

Porvoon vapaasti valittavat opinnot

PORVOOFREE

Kuvaus

VAPAASTI VALITTAVAT OPINNOT, YHTEENSÄ 15 op

Opiskelija valitsee oman kiinnostuksensa mukaan mitä tahansa korkeakoulutasoisia opintoja, jotka tukevat hänen ammatillista kehittymistään.

Vapaasti valittavia voit valita Haaga-Helian tarjonnan lisäksi myös muiden korkeakoulujen digitaalsesta opintotarjonnasta ja sisällyttää ne omaan tutkintoosi. Tutustu eri vaihtoehtoihin esimerkiksi: <http://www.etourismcurriculum.fi/> tai <https://campusonline.fi/>

Kieli

suomi

englanti

ruotsi

Sisällön valinnaisuus

Valitaan n kappaletta

Keväällä 2020 tarjottavat toteutukset		
MAR8PO801	Advertising	5 op
PSS8PO028	Alcohol Pass	1 op
PSS8PO025	Alkoholipassi	1 op
TRA8PO038	Electronic Distribution in Tourism	5 op
ENG8PO801	English for Business Professionals	5 op
SCS8PO030	Global Mindset	3 op
PSS8PO027	Hygiene Pass	1 op
PSS8PO024	Hygieniapassi	1 op
FIN8PO801	Intermediate and Advanced Finnish 1	5 op
FRE8PO801	Intermediate and Advanced French 1	5 op
GER8PO801	Intermediate and Advanced German 1	5 op
RUS8PO801	Intermediate and Advanced Russian 1	5 op
SPA8PO801	Intermediate and Advanced Spanish 1	5 op
SWE8PO802	Intermediate and Advanced Swedish 1	5 op
TOO8PO802	Johdatus digitaalisen markkinoinnin ja myynnin työkaluihin	5 op
BUS8PO802	Johdon talousviestintä	5 op
BUS8PO803	Konsernitilinpäätös	5 op
TOO8PO014	Kuvankäsittely Photoshop	3 op
CUL8PO012	Languages and Cultures using Tandem Methods	3 op
BUS8PO804	Numeroilla johtaminen	5 op
BUS8PO801	Rahoitus ja sijoitustoiminta	5 op
RES8PO801	Ruoka- ja juomaelämyksen tuottaminen	5 op
PSS8PO029	Safety Pass	1 op

BES8PO015	Sales Pitch Competition	3 op
TOO8PO031	SAP as a Management Tool	3 op
INS8PO801	School Visit Road Show	3 op
PSS8PO026	Turvallisuuspassi	1 op
WOR8PO023	Vastuullinen liiketoiminta	3 op
ORI8PO801	Akateemiset viestintä- ja oppimistaidot	5 op
TOU8PO801	Responsible Space Tourism	5 op
AIR3PO503	Digital Airline Management	5 op
AIR3PO501	Aviation Data Analytics	5 op
AIR3PO502	Aviation Logistics	5 op
BUS8PO806	Cross Border Brand Communication	5 op
Koko lukuvuoden 2019-2020 tarjonta		
MAR8PO801	Advertising	5 op
PSS8PO028	Alcohol Pass	1 op
PSS8PO025	Alkoholipassi	1 op
TOO8PO036	Android App Development	5 op
TRA8PO051	Distribution Systems for Travel Professional	3 op
TRA8PO038	Electronic Distribution in Tourism	5 op
LEA8PO801	Elämänhallinta	3 op
LEA8PO804	Empathy and Emotional Intelligence at Work	5 op
ENG8PO801	English for Business Professionals	5 op
SCS8PO030	Global Mindset	3 op
PSS8PO027	Hygiene Pass	1 op
PSS8PO024	Hygieniapassi	1 op
FIN8PO801	Intermediate and Advanced Finnish 1	5 op
FRE8PO801	Intermediate and Advanced French 1	5 op
GER8PO801	Intermediate and Advanced German 1	5 op
RUS8PO801	Intermediate and Advanced Russian 1	5 op
SPA8PO801	Intermediate and Advanced Spanish 1	5 op
SWE8PO802	Intermediate and Advanced Swedish 1	5 op
TOO8PO803	Introduction to SAP	5 op
TOO8PO802	Johdatus digitaalisen markkinoinnin ja myynnin työkaluihin	5 op
BUS8PO802	Johdon talousviestintä	5 op
BUS8PO803	Konsernitilinpäätös	5 op
TOO8PO014	Kuvankäsittely Photoshop	3 op
CUL8PO012	Languages and Cultures using Tandem Methods	3 op

PRO8PO801	Monialaprojekti	5 op
BES8PO016	Nordic Ideation Camp	5 op
BUS8PO804	Numeroilla johtaminen	5 op
BUS8PO801	Rahoitus ja sijoitustoiminta	5 op
WOR8PO024	Responsible Business	3 op
RES8PO801	Ruoka- ja juomaelämysten tuottaminen	5 op
PSS8PO029	Safety Pass	1 op
BES8PO015	Sales Pitch Competition	3 op
TOO8PO031	SAP as a Management Tool	3 op
INS8PO801	School Visit Road Show	3 op
MAR8PO802	Social Media in Marketing	5 op
PSS8PO026	Turvallisuuspassi	1 op
WOR8PO023	Vastuullinen liiketoiminta	3 op
TOO8PO018	Virtual Photoshop	3 op

Advertising, 5 cr - MAR8PO801

Course unit language

English

Upcoming implementations

No upcoming implementations yet.

Learning objectives

The student accomplishes assignments and classroom activities with initiative and leadership. The student demonstrates strong skills in advertising. The student is able to apply the knowledge and skills in advertising at an advance of creativity.

Contents

- Advertising theory
- The future of advertising
- Campaign development and message strategy
- Planning, designing and creating print ads with Photoshop and InDesign
- Creating invitations, business cards, ads, corporate promo pieces with Illustrator

Execution methods

Inquiry learning, lectures, guest lectures, workshops, presentation sessions

Contact hours 28 h

Independent studies (reading, project work, assignments) 52 h
Self-assessment of learning 1h (completed online in WinhaOpaali)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at MyNet.

Learning materials

Wells, W., Moriarty, S., Burnett, J. Advertising: principles & practice
Sissors, Jack Z. and Baron, Roger B. Advertising media planning
Rossiter, John R. and Percy, Larry. Advertising communications & promotion management
Sutherland, Max and Sylvester, Alice K. Advertising and the mind of the consumer: what works, what doesn't, and why
Donald E. Parente. Advertising campaign strategy: a guide to marketing communication plans
Radio advertising: the authoritative handbook / Robert Schulberg.
Photoshop 5 expert (or other versions)

Starting level and linkage with other courses

No prerequisites.

Assessment criteria

Assessment criteria - grade 1

The student has a limited understanding of advertising theory and tools. The student follows assignments and classroom activities with difficulty and under supervision. The student lacks sufficient skills in advertising. The student is able to apply the knowledge and skills in advertising at a minimal level of creativity.

Assessment criteria - grade 3

The student has an adequate understanding of advertising theory and tools. The student performs well in assignments and classroom activities within a team and independently. The student demonstrates satisfactory skills in advertising. The student performs well in assignments and classroom activities within a team and independently. The student demonstrates satisfactory skills in advertising. The student is able to apply the knowledge and skills in advertising at a standard level of creativity.

Assessment criteria - grade 5

The student accomplishes assignments and classroom activities with initiative and leadership. The student demonstrates strong skills in advertising. The student is able to apply the knowledge and skills in advertising at an advance of creativity.

Evaluation criteria, approved/failed

Active participation

Course assignments (must be submitted on time)

Alcohol Pass, 1 cr - PSS8PO028

Course unit language

English

Upcoming implementations

- Alcohol Pass PSS8PO028-3008 27.11.2020-01.12.2020 1 op (PO8) +

Learning objectives

Legislation and supervision in licensed premises in Finland

basic dispensing concepts in Finland

requirements for dispensing in Finland

exam for dispensing certificate

Contents

legislation and supervision in licensed premises in Finland

basic dispensing concepts in Finland

lectures of requirements for dispensing in Finland

exam for alcohol proficiency certificate

Execution methods

a. Learning with contact teaching including individual, pair and team assignments, independent study and exam.

b. Contact studying (option a.) can be replaced by using the work-based learning method "Work&Study" according to on a plan if the learning goals of the course can be obtained through the student's work or hobby. Accomplished learning goals has to be proven by an exam. More information from responsible teachers or academic advisors.

c. Demonstration (of earlier skills and knowledge in the course content), proven by an alcohol proficiency certificate (anniskelupassi) More information from responsible teachers.

Learning materials

Valvira's instruction for licensed premises

Lectures and other teaching materials

Further information

Course fee 20€

Assessment criteria

Evaluation criteria, approved/failed

Passed (H) /failed (no grade)

Alkoholipassi, 1 op - PSS8PO025

Opintojakson kieli

Suomi

Tulevat toteutukset

- Alkoholipassi PSS8PO025-3007 24.08.2020-18.12.2020 1 op (PO8) +

Osaamistavoitteet

anniskelulainsäädäntö ja valvonta anniskeluravintoloissa Suomessa
eri anniskeluluokitukset ja vaatimukset Suomessa
edellytykset anniskelutoimintaan Suomessa

Sisältö

anniskelulainsäädäntö ja valvonta anniskeluravintoloissa Suomessa
eri anniskeluluokitukset ja vaatimukset Suomessa
edellytykset anniskelutoimintaan Suomessa

osoitetut oppimistehtävät

osaamistesti

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

a) Lähiopetustoteutus, johon liittyy oppimistehtäviä, itsenäistä työskentelyä sekä anniskelulainsäädännön osoittava tentti

b) Suunnitelmaan pohjautuva omassa työssä oppiminen eli opinnollistaminen voi korvata lähiopetuksen, mikäli opiskelija pystyy oppimaan opintojakson sisällöt työssään/harrastuksessaan. Savutettu oppiminen todennetaan anniskelulainsäädännön osoittavalla tentillä. Lisätietoja opinto-ohjaajalta tai vastuuopettajalta.

c) Näyttö (jos opiskelija hallitsee jo opintojakson sisällöt), josta todistuksena anniskelulainsäädännön hallinnan osoittava anniskelupassi. Lisätietoja opinto-ohjaajalta tai vastuuopettajalta.

Moduuliin sisältyy myös pakollisena oman oppimisen arviointi.

Oppimateriaalit

Valviran ohjeistus Alkoholiaasiat ravintolassa (verkkomateriaali)

Luennot ja muu mahdollinen opintojaksolla osoitettu materiaali

Lisätiedot

Kurssimaksu 20€

Arviointikriteerit

Arviointikriteeri - arvosana 1

Hyväksytty (H) /hylätty (ei arvosanaa)

Electronic Distribution in Tourism, 5 cr - TRA8PO038

Course unit language

English

Upcoming implementations

- Electronic Distribution in Tourism TRA8PO038-3005 25.05.2020-31.07.2020 5 op (KESÄ2020, ...) +

English for Business Professionals, 5 cr - ENG8PO801

Course unit language

English

Upcoming implementations

- English for Business Professionals ENG8PO801-3002 24.08.2020-18.12.2020 5 op (PO8, ...) +

Learning objectives

Upon completion of this module, the student is able to

- do business successfully in the Anglo-American business context
- express him/herself professionally when doing business
- give professionals pitches
- understand Anglo-America culture and society
- carry conviction in business writing

Contents

- Anglo-American business culture
- Anglo-American culture and society
- Professional presentations
- Professional business writing

Execution methods

Lectures/workshops

Study visits

Individual, pair and team assignment

The final grade is based on

1. Oral presentation and abstract 50 %
2. Written assignments 30 %
3. Active participation and contribution to contact lessons

Individual assignments

Teamwork assignments

Active participation and attitude

Peer assessment

Self-assessment

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at MyNet.

Learning materials

Books on the content topics

E-books and/or online articles

Relevant media

Materials provided by the lecturers

Materials produced by students as a course work

Further information

Course teacher(s)

Pia Kiviaho-Kallio, Porvoo

Niina Moilanen, Porvoo

Olav Vidjeskog, Porvoo

Starting level and linkage with other courses

The student has successfully completed the Basic Studies. The module is a part of the free-choice studies in Porvoo Campus competence-based curriculum.

Assessment criteria

Assessment criteria - grade 1

He/she has basic communication skills to do business and sales in the culture. He/she can manage multicultural business communication situations with basic competence and the help of a supervisor in English. He/she is able to give basic presentations.

Assessment criteria - grade 3

He/she has good communication skills to do business and sales in the culture. He/she can manage multicultural business communication situations appropriately and relatively independently in English. He/she is able to give coherent presentations at an adequate level.

Assessment criteria - grade 5

He/she has professionally advanced communication skills to do business and sales in the culture.

He/she can manage multicultural business communication situations professionally and efficiently.

He/she is able to give presentations at a professional level.

Global Mindset, 3 cr - SCS8PO030

Course unit language

English

Upcoming implementations

- Global Mindset SCS8PO030-3007 24.08.2020-21.05.2021 3 op (NSTOP, ...) +

Learning objectives

The module advances the following competences:

- *Cultural awareness, knowledge of different business and study cultures
- *Global mindset and flexible way of thinking and seeing cultural differences
- *Conflict prevention and management
- *Changing situations in international communication
- *Internationalisation plan

Contents

This course is suitable for all students who are interested in working and/or studying in an international environment and is highly recommended for students who will complete their student exchange or internship abroad during their studies. The course aims at increasing

students' employability in international environment. The course advances the following outcomes and competences: intercultural confidence both in home country and in an international environment, ability to network in a global and intercultural business environment, cultural sensitivity, an increased competitiveness on a global job market and a solution-oriented mindset towards cultural issues.

Execution methods

This course will be completed as a virtual online course with independent studies and an individual assignment.

Learning materials

Provided by an instructor on Moodle.

Starting level and linkage with other courses

No prerequisites. The course type is a free-choice course.

Assessment criteria

Assessment criteria - grade 1

The student shows poor work orientation. S/he can identify and understand a few contents of the course. The instructions of self-assignment are not followed. The student has difficulties in accomplishing an individual assignment.

Assessment criteria - grade 3

The student understands and is able to define contents of the course. S/he knows different cultural dimensions and how to adapt to different study and business styles. The student is able to operate according to instructions. The student completes the assignment task and presents it appropriately and relatively independently in English.

Assessment criteria - grade 5

S/he has a professional grip on the contents of the course. The student has operated according to instructions of the self-assignment and all the given tasks are completed. The assignment is done without difficulties and presented with strong publishing/ communication skills in English.

Hygiene Pass, 1 cr - PSS8PO027

Course unit language

English

Upcoming implementations

- Hygiene Pass PSS8PO027-3008 24.08.2020-18.12.2020 1 op (PO8, ...) +

Learning objectives

Learning objectives

- legislation and supervision in catering premises in Finland
- basic catering concepts in Finland
- requirements for catering in Finland
- safe and hygienic working methods
- exam for hygiene proficiency certificate (hygiene passport)

Contents

Contents

- legislation and supervision in catering premises in Finland
- basic catering concepts in Finland
- lectures of requirements for catering in Finland
- safe and hygienic working methods
- most common cause of food poisoning
- HACCP (Hazard Analysis and Critical Control Points)
- exam for hygiene proficiency certificate (hygiene passport)

Execution methods

a. Learning with contact teaching including individual, pair and team assignments, independent study and exam.

b. Contact studying (option a.) can be replaced by using the work-based learning method "Work&Study" according to on a plan if the learning goals of the course can be obtained through the student's work or hobby. Accomplished learning goals has to be proven by an exam. More information from responsible teachers or academic advisors.

c. Demonstration (of earlier skills and knowledge in the course content), proven by a hygiene proficiency certificate (hygieniapassi) More information from responsible teachers.

Learning materials

Evira's instruction for catering industry

Laukkanen, Marja: Basic facts of food hygiene

Materials for proficiency certificates notified separately

Further information

Course fee 20€

Starting level and linkage with other courses

No prerequisites

Assessment criteria

Evaluation criteria, approved/failed

Passed (H) /failed (no grade)

Student has to complete given assignments and pass a test evaluating knowledge of the Alcohol Act and how it is supervised.

Hygieniapassi, 1 op - PSS8PO024

Opintojakson kieli

Suomi

Tulevat toteutukset

- Hygieniapassi PSS8PO024-3007 24.08.2020-18.12.2020 1 op (PO8) +

Osaamistavoitteet

Opintojakson suoritettuaan opiskelija osaa elintarvikehygienian perusteet. Opiskelija tietää elintarvikehygieniasta säädetyt ohjeistuksen ja osaa soveltaa sitä työssään huolellisesti ja vastuullisesti.

Opiskelija on suorittanut opintojakson, kun hän suorittaa kirjallisen hygieniosaamistestin hyväksytysti.

Opintojakso arvioidaan asteikolla hyväksytty/hylätty

Sisältö

- elintarvikehygienian perusteet
- säännökset elintarvikehygieniasta
- Ruokaviraston valvoman hygieniosaamistodistuksen suorittaminen

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

Tämän opintojakson osaamistavoitteet voi saavuttaa esimerkiksi seuraavilla tavoilla:

- a. Lähiopetus ja itsenäinen työskentely, hygieniapassitentti
- b. Suunnitelmaan pohjautuva omassa työssä oppiminen eli opinnollistaminen, mikäli opiskelija pystyy oppimaan opintojakson sisällöt työssään/harrastuksessaan sekä hygieniapassitentti Lisätietoja opinto-ohjaajalta tai vastuopettajalta.
- c.Näyttö (jos opiskelija hallitsee jo opintojakson sisällöt). Lisätietoja opinto-ohjaajalta tai vastuopettajalta.

