: 3rd
- Level and type: Basic Studies, Compulsory, Bite
- Credit units: 2 cu
- ECTS: 3 points
- English: Language

Description

The study unit introduces students to structured documents. The study unit is divided into three main themes:

- Basic principles of structured documents and open information
- W3C HTML 4 –recommendation and some other recommendations closely related to it
- W3C XML 1 –recommendation and some other recommendations related to it

Essential contents

Theme 1: The basic principles of structured documents and open information

- A short history of open information and structured documents.
- The basic principles of open information:
- Content separated from structure
- Media separated from coding
- Data separated from protocols.
- The difference between structured and procedural documents.

Theme 2: W3C HTML 4 –recommendation and some other recommendations closely related to it

- The main parts of W3C HTML 4.01 recommendation
- The main parts of W3C CSS2 recommendation
- The relationship between W3C HTML 4 and W3C XHTML 1.

Theme 3: W3C XML 1 –recommendation and some other recommendations related to it

- The main parts of W3C XML 1.0 recommendation
- The basic principles of W3C XMLSchema recommendations
- The main parts of W3C XSLT 1.0 recommendation

Prerequisites

Basic data processing skills

Aims and objectives

- To increase the students' understanding of open information and structured documents
- To gain the ability to read and create structured documents made by using the most common languages
- To gain the ability to read W3C recommendations

Advisor

Markku Kuitunen

Teaching and learning methods

Contact hours 40 h
Independent studies 40 h

Assessment

Examination 67 %
Assignments 33 %

Software project A

- Code: ATK81F
- Semester: 6th − 7th
- Level and type: Advanced Professional Studies, Elective, Bite
- Credit units: 7 cu
- ECTS: 10,5 points
- Language: English

Description

The students will work in teams. Each team will produce for a customer a software system with up−to−date methodology and Microsoft technology.

Essential contents

Students are divided into teams. Several software system concepts are introduced to the teams. Each team selects a software system concept and creates a project plan for it. The project plan includes requirements, analysis, design, implementation and test phases for the chosen software system. Quality assurance and usability requirement needs are considered. The software system is implemented according to the project plan.

Prerequisites

.Net Programming (atk36F)

Aims and objectives

Familiarize the student with modern iterative software system project. The students can use modern software development tools and modeling languages. The students learn to use up−to−date Microsoft Internet, database and implementation technology.

Advisor

Markku Kuitunen

Bibliograhphy

Bradley: The XML companion, Third edition, Addison−Wesley 2002
Quatrani: Visual Modeling with Rational Rose 2002 and UML, Addison−Wesley 2002

Teaching and learning methods

Contact lessons 100 h
Group activity 120 h
Independent studies 60 h

Assessment

Software system and its documentation

Software project B

- Code: ATK82F
- Semester: 6th − 7th
- Level and type: Advanced Professional Studies, Elective, Bite
- Credit units: 7 cu
- ECTS: 10,5 points
- Language: English

Description

The students will work in teams. Each team will produce for a customer a software system with up−to−date methodology and open software technology.

Essential contents

Students are divided into teams. Several software system concepts are introduced to the teams. Each team selects a software system concept and creates a project plan for it. The project plan includes requirements, analysis, design, implementation and test phases for the chosen software system. Quality assurance and usability requirement needs are considered. The software system is implemented according to the project plan.

Prerequisites

Programming 1 (atk70F)
Programming 2 (atk71F)
Programming 3 (atk84F)

Aims and objectives

Familiarize the student with modern iterative software system project. The students can use modern software development tools and modelling languages. The students learn to use up−to−date Java Internet and implementation technology and Oracle database technology.

Advisor

Markku Kuitunen

Bibliograhphy

Bradley: The XML companion, Third edition, Addison−Wesley 2002
Quatrani: Visual Modeling with Rational Rose 2002 and UML, Addison−Wesley 2002

Teaching and learning methods

Contact lessons 100 hours
Group activity 120 hours
Independent studies 60 hours

Assessment

Software system and its documentation

Programming 3

- Code: ATK84F
- Semester: 4th
- Level and type: Basic Studies, Compulsory, Bite
- Credit units: 3 cu
- ECTS: 4,5 points
- Language: English

Description

During the study unit programming language and program implementation skills will be extended with comprehensive programming assignments. The classes will be a mix of lectures and hands−on Java programming sessions in a computer classroom.

Essential contents

· Program Design and Testing
· Language Framework
· Further Object−Oriented Programming Issues
· Class Library and Common Utility Classes
· Program Design with the Multi−Tier Architecture and Reusable Components

Prerequisite

Programming 2 (atk71f)
Data Management (atk72f)

Aims and objectives

The students will be acquinted with further programming language features and implementation architectures. The students will have sufficient skills required for advanced studies in software implementation.

Bibliography

To be announced later

Advisor

Birgitta Jansson−Koponen
Kari Silpiö

Teaching and learning methods

Contact hours 60 h
Independent Studies 60h
Group size 20 students

Assessment

A 4−hour final examination in a computer classroom. The programming assignments are also assessed (both the examination and assignments must be passed). Completion of a learning diary is mandatory.

Database Project

- Code: ATK88F
- Semester: 4th, second period
- Level and type: Free−choice Professional Studies
- Credit units: 3 cu (120 h)
- ECTS: 4,5 points
- Language: English

Description

The study unit familiarizes students with a larger Database Management System in multi user environment and it's components. The student will learn how to design, create and manage a relational database.

Essential contents

SQL−92 statements, database design, creation, integrity rules, views, triggers and stored procedures. Tools for optimizing and analyzing database performance. Database transaction management. The Database Project Assignment will be carried out in teams of 3−4 students for the database platform used during the course.

Prerequisite(s)

Data Management course (atk72D, atk72F).

Aims and objectives

The course will enhance the contents of the Data Management course. The student will learn the main problems and solutions for creating a relational database for multi user environment. The course will focus on database creation and basic administration tasks.

Bibliography

Course handouts.
Connolly & Begg, Third edition 2002. Database Systems. A Practical Approach to Design, Implementation, and Management. Addison−Wesley.

Advisor

Seija Wolfer

Teaching and learning methods

Tutorials 50 h
Independent studies 70 h.

Assessment

Exam 50 %
Assignments 50 %.

Software testing

- Code: ATK99F
- Semester: 4th
- Level and type: Professional Studies, Compulsory, Bite
- Credit units: 2 cu
- ECTS: 3 points
- Language: English

Description

The basis of software testing is the definition of quality. Testing is a way to show that a software product qualifies the requirements set on it and there are many different testing phases during the lifecycle of software product to ensure that delivered system is of high quality. Study unit deals with testing from the viewpoint of a software house.

