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1. PRESIDENT'S GREETINGS

Dear Students of Vaasa Polytecnic !

Congratulations! You have been admitted to a modern and international polytechnic - Vaasa Polytechnic!

Our polytechnic is still fairly young - this is only the third academic year we are starting at our full extent as an independent, permanent polytechnic . Yet, our education has a long tradition: technical education dates back to 150 years and business economics to almost 100 years. Education in health care and social services, too, is reaching the age of 20.

Right from the start, our polytechnic has chosen three pillars to lean on now and in the future when developing our operation: high technology, international business and tourism and advanced health and social services. On this foundation we have built this multidisciplinary polytechnic with 3000 students that also meets the international quality standards. Therefore, our polytechnic provides excellent possibilities to obtain skills and experience that you after taking the degree will need in your future careers as experts and executives within technology, business economics and tourism and health care and social services.

Successful studying at polytechnic requires responsibility, self-initiative, planning skills and efficiency. Our teaching staff and other staff will assist you to the best of their ability to achieve your goals of receiving a high level and esteemed polytechnic degree.

One of the special objectives in polytechnic studies is that the students obtain information outside their own degree programmes and specialisation alternatives and through that they can see their professional expertise as part of the bigger picture.

In addition to the traditional study methods, problem-based project working and virtual studies have become more and more important learning methods. All our students will be familiar with these at some point of their studies.

The study guide for academic year 2002 -2003 is in three parts: in Finnish, in Swedish and in English. Each of them has general information about our polytechnic and its operation, polytechnic studies and regulations concerning the degrees, student services, financial aid, student activities and especially information about all degree programmes that start this autumn as well as the curricula of the specialisation alternatives.

We wish you success in your studies and hope you have an open mind for acquiring new knowledge. Despite a fast study pace - or perhaps because of it - it is worthwhile to remember that there is more to life than hard work. Your years of studying should not only be filled with toiling at studies but also with hobbies and recreation. In this respect Vaasa offers a good many interesting leisure activities.

Welcome to Vaasa Polytechnic!

Pentti Ruotsala
President

2. VAASA POLYTECHNIC

2.1. OPERATION IN GENERAL

2.1.1 Licence and units

Vaasa Polytechnic operating licence granted by the State Council has been valid since 1 August, 1999.

Vaasa Polytechnic consists of three educational units:

- Technology and Communication
- Business Economics and Tourism
- Health Care and Social Services

In addition to these, the Polytechnic has the Administration and Financial Unit, Development and Study Affairs Unit and Research and Business Service Unit.

2.1.2 Concept of Activity and Areas of Main Focus

Vaasa Polytechnic provides multilingual polytechnic education and, to support this, research and service activities in the fields of Technology and Communication, Business and Administration, Tourism, Catering and Institutional Management as well as in the field of Health Care and Social Services.

The main areas of focus are high technology, international business and tourism, health and social services. Co-operation between these areas is also considered important.

There is a strong emphasis on internationalisation and high educational standard of the instructors.

2.1.3 Degree Programmes and Degrees

Education is planned and implemented according to the customer's needs, the main emphasis being the high standards of the degrees, international competitiveness as well a good employment prospects for the graduates.

The available degrees are:

- Bachelor of Engineering,
- Bachelor of Business Administration,
- Bachelor of Hospitality Management, and
- Bachelor of Health Care and Social Services.

The corresponding titles are:

- insinööri (AMK); Bachelor of Engineering,
- tradenomi; Bachelor of Business Administration,
- restonomi (AMK); Bachelor of Hospitality Management,
- sairaanhoitaja (AMK); Bachelor of Nursing,
- terveydenhoitaja; Bachelor of Public Health Nursing, and
- sosionomi (AMK); Bachelor of Social Services

2.1.4 Degree Programmes

Education leading to a degree is implemented through degree programmes. In 2002 the following degree program will be commenced:

Degree in Engineering:

- Mechanical and Production Engineering (in Finnish)
- Building Engineering (in Finnish)
- Electrical Engineering (in Finnish)
- Information Technology (in Finnish)
- Environmental Technology (in Finnish)
- Information Technology (in English)

Degree in Business Administration:

- Business Economics (in Finnish)
- Business Economics (in Swedish)
- International Business (in English)
- Foreign Trade and Marketing (in German)
- Information Processing (in Finnish)
- Information Processing (in Swedish)

Degree in Hospitality Management:

- Hotel and Restaurant Business (in Finnish)
- Hotel and Restaurant Business (in Swedish)
- Hotel and Restaurant Business (in English)

Degree in Health Care and Social Services:

- Nursing (in Finnish)
- Public Health Nursing (in Finnish)
- Social Services (in Finnish)

The scope of the degree is measured as credit units (cu). One credit unit equals to 40 hours of student input in order to reach the objectives. As full-time studying, the scope of an academic year is 40 credit units.

The scope of the degree programs in engineering and nursing and health care is 160 credit units and the theoretical time in which the degree can be taken studying full-time is 4 years. The scope of other programs is 140 credit units and the corresponding time 3.5 years.

2.1.5 Research and Service Activities

Vaasa Polytechnic carries on problem-oriented, applied research directed at practical professions and their areas of activity. They also undertake custom-made research as well as training and other services.

2.1.6 Collaboration with Other University Level Institutes

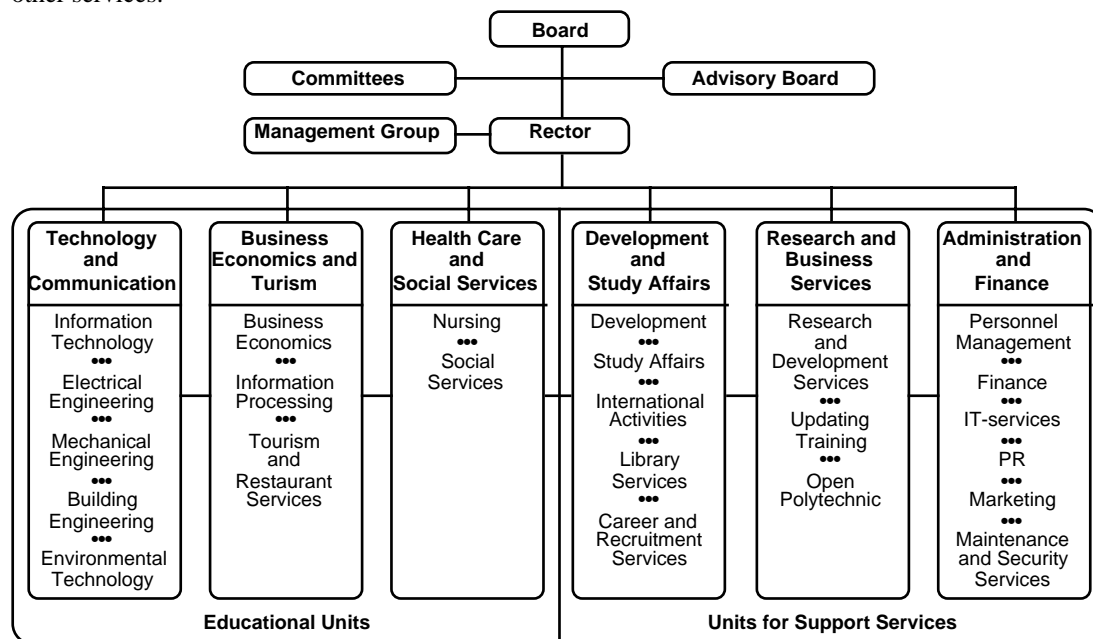
The main collaboration partners within the country are the university units in Vaasa and other Finnish universities and research institutes. Depending on the field different forms of co-operation based on practical needs have been established between these institutions.

There is also international co-operation on a wide basis with other universities. Vaasa Polytechnic has a few dozens of agreements of mutual co-operation with polytechnics abroad. Special areas of co-operation are the EU countries, Asia and Latin America.

2.2. ADMINISTRATION

2.2.1 Regulations Directing the Operation

The operation and administration of the Polytechnic is based on the legislation on polytechnics, the regulations approved by the City Council and on the operation regulations and degree regulations ratified by the Board of Directors.



2.2.2 Board

The supreme right of decision in the internal affairs of Vaasa Polytechnic is held by the 11-member-board appointed by the City Council. Two representatives of students, a representative of teaching staff and a representative of non-teaching staff also have the right to be present and the right to speak in the board.

2.2.3 Advisory Board

The purpose of the advisory board is to act as an expert body in the development of instruction and other operation as well as to establish and maintain connections with the business, industrial and working life. The advisory board has 12 members, nine of whom represent the various fields of business and industry and three members represent the staff and students of the Polytechnic.

2.2.4 Committees

To supplement the advisory board, there are three committees, one for each educational unit. Each committee has five representatives from the business, industrial and working life and three representatives from the Polytechnic, all appointed by the Board of Directors.

2.2.5 Management Group

The polytechnic has a management team to coordinate the operation of the polytechnic and to maintain and develop co-operation. The management team consists of the President and the deans of the educational units as well as a representative of students, Secretary general **Ms. Henna Kokko**.

2.2.6 President and Deans

Mr. Pentti Ruotsala has been appointed President of the Polytechnic by the City Board and **Ms. Raijaliisa Laakkonen** has been appointed Vice-President by the Board of Directors.

The units that give education leading to the degree are called educational units. The following persons have been appointed deans of the units and deputy rectors:

Technology and Communication:

Mr. Erkki Hakkarainen

Business Economics and Tourism:

Ms. Elisabeth Malka

Health Care and Social Services:

Ms. Raijaliisa Laakkonen

Administration and Financial Unit is headed by **Mr. Tuomas Hemminki**, Administrative Director, Development and Study Affairs Unit **Mr. Aki Valkonen**, Development Director and Research and Business Service Unit **Ms. Leena Vilkkuna**, Services Director.

2.2.7 Departments and Heads of Departments

Technology and Communication:

Department of Mechanical Engineering

Mr. Jorma Tuominen, Principal Lecturer

Department of Building Engineering

Mr. Martti Laaja, Principal Lecturer

Department of Electrical Engineering

Mr. Matti Ylivainio, Senior Lecturer

Department of Information Technology

Mr. Kalevi Ylinen, Principal Lecturer

Business Economics and Tourism:

Department of Business Economics

Ms. Kirsti Melin, Principal Lecturer

Department of Tourism and Restaurant Services

Ms. Elina Myllymäki, Senior Lecturer

Department of Information Processing

Mr. Kenneth Norrgård, Principal Lecturer

Health Care and Social Services:

Department of Nursing and Health Care

Ms. Raijaliisa Laakkonen, Dean

Department of Social Services

Ms. Raijaliisa Laakkonen, Dean

2.2.8 Board of Examiners

The Board of Directors have appointed a three-member board of examiners to deal with the requests for amendment concerning study credits. **Mr. Olavi Mäkinen**, Principal Lecturer, acts as a Chairman the other members being **Ms. Paula Lundman**, Senior Lecturer and student member **Mr. Hannu Uusitalo**.

2.3. GENERAL REGULATIONS

2.3.1 ID card

An ID card has to be worn in all premises of Vaasa Polytechnic. The card is valid only if it is equipped with the sticker denoting the academic year, available from the student office.

When beginning the studies, the students get an ID card free. If the card is lost or destroyed, a new card has to be ordered immediately. The finder of a lost card, when taking the card to the student office, will be paid a EUR 5 reward by the student who lost the card. The owner of the card can redeem the card by paying the reward or alternatively, order a new card which costs EUR 7.

2.3.2 The Agenda of the Academic Year 2002 - 2003

The opening ceremony of the academic year 2002 -2003 will be held on Tuesday 3 September at 15.00. There is no instruction during the opening ceremony.

Instruction on the part of the youth education will begin according to the weekly schedule on Monday 26 August, 2002 and will end in the Unit of Health Care and Social Services on Friday 23 May, 2003 and in other units on Friday 2 May, 2003.

Instruction for adult education will begin on Friday 23 August, 2002 and will end on Saturday 24 May, 2003.

2.3.3 Periods

Periods consist of eight weeks with breaks between as follows:

Period 1: 26.8. - 26.10.2002
Autumn break
14.10. - 19.10.2002

Period 2: 28.10. - 21.12.2002
Christmas break
23.12. - 4.1.2003

Period 3: 7.1. - 8.3.2003
Winter break
24.2. - 1.3.2003

Period 4: 10.3. - 3.5.2003
Adult education will end on
24.5.2003

Period 5: 5.5. - 23.5.2003

2.3.4 Awarding of the Degree Certificate

The degree certificate will have to be applied for with a form, available from the student office, which has to be submitted to the student office at least two (2) weeks before the desired day of graduation.

The application will be dealt with if all required studies have been completed at the time of submitting the application.

The rector decides on the awarding of the degree based on the motion made by the unit. If the degree cannot be awarded on the desired day, the application has to be renewed.

Degree certificates will be presented in the academic year 2002 - 2003 as follows:

Main function in autumn:
Friday 20. December, 2002

Main function in spring
Friday 23 May, 2003

Functions in smaller scale will be arranged once a month as follows:

Autumn semester:
23.8.2002, 27.9.2002, 25.10.2002 and
22.11.2002

Spring semester:
24.1.2003, 21.2.2003, 28.3.2003 and
25.4.2003

2.3.5 Weekly Schedules

Weekly schedules can be seen on the Polytechnic's web site and on the notice boards. The web site addresses are www.puv.fi

2.3.6 Admittance to the Polytechnic's Premises

The doors are open in the units as follows:

Technology and Communication:

Weekdays 7.30-19.00

Saturdays 7.30-16.00

Business Economics and Tourism:

Monday to Thursday 7.30-19.00

Fridays 7.30-17.00

Health Care and Social Services:

Monday to Thursday 7.30-16.30

Fridays 7.30-15.30

During the summer and breaks all units:

Weekdays 8.00 - 16.00

2.3.7 Group Codes

I-IT-n:	Information Technology (in English), n year
I-ET-n:	Electronics and Information Technology (in Finnish), n year
I-KT-n:	Mechanical and Production Engineering (in Finnish), n year
I-RT-n:	Building Engineering (in Finnish), n year
I-RY-n:	Building and Environmental Engineering (in Finnish), n year
I-SA-n:	Electrical and Automation Engineering (in Finnish), n year
I-ST-n:	Electrical Engineering (in Finnish), n year
I-TT-n:	Information Technology (in Finnish), n year
I-YT-n:	Environmental Technology (in Finnish), n year
T-AM-n:	Foreign Trade and Marketing (in German), n year
T-IB-n:	International Business (in English), n year
T-IT-n:	Information Processing (in Swedish), n year
T-FE-n:	Business Economics (in Swedish), n year
T-LT-n:	Business Economics (in Finnish), n year

T-TK-n:	Information Processing (in Finnish), n year
R-HR-n:	Hotel and Restaurant Business (in Finnish), n year
R-RB-n:	Hotel and Restaurant Business (in Swedish), n year
R-HB-n:	Hotel and Restaurant Business (in English), n year
S-SO-n:	Social Services (in Finnish), n year
S-SH-n:	Nursing (in Finnish), n year
S-TH-n:	Public Health Nursing (in Finnish), n year

After the number 'n' denoting the year of the group, one of the following letters is used if necessary:

A:	vocational school based education
B or C:	senior secondary school based education
E:	specialisation studies
K:	studies begun in January
V:	adult education

2.3.8 Group Tutor

Each group has a group tutor chosen among the teachers whose task is to monitor how the group advances in the studies and to guide in the matters concerning the studies.

2.3.9 Group Representative

It is recommended that each group elect a group representative whose task is to take care of the group's common matters and to inform the group of events and other important matters. The group representative and the vice-representative should be elected fairly quickly - and democratically - at the beginning of the academic year.

3. STUDIES AND PERFORMANCES

3.1. RIGHT OF STUDY

3.1.1 Duration of Studies

Everyone who has enrolled for attendance and still has study years left has the right of study.

The time reserved for studies is the time corresponding the scope of the degree program plus one year.

Therefore, the time that can be used for full-time studies is five years in degree programs of technology and communication and health care and in other degree programs 4.5 years.

The student who has not completed the degree within the set time will lose the right of study unless the Polytechnic grants her/him extension of time to complete the degree for special reasons.

Extension of time can be granted for no more than one year. Working while studying full-time is not regarded as special reason for granting extension. A free-form application for extension is filed with President of the Polytechnic. A plan how the student is going to finish the studies has to be enclosed with the application.

3.1.2 Enrolment

All students are to enrol once a year for attendance or non-attendance. Those who are continuing their studies enrol at the beginning of the autumn semester, new students enrol when they start their studies. The enrolment is made for the whole academic year or what is left of it. Only the students who have enrolled for attendance have the right of study. The Financial Aid Committee will be informed of the enrolment, therefore, the enrolment should be taken seriously since it affects the student's financial aid.

Enrolment for autumn 2002 is 15 August - 7 September, 2002.

New students enrol by using a enrolment form available from the student office.

Those continuing their studies enrol through WinhaWille on the Intranet at <https://secure.puv.fi/wille>.

In connection of the enrolment the students are to update their contact information and e-mail addresses by "contact information" on WinhaWille.

New students starting their studies in spring semester 2003 enrol between 2 January, 2003 and 15 January, 2003 using the enrolment form available from the student office.

Students who wish to change their non-attendance to attendance in mid-semester, enrol in the office immediately upon starting their studies.

3.1.3 Enrolment for Non-attendance

Enrolment for attendance can be changed to non-attendance in mid-semester by informing the student office of it.

The student can enrol for non-attendance during the studies but only for one semester at a time. This period of non-attendance is not included in the maximum duration of studies.

During the non-attendance the student cannot pursue studies, get any entries in the study register or receive financial aid. It should be noted that for the student to be eligible for unemployment benefit, the employment authorities require that the non-attendance takes at least a year and is irrevocable.

3.1.4 Resigning from the Polytechnic

A student who wishes to give up his/her student place to transfer to another institute or to working life or for some other reason, must fill in a resignation application, available from the student office. Before the application, the head of department or the study counsellor should be consulted.

3.1.5 Retaking a Study Year

The student can be granted a right to retake a certain study year from the beginning. A free-form written application for the right for the retake is filed with the Deputy Rector. The group tutor or the study counsellor should be consulted on the possibility for retake before the application.

3.1.6 Signing up for Study Units

Every student wishing to participate in a certain study unit must sign up for it personally to the teacher of the study unit. Signing up is a prerequisite for completing the study unit.

3.1.7 Denying the Right to Participate

The student can be denied the right to participate in a certain study unit if his/her basic knowledge on the subject is regarded as insufficient. The participation is denied especially if the lack of knowledge involves a safety risk.

3.1.8 Starting the Specialised Studies

The prerequisite for starting the specialised studies is that the student has completed first year studies and sufficiently basic studies, altogether 40 credit units. In the unit of Health Care and Social Services all professional basic studies have to be completed.

3.1.9 Starting the Thesis

The thesis is started during the third year. Instructions for writing the thesis can be found on the Internet at www.puv.fi under student services.

It is required that the student has completed the basic studies before he/she writes the thesis. In engineering programmes additional 20 credit units of specialised studies are required to be completed, which makes 100 credit units altogether. A minor shortage of credit units can be compensated with free-choice studies.

3.1.10 Free-choice Studies

The purpose of the free-choice studies is to expand and deepen one's professional knowledge.

They can be selected from the studies provided by Vaasa Polytechnic or from the studies provided by other university units. Study units that are completed elsewhere have to be agreed on with the Head of Department. Such study units are entered to the study register only on the basis of an application.

Free-choice study units provided by Vaasa Polytechnic are always held on Mondays and Thursdays starting at 3.15 pm. Signing up for the study unit held in spring takes place in autumn week 48 and signing up for the study units held in autumn week 17 in spring.

The third and fourth year students who still lack some free-choice studies take priority in signing up. Signing up for the study units held in spring takes place in autumn during week 48, and signing up for the study units held in autumn takes place during week 17 in spring. Students who sign up on a wrong day are not taken into account. The signing up takes place through WinhaWille <https://secure.puv.fi/wille>.

Further information on free-choice studies available from the study counsellors and heads of department.

3.1.11 Web Studies

Every student has to complete at least one study unit as so called virtual studies over the net. Study counsellors and heads of department give further information. The Polytechnic takes part in the expenses of such a study unit only if the Head of Department has given permission for it.

3.1.12 Extra Tuition

In addition to the basic tuition belonging to the study unit, it is also possible to arrange extra tuition for the students having great difficulties in achieving the minimum goals of the curriculum.

The initiative for the extra tuition can be made by either the student or the teacher. The amount of the extra tuition needed will be settled separately in each case.

The permission for extra tuition should be applied from the Deputy Rector with a form available from the student office or teachers.

3.1.13 Study Trips

The purpose of study trips is to get to know the field's industry, working sites, exhibitions and other comparative objectives. Trips that last over 24 hours are mainly arranged for senior year students.

During school terms, study trips are usually made within Finland and always under the teacher's supervision.

A filled-in application form must be filed with the Head of Department at least a week before the beginning of the trip. The following information should be found on the application form:

- trip programme with time-table and destination
- name of the supervising teacher
- name of the leading student
- re-organisation of the lessons, signed by the teachers
- the estimated cost of the trip.

During the time of the trip the only hours counted as lessons in co-ordinance with the time-table are the ones that are held by the supervising teacher. When applied, the Polytechnic might take part in the cost of the trip.

3.2. ASSESSMENT CRITERIA

The policy stated in the directives of the Vaasa Polytechnic quality manual are in compliance with the assessment that can be found at:

<http://www.puv.fi/vaakku/laatu/ohjeet/index.html>.

Here only the most important items are mentioned.

The fundamental principle is that the assessment is carried out by comparing the student's performances with the objectives of curriculum complied.

3.2.1 Scale of Grades

Performances are assessed using the scale excellent (5), good (4-3), satisfactory (2-1), fail (0). In exceptional cases, which are stated in the curriculum, performances are assessed using the scale pass/fail.

3.2.2 Assessment of Study Unit

The degree consists of study modules which on their part are constituted by study units.

A study unit is the smallest unit that can be assessed and entered to the study register. The scope, contents, requirements and other information can be found in the study guide.

The teacher of every study unit will give additional information on the implementation and requirements of the study unit, so *participation* right from the beginning of the study unit is very important.

A study unit includes at least one exam, assignment or other demonstration of one's knowledge. In order to pass the study unit, all required components have to be completed and passed.

3.2.3 Deciding on the Assessment of the Study Unit, Registering and Informing

The study unit is approved and the grade given by the teacher who gives the exams and receives other demonstrations. Full-time teachers enter the grades themselves into the Polytechnic's information system three weeks after the last demonstration has been given at the latest.

The student office registers the grades given by part-time lecturers on the basis of the list of grades submitted there.

The teacher has to inform the students with a notice when the grades are to be seen in the system and give information on the possible requests for adjustment (by when, where and when the teacher available). The students can monitor and check their grades through WinhaWille at <https://secure.puv.fi/wille>.

This calls for that the student has enrolled for attendance and has the necessary user name for the system. A forgotten user name/password can be renewed in the student office.

Additional information and assistance concerning Winha also available through e-mail at

tec-winha@puv.fi

bet-winha@puv.fi

hes-winha@puv.fi

3.2.4 Retakes of Study Units

The student is entitled to two retakes. After two failed retakes, the student has to give a written account of the reasons that have led to the situation with a suggestion of how to complete the study unit.

The student submits the account to the head of department and discusses the matter with the head. The head of department requests a statement from the teacher of the study unit, if necessary.

The alternatives are that the student gives a new demonstration on some part of the study unit or attends the whole study unit again from the beginning. If the student fails to raise an already passed grade, the original grade will not be lowered.

3.2.5 Amendments

The student has a right to know how the assessment criteria have been applied to him/her. The teacher who has assessed the student gives an account of the assessment.

The student, dissatisfied with the assessment and the account, can request an amendment from the teacher within 14 days from the day the results of assessment were given.

The student dissatisfied with the teacher's account can apply for the amendment from the Polytechnic's Board of Examiners within seven days from the day the account was given. The request for amendment, addressed to the Board of Examiners is delivered to the student office.

3.3. EXAMS AND TESTS

3.3.1 Organising

The exams and tests belonging to the basic completion of the study unit are arranged mainly during the teaching period. The departments draw up a schedule for these exams. The principle is that there can only be one exam per day.

The first retakes are arranged during the period following the study unit and the second retake in the beginning of the period following this. The purpose is to choose the retake dates so that every student wishing to participate has a possibility to do so. The date, duration and venue of the exam have to be announced at least two weeks before the exam.

The student is entitled to two retakes. The students have to follow the announced retake times. The teachers have no obligation to arrange any additional retakes. Not taking part in the retakes does not entitle the student to any extra retakes.

If the study unit is still uncompleted after the retakes, the head of department has to consult on the completion of the study unit.

3.3.2 Participation

The prerequisite for taking part in the exams is that the student has signed up for the study unit to the teacher. In addition, students have to sign up for the retakes according to the unit's instructions at least a week before the retake. The sign-up is binding. The student who has signed up but does not turn up for no valid reason, is regarded as having retaken the exam.

In the exam situation, the supervisors have the right to remove the students who do not follow the given instructions from the place.

The students must have the ID card issued by the Polytechnic or be able to prove their identity in some other way.

The students are allowed to have only pencils, pens, erasers and other writing and drawing tools with them and a calculator with a clearable memory. The memory of the calculator has to be cleared before the exam starts.

Mobile phones, bags, coats and caps and such have to be left outside the exam room. The use of dictionaries and the student's own, unchecked table books is forbidden. No papers or books are allowed to be brought in the exam room. All required papers and other material will be provided together with the exam questions in an envelope which can be opened after the permission has been given.

After the exam, all material is returned to the supervisor.

Discussion or other communication between the exam participants during the exam is forbidden and other behaviour which can be regarded as an attempt to cheat will lead to charges of cheating.

The student who is guilty of cheating or its attempt will be removed from the exam room immediately and his/her exam will be failed.

3.3.3 Exam Questions and Assessment

The exam has to include easy, average and difficult questions, so that approximately one third of the questions belong to each category. Easy questions are such that every student who has taken part in the instruction can answer them, while difficult questions require very good or excellent knowledge of the subject.

Requirements for passing the exam have to be announced to the students in the exam situation at the latest.

The exam is to be assessed so that the maximum number of points produces the grade of excellent (5) and the required minimum number of points the grade satisfactory (1). The other grades are defined by using a scale with equal intervals.