Moduuliin sisältyy myös pakollisena oman oppimisen arviointi

Oppimateriaalit

Elintarvikehygienian perusteet, SEFO konsultointi

Ruokaviraston materiaali www.ruokavirasto.fi , sivuilta löytyy kohta hygieniosaaminen ja edelleen opiskelumateriaalia/www-linkit

www.purtavaapuhtaasti.fi

www.lupakokata.fi

Muu aiheeseen liittyvä materiaali

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Ei lähtötaaso-vaatimuksia

Arviointikriteerit

Arviointikriteeri, hyväksyty/hylätty

Opiskelija on suorittanut opintojakson, kun hän suorittaa kirjallisen hygieniosaamistestin hyväksytysti.

Opintojakso arvioidaan asteikolla hyväksyty/hylätty

Intermediate and Advanced Finnish 1, 5 cr - FIN8PO801

Course unit language

English

Upcoming implementations

- Intermediate and Advanced Finnish 1 FIN8PO801-3006 24.08.2020-18.12.2020 5 op (PO8) +

Learning objectives

Student can develop his/her language skills according to an individual study plan that will be made based on his/her previous language studies and skills. The module advances the following competences: skillful oral and written communication in a foreign language, global mindset and cultural awareness and customer understanding and service.

Contents

The student and the teacher plan together the contents of the module in the beginning of the module. The content areas are reading, writing, listening, speaking and conversation in the target language. The level and the learning goals of these five areas are agreed in the beginning of the module together with the teacher.

The module's scope is 5 credits and requires 135 hours of student's work. The module is planned to be carried out in one semester (18 weeks). The students carry out their studies mainly independently, nevertheless with a continuous dialogue with the teacher.

Execution methods

a. Learning with contact teaching including assignments, project work, independent study and exams

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Massive Open Online Courses

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Starting level and linkage with other courses

The module requires earlier Finnish studies of at least 6 months of regular lessons. The students' language level is tested before starting the module.

Assessment criteria

Assessment criteria - grade 1

Grade 1

The student can produce short written and oral messages in the target language, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the study material satisfactory. The student has returned the assignments with deficiencies and/or not on time. The student has quite a lot to improve in service and sales orientation and business-like conduct. The student is able to operate only when aided by other students and supervisors. The student has reached his/her individual learning goals only partly.

Assessment criteria - grade 3

Grade 3

The student can produce written and oral messages in the target language, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the study material. The student has returned most of the assignments on time. The student shows good service and sales orientation and business-like conduct. The student is able to operate with tasks both in teams and independently. The student has reached his/her individual learning goals quite well.

Assessment criteria - grade 5

Grade 5

The student can produce long written and oral messages in the target language with good pronunciation and correct written outcome. The student masters the essential vocabulary and the constructions of the study material. The student has returned all the assignments on time. The student shows good service and sales orientation and business-like conduct. The student displays a culturally aware business-oriented approach and is able to lead team work. The student has reached his/her individual learning goals very well.

Intermediate and Advanced French 1, 5 cr - FRE8PO801

Course unit language

English

Upcoming implementations

- Intermediate and Advanced French 1 FRE8PO801-3004 24.08.2020-21.05.2021 5 op (NSTOP, ...) +

Learning objectives

LEARNING METHODS

Inquiry learning:

Independent study

Peer-to-peer learning

Coaching sessions

Company visits

Online Courses

The assessment of one's own learning

ASSESSMENT

Assessment details can be checked from implementation plans (including attendance requirements).

Individual assignments

Teamwork

Final deliverables

Peer assessment

Self-assessment

The self-assessment (through Winha/Peppi) of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected in an electronic form.

Contents

CONTENTS

The student and the teacher plan together the contents of the module in the beginning of the module. The content areas are reading, writing, listening, speaking and conversation in the target language. The level and the learning goals of these five areas are agreed in the beginning of the module together with the teacher.

The module's scope is 5 credits and requires 135 hours of student's work. The module is planned to be carried out in one semester (18 weeks). The students carry out their studies mainly independently, nevertheless with a continuous dialogue with the teacher.

Execution methods

a) Independent study with learning assignment/s, and written and oral exams

b) Learning by using the work-based learning method "Work&Study" according to on a plan if the learning goals of the course can be obtained through the student's work or hobby. More information from responsible teachers or academic advisors.

c) Demonstration (of earlier skills and knowledge in the course content). More information from responsible teachers or academic advisors.

Assessment of one's own learning is a compulsory part of each course.

Learning materials

LEARNING MATERIALS

Books on the content topics

E-books and online articles
Online tutorials
Massive Open Online Courses
Companies' web-portals
Relevant media, news agencies, quality press, etc.
Social networking tools
Exercises, tests
Instructors' own materials, materials produced by students.

Starting level and linkage with other courses

STARTING LEVEL AND PREREQUISITES

This star level module is a part of advanced level studies in the Porvoo Campus competence-based curriculum. In this module the student deepens his/her knowledge and skills in French language. The module advances the following competences: skillful oral and written communication in a foreign language, global mindset and cultural awareness and customer understanding and service. The module follows the global mindset activities in Learning Camps and is linked to environment and customer competence studies. The module requires earlier French studies of at least 6 months of regular lessons. The students' language level is tested before starting the module.

Assessment criteria

Assessment criteria - grade 1

Grade 1

The student can produce short written and oral messages in the target language, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the study material satisfactory. The student has returned the assignments with deficiencies and/or not on time. The student has quite a lot to improve in service and sales orientation and business-like conduct. The student is able to operate only when aided by other students and supervisors. The student has reached his/her individual learning goals only partly.

Assessment criteria - grade 3

Grade 3

The student can produce written and oral messages in the target language, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the study material. The student has returned most of the assignments on time. The student shows good service and sales orientation and business-like conduct. The student is able to operate with tasks both in teams and independently. The student has reached his/her individual learning goals quite well.

Assessment criteria - grade 5

Grade 5

The student can produce long written and oral messages in the target language with good pronunciation and correct written outcome. The student masters the essential vocabulary and the constructions of the study material. The student has returned all the assignments on time. The student shows good service and sales orientation and business-like conduct. The student

displays a culturally aware business-oriented approach and is able to lead team work. The student has reached his/her individual learning goals very well.

Intermediate and Advanced German 1, 5 cr - GER8PO801

Course unit language

English

Upcoming implementations

- Intermediate and Advanced German 1 GER8PO801-3005 24.08.2020-18.12.2020 5 op (PO8) +

Contents

The student and the teacher plan together the contents of the module in the beginning of the module. The content areas are reading, writing, listening, speaking and conversation in the target language. The level and the learning goals of these five areas are agreed in the beginning of the module together with the teacher.

The module's scope is 5 credits and requires 135 hours of student's work. The module is planned to be carried out in one semester (18 weeks). The students carry out their studies mainly independently, nevertheless with a continuous dialogue with the teacher.

Execution methods

- a) Learning with contact teaching including assignments, project work, independent study and possible exams.
- b) Learning by using the work-based learning method "Work&Study" according to a plan that shows how the learning goals of the course can be obtained through the student's work or hobby. More information from responsible teachers or academic advisors.
- c) Demonstration (of earlier skills and knowledge in the course content). More information from responsible teachers or academic advisors.

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Massive Open Online Courses

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Starting level and linkage with other courses

This star level module is a part of advanced level studies in the Porvoo Campus competence-based curriculum. In this module the student deepens his/her knowledge and skills in German language. The module advances the following competences: skillful oral and written communication in a foreign language, global mindset and cultural awareness and customer understanding and service. The module follows the global mindset activities in Learning Camps and is linked to environment and customer competence studies.

The module requires earlier German studies of at least 6 months of regular lessons. The students' language level is tested before starting the module.

Assessment criteria

Assessment criteria - grade 1

The student can produce short written and oral messages in the target language, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the study material satisfactory. The student has returned the assignments with deficiencies and/or not on time. The student has quite a lot to improve in service and sales orientation and business-like conduct. The student is able to operate only when aided by other students and supervisors. The student has reached his/her individual learning goals only partly.

Assessment criteria - grade 3

The student can produce written and oral messages in the target language, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the study material. The student has returned most of the assignments on time. The student shows good service and sales orientation and business-like conduct. The student is able to operate with tasks both in teams and independently. The student has reached his/her individual learning goals quite well.

Assessment criteria - grade 5

The student can produce long written and oral messages in the target language with good pronunciation and correct written outcome. The student masters the essential vocabulary and the constructions of the study material. The student has returned all the assignments on time. The student shows good service and sales orientation and business-like conduct. The student displays a culturally aware business-oriented approach and is able to lead team work. The student has reached his/her individual learning goals very well.

Intermediate and Advanced Russian 1, 5 cr - RUS8PO801

Course unit language

English

Upcoming implementations

- Intermediate and Advanced Russian 1 RUS8PO801-3004 24.08.2020-21.05.2021 5 op (NSTOP, ...) +

Learning objectives

The student can produce written and oral messages in the target language as well as communicate using the essential vocabulary and the constructions of the study material while taking the cultural aspects into account. The student shows good service and sales orientation and business-like conduct. The student is able to operate with tasks both in teams and independently.

Contents

The student and the teacher plan together the contents of the module in the beginning of the module. The content areas are reading, writing, listening, speaking and conversation in the target language. The level and the learning goals of these five areas are agreed in the beginning of the module together with the teacher.

The module's scope is 5 credits and requires 135 hours of student's work. The module is planned to be carried out in one semester (18 weeks). The students carry out their studies mainly independently, nevertheless with a continuous dialogue with the teacher. The work load is divided as follows:

Starting session with all the students of the module (2 h)

Creating the individual study plan with the teacher

Coaching sessions with the teacher

Group or pair work with other student(s) of the same target language

Participating in the Campus International Day's program

Independent regular studying (about 100 h = 5 h/week)

Presentation of the learning outcomes in the final session with other students of the module

Execution methods

a) Inquiry learning:

Independent study

Peer-to-peer learning

Coaching sessions

Company visits

online courses

The assessment of one's own learning

b) Approval of knowledge shown otherwise (opinnollistaminen / Work & Study), if the student succeeds in learning the contents in his workplace / in his hobby. Additional information is available from the study supervisor or the responsible teacher.

c) Demonstration (of earlier skills and knowledge in the course content). More information from responsible teachers or academic advisors.

Assessment of one's own learning is a compulsory part of each course.

Learning materials

Books on the content topics
E-books and online articles
Online tutorials
Massive Open Online Courses
Companies' web-portals
Relevant media, news agencies, quality press etc.
Social networking tools
Exercises, tests
Instructor's own materials, materials produced by the students

Starting level and linkage with other courses

This star level module is a part of advanced level studies in the Porvoo campus competence-based curriculum. In this module the student deepens his/her knowledge and skills in Russian language. The module advances the following competences: skillful oral and written communication in a foreign language, global mindset and cultural awareness and customer understanding and service. The module follows the global mindset activities in Learning Camps and is linked to environment and customer competence studies. The module requires earlier Russian studies of at least 6 months of regular lessons. The students' language level is tested before the module.

Assessment criteria

Assessment criteria - grade 1

The student can produce short written and oral messages in the target language. though s/he has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the study material satisfactory. S/he has returned the assignments with deficiencies and/or not on time. The student has quite a lot to improve in service and sales orientation and business-like conduct. The student is able to operate only when aided by other students and supervisors. S/he has reached her/his individual learning goals only partly.

Assessment criteria - grade 3

The student can produce written and oral messages in the target language. though s/he has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the study material. S/he has returned most of the assignments on time. The student shows good service and sales orientation and business-like conduct. The student is able to operate with tasks both in teams and independently. S/he has reached her/his individual learning goals quite well.

Assessment criteria - grade 5

The student can produce long written and oral messages in the target language with good pronunciation and correct written outcome. The student masters the essential vocabulary and the constructions of the study material. S/he has returned all the assignments on time. The student shows good service and sales orientation and business-like conduct. The student displays a culturally aware business-oriented approach and is able to lead team work. S/he has reached her/his individual learning goals very well.

Intermediate and Advanced Spanish 1, 5 cr - SPA8PO801

Course unit language

English

Upcoming implementations

- Intermediate and Advanced Spanish 1 SPA8PO801-3004 24.08.2020-21.05.2021 5 op (NSTOP, ...) +

Learning objectives

In this module the student deepens his/her knowledge and skills in Spanish language. The module advances the following competences: skillful oral and written communication in a foreign language, global mindset and cultural awareness and customer understanding and service. The module follows the global mindset activities in Learning Camps and is linked to environment and customer competence studies. The module requires earlier Spanish studies of at least 6 months of regular lessons. The students' language level is tested before starting the module.

Contents

The student and the teacher plan together the contents of the module in the beginning of the module. The content areas are reading, writing, listening, speaking and conversation in the target language. The level and the learning goals of these five areas are agreed in the beginning of the module together with the teacher.

The module's scope is 5 credits and requires 135 hours of student's work. The module is planned to be carried out in one semester (18 weeks). The students carry out their studies mainly independently, nevertheless with a continuous dialogue with the teacher.

Execution methods

- a) Independent study with learning assignment/s, and written and oral exams
- b) Learning by using the work-based learning method "Work&Study" according to on a plan if the learning goals of the course can be obtained through the student's work or hobby. More information from responsible teachers or academic advisors.
- c) Demonstration (of earlier skills and knowledge in the course content). More information from responsible teachers or academic advisors.

Assessment of one's own learning is a compulsory part of each course.

Learning materials

Books on the content topics

E-books and online articles

Online tutorials
Massive Open Online Courses
Companies' web-portals
Relevant media, news agencies, quality press, etc.
Social networking tools
Exercises, tests
Instructors' own materials, materials produced by students.

Starting level and linkage with other courses

The module requires earlier Spanish studies of at least 6 months of regular lessons. The students' language level is tested before starting the module.

Assessment criteria

Assessment criteria - grade 1

Grade 1

The student can produce short written and oral messages in the target language, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the study material satisfactory. The student has returned the assignments with deficiencies and/or not on time. The student has quite a lot to improve in service and sales orientation and business-like conduct. The student is able to operate only when aided by other students and supervisors. The student has reached his/her individual learning goals only partly.

Assessment criteria - grade 3

Grade 3

The student can produce written and oral messages in the target language, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the study material. The student has returned most of the assignments on time. The student shows good service and sales orientation and business-like conduct. The student is able to operate with tasks both in teams and independently. The student has reached his/her individual learning goals quite well.

Assessment criteria - grade 5

Grade 5

The student can produce long written and oral messages in the target language with good pronunciation and correct written outcome. The student masters the essential vocabulary and the constructions of the study material. The student has returned all the assignments on time. The student shows good service and sales orientation and business-like conduct. The student displays a culturally aware business-oriented approach and is able to lead team work. The student has reached his/her individual learning goals very well.

Intermediate and Advanced Swedish 1, 5 op - SWE8PO802

Opintojakson kieli

Tulevat toteutukset

- Intermediate and Advanced Swedish 1 SWE8PO802-3004 24.08.2020-21.05.2021 5 op (NSTOP, ...) +

Osaamistavoitteet

Den studerande kan producera skriftliga och muntliga meddelanden på svenska. Hen har ett sådant affärsordförråd att hen kan använda svenska som arbetspråk relativt obehindrat. Hen uppvisar goda insikter i försäljning och kundservice och uppför sig på ett affärsmässigt sätt också när hen kommunicerar. Den studerande kan sköta uppgifter och ta ansvar både i team och individuellt och kan knyta nätverkskontakter på svenska.

Sisältö

I början av modulen planerar läraren och den studerande tillsammans modul innehåll (personlig studieplan). Den studerande utvecklar sin språkfärdighet när det gäller läsning, skrivning, lyssnande och interaktion i valda kontexter och ämnesområden. Inlärningsmålen för dessa fem delområden fastställs tillsammans med läraren i början av modulen. Modulen är värd 5 studiepoäng och kräver 135 h arbete av den studerande. Modulen ska avklaras på en termin (18 veckor). Den studerande utför i huvudsak sina studier individuellt, dock med hjälp av en fortgående dialog med läraren.

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

a) Forskningsbaserat lärande:

Självständigt arbete

Kamratlärande

Coaching

Företagsbesök

Online-lärande

Utvärdering av eget lärande

b) Godkännande av kunskaper som visas på annat sätt (opinnollistaminen / Work & Study), om den studerande lyckas lära sig studiehelhetens innehåll på sin arbetsplats/i sin hobby.

Tilläggsinformation fås av studiehandledaren eller ansvarsläraren.

c) Identifiering och tillgodoräknande (på finska näyttö, om den studerande behärskar studiehelhetens innehåll). Tilläggsinformation fås av studiehandledaren eller ansvarsläraren.

I modulen ingår även en obligatorisk utvärdering av egen inläring.

Oppimateriaalit

Varierande material enligt den studerandes lärandemål
(Elektronisk) litteratur, artiklar, material på nätet
Sajtar för språklärande, applikationer och verktyg
Material som de studerande producerar

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Den här stjärnmodulen utgör en del av de fördjupade studierna i Borgå Campus kompetensbaserade läroplan. I modulen fördjupar den studerande sina kunskaper och färdigheter i svenska språket. Modulen främjar följande kompetenser: muntliga och skriftliga kommunikationsfärdigheter, globalt tänkande och kulturkännedom, kundkännedom samt kundservice. Modulen kräver tidigare studier i svenska och nivån B1.2 i den gemensamma europeiska referensramen för språk (CEFR).

Arviointikriteerit

Arviointikriteeri - arvosana 1

Den studerande kan med viss tvekan producera skriftliga och muntliga meddelanden på svenska. Hen har vissa svårigheter med uttal och skriftlig produktion. Den studerande använder central terminologi och grundläggande konstruktioner med viss tvekan. Den studerande har planerat och lämnat in uppgifterna med vissa brister och/eller inte inom utsatt tid. Den studerande bör anpassa sina kommunikationsmönster så att de blir mera affärsmässiga och professionella när det gäller försäljning och kundservice. Den studerande förmår agera på svenska. Hen har nått inlärningsmålen endast delvis.