Essential contents

Quality assurance of software product
Test process: Test phases, test objects, test types, test lots, test data, test methods
Test planning

Prerequisites

Developing Information Systems (sys48F)

Aims and objectives

The student is familiar with the requirements of quality assurance and software testing from the supplier’s point of view. The student is also familiar with the core methods and tools of quality assurance and software testing.

Advisor

Tiina Mikkola

Bibliography

Excerpts from book Perry W. 1995. Effective Methods for Software Testing. John Wiley & Sons Inc. ISBN 0−471−06097−6.

Teaching and learning methods

Contact hours 30h
Independent studies 50 h

Assessment

Distance exercises 100 %

English 1

- Code: ENG58F
- Semester: 2nd
- Level and type: Basic Studies, Compulsory, Bite
- Credit units: 2cu
- ECTS: 3 points
- Language: English

Description

During the course the students will familiarise themselves with the different genres of professional writing that are relevant in their field, including i.a. the requirements of appropriate style and those of an international working environment.

Essential contents

- Grammar review
- Professional writing: technical writing, reporting in business, business correspondence, academic writing
- Professional use of language and intercultural communication

Aims and objectives

The students will acquire the skills needed for successfully expressing themselves in writing in the English language in an IT−related professional context.

Bibliography

To be announced at the beginning of the course

Advisor

To be announced later

Teaching and learning methods

Contact teaching 30 h
Independent studies 50 h
Teaching and learning methods consist of teacher−centred instruction, independent and group work.

Assessment

The final grade will be based on final exam, active classroom participation / attendance, and quality of assignments.

English 2

- Code: ENG59F
- Semester: 3rd
- Level and type: Basic Studies, Compulsory, Bite
- Credit units: 1
- ECTS: 1,5 points
- Language: English

Description

Grammar review to sharpen technical writing skills developed in ENG58F.

Essential contents

- Grammar−intensive assignments
- Examination of written texts
- Oral discussion of grammar points

Aims and objectives

Students will acquire strengthened grammar skills that they can incorporate into their technical writing.

Bibliography

To be announced at the beginning of the course.

Advisor

Karl Robbins

Teaching and learning methods

Contact teaching 16 hours
Independent studies 24 hours
Teaching and learning methods consist of teacher−centered instruction, independent and group work.

Assessment

The final grade will be based on final exam, classroom participation and attendance.

Work Placement

- Code: HAR03F
- Semester: 5th
- Level and type: Compulsory, Bite
- Credit units: 20 cu
- ECTS: 30 points
- Language: English

Description

The work placement required of all students is an essential part of the studies. It accounts for 20 credit units (100 working days) and is completed without interruption. The student applies for a job her−/himself. All IT work that supports the student's studies qualifies as work placement. Advisable areas are programming, system analysis, and design or similar development and maintenance tasks. PC− and network support tasks as well as computer operator's work are also suitable. The students who have completed their senior secondary school (high school) or equivalent education in Finland and have not been exchange students abroad for a minimum of one semester during their studies in the Degree Programme in Business Information Technology have to have their work placement abroad.

Prerequisites

The student can start the work placement when all the compulsory basic studies have been completed. According to the normal study plan the work placement takes place after two years of studies.

Aims and objectives

The overall goal is that the students familiarise themselves with the work placement organisation's practical IT applications, as well as with the software development and maintenance practises.

Advisor

Ulla Vanhanen

Teaching and learning methods

Named tutors guide the student during the work placement. A tutor is appointed both by the work placement organisation and by the polytechnic. The students report their work in writing both during the work placement and after they have finished it.

Assessment

Passed/failed (no grade)

Innovative Techniques In Group−Work

- Code: JOH54F
- Semester: 4th
- Level and type: Advanced Professional Studies, Elective, Bite
- Credit units: 2 cu
- ECTS: 3 points
- Language: English

Description

Working in real life surroundings demands skills, many of which receive little concern and practice at schools. Some of these skills are a sensitivity to discovering problems or challenges, needs or chances to develop the current processes, skills to analyze these situations and to use one’s creativity in finding solutions. These sorts of skills are especially important in R/D−type of work like data systems analysis and planning are. Techniques and methods – mainly meant for groups – are studied which have been developed under the name Creative problem Solving. Emphasis will be given to basic group techniques that are at hand in general – not only in systems work.

Prerequisites

There are no formal prerequisites – e.g. in data processing – but advanced students with a certain amount of self−control or work experience benefit most from the study unit.

Aims and objectives

The students will get a general overview of the problem−solving process and its phases, how to get use of one’s creativeness, more skilful ways of working, techniques and methods especially at group level. Developing one’s routines and learning to apply new techniques demand long−term practice and experiments. Here the students are supported by guided training of the basic techniques, sharing incentive experiences and helping to find one’s strengths or interests.

Bibliography

To be announced later.

Advisor

Pekka Virkki

Teaching and learning methods

Some basic theoretical facts will be handled during the first lessons but mainly they will be self−studied and examined during the first three study weeks. During contact hours main concern is put on student−centred and self−regulatory group−work, experimentation, reflection and sharing of results. An active participation of every member is an important prerequisite for the learning results. Contact hours 48 h
Distance learning (individual or group work) 32 h

Assessment

Theory test
Active participation in group−work during contact hours
Applied exercise
No numerical grade will be given (pass/fail)

Foreign cultures seminar

- Code: KAN68F
- Semester : 4th
- Level and type : Professional Studies, Compulsory, Elective, Bite*
- Credit units : 5 cu
- ECTS : 7.5
- Language : English

* Required only of native Finnish speakers in the Bite programme. Recommended for other students interested in cross−cultural business issues.

Description

An introduction to gaining a better understanding of different cultures, different levels, aspects of cultural variation, and the impact of culture on different areas of life. The emphasis is on the ICT industry.

Aims and objectives

The course aims at increasing awareness of cultural differences, and it is designed to help to understand and take into consideration the importance of culture in their personal and working environments using the ICT industry as a general context. The business environment differs from country to country. It is important to understand a variety of factors shape the social and technical environment of a country.

Bibliography

Gesteland, Richard R. 2002. Cross−Cultural Business Behavior – Marketing, Negotiating, Sourcing and Managing Cultures. Copenhagen Business School Press.
O´Hair, Dan, Friedrich, Gustav W., Shaver, Lynda Dixon 1998: Strategic Communication in Business and the Professions. Houghton Mifflin.
Up−to−date articles

Advisor

Tarja Paasi−May

Teaching and learning methods

Contact hours
Assignments
Network−based learning
Team project

Assessment

Examination
Attendance
Assignments
Team project

Business Accounting

- Code: LAS34F
- Semester: 2nd
- Level and type: Basic Studies, Compulsory, Bite
- Credit units: 3
- ECTS: 4,5 points
- Language: English

Description

An introduction to the principles of management and cost accounting and financial accounting. Essential contents: Cost terms and their use in decision making. Product costing and overhead allocation. Cost−volume−profit analysis.