The knowledge required for passing the exam is announced at the beginning of the course.

3.3.4 Results and Amendments

Exam papers are not returned to the students but the teacher is to retain them for at least six months after the results have been published. The students have to be given the model answers and a possibility to see their exam papers and how they have been assessed by the teacher. The students also have a possibility to copy their own exam papers if they want to.

The list of results with only passed performances and the necessary statistical information (number of participants, group average) is put on the notice board.

The grades of the exam should be marked on the list, not only the number of points. The same procedure applies to all assessed demonstrations.

The teachers inform the students regarding the exam or other demonstration arrangements, model answers, possibilities to see the exam papers and amendments.

The results are to be published three weeks after the exam at the latest. If the results cannot be given within this time frame, the situation has to be made known to the students before the end of the three week dead-line. The results can be removed from the notice board two weeks after the publication.

In amendment of assessment, the procedure stated in 'Amendments' is applied.

3.3.5 Written Assignments and Seminars

Written assignments and seminars papers are comparable to exams and tests. Submitting an assignment by the dead-line is equivalent to the basic performance (exam, test) of a study unit. A new dead-line is equivalent to the first retake, etc. The dead-line of an assignment has to be informed to the students in writing at least two weeks before the dead-line.

3.4 CREDIT TRANSFER AND OTHER CREDITS

3.4.1 Credit Transfer

Studies completed earlier or practical training can be recognised as part of studies.

A free-form application of the credit transfer is filed with the Deputy Rector. New students apply the credit transfer by 15 September. In the following study years applications for credit transfer can be made whenever necessary. The application must include the name(s) of study unit(s) in question and grounds for the exemption with appropriate certificates.

The procedure is the same if the student wishes studies completed elsewhere than Vaasa Polytechnic to be recognised as free-choice studies. Studies completed elsewhere than Vaasa Polytechnic will not be mentioned in the degree certificate.

If the student has received financial aid earlier for these studies, s/he cannot count these credit transfers into credit units entitling to financial aid.

3.4.2 Credits Produced by Student Union Activities and Student Exchange

For activity in the Student Union, free-choice studies worth two (2) credit units at max. can be obtained. One year as a student tutor produces one credit unit. On both occasions, the assessment is on the pass/fail basis.

The credits must be applied for personally from the head of department. The application must be accompanied with a recommendation from the Student Union and personal report with information on the tasks and duties in the Student Union, obtained results, the time consumed and an estimate of what has been learned in the process.

By attending any seven lectures, given by visiting foreign exchange teachers the student can obtain one credit unit (1 cu) as free choice studies. The student is to write a summary of each of the lectures in English, Finnish or Swedish and submit them to the Head of the Department who then accepts the performance. Information about the Visiting Lectures can be found on the webpages of the Polytechnic.

4. DEGREE REGULATIONS

4.1. GENERAL REGULATIONS

4.1.1 Units

Vaasa Polytechnic, subsequently to be referred to as the Polytechnic, consists three educational units, which are Unit for Technology and Communication, Unit for Business Economics and Tourism, and Unit for Health Care and Social Services. In addition to these, the Polytechnic has and the Administration and Financial Unit, Development and Study Affairs Unit and the Research and Service Unit.

4.1.2 Educational Task

The task of the Polytechnic is contained in the Law and Act on Polytechnic Education (255/95 and 256/95).

The Polytechnic provides polytechnic level education in the fields of Technology and Communication, Business and Administration, Tourism, Catering and Institutional Management as well as Health Care and Social Services.

Polytechnic education is professionally oriented and science based.

The Polytechnic may provide professional adult and continuing education, study of work and professions and training for them, as well as applied research of service and development.

4.1.3 Degrees

Completed studies at the Polytechnic yield an academic degree (Law 391/91, 3 §).

The following degrees are provided by the Polytechnic:

1. Tekniikan ammattikorkeakoulututkinto (in Finnish), Bachelor in Engineering
2. Liiketalouden ammattikorkeakoulututkinto (in Finnish), Bachelor in Business Administration
3. Yrkeshögskoleexamen inom företagsekonomi (in Swedish), Bachelor in Business Administration

3. Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto (in Finnish), Bachelor in Hospitality Management
5. Yrkeshögskoleexamen inom turism- och kosthållsbranschen (in Swedish), Bachelor in Hospitality Management
6. Sosiaali- ja terveystieteiden ammattikorkeakoulututkinto (in Finnish), Bachelor in Health Care and Social Services

The specific titles of Polytechnic degrees for the part of the education during academic year 2002-2003 in accordance with the decision made by the Ministry of Education are the following:

Technology and Communication:
Insinööri (AMK); Bachelor of Engineering

Business and Administration:
Tradenomi; Tradenom; Bachelor of Business Administration

Hotel and Restaurant Business:
Restonomi (AMK); Restonom (YH); Bachelor of Hospitality Management

Health Care and Social Services:
Sairaanhoitaja (AMK); Bachelor of Nursing;
Terveystieteiden ammattikorkeakoulututkinto (in Finnish); Bachelor of Public Health Nursing;
Sosionomi (AMK); Bachelor of Social Services

The Ministry of Education decides on the new degree specific titles.

4.2. ORGANISING POLYTECHNIC EDUCATION

4.2.1 Degree Programmes

The Polytechnic implements degree programmes as ratified by the Ministry of Education each academic year. The degree programmes for academic year 2002 - 2003 with their respective scopes and specialisation alternatives follow the decision nr 47/401/2000

taken by the Ministry of Education on 16 June 2000.

The degree programme is an entity of studies designed and provided by the Polytechnic, focusing on a field of duties and their development, requiring vocational and professional expertise to meet the needs of working life.

The scope of a degree programme is 140-160 credit units. One credit unit equals an average of 40 hours of student work.

The degree programmes are composed of basic studies, specialised professional studies, practical training, a thesis and a maturity test. To obtain the right to practice a profession, the sector of Health Care and Social Services has observed the Law and Act (559/94 and 564/94) and the EU special directives concerning nursing.

The degree programmes are divided into specialisation alternatives, with the professional studies being partly directed into a unit that forms the basis for a professional field.

4.2.2 Study Units and Curricula

The studies will be planned and provided in periods, these forming the basic unit of studies and teaching. Part of the studies is compulsory, another part alternative or optional.

The curriculum of each degree programme specifies the name of each study unit, gives the scope in credit units, the goals and objectives, contents, amount of teaching and practical training as well as the assignments required.

The curricula of the degree programmes are approved by the Board of the Polytechnic.

4.3. STUDIES AT THE POLYTECHNIC

4.3.1 Basic Studies

The scope of basic studies is 60 - 100 credit units. The studies at the Polytechnic are divided into general basic studies and professional basic studies.

The aim of the basic studies is to familiarise the student with the objectives and contents of Polytechnic studies, to provide a foundation common for all further Polytechnic studies. General basic studies common to all students comprise Introductory Studies, Entrepreneurship and Society, Languages and Communication and Data Processing. In addition, Mathematics and Natural Sciences are included in the general basic studies.

The objectives of the professional basic studies in each degree programme is to familiarise the student with the concepts, essential theoretical and professional knowledge and skills together with major research results within the fields relevant for the degree programme. The purpose is to provide the student with a broad outline of the position and significance of the field concerned in the society, working life and international environment.

4.3.2 Language Studies

In the language studies common for all, the student must attain

- 1) a proficiency in both Finnish and Swedish which meets the requirements set in Law (149/22) concerning state officials and a proficiency that is an absolute condition for pursuing a career and professional development
- 2) a written and oral proficiency in one or two foreign languages which is an absolute condition for pursuing a career and professional development.

The Polytechnic may, because of birth status or other special reason, exempt the student from what has been regulated in clause 1).

4.3.3 Specialised Professional Studies

The scope of specialised professional studies is 20 - 40 credit units. The objective is to familiarise the student with the traditions of the respective professional fields, essential problem entities and applications with their scientific basis, so that the student is able to function independently in his/her professional field in specialised tasks and assignments after completed studies.

Specialised professional studies are divided into compulsory, alternative and optional studies.

4.3.4 Free-choice Studies

The extent of free-choice studies is at least 10 credit units. In addition to the Polytechnic's own selection of free-choice studies, the Polytechnic may accept studies from other polytechnics and universities home and abroad.

The respective unit will accept the combination of optional studies.

4.3.5 Practical Training

Practical training is planned to form a study entity incorporated in the study programme, with defined objectives, scope, contents and manner of performance. The extent of practical training is at least 20 credit units.

The objective is to familiarise the student under supervision with tasks at work both with applying the knowledge and skills in working life and with developing the student's professional basic proficiency. Insight into professional ethics of one's field is part of the objectives of practical training.

The educational unit in question is liable for acceptance and supervision of practical training as a part of the degree programme. In general, it is the student who is responsible for finding an employer who offers work placement, but the unit will assist in organising it. With regard to studies in Health Care and Social Services the unit concerned is, as a general rule, responsible for supplying a place for practical training.

There is a preference for international training when organising professional training.

4.3.6 Thesis and Maturity test

The extent of the Thesis is 10 credit units. The aim is to prove the student's ability to apply his/her knowledge and skills in professional and specialised tasks related with professional studies.

The thesis can be a single or multifield problem-oriented project, experimental or theoretical research work or design or development project.

This project always contains a written part, oral presentation and maturity test.

It is possible to do the Thesis as group-work, but then the share of each student must be identifiable for assessment.

Assessment of the project focuses on the student's activity, skills in independent acquiring and processing of information, recognising, analysing and solving of professional and scientific problems in one's own field, also in new practical situations, as well as in the quality of the written and oral presentations.

The maturity test is written on the topic of the thesis, given by the supervising lecturer under supervision. The maturity test is assessed both from the viewpoint of content as well as linguistically and the grade given is either a pass or a fail.

The topic of the thesis is accepted and the procedure defined by the respective unit.

4.3.7 Credit Transfer

Studies completed earlier or practical training corresponding to study units in the degree programme or parts of them may be accepted on the student's request as part of the studies. When accepting credits that are to be transferred the performance certificates and the relevance must be checked.

A similar procedure is employed during the course of the studies regarding study units completed at other organisations.

4.3.8 Completing a Degree

To complete the requirements for taking a degree at the Polytechnic the student must

1. participate in the forms of work of the study units of the degree programme in such a way that the objectives of the study units are fulfilled,
2. complete the study units described in the curriculum to be assessed as defined below,
3. complete the requirements for practical training,
4. complete the thesis,
5. complete the maturity test.

The Rector grants the degree and issues the certificate following the unit's motion.

The studies required for the degree have to be completed within a period of time that is one year longer than the scope of the degree programme.

4.3.9 Assessment and Certificates

Fulfillment of the Polytechnic degree objectives is assessed through an oral or written examination, an assignment or any other reliable methods of the assessment.

Assessment of the subjects is related to the set objectives. The following scale of grades is employed: very good (5), good (4 and 3), pass (2 and 1), and fail (0) or as follows: pass (S), fail (0). In addition, in credit transfer markings substituted (K) and exempted (V) are used.

Study units are assessed by the examiner in question. The outcome of assessment is public. When required, the student must receive feedback on his performance from the examiner. In rectifying the assessment, the procedure stated in the Act on Polytechnic Studies nr 256/95 23 § is complied.

The performance of a subject may be retaken a maximum of two times.

In addition to the degree and the degree programme, the certificate should contain the potential specialisation alternatives, the specialised professional studies, the essential contents of the degree, the topic for thesis, the language of the maturity test as well as the assessment of study achievements.

The student has the right to receive an extract from the study register from the institute during the course of his/her studies.

4.4. MISCELLANEOUS PROVISIONS

4.4.1 Planning, Developing and Assessment of Teaching

Planning and organising of the degrees, degree programmes and curricula together with their constant development, occurs both in collaboration with the other units and at the respective unit.

Development of the degree programmes will take place in co-operation with the universities and the representatives of working life.

4.4.2 Application of Degree Regulations

In case the need arises to interpret these degree regulations as a matter of discretion, the general principles of legal safety must be observed thereby.

Prior to taking decisions, all the parties involved must be sufficiently heard. All the decisions must be based on accepted standards and norms and should be public.

4.5. REGULATIONS CONCERNING TRANSITION AND VALIDATION

These degree regulations will become valid after being accepted by the Board. These degree regulations are valid from 1 August 2002 to 31 July 2003.

5. STUDENT SERVICES

5.1. STUDENT OFFICE SERVICES

Office hours

Monday to Friday 9.00 - 15.00

Services

- study register
- transcripts of register
- financial aid affairs
- student certificate
- other customer services

5.2. CARETAKER SERVICES

Inquiries about the keys and numbers of lockers intended for the students' use can be made at the caretakers. The caretakers are also responsible for the mail inside and between units.

The caretakers contact information:

Technology and Communication:
Tel. 040-866 7547

Technobothnia:
Tel. 040-726 3361

Business Economics and Tourism:
Tel. 040-527 3529

Health Care and Social Services:
Tel. 040-702 6486

5.3. CAREERS AND RECRUITMENT SERVICES

Careers and recruitment services give information on vacant jobs and creates opportunities for job seeking during studies.

Careers and recruitment services are closely connected with studying and to the teachers' and students' everyday work. The services are a natural and complementary part of work placement, theses and co-operation projects.

Careers and recruitment services are rendered by the placement co-ordinators of the units and study counsellors.

For more information:
www.puv.fi/rekry/index.htm .

At jobstep.net, the joint net recruitment service of Finnish polytechnics, you can look for vacant jobs, leave in your CV in e-form and even activate a 'watch dog' to keep a watch over interesting jobs for you.

An e-mail address is required for using Jobstep since it sends you information through e-mail.

On the first time you have to register yourself as a job seeker. After this you can register as a user. Your user name is your WinhaPro number (from the student management system), to which you add prefix VAMK (e.g. VAMK1234567). You can make up your own password, which has to be at least 5 characters.

On the website of the Polytechnic under Student services, Careers and Recruitment, there is a database providing information about work placement, subjects for thesis and jobs available. The database of companies is on the intranet and it is available only from the computers in Vaasa Polytechnic.

5.4. PRACTICAL TRAINING SERVICES

The purpose of practical training is to familiarise the student with the working environments and tasks of the future career, the operation of the organisations and with entrepreneurship.

The contents and scope of the training varies according to the degree programme. The scope

is always at least 20 credit units. However, in health care and social services the scope is 30 - 50 credit units.

It is possible to do the training abroad. In the degree programmes with other than Finnish as tuition language, the students have to complete part of their studies or training abroad.

The students are primarily responsible for acquiring a training placement themselves. In health care and social services, however, the polytechnic will acquire the training placements.

Each unit has their own placements co-ordinators who will assist with matters concerning practical training.

Placements co-ordinators:

Jouko Pakka, Technology and Communication
Tel. (06) 326 3109, 040-738 3904,
jouko.pakka@puv.fi

Kristina Österholm, Business Economics and Tourism
Tel. (06) 326 3514, 040-745 3514,
kristina.osterholm@puv.fi

Aila Markus, Health Care and Social Services
Tel. (06) 326 3815
aila.markus@puv.fi

The practical training is approved by the teacher responsible for training who also enters the credits to the study register.

5.5. STUDY GUIDANCE

The objective of study guidance is to give advice concerning study modules, selections, and studying at polytechnic. The students are guided towards independent and self-guiding studying and they are given assistance in problem situations. The aim is that the students get a clear picture of their own studies and professional career.

If you are interested in the following services, please, contact the student counsellor:

- information about student selection
- information about degree programmes and studies
- assistance in planning one's personal curriculum
- advice on optional and free-choice studies
- guidance in problem situation (delay in the studies, intermission of studies, resigning)
- information about further education
- assistance in planning one's career

The study counsellors also act as co-ordinators and contact persons in the matters of study guidance. They also give personal guidance.

Study counsellors

Riitta Aikkola, Technology and Communication, Health Care and Social Services
Tel. (06) 326 3106, 040-822 2615
riitta.aikkola@puv.fi

Antti Mäkelä, Technology and Communication
Tel. (06) 326 3107, 040-733 4154
antti.makela@puv.fi

Hilkka Vuorensivu, Business Economics and Tourism
Tel. (06) 326 3510, 040-516 3510
hilkka.vuorensivu@puv.fi

5.6 INTERNATIONAL ACTIVITIES

The Head of International Relations is responsible for international activities within the Polytechnic and for the co-operation between units. The co-ordinators are responsible for assisting in the matters concerning student exchange.

Vaasa Polytechnic is involved in European Union Sokrates- and Leonardo da Vinci programmes as well as in the Scandinavian Nord-Plus programme. Through these programmes, a great number of training placements can be offered, mainly second and third year students every year. Besides these networks, the Polytechnic has several international agreements of

mutual co-operation in Europe, Asia and America .

The application for the exchange placements is normally due during the spring semester of the previous academic year, by the end of February. For spring semester, there is also a separate application in previous autumn, by the end of October. The Polytechnic supports studies and training abroad by study grants and travel expenses support.

Additional information on training abroad is primarily given by the placements co-ordinators but you can make inquiries in labour offices and The Centre for International Mobility CIMO (contact information below). It is also worthwhile to keep an eye on notice boards.

It is possible to apply for studies abroad through programmes outside Vaasa Polytechnic but we recommend that you consult your own unit well in advance. Further information about studies and training abroad is given by the CIMO, Hakaniemenkatu 2 (PL 343), 00531 Helsinki, automatic telephone service 09-774 776 77 (24h), information service 0600-9-1020 (Mon-Thur 9 am -14 pm).

Further information about applications is available from the international office, on notice boards at the international offices and on the Internet.

An application form and enclosures are printable on the Internet. They are delivered to the international office.

International Office:

Wolffintie 30, FIN-65200 VAASA
international@puv.fi

Head of International Affairs:

Sari Salojärvi
sari.salojarvi@puv.fi
Tel. (06) 326 3013

International Affairs Coordinators:

Tuija Tammi
tuija.tammi@puv.fi
Tel. (06) 326 3105
Taija Mäenpää
taija.maenpaa@puv.fi
Tel. (06) 326 3041

Ritva Mertaniemi
ritva.mertaniemi@puv.fi
Tel. (06) 326 3042

European Credit Transfer System (ECTS)

The European Community promotes study abroad as a means of improving the quality of academic co-operation, thus bringing benefits to students and higher education institutions. The European Commission has developed a European Credit Transfer System (ECTS), which provides a way of measuring and comparing learning achievements, and transferring them from one institute to another.

The European Credit Transfer System guarantees full academic recognition and ensures that no time will be lost in completing a degree. This is achieved through the use of a common ECTS credit unit and a common ECTS grading scale. More than 1,200 institutions in the EU, EEA, Cyprus and the associated countries of central and Eastern Europe are using the ECTS for their student exchanges. Vaasa Polytechnic has the European Credit Transfer System in use.

The few rules of ECTS, concerning Information (on courses available), Agreement (between the home and host institutions) and the Use of Credit Points (to indicate student workload) are set out to reinforce this mutual trust and confidence.

ECTS documents

ECTS makes use of three important documents:
(1) The information package, which provides general information on the host institution as well as detailed descriptions of the degree programmes and courses available.
(2) The application form & learning agreement, which, in addition to providing personal data on the student, describes the study programme and the ECTS credits to be awarded after successful completion.
(3) The transcript of records, which shows the learning achievements of the student, both prior to and after the period of study abroad. The transcript indicates all courses taken by the student, the number of ECTS credits completed and the grades awarded to the student.

Benefits of ECTS

For the student the ECTS guarantees academic recognition of studies abroad and enables access to regular courses alongside local students, with the benefit of full participation in the academic life of the host institution. This characteristic of ECTS distinguishes it from many other student mobility programmes. ECTS enables further studies abroad. A student may prefer not to go back to the home institution after the study period abroad, preferring instead to stay at the host institution possibly to gain a degree – or to move to a third institution. For the higher education institutions ECTS improves access to information on foreign curricula and provides common procedures for academic recognition. The use of ECTS can also be a catalyst for reflection on course curriculum structures, student workload and learning outcomes. With ECTS the higher education institutions preserve their autonomy and responsibility for all decisions concerning the achievements of the student without amending existing course structures and assessment methods.

ECTS students

Students selected by each institution to participate in ECTS may only be awarded a student mobility grant if the student fulfils the general conditions of eligibility for the ERASMUS grant.

Students must be citizens of one of the EU Member States or citizens of Iceland, Liechtenstein or Norway. Students shall not be required to pay tuition fees at the host institutions; the student may, however, be required to continue to pay normal tuition fees to the home institution during the study period abroad.

The national grant/loan to which a student may be entitled for study at a home institution may not be discontinued, interrupted or reduced while that student is on exchange and is receiving an ERASMUS grant. The study period abroad should not last less than three

months or more than one year. Students in the first year of their studies are not eligible to receive ERASMUS grants.

ECTS Credits

ECTS Credits are a numerical value allocated to course units to describe the student workload required to complete them. They reflect the quantity of work each course requires in relation to the total quantity of work required in order to complete a full year of academic study at the institution. This includes the lectures, practical work, assignments, seminars, self-study, laboratory work, and exams or other assessment activities.

On average one (1) Finnish credit equals 1.5 ECTS credits. In ECTS, 60 credits represents the workload of one year of study; normally 30 credits are given for six months (a semester) and 20 credits for a term (a trimester).

Practical placement, thesis work and optional courses, which form an integral part of the course of study, also receive ECTS credits. Non-credit courses can only be mentioned in the transcript of records. ECTS credits are allocated to courses and are awarded to students who successfully complete the courses by passing the exams or other forms of assessment.

The ECTS Grading Scale

Examination and assessment results are usually expressed in grades. There are many different grading systems in Europe. The ECTS grading scale has been developed to help the institutions interpret the grades awarded to exchange students. The ECTS grade provides information on the student's performance in addition to that provided by the institution's grade, but does not replace the additional grade.

The following chart describes the dual use of the ECTS grading system. For example, the grade A means that the student's performance was excellent and that the student is among the top ten percent of students.

Finnish Scale	ECTS Scale	Definition	Percentage of Students
5 (4,2-5,0)	A Excellent	Outstanding performance with only minor errors	10
4 (3,4-4,1)	B Very good	Above the average standard with some errors	25
3 (2,6-3,3)	C Good	Generally sound work with a number of notable errors	30
2 (1,8-2,5)	D Satisfactory	Fair but with significant shortcomings	25
1 (1,0-1,7)	E Sufficient	Performance meets minimum criteria	10
0	FX Fail	Some more work required before the credit can be awarded	
HYL	F Fail	Considerable further work is required	

5.7. STUDENT HEALTH CARE

City of Vaasa Health Office is responsible for student health care. Health services provided by the units are for all students.

Public Health Nurses:

Technology and Communication:

Donald Esselström
Tel. (06) 325 2190
Mon - Thur 8.00-16.00 and Fri 8.00-14.15
(without appointment Mon - Thur 11.45-13.15 and Fri 8.00-9.00).

Business Economics and Tourism:

Gunvi Hietämäki and Sinikka Blomqvist
Tel (06) 325 2182
Mon - Thur 8.00-15.30 and Fri 8.00-15.00
(without appointment Mon -Fri 9-10 and 12-13)

Health Care and Social Services:

Gunvi Hietämäki
tel. (06) 325 2196
Mon - Tue 8.00-15.30 (without appointment Mon - Tue 8.00-9.00, 11.30-13.00)

Other health services:

Emergency duty at Main Health Centre:

Sepänkyläntie 14-16
tel. (06) 325 1700
Mon -Fri 16.00-23.00 and Sat - Sun 8.00-23.00.

Vaasa Central Hospital Emergency Room:

Hietalahdenkatu 2-4
tel. (06) 323 1111
Mon - Sun 23.00 - 8.00
fee EUR 15

Health Centres (open on weekdays 8.00-16.00):

Kirkkokuistikon terveystasema (Kirkkokuistikko Health Centre)
Kirkkokuistikko 26, tel. (06) 325 1666
(northern parts of town centre, Vaskiluoto, Sundom)

Hietalahden terveystasema (Hietalahti Health Centre)
Hietalahdenkatu 6, tel.(06) 325 2040
(southern parts of town centre, Hietalahti, Korkeamäki, Suvilahti)

Palosaaren terveystasema (Palosaari Health Centre)
Sepänkyläntie 14-16, tel. (06) 325 1703
(Palosaari, Kotiranta, Vöyrinkaupunki)

Gerbyn terveystasema (Gerby Health Centre)
Mäntymaantie 5, tel. (06) 325 1711
(Gerby, Isolahti, Peipponen, Västervik)

Huutoniemen terveystasema (Huutoniemi Health Centre)
Teinikuja 11, tel. (06) 325 1770
(Asevelikylä, Huutoniemi, Teeriniemi, Kiilapalsta, Melaniemi)

Ristinummen terveystasema (Ristinummi Health Centre)
Jyrsijänkatu 2, tel. (06) 325 1691
(Ristinummi, Vanha Vaasa, Teeriniemi, Runsor, Kråklund)

Mental health services:

Health centre psychologists, Kirkkopuistikko 28, by appointment Mon - Fri 8-11, tel. (06) 325 2031.

Mental health clinic, Hietalahdenkatu 2-4, Mon - Fri 8-16, tel. (06) 323 2272.

Vaasa Central Hospital Psychiatric Polyclinic, Sarjakatu 2 (in connection of Huutoniemi Hospital), Mon - Fri 8-21, Sat - Sun 12-18, tel. (06) 323 2392.
-centre for young drug abusers Klaara (for under 25 year old), Kirkkopuistikko 28, tel. (06) 325 2850.

Shelter, tel. (06) 312 9666, Vöyrinkatu 2, open 24 hours.

5.8. LIBRARY SERVICES

Vaasa Polytechnic Library offers full services to all its patrons. Opening hours are principally on weekdays from 9 am to 5 pm. Courses on the use of the library and its services are organised for new students.

The polytechnic library is divided into three branches: Technology and Information, Business Economics and Tourism, and Health Care and Social Services.

The polytechnic library services are complemented by other local libraries such as The Tritonia Academic Library and Vaasa City Library.

Vaasa Polytechnic Library offers full services to all its clients. The library is open on weekdays from 9 am to 5 pm.

Telephone numbers:

Technology and Communication:
(06) 326 3118

Business Economics and Tourism:
(06) 326 3516

Health Care and Social Services:
(06) 326 3807

5.9. DATA PROCESSING AND TELECOMMUNICATION

The students have access to computer facilities in all educational units. The facilities can be used according to given instructions also outside classes.