Arviointikriteeri - arvosana 3

Den studerande kan producera effektiva skriftliga och muntliga meddelanden på svenska. Hen kan ha tillfälliga problem med uttal och skriftlig produktion. Den studerande har ett tillräckligt affärsordförråd för att kunna använda svenska som arbetspråk relativt obehindrat. Hen uppvisar goda insikter i försäljning och kundservice och uppför sig på ett affärsmässigt sätt också när hen kommunicerar. Den studerande kan sköta uppgifter och ta ansvar både i team och individuellt och kan arbeta och knyta nätverkskontakter på svenska. Den studerande har ganska väl uppnått sina individuella inlärningsmål.

Arviointikriteeri - arvosana 5

Den studerande kan producera effektiva och ingående skriftliga och muntliga meddelanden på svenska, har ett relativt naturligt uttal och åstadkommer med text obehindrat. Hen behärskar mycket väl den centrala affärsterminologin.

Den studerande har lämnat in alla uppgifter inom utsatt tid. Hen uppvisar utmärkta insikter i försäljning och kundservice och uppför sig mycket affärsmässig. Den studerande kan mycket väl sköta uppgifter och ta ansvar både i team och individuellt. Hen kan leda team, och är väl förtrogen med svensk kultur och svenskt affärsliv. Hen kan med lätthet använda svenska som arbetspråk och knyta nätverkskontakter på svenska. Den studerande har mycket väl uppnått sina individuella inlärningsmål.

Johdatus digitaalisen markkinoinnin ja myynnin työkaluihin, 5 op - TOO8PO802

Opintojakson kieli

Suomi

Tulevat toteutukset

- Johdatus digitaalisen markkinoinnin ja myynnin työkaluihin TOO8PO802-3002 19.08.2019-31.07.2020 5 op (NSTOP, ...) +
- Johdatus digitaalisen markkinoinnin ja myynnin työkaluihin TOO8PO802-3003 24.08.2020-30.07.2021 5 op (NSTOP, ...) +
- Näytä kaikki (3)

Osaamistavoitteet

Opintojakson tavoitteena on tutustua digitaalisuuden tuomiin mahdollisuuksiin liiketoiminnassa ja eri-tyisesti verkkokaupan näkökulmasta. Opintojaksolla käydään läpi digitaalisen markkinoinnin mittareita ja mittaamisen työkaluja. Opintojaksoon kuuluu vähintään yhden Googlen sertifiikaatin suorittaminen. Opintojakson voi suorittaa kokonaan verkossa.

Sisältö

Digitaalisen markkinoinnin ja myynnin sekä verkkokaupan trendit

Sosiaalinen media myynnin ja markkinoinnin tukena

- Somemarkkinoinnin kanavat
- Somemainonnan muodot
- Somemainonnan kohdentaminen ja vaikuttavuuden ja tehokkuuden mittaaminen

Google Adwords -mainonta

- Mitä Google Adwords -mainonta on ja miten se toimii?
- Hakusanojen optimointi
- Tulokset ja mittaaminen

Google Analytics

- Peruskäsitteet ja toimintaperiaate
- Tavoitteiden valinta
- Tulosten mittaaminen

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

Opintojakso on nonstoppina pyörivä virtuaalikurssi ja se on mahdollista suorittaa kokonaan verkossa.

Oppimateriaalit

Moodlen ym. linkitetty materiaali.

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Perusteet myynnistä, markkinoinnista ja liiketoiminnan ICT -työkaluista.

Arviointikriteerit

Arviointikriteeri - arvosana 1

Osa joiltakin osin hahmottaa digitaalisuuden tuomia mahdollisuuksia markkinoinnissa ja myynissä. Osa tehtävistä, tentti tai sertifikaatti on palautettu.

Arviointikriteeri - arvosana 3

Osa pääosin hahmottaa digitaalisuuden tuomia mahdollisuuksia markkinoinnissa ja myynissä. Mel-kein kaikki tehtävistä on palautettu sekä tentti ja sertifikaatti on suoritettu.

Arviointikriteeri - arvosana 5

Osa hyvin hahmottaa digitaalisuuden tuomia mahdollisuuksia markkinoinnissa ja myynissä erityisesti pienen tai keskikokoisen yrityksen näkökulmasta. Kaikki tehtävät, tentti ja sertifikaatti on suoritettu.

Johdon talousviestintä, 5 op - BUS8PO802

Opintojakson kieli

Suomi

Tulevat toteutukset

Ei vielä toteutuksia julkaistu.

Osaamistavoitteet

Kurssin jälkeen

osaat tulkita taloushallinnon tuottamaa perusdataa

ymmärrät talousviestinnän perusteet – sisältö, kohderyhmät ja kanavat

tunnet pörssitiedottamisen vaatimukset ja

osaat tarinallistaa numeraalisen tiedon ymmärrettäväksi kokonaisuudeksi.

Sisältö

- Kurssi alkaa

- Pohdintatehtävän palautus

- 2. osio aukeaa

- 1. yksilötehtävän palautus

- 3. osio aukeaa

- 4. osio aukeaa

- 2. yksilötehtävän palautus

- 5. osio aukeaa

- Opponointi tehtynä

- 6. osio aukeaa

- Ryhmätehtävän palautus

- 7. osio aukeaa

- Loppuraportin palautus

- Kurssi päättyy

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

a) Verkko-opetus Moodlessa

- itsenäinen opiskelu (esim. tiedonhaku ja loppuraportin kirjoittaminen)
- ryhmätyöt ja keskustelut

b) Suunnitelmaan pohjautuva omassa työssä oppiminen eli opinnollistaminen, mikäli opiskelija pystyy oppimaan opintojakson sisällöt työssään/harrastuksessaan. Lisätietoja opinto-ohjaajalta tai vastuopettajalta.

c) Näyttö (jos opiskelija hallitsee jo opintojakson sisällöt). Lisätietoja opinto-ohjaajalta tai vastuopettajalta.

Oppimateriaalit

Opettajien antamat materiaalit Moodlessa.

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Lähtötasovaatimus on, että opiskelija on suorittanut Yrityksen kirjanpito –moduulin tai että hänellä on vastaavat tiedot.

Arviointikriteerit

Arviointikriteeri - arvosana 1

Opiskelija osaa tulkita taloushallinnon perusdataa jossain määrin. Opiskelija tunnistaa kohderyhmiä ja kanavia, mutta ei hallitse/hahmota kokonaisuuksia. Hallitsee pörssitiedottamisen avainasiat, mutta analyysi on kevyttä. Tekee yksilötehtävät ja osallistuu ryhmiin, mutta passiivisesti.

Arviointikriteeri - arvosana 3

Opiskelija osaa tulkita taloushallinnon perusdataa. Opiskelija tunnistaa kohderyhmiä ja kanavia sekä hahmottaa kokonaisuuksia. Osaa myös kohdentaa viestit kohderyhmien mukaan tarinnallistaen. Hallitsee pörssitiedottamisen avainasiat. Tekee yksilötehtävät huolellisesti ja osallistuu ryhmiin aktiivisesti.

Arviointikriteeri - arvosana 5

Opiskelija osaa syvällisesti analysoida ja tulkita taloushallinnon perusdataa. Opiskelija tunnistaa kohderyhmiä ja kanavia sekä hallitsee kokonaisuuksia. Opiskelija osoittaa kykyä luovaan ongelmanratkaisuun ja viestien monipuoliseen tarinnallistamiseen. Osaa tehdä monimutkaisesta datasta kohderyhmälle selkeitä viestejä. Hallitsee pörssitiedottamisen avainasiat hyvin. Tekee yksilötehtävät huolellisesti osoittaen erityistä kiinnostusta ja osallistuu ryhmiin erittäin aktiivisesti.

Konsernitilinpäätös, 5 op - BUS8PO803

Opintojakson kieli

Suomi

Tulevat toteutukset

Ei vielä toteutuksia julkaistu.

Osaamistavoitteet

Kurssin suorittuaan opiskelija tietää konsernin käsitteen ja konsernitilinpäätöksen tavoitteet.

Hän tunnistaa konsernitilinpäätöksessä huomioon otettavat asiat, hallitsee

konsernitilinpäätöksen eliminoinnit ja osaa laatia itsenäisesti pienen konsernin tilinpäätöksen

Sisältö

- Konsernitilinpäätökseen liittyvät keskeiset käsitteet
- Konsernin sisäisten tapahtumien eliminointi
- Konsernin sisäisen omistuksen eliminointi
- Konsernin sisäisen katteen eliminointi
- Voitonjaon eliminointi
- Vähemmistöosuudet

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

Tutkiva ja kehittävä oppiminen:

Lähiopetus (luennot, workshopit, tutoriaalit)

Harjoitustehtävät ja laskuharjoitukset

Itsenäinen ja ohjattu ryhmätyöskentely

Oppimateriaalit

Aiheeseen liittyvät kirjallisuus (myös E-kirjat ja online-artikkelit)

Verkkotutoriaalit

Yritysten Internet-sivut

Muu aiheeseen liittyvä materiaali

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Moduuli on osa Porvoo Campuksen osaamisperusteisen opetussuunnitelman vaihtoehtoisia opintoja.

Opiskelijalla tulee olla suoritettuna Yrityksen kirjanpito ja Tilinpäätös liiketoiminnan ohjauksen välineenä

Arviointikriteerit

Arviointikriteeri - arvosana 1

Opiskelija tietää konsernin käsitteen. Hän tunnistaa keskeiset konsernitilinpäätöksen eliminointikohteet ja osaa jossain määrin laatia eliminointeja (sisäinen kate, sisäinen voitonjako, sisäinen omistus, vähemmistöosuus, konserniaktiiva ja –reservi).

Arviointikriteeri - arvosana 3

Opiskelija tietää konsernin käsitteen. Hän tietää konsernitilinpäätöksen eliminointikohteet ja osaa tehdä suurimman osan konsernitilinpäätöksen eliminoinneista (sisäinen kate, sisäinen voitonjako, sisäinen omistus, vähemmistöosuus, konserniaktiiva ja –reservi). Opiskelija pystyy laatimaan konsernin tuloslaskelman ja taseen.

Arviointikriteeri - arvosana 5

Opiskelija tietää konsernin käsitteen ja konsernirakenteet. Hän osaa laatia sujuvasti konsernitilinpäätöksen eliminoinnit (sisäinen kate, sisäinen voitonjako, sisäinen omistus, vähemmistöosuus, konserniaktiiva ja –reservi) sekä konsernin tuloslaskelman ja taseen.

Kuvankäsittely Photoshop, 3 op - TOO8PO014

Opintojakson kieli

-

Tulevat toteutukset

Ei vielä toteutuksia julkaistu.

Osaamistavoitteet

Opiskelija

osaa digitaalisen kuvankäsittelyn ja Photoshop- ohjelmiston perusteita

osaa kuvien perussäädöt:

rajaus ja oikaisu

kuvakoon muuttaminen

värien ja sävyjen säätäminen eri työkaluilla

terävöitys

ymmärtää tasojen merkityksen ja osaa hallita niitä

osaa käyttää eri valintatyökaluja erilaisten valintojen tekemisessä

ymmärtää säätötasojen merkityksen

osaa korjata kuvia

pystyy poistamaan kuvasta kuvan taustaa eri menetelmien avulla

pystyy yhdistämään kuvia, tekstiä, sekä erilaisia grafiikkaelementtejä

ymmärtää maskien merkityksen sekä osaa hallita maskeja

osaa käyttää tavallisimmat suotimet ja tehosteet

osaa käyttää tekstityökaluja ja muokkailla tekstiä

Sisältö

Opintojaksolla tutustutaan Adobe Photoshop -kuvankäsittelyohjelman ja digitaalisen kuvan tärkeimpiin perusominaisuuksiin sekä myös joihinkin kehittyneempiin piirteisiin. Alussa perehdytään kuvankäsittelyohjelman käyttöliittymään sekä digitaalisen kuvankäsittelyn perusteisiin. Kurssilla opitaan myös korjailemaan kuvaa teknisesti ja tehdään luovaa kuvamanipulaatiota. Kurssilla harjoitellaan mm. sävyjen ja värien säätämistä, työkalujen käyttöä sekä kuvayhdistelmien tekemistä layerien (tasojen) avulla.

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

Ohjatut harjoitukset ja itsenäisesti tehtävät etätehtävät

Oman oppimisen arviointi

Oppimateriaalit

Moodlen kautta jaettavat oppimistehtävät ja -harjoitukset

Arviointikriteerit

Arviointikriteeri - arvosana 1

Arvosana 1

Opiskelija tuntee Photoshop ohjelman ja osaa käyttää sitä ohjeiden mukaan. Opiskelija osaa ohjatusti valita oikeat työkalut ja menetelmät määritellyssä tilanteessa. Suoritettu työ on puutteellista.

Arviointikriteeri - arvosana 3

Arvosana 3

Opiskelija tuntee Photoshop ohjelman ja osaa käyttää sitä monipuolisesti ohjeiden mukaan.

Opiskelija osaa itsenäisesti valita oikeat työkalut ja menetelmät määritellyssä tilanteessa.

Suoritettu työ on tyydyttävä.

Arviointikriteeri - arvosana 5

Arvosana 5

Opiskelija tuntee Photoshop ohjelman ja osaa soveltaa sitä itsenäisesti ja monipuolisesti.

Opiskelija osaa itsenäisesti valita oikeat työkalut ja menetelmät kaikissa tilanteissa. Suoritettu työ on kauttaaltaan hyvälaatuista.

Languages and Cultures using Tandem Methods, 3 cr - CUL8PO012

Course unit language

English

Upcoming implementations

- Languages and Cultures using Tandem Methods CUL8PO012-3005 24.08.2020-18.12.2020 3 op (EXCH, ...) +

Learning objectives

The student knows the essential items of the language and culture of a target country.

The students in tandem pairs independently organize all the required sessions (46 hours) and write a learning diary on each session as well as on cultural events to the supervising teacher. Furthermore, the student writes independently a final essay of the outcomes of the course. The student prepares with his/her tandem partner a presentation of the main issues of the sessions for the final meeting of the course. The student uses English as a working language.

Contents

The course is a reciprocal language and intercultural communication course in which the students are paired with a native speaker of the target language to work on a series of learning tasks. The paired students work independently, but the study process of each tandem pair will be guided by a tandem instructor.

Language studies

Cultural studies and events

Execution methods

a) Tandem sessions 48 school hours (à 45 min)
with the tandem pair 16 x 1,5 h = 24 h

two visits to cultural events = 6 h

two sessions with the tandem instructor = 1,5 h

final seminar with other tandem pairs = 4,5 h

Written tasks 26 school hours (à 45 min)

learning diary 7,5 h

one essay/student on cultural topics (about 3 pages each) = 4,5 h

final work for the presentation (poster, PP presentation, video etc.) = 7,5 h

Independent work and information retrieval = 7,5 h

b) Learning by using the work-based learning method “Work&Study” according to on a plan if the learning goals of the course can be obtained through the student’s work or hobby. More information from responsible teachers or academic advisors.

c) Demonstration (of earlier skills and knowledge in the course content). More information from responsible teachers or academic advisors.

Assessment of one’s own learning is a compulsory part of each course.rrrrrr

Learning materials

Learning materials can be selected depending on the interests and goals of the participants.
Materials produced by the students

Assessment criteria

Evaluation criteria, approved/failed

The course is evaluated on scale PASSED – FAILED.

Passed:

The student knows the essential items of the language and culture of a target country.
The student has covered all the necessary tasks of the module (mentioned in the learning methods part above)

Numeroilla johtaminen, 5 op - BUS8PO804

Opintojakson kieli

Suomi

Tulevat toteutukset

Ei vielä toteutuksia julkaistu.

Osaamistavoitteet

Opiskelija osaa tulkita saatavilla olevaa tietoa ja käyttää sitä liiketoimintaa edistävien päätösten tekemisen pohjana.

Sisältö

Rationaalisten päätösten edistäminen saatavilla olevien tietojen perusteella

Talousasioita ei TH-ammattilaisille: ei juuri edellytetä pohjatietoja

Tilinpäätösanalyysi: osaa lukea, tulkita, jäsenellä tietoja, laskea tunnuslukuja, etc

Raporttien eri näkökulmat

Raportointi: mitä mistäkin raportista voi / ei voi nähdä?

Sisäinen raportointi: mitä kaikkea voi olla ja miksi olisi ja mitä sillä voi tehdä ja miten niitä

voidaan luoda?

Mitä tietoa kerätään? Mihin sitä käytetään? Mistä tietoa kerätään? (siinäkin on oma hommansa)

KEY PERFORMANCE INDICATORS: mitä, miksi, miten?

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

Verkko-opetus

Alustoina Moodle ja/tai Teams (tiedotetaan toteutuskohtaisesti)

Ilmoittautuminen suoritetaan toimittamalla ennakkotehtävä, joka palautetaan opettajille sähköpostilla. Hyväksytyt suorituksen jälkeen saa kutsun e-oppimisalustalle, jossa on kurssin loput tehtävät.

ENNAKKOTEHTÄVÄ: opiskelija palauttaa tehtävän ja varaa ajan esitykseen (esim. teamsin kautta)

TEHTÄVÄ 1: TILINPÄÄTÖSANALYYSI

TEHTÄVÄ 2: PELI TAI SIMULAATIO

TEHTÄVÄ 3: KPI / DASHBOARD - MITÄ MITTAREITA VALITTAISIIN JA MIKSI?

AHOT: erikseen sovittava näyttökoe

Oppimateriaalit

Vieraileva online-luennoitsija

Verkkoluennot (opettajien sisältö): videot + animaatiot

Online-materiaalit: e-kirjat, videot, muu materiaali

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Ensimmäisen vuoden opinnot on oltava suoritettuina.