Aims and objectives

Students understand the role of accounting and are able to draw up operational plans, as well as analyse the profitability of these companies. Students acquire a good knowledge of double entry bookkeeping and of financial statements, as well as knowledge of Finnish financial accounting and taxation legislation.

Bibliography

Drury Colin, 1998 Costing − an introduction, fourth edition
KHT−Media Oy, 2002, Accounting Act and Ordinance
KHT−Media Oy, 2002 Doing Business in Finland − taxation, accounting

Advisors

Juha Evokari
Markku Eerola

Teaching and learning methods

Contact hours 60 h, 30h/30h
Independent studies 60 h

Assessment

Examination 70%
Exercises and activity during the course 30%

Marketing and purchasing

- Code: MAR37F
- Semester : 4th
- Level and type : Professional Studies, Compulsory, Bite
- Credit units : 2 cu
- ECTS : 3 points
- Language : English

Description

The course emphasises the importance of considering both purchasing and marketing as pivotal factors in profitable business relations of an IT company. The effectiveness of handling the relationship between company and its suppliers as well as the company and its customers is addressed.

Prerequisites

Business Administration (Mon46F)
Business Accounting (Las34F

Aims and objectives

The student is familiar with the current trends of both marketing and purchasing in the IT industries. Furthermore, the student is able to analyse various methods in decision making in both marketing and purchasing.

Advisor

Aku Laksola

Teaching and learning methods

Contact hours and distance learning

Assessment

Assignments: 60 %, Examination: 40%

Finnish and Communication 1

- Code: MON44F
- Semester: 1st
- Level and type: Basic Studies, Compulsory, Bite *
- Credit units: 3 cu
- ECTS: 4,5 points
- Language: Finnish

* Required only of native Finnish students in the Bite programme.

Description

The course is an introduction to communication in the business profession (especially information technology).

Essential contents

Fundamentals of business communication, oral and written communication in the business profession, language correctness, different text types, and differences between traditional writing and writing in the Internet.

Prerequisite

Students starting their studies should complete this course during the first semester.

Aims and objectives

Students should orient themselves to their studies and the working life by understanding the importance of communication in these areas. The students should be able to communicate appropriately both orally and in writing both as individuals and group members.

Bibliography

To be announced at the beginning of the course.

Advisor

Virpi Masonen

Teaching and learning methods

Contact hours 48 h
Independent studies and group work 72 h

Assessment

Spoken and written exercises

Business Administration

- Code: MON46F
- Semester: 1st
- Level and type: Basic Studies, Compulsory, Bite
- Credit units: 3 cu
- ECTS: 4.5 points
- Language: English

Description

This module of introductory business studies lays a foundation for further business studies. The work is done mainly in groups who are jointly responsible for several distance−learning assignments and are expected to support each other in their mutual studies.

Contents

- Entrepreneurship
- Business Environment
- Finance
- People
- Working in projects

Aims and objectives

Students should learn to perceive company and society operation principles. They should be able to:

- Evaluate their work
- Use the basic concepts of business economics
- Think critically and work in a service−oriented manner in their operating environments

Prerequisites

None

Bibliography

Griffin, Ricky W. & Ebert, Ronald J. 2003. Business. 7th Edition. New Jersey: Prentice Hall. ISBN 0−13−093187X
Any other material provided during the lectures.

Advisor

Heikki Suominen

Teaching and learning methods

During contact hours, students are guided towards distance learning, aiming particularly at the completion of one large project. This project will be done in teams and will end with each team giving a company presentation at the end of the course. Contact hours 60 h
Distance learning 60 h (teamwork and independent study)

Assessment

The following evaluations will be used: Project report and company presentation 50 %
Examination 40 %
Other proof 10 %

Data Processing

- Code: MON47F
- Semester: 1st
- Level and type: Basic Studies, Compulsory, Bite
- Credit units: 4 cu
- ECTS: 6 points
- Language: English

Description

During the course the student will learn the basics in word−processing, spreadsheet application, network skills, designing presentation graphics, information search and designing web page. Also the student will learn to utilize Helia’s IT−system. These skills are needed throughout the studies.

Aims and objectives

The student will learn to use a computer as an effective tool during the studies.

Material

Material will be distributed by the advisors during the course.

Advisors

Anitta Orpana
Seija Wolfer

Teaching and learning methods

Contact hours 80 h
Independent studies 80 h

Assessment

Windows−, Word− and Excel exam 70 %
Word and Excel assignments 30 %
TypingTest, PowerPoint, Web design and information search have to be passed.

IT−Seminar

- Code: MON56F
- Semester: 4th
- Level and type: Professional Studies, compulsory, Bite
- Credit units: 3 cu
- ECTS: 4.5 points
- Language: English

Description

The purpose of the course is to acquaint students with different research methods and scientific writing. Besides contact teaching, the course involves plenty of independent work. Every student will plan and carry out an independent IT−related research project: choose a topic, plan a timetable, apply the chosen research method, and present the results in a written academic report and an oral presentation. Students are also required to sum up the developments of their research project in a follow−up report. In the course of the IT−Seminar, oral presentation skills and the genre of academic writing will be briefly recapitulated. Students are to revise their written documents during the course, if necessary, after the lecturers in charge of the course have reviewed them with comments.

Essential contents

- Research methods
- Research process
- Research reporting
- Recap of academic writing and presentation skills

Seminar documents: written assignments

- Research plan
    - A short description of the chosen topic
    - Planning a timetable for the research
- Seminar paper: a 15 – 20−page−long document in the format of an academic research report
    - Introduction
    - Defining the Concepts
    - Empirical part
    - Conclusions
    - Research report: A follow−up report of the research process

Bibliography

To be announced later.

Advisors

Markku Somerkivi
Karl Robbins

Teaching and learning methods

Contact hours 40 h
Independent work 80 h

Assessment

The seminar documents, presenting skills and use of English language are evaluated.

How to become an IT professional

- Code: MON57F
- Semester: 1st to 7th
- Level and type: Basic Studies, Compulsory, Bite
- Credit units: 2 cu
- ECTS: 3 points
- Language: English

Description

The study unit will start at the beginning of the studies on Orientation Day and will last three study years.