Most computers within Vaasa Polytechnic are connected to the telecommunication network, which through FUNET (Finnish University Network) is connected to the Internet. The computers are equipped with the applications needed for using the network.

The students have access to e-mail at the polytechnic provided that they apply for a user name. Normally, a user name is given to each student in connection with data processing classes. Private user names can be applied by using separate application forms available from the students offices. All students within Vaasa Polytechnic will be given the opportunity to use e-mail and computers.

Before starting to use a computer, we recommend that the students read the regulations concerning the use of computer facilities, computers and telecommunications, available on the Intranet at:

<http://www.puv.fi/vaakku/services/it/> .

Further information and solutions to problems at: <http://helpdesk.puv.fi>.

Information Systems Manager:

Timo Pitkäranta
Tel. (06) 326 3016
timo.pitkaranta@puv.fi

5.10 ADDITIONAL INFORMATION

There are notice boards and info-screens in every unit. You can find current information about matters concerning the unit, hobbies, jobs, books for sale etc. on info-screens every day.

On Vaasa Polytechnic web site at www.puv.fi you can find e.g. information of coming events. The internal Intranet can be found at www.puv.fi/vaaku , where you can find current issues, notices, decisions made by the Administration in real time and general information about the Polytechnic.

6. FINANCIAL AID

6.1. HOW TO APPLY FOR FINANCIAL AID

To finance the studies, the student has a possibility to apply for financial aid from KELA (National Pensions Institute). The purpose of the financial aid is to provide an income during the studies. The forms of aid are study grant, housing supplement and government-guaranteed student loans.

It is possible to file for aid for the whole study unit at one time. The months of the financial aid are nine per year.

Financial aid is also available for studies abroad, provided that the studies correspond to the studies entitled to aid in Finland and are part of a degree taken in Finland.

The student is to inform the Centre for Student Financial Aid of the change of address or changes in rent. The student is responsible to monitor his/her earned income within the annual exempt amount. If the student, according to the taxation data, has exceeded the exempt amount, the student is required to pay back the equivalent amount of aid plus 15% interest.

If the exempt amount is exceeded, it is possible to return the paid aid by the end of March. Months in which part of the aid is returned voluntarily by the dead-line are added back to your entitlement for aid.

Application forms and further information is available from the student office and study counselors.

More exact information is found in KELA's guide of financial aid which is available from KELA offices or student offices. Web site on financial aid can be found at: www.kela.fi/opintotuki/.

There is also a telephone service that deals with matters of financial aid at polytechnics between 9 am and 12 am at number 0204346650 or

general information between 8.15 am and 4 pm at number 0204346770.

6.2. FINANCIAL AID COMMITTEE

The Polytechnic has a statutory financial aid committee. Its operation has been prescribed in the statute more closely.

The function of the Financial Aid Committee is to:

- 1) determine the concept of 'full-time studying' for each degree and the general assessment criteria of advancing in the studies in the polytechnic in question;
- 2) give a report on the realisation of the grounds described in item 1 on part of a certain student, either on their own initiative or on request of KELA or the student.

To do so, the Financial Aid Committee monitors regularly the student's advancement in studies, gives admonitions and, if necessary, discontinued the financial aid. The financial aid is discontinued if the student has not obtained three credit units for each month eligible for aid. The Financial Aid Committee can also restore the aid if the student after the discontinuation obtains 15 credit units.

The Secretary of the Financial Aid Committee in the Polytechnic is

Ms. Päivi Paavola, tel. (06) 326 3017,
paivi.paavola@puv.fi.

The Secretary also receives the applications filed with the Committee.

The Financial Aid Committee assembles approx. once a month. The decisions made by the Committee are binding upon KELA.

6.3. SUMMER AID

The student is eligible for financial aid during the summer if s/he studies or is in practical training without pay (the pay is less than EUR 505 per month). The studies can be pursued e.g. at open university, summer university or other institutes that provide courses that can be recognised as compulsory or optional studies.

The Head of Department approves the summer studies and the teacher responsible for practical training or the Placement Co-ordinator approves the summer training.

Summer studies can be regarded as full-time if the student obtains at least three credit units of degree studies for each month eligible for aid. Furthermore, the studies and training must take at least 18 days in a month.

The financial aid is always applied in advance through the Vaasa Polytechnic Financial Aid Committee. The aid will not be paid retroactively.

The student must enclose the study plan for the summer and the report on summer aid with the application (form OTm). The forms are available from the student offices. The student office also receives the applications filed with the Committee.

6.4. EXCEEDING THE MAXIMUM AID PERIOD

Students who are delayed in their studies can be granted an extended aid period for a valid reason, such as illness or difficult life situation. Valid reasons do not include e.g. study arrangements, change of field of study or activities in the Student Union.

The application for the extension for the aid period is filed with the Financial Aid Committee (form OTm, report on change in circumstances) together with an account of reasons for delay and a certificate from the polytechnic of the studies left and a study plan. The forms are available from the student offices. The student office also receives the applications filed with the Committee.

7. STUDENT ACTIVITIES

7.1. VAMOK ry

Studying at polytechnic is not only hard work but one can talk about student life that comprises studying, hobbies and free-time activities.

The student is rarely alone against his/her own will because the students have a strong inclination to seek the company of the likes. There is a certain spirit among the students that unites students, regardless their interests, in studies and in free time.

The students are a group with each member as an individual but when necessary, everybody is ready to pull together. A good example of the students' activity are local student unions.

Vaasan Ammattikorkeakouloupiskelijat VAMOK ry (Vaasa Polytechnic Students) was established for the students of Vaasa Polytechnic in autumn 1996. Furthermore, there is a field-specific student organisation in each unit.

You become a member by paying the VAMOK's membership fee. The student can also join the field-specific organisation and the sports club VOSU ry.

VAMOK ry is a member of the Union of Finnish Polytechnic Students SAMOK ry.

VAMOK ry participates actively in guarding the students' interest on a national level with its own comments and opinions.

The supreme right of decision in VAMOK ry is held by the Representative Body, chosen by election where all polytechnic students have a vote. The election of 20 members for the representative body is held every autumn in all educational units of the polytechnic. The term of the representative body is one calendar year.

The representative body chooses the Chairman of the Board and other board members to implement the activity agenda in late autumn.

The term of the Board is also one calendar year. The Secretary General also works for the student union.

VAMOK ry office is located in Palosaari campus at Wolffintie 30. The board members are available in the units at agreed times every week.

VAMOK's objective is to develop the contents of the studies and instruction and to guard and promote the students' interests. As an example of activities, the various sports activities, parties and events (e.g. 'Olut-pialaiset', a sort of initiation of new students in September), student tutoring and involvement in developing the quality of education and study environment could be mentioned.

The student representatives for the Board of the Polytechnic, the Financial Aid Committee and development groups also goes through the student union.

Information on VAMOK activities is available on the Läystäke leaflet which is delivered to the pigeonholes of the group, on the Internet www.vamok.fi or by signing up for the student union's mailing group or by contacting the board members..

VAMOK's contact information:

Wolffintie 30, 65200 VAASA
Tel. (06) 326 3140, fax. (06) 326 3141
www.vamok.fi

E-mail addresses of the VAMOK board members and the Secretary General:

Chairperson:
puheenjohtaja@vamok.fi .

Educational politics responsible
kopo@vamok.fi.

Social politics responsible
sopo@vamok.fi

International affairs responsible
international@vamok.fi

Information officer
tiedotus@vamok.fi

Tutoring responsible

tutor@vamok.fi

Project responsible

projekti@vamok.fi

Entertainment responsible

huku@vamok.fi

Chairperson of the representative body

pj.edustajisto@vamok.fi

Secretary general

paasihteeri@vamok.fi

7.2. STUDENT DISCOUNTS AND BENEFITS

The student discounts of the academic year 2002 - 2003 have been negotiated in collaboration with VYY, Handelshögskolan and KAV. To get the discount, show your membership card. VR, Matkahuolto and several newspapers and insurance companies grant discounts on a national level. Further information available from the organisations, and a list of shops that grant discount can be found on the VAMOK's web site and on the membership magazine Nivaska delivered to the students' home.

Producing the membership card even in shops not mentioned on the list can be worthwhile. Furthermore, student unions of various polytechnics have negotiated local discounts, so it pays off to show the membership card in shops outside Vaasa.

Students who are permanent residents in Vaasa get a 25% discount in local bus traffic. There is a possibility for a meal once a day in each unit. The students pay for food themselves but the meals are subsidised by EUR 1,2 per meal. You can get a subsidised meal by showing your valid membership card or KELA subsidised meal- card in the restaurants that come under the subsidy. In addition to the restaurants in the units, the students are entitled to subsidised meals at least in the restaurant Mathilda of Vaasa University and in the canteen of the office building in Palosaari. Furthermore, some private restaurants, e.g. Cotton club at Yliopistonranta comes under the subsidy.

7.3. STUDENT TUTORING

In each educational unit of Vaasa Polytechnic, VAMOK arranges active student tutoring. The basic principle is the same in all units but there are also differences between the units.

The tutoring responsible in each unit takes care of the practical arrangements and training of student tutors.

The student tutors are volunteering second or third year students, chosen through interviews who want to share their experiences and time with new students. The student tutors also participate in the marketing of the polytechnic in various events, such as student recruiting fairs.

The purpose of tutoring is to make the starting and adaptation to new surroundings easier. The tutor is a support person and advisor who aims to create a good spirit in the group and a comfortable study environment. Tutors often are part of new students' life even outside school; they show you around the town and tell you about free-time activities.

The student tutors usually receive the new students together with the group tutor on the first day, give advice and important information e.g. about the practices at polytechnic, financial aid and practically about everything. As the studies get well on the way, the tutors take care of informing, maintaining the group spirit and help to solve problems to the best of their ability.

Tutors are sworn to secrecy about the students' private matters.

Contact information of the persons responsible for tutoring:

VAMOK ry
tutor@vamok.fi .

7.4. FIELD-SPECIFIC STUDENT ORGANISATIONS

There is a field-specific student organisation in every educational unit: in Technology and Communication it is called Valti, Business Economics and Tourism Bitumi and Health Care and Social Services Solmu..

These organisations concentrate on student matters and interests in their own unit. They also offer various services, e.g. book shop, café, photocopiers. .

VAMOK ry organises activities for students of certain department or degree programme. These can include e.g. visits to companies and expert lecturers. Furthermore, VAMOK strives for boosting the professional identity and knowledge.

7.5. SPORTS

The sports club VOSU (est. 1999) is responsible for sports activities.

VOSU has scheduled reservations at various sports hall for e.g. volleyball, badminton, basketball, football, floorball and aerobics. VOSU has participated in national student sports events in ice hockey, volleyball and street basket.

The Sports Secretary

Leena Saarvio
Tel. (06) 326 3019
liikuntasihteeri@vamok.fi

is responsible for organising the sports activities for the students and the staff.

8. CURRICULA

8.1. STRUCTURE OF CURRICULA

The curricula of Vaasa Polytechnic consist of Common Core Basic Studies, Specialised Professional Studies, Optional Studies, Practical Training and a Thesis followed by a Maturity Test.

The modules, objectives, contents and periods are presented in the tables for each degree programme starting from Chapter 8.2

8.1.1 COMMON CORE BASIC STUDIES

The scope of the basic studies is at least half of the total scope of the studies required for the degree.

The Basic Studies have been divided into General Basic Studies and Professional Basic Studies according to the degree programme.

8.1.2 SPECIALISED PROFESSIONAL STUDIES

The specialised professional amounts to 20 - 40 credit units.

The studies are based on modules of 10 credit units. The students choose at least two modules from their field of specialisation and at least one module from another specialisation alternative.

8.1.3 OPTIONAL STUDIES

All degree programmes include 10 credit units of optional studies. It is recommended that the students choose optional studies also in other educational units. All studies in the level of higher education are suitable. Study counsellors give further information on the applicability and the acceptance procedure of the studies taken outside the Polytechnic.

8.1.4 PRACTICAL TRAINING

During the practical training period the students familiarise with the working procedures and tasks in their own field of specialisation. The training period increases the students' professional skills and motivation. During the training period the students become acquainted with the activities, culture, work and social life of the organisation. The training period will emphasise internationalisation, entrepreneurship and professionalism.

The practical training in the Degree Programmes of Technology and Communication, Business and Administration as well as Tourism and Catering comprises 20 credit unit. In addition, professional studies include practical studies comparable to practical training. In the degree programmes of Health Care and Social Services the practical training takes place entirely in connection of professional studies as guided learning through work: in social studies 30 credit units, in health care 50 credit units.

You can apply for a training placement before or during your studies. Practical training related to the degree programme is to be carried out during the studies.

It is recommended that part of the practical training is completed abroad to develop an international competence. Students of degree programmes in foreign languages must complete a training or study unit of at least 3 months abroad.

The training period is only recognised after a written report has been presented and if it has been long enough.

Each educational unit will give more detailed information concerning the practical training of each degree programme. Each educational unit has a person responsible for arranging and giving information on the training.

8.1.5 THESIS

The objectives of the Thesis are:

- to give the student practise in individual data searching and applied research work
- to develop the student's oral and written communication skills
- to prove the student's professional proficiency

The Thesis comprises 10 credit units. It can be applied research work, planning and developmental work or a project work arranged by several educational units to cover different fields. The Thesis can be completed as team work but it is essential that each group member's participation can be proved and assessed.

The Thesis always involves a written assignment and a maturity test. They are mainly completed in the same language as the language of instruction in the degree programme.

The Thesis is completed mainly during the Specialised Professional Studies. Each educational unit decides on the Previous Knowledge and requirements needed for the work. The student attends seminars at his own institution.

A supervising lecturer is appointed at each institution. This lecturer assesses the written output of the work process on 1-5 scale.

Separate instructions are given for completing the thesis.

8.2. DEGREE PROGRAMME IN INFORMATION TECHNOLOGY

Subjects Code Study units		Credits									
		Higher Sec. Educ.					Voc. Sec. Educ.				
		Study/ year				Total	Study/ year				Total
1	2	3	4	1	2		3	4			
TOTAL EXTENT		40	40	40	40	160	40	40	40	40	160
IIT10000 COMMON CORE BASIC STUDIES		36	34	10	0	80	35	35	10	0	80
IIT11000 General Basic Studies											
IIT11100 Introductory Studies		1	0	1	0	2	1	0	1	0	2
CCC11101 Studies and Information Acquisition		1					1				
CCC11102 Ethics				1					1		
IIT11200 Entrepreneurship and Society		0	4	5	0	9	0	4	5	0	9
CCC11201 Public Economy				1					1		
CCC11202 Entrepreneurship			2					2			
ICC11201 Basics of Business Administration			2					2			
CCC11203 Basics of Quality Management				2					2		
CCC11204 Man in the Working Community				2					2		
IIT11300 Languages and Communication		6	2	2	0	10	9	4	2	0	15
CCC11301 Finnish for Foreigners 1			2					2			
CCC11302 Finnish for Foreigners 2								2			
CCC11311 Kommunikation inom arbetslivet (Finns)								2			
ICC11311 Tillämpningar av fackspråket (Finns)			2					2			
CCC11321 Working English							3				
CCC11322 Communication Skills		3					3				
ICC11321 Professional English		3					3				
CCC11330 Optional Foreign Language				2					2		
IIT11400 Data Processing		3	2	0	0	5	3	2	0	0	5
CCC11401 Basics of Data Processing		1					1				
ICC11401 Basics of Programming		2					2				
CCC11402 Basics of Internet			2					2			
IIT11500 Mathematics		5	5	0	0	10	7	5	0	0	12
ICC11510 Algebra and Geometry							2				
ICC11503 Analytic Geometry and Linear Algebra		2					2				
ICC11504 Differential Calculus		2					2				
ICC11505 Basics of Mathematical Software		1					1				
ICC11506 Integral Calculus			2					2			
ICC11511 Series and Multivariable Analysis			2					2			
ICC11509 Statistics and Probability Theory			1					1			
IIT11600 Natural Sciences		6	5	0	0	11	6	5	0	0	11
ICC11605 Mechanics and Electricity		3					3				
ICC11603 States of Matter		2					2				
ICC11604 Wave Motion and Atomic Physics			2					2			
ICC11610 Laboratory Exercises of Basic Physics		1					1				
ICC11611 Laboratory Exercises of Modern Physics			1					1			
ICC11609 Chemistry and Environment			2					2			

Continues on the next page

Subjects Code Study units		Credits									
		Higher Sec. Educ.					Voc. Sec. Educ				
		Study year				Total	Study year				Total
		1	2	3	4		1	2	3	4	
IIT12000 Professional Basic Studies											
IIT12100	Design Methods	5	5	0	0	10	3	5	0	0	8
IEI12101	Electronics and Software Documentation	2									
IEC12102	Electrical Safety	1					1				
IEI12102	Computer Aided Design of Electronics		2					2			
IEC12103	Product Development and Production Eng		2					2			
IEI12107	Computer Aided Mechanical Design		1					1			
IEI12106	C-Programming	2					2				
IIT12200 Theory of Electrical Circuits		2	5	0	0	7	0	4	0	0	4
IEI12201	Direct and Alternating Current Circuits	2									
IEI12202	Circuit Analysis		2					2			
IEC12204	Transient and Frequency Analysis		2					2			
IEC12205	Electrical Circuits Laboratory Exercises		1								
IIT12300 Automation Engineering		0	2	2	0	4	0	2	2	0	4
IEC12301	Basics of Automation Engineering		2					2			
IEI12301	Robotics			2					2		
IIT12400 Electronics and Information Technology		8	4	0	0	12	6	4	0	0	10
IIT12406	Electronic Components	1									
IIT12407	Basics of Electronic Circuits	1					1				
IEC12402	Electronics Laboratory Exercises	1					1				
IIT12408	Basics of Digital Electronics	1									
IIT12409	Digital Systems	1					1				
IIT12404	Computer Engineering Lab. Exercises	1					1				
IEI12401	Basics of Operating Systems	2					2				
IEI12402	Microcomputers		2					2			
IEC12405	Basics of Telecommunications		2					2			
IIT20000 SPECIAL. PROFESSIONAL STUDIES		0	0	26	14	40	0	0	26	14	40
IIT21000 Specialisation Alternative of Electronics and Computer Engineering											
IIT21100	Microcomputer	0	0	10	0	10	0	0	10	0	10
IEI21101	Industrial Electronics			2					2		
IEI21102	Microprocessors			2					2		
IEI21103	Electronic Design			2					2		
IEI23103	Digital Signal Processing			2					2		
IEI21104	Microelectronics Laboratory Exercises			2					2		
IIT21200 Embedded Systems		0	0	0	10	10	0	0	0	10	10
IEI21201	Embedded Systems Design				3					3	
IEI21202	Real Time Operating Systems				2					2	
IEI21205	Embedded Internet				2					2	
IEI21204	Embedded Systems Project				3					3	
Continues on the next page											

Subjects Code Study units		Credits									
		Higher Sec. Educ.					Voc. Sec. Educ				
		Study year				Total	Study year				Total
		1	2	3	4		1	2	3	4	
IIT22000 Specialisation Alternative of Software Engineering											
IIT22100	Software Engineering	0	0	10	0	10	0	0	10	0	10
IEI22101	Databases			3					3		
IEI22102	Object Oriented Programming			3					3		
IEI22103	Structured Analysis and Software Specific.			2					2		
IEI22104	Java Programming			2					2		
IIT22200 Information Systems		0	0	0	10	10	0	0	0	10	10
IEI22201	Information System Design				3					3	
IIT22205	C++Programming				2					2	
IEI22203	Windows Programming				2					2	
IEI22204	Information System Development Project				3					3	
IIT23000 Specialisation Alternative of Telecommunication Engineering											
IIT23100	Data Transmission Engineering	0	0	10	0	10	0	0	10	0	10
IEI23101	Communication Systems				2				2		
IEI23102	Math. Methods in Telecommunication				1				1		
IEI23103	Digital Signal Processing				2				2		
IEI23104	Computer Networks				3				3		
IEI23105	Data Transmission Laboratory Exercises				2				2		
IIT23200 Telecommunication Systems		0	0	0	10	10	0	0	0	10	10
IEI23201	Broadband Networks				3					3	
IEI23202	Mobile Telecommunication				2					2	
IEI23203	DSP Advanced Course				2					2	
IEI23204	Telecommunications Lab. Exercises				3					3	
IIT24000 Specialisation Alternative of Production Economics											
IIT24100	Industrial Economics	0	0	10	0	10	0	0	10	0	10
ICM22101	Management Accounting				3				3		
ICM22103	Production Control				2				2		
ICM22104	Financial Accounting				2				2		
ICM22105	Basics of Marketing				2				2		
ICM22106	Business Mathematics				1				1		
IIT24300 Business Process Development		0	0	0	10	10	0	0	0	10	10
ICM22201	Market Research				1					1	
IIT24301	eBusiness in Production				1					1	
ICM22307	Supply Chain Management				3					3	
ICM22209	Corporate Planning				3					3	
ICM22208	Company Development				2					2	
Continues on the next page											

Subjects Code Study units		Credits																		
		Higher Sec. Educ.					Voc. Sec. Educ													
		Study year				Total	Study year				Total									
		1	2	3	4		1	2	3	4										
IIT26000 Specialisation Alternative of IT-project																				
IIT26100	Basic IT-Project	0	0	0	10	10	0	0	0	10	10									
IIT26101	Basics of Projectwork				2					2										
IIT26202	Project				8					8										
IIT29000 Separate Professional Modules																				
IIT29100	Technical Mathematics	0	0	10	0	10	0	0	0	10	10									
ICC29101	Integral transforms and discrete math.			2						2										
ICC29102	Matrix Calculations			2						2										
ICC29103	Numerical Methods			2						2										
ICC29104	Statistics			2						2										
ICC29105	Vector Analysis			2						2										
IIT30000 OPTIONAL STUDIES		1	3	3	3	10	2	2	3	3	10									
IIT40000 PRACTICAL TRAINING		3	3	3	11	20	3	3	3	11	20									
IIT50000 THESIS		0	0	0	10	10	0	0	0	10	10									

8.2.1 OBJECTIVES OF THE DEGREE PROGRAMME

The goal of the programme is to provide knowledge and skills in versatile planning, research, production, marketing and administration activities required especially in export and international projecting in mechanical and production engineering. Active use of computers at different stages of the production process is emphasised.

8.2.2 COMMON CORE BASIC STUDIES

GENERAL BASIC STUDIES

Introductory Studies

CCC11101 Studies and Information Acquisition, 1 cu

Objectives

The student will get familiar with the functions of the Vaasa Polytechnic and the learning environment and learning community as well the degree programmes and learning methods. The student will learn to draw out his/her own study plan and to use various information services.

Contents

The learning environment in the Polytechnic, students' health care, financial aid to students and other measures of support; engineer's job description and typical tasks, one's own degree programme and various learning methods; library and information services and the basics of information management.

Course Material

Study guides, material produced by the library, any other material given by the teacher.

Completion and assessment

Passing the given assignments, drawing out a personal studying program. Assessment on the pass or fail principle.

CCC11102 Ethics, 1 cu

Objectives

The student will get a good understanding of ethical issues with a view to engineering. In all his activities he will be able to consider the demands made by the environment and the society.

Contents

Different basis of values, individual responsibility, duties and morals.

Course Material

Handouts provided by the lecturer.

Completion and assessment

Lectures, exercises and examination; assessment on the pass or fail principle.

Entrepreneurship and Society

CCC11201 Public Economy, 1 cu

Objectives

The student will know the concepts related to national economy and will acquire an integral view of the structure, nature and development of national economy.

Contents

Concepts related to national economy; the national economy of Finland, the structure, functions and development of its various sectors.

Course Material

Case and Fair. Principles of Macroeconomics. 2nd Edition.

Completion and assessment

Lectures, exercises, examinations.

CCC11202 Entrepreneurship, 2 cu

Objectives

The student will acquire a view of entrepreneurship in general as well as the skills required for self-employment. The student familiarises him/herself with the corporate planning and the criteria for choosing the form of enterprise.

Contents

Entrepreneur and enterprise environment, the qualities of an entrepreneur, impediments and incentives of entrepreneurship, entrepreneurship as a career and occupation, 'inner' entrepreneurship, company networking and international comparison of entrepreneurship, establishing a business, corporate planning, the aims of entrepreneurship and choosing the form of enterprise.

Course Material

Thomas W. Zimmerer and Norman M. Scarborough. Essentials of Entrepreneurship and Small Business Management. 2nd Edition.

Completion and assessment

Lectures, teamwork, exercises, examinations.

ICC11201

Basics of Business Administration, 2 cu

Objectives

The student will have an understanding of the interaction between the various economical functions of a company, will be able to use parameters for assessing different business activities and will be able to monitor the operational process successfully.

Contents

Operational processes of a company. Interrelation between the profitability, quality and productivity. Parameters for measuring the financial state of a company. Classification and directing of costs. Basics of pricing, budgeting and investment accounting.

Course Material

Thomas W. Zimmerer and Norman M. Scarborough. Essentials of Entrepreneurship and Small Business Management. 2nd Edition.

Completion and assessment

Lectures, teamwork, assignments, examinations.

CCC11203

Basics of Quality Management, 2 cu

Objectives

The student will have an integral understanding of the quality control related to products and operations and the role played by quality in the profit making and continuous operation of the company.

Contents

The concept and components of quality. The role played by quality on the profit of the company. History, different improvement principles. Quality control by means of quality systems and their use as basis for continuous development work. Integral quality during the product's life span.

Course Material

Gary K Griffith. The Quality Technician's Handbook. 3rd Edition. Amitava Mitra. Fundamentals of Quality Control and Improvement. 2nd Edition.

Completion and assessment

Lectures, exercises and examinations.

CCC11204

Man in the Working Community, 2 cu

Objectives

The student will learn the principles of the modern flexible working environment and will appreciate the way it functions. The student will be able to apply this knowledge to developing her/his own working environment.

Contents

Principles of work and organisation behaviour, leadership and management, issues related to personnel policy, wages and occupational safety.

Course Material

Stephen P. Robins and Mary Coulter. Management. 6th Edition.

Completion and assessment

Lectures, assignments, examinations.

Languages and Communication

CCC11301

Finnish for Foreigners 1, 2 cu

Objectives

Producing basic structures both orally and in writing; managing in elementary functional situations.