Arviointikriteerit

Arviointikriteeri - arvosana 1

Opiskelija osaa auttavasti tulkita tietoa. Opiskelija osaa kuvata ajatusketjunsä ja päätelmänsä ymmärrettävästi.

Arviointikriteeri - arvosana 3

Opiskelija osoittaa kohtuullista kykyä kerätä ja tulkita tietoa ja tehdä analyysiensä pohjalta ainakin jotain perusteltavissa olevia toimenpide-ehtotuksia. Opiskelija osaa kuvata ajatusketjunsä ja päätelmänsä selkeästi.

Arviointikriteeri - arvosana 5

Opiskelija osoittaa erinomaista kykyä kerätä ja tulkita tietoa ja tehdä analyysiensä pohjalta mielekkäitä toimenpide-ehtotuksia. Opiskelija osaa kuvata ajatusketjunsä ja päätelmänsä selkeästi ja lukijan silmää hivellen.

Arviointikriteeri, hyväksytty/hylätty

N/A

Rahoitus ja sijoitustoiminta, 5 op - BUS8PO801

Opintojakson kieli

Suomi

Tulevat toteutukset

Ei vielä toteutuksia julkaistu.

Osaamistavoitteet

Rahoitus, käsitellään yritystoiminnan rahoituksen osa-alueita. Oppilaat tekevät oppimistehtäviä, joiden tarkoituksena on tutustua yleisimpiin rahoitusmuotoihin. Sijoittaminen; paneudutaan sijoitusmarkkinoihin sijoittajan näkökulmasta. Tarkastelussa keskitytään sijoituspäätöksiin vaikuttaviin tekijöihin, eri sijoitusmuotoihin ja instrumentteihin, sijoitusten tuottoon ja riskeihin.

Sisältö

Opintojakso jakautuu kahteen osioon:

1. Rahoituksen sisältö;

- periaatteet yrityksen rahoituksen analysointiin ja suunnitteluun,
- rahoitusinstrumenttien hinnoittelu ja hinnan muodostuminen,
- investoinnin kustannukset ja kannattavuus,
- yrityksen lyhyen- ja pitkäaikavälin rahoitus.

2. Sijoittamisen sisältö:

- sijoitusstrategia ja tavoitteet
- riskinsietokyky
- eri sijoitusinstrumentit ja niiden tuotto ja riskit
- varallisuuden hajautus
- kaupankäyntikulut
- sijoitusmarkkinat ja niiden analysointi

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

Lähiopetus ja siihen liittyvät tehtävät

Oppimistehtävät

Opintojaksoon sisältyy myös pakollisena oman oppimisen arviointi

Oppimateriaalit

Martikainen T & Martikainen M; Rahoituksen perusteet, WSOY

Knüpfer S & Puttonen V; Moderni rahoitus, WSOY

Sijoittamisen kirjat + blogit (ilmoitetaan kurssin edetessä)

Pörssisäätiön oppaat

Arviointikriteerit

Arviointikriteeri - arvosana 1

Opiskelija tuntee rahoituksen osa-alueet ja ymmärtää rahoituksen merkityksen yritystoiminnassa. Osaa hinnoitella yleisimpiä rahoitusinstrumentteja ja ymmärtää investoinnin kannattavuuden merkityksen yritystoiminnassa. Osaa tehdä kannattavuuslaskelman.

Opiskelija tuntee yleisimmät sijoituskohteet ja niiden tuoton muodostumisen. Ymmärtää hajauttamisen ja riskein merkityksen sijoitustoiminnassa

Arviointikriteeri - arvosana 3

Opiskelija tuntee rahoituksen osa-alueet ja ymmärtää rahoituksen merkityksen yritystoiminnassa hyvin. Osaa hinnoitella yleisimpiä rahoitusinstrumentteja ja ymmärtää investoinnin kannattavuuden merkityksen yritystoiminnassa hyvin. Osaa tehdä kannattavuuslaskelman.

Opiskelija tuntee yleisimmät sijoituskohteet ja niiden tuoton muodostumisen hyvin.

Ymmärtää hajauttamisen ja riskein merkityksen sijoitustoiminnassa hyvin.

Arviointikriteeri - arvosana 5

Opiskelija tuntee rahoituksen osa-alueet ja ymmärtää rahoituksen merkityksen yritystoiminnassa erinomaisesti. Osaa hinnoitella yleisimpiä rahoitusinstrumentteja ja ymmärtää investoinnin kannattavuuden merkityksen yritystoiminnassa erinomaisesti. Osaa tehdä kannattavuuslaskelman itsenäisesti.

Opiskelija tuntee yleisimmät sijoituskohteet ja niiden tuoton muodostumisen erinomaisesti. Ymmärtää hajauttamisen ja riskein merkityksen sijoitustoiminnassa erinomaisesti

Ruoka- ja juomaelämysten tuottaminen, 5 op - RES8PO801

Opintojakson kieli

Suomi

Tulevat toteutukset

- Ruoka- ja juomaelämysten tuottaminen RES8PO801-3003 24.08.2020-18.12.2020 5 op (PO8) +

Osaamistavoitteet

Opintojakson suoritettuaan opiskelija:

- ymmärtää ruoan ja juoman merkityksen osana matkailua
- tuntee eri ruokakulttuureita ja asiakkaan valintoihin vaikuttavia tekijöitä- _osaa suunnitella ja tuottaa ruokailuelämyksiä kohderyhmän tarpeiden mukaisesti sekä vastuullisen liiketoiminnan periaatteita noudattaen
- hallitsee keskeiset tarjoilu- ja palvelujärjestelmät ja niiden asiakaslähtöisen soveltamisen
- tunnistaa laadukkaan ja elämyksellisen palveluketjun osatekijät

Arvioinnissa huomioidaan suoritettavat tehtävät, käytännön harjoitukset, aktiivisuus sekä ammattimainen ja palvelulähtöinen asenne. Opintojakso arvioidaan käyttäen asteikkoa kiitettävä (5), erittäin hyvä (4), hyvä (3), tyydyttävä (2), välttävä (1), hylätty (0).

Arviointikriteerit on esitetty asteikolla 1 - 3 - 5.

Sisältö

- ruoan ja juoman merkitys matkailuelinkeinossa
- erilaisten kohderyhmien ja toimintaympäristöjen vaatimukset
- trendit ja kulttuuriset vaihtelut ruoka- ja juomatarjonnassa
- asiakaslähtöinen ja taloudellinen suunnittelu
- keskeisimmät matkailuun liittyvät ruokailupalvelut
- elämyksen rikastamisen välineet: moniaistillisuus, tarinallistaminen
- käytännön harjoitukset palveluiden suunnittelussa ja toteutuksessa

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

Luennot ja osoitetun materiaalin itsenäinen opiskelu

Harjoitustehtävät

Käytännön harjoitukset

a) Lähiopetustoteutus, johon liittyy oppimistehtäviä, projektityöskentelyä, itsenäistä

työskentelyä sekä mahdollinen tentti/projektin toteutus

b) Suunnitelmaan pohjautuva omassa työssä oppiminen eli opinnollistaminen, mikäli opiskelija pystyy oppimaan opintojakson sisällöt työssään/harrastuksessaan. Lisätietoja opinto-ohjaajalta tai vastuopettajalta.

c) Näyttö (jos opiskelija hallitsee jo opintojakson sisällöt). Lisätietoja opinto-ohjaajalta tai vastuopettajalta.

Moduuliin sisältyy myös pakollisena oman oppimisen arviointi.

Oppimateriaalit

Tuntityöskentelyn materiaali sekä muu ohjaajan ilmoittama ja jakama materiaali.

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Ei lähtötasovaatimuksia tai sidonnaisuuksia.

Arviointikriteerit

Arviointikriteeri - arvosana 1

Ymmärtää ruokaelämysten roolin matkailupalveluissa. Osaa valita ohjatusti erilaisia ravintolapalveluihin liittyviä tuotteita ja toteutustapoja erilaisiin toimintaympäristöihin. Hahmottaa asiakaslähtöisen palveluprosessin ja tunnistaa suunnittelun työvälineitä.

Arviointikriteeri - arvosana 3

Osaa toteuttaa ruokaelämyksiä matkailupalveluissa huomioiden eri asiakasryhmien tarpeet ja toimintaympäristöt. Osaa hyödyntää erilaisia palvelumuotoja ja työvälineitä ruokaelämysten suunnittelussa ja tarjoamisessa.

Arviointikriteeri - arvosana 5

Suunnittelee ja kehittää matkailuelämystä tukevia ateriapalvelukokonaisuuksia asiakaslähtöisesti, palvelumuotoilun työvälineitä hyödyntäen. Ymmärtää hyvän asiakaskokemuksen ja laadukkaan palveluketjun eri osa-alueet ja niiden merkityksen ja osaa ammattimaisen asiakaspalvelun. On omaksunut keskeiset elämysten tuottamiseen liittyvät elementit ja osaa soveltaa niitä suunnittelutyössä itsenäisesti ja kriittisesti arvioiden.

Safety Pass, 1 cr - PSS8PO029

Course unit language

English

Upcoming implementations

- Safety Pass PSS8PO029-3005 24.08.2020-18.12.2020 1 op (PO8) +

Learning objectives

The main objective of the course is to increase customer safety, prevent accidents and improve the quality of the tourism product.

The student:

- understands the importance of security for the success / economic development of the tourism industry and the service chain
- appreciates security as a key factor in the quality of a travel product
- learns to estimate risks and prevent accidents in their own work environment
- is familiar with the key obligations of legislation and is able to spontaneously familiarize himself with the specific provisions of the workplace
- is familiar with the key security risks of its own industry
- knows the right way of working in emergency and accident situations.

Contents

Learning objectives:

Legislation and supervision in safety premises in Finland

Importance of safety in tourism

Tourism safety characteristics

Laws and rules

Independent risk management

Risks in various fields

Emergency response

Test (exam for safety proficiency certificate Safety Pass)

Going through the exam results

The course requires 100 % attendance. Assessment: Passed (H) /failed (no grade)

Execution methods

Contact lessons (the course requires 100 % attendance)

Lectures, discussions and group work, Duration: 8 x 45 minutes

The assessment of one's own learning

Learning methods (including RPL and other alternative learning methods)

a) Learning with contact teaching including assignments, project work, independent study and exam

b) Demonstration (of earlier skills and knowledge in the course content). More information from responsible teachers or academic advisors.

Assessment of one's own learning is a compulsory part of each course. -----

Learning materials

Lapin Urheiluopisto. 2014. Safety for tourists – an introduction travel industry safety passport. Rovaniemen koulutuskuntayhtymä. (available in Campus Library)

Starting level and linkage with other courses

No prerequisites

Assessment criteria

Evaluation criteria, approved/failed

Exam for safety proficiency certificate (Safety Pass).

Passed (H) /failed (no grade)

The course requires 100 % attendance.

Sales Pitch Competition, 3 cr - BES8PO015

Course unit language

English

Upcoming implementations

No upcoming implementations yet.

Learning objectives

- prepare an excellent sales pitch
- perform in a convincing and professional way
- find relevant arguments and motivations to support his / her idea
- interact with the audience in an engaging way

Contents

- advanced presenting skills
- sales skills to support successful business negotiations and presentations
- advanced communication skills
- participation in semifinal
- participation in finals

Execution methods

Lectures

Coaching sessions

Rehearsals and recording of sales pitches

Independent study and preparation

Participation in competition

Learning materials

Examples of excellent sales pitches and Ted Talks on Youtube

Teacher's materials

Assessment criteria

Assessment criteria - grade 1

Knowledge: understands the concept of successful sales on a basic level.

Skills: the student shows basic presentations and communication skills.

Competence: the student passed the preparation phase.

Assessment criteria - grade 3

Knowledge: understands and applies successful sales concept on a good level.

Skills: the student shows good presentation and communication skills.

Competence: the student performs well in the semifinals.

Assessment criteria - grade 5

Knowledge: understands and applies successful sales concept on an excellent level.

Skills: the student demonstrates excellent presentation and communication skills.

Competence: the student wins the competition.

Evaluation criteria, approved/failed

Preparation phase 25%

Semifinals 25%

Finals 50%

SAP as a Management Tool, 3 cr

School Visit Road Show, 3 op - INS8PO801

Opintojakson kieli

-

Tulevat toteutukset

Ei vielä toteutuksia julkaistu.

Osaamistavoitteet

Osaamistavoitteina ovat asiakasymmärrys ja -palvelu, myyntihenkkinen Porvoon Campuksen markkinointi ja brändäys, sujuva suullinen ja kirjallinen viestintä, digitaalisten työkalujen käyttö, joustavuus ja ammattimainen myyntiasenne, esiintymistaidot ja esitykset.

Sisältö

Haaga-Helia Porvoo Campus tarjoaa nykyaikaisen ja innovatiivisen oppimisympäristön, jossa opiskelijat työskentelevät työelämälähtöisissä projekteissa. Opintoihin kuuluu tiimityötä, kansainvälisiä projekteja sekä mahdollisuuksia ulkomaan vaihtoihin ja/tai työharjoitteluun ulkomailla. Näitä asioita haluamme markkinoida tuleville hakijoille ja opintojakson opiskelijat oppivat markkinoimaan eri tavoin Porvoo Campusta. Opiskelijat isännöivät/emännöivät vierailuja Porvoo Campuksella sekä vierailevat muissa toisen asteen kouluissa. On tutkittu, että nimenomaan kampusvierailut vaikuttavat erityisesti hakukohdevalintoihin.

Opintojakso on osa Porvoon Campuksen vapaasti valittavien tarjontaa.

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

Opiskelija tuntee hyvin Haaga-Helian tarjoamat mahdollisuudet ja Porvoon Campuksen koulutusohjelmat. Opiskelija tuottaa markkinointimateriaalia, käyttää somea markkinointikanavana ja

Oppimateriaalit

Opettajan jakama materiaali sekä opiskelijan itse tuottama materiaali.

Lisätiedot

Opintojakson voi suorittaa suomen, ruotsin tai englannin kielillä.

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Opintojaksoa ei voi tehdä ennen kuin 30 opintopistettä on suoritettu.

Arviointikriteerit

Arviointikriteeri, hyväksytty/hylätty

Arviointi on hyväksytty – hylätty. Opintojakson hyväksytty osallistuminen edellyttää annettujen tehtävien tekemistä.

Turvallisuuspassi, 1 op - PSS8PO026

Opintojakson kieli

Suomi

Tulevat toteutukset

- Turvallisuuspassi PSS8PO026-3005 24.08.2020-18.12.2020 1 op (PO8) +

Osaamistavoitteet

Matkailualan turvallisuuspassi Matupa on majoitus- ja ravitsemisalalan, ohjelmapalvelualan ja rinnekeskusten työntekijöille tarkoitettu vapaaehtoinen turvallisuuskoulutus. Matupa on eräänlainen turvallisuusintro: se antaa työntekijöille perustiedot matkailun turvallisuusasioista ja innostaa omien turvallisuustaitojen kehittämiseen.

Matupa-opintojakson päätavoite on asiakasturvallisuuden lisääminen, onnettomuuksien ennaltaehkäiseminen ja matkailutuotteen laadun parantaminen. Turvallisuuspassikoulutus sopii kaikille matkailun, hotelli- ja ravintola-alan, liikunta- ja ulkoilupalveluiden, festivaalien, elämyspuistojen ja tapahtumien piirissä toimiville. Matkailualan turvallisuuspassikoulutuksen tavoitteena on, että koulutettava:

- ymmärtää turvallisuuden keskeisen merkityksen matkailuelinkeinon ja palveluketjun menestymisen/taloudellisen kehityksen ja menestyksen kannalta
- arvostaa turvallisuutta keskeisenä matkailutuotteen laatutekijänä, sekä ymmärtää oman vastuunsa palvelujen tuottajana
- oppii arviomaan riskejä ja ennalta ehkäisemään onnettomuuksia omassa työympäristössään
- tuntee keskeiset lainsäädännön velvoitteet ja osaa oma-aloitteisesti perehtyä työpaikkakohtaisiin erityissäännöksiin
- tuntee oman toimialansa keskeiset turvallisuusriskit
- tietää oikeat toimintatavat hätä- ja onnettomuustilanteissa.

Sisältö

Turvallisuuden merkitys matkailussa

Matkailun turvallisuuden erityispiirteet

Lait ja säännöt

Omatoiminen riskienhallinta

Eri toimialojen riskit

Toiminta hätätilanteessa

Tentti

Tenttivastausten läpikäynti

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

Luennot, keskustelu, itsearviointi ja ryhmätyöt ja itsenäinen opiskelu sekä turvallisuussuunnitelman laatiminen valitun teeman mukaan.

SPEK (Suomen Pelastusalan Keskusjärjestö) määrittelee läsnäolovelvoitteeksi luennoilla vähintään kahdeksan oppituntia. Koulutus voidaan jakaa usealla eri päivälle.

a) Lähiopetustoteutus, johon liittyy oppimistehtäviä, projektityöskentelyä, itsenäistä työskentelyä sekä Matkailualan turvallisuuspassitentti

b) Näyttö (jos opiskelija hallitsee jo opintojakson sisällöt). Lisätietoja opinto-ohjaajalta tai vastuuopettajalta.

Moduuliin sisältyy myös pakollisena oman oppimisen arviointi.

Oppimateriaalit

Lapin Urheiluopisto. 2014. Turisti tuvassa – lyhyt oppimäärä. Rovaniemen koulutuskuntayhtymä.

Muu opettajan osoittama materiaali.

Lisätiedot

SPEK (Suomen Pelastusalan Keskusjärjestö) määrittelee läsnäolovelvoitteeksi luennoilla vähintään kahdeksan oppituntia. Koulutus voidaan jakaa usealla eri päivälle.