Aims and objectives

The 1st year

- Studies at Helia, the structure of the Degree Programme in Business Information Technology
- Student organizations
- Student’s rights and responsibilities
- The aims of the studies
- Portfolio: what it is and what the purpose of the portfolio is
- Personal Study Plan (PSP): the 1st version includes the compulsory studies
- The student’s own evaluations and reflection on the studies

The 2nd year

- IT−professions, the employers’ requirements
- Opportunities for work placement
- Personal Study Plan (PSP): the 2nd version, arrangement for the work placement and the elective professional studies
- Portfolio and CV for work placement

The 3rd year

- Personal Study Plan (PSP): the elective professional studies, thesis, and getting the BBA diploma
- Portfolio: the work placement report, student’s own evaluations and reflections of studies

Advisor

The students receive instructions and assistance from their own mentor, academic advisors, and student tutors.

Assessment

Passed / failed

Building the Student Community

- Code: MON61E
- Semester: 2nd − 7th
- Level and type: Free−choice Studies
- Credit units: 1 − 5 cu (40 − 200 hrs)
- ECTS: 1.5 – 7.5 points
- Language: Finnish, Swedish

Description

The module is completed by participating in various positions of trust in HAMKY, the degree programme student organisations or similar. The successful completion of the module requires participation in a course that addresses these tasks from a theoretical point of view, and also active participation in the activities.

Essential contents

1. General studies (1 cu)

- The polytechnic: why, what and how
- Helia as an organisation
- Training − learning − expertise; current thinking and areas for development, in general
- The organisation of studies and study practices at Helia (the curriculum)
- Presentation skills; how to and what
- Engaging in community affairs for about a year

2. Studies pertaining to the student's post (1 − 4 cu)

- HAMKY board and membership in it
- Marketing tutors: the planning and implementation of recruiting and marketing, as specified in the objectives for the academic year
- Support tutors: introducing new students to Helia and study support
- International tutors: assisting foreign students, following current cultural events, and familiarisation with key issues pertaining to Finnish society from a foreign student's point of view; organisation of extracurricular events
- Degree programme boards: legal aspects pertaining to student organisations and the activities in practice.
- the Heliitti student magazine: the making of a community magazine
- Other possible participation in community affairs

The student is to compile a final report, in line with Helia guidelines, that explains the goals of the activities in which the student participated, the student's role in the activities, and also a self−assessment of the student's own success in the activities and in group work. The report is also to include a proposal for the development of the activities, and the recommendation of the head of the relevant organisation, stating that the student should be given credit for his or her work. The report is sent to the academic advisor of the degree programme for approval.

Aims and objectives

The module give students a chance to actively participate in a working community that develops itself from within. Students build their interpersonal skills and learn how important commitment is in the development of a student organisation/working community.

Advisor

The student's degree programme academic advisor handles the relevant requests for credit, and also collects completed reports.

Assessment

Pass/fail on the basis of completion of tasks and the final report

Bachelor´s Thesis

- Code: OPI04F
- Semester: 5th − 7th
- Level and Type: Compulsory, Bite
- Credit units: 10 cu
- ECTS: 15 points
- Language: English

Description

The role of the Bachelor's thesis is to give the student an opportunity to show his/her aptitude in applying the knowledge and the skills accumulated during the programme. The thesis is very often an information system's design and/or development project. The thesis can be done either as an individual effort or by a small group. A thesis done by a group has to include distinct individual work by the group members. The student is required to write a summary of his/her thesis

Prerequisites

Most basic and professional studies and the work placement must be completed. The student should have a topic for the thesis.

Aims and objectives

The thesis process trains the student to:

- plan his/her work
- work rationally and systematically
- gather and use material form diverse sources
- combine and apply the knowledge and the skills acquired during his/her studies
- use applicable methods
- make rational decisions
- use creative problem solving
- hone his/her skills in good written and oral presentation

Advisor

Heikki Suominen

Material

To be announced by the advisor

Teaching and learning methods

Before starting his/her thesis and during its planning phase the student participates in supervisory process meetings. The student or the group of students selects a topic for the thesis and drafts a proposal. After the proposal has been accepted the student or the group of students write(s) a project plan. When the project plan has been accepted, the thesis project can start. The student or the group of students will work on the thesis according to the project plan, get advice and supervision, report on the progress and the results, end the project, and give the results to the supervisor. The supervisor (and possibly a supervisor representing the client) and the secondary reviewer evaluate the thesis, decide on its suitability, and grade it. The student or the group of students will receive the thesis grade and a written statement. The student will then take the maturity exam. Only those students whose thesis has been accepted can take the maturity exam.

Assesment

Work process 50%
Results 50%
Taking the maturity test

An accepted thesis is graded on a scale of 1 to 5 by the tutor and secondary tutor.

Applied mathematics

- Code: PER24F
- Semester: 3rd
- Level and type: Basic Studies, Compulsory, Bite
- Credit units: 3 cu
- ECTS: 4.5 points
- Language: english

Description

The studies contain lectures and exercises (distance learning). The course contains the basics of statistical research and analysis, fundamentals of probability calculus with most common distributions and their applications in IT area. The course also contains a minor statistical study.

Essential contents

Random samples and statistical research. Simple characteristic values of distributions such as mean value, standard deviation and median. Linear regression and correlation. Classical probability. Discrete distributions such as Binary and Poisson. Continuous distributions such as Exponential and Gaussian distribution. M/M/1−, M/M/m− and M/C/1−queues. Statistical study.

Aims and objectives

The student will obtain knowledge of logical reasoning and basic statistical concepts and be able to produce a statistical report.

Bibliography

Any 2nd grade statistics −material
Additional material handed out by the advisor

Advisor

Kalevi Keinänen

Teaching and learning methods

Contact hours 60 h
Distance learning 60 h

Assessment

Written examination 70 %
Practical exercises 20 %
Statistical study 10%

IT−Swedish

- Code: RUO44F
- Semester: 2nd
- Level and type: Basic Studies, Elective, Bite*
- Credit units: 2 cu
- ECTS: 3 points
- Language: English

*required only of native Finnish Speakers in the Bite programme

Description

The aim is to acquaint students with Swedish IT terminology. The course includes contact hours, two written assignments and an oral presentation.

Prerequisite

Ruo53D Intro, IT

Aims and objectives

The student becomes familiar with IT vocabulary as well as business vocabulary in both oral and written form. The student is able to discuss IT−related phenomena in Swedish.

Bibliography

Ohinen, Maarit, 2001. Data och dokument. IT−svenska. Helsinki: WSOY.