Contents

Pronunciation, basic verbal conjugation and

main endings in nouns, elementary vocabulary and situational phrases.

Course Material

Lepäsmaa & Silferberg. Suomen kielen oppikirja, units 1 - 6.

Completion and assessment

Lectures, oral and written exercises, examinations.

CCC11302

Finnish for Foreigners 2, 2 cu

Objectives

The student will be able to produce the main structures of Finnish, develop reading skills in Finnish, manage in standard functional situations and become aware of the Finnish culture.

Contents

Structural and syntactic features of Finnish, communication tasks, text analyses, introduction to Finnish culture.

Previous Knowledge

Finnish for Foreigners 1.

Course Material

Lepäsmaa & Silferberg. Suomen kielen alkeisoppikirja, units 7 - 14.

Completion and assessment

Lectures, oral and written exercises, examinations.

CCC11311

Kommunikation inom arbetslivet (Finns), 2 cu

Objectives

The student will acquire the basic skills required in working life.

Contents

Basic structures of the language, central vocabulary of general Swedish, basics of professional vocabulary, oral and written communication, use of reference books.

Previous Knowledge

Comprehensive and vocational school Swedish.

Course Material

To be announced at the beginning of the unit.

Completion and assessment

Lectures, oral and written exercises, examinations.

ICC11311

Tillämpningar av fackspråket (Finns), 2 cu

Objectives

The student will learn the Swedish required from civil servants working in bilingual areas and which is necessary for successful pursuing of duties and improvement of professional skills. (Law 149/22).

Contents

Special features of professional Swedish and its common core vocabulary, oral and written communication meetings, negotiations, business letters, job applications and other documents.

Course Material

To be announced at the beginning of the unit.

Completion and assessment

Lectures, oral and written exercises, examinations.

ICC11312

Avancerad facksvenska, 2 cu

Objectives

To give the student an ability to manage in more demanding situations in working life, to increase the knowledge of terminology and working culture in one's own field and to familiarize the student with regional characteristics.

Contents

Oral and written exercises, negotiations and short presentations and assignments related to these. Versatile cultural knowledge.

Previous Knowledge

Kommunikation inom arbetslivet, Tillämpningar av fackspråket

Course Material

To be announced at the beginning of the unit.

Completion and assessment

Lectures, oral and written exercises, examinations.

CCC11321
Working English, 3 cu

Objectives

The student will become familiar with the basic communication proficiency required for understanding and production of spoken and written text in working life context for engineers.

Contents

Texts, structures and terminology of engineering English, communication exercises in the form of product and company presentations

Previous Knowledge

Diagnostic test.

Course Material

Handouts, dictionary and basic grammar.

Completion and assessment

Lectures, oral and written exercises, examinations.

CCC11322
Communication Skills, 3 cu

Objectives

The student will acquire sufficient language skills needed in academic instruction given in English.

Contents

Writing skills for study purposes: essays, reports and test answers; proofreading, editing and use of dictionaries; accurate and appropriate language usage. Speaking skills: class room situations, reporting and pronunciation. Reading skills: reading effectively from textbooks, journals and media sources. Note-taking skills from lectures and texts. Information gathering skills from library resources, Internet, CD-ROMs etc.

Previous Knowledge

English of higher secondary school or Working English

Course Material

To be announced at the beginning of the unit.

Completion and assessment

Examinations, oral and written assignments, continuous assessment.

ICC11321
Professional English, 3 cu

Objectives

The student will acquire sufficient language skills in professional context.

Contents

Professional writing skills (business letters, job application procedure, production of subject-specific texts); professional speaking skills (business calls, negotiations, meetings, company presentations, job interview)

Previous Knowledge

Communication Skills, Working English.

Course Material

To be announced at the beginning of the unit.

Completion and assessment

Examinations, oral and written assignments, continuous assessment.

ICC11322
Advanced Professional English, 2 cu

Objectives

To improve the students language skills for the needs of working life and further studies.

Contents

Working life related advanced speech and writing practice.

Previous Knowledge

Communication Skills, Working English, Professional English.

Course Material

To be announced at the beginning of the unit.

Completion and assessment

Lectures, oral and written exercises, examinations.

CCC11330
Optional Foreign Language, 2 cu

Objectives

The student improves according to his/her own choice his/her professional language skills either in English or in Swedish or takes up a new foreign language.

Contents

The language can be chosen during the first study year according to the student's own wishes, previous knowledge and the institute's possibilities to arrange courses.

The options are as follows:

- 2nd Foreign Language, Basics, see CCC11331
- 2nd Foreign Language, Working Language, see CCC11332
- 2nd Foreign Language, Professional Language, line-specific contents, see ICC11331
- Advanced Professional English, line-specific contents, see ICC11322
- Avancerad facksvenska, line-specific contents, see ICC11312

CCC11331

2nd Foreign Language, Basics, 2 cu

Objectives

The student will be able to manage in basic situations of every-day life.

Contents

The language will be chosen during the first study year. Pronunciation and intonation, basic vocabulary, phrases and structures, cultural differences in every-day communication situations.

Completion and assessment

Lectures, oral and written exercises, exams.

CCC11332

2nd Foreign Language, Working Language, 2 cu

Objectives

The student will be able to manage in professional situations and develop related language skills.

Contents

The language will be chosen during the first study year. The working culture in this language speaking countries, special features of technical language, terminology, oral and written messages, ability to use resource material.

Previous Knowledge

Comprehensive school level or equivalent.

Completion and assessment

Lectures, oral and written exercises, exams

ICC 11331

2nd Foreign Language, Professional Language, 2 cu

Objectives

The language will be chosen during the first study year. The student will be able to communicate correctly in business situations, manage in professional situations and develop related language skills.

Contents

Cultural differences between Finnish and this language speaking countries, topics related to production and industry in these countries, oral and written communication, central technical terms.

Previous Knowledge

Higher secondary school level or equivalent

Completion and assessment

Lectures, oral and written exercises, exams.

Data Processing

CCC11401

Basics of Data Processing, 1 cu

Objectives

A student will be able to use a personal computer in his studies.

Contents

The use, structure and operation of computer hardware, operating systems and user interfaces, the basics of MS Word, Ms Excel and Email.

Course Material

Blissmer. Introducing Computers, Wiley & Sons.

Henno. Computer-hypermedia book, Computer.tbk, VITECH local area network, VITECH.

Completion and assessment

Lectures, exercises and examinations.

ICC11401

Basics of Programming, 2 cu

Objectives

The student will have a good understanding of the modern software process and the principles of programming in the microcomputer environ-

ment. He will also have a good conception of the compatibility of software, computer hardware and operating systems and their impact on software development. The primary objective is to learn to create simple programs.

Contents

Different phases of software process and the lifetime of a program. Principles of using the C-language by using a modern tool. Structure of C, its commands and control structures, strings and tables.

Previous Knowledge

Basics of Data Processing.

Course Material

Tucker Allen B.[.et al.]. Fundamentals of Computing I: logic, problem solving, programs and computers, McGraw-Hill, 1995

Completion and assessment

Lectures, exercises, individual design and programming projects. Examination.

CCC11402

Basics of Internet, 2 cu

Objectives

The student will be able to perceive the formation of computer networks and is able to use Internet and produce documents for it.

Contents

Computer network and its structure, the basic use of Internet, electrical communication, digitalisation of picture, the use of www-tools making the student's own homepage and principles of maintaining the websites.

Previous Knowledge

Basics of Data Processing.

Course Material

WWW-pages of the study unit.

Completion and assessment

Lectures, exercises and examinations.

Mathematics

ICC11510

Algebra and Geometry, 2 cu

Objectives

Proficiency in algebra and geometry of students graduated from vocational schools is brought to the level of the general mathematics course of higher secondary school.

Contents

Equation systems, functions (polynomials, ratios, power-, exponential and logarithmic functions), exponential and logarithmic equations, graphical and numerical solutions of equations, plane geometry, vectors in the plane, classical space geometry, trigonometric functions.

Previous Knowledge

Mathematics of vocational school or equivalent.

Course Material

Croft, Davison & Hargreaves, Engineering mathematics. Addison-Wesley.

Completion and assessment

Exercises and examination.

ICC11503

Analytic Geometry and Linear Algebra, 2 cu

Objectives

Proficiency of students in algebra and geometry is brought to the engineering level.

Contents

Trigonometric relations and equations, complex numbers, 2nd degree curves in the plane, basics of determinants and matrices, inequalities and linear optimisation, space vectors.

Previous Knowledge

Mathematics of vocational school and higher secondary school.

Course Material

Croft, Davison & Hargreaves, Engineering mathematics. Addison-Wesley.

Completion and assessment

Exercises and examination.

ICC11504
Differential Calculus, 2 cu

Objectives

Basics of differential calculus with applications and achievement of calculational ability.

Contents

Limits and continuity, the derivative, derivatives of functions, combined functions and inverse functions, numerical derivation, arc and hyperbolic functions, the differential, extreme values.

Previous Knowledge

Analytic geometry and linear algebra.

Course Material

Croft, Davison & Hargreaves, Engineering mathematics. Addison-Wesley.

Completion and assessment

Exercises and examination.

ICC505
Basics of Mathematical Software, 1 cu

Objectives

The student is familiarised with software for numerical and symbolic mathematics and its use in producing documents.

Contents

General review of mathematical software for PC's, the use of DERIVE and MATHCAD in solving mathematical problems, applications specific to the degree programme.

Previous Knowledge

Basics of data processing.

Course Material

Lecture notes.

Completion and assessment

Exercises and examination.

ICC11506
Integral Calculus, 2 cu

Objectives

Basics of integral calculus with applications and achievement of calculational ability.

Contents

The integral function and the definite integral, rules of integration, integration techniques, geometric and technical applications of integrals (area, volume, arc length, mantle area, averages of functions), numerical integration, introduction to differential equations and their numerical solutions.

Previous Knowledge

Previous courses or equivalent.

Course Material

Croft, Davison & Hargreaves, Engineering mathematics. Addison-Wesley.

Completion and assessment

Exercises and examination.

ICC11511
Series and Multivariable Analysis, 2 cu

Objectives

Ability to use series in applications, modelling and application of multivariable functions.

Contents

Basics of series and discrete functions, Taylor and Maclaurin series and their use, introduction to Fourier series, analytic space geometry, linear mappings, differential calculus in several variables (partial derivatives, extreme values, curve fitting).

Previous Knowledge

Previous courses or equivalent.

Course Material

Croft, Davison & Hargreaves, Engineering mathematics. Addison-Wesley.
Lecture notes.

Completion and assessment

Exercises and examination.

ICC11509
Statistics and Probability Theory, 1 cu

Objectives

Understanding of the basic principles of statistics and probability concepts using observational data, analysis and modelling of data, quality control.

Contents

Basics of statistics and probability theory, probability distributions, time-series analysis, statistical testing.

Previous Knowledge

Previous courses or equivalent.

Course Material

Croft, Davison & Hargreaves, Engineering mathematics. Addison-Wesley.

Completion and assessment

Exercises and examination.

Natural Sciences

ICC11605

Mechanics and Electricity, 3 cu

Objectives

The student will learn the fundamental mechanics of point-like particles, as well as the basics of electricity and magnetism.

Contents

Kinematics, dynamics, work, power, energy, impulse and linear momentum, circular motion, mechanics of rigid bodies, electrostatics, direct current, magnetism, induction, alternating current.

Previous Knowledge

The short course of physics in a vocational school or in a secondary high school.

Course Material

Serway. Physics for Scientists and Engineers. Saunders College Publishing 1992.

Completion and assessment

Contact study, exercises, examinations.

ICC11603

States of Matter, 2 cu

Objectives

The student will learn how matter in its different states behaves under the influence of external forces, temperature and pressure. (S)he will also study basics of thermal energy, humidity, heat transfer and thermodynamics.

Contents

Statics, elasticity, fluid mechanics, temperature, heat capacity and specific heat, thermal expansion, phase changes, absolute and relative humidity, convection, conduction, radiation, the laws of thermodynamics, cyclic processes.

Previous Knowledge

Mechanics and Electricity.

Course Material

Serway. Physics for Scientists and Engineers. Saunders College Publishing 1992.

Completion and assessment

Contact study, exercises, examinations.

ICC11604

Wave Motion and Atomic Physics, 2 cu

Objectives

The student will focus on mechanical and electrical oscillations, as well as on the wave motion associated with these. (S)he will learn the basic concepts and phenomena related with sound, optics, photometry, atomic physics and nuclear physics.

Contents

Simple harmonic motion, damped oscillations, wave motion, sound, electromagnetic oscillations and electromagnetic wave motion, geometric optics, interference and diffraction, photometry, quantum physics, Bohr's atomic model, binding energy, radioactivity, nuclear energy, applications of atomic and nuclear physics.

Previous Knowledge

States of Matter.

Course Material

Serway. Physics for Scientists and Engineers. Saunders College Publishing 1992.

Completion and assessment

Contact study, exercises, examinations.

ICC11610

Laboratory Exercises of Basic Physics, 1 cu

Objectives

The student will become familiar with basic physical phenomena by means of measurements and associated analysis in laboratory environment. S/he will learn how to write a report

about a measurement, and how to estimate the accuracy and reliability of measured values with error calculus.

Contents

Measurements done in groups of few students; the experiments are mainly related with mechanics, electricity and heat. Error calculus and written reports associated with the measurements.

Previous Knowledge

Mechanics and Electricity.

Course Material

Instructions for laboratory exercises.

Completion and assessment

Measurements in the laboratory of physics, reports on the measurements, an examination.

ICC11611

**Laboratory Exercises of Modern Physics,
1 cu**

Objectives

The student will become familiar with physical phenomena which are especially related with laws of nature at the atomic and sub-atomic level. S/he will learn by making measurements and analysing the obtained experimental data. The student will become familiar with modern measurement and data acquisition techniques, as well as develop her/his abilities in writing a report and making error calculus.

Contents

Measurements done in groups of few students; the experiments are mainly related with atomic and nuclear physics, sound and light. Error calculus and written reports associated with the measurements.

Previous Knowledge

Mechanics and Electricity, States of Matter.

Course Material

Instructions for laboratory exercises.

Completion and assessment

Measurements in the laboratory of physics, reports on the measurements, an examination.

ICC11609

Chemistry and Environment, 2 cu

Objectives

The student will become familiar with the fundamentals of chemistry and the chemical properties of different kinds of materials. Special emphasis is put on the environmental issues and pollution.

Contents

The microscopic structure of matter, periodic table of the elements, combustion, acids and alkalis, electrochemistry, pollution of soil, atmosphere and water system, different ways to prevent pollution, radioactivity.

Course Material

Brady & Holm. Fundamentals of Chemistry. John Wiley & Sons, 1988.

Completion and assessment

Lectures, exercises and examinations.

PROFESSIONAL BASIC STUDIES

Design Methods

IEI12101

**Electronics and Software Documentation,
2 cu**

Objectives

The student will be introduced to the basics of engineering drawing, get familiar with the most common symbols used in the electronic industry and learn how to use professional computer aided design software. Document management is one of the course objectives.

Contents

Understand the Drawing technique and the symbols used in electrical drawings. Learning the basics of drawing i.e. electronics, electrical, control, and automation. The student must also learn how to use AutoCAD, the most common Computer Aided Drafting Software in the market.

Course Material
Lecture Notes, AutoCAD Tutorials.

Completion and assessment
Lectures, exercises and examinations.

IEC12102
Electrical Safety, 1 cu

Objectives
The student will acquire the basis for professional studies and for the Practical Training period. Thus the employer is not obliged to arrange any statutory guidance in electrical safety for a student who has completed the unit.

Contents
Hazards and the necessary measures to be taken in case of an accident. Regulations and instructions to be followed in electricity work. Touch voltage protection and earthing systems in various electrical networks.

Course Material
Electrical safety regulations, Publication A 1-93 of the National Board of Electric Inspections. Instructions for the laboratory exercises.

Completion and assessment
Lectures, obligatory first aid training, an examination.

IEI12102
Computer Aided Design of Electronics, 2 cu

Objectives
The student will learn the CAD systems operating in microcomputers or UNIX based workstation computers. He will get familiar with the characteristics of design programs and their use.

Contents
Operations and use of electrical and electronic design programs operating in workstations. Carrying out design task using a workstation. Additional operations, such as information management, filing, reporting, word processing. Utilizing symbol and other library operations and creating new symbol libraries.

Previous Knowledge
Electrical Drawing, Basics of Data Processing.

Completion and assessment
Lectures, exercises and examinations.

IEC12103
Product Development and Production Engineering, 2 cu

Objectives
The student will know how a product development project is organised and implemented and how a large project is managed. S/he will understand the main principles of the modern production and manufacturing technology.

Contents
Integrated product development, main phases of product development, managing, coordination, information sources of product development. Product design, quality assurance systems, market analysis, production and manufacturing planning. Production systems and production control.

Previous Knowledge
Electrical Safety, Electrical Drawing, Computer Aided Design of Electronics.

Course Material
To be announced at the beginning of the unit.

Completion and assessment
Lectures, exercises and examinations.

IEI12107
Computer Aided Mechanical Design, 1 cu

Objectives
The student will learn how to produce, present, print and plot technical documents by means of CAD software using 2D-drawing and 3D-modeling methods. The student is able to make designs of mechanical components such as casings and covers for electronic devices and is able to communicate with manufacturing engineers. He will understand the difference between a drawing and a model. The student will learn how to transfer geometrical data between different software packages. He will be able to appreciate the importance of data management in design operations.

Contents
Basics of Engineering drawing. 2D-drawing, assembly drawings and part lists, 3D-modeling methods. Rendering 3D-models. Product Data Management systems. Data transmission between different systems.

Previous Knowledge
Electronics and Software Documentation.

Course Material
Cohn: AutoCAD 14, handouts provided by the lecturer.

Completion and assessment
Lectures, assignments and examinations.

IEI12106
C-Programming, 2 cu

Objectives
The student will continue to develop his knowledge on programming using C-language. The student get familiar with software developments tools. After the unit the student will be able to solve engineering problems using C-language.

Contents
Background and basic concepts of programming technology. The operation of complex functions and the operation CPU stack is handled as well as modular programming structures.

Previous Knowledge
Basics of Data Processing, Basics of Programming.

Assessment
Lectures, exercises, individual programming projects in C. Examinations.

Theory of Electrical Circuits

IEI12201
Direct and Alternating Current Circuits, 2 cu

Objectives
The student will learn the basics of electrical quantities and calculation methods of direct and alternating current circuits.

Contents
Phenomena and quantities of a static electric field. Electric strength of insulation structures. Basics of magnetic circuits. DC circuits and the associated quantities and laws. Electromagnetic induction. Generation of alternating current; quantities, resistance, inductance and capacitance in alternating current circuits. Connections and calculation methods

Course Material
To be announced at the beginning of the unit.

Completion and assessment
Lectures, exercises and examinations.

IEI12202
Circuit Analysis, 2 cu

Objectives
The student will master phasor calculation of AC circuits and be able to use his skill in practical work. S/he will also learn to select the best method for solving each application.

Contents
Analysis of alternating current circuits. Series and parallel resonance circuits and their application. Symmetrical and asymmetrical three-phase systems. Mesh and node point, superposition, Thevenin and Norton methods. Four and two pole networks.

Previous Knowledge
Direct and Alternating Current Circuits.

Course Material
To be announced at the beginning of the unit.

Completion and assessment
Lectures, exercises and examinations.

IEC12204
Transients and Frequency Analysis, 2 cu

Objectives
The student will acquire a basic understanding of the transients in electrical circuits, analysis of frequency components and principles of travelling waves. S/he will also learn to solve the problems relating to the theory of electrical circuits using a PC.

Contents
Transients by the classical and Laplace methods, frequency components and analysis, travelling waves.

Previous Knowledge
Direct and Alternating Current Circuits.

Course Material
To be announced at the beginning of the unit.

Completion and assessment
Lectures, exercises and examinations

IEC12205
Electrical Circuits Laboratory Exercises, 1cu

Objectives

The student will learn the basics of electrical circuits, measuring methods and components. An aim is to illustrate the differences between the ideal circuits and real circuits. Special attention is paid to the importance of electrical safety.

Contents

Laboratory exercises in the central subjects of the theory of electrical circuits: self and mutual inductance, operation principles of electric motors, superpositioned currents and voltages, changes in RLC circuits, propagation of pulse and reflection in transmission line and power measurements.

Previous Knowledge

Theory of Electrical Circuits, Electrical Safety.

Course Material

Instructions for laboratory exercises.

Completion and assessment

Laboratory exercises in groups of 3-4 students. Reports on the exercises. An examination.

Automation Engineering

IEC12301
Basics of Automation Engineering, 2 cu

Objectives

This unit will present the student general information on the different areas and operations of automation engineering and help him to acquire a basic knowledge of the various aspects of an automation engineer's work.

Contents

Role, structure and operations of automation systems. Basics of process control and process measuring techniques. Controllable processes, controllers and control loops. Describing and implementing control tasks. Relay and programmable logic controllers.

Completion and assessment

Lectures, exercises and examinations.

IEI12301
Robotics, 2 cu

Objectives

The student will be familiar with the various models of industrial robots, availability for different solutions and programming

Contents

Applications, programming, construction, tool systems, safety and cost of investments

Course Material

Handouts provided by the lecturer

Assessments

Lectures, laboratory exercises and examinations

Electronics and Information Technology

IIT12406
Electronic Components, 1 cu

Objectives

To provide students with the basic theories and practical understanding of common semiconductor devices.

Contents

The Diode, The Zener Diode, the BJT, the FET and the Operational Amplifier

Previous Knowledge

Electronics and Software Documentation
Industrial Electronics

Course Material

Michael Hassula and Don Zimmerman,
Electronic Devices and Circuits.

Completion and assessment

Lectures, exercises and examinations.

IIT12407
Basics of Electronic Circuits, 1 cu

Objectives

To equip students with the ability to analyse and design simple electronic circuits with semiconductor devices. The student will be able to design simple electronic circuits based on the required specifications. The student will also be able to use some ready made circuit solutions and understand their operations and limitations.

Contents

Rectifiers, Clippers, Detectors, Simple Power Supply, Biasing Circuits, Switching Circuits, Amplifier Circuits.

Previous Knowledge

Electronic Components

Course Material

Michale Hassul and Don Zimmerman, Electronic Devices and Circuits.

Completion and assessment

Lectures, exercises and examinations.

IEC12402

Electronics Laboratory Exercises, 1 cu

Objectives

The student will get practical experience of the basics of electronics.

Contents

Use of data books. Measurement techniques and instruments for electronic components and basic circuits. Proper handling of components.

Previous Knowledge

Basics of Electronics or Electronic Components

Completion and assessment

Laboratory exercises in groups of 3-4 students. Preliminary report on each exercise and a more detailed one after each working session. A written examination on the laboratory exercises. Completing and handing in the reports by the given deadlines and passing the examination.

IIT12408

Basics of Digital Electronics, 1 cu

Objectives

The student will learn the basics of digital electronics and thus acquire a basis for further studies.

Contents

Number Systems and Codes, Logic Gates and Boolean Algebra, Combinational Logic Circuits, Digital Arithmetic: Operation and Circuits

Previous Knowledge

Electronic Components

Course Material

Ronald Tocci, Digital Systems, Principle & Applications.

Completion and assessment

Lectures, exercises and examinations.

IIT12409

Digital Systems, 1 cu

Objectives

The student will learn to analyse the operation of most common digital circuits and techniques used in modern digital systems.

Content

Sequential Logic Circuits, MSI Logic Circuit, Counters and Registers, Memory Devices, PLD and Introduction to Microprocessors

Previous Knowledge

Basics of Digital Electronics

Course Material

Ronald Tocci, Digital Systems, Principle & Applications.

Completion and assessment

Lectures, exercises and examinations.

IEC12404

Computer Engineering Laboratory Exercises, 1 cu

Objectives

The student will gain a better understanding of the theory of digital electronics through laboratory exercises.

Contents

Basic logic circuits implemented by basic components. Measurements of electronic components. Use of measuring instruments typically employed in digital electronics. Operation of processors. Use of logic analysers.

Previous Knowledge

Digital Electronics or Basics of Computer Engineering, Electronics Laboratory Exercises.

Course Material

Instructions for laboratory exercises.

Completion and assessment

Laboratory exercises in groups of 3-4 students. Continuous assessment of the work in the laboratory. Reports and an examination.

IEI12401

Basics of Operating Systems, 2 cu

Objectives

The student will learn the most common operating systems a bit more profoundly.

Contents

Basic structure and components of operating systems. Use of processes, signals and interrupts. CPU timing. Memory management and file systems of operating systems. UNIX-operating systems, especially Linux. Windows NT on network use. General principles of real time systems. Operating systems (NT and Linux) will be installed during the course and the network properties of operating systems in local and TCP/IP-networks will be introduced.

Previous Knowledge

Basics of Data Processing

Completion and assessment

Lectures. Exercises in computer rooms. Individual design and programming exercises. An examination.

IEI12402

Microcomputers, 2 cu

Objectives

The student will learn the basic structure of microcomputer system and understand the operation principles of the microcomputer system.

Contents

Microcomputer System hardware; Microprocessor architectures; Microcomputer buses, memory circuit technologies; peripheral circuits; assembler programming; evaluation of calculation capacity of computer systems

Previous knowledge

Digital Electronics or Basics of Computer Engineering, Computer Engineering Labs.

Course Material

William H. Murray, Chris H. Pappas, 802/386 Ohjelmointi, Pagina Oy, 1990.

Completion and assessment

Lectures, exercises, design projects, examinations.

IEC12405

Basics of Telecommunication, 2 cu

Objectives

The student will get an overview of the basics of telecommunication and the phenomena appearing in it.

Contents

Terminology, units and presentation methods

used in telecommunication engineering. Signals in the time and frequency domains. Noise. Filters. Electromagnetic fields and waves, transmission lines antennas and propagation of radio waves. Modulation and coding. Telecommunication equipment, systems and networks. Principles of optical communication. Communications satellites.

Previous Knowledge

Theory of Electrical Circuits, Electronic Components or Basics of Electronics.

Course Material

Carlson. Telecommunication Systems, McGraw-Hill

Petersen. Audio, video and Data Telecommunications, McGraw-Hill

Completion and assessment

Lectures, exercises and examinations.