Opintojaksoon sisältyy myös pakollisena oman oppimisen arviointi.

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Ei lähtötaaso vaatimuksia

Arviointikriteerit

Arviointikriteeri, hyväksytty/hylätty

Osallistuminen lähiopetukseen ja hyväksytty kurssikokeen suorittaminen. Turvallisuuspassia ei myönnetä ilman hyväksyttyä koesuoritusta.

Vastuullinen liiketoiminta, 3 op - WOR8PO023

Opintojakson kieli

Suomi

Tulevat toteutukset

- Vastuullinen liiketoiminta WOR8PO023-3003 24.08.2020-21.05.2021 3 op (PO8)
+

Osaamistavoitteet

Opiskelija perehtyy liiketoiminnan harjoittamisen eettisiin vaatimuksiin, kykenee kuvailemaan näitä eettisiä vaatimuksia ja analysoimaan työelämässä esiintyviä asioita eettiseltä ja moraaliselta kannalta. Opiskelija tunnistaa vastuullisen liiketoiminnan osa-alueita ja osaa soveltaa tätä tietoa omassa toimintaympäristössään.

Sisältö

Itseopiskelukurssi, jossa opiskelija pohtii omia työelämäkokemuksia ja –havaintojaan suhteessa opiskeltavaan teoriaan.

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

a) Kirjallisuuteen perustuva itseopiskelu. Suoritus joko essee tai tentti opiskelijan oman valinnan mukaan.

b) Suunnitelmaan pohjautuva omassa työssä oppiminen eli opinnollistaminen, mikäli opiskelija pystyy oppimaan opintojakson sisällöt työssään/harrastuksessaan. Lisätietoja opinto-ohjaajalta tai vastuuopettajalta.

c) Näyttö (jos opiskelija hallitsee jo opintojakson sisällöt). Lisätietoja opinto-ohjaajalta tai vastuuopettajalta.

Moduuliin sisältyy myös pakollisena oman oppimisen arviointi.

Oppimateriaalit

Yhteensä kolme (3) teosta.

Pakolliset:

Lehtipuu Petri, Monni Susanna. Synergia. Vastuullisen yritystoiminnan menestysmalli. Talentum. 2007

Ferrell O.C, Fredrich John, Ferrell Linda. Business Ethics. Ethical Decision Making and Cases. Houghton Mifflin Company. 2005. Sixth Edition. (s. 1-163)

Sekä yksi (1) seuraavista:

Aihetta käsittelevä vapaavalintainen teos, joka mielellään painettu vuoden 2010 jälkeen; TAI

Bonnedahl Karl Johan, Jensen Tommy & Sandström Johan. Ekonomi och moral –vägar mot ökat ansvarstagande. Liber. 2007. (s.75-239); TAI

Heiskanen, Erika, Salo, Jari. Eettinen johtaminen. Talentum. 2007.; TAI

Heikkinen, Jaakko. Moraali ja etiikka käytännössä. Käsikirja. Tietosanoma.1995. (s.1-193, 200-205.); TAI

Tietenberg, Tom. Environmental Natural Resource Economics. Pearson 2006, 7. Edition. (s.1-13, s. 527- 551, + a chapter that concerns your field of work).

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Ei lähtötasovaatimuksia

Arviointikriteerit

Arviointikriteeri - arvosana 1

Arvosana 1

Opiskelija ymmärtää ihmisen moraaliin vaikuttavia tekijöitä. Opiskelija on auttavasti perehtynyt liiketoiminnan harjoittamisen eettisiin vaatimuksiin. Opiskelija tunnistaa omassa ympäristössään tavallisia yrityseettisiä ongelmia. Tuntee vastuullisen yritystoiminnan osa-alueet ja tunnistaa joitakin näistä näitä omasta kokemusmaailmastaan. Kielenkäyttö on kohtuullista, mutta termien käytössä on puutteita tai se on suppeaa.

Arviointikriteeri - arvosana 3

Arvosana 3

Opiskelija ymmärtää ihmisen moraaliin vaikuttavia tekijöitä. Opiskelija on perehtynyt liiketoiminnan harjoittamisen eettisiin vaatimuksiin, kykenee kuvailemaan näitä eettisiä vaatimuksia ja antamaan yksittäisiä konkreetteja esimerkkejä niistä. Opiskelija tunnistaa ja osaa pohtia omassa ympäristössään havaitsemiaan tavallisia yrityseettisiä ongelmia. Tuntee vastuullisen yritystoiminnan osa-alueet ja tunnistaa näitä omasta kokemusmaailmastaan. Kielenkäyttö on sujuvaa ja termejä on käytetty oikein.

Arviointikriteeri - arvosana 5

Arvosana 5

Opiskelija ymmärtää ihmisen moraaliin vaikuttavia tekijöitä. Opiskelija on perehtynyt liiketoiminnan harjoittamisen eettisiin vaatimuksiin, kykenee kuvailemaan näitä eettisiä vaatimuksia ja analysoimaan työelämässä esiintyviä asioita eettiseltä ja moraaliselta kannalta. Opiskelija tunnistaa, pohtii ja tekee tietoisia valintoja toimintaympäristössään koskien yrityksen eettisiä peruseriaatteita. Kielenkäyttö on sujuvaa, termien käyttö asiantuntevaa ja opiskelija osaa esittää asian loogisessa järjestyksessä.

Arviointikriteeri, hyväksytty/hylätty

Essee tai tentti arvioidaan arvosanoilla 1 - 5.

Akateemiset viestintä- ja oppimistaidot, 5 op - ORI8PO801

Opintojakson kieli

Suomi

Tulevat toteutukset

- Akateemiset viestintä- ja oppimistaidot ORI8PO801-3002 31.08.2020-07.12.2020 5 op (PO8) +

Osaamistavoitteet

Opintojakson tavoitteena on vahvistaa opiskelijan valmiuksia korkeakouluopintoihin.

Opintojakson suoritettuaan opiskelija

- osaa hankkia itsenäisesti tietoa ja käyttää kriittisesti tietolähteitä
- kykenee lukemaan ja tuottamaan akateemista tekstiä
- osaa toimia aktiivisena ja yhteistyökykyisenä tiimin jäsenenä
- tunnistaa omia mahdollisuuksiaan ja kehittämiskohteitaan
- kykenee suunnittelemaan ja ohjaamaan omaa toimintaansa tavoitteellisesti
- osaa toimia ammattimaisesti erilaisissa viestintä- ja vuorovaikutustilanteissa

Sisältö

- tiedonhaku, aineistojen kriittinen arviointi ja lähteiden käyttö
- akateemisten tekstien tuottaminen
- oman pohdinnan ja reflektion kehittäminen
- erilaiset oppimisstrategiat ja oman oppimispolun suunnittelu
- viestijä- ja persoonallisuustyypit
- erilaiset tiimit ja tiimiroolit
- ammattimaisen viestinnän perusteet
- palautteen antaminen ja vastaanottaminen
- esiintymistaidot ja argumentaatio

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

a) Lähiopetustoteutus, johon liittyy verkko-opintoja, oppimistehtäviä, tiimityöskentelyä, itsenäistä työskentelyä sekä mahdollinen tentti

b) Suunnitelmaan pohjautuva omassa työssä oppiminen eli opinnollistaminen, mikäli opiskelija pystyy oppimaan opintojakson sisällöt työssään/harrastuksessaan. Lisätietoja opinto-ohjaajalta tai vastuopettajalta.

c) Näyttö (jos opiskelija hallitsee jo opintojakson sisällöt). Lisätietoja opinto-ohjaajalta tai vastuopettajalta.

Moduuliin sisältyy myös pakollisena oman oppimisen arviointi.

Oppimateriaalit

Opintojaksolla osoitettu materiaali.

Arviointikriteerit

Arviointikriteeri, hyväksyty/hylätty

Opintojakso arvioidaan asteikolla hyväksyty / täydennettävä (hylätty). Opintojakson hyväksyty suorittaminen edellyttää kaikkien tehtävien suorittamista hyväksytysti.

Responsible Space Tourism, 5 cr - TOUT8PO801

Course unit language

English

Upcoming implementations

- Responsible Space Tourism TOUT8PO801-3003 25.05.2020-31.07.2020 5 op (PO8, ...) +

Learning objectives

This course is the basic version of the advanced Responsible Space Tourism course module offered at Porvoo campus. The module introduces simplified explanations of emerging phenomenon in the tourism industry-future space tourism. The course is divided in two parts, with the first going through the status of the current industry such as technical and ethical aspects and the second part provides insights for understanding weak signals and future scenario planning in form of sustainability. At the end of the course, students will have gained a basic understanding of a new framework research tool used for designing a sustainable future in the tourism industry.

Contents

Course is 100% virtual. (Microsoft Teams or Moodle will be used and course virtual link will be provided when course starts)

Unit 1: An introduction to space tourism (history and current)

Unit 2: Social sustainability (Changes in the society and the ethical concerns)

Unit 3: Economic sustainability (Case study: UK spaceports)

Unit 4: Environmental sustainability

Unit 5: Legislation

Unit 6: Future forecasting (Sustainable Future Planning Framework)

20% of course weight assessment: Electronic test - Unit 1 & Unit 3

20% of course weight assessment: Electronic test - Unit 6

60% of course weight assessment: Written assignment from one of the four topics-Unit 2, 3,

4

Execution methods

Virtual classes

Inquiry learning

Tutorials

Possible company visits

Lectures and workshops

Independent study and teamwork

The module advances the following competences: cultural awareness, business mind-set, research methods, product service development, future scenario planning, sustainability and weak-signals in aviation.

Learning materials

- Books on the content topics
- E-books and online articles
- Online tutorials
- Companies' web portals
- Relevant media, news agencies, quality press, etc.
- Exercises, tests
- Instructors' own materials, materials produced by students.

Further information

- Darren Trofimczuk, Porvoo (Darren.trofimczuk@haaga-helia)

Starting level and linkage with other courses

Internationality: Possibility to operate with international teams and international lectures. Possible guest lecturers from international organisations and partner universities.

Assessment criteria

Assessment criteria - grade 1

Grade 1

The student has some understanding of different space tourism aspects used in the module. He/She is able to communicate at a minimal level with space tourism terminology and theory. The student is able to operate only when aided by other students and supervisors

Assessment criteria - grade 3

Grade 3

The student is able to understand most aspects space tourism aspects used in the module. He/She is able to communicate at an intermediate level space tourism terminology and theory. He/She is able to discuss and write assessment tasks with reference to some space tourism academic materials mostly independently.

Assessment criteria - grade 5

Grade 5

The student is able to understand many concepts of space tourism used in the module.

He/She is able to communicate fully independently with space tourism terminology and theory. He/She is able to discuss and write assessment tasks with reference space tourism academic materials independently. He/She applies a problem-solving approach to sustainable future tourism issues.

Evaluation criteria, approved/failed

All assignments must be passed to achieve an overall pass grade for the module.

Digital Airline Management, 5 cr - AIR3PO503

Course unit language

English

Upcoming implementations

- Digital Airline Management AIR3PO503-3002 11.05.2020-30.06.2020 5 op (NORRA20K, ...) +

Contents

Aviation stakeholders in scope of the course: Passenger Airline, Cargo Airline and Ground Handling Agent.

In today's aviation industry IT is inseparable from the core business of Airlines and Airports. Digital Airline management course focuses on the information management and digital business processes of the aviation stakeholders. Data and information play a crucial role in the successful management of PAX, BAGS and Cargo flow at the airports. Passengers demand more and more digital services from the airlines and only those airlines who manage to benefit from the technology developments and seize the digital opportunities will have a sustainable business model. In this course you will learn the crucial parts of the information management in airline business and how the digital processes are managed behind the scenes. The lecturer shares real aviation digital business experience from the past 20 years and ideas of the industry thought leaders.

Execution methods

Online lectures (realtime via Microsoft Teams, no recordings at all) + individual assignments with scheduled consultation.

Learning materials

All course materials shared during the lectures, including instructors' own materials and assignments. Sources to academic and business articles.

Starting level and linkage with other courses

Prerequisites: Students must have Aviation basics knowledge obtained at work or in previous studies.

Aviation Data Analytics, 5 cr - AIR3PO501

Course unit language

English

Upcoming implementations

No upcoming implementations yet.

Contents

In today's aviation industry professionals working at airlines, airports and related organisations require the skills to provide data driven insights for organizational decision making. Aviation Data Analytics course focuses on finding information and data to create visualisations that support business processes or organisational developments of different aviation stakeholders. Good analysis skills of data and information play a crucial role in the success of aviation professionals that are active in passenger, baggage, cargo and aircraft flow at the airport. Organisations demand more and more research that is substantiated by data, more and more organisations produce data from their operations, this requires professionals that are able to connect the data to the process and translate the results to what is relevant for the management and operations.

In this course you will learn about the relevant aviation data sources, which data trends you need to be aware of, visualisation of data and working on a case assignment that combines the knowledge provided during the course. The lecturer shares real examples from the past years and ideas of the industry thought leaders.

Aviation stakeholders in scope of this course: Airport (baggage handling system)

Learning materials

All course materials shared during the lectures, including instructor's own materials and assignments are shared amongst the enrolled students via encrypted MS Teams app. Sources to academical and business articles are shared as well.

Further information

This course is fully online. The lectures are run real-time (no recordings) with a senior Aviation Business lecturer using Microsoft Teams application. There are individual assignments, which are also managed online.

Starting level and linkage with other courses

Students must have Aviation basics knowledge obtained either at Airline/Aviation work or in previous studies. Basic knowledge of using Microsoft Excel is required.

Each student should install MS Teams app from Microsoft Office 365 (student) package, ideally both on their laptop desktop & mobile phone. A good internet connection is required for the best online course experience.

Aviation Logistics, 5 cr - AIR3PO502

Course unit language

English

Upcoming implementations

No upcoming implementations yet.

Contents

In today's aviation industry professionals working at airlines, airports and related organisations require the ability to understand and manage the processes that connect the stakeholders at an airport. The Aviation Logistics course focuses on the processes that take part around an aircraft, being air cargo, passenger, baggage and the turn around. The different aviation stakeholders will be addressed and what their importance is for establishing an efficient flow. The ability to create a bird's eye perspective and understand the interconnectedness of the processes play a crucial role in the success of aviation professionals that are active in passenger-, baggage-, cargo- and aircraft flow at the airport. Organisations demand that professionals can make decisions based on understanding of the operational processes. This requires professionals that are able to connect the activities and KPIs to the process and translate the results to what is relevant for the management and operations.

In this course you will learn about the relevant aviation processes with their respective KPIs, how the processes are related, which stakeholders are involved and how these are managed. The lecturer shares real-life examples from the past years and ideas of the industry thought leaders.

Aviation stakeholders in scope of this course: Air Cargo Handler, Service Provider, Ground Handler, Airport and Airline.

Execution methods

This course is fully online. The lectures are run real-time (no recordings) with a senior Aviation Business lecturer using Microsoft Teams application. There are individual assignments, which are also managed online.

Learning materials

All course materials shared during the lectures, including instructor's own materials and assignments are shared amongst the enrolled students via encrypted MS Teams app. Sources to academical and business articles are shared as well.

Further information

This is a bachelor-level course suitable for studies in Aviation Business, Aviation Management and operational management staff working in Airline, Airport, Ground Handling or Aircraft engineering MRO organisations.

Starting level and linkage with other courses

Students must have Aviation basics knowledge obtained either at Airline/Aviation work or in previous studies.

Each student should install MS Teams app from Microsoft Office 365 (student) package, ideally both on their laptop desktop & mobile phone. A good internet connection is required for the best online course experience.

Airport Digital Customer Journey, 5 cr - AIR8PO805

Course unit language

English

Upcoming implementations

No upcoming implementations yet.

Learning objectives

In this course you will learn how to define the customer journey of a passenger in the airport environment, assess the potential pain points within those steps of the customer journey and analyze how the digital transformation of the airport through the digital tools serve the objective of improving customer perception at the facilities.

Contents

The aviation industry is forecasted to continue its everlasting growth reaching up to 8.2 billion passengers in 2037. With 3,759 airports worldwide servicing 31,717 planes at the current demand of 4.4 billion passengers in 2019, there is a growing demand to transform such vital infrastructures into service points where passengers continue their customer journey that started at the moment they purchased their tickets.

Concepts of service design and consumer-centric strategies are nowadays in the drawing boards of every company that endeavors to provide a seamless experience to their customers and therefore the airports are nowadays incorporating such needs into their airport experience design. This course endeavors to analyze the customer journey of the passenger while at the airport, its pain points, the digital technologies that play a role for the passenger journey and how other digital solutions play a pivotal role in the perception of service quality in the airport environments.

Execution methods

This course is fully online. The lectures are run real-time (no recordings) with a senior Aviation Business lecturer/Academic using Microsoft Teams application. There are both individual and team assignments, which are also managed online.

Learning materials

All course materials shared during the lectures, including instructor's own materials and assignments are shared amongst the enrolled students via the described applications. Sources to academical and business articles are shared as well.

Further information

Prerequisites:

Students must have Aviation basics knowledge obtained either at Airline/Aviation work or in previous studies.

Each student should install MS Teams app from Microsoft Office 365 (student) package as well as Zoom tool, ideally both on their laptop/desktop & mobile phone. High-speed internet connection is required for the best online course experience.

Starting level and linkage with other courses

This is an advanced bachelor-level course suitable for studies in Aviation Business, Aviation Management and operational management staff working in Airlines looking forward to complementing and expanding their knowledge into the functional areas of an Airport from the digital perspective with the focus on the customer.

Cross Border Brand Communication, 5 cr - BUS8PO806

Course unit language

English

Upcoming implementations

No upcoming implementations yet.