Advisor

Maarit Ohinen

Teaching and learning methods

Contact hours 32 h
Independent studies 48 h

Assessment

Written examination
Acceptable distance assignments
Continuous assessment

Intro, IT

- Code: RUO53D
- Semester: 1st
- Level and type: Basic Studies, Compulsory, Bite*
- Credit units: 0 cu
- ECTS: 0 points
- Language: English

*required only of native Finnish Speakers in the Bite programme

Description

The course reinforces and expands the student’s knowledge of Swedish vocabulary and language structure. The course is compulsory to the native Finnish speakers who haven’t passed the entry level test in Swedish.

Essential contents

Grammar excercises
Texts

Prerequisite

Basic knowledge of Swedish

Aims and objectives

The course objective is that students:

- master the essential structures of the Swedish language
- acquire a knowledge of basic vocabulary
- are able to produce adequate written text

Bibliography

Material in Blackboard

Advisor

Maarit Ohinen

Teaching and learning methods

Class instruction 12−20 h
Independent studies 68−60 h

Assessment

Written examination
Acceptable written and oral assignments
Continuous assessment
The course can be completed by a test organised at the beginning of the 1st semester

International Multimedia Workshop

(IMW)

- Code: SYS01D
- Semester: 6. − 7.
- Level and type: Advanced Professional Studies, Free−choice Studies
- Credit units: 5 cu
- ECTS: 7,5 points
- Language: English

Description

The students will work in teams with a customer who has international contacts. The student teams will produce for the customer as a project work a multimedia product on information networks (Internet, intranet or extranet).

Essential contents

- project plan
- description of client's needs
- synopsis and manuscript
- structure of the multimedia product
- proto
- final product
- user manual
- implementation and maintenance instructions
- project report with the evaluation of the process

Prerequisites

Basic compulsory studies.

Aims and objectives

- learning how to produce a multimedia product to a customer
- learning how to manage a project and the cooperation process
- learning how to take into consideration the cultural differencies

Bibliography

Bibliography and other material will be given in the beginning of the course.

Advisor

Eija Kalliala

Teaching and learning methods

Teamwork, e−mail and newsgroups. 70 contact hours including guidance to team work, 130 hours independent team work.

Assessment

Final product, project report, team work process and examination.

Managing IT Projects

- Code: SYS21F
- Semester: 6th − 7th
- Level and type: Advanced Professional Studies, Elective, Bite
- Credit units: 5 cu
- ECTS: 7,5 points
- Language: English

Description

The course familiarizes students to understand corporate IT development programs and their implementation as disciplined and well managed projects. Learning is based on the dialogue between classroom teaching and drilling. Drilling is done in small groups guided by professional lectures of each individual topic.

Essential contents

IT development programs and –projects
Assessing corporate IT status
Creating and analysing a development program
Project Planning

- initiation
- profitability, risks, quality
- project organization

Project management and steering
Critical success factors of an IT project

Prerequisites

Student has done the work placement and has basic knowledge and experience of project work and the development process of business information systems.

Aims and objectives

Students get the ability to act as project manager in business information systems development projects. They get knowledge and understanding of defining and managing corporate IT development programs and their implementation as disciplined and well managed projects.

Bibliography

McManus, Wood−Harper 2003. Information Systems Project Management.
Handouts provided by the teacher.

Advisor

Markku Tarkki

Assessment

Assignments 50 %.
Written examination 50 %.

Software Configuration Management

- Code: SYS40F
- Semester: 6th to 7th
- Level and type: Advanced Professional Studies, Elective, Bite
- Credit units: 5 cu
- ECTS: 7.5 points
- Kieli: suomi

Description

The course focuses on the main disciplines − Configuration Identification, Configuration Control, Status Accounting, Configuration Audits, Release Management and Delivery − of Software Configuration Management (SCM) and the practical implementation of SCM. The essential contents of the course are

- terms and basic concepts of SCM
- structuring SW for change
- configuration identification
- base lining
- version control
- build management
- change control from the change request placed by customers to the delivery of the new version of the configuration
- managing the variants
- configuration status accounting
- management of the SW repository
- configuration audits
- SW delivery
- SCM organization and SCM plan
- demands placed for an SCM tool.

Prerequisites

Compulsory basic studies and work placement. Experience of SW engineering process as a programmer, project manager or similar is recommended.

Aims and objectives

The students will understand the importance of CM, and the configuration management process essential for adopting an SCM−tool. They will have the basic knowledge required for evaluating and implementing an SCM tool. The services automation offers for SCM are an important subject.

Advisor

Ulla Vanhanen

Teaching and learning methods

Contact hours:

- Getting familiar with the theory of SCM.
- Active involvement expected.

Distance learning:

- Deeper familiarizing with the theory.
- Individual and group exercises (possibly working up an SCM plan).

Assessment

Examination
Individual and group exercises

Information Systems and OOA

- Code: SYS43F
- Semester: 1st
- Level and type: Basic Studies, Compulsory, Bite
- Credit units: 3 cu
- ECTS: 4,5 points
- Kieli: suomi

Description

The study unit familiarizes students with different kinds of information systems and basic software structures. The study unit gives students the basic knowledge of object−oriented approach (OOA): principles and concepts, models and modelling languages.

Essential contents

Information system

1. Different kinds of information systems
2. A software system as a part of an information system
3. The common structure of a software system

Descriptions of an information system

1. Need for descriptions
2. Descriptions and notations

Object−Oriented Approach (OOA)

1. The history of the object−oriented technique
2. Goals
3. The main concepts
4. An object−oriented software engineering; main concepts, models and modelling languages

Prerequisites

None

Aims and objectives

The students are acquainted with the common structure of a software system and acquire the principles and techniques of the object−oriented modelling and notation.

Bibliography

Kendal−Scott: UML Explained, Addison Wesley, 2001.
Steves−Pooley: Using UML, Addison Wesley, 2000.
The Material on the Website of the Study Unit.

Advisor

Kirsti Jalasoja

Teaching and learning methods

Contact hours 66 h
Independent studies 50 h
Exam 4 h

Assessment

The assessment is based on three parts

- an exam
- a team work

Developing Information Systems

- Code: SYS48F
- Semester: 3rd
- Level and type: Basic Studies, Compulsory, Bite
- Credit units: 12 cu
- ECTS: 18 points
- Language: English

Description

The course focuses on a well−disciplined project of defining, planning, implementing, and testing a business information system. Students will complete a project containing all major phases of the systems development work chain from project management to implementing all major systems development tasks. UML, CASE–tools, and Java are being applied, so it is essential that the students have the basic skills and the knowledge of applying these methods and techniques.