8.2.3 SPECIALISED PROFESSIONAL STUDIES

SPECIALISATION ALTERNATIVE OF ELECTRONICS AND COMPUTER ENGINEERING

Microcomputer

IEI21101 Industrial Electronics, 2 cu

Objectives

The student will get familiar with the most common component and circuit structures and be able to select, design and test components and circuits to be used in electronic equipment.

Contents

Power, semiconductor and optoelectronic components. Analogue and digital circuits. Standard and ASIC microcircuits, hybrid circuits. Amplifiers, oscillator, filters. Signal processing. Power supplies.

Previous Knowledge

Theory of Electrical Circuits, Basic Studies of Electronics and Computer Engineering.

Completion and assessment
Lectures, exercises and examinations.

IEI21102 Microprocessors, 2 cu

Objectives

The student will understand how microprocessors operate and how they are connected to other electronics. PC is used as an example of application.

Contents

Operation and internal structure of a processor. Device dependent programming in PC environment and the use, connecting and programming of internal peripheral circuits in PC. Interrupt vector table, I/O space and the use of memories. Study of the operation of a microprocessor by simulation.

Completion and assessment
Lectures, exercises and examinations.

IEI21103 Electronic Design, 2 cu

Objectives

The student will become familiar with computer based design methods and tools for electronics and be able to utilise these in documentation and simulation.

Contents

Implementing a circuit including analogue and digital parts. Drawing a circuit diagram, simulation of functions, designing a PC board and producing documents with CAD programs. Printed circuit board technologies, designing and fabricating on silicon. Testing electronic equipment. EMC.

Previous Knowledge

Basic Studies of Design Methods and Electronics

Completion and assessment

Lectures, exercises and examinations. Individual design projects using a CAE program.

IEI23103 Digital Signal Processing, 2 cu

Objectives

The student will learn the terminology and the basics of signal processing.

Contents

Linear discrete-time systems. Sampling and reconstruction. Z-transforms. Various modes of presentation (block diagram, flow chart). Digital filters, effect of word length. DFT.

Previous Knowledge

Basic Studies of Electronics and Computer Engineering.

Completion and assessment

Lectures, exercises, individual projects.

IEI21104 Microelectronics Laboratory Exercises, 2 cu

Objectives

The student will get familiar with the components, circuit structures, production technology

gies, methods and processes employed in electronics industry.

Contents

Studies of materials and components, experiment on circuit solutions, printed circuit board technology, phases of surface mounting, inspections and testing of soldering and surface treatment, EMC and ESD protection.

Previous Knowledge

Theories of Microelectronics Module

Course Material

Instructions for laboratory exercises.

Completion and assessment

Continuous assessment of the work in the laboratory. Reports and an examination.

Embedded Systems

IEI21201

Embedded Systems Design, 3 cu

Objectives

The student will learn design methods of embedded systems. The student learns, how the hardware and software design of small embedded system must be done

Contents

The design process of microcomputer based device. The software specifying methods of an embedded system. The use of emulators and other prototype testing devices. Programming of microcontrollers using assembler and C-language

Previous Knowledge

Microelectronics module

Course Material

Handouts provided by the lecturer

Completion and assessment

Lectures, exercises, design projects, examinations.

IEI21202

Real Time Operating Systems, 2 cu

Objectives

The student will learn how a real time operating system works, how it is constructed and how it is used in applications.

Contents

Basics of real time, scheduling methods, use of priority pile. Different methods of implementing RT-environment. Implementation of RT-operating system using C-language. Use of commercial real-time system in embedded system. Programming of embedded system using Siemens C167 processor.

Previous Knowledge

Object Oriented Programming, Embedded Systems Design

Course Material

Tuominen, P. RTOS - Embedded Systems
CMX- RTOS manual

Completion and assessment

Lectures, exercises and examinations.

IEI21205

Embedded Internet, 2cu

Objectives

The student will be familiar with embedded internet device, TCP/IP-protocol stack and the operation of HTTP-protocol and simple web/wap-servers are studied. All major manners to implement embedded internet systems are handled. Students learn how to program applications to various hardware platforms and how to select best operating system for those.

Contents

Details of needed electronics and needed software. The implementation of TCP/IP-protocol stack The implementation of HTTP-protocol using C-language and using of embedded web-server is studied. The operation of Bluetooth is analysed. How to connect fieldbus based devices to the internet is detected.

Previous Knowledge
Data Processing.

Course Material
To be announced at the beginning of the unit.

Completion and assessment
Lectures, exercises and project work

IEI21204
Embedded Systems Project, 3 cu

Objectives
The student group will design, build at laboratory, test and write documentation from embedded system.

Contents
The specifying, designing and building the prototype. Prototype testing and systematic fault diagnostic methods.

Previous Knowledge
Embedded Systems Design, Digital Signal Processing

Course material
Instructions for laboratory exercises.

Completion and assessment
Laboratory reports, design projects, examinations.

SPECIALISATION ALTERNATIVE OF SOFTWARE ENGINEERING

Software Engineering

IEI22101
Databases, 3 cu

Objectives
The aim is to provide the student with a basic knowledge of the utilisation of modern databases and their creation. The student will acquire a good theoretic knowledge of various databases and their characteristics and learn the necessary practical skills to program database applications himself. He will also get practice in obtaining information from databanks on public networks.

Contents
Relational databases. Basics of the SQL language. Database programs in the microcomputer environment. Multi-user databases (Oracle). Databanks, information databases. Object-oriented databases. Designing user interfaces of databases and their integration into information systems.

Previous Knowledge
Data Processing.

Completion and assessment
Lectures, exercises, design projects and examinations.

IEI22102
Object Oriented Programming, 3 cu

Objectives
The student will get familiar with the patterns of thought and the basic theory of object oriented programming, as well as with its software tools and the recent developments. After the unit the student will understand concepts of object oriented programming such as encapsulation, inheritance and polymorphism, and will be able to write and understand object oriented programs using Java. The unit may include also demonstrations of other object based languages and tools.

Contents
Background and basic concepts of object technology. Making object abstractions. Introducing main concepts of object oriented programming especially encapsulation, inheritance and polymorphism. The course also includes exception handling and Input/Output operations especially file I/O operations in Java. The course also includes a project work in object oriented programming.

Previous Knowledge
Basics of Data Processing, Basics of Programming.

Completion and assessment
Lectures, exercises, individual programming projects in Java. Examinations.

IEI22103
Structured Analysis and Software Specification, 2 cu

Objectives

The main goal of this unit is to give the student knowledge of various formal, semiformal and so called heuristic languages and methods for software specification. The main focus will be on introducing and implementing object oriented analysis methods, especially Unified Modelling Language (UML). After the unit the student will be able to apply at least one modern computer-supported graphical specification method for software design, and he will have sufficient capability to utilise other similar methods. The unit emphasises the impact of systematic, well-disciplined software work on productivity and the successful completion of projects.

Contents

Software engineering process, especially analysis process and software specification. How to write software requirements specification and how to make massive and systematic use of object oriented modelling using UML. Feasibility study. Estimation of software project. Functional models and data models. Descriptions of state behaviour using state models and hierarchical state graphs. Graphical tools for software specification. Rapid prototyping in software design. Validation of software. Specifications of embedded real-time systems. Automatic code generation. Introduction to object specification.

Previous Knowledge

Basics of Programming.

Completion and assessment

Lectures, exercises, and small design projects using a CASE tool. Examinations.

IEI22104
Java Programming, 2 cu

Objectives

The student learns how to write applets and graphical user interfaces and how to implement database communication in Java. Concepts covered are event handling system, swing and JDBC.

Contents

Structure and use of Java-programming language in applets, event handling, listeners, adapter classes, swing, JDBC.

Previous Knowledge

Basics of Programming, Computer Networks

Completion and assessment

Lectures, exercises and examinations.

Information Systems

IEI22201
Information System Design, 3 cu .

Objectives

The aim of this unit is to create an overview of the design process of information systems, of their design methods and working environments. The student will acquire the basic knowledge, especially of the management of software projects, modern computer-aided design methods (CASE) including computer-assisted project and quality control, as well as of some design methods typically used by large organisations. This unit prepares the student to participate in extensive, demanding software projects, and gives an idea how different programs such as databases, graphical user interfaces and hypermedia tools or other application programs are integrated.

Contents

Introduction to open and distributed information systems. Client/server architecture's. Performance of information systems. System design, modelling the design process, methodologies and models. CASE tools in software production. Design of real-time systems. Database oriented systems. Design of user interfaces. Management of software projects. Risk management. Development of quality.

Previous Knowledge

Basics of Programming, Databases, Structured Analysis and Software Specification, Object Oriented Programming and Computer Networks.

Completion and assessment

Lectures, exercises, examinations

IIT22205
C++ Programming, 2 cu

Objectives

The student will get familiar with the basic features of C++ language and also patterns of thought and the basic theory of object oriented programming in C++, as well as with its software tools and the recent developments. After the unit the student will understand concepts of object oriented programming such as encapsulation, inheritance and polymorphism, and will be able to write and understand object oriented programs using C++.

Contents

Concepts of object technology implemented in C++. Making object abstractions. Object oriented features of C++, especially encapsulation, inheritance, polymorphism, overloading, operator functions, friend classes and virtual classes. File I/O operations in C++. Examples of the specifications of object oriented programs. Implementation of an object-oriented program using a C/C++ CASE tool. Other tools and applications of object technology.

Previous Knowledge

Basics of Data Processing, Basics of Programming.

Completion and assessment

Lectures, exercises, individual programming projects in C++. Examinations.

IEI22203
Windows Programming, 2 cu

Objectives

The student will understand the internal operation of Windows, learns to read program code written in C-language in Windows applications, gets familiar with Windows-graphics and other internal processes as well as controlling and programming their operation. The functionality required of an application program will be learned in Windows-environment, event handling, communication between Windows-system and other applications in graphical user interface. Control of text, graphics and hardware using C-language will be gone through. The student will be able to design simple graphical applications in Windows-environment.

Contents

Introduction to Windows-programming with the help of API functions; SDI and MDI applications, resources of application, creation and treatment of the components of user interface, use of clipboard, DDE and OLE techniques; application builders (Borland C ++ Builder), use of application builder for graphical user interfaces (Open Interface).

Previous Knowledge

Basics of Programming, Databases, Structured Analysis and Software Specification and Object Oriented Programming

Course material

Salmenjoki, K. 1998. Windows Programming Neuron Data Inc, Smart Elements/Open Interface User Manuals, 1995.

Completion and assessment

Lectures, exercises and examinations.

IEI22204
Information Systems Development Project, 3 cu

Objectives

The aim of the project is to make the student familiar with practical applications and tools. He will learn to use various tools for developing information systems and programs as well as improve his skills to work both independently and in groups. The emphasis is on practical skills. Through laboratory work he will get a better understanding of the working field of software and systems engineers.

Contents

Modems, fibre optics, TDR tester, network analyser and net installation. Program debuggers and analysers, configuration of a CASE workstation, object based CASE tool (Select OMT Professional), test design program, document managers, image processing software, pattern recognition system, code generator, model simulators and animators, neural net simulators, TCP/IP, installation of WWW-server, programming an embedded system.

Previous Knowledge

Theories of Software Engineering and Information Systems.

Course Material
Instructions for laboratory exercises.

Completion and assessment
Laboratory exercises and projects in small groups of 3-4 students. Work reports and an examination.

SPECIALISATION ALTERNATIVE OF TELECOMMUNICATION ENGINEERING

Data Transmission Engineering

IEI23101 Communication Systems, 2 cu

Objectives
The student will have a more extensive knowledge of the design and implementation of telecommunication equipment and systems.

Contents
Properties of analogue sine wave and pulse modulation systems. Transmission of analogue signals in digital format. Baseband digital transmission. Modulation methods for digital signals. Information technology; source coding; line coding; Mobile and wireless communication. Optical transmission. Satellite communication.

Previous Knowledge
Basic Studies of Electronics and Information Technology, Theory of Electrical Circuits.

Completion and assessment
Lectures, exercises, examinations.

IEI23102 Mathematical Methods in Telecommunication, 1 cu

Objectives
Ability to model discrete phenomena in telecommunications using Fourier analysis, Z-transforms and complex functions, introduction to Matlab.

Contents
Fourier series, discrete Fourier transforms, z transforms, transfer functions.

Previous Knowledge
Integral calculus, series and multivariable analysis.

Course Material
Croft, Davison & Hargreaves. Engineering Mathematics, Addison-Wesley.
Phillips & Parr. Signals, Systems and Transforms, Prentice Hall.
Lecture notes.

Completion and assessment
Exercises and examination.

IEI23103 Digital Signal Processing, 2 cu

Objectives
The student will learn the terminology and the basics of signal processing.

Contents
Linear discrete-time systems. Sampling and reconstruction. Z-transforms. Various modes of presentation (block diagram, flow chart). Digital filters, effect of word length. DFT.

Previous Knowledge
Basic Studies of Electronics and Computer Engineering.

Completion and assessment
Lectures, exercises, individual projects.

IEI23104 Computer Networks, 3 cu

Objectives
The student will master the basics of various telecommunication protocols and telecommunication methods. He will be able to compare various telecommunication systems to each other with respect to costs, efficiency and reliability and be able to design a computer network. The unit develops the student's understanding of the recent technological developments of the field and the basics of the most important data networks. It also improves his skills to read and understand the literature of the field.

Contents
Systems employed by the Finnish PTT and local telephone companies, network connections and interfaces. Modems. Open telecommunication architecture's. IEEE local network standards

and applications. Broadband networks. Micro-computer network software and network management software. Building a network and its expansion. The most commonly used network protocols and their future prospects.

Previous Knowledge

Basics of Programming, Digital Electronics or Basics of Computer Engineering. Basics of Telecommunication.

Completion and assessment

Lectures and exercises on computers. Demonstrations and practice partly in a room with facilities enabling contacts to various systems. Simulations. Examinations.

IEI23105

Data Transmission Laboratory Exercises, 2 cu

Objectives

The student will gain a better understanding of the theory of telecommunications engineering through laboratory exercises. He will learn to use measuring instruments necessary in the analysis, trouble shooting and performance estimation of telecommunications equipment and systems.

Contents

Exercises on the areas covered by Basics of Telecommunications, Data Transmission Systems, High Frequency Technology and Digital Signal Processing and Computer networks. Sine wave and pulse modulation methods, PCM. Optical fibres and data transmission, Spectrum analyser as a tool in studying signals and modulation methods. Properties of antennas and transmission lines. Cable tester/ TDR measurements. Reception of satellite signals. Measurements and analysis of modems, serial communication, and Ethernet.

Previous Knowledge

Basics Studies of Electronics and Information Technology, Theories of Data Transmission Engineering.

Completion and assessment

Laboratory Exercises in groups of 3-4 students. Reports on the exercises. Examinations.

Telecommunication Systems

IEI23201

Broadband Networks, 3 cu

Objectives

The student will have a thorough knowledge of new broadband digital transmission techniques.

Contents

Use and production technique of optical fibres, SDH/SONET systems, B-ISDN concept. The emphasis of the unit lies on the ATM technology, its structure, signalling and coupling technique.

Previous Knowledge

Data Transmission Engineering, Computer Networks

Completion and assessment

Lecture, exercises, examinations.

IEI23202

Mobile Telecommunication, 3 cu

Objectives

Students will learn the basics of digital mobile communication systems and receive a good starting point for various tasks in working life.

Contents

Mainly NMT and GSM systems with the emphasis on the GSM technology. Theoretical models and measuring techniques.

Previous Knowledge

Basics of Telecommunication, Data Transmission Engineering.

Completion and assessment

Lectures, exercises, examinations.

IEI23203

DSP Advanced Course, 2 cu

Objectives

The student will learn to design digital filters and understands the mathematical background of discrete and fast Fourier transform

Contents

Types of signals, sampling theorem, frequency response and digital filters, discrete Fourier

transform, Fast Fourier Transform and nonrecursive filter design

Previous Knowledge

Digital Signal Processing, Basics of Telecommunication.

Completion and assessment

Lectures, exercises, individual projects.

IEI23204

Telecommunication Laboratory Exercises, 3 cu

Objectives

The student will get familiar with the equipment and measuring methods and equipment commonly applied in telecommunications engineering.

Contents

Exercises related to broadband networks, analogue and digital mobile telephone systems and satellite communication, radar and microwave technology.

Previous Knowledge

Data Transmission Laboratory Exercises, completed unit on Data Transmission Engineering, attendance in the other units of the module.

Completion and assessment

Laboratory Exercises. Reports on the exercises. Examinations.

SPECIALISATION ALTERNATIVE OF PRODUCTION ECONOMICS

Industrial Economics

ICM22101

Management Accounting, 3 cu

Objectives

The student will be able to control and analyse costs incurred in the operation of an enterprise, will be able to direct them and utilise them in planning and controlling the operation of an enterprise

Contents

Significance and role of management accounting. Cost concepts and terminology. Accounting by kind of cost. Cost pool ac-

counting. Traditional output-based cost accounting. Activity-based cost accounting and activity-based management. Price determination from various perspectives. Investments and assessing their profitability and introduction to ABC software.

Previous Knowledge

Basics of Business Administration.

Course Material

Horngrén, Foster and Datar. Cost Accounting. A Managerial Emphasis. 10th Edition.

Completion and assessment

Lectures, exercises, teamwork and examinations.

ICM22103

Production Control, 2 cu

Objectives

The student will have an understanding of the production functions of an enterprise as an integrated process, s/he will learn about the different possibilities to implement and control the production process and the control measures required in different situations.

Contents

Different levels of organising production, production control methods and control requirements. Interrelation to economic processes. Rough loading, manufacturing and material control.

Previous Knowledge

Business Mathematics, Basics of Business Administration and Management Accounting.

Course Material

Jay Heizer and Barry Render. Operations Management. 6th Edition. J.R. Arnold. Introduction to Material Management. 3rd Edition.

Completion and assessment

Lectures, exercises and examinations.

ICM22104

Financial Accounting, 2 cu

Objectives

The student will learn how the accounting information is used in the financial statements. S/he will understand the role and significance

of profit planning and be able to analyse the financial state of a company on the basis of financial statements.

Contents

Role and significance of financial accounting. Structure and basic principles of business book-keeping. Formation and terminology of the financial statements. Financial statement planning. Financial statement analysis. Consolidated financial statements and international financial statement practices. Relevant legislative framework. Principles of company taxation and value added taxation.

Previous Knowledge

Entrepreneurship.

Course Material

Handouts provided by the lecturer.
Book keeping, Taxation and VAT laws.
Book keeping software.
Financial analysis software.

Completion and assessment

Lectures, exercises and examinations.

ICM22105

Basics of Marketing, 2 cu

Objectives

The student will appreciate the importance of both internal and external marketing for a successful company and will be able to plan, implement and analyse marketing operations according to the principles of customer oriented marketing.

Contents

The purchasing behaviour of consumer and organisations. Customer oriented marketing. Goals, operation environments, competitive weapons, profitability of marketing and factors related to these. Planning and control of marketing.

Previous Knowledge

Entrepreneurship and Business Administration

Course Material

Brassington and Pettitt. Principles of Marketing. 2nd Edition.

Completion and assessment

Lectures, exercises and examinations.

ICM22106

Business Mathematics, 1 cu

Objectives

Provide the student with mathematical tools used in economic decision making.

Contents

Financial mathematics, forecasting, inventory models, statistical analysis.

Previous Knowledge

Mathematics of the General Basic Studies

Course Material

Arnol-Milton. Probability and Statistics in the Engineering and computing Sciences. McGraw-Hill

Material provided by the lecturer.

Completion and assessment

Exercises and examination.

Business Process Development

ICM22201

Market Research, 1 cu

Objectives

The student will have an understanding of the market research, he/she will be able to plan, implement and analyse market research in different situations.

Contents

Role and significance of market research. Planning of market research. Definition of the universe and the sample. Research methods. Analysing and reporting the results of market research.

Previous Knowledge

Marketing.

Course Material

Alvin C. Burns and Ronald F. Bush. Marketing Research. 3rd Edition.

Completion and assessment

Lectures and project assignment. Assessment will mainly be based on an extensive market research project.

IIT24301
eBusiness in Production, 1 cu

Objectives

The student will have an understanding of how internet-based systems can tie together manufacturing, delivery, sales, and after-services activities. Emphasis will be on integration of traditional information systems as well as enhancement of communications between organisations.

Contents

Product design, E-Procurement, Inventory tracking, inventory reduction, scheduling, and on-line business.

Previous Knowledge

Entrepreneurship, Basics of Business Administration, Production Control and Supply Chain Management.

Course Material

Handouts provided by the lecturer.

Completion and assessment

Lectures, exercises and examinations.

ICM 22307
Supply Chain Management, 3 cu

Objectives

The student will acquire an integral view of supply chain management and its activities with the flow and transformation of goods from the raw material stage to the end user. Emphasis will be on the role of supply chain management in creating customer value, in improving the competitiveness of the firm, and on the interrelationship between the supply chain and different functional areas of the organisation.

Contents

Basic concepts include inbound logistics, material management, and physical distribution, and purchasing management.

Previous Knowledge

Entrepreneurship, Basics of Business Administration.

Course Material

Handfield and Nichols. Introduction to Supply Chain Management. Lysons. Purchasing and Supply Chain Management. 5th Edition.

Completion and assessment
Lectures, exercises and examinations.

ICM22209
Corporate Planning, 3 cu

Objectives

The student will be familiar with the strategic and operational planning and management of a company. S/he will appreciate the role played by corporate planning in the business.

Contents

Concepts related to corporate planning. Motives and systems for corporate planning. Strategic planning, visions and operational strategies. Medium-term planning. Operational planning. Implementation of performance management system, and strategic information systems.

Previous Knowledge

Entrepreneurship, Basics of Business Administration, Management Accounting and Basics of Marketing.

Course Material

Handouts provided by the lecturer.

Completion and assessment

Lectures, exercises, seminar work and examinations

ICM22208
Company Development, 2 cu

Objectives

The student will appreciate the role and significance played by the continuous development of a company and its different activities in the rapidly changing business environment. S/he will be able to discover development potential in different business activities. The student will go into some development potentials and development methods in greater detail.

Contents

Change trends in business environment. Traditional acquisition of knowledge. Information retrieval via Internet. Creativity. The subjects of the seminar work are related to product and production development, purchasing, leadership, personnel, financial administration, marketing and information systems. Use of computer networks in distribution of information.

Previous Knowledge

Entrepreneurship, Basics of Business Administration, Industrial Economics, Corporate Planning or the other equivalent study units.

Course Material

Handouts provided by the lecturer.
Special articles related to the subject of the seminar work.

Completion and assessment

Lectures, assignments and seminar work.

SPECIALISATION ALTERNATIVE OF IT PROJECT

Objectives and Implementation

The completion of the study unit introduces the student to design, production and/or installations in field of IT, to methods used and special tools as well as to special features of the field.

The specialization alternative is implemented in co-operation with the Polytechnic and economic life so that the students will be introduced to the activity in their special field in accordance with the program drawn up for them. In this connection, the students complete case-specific special assignments, such as studies of labour legislation and occupational safety requirements, programming and design assignments, etc. The students themselves will acquire the co-operation companies.

More detailed objectives and the schedule are specified for each student personally according to his/her wishes and other studies and supply of subjects. The teacher appointed by the unit will take care of the planning and implementation.

The number of the students participating in the specialization alternative can be restricted according to resources.

Completion and Assessment

The completion of the studies requires the participation in the activity, in accordance with the personal program, in the Polytechnic, in a company or possibly in other institute.

To pass the specialization alternative requires the completion of all student-specific assignments. Assessment as pass or fail is comparable with practical training and entitles to the

inclusion of 20 credit units of practical training into the polytechnic degree.

Basic Project in IT

IIT26101

Basics of Project Working, 2 cu

Objectives and Contents

The student will be introduced to the issues and special features of project working in accordance with the personal program. The contents are defined according to the student's personal program.

Completion and Assessment

Completion is defined for each project separately. Assessment as pass or fail.

IIT26102

Implementation of the Project, 8 cu

Objectives and Contents

The student is introduced to the assignments in his/her field of specialization and to their characteristics by taking part in a project in a company and/or Polytechnic in accordance with the personal program. The duration of the work period is 8 weeks.

Completion and Assessment

The completion is defined for each project separately. Assessment as pass or fail based on the report written on the project work.

SEPARATE PROFESSIONAL STUDIES

Technical Mathematics

ICC29101

Integral Transforms and Discrete Mathematics, 2 cu

Objectives

Ability to model continuous and discrete phenomena using Fourier analysis and complex functions, introduction to Matlab.

Contents

Laplace transform, Fourier transform (continuous), Fourier series, discrete Fourier transform, z transform, introduction to the theory of complex functions.

Previous Knowledge

Integral calculus, series and multivariable analysis.

Course Material

Croft, Davison & Hargreaves. Engineering Mathematics. Addison-Wesley.
Phillips & Parr. Signals, Systems and Transforms. Prentice Hall.
Integral transforms, lecture notes.

Completion and assessment

Exercises and examination.

ICC29102

Matrix calculations, 2 cu

Objectives

To acquire basic knowledge of matrix calculations and linear spaces and an ability to model applications.

Contents

Linear spaces, linear mappings and their matrix representation, matrix decompositions, norms, matrix functions, numerical calculations with matrices, applications.

Previous Knowledge

Integral calculus, series and multivariable analysis.

Course Material

Lancaster. Theory of matrices. Academic Press.
Lecture notes.

Completion and assessment

Exercises and examination.

ICC29103

Numerical methods, 2 cu

Objectives

To acquire abilities to apply numerical methods.

Contents

Error propagation, linear and nonlinear equations and systems of equations, interpolation, numerical differentiation and integration, numerical solution of ordinary differential equations, special functions, complexity issues.

Previous Knowledge

Integral calculus, series and multivariable analysis.

Course Material

Conte & deBoer. Elementary numerical analysis. McGraw-Hill.
Lecture notes.

Completion and assessment

Exercises and examination.

ICC29104

Statistics, 2 cu

Objectives

Ability to use probability theory and statistics in confidence analysis and quality control. Introduction to statistical software.

Contents

Quality control issues, parameter estimation, dependence analysis, statistical decision making, stochastic process handling, SPC-methods, SSPS-software.

Previous Knowledge

Compulsory courses in mathematics.

Course Material

Arnold & Milton. Probability and Statistics in the Engineering and Computing Sciences. McGraw-Hill.
Lecture notes.

Completion and assessment

Exercises and examination.