Contents

Each year, 6 universities (edcom) organise the Cross Border Brand Communications week for their students. During this week, students work in international teams on an integrated marketing & communication campaign while developing their skills and knowledge of marketing and communication in a multi-cultural environment.

This challenging and rewarding week is organised by the following six universities :
FHWIEN der WKW, AP Hogeschool Antwerpen, IADE Creative University Lisbon , NHTV Breda, Haaga Helia Helsinki and Sub de Pup, Paris.

Starting level and linkage with other courses

The course is meant for those who are at least on their 3rd semester.

Android App Development, 5 cr - TOO8PO036

Course unit language

English

Upcoming implementations

No upcoming implementations yet.

Learning objectives

This coding unit uses Android mobile app creation as the main concept. In this unit students will be introduced to App Inventor 2 for creating apps and then move onto using Android Studio, with the possibility to publish any completed app projects onto the Google Play store.

YouTube welcome video:

<https://youtu.be/g6gfS4o11sQ>

Contents

Introduction to app creation and Android App Studio

Creation of new Android project

Setting up Android App Studio interface environment

Basic use of Android App Studio

Testing with the Android emulator

Enabling support for different screen sizes and pixel densities for Android model and devices

Publishing the app on the Google Play store

Execution methods

Inquiry learning

Peer-to-peer learning

Tutorials

Possible company visits

Lectures and workshops

Independent study and teamwork

The assessment of one's own learning

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Further information

Lecturer Darren Trofimczuk

darren.trofimczuk@haaga-helia.fi

Starting level and linkage with other courses

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognizing and validating prior learning (RPL) are available at MyNet.

Assessment criteria

Assessment criteria - grade 1

The student has a some ability to understand the app creation process. He/She has some difficulties in using Android Studio. The student is able to operate only when the task and instructions are given and when aided by other students and the supervisors. The student displays limited cultural business awareness and is able to assess some of the product needs for the customer.

Assessment criteria - grade 3

The student is able to demonstrate understanding of the app creation process. He/She is able to use Android Studio, XML and Java languages and is able to develop some coding independently. The student is able to operate only when the task and instructions are given and when aided by other students and the supervisors. The student displays some culturally aware business-oriented approaches by assessing the product needs for the customer.

Assessment criteria - grade 5

The student demonstrates independent understanding of many parts of the app creation process. He/She is able to use Android Studio, XML and Java languages coding independently. The student applies an entrepreneurial problem solving approach to the app creation process. The student displays a culturally aware business-oriented approach by assessing the product needs for the customer.

Evaluation criteria, approved/failed

There are 4 compulsory assignments in total:

Pre-assignment (pass/fail)

Reading assignment (30% graded)

App planning checklist design (10%-pass/fail)

Android App prototype (60% graded)

Notes: All three assignments are compulsory. Failure to submit any of these assignments will result in no grade & credits for the course!

Grade Boundaries:

No Grade: <9%

Grade 1: 10%-34%

Grade 2: 35%-49%

Grade 3: 50%-59%

Grade 4: 60%-74%

Grade 5: 75%+

Distribution Systems for Travel Professional, 3 op - TRA8PO051

Opintojakson kieli

-

Tulevat toteutukset

Ei vielä toteutuksia julkaistu.

Elämänhallinta, 3 op - LEA8PO801

Opintojakson kieli

Suomi

Tulevat toteutukset

- Elämänhallinta LEA8PO801-3003 26.10.2020-18.12.2020 3 op (PO8) +

Osaamistavoitteet

Opintojakso tukee elämäntaitoja, joiden avulla opiskelija saa työkaluja parempaan jaksamiseen opinnoissa, töissä ja arjessa. Opiskelija oppii tunnistamaan omia voimavaroja ja löytämään aikaa itselle ja oman hyvinvoinnin tukemiselle. Hän pystyy ratkaisukeskeiseen itsensä kehittämiseen ja rakentavaan vuorovaikutukseen. Kurssin avulla opiskelija edistää omaa itsetuntemusta, ihmissuhteita, ajankäyttöä ja tulevaisuuden suunnittelua.

Sisältö

Opintojaksolla käsitellään elämän- ja arjenhallintaan sekä itsetuntemukseen liittyviä kysymyksiä. Voit jakaa kokemuksiasi ja saada vinkkejä omaan arkeesi muilta ryhmäläisiltä. Kurssin keskiössä on omien elämäntaitojen lisääminen; "oikeita" vastauksia ja taitoja ei ole, vaan sinulle oikeat ratkaisut ja työkalut löydät ja tiedät vain sinä itse. Kurssi seuraa Nyyti ry:n elämäntaitokurssia

Sisällön teemoja ovat mm.:

- *Kohti itseni näköistä elämää
- *Hyvä arjen perusta: ruoka, uni ja liikunta
- *Stressi, ajanhallinta ja rentoutuminen
- *Rakentava vuorovaikutus
- *Itsetuntemus ja itsetunto
- *Omien ajatusten tunnistaminen ja niiden kanssa työskenteleminen
- *Ratkaisukeskeinen itsensä kehittäminen
- *Oman talouden sankari

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

Lähiopetus ja yksilötehtävä. Opettajan kanssa voi sopia erikseen vaihtoehtoisesta suoritustavasta, joka voi olla Nyyti Ry:n Elämäntaidot-virtuaalikurssi tai sitten sitten opettajan antama itsenäinen tehtävä sekä siihen tarvittava materiaali.

Oppimateriaalit

Opettaja antaa tarvittavat kurssimateriaalit.

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Opintojaksolla ei ole lähtötasovaatimuksia.

Arviointikriteerit

Arviointikriteeri, hyväksytty/hylätty

Arviointi on hyväksytty – hylätty. Opintojakson hyväksytty osallistuminen edellyttää annettujen tehtävien tekemistä ja osallistumista lähiopetuskertoihin.

Empathy and Emotional Intelligence at Work, 5 cr - LEA8PO804

Course unit language

English

Upcoming implementations

No upcoming implementations yet.

Learning objectives

Learn skills to strengthen empathy, trust and understanding of personal differences in feelings and needs, and create more productive and satisfying experiences at work

Understand how the skills of emotional and social intelligence support organisational happiness and productivity

Contents

Develop strategies for strengthening empathy skills and resolving conflicts peacefully

Learn how to communicate, give and receive feedback constructively in stressful situations, e.g. upon irregularities, incidents and accidents which are common in aviation, tourism and other international businesses

within the organisation

with customers

Develop ways to understand personal and cultural differences by recognizing feelings and needs of oneself and others

Execution methods

Contact lessons

Individual, pair and team assignments

Independent studies

A learning diary

The assessment of one's own learning

Learning materials

Goleman, D. Emotional Intelligence: Why it can matter more than IQ?

Goleman, D. Social Intelligence.

Rosenberg, M. B. Nonviolent Communication. A Language of Life.

Other material provided during studies.

Further information

Language: English or Finnish (depending on participants)

NOTE: Assignments and a learning diary can be mostly done in Finnish if the student wishes to do so.

ASSESSMENT

Contact lessons

Assignments

A learning diary

Self assessment

Starting level and linkage with other courses

No prerequisites.

Free-choice studies.

Assessment criteria

Assessment criteria - grade 1

The student displays limited empathy and/or stress management skills. The student has difficulties in communicating, giving and receiving feedback in constructive ways. S/he has limited understanding of personal differences in feelings and needs, and difficulties in adapting to the respective environment (including multicultural environments). The student is able to practice self-empathy and self-reflection with guidance. The student needs support in finding compassionate ways to communicate in stressful situations.

Assessment criteria - grade 3

The student displays empathy and stress management skills. The student is able to communicate, give and receive feedback in constructive ways at some situations. S/he understands personal differences in feelings and needs, and adapts to the respective environment (including multicultural environments) at some level. The student is able to practice self-empathy, self-reflection and critical thinking at some level. The student is able to find compassionate ways to communicate in stressful situations to a certain extent.

Assessment criteria - grade 5

The student displays excellent empathy and stress management skills. The student is able to communicate, give and receive feedback in constructive ways. S/he understands personal differences in feelings and needs, and adapts to the respective environment (including multicultural environments). The student is able to practice self-empathy, self-reflection and critical thinking. The student is able to find compassionate ways to communicate in stressful situations.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Introduction to SAP, 5 cr - TOO8PO803

Course unit language

English

Upcoming implementations

- Introduction to SAP TOO8PO803-3002 24.08.2020-18.12.2020 5 op (PO8, ...) +

Monialaprojekti, 5 op - PRO8PO801

Opintojakson kieli

Suomi

Opettaja

Tiina Jokinen

Tulevat toteutukset

Ei vielä toteutuksia julkaistu.

Nordic Ideation Camp, 5 cr - BES8PO016

Course unit language

English

Upcoming implementations

No upcoming implementations yet.

Learning objectives

Upon successful completion of this intensive project, the students acquire necessary skills to work in multicultural teams solving real life problems for companies.

Creating international networks

Understanding cultural frameworks

Using relevant digital tools

Solving real-life business challenges

Taking responsibility for the team's learning (reflection skills)

Contents

The course is implemented together by Cphbusiness (Denmark), Estonian Business School and Haaga-Helia Porvoo Campus, with 20 students from each institution, working together in mixed teams. The travel, food and accommodation costs will be covered by the project, which is funded by Nordplus. The main theme of the course is business development.

General schedule:

The first week (week 45) the students are assigned to teams, given the development task by the local partner businesses and start the work online.

The second week (week 46) is an intensive camp at Estonian Business School in Tallinn. The

teams will create ideas for improving the commissioner companies' business, generally in the field of sales, marketing and service development.

The third week (week 47) is reserved for writing the final report, both for the partner businesses, as well as a more elaborate report including reflections on the process and learning of the team. The course ends with a review session

Execution methods

See above: the main weight of the course is on the camp (and the rest is on the pre and post weeks). There is no alternative way to complete the camp.

Learning materials

Will be provided during the camp.

Further information

You cannot enroll to the camp through the school system, but you shall send in an application letter + CV to the responsible teachers: Marika Alhonen (marika.alhonen@haaga-helia.fi) or Kalle Rähä (kalle.raiha@haaga-helia.fi). 20 most promising applicants will be chosen to participate in the camp. The application process is completed in September 2019. More information will be published in August 2019.

Assessment criteria

Assessment criteria - grade 1

The student has basic understanding of solving real-life business challenges. S/he can apply cultural frameworks and create international networks with support. With guidance, s/he takes responsibility for the team's learning.

Assessment criteria - grade 3

The student has a good understanding of solving real-life business challenges. S/he can apply cultural frameworks and create international networks with good results. S/he takes responsibility for the team's learning.

Assessment criteria - grade 5

The student has a professional understanding of solving real-life business challenges. S/he can apply cultural frameworks and create international networks with excellent results. S/he shows great engagement and responsibility for the team's learning.

Evaluation criteria, approved/failed

N/A

Responsible Business, 3 op - WOR8PO024

Opintojakson kieli

-

Tulevat toteutukset

- Responsible Business WOR8PO024-3003 24.08.2020-18.12.2020 3 op (EXCH, ...)+

Osaamistavoitteet

Grade 1

He/she recognizes moral values, and is aware of some ethical choices related to business.

He/she is able to observe some ethical problems in businesses around him/her. He/she is able to name the areas of responsible business. Use of language is acceptable, but there is a lack of correct terms in the text.

Grade 3

He/she recognizes moral values, and is aware of many ethical choices related to business, and is also able to describe them. He/she is able to observe ethical problems in businesses around him/her, and write analytical text about those observations. He/she is able to name the areas of responsible business and recognizes them from his /her own experiences. Use of language is good and correct terms are used fluently in the text.

Grade 5

He/she recognizes moral values, and is aware of many ethical choices related to business, and is also able to describe and analyze them. He/she is able to observe ethical problems in businesses around him/her, and write analytical text about those observations with practical examples. He/she is able to name the areas of responsible business, recognizes them from his /her own surroundings and has knowledge to make grounded decisions concerning responsible business. Use of language is excellent, correct terms are used fluently and the text is presented in logical order.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Sisältö

Independent studies based on text books. A student used his/her own experiences about working life as a basis of text.

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

a) Independent studies. An assessment is done based on an essay or an exam; either one 100%.

b) Learning by using the work-based learning method “Work&Study” according to a plan that shows how the learning goals of the course can be obtained through the student’s work or hobby. More information from responsible teachers or academic advisors.

c) Demonstration (of earlier skills and knowledge in the course content). More information from responsible teachers or academic advisors.

Assessment of one’s own learning is a compulsory part of each course.

Oppimateriaalit

Ferrell O.C, Fredrich John, Ferrell Linda. Business Ethics. Ethical Decision Making and Cases. Houghton Mifflin Company. 2005. Sixth Edition. (s. 1-163)

Tietenberg, Tom. Environmental Natural Resource Economics. Pearson 2006, 7. Edition. (s.1-13, s. 527- 551, + a chapter that concerns your field of work).

+ one free-choice book, preferably written after 2010 and handling responsible business

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

No starting level requirements.

Arviointikriteerit

Arviointikriteeri - arvosana 1

Grade 1

He/she recognizes moral values, and is aware of some ethical choices related to business. He/she is able to observe some ethical problems in businesses around him/her. He/she is able to name the areas of responsible business. Use of language is acceptable, but there is a lack of correct terms in the text.

Arviointikriteeri - arvosana 3

Grade 3

He/she recognizes moral values, and is aware of many ethical choices related to business, and is also able to describe them. He/she is able to observe ethical problems in businesses around him/her, and write analytical text about those observations. He/she is able to name the areas of responsible business and recognizes them from his /her own experiences. Use of language is good and correct terms are used fluently in the text.

Arviointikriteeri - arvosana 5

Grade 5

He/she recognizes moral values, and is aware of many ethical choices related to business, and is also able to describe and analyze them. He/she is able to observe ethical problems in businesses around him/her, and write analytical text about those observations with practical examples. He/she is able to name the areas of responsible business, recognizes them from his /her own surroundings and has knowledge to make grounded decisions concerning responsible business. Use of language is excellent, correct terms are used fluently and the text is presented in logical order.

Arviointikriteeri, hyväksytty/hylätty

The passed essay / exam is graded 1 - 5.

Social Media in Marketing, 5 cr - MAR8PO802

Course unit language

English

Upcoming implementations

- Social Media in Marketing MAR8PO802-3002 24.08.2020-18.12.2020 5 op (PO8, ...) +

Learning objectives

The module advances the following competences: goal orientation, business thinking, understanding of the role of social media in marketing, analysing skills, academic writing and visual presentation skills, critical thinking, self-reflection and savvy use of digital tools.

Contents

Social media trends and tools

Online presence and search marketing

Social media strategies and tactics

Planning social media marketing activities

Monitoring performance

Execution methods

The course is a virtual course and will be completed online.

Individual/pair assignments

Independent studies

Tutorials

The assessment of one's own learning

If students have acquired the required competence in previous work tasks, recreational activities or in other studies, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at MyNet.

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Instructors' own materials, materials produced by students.

Starting level and linkage with other courses

Basic knowledge of marketing.

Assessment criteria

Assessment criteria - grade 1

The student can identify some trends in consumer behaviour and social media. S/he knows some of the differences between social media channels and can analyse case company's social media presence at a basic level. Marketing strategies, tactics and actions are discussed briefly in the the social media marketing plan.

Assessment criteria - grade 3

The student can identify major trends in consumer behaviour and social media. S/he knows the pros and cons of various social media channels and can analyse case company's social media presence quite well. Marketing strategies, tactics and actions are well discussed in the the social media marketing plan, along with performance measurement and monitoring.

Assessment criteria - grade 5

The student can identify major trends in consumer behaviour and social media. S/he knows the pros and cons of various social media channels and can analyse case company's social media presence in detail. Marketing strategies, tactics and actions are well discussed in the the social media marketing plan, backed up with a range of concrete examples from business life. The report includes a detailed description of online performance measurement and monitoring tools.

Virtual Photoshop, 3 op - TOO8PO018

Opintojakson kieli

-

Tulevat toteutukset

- Virtual Photoshop TOO8PO018-3003 24.08.2020-18.12.2020 3 op (PO8, ...) +

Osaamistavoitteet

After completing this course, the student will understand the basics of digital image processing and the Photoshop program and

be able to make basic document adjustments:

Make selections

Change the image size

Adjust colours and hues with the appropriate tools

Sharpening photos

understand the significance of layers and know how to work with layers

be able to use different selection tools

understand the significance of adjustment layers

know how to repair and retouch photos

be able to remove a background from the picture with different eraser tools

know how to merge several pictures into one picture file

understand the masking tools and know how to use them

be able to use the most commonly used filters and layer styles

be able to use the text tools and know how to manipulate text

know the difference between different file types and be able to save files to be used on the web

be able to use pictures in other programs

be able to print a picture

Sisältö

Students learn how to use Adobe Photoshop and the basics of digital image processing, as well as some of the more advanced features. At the start of the course, focus is on simple image processing and on Photoshop's user interface. Students will also learn creative image manipulation.

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

Web based course with no contact teaching. Independent exercises and assignments 80 h.
Self-assessment of learning

Oppimateriaalit

Material given by the teacher distributed via Moodle.

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

The starting level is beginner level.

The course has no links with other courses.

Arviointikriteerit

Arviointikriteeri - arvosana 1

Grade 1

The student has a limited understanding of Photoshop and digital image processing. The student follows assignments and activities with difficulty and under supervision.

Arviointikriteeri - arvosana 3

Grade 3

The student has an adequate understanding of Photoshop and digital image processing. The student performs well in assignments and activities within a team and independently.

Arviointikriteeri - arvosana 5

Grade 5

The student has an advanced understanding of Photoshop and digital image processing. The student accomplishes assignments and activities with initiative and leadership.