Essential contents

Project management

- Project planning and initiation
- Project management
- Project termination

Business Information Systems development Lifecycle

- Development programme and projects
- Focus of the development: automated−system, information system, company business information systems as a whole
- Development process lifecycle
- Systems development models and methods
- Development tools
- Standards

System Requirements Analysis and Design

- Process, tasks, and deliverables
- Object Oriented Analysis
- UML and CASE−tools
- Quality assurance: inspection and reviews

Design and Construction

- Usability analysis
- Application layers
- Transition from analysis to design
- Designing and implementing the user interface
- Designing the DB−solution
- Implementing the DB−interface
- Designing and implementing the application processing
- Quality assurance: testing

Testing and Deployment

- Acceptance testing
- Deployment

Prerequisites

The students have passed 1st and 2nd semester compulsory courses or can prove equivalent knowledge and skills.

Objectives

The students get the ability to act in a systems development project team: constructing a project plan and monitoring and estimating the project process. The students get the knowledge and the understanding of systems development process lifecycle and modern analysis and design methods and techniques. They can apply these skills in implementing a project consisting phases from defining to implementation and the quality assurance of an application.

Bibliography

Booch, G. – Rumbaugh, J. – Jacobson, I. 1998. The Unified Modelling Language User Guide.
ISO / IEC 12207. Information Technology – Software Lifecycle Processes.
Jacobson, I. – Booch, G. – Rumbaugh, J. 1999. The Unified Software Development Process.
Perry, W. 1995. Effective Methods for Software Testing.
Rumbaugh, J. – Jacobson, I. – Booch, G. 1999 Unified Modelling Language Reference Manual.
Quatrani, T. 1999. visual Modelling with Rational Rose and UML.
Handouts and course Web pages.

Advisors

Project management: Markku Tarkki
OOA: Ulla Vanhanen
OOD and OOP Juha Pispa

Teaching and learning methods

During the course the students complete a small system project. Learning is based on the Problem Based Learning –method and implementing real systems modelling, programming, and testing tasks. Learning is aided by providing the students professional brush up lectures during the course. The complete amount of work is 28 hours per student per week.

Assessment

The assessment is based on individual project team results.

Prototyping

- Code: SYS51F
- Semester: 6th to 7th
- Level and type: Advanced Professional Studies, Elective, Bite
- Credit units: 5 cu
- ECTS: 7,5 points
- Language: English

Description

Prototyping is an information systems development approach suitable for development issues where the objectives or the alternative solutions or both are ill−defined. During this course, the student will obtain a view of information system prototypes and prototyping as means to simulate different candidate information system solutions. At the same time he or she will get a view of an information system development project that is based on prototyping. How does one know when to prototype? How does the project proceed? How does one plan and control a project based on the prototyping approach? The students will implement a small prototyping project during the course. When the project is going on, it will be evaluated as a subject to project management and cost control. When the project is finished, it will be reflected upon as a modelling effort, a problem solution effort, and an effort to implement a problem solution.

Essential contents

- The concept of prototype: a definition and a taxonomy
- The prototype of an information system prototype, its structure and how it maps to the different classes of prototypes
- The prototyping approach in a project: the incremental information systems development model, how to control such a project
- Tools: the application generator as an example of prototyping tool. Principles.
- The prototyping approach as a simulation venture: a brief simulation theory background, what is success of an information system, modelling of time, modelling human work

Prerequisites

The students have grades in the required compulsory studies and the work placement.

Objectives

The students can relate simulation with other means of problem−solving in information systems development. The students can relate the prototyping approach to other approaches in an information systems development project. The students can operationalize an information system development project based on the prototyping approach so that they can realize it. The students are familiar with typical technical infrastructure connected with prototyping and RAD.

Advisor

Juha Pispa

Teaching and learning methods

Approx. 20 hours regular classes and approx. 180 hours project work, 60 of which with instructor.

Assessment

Individual exercises covering distinctive topics approx 40 percent
The above project 60 percent

Information System Requirements Engineering

- Code: SYS60F
- Semester: 6th − 7th
- Level and type: Advanced Professional Studies, Elective, BITE
- Credit units: 4 cu
- ECTS: 6 points
- Language: English

Description

The study unit gives students knowledge of a business−oriented requirements engineering of an information system. The requirements engineering process includes the following phases: business process re−engineering, system requirements specification, and system specification.

Essential contents

The essential contents of the study unit are as follows:

- Business processes analysing
- Automation analysing
- Security requirements analysing
- System requirements engineering
- System specification

The students will use different kinds of methods: the business re−engineering, the entity structure modelling, and the object−oriented methods e.g. class modelling, use case modelling, interaction modelling, and deployment modelling.

Prerequisites

The student has passed 3rd semester compulsory courses or has the equivalent knowledge and skills.

Aims and objectives

The student is able to participate in a system requirements reengineering process as a system analyst.

Bibliography

To be announced later.

Advisor

Kirsti Jalasoja

Teaching and learning methods

Contact hours 70 h
Team work 90 h

Digital and Global Firm

- Code: SYS65D
- Semester: 6. − 7.
- Level and type: Free−choice, Advanced professional Studies
- Credit units: 5 cu (200 h)
- Language: English

Essential contents

Introduction Organizations, management, and the networked enterprise

- Managing the global digital firm
- Information systems in the global digital enterprise
- Information systems, organizations, management, and strategy in the global digital firm
- The digital firm: electronic commerce and electronic business

Information technology infrastructure in the global digital firm

- Managing hardware assets
- Managing software assets
- Managing data resources
- Telecommunications and networks
- The Internet and the new information technology infrastructure

Building information systems in the digital firm

- Redefining the organization with information systems
- Understanding the business value of systems and change managing

Management and organizational support systems for the global digital firm

- Managing knowledge: knowledge work and artificial intelligence
- Enhancing management decision making

Managing information systems in the global digital firm

- Information systems security and control
- Ethical and social impact of information systems
- Managing international information systems

Exercises, discussions

Aims and objectives

The objective is to provide an introduction to key issues, up to date problems and possibilities and current solutions of Global Electronic Busines and Digital Economy. The objective is to give students overall picture of the whole landscape of the New Economy so that they can investigate, discuss and communicate about the new development in the areas of global eBusiness strategies, modern business models, new IT solutions, implementations and other important associated questions of today.

Bibliography

To be announced at the beginning of the course.

Advisor

Erkki Räty

Teaching and learning methods

Contact hours 40 h
Distance learning hours 160 h

Assessment

The assessment is based on three parts: individual assignments, an exam and exercises.