ICC29105

Vector analysis, 2 cu

Objectives

To acquire an ability to apply the techniques of vector analysis and integration in several variables.

Contents

Differential operators, line, surface and triple integrals, the theorems of Green, Gauss and Stokes.

Previous Knowledge

Integral calculus, series and multivariable analysis.

Course Material

Grossman. Multivariable Calculus, Linear Algebra and Differential Equations. HBJ.
Lecture notes.

Completion and assessment

Exercises and examination.

8.3. DEGREE PROGRAMME IN INTERNATIONAL BUSINESS

Subjects Code Study units		Credits									
		Higher Sec.Educ.					Voc.Sec.Educ.				
		Study year				Total	Study year				Total
1	2	3	4	1	2		3	4			
TOTAL (Credit units)		40	40	40	20	140	40	40	40	20	140
TIB10000	COMMON CORE BASIC STUDIES	36	21	3	0	60	38	19	3	0	60
TIB11000	General Basic Studies										
CCC11100	Introductory Studies	2	0	0	0	2	2	0	0	0	2
CCC11101B	Studies and Information Acquisition	1					1				
CCC11108	Ethics	1					1				
TIB11200	Entrepreneurship and Society	3	2	2	0	7	1	2	2	0	5
CCC11201A	Public Economics 1	1					1				
CCC11202A	Entrepreneurship	2									
CCC11203A	Basics of Quality Management		2					2			
CCC11217	Human Resource Management			2					2		
TIB11300	Languages and Communication	4	5	0	0	9	13	5	0	0	18
TIB11301	Basics of Business Communication (F*)	1					1				
TIB11302	Basics of Business Communication (S*)	1					1				
TIB11320	Finnish for Foreigners (O*)	2	1				2	1			
CCC11311	Kommunikation inom arbetslivet (F*)						2				
CCC1131E	Työelämän kieli (S*)						2				
TIB11303	Språket inom företagslivet (F*)	1	1				1	1			
TIB11304	Liike-elämän suomi (S*)	1	1				1	1			
CCC11310	Working English						3				
TIB11307	Introduction to Business English	2	1				2	1			
CCC11330A	Optional Foreign Language		3				4	3			
*) Mother Tongue: Finnish (F), Swedish (S) or other (O)											
CCC11400	Data Processing	5	0	0	0	5	3	0	0	0	3
CCC11401	Basics of Data Processing	1									
CCC11402	Basics of the Internet	2					2				
TIB11403	Basics of Word Processing	1									
TIB11404	Spreadsheet Applications	1					1				
TIB11500	Mathematics and Natural Sciences	3	4	0	0	7	5	4	0	0	9
TIB11520	Brush-up Course in Mathematics						2				
TIB11501	Mathematics and Business	2					2				
TIB11502	Financial Mathematics		2					2			
TIB11503	Statistics		1					1			
TIB11504	Environmental and Resource Economics	1					1				
TIB11506	Methodology for Studies and Research		1					1			
TIB12000	Professional Basic Studies										
TIB12100	Business Economics and Legal Norms	6	3	1	0	10	6	1	1	0	8
TIB12101	Logistics	2					2				
TIB12102	Financing Management		2								
TIB12105A	Intr. to Contract Law and Obligations	2	1				2	1			
TIB12104	Company Establishment	2					2				
TIB12107	Basics of Labour Laws			1					1		

Continues on the next page

Subjects Code Study units		Credits									
		Higher Sec.Educ.					Voc.Sec.Educ.				
		Study year				Total	Study year				Total
		1	2	3	4		1	2	3	4	
TIB12200	Marketing	6	1	0	0	7	4	1	0	0	5
TIB12201	Customer Relationship Marketing	2									
TIB12203	Basics of Marketing Laws		1					1			
TIB12204	Personal Selling	2					2				
TIB12205	Marketing-Mix Elements	2					2				
TIB12300	Company Economics	3	4	0	0	7	1	3	0	0	4
TIB12307	Introduction to Financial Accounting	3					1				
TIB12303	Special Aspects of Financial Accounting		2					2			
TIB12308	Basic Cost Accounting		2					1			
TIB12400	Public Administration and Economics	4	2	0	0	6	4	2	0	0	6
TIB12401	Finnish Society	2					2				
TIB12402A	Public Economics 2	2					2				
TIB12403	International Economics		2					2			
TIB20000	SPECIAL. PROFESSIONAL STUDIES	0	17	23	0	40	0	17	23	0	40
TIB20100	International Marketing	0	10	0	0	10	0	10	0	0	10
TIB20105	Research Methodology in International Marketing		3					3			
TIB20106	Industrial Marketing and Purchasing		2					2			
TIB20107	International Marketing Management		5					5			
TIB20200	Foreign Trade	0	7	3	0	10	0	7	3	0	10
TIB20209	Foreign Trade in Practice		5					5			
TIB20210	Financing and International Settlements			1					1		
TIB20208	Guidance of Int. Personnel Resources			2					2		
TIB20205	International Contract Laws		2					2			
TIB20300	International Operational Environment	0	0	10	0	10	0	0	10	0	10
TIB20305	Int. Trade and Organiz. of Trade Policy			1					1		
TIB20306	Legal Norms of International Trade			2					2		
TIB20307	International Accounting			4					4		
TIB20308	Special Aspects of International Business			3					3		
TIB20700	Asian Business*	0	0	10	0	10	0	0	10	0	10
TIB20701	Asian Culture and Mentality			3					3		
TIB20702	Market Environment in Asia			5					5		
TIB20703	Structure of Economy in Asia			2					2		
* This module will be carried out in Southeast Asia and is financed partly by the students themselves.											
* Optional module. Students choose this module or any other module in the other programmes of Vaasa Polytechnic, other polytechnics or universities.											
TIB30000	OPTIONAL STUDIES	4	3	3	0	10	4	3	3	0	10
TIB40000	PRACTICAL TRAINING	0	0	10	10	20	0	0	10	10	20
TIB50000	THESIS	0	0	0	10	10	0	0	0	10	10

8.3.1 OBJECTIVES OF THE DEGREE PROGRAMME

The objectives of the programme of International Business are wide and versatile and focused on working life in practice. This degree programme gives knowledge and skills which are required in expertise and management tasks. Entrepreneurship, power of initiative and internationalization are also among the main goals of this course.

8.3.2 COMMON CORE BASIC STUDIES

GENERAL BASIC STUDIES

Introductory Studies

CCC11101B Studies and Information Acquisition, 1 cu

Objectives

The student will get familiar with the functions of Vaasa Polytechnic and the learning environment and community as well as the degree programmes and learning methods. The student will learn to draw up his/her own study plan and use various information services.

Contents

The learning environment at the Polytechnic, students' health care, financial aid to students and other measures of support; business person's job description and typical tasks, one's own degree programme and various learning methods; library and information services and the basics of data management.

Course Material

Study Guide, material produced by the library, any other material given by the lecturer.

Completion and assessment

Passing the given assignments, drawing out a personal study programme. Assessment on the pass or fail principle.

CCC11108 Ethics, 1 cu

Objectives

The student will get a good understanding of ethical issues with a view to business. In all his/her activities the student will be able to consider the demands made by the environment and society.

Contents

Different bases of values, individual responsibility, duties and morals.

Course Material

Handout provided by the lecturer.

Completion and assessment

Lectures, exercises and examination. Assessment on the pass or fail principle.

Entrepreneurship and Society

CCC11201A Public Economics 1, 1 cu

Objectives

The student will know the concepts related to national economics and will acquire an integral view of the structure, nature and development of national economics.

Contents

Concepts related to national economics; national economics of Finland and the structure, functions and development of its various sectors.

Course Material

Handout provided by the lecturer.

Completion and assessment

Lectures, exercises and examinations.

CCC11202A Entrepreneurship, 2 cu

Objectives

The student will acquire a view of entrepreneurship in general as well as the skills required for self-employment. The student familiarizes him/herself with the corporate

planning and the criteria for choosing the form of enterprise.

Contents

Entrepreneur and enterprise environment, qualities of an entrepreneur, impediments and incentives of entrepreneurship, entrepreneurship as a career and occupation, 'inner' entrepreneurship, company networking and international comparison of entrepreneurship, establishing a business, corporate planning, aims of entrepreneurship and choosing the form of enterprise.

Course Material

Handout given by the lecturer.

Completion and assessment

Lectures, exercises and examination.

CCC11203A

Basics of Quality Management, 2 cu

Objectives

The student will have an integral understanding of quality control related to products and operations and the role played by quality in the profit-making and continuous operation of the company.

Contents

The concept and components of quality. The role played by quality on the profit of the company. History, different improvement principles. Quality control by means of quality systems and their use as basis for continuous development work. Integral quality during the product's life span.

Course Material

Handout provided by the lecturer.

Completion and assessment

Lectures, exercises and examination.

CCC11217

Human Resource Management, 2 cu

Objectives

The student will learn the principles of the modern flexible working environment and will appreciate the way it functions. The student will be able to apply this knowledge to developing his/her own working environment.

Contents

Principles of work and organisation behaviour, leadership and management, issues related to personnel policy, wages and occupational safety.

Course Material

Handout provided by the lecturer.

Completion and assessment

Lectures, assignments and examinations.

Languages and Communication

TIB11301/302

Basics of Business Communication, 1 cu

Objectives

The student specialises in communication in his own language, paying special attention to linguistic norms in comparison with other languages. The student gets familiar with the language of business correspondence. The student is aware of cultural and communicational differences in situations covering meetings and negotiations.

Contents

Basics of business communication and correspondence.

Previous Knowledge

Basics of Word Processing.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, completed tasks and examination.

TIB11320

Finnish for Foreigners, 3 cu

Objectives

The aim is to give the student elementary theoretical knowledge of the structure of the Finnish language and basic oral and written skills for everyday life.

Contents

Basic phrases used in everyday situations and basic grammatical structures of standard Finnish.

Course Material

White, L. 1998. From Start to Finnish. Finn Lectura.

Completion and assessment

Class participation, completed tasks as well as oral and written tests.

CCC11311/11311E

Kommunikation inom arbetslivet (Finnish-speaking)/ Työelämän kieli (Swedish-speaking), 2 cu

Objectives

The student will acquire the basic skills required in working life.

Contents

Basic structures of the language, basic vocabulary of Swedish/Finnish, basics of professional vocabulary, oral and written communication, use of reference books.

Previous Knowledge

Vocational school Swedish/Finnish.

Course Material

To be announced at the beginning of the course.

Completion and assessment

Lectures, oral and written exercises examinations.

TIB11303/11304

Språket inom företagslivet (Finnish-speaking)/ Liike-elämän suomi (Swedish-speaking), 2 cu

Objectives

The student gets familiar with business correspondence, meetings, negotiations and reports in the Swedish/Finnish language.

Contents

Special features of professional Swedish/Finnish and its common core vocabulary, oral and written communication, meetings, negotiations, business letters, job applications and other documents.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, completed tasks and oral and written examination.

CCC11310

Working English, 3 cu

Objectives

The student will become familiar with the basics of spoken and written English.

Contents

English grammar and the basic vocabulary. Oral presentations.

Previous Knowledge

Vocational school English.

Course Material

Mattila, I. ja M. Lyhyt englannin kieli-oppi. Practise Your English. (Key).

Completion and assessment

Active participation, completed tasks and examination.

TIB11307

Introduction to Business English, 3 cu

Objectives

The aim of this course is to deepen the student's knowledge of the structure of the language required in the international business environment and to enlarge his/her vocabulary. Special emphasis will be given to presentation skills, business communication and cultural differences.

Contents

Brushing up the language skills. Texts and articles on international business. Various forms of business communication. Cultural differences all over the world.

Previous Knowledge

Courses at the Senior Secondary School or equivalent.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment
Lectures, assignments and examination.

CCC11330A
Optional Foreign Language, 3 or 7 cu

Objectives
The student improves, according to his/her own choice, his/her professional language skills either in English or in Swedish or takes up a new foreign language.

Contents
The language can be chosen during the first study year according to the student's own wishes, previous knowledge and the institute's possibilities to arrange courses.
The options are as follows:
- TIB11343, Business German, 3 cu
- TIB11342, Business French, 3 cu

TIB11343
Business German, 3 cu

Objectives
The aim is to broaden the student's knowledge of the German grammar and to deepen his/her oral and written skills. The student should also master the language used in various business situations and get familiar with some business correspondence.

Contents
Basic professional vocabulary in business communication: presentations, making contacts, telephone conversations, making appointments. Grammar and communicative exercises. German business culture and business documents.

Previous Knowledge
Courses at the Senior Secondary School or equivalent (see optional studies).

Course Material
Informed by the lecturer at the beginning of the course.

Completion and assessment
Active course participation, completed tasks and written examinations.

TIB11342
Business French, 3 cu

Objectives
The course prepares students to communicate in French in their working life. It will equip students to carry out routine business tasks and give an insight into business life in France.

Contents
Presenting a company and its products, telephone contacts, discussing prices, payments and deliveries, taking part in a trade fair, business trips, job applications and interviews and, basic business correspondence.

Previous Knowledge
Courses at the Senior Secondary School or equivalent (see optional studies).

Course Material
Mitchell, M. 2001. Pour parler affaires. Chancerel.
Handouts.

Completion and assessment
Active class participation, completed tasks, as well as oral and written tests.

Data Processing

CCC11401
Basics of Data Processing, 1 cu

Objectives
The student is able to use the personal computer in his studies.

Contents
The use, structure and operation of computer hardware. Operating systems and user interfaces of the Polytechnic. Basics of MS Word, MS Excel and E-mail.

Course Material
Handout provided by the lecturer.

Completion and assessment
Lectures, exercises and examination.

CCC11402
Basics of the Internet, 2 cu

Objectives

The student will be able to perceive the formation of computer networks and is able to use the Internet and produce documents for it.

Contents

Computer network and its structure, the basic use of the Internet, electrical communication, digitalisation of picture, use of www-tools making the student's own homepage and principles of maintaining the websites.

Previous Knowledge

Basics of Data Processing.

Course Material

WWW-pages of the study unit.

Completion and assessment

Lectures, exercises and examination.

TIB11403
Basics of Word Processing, 1 cu

Objectives

The student will be able to use and handle word processing applications in various tasks. The student will study different standards of documents.

Contents

The keyboard and its functions, standard documents, adjustments, text processing, editing, storage and print-out, special functions.

Previous Knowledge

Keyboard test (Optional Studies).

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, course work, completed tasks and examination.

TIB11404
Spreadsheet Applications, 1 cu

Objectives

The student gets introduced to spreadsheet applications and is able to use and apply these in financial tabulars.

Contents

Spreadsheet applications, transfer of data between different windows-based applications.

Previous Knowledge

Basics of Data Processing.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, completed tasks and examination.

Mathematics and Natural Sciences

TIB11520
Brush-up Course in Mathematics, 2 cu

This course is aimed for students who have a diploma from a Basic Vocational Education.

Objectives

The student acquires the level of knowledge that is required for participation in the mathematics courses taught at the Degree Programme in International Business.

Contents

Corresponds to the level of the short course taught at senior secondary school.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Completed tasks and examination.

TIB11501
Mathematics and Business, 2 cu

Objectives

The student obtains the required mathematical skills when dealing with various commercial and administrative tasks. The student handles equipment in logical analysis in daily business procedures.

Contents

Calculation in percents and indexes, interest and discount rates, currency calculations, and mean values.

Course Material

Pulkkinen, P. – Holopainen, M. – Keinänen, K. 2001. Business Mathematics. CS Care & Share.

Completion and assessment

Course participation, course work, completed tasks and examination.

TIB11502

Financial Mathematics, 2 cu

Objectives

The student is able to calculate compound interest, annuity loans and investment.

Contents

Compound interest, periodical payment, annuity loans, investment calculation and loans with equal instalment.

Previous Knowledge

Mathematics and Business.

Course Material

Pulkkinen, P. – Holopainen, M. – Keinänen, K. 2001. Business Mathematics. CS Care & Share.

Completion and assessment

Course participation, completed tasks and examination.

TIB11503

Statistics, 1 cu

Objectives

The student is able to find and interpret statistical figures. The student will individually study and critically analyse these key figures.

Contents

The basics of statistical procedures, graphical presentation, interpretation of key figures.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, completed tasks and examination.

TIB11504

Environmental and Resource Economics, 1 cu

Objectives

The student gets an insight into global environmental problems in both industrial and developing countries and becomes aware of his/her own ability to influence environmental issues.

Contents

Population explosion, air and water pollution, disposable problems, forest destruction and erosion.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, completed tasks and examination.

TIB11506

Methodology for Studies and Research, 1 cu

Objectives

The student will acquire the basic methodology for seeking and analyzing specialized information for writing essays and reports and conducting surveys and small scale research projects. The skills acquired during this course will be used all along the studies and should help students to complete high quality assignments and acquire specialized knowledge in their respective fields.

Contents

Information seeking through library and electronic networks. Reading and exploiting resources offered by specialized press. Writing essays and reports. Methodology for research projects and surveys.

Completion and assessment

Lectures, exercises and specialized assignments (survey, research and report to be conducted individually or/and in groups).

PROFESSIONAL BASIC STUDIES

Business Economics and Legal Norms

TIB12101 Logistics, 2 cu

Objectives

This course is designed to help students understand the planning, organizing, and controlling of such activities as transportation, inventory maintenance, order processing, purchasing, warehousing, material handling, customer service and product standard.

Contents

Overview of logistics; elements of logistics systems; analysing, designing and implementing a logistics system.

Course Material

Ballou, R.H. Business Logistics Management. Third edition. New York. Prentice-Hall International.

Wood, J.C. – Donald, F. Contemporary Logistics. 6th ed. Prentice-Hall International. Lectures, case studies and discussion.

Previous Knowledge

Entrepreneurship.

Completion and assessment

60 % examination and 40 % project work.

TIB12102 Financing Management, 2 cu

Objectives

To familiarise the student with introductory concepts useful in the analysis of financial problems. Financial projections and forecasting, evaluating financial performance, risk and valuation, financial markets and institutions and working capital management.

Contents

Introduction to financial management. The financial environment: concepts and principles, accounting, cash flows and taxes. Basic valuation. The time value of money. Risk and returns. Working capital policy and marketable securities.

Previous Knowledge

Entrepreneurship, Company Establishment, Logistics.

Course Material

Gallagher, T.J. – Andrew, J.D. Financial Management. Principles and Practices. Prentice-Hall International.

Lectures and exercises.

Completion and assessment

60 % examination, 20 % exercises and 20 % project work.

TIB12105A Introduction to Contract Law and Obligations, 3 cu

Objectives

Introduction to Finnish legislation to get acquainted with the partners in connection with contracts and their obligations.

Contents

Obligations, features, conditions, invalidity of a contract, procedures involved when drawing up and determining a contract, bonds and collaterals.

Course Material

Legislation in force and other material informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, completed tasks and examination.

TIB12104 Company Establishment, 2 cu

Objectives

The student is acquainted with the procedures and documents required when establishing a company.

Contents

Company forms, establishment procedures and documents.

Previous Knowledge

Entrepreneurship.

Course Material

Legislation in force and other material informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, course work, completed tasks and examination.

TIB12107

Basics of Labour Laws, 1 cu

Objectives

The student becomes well acquainted with the basics of labour laws.

Contents

The laws of employment contract, working hours, annual leave, collective agreements, labour protection and social security.

Course Material

Legislation in force and other material informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, completed tasks and examination.

Marketing

TIB12201

Customer Relationship Marketing, 2 cu

Objectives

In addition to the traditional means of competition in marketing, the student will get basic knowledge of relationship- and network marketing. The student will also get acquainted to the concept of marketing interaction.

Contents

The concept of relationship marketing, different types of relationships between companies, relationships between the company and the customer and the impact of relationships on marketing.

Course Material

Gummesson, E. 1999. Total relationship Marketing, Rethinking Marketing Management: From 4Ps to 30 Rs. Bath. Bath Press.

Completion and assessment

Course participation, completed tasks and examination.

TIB12203

Basics of Marketing Laws, 1 cu

Objectives

The student gets familiar with the laws of competition and consumer protection.

Contents

Consumer protection act, unfair business practice act, competition act, intellectual property rights, product liability and product safety.

Previous Knowledge

Introduction to Contract Law and Obligations.

Course Material

Legislation in force and other material informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, completed tasks and examination.

TIB12204

Personal Selling, 2 cu

Objectives

The student will be in command of the process involved in personal selling.

Contents

The importance and purpose of dealing with personal selling and customer service, sales process, relationships and advertising.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, completed tasks and examination.

TIB12205

Marketing-Mix Elements, 2 cu

Objectives

The student can develop a functioning business idea and realize it by utilizing marketing-mix elements.

Contents

Product, price, place and promotion as well as interaction between people and service.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, completed tasks and examination.

Company Economics

TIB12307

Introduction to Financial Accounting, 3 cu

Objectives

The aim of the course is to provide the students with a foundation in recording, measuring and reporting the financial performance and status of the firm as well as indirect taxation. The course emphasizes underlying theoretical concepts, reporting requirement, and implications of modern financial accounting.

Contents

Basics of accounting: entities and balance sheets. Income measurement: the accrual basis. The recording process: journals and ledgers. Accounting adjustments and financial statement preparation. Accounting cycle: recording, formal presentation and major elements of basic financial statements.

Course Material

Hornigren, C.T. – Sundem, G.L. – Elliot, J.A. Introduction to Financial Accounting. 6th ed. New York. Prentice-Hall International.
Warren, C.S. – Reeve, J.M. – Fess, P.E. Corporate Financial Accounting. 5th ed. International Thomson Publishing.
Lectures and exercises.

Completion and assessment

60 % examination and 40 % project work.

TIB12203

Special Aspects of Financial Accounting, 2 cu

Objectives

This course will apply the basic concepts of accounting studied in the Introduction to Financial Accounting to more specialised issues. Students will understand some of the issues involving the measurement of assets, liabilities, revenues and expenses.

Contents

Sales revenue, cash and account receivable. Subsidiary ledgers. Valuing inventories. Cost of goods sold and the gross profit. Internal control and ethics. Accounting for plant and intangible assets and depreciation. Accounting for current and short term liabilities. Wages and salaries and exchange rates.

Previous Knowledge

Introduction to Financial Accounting.

Course Material

Hornigren, C.T. – Sundem, G.L. Elliot, J.A. Introduction to Financial Accounting. Sixth edition. New York. Prentice-Hall International.
Warren, C.S. – Reeve, J.M. - Fess, P.E. Corporate Financial Accounting. 5th edition. International Thomson Publishing.
Lectures and exercises.

Completion and assessment

60 % examination and 40 % project work.

TIB12308

Basic Cost Accounting, 2 cu

Objectives

The course introduces the student to the understanding of costs and cost behaviour and the use of cost information for planning and control decisions.

Contents

Basics of cost accounting: the accountant's role in the organisation. An introduction to cost terms and purposes. Introduction to cost behaviour and estimation. Cost-volume-profit relationship. Variations of product costing and pricing.

Course Material

Hornigren, C.T. – Foster, G. – Datar, S.M. 1997. Cost Accounting. A Managerial Emphasis. Ninth edition. New Jersey. Prentice-Hall International.
Warren, C.S. – Reeve, J.M. - Fess, P.E. 1997. Managerial Accounting. Fifth edition. Cincinatti. International Thomson Publishing.
Lectures and exercises.

Completion and assessment

60 % examination and 40 % project work.

Public Administration and Economics

TIB12401 Finnish Society, 2 cu

Objectives

The student is familiar with the structure, proceedings, decision-making and administration of the state and municipalities.

Contents

Levels of decision-making in society, the public sector in national economics.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, completed tasks and examination.

TIB12402A Public Economics 2, 2 cu

Objectives

The goal is to give the student a view of the structure, characteristics and development of national economics. The student has an understanding of integration developments and their effects on national economics.

Contents

National economics and its different sectors in Finland.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, completed tasks and examination.

TIB12403 International Economics, 2 cu

Objectives

The goal is to give the student a picture of the structure, development and problems of international trade.

Contents

Theoretical framework of international trade, free-trade regions, important growth promoting areas, obstacles of free trade.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, course work, completed tasks and examination.

8.3.3 SPECIALISED PROFESSIONAL STUDIES

International Marketing

TIB20105 Research Methodology in International Marketing, 3 cu

Objectives

The objective of this course is to introduce students to basic concepts and methods of market research and analysis.

Contents

The topics covered include identification of information sources and research methods to be used and recognition of the importance of marketing information systems in marketing management. Definition of the marketing problems, researching the markets, the key market research methods, planning the research project and the design and process of market research.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, completed tasks and examination.

TIB20106
Industrial Marketing and Purchasing, 2 cu

Objectives

To introduce the student to international marketing and purchasing with special emphasis on industrial networks.

Contents

Special features of the industrial market, professional purchasing, industrial segmentation, market information, market planning, industrial market communication, negotiations and networks.

Course Material

Ford, D. 1998. Managing Business Relationships. England. John Wiley & Sons.
Gadde, L-E. – Håkansson, H. 1994. Professional Purchasing. London. Routledge.

Completion and assessment

Course work, tasks and examination.

TIB20107
International Marketing Management, 5 cu

Objectives

The student is able to analyze and make decisions from an international point of view. Special emphasis on cultural differences and international marketing strategies.

Contents

Market analysis, cultural effect on strategies and international marketing strategies.

Course Material

Usunier, J-C. 1993. International Marketing - a Cultural Approach.
Youngs et al. 1989. International Market Entry and Development. Prentice-Hall International.
Articles and other material provided by the lecturer.

Completion and assessment

Course work, evaluated tasks and examination.

Foreign Trade

TIB20209
Foreign Trade in Practice, 4 cu

Objectives

The student is able to handle export and import transactions (contract, payment, receiving of goods). He gets familiar with drawing up the contract, terms of delivery, documents, transportation, insurance and forwarding in international trade.

Contents

Contents of a foreign contract. Incoterms. Combiterms. Documents needed in foreign trade. Transportation. Insurance, forwarding and dispatch of goods and customs clearance in international trade.

Previous Knowledge

International Marketing.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, course work, completed tasks and examination.

TIB20210
Financing and International Settlements, 1 cu

Objectives

The student is educated on all aspects of international financing and is able to choose the best possible way of financing and apply for special sources of funding. The student knows the financing guarantees and the service of guarantee offices and is aware of the possibilities offered by the EU. The student gets to know the terms of delivery in foreign trade as well as the terms of payment and risks.