Kieliopinnot / Areal Studies

Areal Studies 1, select 10 ECTS

Welcome to Finland 1, 5 cr - FIN1PO101

Learning objectives

This module offers an introduction to the Finnish language and society. The module is a part of basic studies in Porvoo Campus competence-based curriculum. It will give a student basic communicative skills in the Finnish language (level A1). The module will also increase cultural awareness and knowledge of Finnish study and business styles. Upon completion of the course, the student starts the integration to the Finnish society and is able to understand Finnish working life, history and culture on basic level. Also the Finnish lifestyle, customs and manners will become familiar.

Contents

- Finland in a nutshell: geography, Finnish cities, towns and regions (1st semester)
- Finns and the Finnish language: origins and the present time (1st semester)
- Porvoo tour and museum visits (1st and 2nd semester)
- Finnish lifestyle and manners: family life, concept of time (1st and 2nd semester)
- Finnish education system (1st and 2nd semester)
- Finnish companies (1st and 2nd semester)
- Finnish food and gastronomy (1st and 2nd semester)
- Finnish language studies: personal information, family, living, shopping situations, daily routines, studies, food, different social situations (1st semester)
- Finnish nature (2nd semester)
- Finnish language studies: daily routines, living, studies, food, travelling, different social situations (2nd semester)

Execution methods

Contact lessons

Company visits and other activities

Individual, pair and team assignments

Independent studies

The assessment of one's own learning

If students have acquired the required competence in previous work tasks, recreational activities or in other studies, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognizing and validating prior learning (RPL) are available at MyNet.

Learning materials

Provided by teachers during lessons

Starting level and linkage with other courses

No prerequisites for Welcome to Finland 1. Welcome to Finland 2 is linked with the module 1.

Assessment criteria

Assessment criteria - grade 1

The student has some understanding of the lesson and group work orientation. S/he can identify and understand a few contents of the course. The student participates in learning activities with a minimal input. The student is able to operate only when the task and instructions are given and when s/he is aided by other students and supervisors. The student has difficulties in accomplishing the assignments.

In his/her Finnish language skills the student can produce short sentences/texts, though he/she has many difficulties in the written/oral outcome. The student uses the essential vocabulary (personal information, family, living, shopping situations, daily routines, studies, food, transportation, different social situations) and the language constructions of the course satisfactory. The student can pronounce the Finnish words with some difficulties.

Assessment criteria - grade 3

The student understands and is able to define contents of the course. S/he knows how to adapt Finnish study and business styles. The student is able to operate when the task and instructions are given. The student follows lessons and participates in group works well. The student completes the assignments and presents them well and independently.

In his/her Finnish language skills the student can produce short sentences/texts, though he/she has some difficulties in the written/oral outcome. The student uses quite well the essential vocabulary (personal information, family, living, shopping situations, daily routines, studies, food, transportation, different social situations) and the language constructions of the course. The student can pronounce the Finnish words without mayor difficulties.

Assessment criteria - grade 5

S/he has professionally advanced in contents of the course. S/he shows excellent skills how to adapt Finnish study and business styles. The student follows lessons and participates actively in all assignments of the module. The assignments are done independently without difficulties and presented with strong communication skills.

In his/her Finnish language skills the student can produce short sentences/texts without mayor difficulties in the the written/oral outcome. The student uses vey well the essential vocabulary (personal information, family, living, shopping situations, daily routines, studies, food, transportation, different social situations) and the language constructions of the course. The student can pronounce the Finnish words without difficulties.

Welcome to Finland 2, 5 cr - FIN1PO102

Learning objectives

This module continues the introduction to the Finnish language and society. The module is a part of basic studies in Porvoo Campus competence-based curriculum. It will give a student basic communicative skills in the Finnish language (level A1). The module will also increase cultural awareness and knowledge of Finnish study and business styles. Upon completion of the course, the student starts the integration to the Finnish society and is able to understand Finnish working life, history and culture on basic level. Also the Finnish lifestyle, customs and manners will become familiar.

Contents

- Finland in a nutshell: geography, Finnish cities, towns and regions (1st semester)
- Finns and the Finnish language: origins and the present time (1st semester)
- Porvoo tour and museum visits (1st and 2nd semester)
- Finnish lifestyle and manners: family life, concept of time (1st and 2nd semester)
- Finnish education system (1st and 2nd semester)

- Finnish companies (1st and 2nd semester)
- Finnish food and gastronomy (1st and 2nd semester)
- Finnish language studies: personal information, family, living, shopping situations, daily routines, studies, food, different social situations (1st semester)
- Finnish nature (2nd semester)
- Finnish language studies: daily routines, living, studies, food, travelling, different social situations (2nd semester)

Execution methods

Contact lessons

Company visits and other activities

Individual, pair and team assignments

Independent studies

The assessment of one's own learning

If students have acquired the required competence in previous work tasks, recreational activities or in other studies, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognizing and validating prior learning (RPL) are available at MyNet.

Learning materials

Provided by teachers during lessons

Starting level and linkage with other courses

Welcome to Finland 1. Welcome to Finland 2 is linked with the module 1.

Assessment criteria

Assessment criteria - grade 1

The student has some understanding of the lesson and group work orientation. S/he can identify and understand a few contents of the course. The student participates in learning activities with a minimal input. The student is able to operate only when the task and instructions are given and when s/he is aided by other students and supervisors. The student has difficulties in accomplishing the assignments.

In his/her Finnish language skills the student can produce short sentences/texts, though he/she has many difficulties in the written/oral outcome. The student uses the essential vocabulary (personal information, family, living, shopping situations, daily routines, studies, food, transportation, different social situations) and the language constructions of the course satisfactory. The student can pronounce the Finnish words with some difficulties.

Assessment criteria - grade 3

The student understands and is able to define contents of the course. S/he knows how to adapt Finnish study and business styles. The student is able to operate when the task and instructions are given. The student follows lessons and participates in group works well. The student completes the assignments and presents them well and independently.

In his/her Finnish language skills the student can produce short sentences/texts, though he/she has some difficulties in the written/oral outcome. The student uses quite well the essential vocabulary (personal information, family, living, shopping situations, daily routines, studies, food, transportation, different social situations) and the language constructions of the course. The student can pronounce the Finnish words without mayor difficulties.

Assessment criteria - grade 5

S/he has professionally advanced in contents of the course. S/he shows excellent skills how to adapt Finnish study and business styles. The student follows lessons and participates actively

in all assignments of the module. The assignments are done independently without difficulties and presented with strong communication skills.

In his/her Finnish language skills the student can produce short sentences/texts without mayor difficulties in the the written/oral outcome. The student uses vey well the essential vocabulary (personal information, family, living, shopping situations, daily routines, studies, food, transportation, different social situations) and the language constructions of the course. The student can pronounce the Finnish words without difficulties.

Nordic Areal Studies 1 / Nordiska studier 1, 5 op - NRD1PO101

Osaamistavoitteet

Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan kommunicera på svenska och skapa nätverk tillsammans med aktörer inom branschen. Den studerande har en uppfattning om affärskultur och dess utgångspunkter. Hen kan kommunicera interaktivt i försäljning och kundservice, klara av att hålla produktpresentation på svenska, kan ge information om produkter och tjänster, samt kan den centrala braschterminologin och känner till de viktigaste aktörerna.

Sisältö

Repetition av svenska (baserar sig på resultatet från nivåprovet)

Kultur och samhälle i Finland och i Sverige

Nordiska samhällen, affärskultur och affärsverksamhetsmiljö: Finland, Sverige, Norge, Danmark och Island

Affärlivskommunikation t.ex. e-post och presentationer

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

I tillämpningarna används bl.a. följande inlärningsmetoder: Forskande och utvecklande inlärnin

Självständigt arbete och grupparbete under handledning

Företagsbesök och andra besök

Närundervisning och workshops

Eventuell studieresa/ att arrangera en temadag

Ifall den studerande redan under tidigare arbetsuppgifter, hobbyer eler kurser uppnått de färdigheter som krävs, kan hen validera sitt kunnande och framskrida snabbare i sina studier. Se tilläggsuppgifter och anvisningar om identifiering och erkännade av tidigare inhämtat kunnande (AHOT) på Mynet eller www-sidor.

Oppimateriaalit

Nätmaterial t.ex. artiklar, företagssidor

Övningar och tester

Webb-baserat material

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Utgångsnivån är B1 på referensramen för de europeiska språken (CEFR) och den studerande bör ha tidigare studier i svenska på andra stadiet då kursen inleds. Språknivån i svenska testas i början och i slutet av modulen och en del av innehållet varierar enligt nivån som den studerande uppnått.

Kursen integreras med terminens andra aktiviteter enligt studerandes kunskaper och färdigheter i svenska.

Arviointikriteerit

Arviointikriteeri - arvosana 1

Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan kommunicera på det lokala språket (svenska) och skapa nätverk inom det aktuella området. Hen har en viss förmåga att förstå affärlivskultur och utgångspunkter. Den studerande förmår agera enligt de uppgifter och anvisningar hen får av andra studerande och handledare. Hen kan kommunicera behjälpligt i försäljning och kundservice, samt kan ge information om produkter och tjänster ifall hen har tillgång till hjälpmedel (dator, ordbok), Hen kan en del av terminologin som används i den egna branschen.

Arviointikriteeri - arvosana 3

Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan kommunicera på svenska och skapa nätverk tillsammans med aktörer inom branschen. Den studerande har en uppfattning om affärskultur och dess utgångspunkter. Den studerande förmår agera och utföra uppgifter med hjälp av instruktioner. Hen kan kommunicera interaktivt i försäljning och kundservice, klara av att hålla produktpresentation på svenska, kan ge information om produkter och tjänster, samt kan den centrala branschterminologin och känner till de viktigaste aktörerna.

Arviointikriteeri - arvosana 5

Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan framgångsrikt kommunicera på svenska och skapa nätverk tillsammans med aktörer inom branschen. Hen har en omfattande uppfattning om regionens affärskultur och dess utgångspunkter. Den studerande uppvisar prov på kultursensitivitet och affärsorienterade färdigheter. Hen kan kommunicera interaktivt och proaktivt i kundservice och i försäljning, kan hålla en professionell produktpresentation på svenska och kan besvara frågor, kan spontant diskutera ämnen som berör en själv och branschen, kan effektivt ge information om produkter och tjänster, samt känner väl till den centrala branschterminologin.

Nordic Areal Studies 2 / Nordiska studier 2, 5 op - NRD1PO102

Osaamistavoitteet

Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan kommunicera på svenska och skapa nätverk tillsammans med aktörer inom branschen. Den studerande har en uppfattning om affärlivskultur, dess utgångspunkter och det nordiska samhället. Hen kan kommunicera interaktivt i försäljning och kundservice, klarar av att hålla produktpresentation på svenska, kan ge information om produkter och tjänster, samt kan den centrala branschterminologin och känner till de viktigaste aktörerna.

Sisältö

Studier i svenska: språkriktighet

Yrkes- och arbetslivskultur i Norden

Skriftlig kundbetjäning

Marknadsförings- och digital kommunikation

Nätverksfärdigheter
Färdigheter att förmedla information

Oppimistavat (sisältää ahotin ja erilaiset toteutusvaihtoehdot)

I tillämpningarna används bl.a. följande inlärningsmetoder:

Forskande och utvecklande inläring
Självständigt arbete och grupparbete under handledning
Företagsbesök
Närundervisning och workshops
Potentiell studieresa/ att arrangera en temadag

Ifall den studerande redan under tidigare arbetsuppgifter, hobbyer eller kurser uppnått de färdigheter som krävs, kan hen validera sitt kunnande och framskrida snabbare i sina studier. Se tilläggsuppgifter och anvisningar om identifiering och erkännande av tidigare inhämtat kunnande (AHOT) på Mynet eller www-sidor.

Oppimateriaalit

Nätmaterial t.ex. artiklar, företagssidor
Övningar och tester
Webb -baserat material

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Modulens utgångsnivå är B1/ referensramen för de europeiska språken (CEFR) och den studerande bör ha avlagt modulen Nordiska studier 1.

Kursen integreras med terminens andra teman och uppgifter enligt den studerandes kunskaper och färdigheter i svenska.

Arviointikriteerit

Arviointikriteeri - arvosana 1

Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan kommunicera på det lokala språket (svenska) och skapa nätverk inom det aktuella området. Hen har en viss förmåga att förstå affärslivskultur, dess utgångspunkter och det nordiska samhället. Den studerande förmår agera enligt de uppgifter och anvisningar hen får av andra studerande och handledare. Hen kan kommunicera behjälpligt i försäljning och kundservice, samt kan ge information om produkter och tjänster ifall hen har tillgång till hjälpmedel (dator, ordbok). Hen kan en del av terminologin som används i den egna braschen. Hen kan skriva enkla sammanhängande texter om ämnen som är välkända för hen.

Arviointikriteeri - arvosana 3

Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan kommunicera på svenska och skapa nätverk tillsammans med aktörer inom branschen. Den studerande har en uppfattning om affärslivskultur, dess utgångspunkter och det nordiska samhället. Den studerande förmår agera och utföra uppgifter med hjälp av instruktioner, Hen kan kommunicera interaktivt i försäljning och kundservice, klarar av att hålla produktpresentation på svenska, kan ge information om produkter och tjänster, samt kan den centrala branschterminologin och känner till de viktigaste aktörerna.

Arviointikriteeri - arvosana 5

Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan framgångsrikt kommunicera på svenska och skapa nätverk tillsammans med aktörer inom branschen. Hen har en omfattande uppfattning om regionens affärslivskultur, dess

utgångspunkter och det nordiska samhället. Den studerande uppvisar prov på kultursensitivitet och affärsorienterade färdigheter. Hen kan kommunicera interaktivt och proaktivt i kundservice och försäljning, kan hålla en professionell presentation på svenska, besvara frågor, kan spontant diskutera ämnen som berör en själv och branschen, kan effektivt ge information om produkter och tjänster, samt känner väl till den centrala branschterminologin. Hen kan skriva klar och detaljerad text inom egna intresseområden och kan skriva rapport.

Alueopinnot 3, valitaan opintoja 10 op

Asian Areal Studies 1, 5 cr - ASA2PO201

Learning objectives

The module advances the following competences: e.g., communication, cultural awareness, customer understanding and global business mindset.

Contents

Culture, society, geography, economy, business, trade relations, entrepreneurship in Asia

Doing business in Asia: Business operational environment and business culture in Asia

Execution methods

Inquiry learning:

Peer-to-peer learning

Tutorials

Company visits and excursions

Lectures and workshops

Independent study and teamwork

The assessment of one's own learning 1 h

If students have acquired the required competences at university level studies, can the prior learning be recognised and the credits transferred directly. In this case, contact your academic advisor. If students have acquired the required competences in previous work tasks, recreational activities or other earlier studies, they can show the competence with a demonstration. In this case, contact the responsible teacher.

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Instructors' own materials, materials produced by students.

Further information

Assessment is based on activities and deliverables:

Classroom activities

Individual assignments

Teamwork

Final deliverables

Peer assessment

Self-assessment

The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected via an electronic form.

Starting level and linkage with other courses

The module is a part of the professional studies in Porvoo Campus competence-based curriculum. The module advances the following competences: e.g., communication, cultural awareness, customer understanding and global business mindset. The module can be taken as 5cr+5cr module. The first part (5 cr) gives an overall understanding of the Asian markets and business culture, the second part (5 cr) part consists of product planning and marketing for the Asian markets.

Assessment criteria

Assessment criteria - grade 1

The student has a very basic understanding of the culture, society, business environment and economy of Asian markets. The student has some understanding of the business culture and its context. S/he has challenges with communicating and networking with stakeholders in Asia. The student's activity and participation are minimal. The student is able to operate only when the task and instructions are given and when aided by other students and supervisors.

Assessment criteria - grade 3

The student is able to understand the culture, society, business environment and economy of Asian markets. The student has an idea of the business culture and its context. S/he is able to communicate and network with stakeholders in Asia. The student's activity and participation are rather good. The student is able to operate when the task and instructions are given.

Assessment criteria - grade 5

The student has an advanced understanding of the culture, society, business environment and economy of Asian markets. The student has a comprehensive idea of the business culture and its context. S/he is able to communicate and network on a professional level with stakeholders in Asia. The student's activity and participation are excellent. The student displays a culturally aware business-oriented approach towards Asia and is able to lead teamwork.

Asian Areal Studies 2, 5 cr - ASA2PO202

Learning objectives

The module advances the following competences: e.g., communication, cultural awareness, customer understanding and global business mindset.

Contents

Consumer behaviour of Asian markets (e.g. Chinese outbound tourism market)

Product and service development for Asian markets

Sales and marketing communication methods and channels for Asian markets

Execution methods

Inquiry learning:

Peer-to-peer learning

Tutorials

Company visits and excursions

Lectures and workshops

Independent study and teamwork

The assessment of one's own learning 1 h

If students have acquired the required competences at university level studies, can the prior learning be recognised and the credits transferred directly. In this case, contact your academic advisor. If students have acquired the required competences in previous work tasks, recreational activities or other earlier studies, they can show the competence with a demonstration. In this case, contact the responsible teacher.

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Instructors' own materials, materials produced by students.

Further information

The assessment is based on activities and deliverables:

Classroom activities

Individual assignments

Teamwork

Final deliverables

Peer assessment

Self-assessment

The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected via an electronic form.

Starting level and linkage with other courses

The module is a part of the professional studies in Porvoo Campus competence-based curriculum. The module can be taken as 5cr+5cr module. The first part (5 cr) gives an overall understanding of the Asian markets and business culture, the second part (5 cr) part consists of product planning and marketing for the Asian markets.

Assessment criteria

Assessment criteria - grade 1

The student is aware of the consumer behaviour of selected Asian markets. S/he has challenges with communicating and networking with stakeholders in Asia. The student is able to assess and develop products and services as well as to choose marketing communication methods for Asian markets only when aided by others. The student's activity and participation are minimal. The student is able to operate only when the task and instructions are given and when aided by other students and supervisors.