Computer Organization I

- Code: TIE28F
- Semester: 1st
- Level and type: Compulsory Basic IT Studies, Bite
- Credit units: 3 cu
- ECTS: 4.5 points
- Language: English

Contents

Overall computer system

- The architecture of i386−computer
- The components of a computer
- CPU and bus basic structure
- I/O implementation and I/O devices

The functioning of a computer

- Number systems, computer logic
- Data representation and error correction codes
- Operating system
- Implementing and executing programs in the system, process and its states
- Execution of Java programs

Aims and objectives

Understand the basics of a computer system: the architecture and the functioning. To know how the computer is organized, how a program executes in a computer and what is the role of the operating system in the program execution. After the course the student will know what the computer system components are and how they execute a given program.

Bibliography

Handouts

Advisor

Markku Somerkivi

Teaching and learning methods

Contact hours 80 h
Homework 40 h

Assessment

Homework
Test

Operation and Practice of an Information Network

- Code: TIE29F
- Semester: 1st
- Level and type: Professional Studies, Compulsory, Bite
- Credit units: 4 cu
- ECTS: 6 points
- Language: English

Description

This course offers the basic knowledge of different networking techniques in theory and in practise using Win2000 −environment.

Essential contents

- The basics of Local and Wide Area Networks, the Internet, TCP/IP, Network Operating Systems and security
- Installing a workstation
- Administering users and user groups
- Implementing security

Prerequisites

Computer Organization I (tie28F)

Aims and objectives

The student will understand the architecture of an Information Network. The student will learn how to install a workstation and how to manage it in a network environment.

Advisor

Juhani Merilinna

Teaching and learning methods

Contact hours 80 h
Independent studies 80 h
3 cu theory + 1 cu practise

Assessment

Written examination 70 %
Assignments 30 %

Building a Business IT Network

- Code: TIE43F
- Semester: 4th
- Level and type: Basic Studies, Compulsory, Bite
- Credit units: 2 cu
- ECTS: 3 points
- Language: English

Description

This course provides the elements of building and managing a server−based Local Area Network in theory and in practise using Win 2000 −environment.

Essential contents

- Installing and configuring a server
- Administering network resources
- The basics of Active Directory
- Setting up a service
- Administering users
- Planning a Local Area Network

Prerequisites

Operation and Practise of an Information Network (tie29F)

Aims and objectives

At the end of the course the student will understand the architecture of a Business IT Network, how to design one and how to implement it in practise. The student will learn the importance of professional networking management.

Advisor

Olavi Korhonen

Teaching and learning methods

Contact hours 40 h
Independent studies 40 h

Assessment

Written examination 30 %
Assignments 70 %

Excel in Business, TYÖ06D

- Code: TYÖ06D
- Semester: 4th
- Level and type: Free−Choise Studies
- Credit units: 2 cu (80 h)
- ECTS: 3 points
- Language: English

Description

A business planning tool course for those who want to learn also how to use Excel in financial and management accounting application areas like financial reporting, business performance analyzing and resource management.

Prerequisities

Basic skills using Excel and knowledge of the fundamentals of the business processes and financial accounting procedures. This course is suitable for students of all business branches.

Aims and objectives

To familiarize students with the basic financial accounting, business decision making, and improve their skills in using Excel as a practical tool in serving computing, reporting, monitoring, and planning needs of different types of business functions.

Advisor

Markku Tarkki

Bibliography

Handsouts and scripts referring to the actual topics are distributed during lectures.

Assessment

Individual work assignment account for one half of the course and the final exam for the other half.

Introduction to the Finnish Language 1

- Code: FIN01F
- Semester: 1st
- Level and type: Basic Studies, Elective, Bite*
- Credit units: 2 cu
- ECTS: 3 points
- Language: English and Finnish

*Required only of foreign students in the Bite programme. The students, who are in the Bite programme and already know Finnish, can pass the course by attending a level test before the beginning of the course, and by obtaining the grade 4 or 5 from it.

Description

The course is an introduction to Finnish language.

Essential contents

- Greetings
- Introducing oneself
- Nationalities
- Numbers (prices, times, etc.)
- Present tense (minä menen, minä en mene)
- Singular partitive (2 autoa, 4 tietokonetta)
- Singular genitive (Annan ystävä, bussin numero)

Prerequisite

No previous knowledge of Finnish

Aims and objectives

The student will learn the basics of Finnish language.

Bibliography

To be announced at the beginning of the course.

Advisors

Virpi Masonen
Tarja Paasi−May

Teaching and learning methods

Contact hours 32 h
Independent studies 48 h

Assessment

Written examination
Continuous assessment

Introduction to the Finnish Language 2

- Code: FIN02F
- Semester: 1st
- Level and type: Basic Studies, Elective, Bite*
- Credit units: 2 cu
- ECTS: 3 points
- Language: English and Finnish

*Required only of foreign students in the Bite programme. The students, who are in the Bite programme and already know Finnish, can pass the course by attending a level test before the beginning of the course, and by obtaining the grade 4 or 5 from it.

Description

To improve the student’s knowledge of the basic structures of Finnish language.

Essential contents

Forming and use of inner locative cases, i.e. inessive (talossa), elative (talosta), illative (taloon), and outer locative cases, i.e. adessive (torilla), ablative (torilta), allative (torille).

Prerequisite

Finnish 1

Aims and objectives

The student will deepen his knowledge of the basics of Finnish language.

Bibliography

To be announced at the beginning of the course.

Advisor

Virpi Masonen
Tarja Paasi−May

Teaching and learning methods

Contact hours 32 h
Independent studies 48 h

Assessment

Written examination
Continuous assessment

Finnish 3

- Code: FIN03F
- Semester: 2nd
- Level and type: Basic Studies, Elective, Bite*
- Credit units: 2 cu
- ECTS: 3 points
- Language: English and Finnish

*Required only of foreign students in the Bite programme. The students, who are in the Bite programme and already know Finnish, can pass the course by attending a level test before the beginning of the course, and by obtaining the grade 4 or 5 from it.

Description

To improve the student’s knowledge of the basic structures and vocabulary of Finnish language.

Essential contents

- Imperative (Tule tänne! Tulkaa tänne! Älä tule tänne! Älkää tulko tänne!)
- Past Tense (tulin, en tullut)
- Perfect Tense (olen tullut, en ole tullut)
- Plusperfect Tense (olin tullut, en ollut tullut).

Prerequisite

Introduction to the Finnish Language 1, Introduction to the Finnish Language 2

Aims and objectives

The student can deal with simple everyday situations.

Bibliography

To be announced at the beginning of the course.