Contents

International financing, guarantees, terms of delivery and terms of payment.

Previous Knowledge

Entrepreneurship.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, tasks and examination.

TIB20208

Guidance of International Personnel Resources, 2 cu

Objectives

The course covers the most relevant topics and issues from a theoretical perspective and a real world application perspective. Each functional area will be viewed from both the organisation's perspective and the individual's point of view. A special focus will be placed on professional personnel management functions in modern organisations as well as the political, economic, social and legal impacts on managers in organisations that cut across national borders.

Contents

Functional topics include: personnel management, planning, job specification, employee recruitment, selection, testing, interviewing, job evaluations, performance appraisal, compensation structures, benefit programmes, career management and international cultural challenges.

Previous Knowledge

International Marketing Management.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Class performance, attendance, case assessment projects and examination.

TIB20205

International Contract Laws, 2 cu

Objectives

The student gets acquainted with the legal norms in international contract legislation.

Contents

Basics of international contracts: sales contracts, agency contract, distributorship contract, franchising contract. Solving international disputes.

Previous Knowledge

Introduction to Contract Law and Obligations.

Course Material

Legislation in force and other material informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, completed tasks and examination.

International Operational Environment

TIB20305

International Trade and Organizations of Trade Policy, 1 cu

Objectives

The student is able to evaluate the importance of international trade in Finland's economy. The student is aware of Finland's status in international trade.

Contents

Finland in international trade, Finland's business partners and turnover, organisations of trade policy.

Previous Knowledge

Entrepreneurship, Company Establishment.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, completed tasks and examination.

TIB20306

Legal Norms of International Trade, 2 cu

Objectives

The student is well acquainted with the legal norms involved in international trade.

Contents

The laws of international trade, competition, intellectual property rights, consumer protection, product liability and product safety.

Course Material

Legislation in force and other material informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, course work, completed tasks and examination.

TIB20307

International Accounting, 4 cu

Objectives

The course helps students to understand the complexity and variety of considerations which are added to business problems when set in the context of an international environment. It is partly looking at the differences in systems of financial reporting and partly evaluating how the nature of decision-making is affected by international considerations.

Contents

The context of international accounting: introduction, causes of differences. Major international differences in financial reporting. International classification of financial reporting. Harmonisation of financial reporting. Country studies: Financial reporting in France, Germany, the UK, the US and the Scandinavian countries. Issues in financial reporting: consolidation, currency, translation, segmental reporting. Analysis and management issues: analysis, international auditing, classification and harmonisation of income taxes. International aspects of managerial accounting.

Course Material

Choi, F.D.S. – Mueller, G.G. International Accounting. Second edition. New Jersey. Prentice-Hall International.

Nobes, C. – Parker, R. Comparative International Accounting. Fifth edition. Prentice-Hall International.

Material provided by the lecturer.

Lectures and exercises.

Previous Knowledge

Basic Cost Accounting, Introduction to Financial Accounting, Special Aspects of Financial Accounting.

Completion and assessment

Course participation, course work, completed case studies and examination.

TIB20308

Special Aspects of International Business, 3 cu

Objectives

The student is familiar with the different possibilities of international trade and finance and is able to adopt the correct financial forms and services.

Contents

Financial forms, guarantee forms of international trade, special aspects of international trade.

Previous Knowledge

Entrepreneurship, Company Establishment.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Course participation, completed tasks and examination.

Asian Business

TIB20701

Asian Culture and Mentality, 3 cu

Objectives

The aim of the course is to provide students with an overview of Asian culture and ideology and how Asian values affect business practices in Asia.

Contents

Asian values; the value systems of Buddhism, Confucianism, Hinduism, Islam and various forms of Shamanism. Differences between and similarities inherent in Asian and Western values.

Previous Knowledge

International Marketing Management.

Course Material

Lim, C.J. and P. - Mayer-Kunig, B. 2000. Asian Values: Encounter with Diversity.

Articles on Asian values.

Completion and assessment

Course participation and project assignments.

TIB20702
Market Environment in Asia, 5 cu

Objectives

The aim of the course is to provide students with an overview of the Asian markets and factors influencing operations of Western companies in Asia.

Contents

Market characteristics in Asia, strategies used by multinational corporations in Asia, Asian management systems.

Previous Knowledge

International Operation Environment, International Marketing Management.

Course Material

Lassere, P. & Schutte, H. 1999. Strategies for Asia Pacific: Beyond the Crisis. New York University Press.

Chen, M. 1995. Asian Management Systems. Chinese, Japanese and Korean Styles of Business. London. Routledge.

Completion and assessment

Course participation, examination and project assignments.

TIB20703
Structure of Economy in Asia , 2 cu

Objectives

The aim of the course is to provide students with up-to-date information regarding critical issues and recent events and trends in Asia.

Contents

Macro-economic environment in Asia, business opportunities and business ethics in Asia.

Previous Knowledge

International Economics.

Course Material

Thompson, G. ed. 1998. Economic Dynamism in the Asia Pacific. London. Routledge.

Completion and assessment

Course participation and project assignments.

8.4. DEGREE PROGRAMME IN HOTEL AND RESTAURANT BUSINESS

Code	Subjects Study units	Credits									
		Higher Sec.Educ.					Voc.Sec.Educ.				
		Study year				Total	Study year				Total
		1	2	3	4		1	2	3	4	
	TOTAL (Credit units)	40	40	40	20	140	40	40	40	20	140
RHB10000	COMMON CORE BASIC STUDIES	39	19	12	0	70	39	19	12	0	70
RHB11000	General Basic Studies										
RHB11100	Introductory Studies	2	0	0	0	2	2	0	0	0	2
CCC11101B	Studies and Information Acquisition	1					1				
CCC11108	Ethics	1					1				
RHB11200	Entrepreneurship and Society	3	2	4	0	9	3	2	4	0	9
CCC11201A	Public Economics	1					1				
CCC11202A	Entrepreneurship	2					2				
CCC11203A	Basics of Quality Management			2					2		
CCC11217	Human Resource Management		2					2			
RCC11204	Management of Service Business			2					2		
RHB11300	Languages and Communication	7	3	2	0	12	12	3	2	0	17
CCC11303	Tiedottava viestintä	1					1				
CCC11304	Suullinen ja kirjallinen vaikuttaminen			2					2		
CCC11311	Kommunikation inom arbetslivet						2				
RCC11314A	Affärskommunikation	3					3				
CCC11303A	Informativ kommunikation	1					1				
CCC11304B	Språk och påverkan			2					2		
GGG11311	Työelämän viestintä						2				
RCC11313	Liikeviestintä	3					3				
RCC11315	Communication	3					3				
RCC11314	Finnish for Foreigners	1	1	1			1	1	1		
RCC11324	Swedish for Foreigners	1	1	1			1	1	1		
CCC11310	Working English						3				
CCC11330A	Optional Languages		3					3			
RHB11400	Data Processing	1	2	0	0	3	1	2	0	0	3
CCC11401	Basics of Data Processing	1					1				
CCC11402	Basics of the Internet		2					2			
RHB11500	Mathematics and Natural Sciences	2	3	1	0	6	4	3	1	0	8
RCC11520	Brush-up Course in Mathematics						2				
RCC11501	Basics of Business Mathematics	1					1				
RCC11502	Statistical Math. and Research Procedures		1					1			
RCC11506	Microbiology	1					1				
RCC11507	Environment Protection and Physics		2					2			
RCC11509	Methodology for Studies and Research			1					1		
RHB12000	Professional Basic Studies										
RHB12100	Corporate Legislation in Service Business	2	2	0	0	4	2	2	0	0	4
RCC12106	Alcohol Legislation	1					1				
RCC12107	Basics of Commercial Law	1					1				
RCC12108	Labour Legislation in Service Business		2					2			

Continues on the next page

Code	Subjects Study units	Credits									
		Higher Sec.Educ.					Voc.Sec.Educ.				
		Study year				Total	Study year				Total
		1	2	3	4		1	2	3	4	
RHB12200	Restaurant Service	5	0	0	0	5	3	0	0	0	3
RCC12201	Dining-Room Service	3					1				
RCC12203	Strong Alcohol Beverages	1					1				
RCC12202	Oenology	1					1				
RHB12300	Food Service	5	0	0	0	5	2	0	0	0	2
RCC12307	Food Production and Nutrition	5					2				
RHB12400	Tourism Service	5	0	0	0	5	5	0	0	0	5
RCC12403	Tourism and its Environment	3					3				
RCC12404	Web-sites and Booking Syst. in Tourism Ind.	2					2				
RHB12500	Hotel Service	5	0	0	0	5	3	0	0	0	3
RCC12510	Accommodation as a Business	2					1				
RCC12511	Front Office Operations	2					1				
RCC12512	Housekeeping in Hotels	1					1				
RHB12700	Marketing of Services	2	3	2	0	7	2	3	2	0	7
RCC12701	Basics of Marketing	2					2				
RCC12705	Planning and Developing a Business Idea		1					1			
RCC12703	Marketing Communication		2					2			
RCC12704	Marketing Research			2					2		
RHB12800	Business and Economic Administration in Service Companies	0	4	3	0	7	0	4	3	0	7
RCC12801	Profitability and Gross Margin Calculations		2					2			
RCC12802	Planning of Budgets and Finances		2					2			
RCC12803	Basics in Closing the Accounts and Taxation			3					3		
RHB20000	SPECIAL. PROFESSIONAL STUDIES	0	20	7	3	30	0	20	7	3	30
RHB24000	Specialisation Alternative of Tourism Management										
RHB24100	Tourism as an Industry	0	10	0	0	10	0	10	0	0	10
RHB24101	The World of Tourism		2					2			
RHB24102	Tourism Products		2					2			
RHB24103	Development of Tourism Products		2					2			
RHB24104	Experimental Tourism Industry		2					2			
RHB24105	Assignment in Tourism		2					2			
RHB24200	Tourism Projects	0	0	7	3	10	0	0	7	3	10
RHB24201	Entrepreneurship in Tourism			2					2		
RHB24202	Planning of Tourism Projects			3					3		
RHB24203	Tourism Sociology and Trends			2					2		
RHB24204	Training Project				3					3	
RHB25000	Specialisation Alternative of Restaurant Management										
RHB25100	Specialisation Stud. in Food and Beverages	0	10	0	0	10	0	10	0	0	10
RHB25101	Specialisation Studies in Food Production and Food Preparation in the Dining Room		3					3			
RHB25102	Food as Restaurant Product		2					2			
RHB25103	Conference and Banqueting Management		2					2			
RHB25104	Logistics		1					1			
RHB25105	Nutrition and Sensory Evaluation		2					2			

Continues on the next page

Subjects Code Study units		Credits									
		Higher Sec.Educ.					Voc.Sec.Educ.				
		Study year				<i>Total</i>	Study year				<i>Total</i>
		1	2	3	4		1	2	3	4	
RHB25200	Food and Beverage Management	0	0	7	3	10	0	0	7	3	10
RHB25201	Food Cultures, Eating Trends and Combination of Food and Beverages			3					3		
RHB25202	Planning of Premises and Equipment				2				2		
RHB25203	Management and Planning of Restaurant and Food Services			3					3		
RHB25204	Operative Management of Hospitality Business			1	1				1	1	
RHB20002	Specialised Optional Module	0	0	3	7	10	0	0	3	7	10
<hr/>											
RHB30000	OPTIONAL STUDIES	3	4	3	0	10	3	4	3	0	10
<hr/>											
RHB40000	PRACTICAL TRAINING	0	0	20	0	20	0	0	20	0	20
<hr/>											
RHB50000	THESIS	0	0	0	10	10	0	0	0	10	10

8.4.1 OBJECTIVES OF THE DEGREE PROGRAMME

The general objective of the degree in Hotel and Restaurant Business is to provide the student with skills required in a variety of careers in tourism organisations, accommodation and catering businesses, in the supervision, administration, planning and marketing in the hospitality industry as a private entrepreneur or in the employment of others both in the Finnish and foreign labour markets.

8.4.2 COMMON CORE BASIC STUDIES

GENERAL BASIC STUDIES

Introductory Studies

CCC11101B Studies and Information Acquisition, 1 cu

Objectives

The student will get familiar with the functions of Vaasa Polytechnic, the learning environment and the learning community as well as the degree programmes and learning methods. The student will learn to draw up his/her own study plan and use various information services.

Contents

The learning environment in the Polytechnic, students' health care, financial aid to students and other measures of support; business person's job description and typical tasks, one's own degree programme and various learning methods; library and information services and the basics of data management.

Course Material

Study guides, material produced by the library, and other material given by the teacher.

Completion and assessment

Passing the given assignments, drawing out a personal studying program. Assessment on the pass or fail principle.

CCC11108 Ethics, 1 cu

Objectives

The student will get a good understanding of ethical issues with a view to business. In all his/her activities he/she will be able to consider the demands made by the environment and the society.

Contents

Different basis of values, individual responsibility, duties and morals.

Course Material

Hall, S. 1992. Ethics in Hospitality Management. A Book of Readings. Educational Institute of the American Hotels & Motels Association.

Completion and assessment

Lectures, exercises and examination; assessment as pass or fail.

Entrepreneurship and Society

CCC11201A Public Economics, 1 cu

Objectives

The student will know the concepts related to national economics and will acquire an integral view of the structure, nature and development of national economics.

Contents

Concepts related to national economics; the national economics of Finland and the structure, functions and development of its various sectors.

Course Material

Handout provided by the lecturer.

Completion and assessment

Lectures, exercises and examinations.

CCC11202A Entrepreneurship, 2 cu

Objectives

The student will acquire a view of entrepreneurship in general as well as the skills required for self-employment. The student fa-

miliarizes him/herself with the corporate planning and the criteria for choosing the form of enterprise.

Contents

Entrepreneur and enterprise environment, the qualities of an entrepreneur, impediments and incentives of entrepreneurship, entrepreneurship as a career and occupation, intrapreneurship, company networking and international comparison of entrepreneurship, establishing a business, corporate planning, the aims of entrepreneurship and choosing the form of enterprise.

Course Material

Holopainen, T. 2000. Establishing a Business in Finland 2000. Helsinki. Edita.

Morrison, A. – Rimmington, M. – Williams, C. 1999. Entrepreneurship in the Hospitality, Tourism and Leisure Industries. Oxford. Butterworth-Heinemann.

Completion and assessment

Lectures, teamwork, exercises and examination.

CCC11203A

Basics of Quality Management, 2 cu

Objectives

The student will have an integral understanding of quality control related to products and operations and the role played by quality in the profit making and continuous operation of the company.

Contents

The concept and components of quality. The role played by quality in the profit of the company. History, different improvement principles. Quality control by means of quality systems and their use as basis for continuous development work. Integral quality during the product's life span.

Course Material

Handout provided by the lecturer.

Completion and assessment

Lectures, exercises and examination.

CCC11217

Human Resource Management, 2 cu

Objectives

The student will learn the principles of the modern flexible working environment and will

appreciate the way it functions. The student will be able to apply this knowledge to developing an own working environment.

Contents

Principles of work and organisation behaviour. leadership and management, issues related to personnel policy, wages and occupational safety.

Course Material

Handouts provided by the lecturer.

Completion and assessment

Lectures, assignments and examination.

RCC11204

Management of Service Business, 2 cu

Objectives

The student will acquire basic readiness to act as a manager and developer of a service business.

Contents

Different aspects of management and the responsibility of a manager, organization structures, delegation of duties, motivating management, managing changes, feedback, team work and control of conflicts.

Course Material

Riley, M. 1997. Human Resource Management in the Hospitality and Tourism Industry. 2nd ed. Oxford. Butterworth – Heinemann.

Handouts provided by the lecturer.

Completion and assessment

Lectures, exercises, assignment and examination.

Languages and Communication

RCC11303/CCC11303A

Tiedottava viestintä/ Informativ kommunikation, 1 cu

Objectives

The objective is for the student to internalise the underlying idea and basic concepts of goaloriented communication, and to learn to produce documents that comply with the demands of working life and society as to their contents, form and language.

Contents

General concepts in communication, common informative documents in working life as well as their layout, appropriate use of language and style, basics in written and oral communication.

Previous Studies

Basics in Word Processing.

Course Material

To be announced at the beginning of the course.

Completion and assessment

Lectures, assignments and examination.

CCC11304/CCC11304B

Suullinen ja kirjallinen vaikuttaminen/ Språk och påverkan, 2 cu

Objectives

The goal is for the student to learn about goal-oriented communication, act in meetings and negotiations, and become familiar with various public presentations in working life.

Contents

Basic concepts in the effectiveness of goal-oriented communication, persuasive documents, basics in meeting and negotiation procedures, meeting and negotiation documents.

Completion and assessment

Lectures, assignments and examination.

CCC/GGG11311

Kommunikation inom arbetslivet/Työelämän viestintä, 2 cu

This course is for students with a diploma on basic vocational qualification.

Objectives

The student acquires basic skills in Swedish, to the extent required in working life.

Contents

Basic grammar and core vocabulary, basics of professional vocabulary, oral and written communication in Swedish, and the use of reference books.

Course Material

Handout provided by the lecturer.

Completion and assessment

Active participation in class, oral and written exercises and examination.

RCC11314A/RCC11313

Affärskommunikation/Liikeviestintä, 3 cu

Objectives

The student achieves sufficient written and oral proficiency to cope in Swedish/Finnish in various communication situations in the hotel and restaurant business. The student gets familiar with economic, social and cultural features that are typical of Finland and other Nordic Countries.

Contents

Customer service situations, vocabulary and syntax exercises, oral presentations. Reporting, summaries and translation. Business communication.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Lectures, exercises, and examination.

RCC11315

Communication, 3 cu

Objectives

The student will achieve sufficient communication skills needed in their studies and working life.

Contents

Writing skills: accurate and appropriate language usage in essays, reports and formal letters. Speaking skills: effective oral communication in different situations. Reading skills: Reading and understanding professional texts in study books and media sources. Notetaking skills from lectures and texts. Information gathering skills from library resources, Internet, CD-ROMs etc.

Previous Studies

English of higher secondary school or Working English.

Course Material

To be announced at the beginning of the unit.

Completion and assessment
Examinations, oral and written assignments, continuous assessment.

RCC11314
Finnish for Foreigners, 3 cu

Objectives
The aim is to give the student elementary theoretical knowledge of the structure of the Finnish language and basic oral and written skills for everyday life.

Contents
Basic phrases used in everyday situations and basic grammatical structures of standard Finnish.

Course Material
White, L. 1998. From Start to Finnish: a short course in Finnish. Helsinki. Finn Lectura.

Completion and assessment
Class participation, completed tasks, oral and written tests.

RCC11324
Swedish for Foreigners, 3 cu

Objectives
The goal is to give the student elementary theoretical knowledge of the structure of the Swedish language and elementary oral and written skills for everyday life.

Contents
Elementary Swedish phonetics, morphology, syntax and vocabulary for beginners. Oral and written exercises.

Course Material
Bauters, A. – Impola, E. 2000. Resor och Fritid. Porvoo. WSOY.
Material supplied by the lecturer.

Completion and assessment
Course participation, completed tasks, examination.

CCC11310
Working English, 3 cu

This course is for students with a diploma on basic vocational qualification.

Objectives
The student will become familiar with the basics of spoken and written English.

Contents
English Grammar and the basic vocabulary. Oral presentations.

Course Material
Mattila, I. – Mattila, M. 1980. Lyhyt englannin kieli-oppi. Helsinki. Otava.

Completion and assessment
Active participation, completed tasks and examination.

CCC11330A
Optional Languages, 3 cu

Objectives
The student is obliged to choose between professional German or French. Irrespective of the choice, the student must know gastronomic vocabulary in both German and French. It is taken up later in professional studies.

RHB11334
Berufsprache Deutsch, 3 cu

Objectives
The goal is for the student to achieve such written and oral proficiency as required in hotel and restaurant business, and to be able to give a presentation of Finland in a tourism context.

Contents
Professional restaurant vocabulary, various customer service situations, and special features of Finnish culture. Various language usage situations in customer service in hotels and tourism enterprises.

Previous Studies
C- or D-curriculum German in upper secondary school.

Course Material
Informed by the lecturer at the beginning of the course.

Completion and assessment
Written and oral examination.

RHB11335
French, professional language in hotel and restaurant business, 3 cu

Objectives

The goal is for the student to achieve such written and oral proficiency as required in hotel and restaurant business.

Contents

Professional terminology in accommodation and catering, oral and written language usage situations in customer service situations, business letters. Presentation of Finland as a tourism country.

Previous Studies

C- or D-curriculum French in upper secondary school.

Course Material

Saikkonen, P. 1999. Termes Culinaires. Helsinki. Restamark.

Completion and assessment

Active participation in class, exercises, written and oral examination.

Data Processing

CCC11401
Basics of Data Processing, 1 cu

Objectives

The student is able to use a personal computer independently in his/her studies.

Contents

The use, structure and operation of computer hardware. Basic principles in operating systems and user interfaces in the Polytechnic. Basics in MS Word, MS Excel and e-mail.

Course Material

Handouts during the course. Other material informed by the lecturer.

Completion and assessment

Lectures, exercises and examination.

CCC11402
Basics of the Internet, 2 cu

Objectives

The student is able to perceive the structure of computer networks, knows how to use Internet and how to produce documents in it.

Contents

Computer network and its structure, basic use of Internet, electrical communication, digitalisation of picture, the use of www-tools. Making the student's own homepage and principles of maintaining the web-sites.

Previous Studies

Basics of Data Processing.

Course Material

WWW-pages of the study unit.

Completion and assessment

Lectures, exercises, and examination or assignment.

Mathematics and Natural Sciences

RCC11520
Brush-up Course in Mathematics, 2 cu

This course is aimed for students who have diploma from a Basic Vocational Education.

Objectives

The student acquires the level of knowledge that is required for participation in the mathematics courses taught at the Degree Programme in Hotel and Restaurant Business.

Contents

Corresponds to the level of the short course taught at upper secondary school.

Course Material

Informed by the lecturer at the beginning of the course.

Completion and assessment

Completed tasks and examination.

RCC11501
Basics of Business Mathematics, 1 cu

Objectives

The goal is for the student to master mathematical methods required in tourism and catering, both from the perspective of practical work and of administration.

Contents

Applications of percentage calculation, wages, loans, taxes, pricing, nutritional values, additives, portion calculation and cards, currencies.

Course Material

Material will be distributed by the lecturer.

Completion and assessment

Exercises in class and examination.

RCC11502
Statistical Mathematics and Research Procedures, 1 cu

Objectives

The goal is for the student to be able to obtain statistical information from various sources as well as to illustrate and analyse it. The student is familiar with the basics of statistical inference and is able to assess statistical results in a critical manner.

Contents

Statistical variables, data collection, graphic presentation, parameters, measures of dispersion, regression and correlation. Basics in probability calculation and testing of hypotheses. Assignments.

Course material

Rowntree, D. 1991. Statistics without Tears. Penguin Books.

Material will be distributed by the lecturer.

Completion and assessment

Exercises, assignment and examination.

RCC11506
Microbiology, 1 cu

Objectives

The goal is for the student to understand the significance of food hygiene, to know the most common causes of food poisoning and factors that influence the safety of foodstuffs. The

student is also familiar with the HACCP in food production. The student knows contagious diseases related to tourism as well as how to prevent them.

Contents

Various groups of microbes, general conditions of existence related to microbes, the most common infections and food poisonings caused by foodstuffs, parasites in foodstuffs, and organisms that are harmful to foodstuffs, changes in foodstuffs during storage, and prevention of these changes. Basics of HACCP. The most common contagious diseases in tourism as well as their prevention.

Course Material

Gaman, P.M. - Sherrington, K.B. 1996. The Science of Food. Butterworth-Heinemann.

Garbutt, J. 1997. Essential of Food Microbiology. Arnold.

Completion and assessment

Assignment and examination.

RCC11507
Environment Protection and Physics, 2 cu

Objectives

The goal is for the student to know basic concepts in environmental protection and to realise the significance of environmental values in corporate operations, to be able to draw up an environmental plan and to assess its economic implications. The students knows how to measure variables that describe work conditions, is familiar with the functioning of work equipment from the point of view of occupational safety, as well as the principles of radiation physics from the point of view of protecting the population from radiation hazards.

Contents

Environmental values and cultural sustainable development. Assessment of the status of the environment, nature conservation, prevention of pollution, structure of an environmental programme. Energy production and saving, electrical safety. Measurement of temperature, illumination and noise. Quantities in radiation physics and basics in radiation protection. Other themes chosen annually amongst topical issues.

Course Material

Provided by the lecturer.

Completion and assessment

Project work in environmental protection and assignments in physics.

RCC11509
Methodology for Studies and Research,
1 cu

Objectives

The student will acquire the basic methodology for seeking and analyzing specialized information for writing essays and reports and conducting surveys and small scale research projects. The skills acquired during this course will be used all along the studies and should help students to complete high quality assignments and acquire specialized knowledge in their respective fields.

Contents

Information seeking through library and electronic networks. Reading and exploiting resources offered by specialized press. Writing essays and reports. Methodology for research projects and surveys.

Completion and assessment

Lectures, exercises and specialized assignments (survey, research and report to be conducted individually or/and in groups).

PROFESSIONAL BASIC STUDIES

Corporate Legislation in Service Business

RCC12106
Alcohol Legislation, 1 cu

Objectives

The aim of the course is to familiarise the student with the chemical structure of alcohol. The student should master the Finnish alcoholic legislation and statutes concerning alcohol and be able to apply these in his/her work.

Contents

Alcohol law and regulations concerning the serving of alcohol.

Course Material

Alcohol law 1149/94 and statute 1344/94.

Completion and assessment

Active participation in class and examination.

RCC12107
Basics of Commercial Law, 1 cu

Objectives

The goal is for the student to learn basic principles of business competition and consumer legislation that have an effect on corporate operations, marketing conditions, and the standing of the consumer.

Contents

The most common business contracts, main principles of business and consumer protection legislation, basic legislation concerning indemnity liability, credit business, and marketing.

Course Material

Provided by the lecturer.

Completion and assessment

Active participation in class and examination.

RCC12108
Labour Legislation in Service Business, 2 cu

Objectives

The goal is for the student to know the principles of general labour legislation as well as the details of collective agreement in his/her own branch. The student is able to collective agreement in practical work both from the point of view of the employer and the employee. The student is also familiar with the main principles of Co-operation Act and occupational safety.