Assessment criteria - grade 3

The student understands the consumer behaviour of selected Asian markets to some degree. S/he is able to communicate and network with stakeholders in Asia. The student has some ability to assess and develop products and services as well as to choose marketing

communication methods for Asian markets. The student's activity and participation are rather good. The student is able to operate when the task and instructions are given.

Assessment criteria - grade 5

The student understands the consumer behaviour of selected Asian markets. S/he is able to communicate and network on a professional level with stakeholders in Asia. The student is able to assess and develop products and services as well as to choose the most effective marketing communication methods for Asian markets. The student's activity and participation are excellent. The student displays a culturally aware business-oriented approach towards Asia and is able to lead teamwork.

Applied Coding 1, 5 cr - COD2PO201

Learning objectives

The module advances the following competences: cultural awareness, customer understanding and business mindset, research methods, market research and product service development. The module is linked to the core modules Business Environment and Customer Competences. The module can be taken as 5cr and can be later followed with a free-choice studies/star module (5cr).

Contents

- 1) Website Design-HTML 5 -20%
- 2) Java script -20%
- 3) Introduction to coding with Python - 40%
- 4) AI & Machine Learning -30% (group presentation=15% and individual assign=15%)

Execution methods

Recognition of prior learning is not recommended in Areal Studies in Porvoo Campus competence-based curriculum, but all students are encouraged to choose an unfamiliar Areal Study module topic (5 + 5 ECTS).

Students with prior coding language background knowledge wishing to deepen their coding skills are advised to take an alternative advanced coding language course.

Learning materials

Books on the content topics

E-books and online articles: Rouhiainen Lasse, 2017, Artificial Intelligence: 101 Things You Must Know Today About Our Future

Online tutorials

Companies' web portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Starting level and linkage with other courses

No prior experience in coding.

Links in many areas to key digital competences to other modules

Assessment criteria

Assessment criteria - grade 1

The student has some understanding of coding languages used in the module. He/She is able to communicate at a minimal level in the coding language. The student displays limited cultural business awareness and is able to assess some of the product needs for the customer. The student is able to operate only when aided by other students and supervisors.

Assessment criteria - grade 3

The student is able to understand coding languages used in the module. He/She is able to develop some coding independently. The student is able to operate with tasks both in teams and independently. The student displays some culturally aware business-oriented approaches by assessing the product needs for the customer.

Assessment criteria - grade 5

The student has an advanced understanding of coding languages used in the module. He/She is able to develop coding independently. He/She applies an entrepreneurial problem-solving approach to their project work and coding creation processes. The student has a comprehensive culturally aware business-oriented approach by assessing the product needs for the customer.

Evaluation criteria, approved/failed

Virtual exams are provided on Moodle for Website Design, Javascript and Python. Two attempts are provided for each exam. There is also a written assignment at the end of the course on Artificial Intelligence.

- Pre-Assignment - Pass/Fail
- Website Design HTML 5 - 20%
- Java script - 20%
- Introduction to coding with Python - 40%
- AI & Machine Learning -20% (group presentation)

Applied Coding 2, 5 cr - COD2PO202

Learning objectives

The module further advances the competences from the Applied Coding 1 module: cultural awareness, customer understanding and business mindset, research methods, market research and product service development. The module is linked to the core modules Business Environment and Customer Competences.

Contents

Virtual Course assignment (50%)

Case Study assignment exam (25%)

Guest & Teacher lectures (attendance & class tasks) (25%)

Dates for submission will be provided when the course starts.

Execution methods

Recognition of prior learning is not recommended in Areal Studies in Porvoo Campus competence-based curriculum, but all students are encouraged to choose an unfamiliar Areal Study module topic (5 + 5 ECTS).

Students with prior coding language background knowledge wishing to deepen their coding skills are advised to take an alternative advanced coding language course.

Learning materials

- Rouhiainen Lasse, 2017, Artificial Intelligence: 101 Things You Must Know Today About Our Future, ISBN: 1982048808
- E-books and online articles:
- Online tutorials
- Companies' web portals
- Relevant media, news agencies, quality press, etc.
- Social networking tools
- Exercises, tests
- Instructors' own materials

Starting level and linkage with other courses

The module advances the following competences: cultural awareness, customer understanding and business mindset, research methods, market research and product service development. This module can only be taken on completion of the Applied Coding 1 (COD2PO201).

Assessment criteria

Assessment criteria - grade 1

The student has some understanding of coding languages used in the module. He/She is able to communicate at a minimal level in the coding language. The student displays limited cultural business awareness and is able to assess some of the product needs for the customer. The student is able to operate only when aided by other students and supervisors

Assessment criteria - grade 3

The student is able to understand coding languages used in the module. He/She is able to develop some coding independently. The student is able to operate with tasks both in teams and independently. The student displays some culturally aware business-oriented approaches by assessing the product needs for the customer.

Assessment criteria - grade 5

The student has an advanced understanding of coding languages used in the module. He/She is able to develop coding independently. He/She applies an entrepreneurial problem-solving approach to their project work and coding creation processes. The student has a comprehensive culturally aware business-oriented approach by assessing the product needs for the customer.

Evaluation criteria, approved/failed

There is one case study exam on a topic that the instructor will outline when the course starts. There are also 3 compulsory class assignments. Re-exams can be arranged during the module implementation, but must be agreed with the course instructor before the end of the module.

German Areal Studies 1, 5 cr - GER2PO201

Learning objectives

Assessment details can be checked from implementation plans (including attendance requirements).

Classroom activities

Individual assignments

Teamwork

Final deliverables

Language tests

Peer assessment

Self-assessment

The assessment is based on the progress of a student towards mastering German Areal studies, rather than on a tested level of linguistic competence (German language).

The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected in an electronic form.

Contents

Areal history, geography, society, economy, trade relations, entrepreneurship.

Areal business operational environment and business culture.

Areal language (for business, sales and services) and business communication

Execution methods

Inquiry learning

Peer-to-peer learning

Tutorials

Possible company visits

Lectures and workshops

Independent study and teamwork

The assessment of one's own learning

Recognising and validating prior learning (RPL)

Recognition of prior learning is not recommended in Areal Studies in Porvoo Campus competence-based curriculum, but all students are encouraged to choose an unfamiliar to them Areal Study module topic (5 + 5 ECTS).

Students with prior language skills in German wishing to deepen their German skills can take advanced German language courses as a part of their free-choice studies.

Learning materials

Books on the content topics

E-books and online articles

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Starting level and linkage with other courses

The module is a part of professional studies in the Porvoo Campus competence-based curriculum. No previous studies in German are required. The module advances the following competences: communication, cultural awareness, customer understanding and global business mindset. The module is expected to be taken as a 5 + 5 ECTS module and can be later followed by a star module (5 ECTS).

Assessment criteria

Assessment criteria - grade 1

The student has some understanding of German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student is able to operate only when aided by other students and supervisors. The student's activity and participation are minimal.

Assessment criteria - grade 3

The student is able to understand German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student is able to operate with tasks both in teams and independently. The student's activity and participation are rather good.

Assessment criteria - grade 5

The student has an advanced understanding of German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate reliably in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student displays a culturally aware business-oriented approach and is able to lead team work. The student's activity and participation are excellent.

German Areal Studies 2, 5 cr - GER2PO202

Learning objectives

Assessment details can be checked from implementation plans (including attendance requirements).

Classroom activities

Individual assignments

Teamwork

Final deliverables

Language tests

Peer assessment

Self-assessment

The assessment is based on the progress of a student towards mastering German Areal studies, rather than on a tested level of linguistic competence (German language).

The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected in an electronic form.

Contents

Areal history, geography, society, economy, trade relations, entrepreneurship.
Areal business operational environment and business culture.
Areal language (for business, sales and services) and business communication.
Execution methods

Learning methods:

Inquiry learning
Peer-to-peer learning
Tutorials
Possible company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Recognising and validating prior learning (RPL):

Recognition of prior learning is not recommended in Areal Studies in Porvoo Campus competence-based curriculum, but all students are encouraged to choose an unfamiliar to them Areal Study module topic (5 + 5 ECTS).
Students with prior language skills in German wishing to deepen their German skills can take advanced German language courses as a part of their free-choice studies.

Learning materials

Books on the content topics
E-books and online articles
Companies' web-portals
Relevant media, news agencies, quality press, etc.
Social networking tools
Exercises, tests
Instructors' own materials, materials produced by students.
Starting level and linkage with other courses
The module is a part of professional studies in the Porvoo Campus competence-based curriculum. No previous studies in German are required. The module advances the following competences: communication, cultural awareness, customer understanding and global business mindset. The module is expected to be taken as a 5 + 5 ECTS module and can be later followed by a star module (5 ECTS).

Assessment criteria

Assessment criteria - grade 1

The student has some understanding of German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student is able to operate only when aided by other students and supervisors. The student's activity and participation are minimal.

Assessment criteria - grade 3

The student is able to understand German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student is able to

operate with tasks both in teams and independently. The student's activity and participation are rather good.

Assessment criteria - grade 5

The student has an advanced understanding of German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate reliably in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student displays a culturally aware business-oriented approach and is able to lead team work. The student's activity and participation are excellent.

Russian Areal Studies 1, 5 cr - RUS2PO201

Learning objectives

The student is able to understand Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context.

Contents

- 1) The Cyrillic alphabet and basic language studies in oral and written Russian: greetings, Russian name system, me, family, friends, a city, at a café, nationalities and countries, clock
- 2) about Russian history, society, geography and economy

Execution methods

Inquiry learning:
Peer-to-peer learning
Tutorials
Possible company visits
Lectures and workshops
Independent study and teamwork

If students have acquired the required competences in university level studies can the prior learning be recognized and the credits transferred directly. In this case, contact your academic advisor. If students have acquired the required competences in previous work tasks, recreational activities or other earlier studies, they can show the competence with a demonstration. In this case, contact the responsible teacher.

More information and instructions for recognizing and validating prior learning (RPL) are available at MyNet. Students with prior language skills in Russian wishing to deepen their Russian skills can take advanced Russian language courses as a part of their free-choice studies.

Learning materials

Books on the content topics E-books and online articles Online tutorials Companies' web portals Relevant media, news agencies, quality press, etc. Social networking tools Exercises, tests Instructors' own materials, materials produced by students

Starting level and linkage with other courses

The module is a part of professional studies in the Porvoo Campus competence-based curriculum. The level A1 module is aimed to students with no prior studies in Russian

language. The module advances the following competences: cultural awareness, customer understanding, business mindset and business communication. The module is expected to be followed by the module Russian Areal Studies 2 (5 ECTS).

Assessment criteria

Assessment criteria - grade 1

The student has some understanding of Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student is able to operate only when aided by other students and supervisors.

Assessment criteria - grade 3

The student is able to understand Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student is able to operate with tasks both in teams and independently.

Assessment criteria - grade 5

The student has an advanced understanding of Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student's activity and participation are excellent. The student displays a culturally aware business-oriented approach and is able to lead team work.

Russian Areal Studies 2, 5 cr - RUS2PO202

Learning objectives

The student is able to understand Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context.

Contents

- Basic language studies in oral and written Russian with themes: my language skills, study and work, traveling and traffic, restaurant, leisure time, hobbies
- Russian business operational environment and business culture

Execution methods

Inquiry learning:

Peer-to-peer learning

Tutorials

Possible company visits

Lectures and workshops

Independent study and teamwork

Recognition of prior learning (RPL) is not recommended in Areal Studies in Porvoo Campus

competence based curriculum, but all students are encouraged to choose an unfamiliar to them Areal Study module topic (5+5 ECTS)

Learning materials

Books on the content topics E-books and online articles Online tutorials Companies' web portals Relevant media, news agencies, quality press, etc. Social networking tools Exercises, tests Instructors' own materials, materials produced by students

Starting level and linkage with other courses

The module is a part of professional studies in the Porvoo Campus competence-based curriculum. The module advances the following competences: cultural awareness, customer understanding and a business mindset, research methods and communication. The module follows the global mindset activities in Learning Camps and is linked to environment and customer competence studies. The module is expected to be taken as a 5 + 5 ECTS module and can be later followed by a star module (5 ECTS).

Assessment criteria

Assessment criteria - grade 1

The student has some understanding of Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student's activity and participation are minimal The student is able to operate only when aided by other students and supervisors.

Assessment criteria - grade 3

The student is able to understand Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student's activity and participation are rather good. The student is able to operate with tasks both in teams and independently.

Assessment criteria - grade 5

The student has an advanced understanding of Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student's activity and participation are excellent. The student displays a culturally aware business-oriented approach and is able to lead team work.

Spanish Areal Studies 1, 5 cr - SPA2PO201

Learning objectives

ASSESSMENT

Assessment details can be checked from implementation plans (including attendance requirements).

Classroom activities

Individual assignments

Teamwork

Final deliverables

Peer assessment

Self-assessment

The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected in an electronic form.

Contents

CONTENTS

The themes of the module are 1) basic language studies in oral and written Spanish: me, family, friends, home; countries and cities; studying, work, restaurant, accommodation, traveling and traffic, branches of Industry; and 2) Spanish business operational environment and business culture, areal differences and trade relations.

WORKING LIFE CONNECTIONS

Possible company visits and guest lecturers and workshops from different companies and organisations.

INTERNATIONALITY

Possibility to operate with international teams and international lectures. Possible guest lecturers from international organisations and partner universities.

Execution methods

LEARNING METHODS

Inquiry learning:

Peer-to-peer learning

Tutorials

Possible company visits

Lectures and workshops

Possible excursions and study trip

Independent study and teamwork

The assessment of one's own learning 1 h

RECOGNISING AND VALIDATING PRIOR LEARNING (RPL)

If students have acquired the required competences in university level studies, can the prior learning be recognized and the credits transferred directly. In this case, contact your academic advisor. If students have acquired the required competences in previous work tasks, recreational activities or other earlier studies, they can show the competence with a demonstration. In this case, contact the responsible teacher.

More information and instructions for recognizing and validating prior learning (RPL) are available at MyNet.

Students with prior language skills in Spanish wishing to deepen their Spanish skills can take advanced Spanish language courses as a part of their free-choice studies.

Learning materials

LEARNING MATERIALS

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Starting level and linkage with other courses

The module is a part of professional studies in the Porvoo Campus competence-based curriculum. The level A1 module is aimed to students with no prior studies in Spanish language. The module advances the following competences: cultural awareness, customer understanding, business mindset and business communication. The module is expected to be followed by the module Spanish Areal Studies 2 (5 ECTS).

Assessment criteria

Assessment criteria - grade 1

The student has some understanding of the Spanish speaking world, Spanish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student's activity and participation are minimal. The student is able to operate only when aided by other students and supervisors.

Assessment criteria - grade 3

The student is able to understand Spanish speaking world, Spanish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student's activity and participation are rather good. The student is able to operate with tasks both in teams and independently.

Assessment criteria - grade 5

The student has an advanced understanding of Spanish speaking world, Spanish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate reliably in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student's activity and participation are excellent. The student displays a culturally aware business-oriented approach and is able to lead team work.

Spanish Areal Studies 2, 5 cr - SPA2PO202

Learning objectives

ASSESSMENT

Assessment details can be checked from implementation plans (including attendance requirements).

Classroom activities

Individual assignments

Teamwork

Final deliverables

Peer assessment

Self-assessment

The self-assessment of one's own learning does not influence the module grade. The self-

assessment and students' feedback to the module will be used for the module development. The feedback is collected in an electronic form.

Contents

CONTENTS

The themes of the module are 1) basic language studies in oral and written Spanish: me, family, friends, home; countries and cities; studying, work, restaurant, accommodation, traveling and traffic, branches of Industry;; and 2) Latin American business operational environment and business culture, areal differences and trade relations.

Execution methods

LEARNING METHODS

Inquiry learning:

Peer-to-peer learning

Tutorials

Possible company visits

Lectures and workshops

Possible excursions and study trip

Independent study and teamwork

The assessment of one's own learning 1 h

WORKING LIFE CONNECTIONS

Possible company visits and guest lecturers and workshops from different companies and organisations.

INTERNATIONALITY

Possibility to operate with international teams and international lectures. Possible guest lecturers from international organisations and partner universities.

RECOGNISING AND VALIDATING PRIOR LEARNING (RPL)

If students have acquired the required competences in university level studies can the prior learning be recognized and the credits transferred directly. In this case, contact your academic advisor. If students have acquired the required competences in previous work tasks, recreational activities or other earlier studies, they can show the competence with a demonstration. In this case, contact the responsible teacher.

More information and instructions for recognizing and validating prior learning (RPL) are available at MyNet.

Students with prior language skills in Spanish wishing to deepen their Spanish skills can take advanced Spanish language courses as a part of their free-choice studies.

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Starting level and linkage with other courses

The module is a part of professional studies in the Porvoo Campus competence-based curriculum. The prerequisite for this level A1 module is Spanish Areal Studies 1 or approximately 100 hours of prior Spanish language studies. The module advances the following competences: cultural awareness, customer understanding, business mindset and business communication. Students who wish to deepen their Spanish after completing this module can take the Intermediate and Advanced Spanish (5 ECTS).

Assessment criteria

Assessment criteria - grade 1

The student has some understanding of the Spanish speaking world, Spanish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student's activity and participation are minimal. The student is able to operate only when aided by other students and supervisors.

Assessment criteria - grade 3

The student is able to understand Spanish speaking world, Spanish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student's activity and participation are rather good. The student is able to operate with tasks both in teams and independently.

Assessment criteria - grade 5

The student has an advanced understanding of Spanish speaking world, Spanish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate reliably in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student's activity and participation are excellent. The student displays a culturally aware business-oriented approach and is able to lead team work.