Advisor

Virpi Masonen
Tarja Paasi−May

Teaching and learning methods

Contact hours 32 h
Independent studies 48 h

Assessment

Written examination
Continuous assessment

Finnish 4

- Code: FIN04F
- Semester: 2nd
- Level and type: Basic Studies, Elective, Bite*
- Credit units: 2 cu
- ECTS: 3 points
- Language: Finnish

* Required only of foreign students in the BITE programme. The students who are in the BITE programme and already know Finnish can pass the course by attending a level test at the beginning of the course, and by obtaining the grade 4 or 5 from it.

Description

To improve the student’s knowledge of the basic structures and vocabulary of the Finnish language.

Essential contents

Different situations in everyday life and business environments, discussions, presentations, grammar and IT terminology.

Prerequisite

Introduction to the Finnish Language 1, Introduction to the Finnish Language 2, Finnish 3

Aims and objectives

The student can deal with more demanding situations both at work and in other social situations.

Bibliography

To be announced at the beginning of the course

Advisors

Tarja Paasi−May
Virpi Masonen

Teaching and learning methods

Contact hours 32 h
Independent studies 48 h

Assessment

Written examination
Continuous assessment

Finnish 5

- Code: FIN05F
- Semester: 3rd
- Level and type: Compulsory Basic Studies, Bite*
- Credit units: 2 cu
- ECTS: 3 points
- Language: Finnish

* Required only of foreign students in the BITE programme.

Description

The course is designed to improve the student´s knowledge of Finnish grammar, business and IT vocabulary.

Essential contents

Texts, conversations and presentations, Finnish grammar. The students will also learn to write various documents in Finnish (for example, e−mail, cover letter, application, curriculum vitae).

Prerequisite

Introduction to the Finnish Language 1, Introduction to the Finnish Language 2, Finnish 3, Finnish 4

Aims and objectives

Becoming familiar with topics in business and IT field. Developing the student's vocabulary and speaking skills, and also the knowledge of Finnish grammar.

Bibliography

To be announced at the beginning of the course.

Advisors

Tarja Paasi−May
Virpi Masonen

Teaching and learning methods

Contact hours 32 h
Independent studies 48 h

Assessment

Examination
Independent assignments
Continuous assessment

Finnish 6

- Code: FIN06F
- Semester: 4th
- Level and type: Compulsory Basic Studies, Bite*
- Credit units: 2 cu
- ECTS: 3 points
- Language: Finnish

* Required only of foreign students in the BITE programme.

Description

The course concentrates on improving the student’s oral and writing skills in Finnish business topics.

Essential contents

Texts and conversation on the topic, advanced Finnish grammar. IT texts and terminology

Prerequisite

Introduction to the Finnish Language 1, Introduction to the Finnish Language 2, Finnish 3, Finnish 4, Finnish 5

Aims and objectives

Becoming familiar with current topics in the business field through (simplified) newspaper articles and other up−to−date sources. Developing the student’s vocabulary and speaking skills, and also the knowledge of Finnish grammar. The students will also learn to write various documents in Finnish (for example, memo, quotation letter, reclamation, advertisement).

Bibliography

To be announced at the beginning of the course.

Advisors

Tarja Paasi−May
Virpi Masonen

Teaching and learning methods

Contact hours 32 h
Independent studies 48 h

Assessment

Examination
Independent assignments
Continuous assessment

Finnish and Communication 2

- Code: VIE30F
- Semester: 3rd
- Level and type: Basic Studies, Elective, Bite*
- Credit units: 2 cu
- ECTS: 3 points
- Language: Finnish

* Required only of native Finnish speakers in the Bite programme.

Description

The course develops the students' oral and written communication skills. The students will also get familiar with some documents in IT business. In addition to this, the course includes the basics of negotiating skills and adult education.

Essential contents

Writing an operating instruction; writing documents related to negotiations and meetings, and participating in them as an individual and as a member of a group; the basics of adult education, and planning and realization of a training situation; language correctness.

Prerequisite

Finnish and Communication 1

Aims and objectives

The students will be able to prepare and make speeches in different situations, especially in meeting and negotiations. In addition to this the students will be able to write documents related to these occasions. The students will also learn what should be taken into account when being responsible for a training situation. After the course the students will also be able to write operating instructions related to IT business.

Bibliography

To be announced at the beginning of the course.

Advisor

Anna−Liisa Vitikainen

Teaching and learning methods

Contact hours 32 h
Independent studies and group work 48 h

Assessment

Spoken and written exercises

Business and Entrepreneurship

This text is a short description of a development project on entrepreneurial studies for Information Technology students, initiated by the Helsinki Business Polytechnics. The background of the project, nick−named the Bit Hill, is an effort to conceptualise and implement the national issue of the future Finnish software industry. The word 'conceptualise' refers here as well to the organization of the future software industry as possible life cycles of such an organization.

The main scope of the Bit Hill project is in promoting the entrepreneurship among Information Technology students, that is, future Information Technology professionals. The project tries to achieve this goal by providing more empirical and enterprise−centred forms of Information Technology studies and by promoting a more empirical understanding of the software product concept: the company can be here, now and mine, and the programs are not only well−ordered code but a tool that somebody has to live and work with.

The project also aims at supporting development and launching of new software products based on the ideas of the Information Technology students. The studies themselves are best viewed as a small study programme incarnating in a small, possibly growing, business. This business is based on a software idea of one or a few of Helia Information Technology students and planned and conducted by the Helia Information Technology and Business Administration students. The impact of such a study programme to the Information Technology students is “real” and realistic business experience and an evident station for work placement. The impact on the other stakeholders varies from publicity and possible revenue to the sponsors through a “laboratory” for new developments to more established software businesses.

The study programme consists of four modules. The module on business gives the student a picture of how to start and successfully conduct a business. The main topics are business plan, formalities in establishing a firm and managing (leading) a small business. The module on Information Technology, again, gives the student a picture of the operation of software producers. The main topics are the special characteristics of a firm producing and marketing software products, how to convert a software idea to a mature product, buying a software product, and legal aspects concerning software business. The module on innovation brings to the student an understanding of producing innovations and managing them through their life cycles. The main topics are finding and elaborating an innovation, evaluating an innovation from the point of view of different stakeholder roles, and estimating the life cycle of an innovation. Last, then, the module on the business environment gives the student a picture of what the environment of an enterprise is and what it means to the business. The student also learns about organising his or her business as an integral part in different networks of multilateral cooperation between software businesses. The main topics are the typical life cycle of a software enterprise, relations between a small software enterprise and its environment, and forming a network, or a business cluster. The four modules are more or less independent so that the different students with different earlier compulsory studies could include the in their study mixes as easily as possible.