Contents

Labour market organisations, main principles of employment contracts, collective labour contracts in the branch, negotiations for employment contracts, termination of employment contracts, decisions on redundancy, and selling of an enterprise. Provisions on working hours, wages, and payment of wages, annual holidays, wages during sickness, issues related to child birth and child care, family leaves, co-operation at work places and basic issues related to occupational safety.

Course Material

Provided by the teacher.

Completion and assessment
Active participation in class, exercises during lessons and examination.

Restaurant Service

RHB12200 Restaurant Service, 5 cu

Objectives

The goal is for the student to get familiar with basic activities and range of products in restaurants and acquire the required readiness and ability to work in a dining-room. The student has an overall view of the service chain and the formation of a service product. This unit consists of the following courses: Dining-room Service (3 cu), Strong Alcohol Beverages (1 cu) and Oenology (1 cu), as well as a one-week introduction period in a dining-room.

Contents, study materials, and assessment of the courses are specified below.

RCC12201 Dining-Room Service, 3 cu

Contents

Different types of restaurants, staff and organisations, setting the table, different types of tables, serving of food and beverages, computer-based registration of cash flow. Concepts in customer service, stability of customer relations and the effects of interaction. Factors influencing the quality of service.

Course Material

Fuller, J. 1990. Modern Restaurant Service. Cheltenham. Stanley Thornes.
Lillcrap, D. – Cousins, J. – Smith, R. 1991. Food and beverage service. 5th ed. London. Holder & Stoughton.

Completion and assessment

The course is carried out partly in co-operation with Food Service. Attendance required in practical training. The course also includes a 40-hour training period in serving tasks in accommodation or catering businesses.

RCC12203 Strong Alcohol Beverages, 1 cu

Contents

Production, use, and serving of spirits and fortified wines.

Course Material

Durkan, A. - Cousins, J. 1999. The beverage book. London. Hodder and Stoughton.

Completion and assessment
Examination.

RCC12202 Oenology, 1 cu

Contents

Production of mild wines, the most important wine-producing countries and regions, and classification of wines in different countries. Language on labels.

Course Material

Durkan, A. - Cousins, J. 1999. The beverage book. London. Hodder and Stoughton.

Completion and assessment
Examination.

Food Service

RHB12300 Food Service, 5 cu

RCC12307 Food Production and Nutrition, 5 cu

Objectives

The aim is for the student to know basic foodstuffs and legislation concerning them, be able to prepare economical and appropriate breakfast, lunch, dinner and supper. To plan and prepare meals and special diets paying attention to nutritional recommendations. The student knows how to handle and use foodstuffs and kitchen equipment in an appropriate and safe manner. The student can describe the most important classic dishes. The student knows how to use computers in food production.

Contents

Food preparation methods and their applications, appropriate and economical use of foodstuffs, preparation of standard meals (breakfast, lunch, dinner, supper). Planning of meals with a view to the business idea of the enterprise, seasonal products, nutritional recommendations and special diets. Food preparation methods, handling of foodstuffs, and standard meals. Learning to distinguish and use vegetables, fruit, berries, beef, pork, mutton, poultry and reindeer, domestic fish, milk products, eggs and grains and being familiar with legislation regulating them. Basics in food production, pre-treatment, various methods, as well as economical, nutritionally appropriate, and hygienic food production. Most common dishes in ordinary breakfast, lunch and dinner and various ways to serve them. Basics in meal times and the planning of healthy food. The most common special diets: diabetes, lactose intolerance, gluten free diet; the most common food allergies, various vegetarian diets, food and religion. Safety and hygiene in the kitchen.

The course includes a one-week introduction period in a restaurant kitchen.

Course Material

Bailey, A. 1990. Cooks ingredient's. A Dorking Kindersley Book.

Dowell, P. - Bailey, A. 1980. The Book of Ingredients. Penguin group.

France, C. 1997. The Ultimate Book of Cooking Hints & Tips. Dorking Kindersley.

Kinton, R. - Ceserani, V. - Foskett, D. 1999.

McMillan, N. 1996. Basic Cooking. England. Sebastian Kelly.

Wright, J. - Treuille, E. 1996. Le Cordon Bleu Complete Cooking Techniques. England. Cassell.

The Theory of Catering. Modder Stoughton.

Material from Internet and given handouts for dietics.

Completion and assessment

Active participation in class, exercises, different projects and independent tasks. The exercises and tasks are obligatory. Written examination on theory, work test, continuous assessment. A written report on the introduction period.

Tourism Service

RHB12400

Tourism Service, 5 cu

Objectives

The aim is for the student to get an overall view of tourism as a global and growing industry. The various sectors of tourism are presented so that the student realises the diversity of tourism and its effects on the society and environment. The student knows how to use web-sites related to tourism and is familiar with booking systems used in the most important travel agencies. This unit consists of two courses: Tourism and its Environment (3 cu) and Web-sites and Booking Systems in Tourism Industry (2 cu). The course can include an introduction period within tourism industry.

RCC12403

Tourism and its Environment, 3 cu

Contents

Tourism and its functioning. Concepts and theories in tourism. Repulsive and attractive factors in tourism. Attractive areas and travel agencies in Finland. Effects of tourism.

Course Material

Goeldner, R. – McIntosh, W. 2000. Tourism: Principles, Practices, Philosophies. 8th. ed. (also 7th.ed. 1995) New York. John Wiley & Sons. (partly).

Material handed out by the lecturer.

Completion and assessment

Active participation in class. Assignments. Examination. Training period.

RCC12404

Web-sites and Booking Systems in Tourism Industry, 2 cu

Contents

Structure of travel agencies as a business. Information and booking systems in Internet. Basics in Amadeus Pro Tempo. Searching of timetables in various sources.

Course Material

Theobald, W. - Dunsmore, H.E. 1999. Internet Resources for Leisure and Tourism. Oxford. Butterworth-Heinemann. Timetables and manuals.

Completion and assessment

Active participation in class. Assignments.

Hotel Service

RHB12500

Hotel Service, 5 cu

Objectives

The student will get an overall view on the structure and activities in hotel and accommodation industry. The student will know what to do in the reception and how to use booking systems and have a comprehensive picture of the chain of services in the various units. The student understand the significance of security from the points of view of the customer, the staff, as well as the operation and profitability of the company. The student knows the operations of the housekeeping department, is able to choose appropriate detergents and knows how to treat various surface materials, textiles, and plants. The student understands the significance of a clean environment for the comfort and safety of the customers. This unit consists of three courses: Accommodation as a Business (2 cu), Front Office Operations (2 cu), and Housekeeping in Hotels (1 cu). The unit can include an introduction period in accommodation businesses.

RCC12510

Accommodation as a Business, 2 cu

Contents

Types of hotels, hotel chains, marketing chains, operations and organisation of hotels, hotel services, safety in hotels and restaurants.

Course Material

To be announced at the beginning of the course.

Completion and assessment

Assignments and examination.

RCC12511

Front Office Operations, 2 cu

Contents

Various sectors of hotel service. Vocabulary and concepts. Various customer groups. Booking systems and operations, booking programmes (ADP), maintenance of booking status. Customer service in reception. Organisation and co-operation between departments. Introduction to computer systems within hotel industry, reservation systems and operational qualities.

Course Material

Kasavana, M. - Cachill, J. 1992. Managing computers in the hospitality industry. East Lansing.

Completion and assessment

Project work and examination.

RCC12512

Housekeeping in Hotels, 1 cu

Contents

The role of the housekeeping department and the staff that works there. The usage of cleaning agents, the cleaning of different materials, equipment and machines used in housekeeping. The cleaning of hotel rooms. Treatment of flowers and plants. Ergonomics and safety of customers and staff in the housekeeping department. Economical planning of the housekeeping department.

Course Material

Cleaning Manual, publication 1:8. 1998. The Finnish Association of Cleaning technology. Helsinki. SSTL.

Handouts given by the teacher.

Completion and assessment

Exercises, examination and 15 hours of cleaning in hotel (to be included in professional training periods).

Marketing of Services

RCC12701

Basics of Marketing, 2 cu

Objectives

The aim is to give the student tools to carry out creative and effective customer relationship

marketing based on a business idea. Make the student realise the need of constant development in marketing in accordance with changing requirements and demands. The student realises the significance of quality for the profitability of the company and knows how to use various methods of supervising the services and measuring customer satisfaction.

Contents

What is marketing, the marketing-mix, market-oriented strategic planning, market segmentation, quality management in services.

Course Material

Kotler, P. 1997. Marketing Management, analysis, planning, implementation and control. 9th International Ed. Prentice-Hall Inc.

Grönroos, C. 2000. Service Management and Marketing – A Customer Relationship Management Approach. John Wiley & Sons, England.

Completion and assessment

Active participation in class, assignments and a written examination.

RCC12705 Planning and Developing a Business Idea, 1 cu

Objectives

The aim is for the student to become familiar with the planning and development of business ideas and be able to create a plan for the construction of a business idea for a new company.

Contents

Decisive factors in the process of choosing the right business idea, the importance of business culture in successful business activities. Project work and planning of a project.

Course Material

Vesper, K.H. 1993. New venture mechanics. Eaglewood Cliffs. Prentice-Hall.
Further reading will be announced later.

Completion and assessment

Project work in groups. Presentation of the plan and a report of the project.

RCC12703 Marketing Communication, 2 cu

Previous Studies

RCC12701 Basics of Marketing

Objectives

The aim is for the student to get familiar with the basic concepts of marketing communication and their practical application by means of examples.

Contents

Basics in marketing communication, advertising, sales promotion, PR, direct and on line marketing.

Course material

Smith, P. R. 2001. Marketing Communications, an integrated approach. 3rd ed. Kogan Page.

Completion and assessment

Active participation in class, assignment and examination.

RCC12704 Marketing Research, 2 cu

Objectives

The aim is to form an overall picture of marketing planning and information that need to precede it as well as the gathering of that information. The student will also be introduced to different research methods and the use of computer based research analyses. The student will carry out small scale research projects.

Contents

Special features of marketing research, various research methods, marketing management.

Course material

Malhotra, N. K. – Birks, D. F. 2000. Marketing Research, an applied approach. European Edition. Pearson Education Limited.

Completion and assessment

Written examination, assignment.

Business and Economic Administration in Service Companies

RCC12801 Profitability and Gross Margin Calculations, 2 cu

Objectives

The aim is for the student to be able to draw up internal profit calculations of departments or products and to be able to use these in managerial work. He/she can control the profitability, productivity, and operating (efficiency) of the branch, can calculate the price of products and services. Basics in Activity Based Costing.

Contents

Principles and control methods in profitability, pricing, calculation and analysis of profitability parameters. Basics in operations calculations and their application in the branch.

Course material

Harris, P. 1999. Profit Planning. 2nd ed. Oxford. Butterorth – Heinemann.

Completion and assessment

Assignments and examination.

RCC12802 Planning of Budgets and Finances, 2 cu

Objectives

The aim is for the student to know how to make various budgets as well as short- and long-term finance and investment calculations. The student knows how to use these instruments in the control of business activities and he/she is able to answer for the budget control of the company.

Contents

Budgeting methods, different kinds of budgets, finance and investment calculations.

Course Material

Provided by the lecturer.

Completion and assessment

Assignments and examination.

RCC12803 Basics in Closing the Accounts and Taxation, 3 cu

Objectives

The aim is for the student to know the accounting regulations as well as the basics of good book-keeping and to understand the basic principles of double-entry book-keeping and the closing of the accounts. The student gets familiar with direct and indirect taxation in the service industries and realises the significance of internal and external control.

Contents

Accounting Act, registration of business transactions, closing of the accounts and internal reporting, value added tax and corporate taxation in service industries.

Course material

Owen, G. 1998. Accounting for Hospitality, Tourism and Leisure. 2nd ed. London.
Other material informed by the lecturer.

Completion and assessment

Assignments and examination.

8.4.3 SPECIALISED PROFESSIONAL STUDIES

Specialised professional studies consist of three 10-credit units and at least 20 credits must come from the specialisation alternative that the student chooses as the main line of study. There are two specialisation alternatives to choose from:

RHB24000 Tourism Management and
RHB25000 Restaurant Management.

The third 10-credit entity may be composed of various specialised professional courses or also professional basic courses in other degree programmes on the provision that they can be considered to form a whole that complements the student's degree.

SPECIALISATION ALTERNATIVE OF TOURISM MANAGEMENT

The aim of the specialisation alternative Tourism Management is to provide the student with skills required in various positions of supervision, administration, planning and marketing in the tourism industry.

RHB24100 Tourism as an Industry, 10 cu

Objectives

The goal is for the student to know the basics in consumer behaviour. The student knows how to plan consumer-based tourism products and is familiar with comprehensive quality thinking. The student realises the importance of diversifying various tourism products. This unit consists of the following courses:

The World of Tourism (2 cu), Tourism Products (2 cu), Development of Tourism Products (2 cu), Experimental Tourism Industry (2 cu) and Assignment in Tourism (2 cu).

RHB24101 The World of Tourism, 2 cu

Contents

The significance of international tourism as a global phenomenon. Various factors of attraction in different areas. Tourism geography. Various geographical areas and their attractions. Competitors to Finland in tourism context.

Course Material

Burton, R. 1999. Travel Geography. 2nd ed. London. Pitman Publishing. (partly).
Davidson, R. – Maitland, R. 1999. Tourism destinations. London. Hodder & Stoughton. (partly).
Vellas, F. - Bécherel, L. 1995. International Tourism. London. Macmillian. (partly).
World travel atlas 1999. London. Columbus Press.

Completion and assessment

Active participation in class. Presentation of a tourism destination. Summary. Examination on the knowledge of geography (maps).

RHB24102 Tourism Products, 2 cu

Contents

Getting familiar with various product groups. Networking in tourism. The importance of quality in tourism. Rural tourism products. Conference tourism products. Event tourism products. Corporate tourism products such as incentive travelling.

Course Material

Material provided by the lecturer.

Completion and assessment

Active participation in class, summary or report.

RHB24103 Development of Tourism Products, 2 cu

Contents

Customer-based approach in product development. Compiling and packaging of a tourism product. Pricing, profitability as well as environmental and quality requirements of a product. Marketing and channels of distribution.

Previous Studies

Tourism Products

Course Material

Middleton, V. 1998. Marketing in Travel and Tourism. 2nd ed. Oxford. Butterworth-Heinemann. (partly).
Seaton, A. - Bennett, M. 1996. Marketing Tourism Products. London. International Thompson Business Press. (partly).

Completion and assessment

Active participation in class. Case study. Assignments. Summary.

RHB24104 Experimental Tourism Industry, 2 cu

Contents

Application of programme service. Experiences, entertainment and events as attractions as well as their use in tourism. Excursions to various actors in experimental tourism industry.

Previous Studies
RHB24101 The World of Tourism

Course Material

Getz, D. 1997. Event management and event tourism. New York. Cognizant Communication Corporation. (partly)
Goeldner, R. - McIntosh 2000. Tourism: Principles, Practices, Philosophies. 8th. ed. New York. John Wiley & Sons. (partly)

Completion and assessment

Active participation in class. Planning and implementation of an experimental excursion as well as participation in a benchmarking excursion and a travel report.

RHB24105
Assignment in Tourism, 2 cu

Contents

Planning of a tourism product based on research and compiling of a marketing plan. The product will also have to pay heed to environmental and quality aspects.

Course Material

Laws, E. 1997. Managing Packaged Tourism. London. International Thompson.
Swarbrooke, J. - Horner, S. 1999. Consumer behaviour in tourism. Oxford. Butterworth-Heinemann.
Veal, A. 1997. Research Methods for Leisure and Tourism. A Practical Guide. London. Prentice Hall.

Completion and assessment

Planning and testing a service as well as the planning of marketing. Participation in idea competition. Written report of project.

Tourism Projects

Objectives

The aim is for the student to be able to apply his/her knowledge in practice in the planning and development of a project. Understanding the importance of development on various levels of tourism industry. The student is aware of various risks and opportunities in the everyday running of a tourism enterprise.

RHB24201
Entrepreneurship in Tourism, 2 cu

Contents

Starting points and prerequisites for entrepreneurship. Key factors in the success of tourism enterprises – unique expertise. Subcontractors. Sources and use of background information and statistics. Financing.

Previous Studies

Tourism as an Industry.

Course Material

Morrison, A. 1999. Entrepreneurship in the Hospitality, Tourism and Leisure Industries. Oxford. Butterworth-Heinemann.

Completion and assessment

Active participation in class. Getting to know entrepreneurs. Corporate analysis.

RHB24202
Planning of Tourism Projects, 3 cu

Contents

Effects on income and employment and research into these effects. Implementation of tourism strategies. Project work and various types of development activities in tourism. Drawing up, planning and control of project plans. Management, control and quality systems. Financing. Regional development of tourism.

Previous Studies

RHB24201 Entrepreneurship in Tourism.

Course Material

Goodfrey, K. 2000. The tourism development handbook: a practical approach to planning and marketing. London. Cassell.
Tisdell, C. - Roy, K. 1998. Tourism and development: economic, social, political and environmental issues. Commack. Nova Science Publishers.

Completion and assessment

Lectures. Excursion. Application in practice.

RHB24203
Tourism Sociology and Trends, 2 cu

Contents

Understanding people's travelling habits and their underlying reasons. Basics in tourism sociology. Local people and tourists. Cultural responsibility. Tourism trends and their changes in the future.

Course material

Honey, M. 1999. Ecotourism and sustainable development: who owns paradise. Washington. Island Press.

Krippendorf, J. 1997. The holidaymakers. Oxford. Butterworth-Heinemann.

Actual material provided by the lecturer.

Completion and assessment

Active participation in class. Assignments. Summary of a book.

RHB24204
Training Project, 3 cu

Contents

Getting familiar with a tourism project by working there. Planning and implementation of one's own project.

Previous Studies

RHB24202 Planning of Tourism Projects

Course Material

Hutchinson, A. - Hutchinson, F. 1997. Environmental business management: sustainable development in the new millennium. New York. McGraw-Hill. WTO 1998. Agenda 21 for the travel and tourism industry: Towards environmentally sustainable development.

Completion and assessment

Work in a project. Exchange of experiences. Report. Final examination.

SPECIALISATION ALTERNATIVE OF RESTAURANT MANAGEMENT

The aim of the specialisation alternative Restaurant Management is to prepare the student for work in positions of supervision, administration, planning, and marketing. The student will

also be able to work with marketing, sales, and sales promotion.

Specialisation Studies in Food and Beverages

Objectives

The goal is for the student to be familiar with the handling and use of uncommon ingredients and knows the beverages to combine with them using methods of sensory evaluation. The student understands the significance of food chemistry in cookery and pays attention to nutritional issues. The student knows how to plan various events around special dishes. The student is able to plan, supervise and carry out various types of occasions in a profitable way, and can use computer technology as an aid in planning. Furthermore, the student knows how to prepare food in the dining room.

This unit consists of the following courses:

Specialisation Studies in Food Production (2 cu), Serving Special Foods and preparation of Food in the Dining Room (1 cu), Food as Restaurant Product (2 cu), Conference and Banqueting Management (2 cu), Logistics (1 cu) and Nutrition and Sensory Evaluation (2 cu).

Previous Studies

Restaurant Service (5 cu) and Food Service (5 cu).

RHB25101
Specialisation Studies in Food Production and Food Preparation in the Dining Room, 3 cu

Contents

Handling and preparation of the ingredients below the most common dishes made of the ingredients below. Economically and safely planned meals: Fillets, game, offals, deep sea fish, shellfish, roe, exotic vegetables and fruit and more advanced dishes. Carving, portioning and flambéing in dining room, setting the tables and serving as well as planning and pricing of larger entities.

Course Material

Material announced by the lecturer.

Completion and assessment

Active participation in class, course work, practical and written examinations.

RHB25102
Food as Restaurant Product, 2 cu

Contents

Factors that influence food production. Product design: product planning, standardisation and pricing of portions. Planning of food in accordance with various business ideas. Children as restaurant customers. Presentation of selected themes (healthy food, local food and ecological food). Catering services and banqueting.

Previous Studies

Specialisation Studies in Food Production.

Course Material

Kivelä, J. 1994. Menu Planning for the Hospitality Industry. Australia. Hospitality Press.

Completion and assessment

Active participation in class, course work, practical and written examinations.

RHB25103
Conference and Banqueting Management, 2 cu

Contents

Main features of occasions in a restaurant, order as a process, sales service, written material required in orders, planning of orders, staff, various orders, role of supervisor. Profitability calculations in orders.

Course Material

Bernard, D. - Lockwood, A. - Stone, S. 1998. Food and Beverage Management. 3rd ed. Oxford. Butterworth and Heinemann.

Drysdale, A. J. 1998. Profitable Menu Planning. 2nd ed. New Jersey. Prentice Hall.

Kivelä, J. 1994. Menu Planning for the Hospitality Industry. Australia. Hospitality Press.

Completion and assessment

Planning and implementation of orders, written examination.

RHB25104
Logistics, 1 cu

Contents

Materials activities, purchases, storage, control, ADP applications in the planning of purchases.

Previous Studies
Food Service, 5 cu.

Course Material

Bernard, D. - Lockwood, A. - Stone, S. 1998. Food and Beverage Management. 3rd ed. Oxford. Butterworth and Heinemann.

Stefanelli, J. 1997. Purchasing – selection and procurement for the hospitality industry. 4th ed. New York. John Wiley & Sons, inc.

Completion and assessment

Course work and examination.

RHB25105
Nutrition and Sensory Evaluation, 2 cu

Contents

The purposes of nourishment and factors related to the need of energy. Organic and non-organic compounds in food. The importance of acidity. Chemical reactions in food during handling and preparation. Methods of sensory evaluation, basic tastes, practical arrangements of sensory testing and assessment of its results. Sensory assessment as part of the company's quality system.

Course Material

Gaman, P.M. - Sherrington, K.B. 1999. The Science of Food. Oxford. Butterford & Heinemann.

Lawless, H. 1999. Sensory evaluation of food: principles and practices. Gaithersburg. Aspen Publishers (partly).

Completion and assessment

Chemistry assignments, arrangement of a sensory evaluation test and examination.

Food and Beverage Management

Objectives

The student is able to plan kitchen and restaurant premises and production processes. Knows how to plan, manage and implement restaurant and food services in an efficient, economical, and safe way. The student is familiar with various food cultures and prevailing trends as well as the factors influencing them. He/she is able to combine foods and beverages so that they form harmonious meals and can sell them to

customers paying heed to economy and the requirements of customer service.

The student can plan products and materials, draw up attractive menus and wine lists, as well as price them appropriately. He/she can use cash flow and ADP-systems and their reports in internal control and follow-up. The student knows how to assess the need of staffing and how to draw up shift lists and find various solutions to produce the required services.

In Operative Management of Hotels the student will become familiar with the practical operation of hotels as well as with internal and external factors that influence the result and he/she will gain an overall view on the effects of the environment and interest groups on the daily operation of the hotel. The student is also able to plan the economic operation of a hotel in a goal-oriented manner.

This unit consists of the following courses:

Food Cultures, Eating Trends and Combination of Food and Beverages (3 cu), Planning of Premises and Equipment (2 cu), Management and Planning of Restaurant and Food Services (3 cu) and Operative Management of Hospitality Business (2 cu).

RHB25201 Food Cultures, Eating Trends and Combination of Food and Beverages, 3 cu

Contents

Factors that influence food culture and its development. Traditional Finnish food. Food culture in Europe, North America, Central America, South America, Africa and the Middle East, Asia and Australia. Development of restaurant dishes in the 1900's. Prevailing and future trends. Basic rules in combining food and beverages. Planning of meals, sensory tests.

Previous Studies

Food Service, 5 cu

Course material

Simon, J. 1995. Discovering wine. London. Simon & Schuster.

Diverse literature in ethnic cuisine.

Magazines: Gourmet, Fast Food, Caterer and Hotelkeeper, Good Food, Fineschmecker.

Material provided by the lecturer.

Completion and assessment

Active participation in class, course work.

RHB25202

Planning of Premises and Equipment, 2 cu

Contents

To understand and be able to participate into the process of planning and design of a variety of hotel and restaurant facilities, to evaluate functionality and layout of various premises, to be able to participate into customer oriented planning process in cooperation with professional designers, to get familiar with basics of colour and interior design, to understand environmental connections of design, to learn principles for kitchen, restaurant and equipment design, to understand the aspect of safety, security and control as well as ergonomics in building design.

Course Material

Abercrombie, S. 1999. Hospitality & Restaurant Design. New York. Visual Reference Publications.

Cerver, F.A. 1998. Remarkable Restaurants. New York. Watson-Guptill.

Hays, J.R. 1994. Restaurant and food graphics. Düsseldorf. Nippan.

Montanaro, H. 1998. The best of Bars and Restaurants. Kliczkowski.

Pegler, M. 1998. Cafes and Bistros. New York. Retail Reporting Corporation.

Riewoldt, O. 1998. Hotel Design. London. Laurence King.

Vercelloni, M. 1998. New restaurants in USA and East Asia. Milano. Edizioni L'Archivolta.

Wolfman, P. – Gold, C. Forks, Knives & Spoons. London. Thames and Hudson..

World Restaurant Designs: 51 outstanding ethnic restaurants. 1994. Tokto. Shotenkenchiku-Sha.

Handouts given by the lecturer.

Completion and assessment

Students assessment.

RHB25203

Management and Planning of Restaurant and Food Services, 3 cu

Contents

Ways to produce food and services, the degree of processing in ingredients, planning of menus and wine lists, analysis of menus, licences, pricing, interpretation of various reports, follow-up of sales and results. Profitability parameters.

Course Material

Davis, B. et al. 1998. Food and Beverage Management. 3rd ed. Oxford. Butterworth & Heinemann.
Drysedale, A. J. 1998. Profitable menu planning. 2nd ed. New Jersey. Prentice Hall.
Kivelä, J. 1994. Menu Planning for the Hospitality Industry. Australia. Hospitality Press. Material provided by the lecturer.

Completion and assessment

Active participation in class, course work.

RHL25204

Operative Management of Hospitality Business, 2 cu

Contents

Assessment of operational environment and determination of the factors that have an influence on it, economic analysis of business operations, analysis of reports and economic estimates, critical examination of business idea and its implementation, and determination of the need to change. Practical budgeting applications, economic estimates, planning of activities and changes as well as follow-up of objectives. Staff planning and practical application of management methods.

Course Material

To be provided by the lecturer.

Completion and assessment

Extensive assignment and report.