Learning Camp 1 – Learn to learn

(Suomenkielinen opintojaksokuvaus sivun alaosassa)

Code: INS1PO101
Scope: 5 ECTS
Timing: 1st semester
Language: English and partly in Finnish
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module is a part of basic studies in Porvoo Campus competence-based curriculum. The module advances the following competences: personal goal orientation, understanding of different learning styles, team working and listening skills, agility and professional attitude, global mindset, self-reflection skills and presentation skills and savvy use of digital tools. The module is closely linked with the other learning camps and modules throughout the studies. This module, offered in Semester 1, is part 1 of the upcoming module, offered in Semester 2, with the similar name.

Grade 1
The student is able to set personal goals to be followed and reflected upon incoming camps with guidance. S/he has a rather limited picture of the upcoming studies and her/his ability to work in an international environment. The student has a limited understanding of the Porvoo Campus learning culture and methods. S/he has difficulties in using the basic tools and platforms needed in studies. The student has difficulties with expressing oneself and understanding others. The student has a very limited ability to analyse and reflect upon him/herself as a learner. S/he displays some ability to plan the following semester together with peers and supervisors. The student is able to evaluate earlier plans and make some adjustments only when offered external assistance and support. The student participates in the project planning, implementation and evaluation with a minimal input. The student requires extra support from peers and supervisors in order to complete tasks.

Grade 3
The student is able to set a few personal goals to be followed and reflected upon incoming camps. S/he has a rather good picture of the upcoming studies and is able to work in an international environment. The student understands the Porvoo Campus learning culture and methods rather well. S/he is able to use the basic tools and platforms needed in studies. The student is able to express oneself and understand others. The student is able to analyse and reflect upon him/herself as a learner. S/he is able to plan the following semester together with peers and supervisors. The student is able to evaluate earlier plans and make some adjustments. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available.The student is able to operate when the task and instructions are given.

Grade 5
The student is able to set personal goals to be followed and reflected upon incoming camps. S/he has a clear picture of upcoming studies and working in an international environment. The student understands the Porvoo Campus learning culture and methods. S/he is able to use the basic tools and platforms needed in studies. The student is able to express oneself and understand others. The

student has an excellent ability to analyse and reflect upon him/herself as a learner. S/he is able to plan and contribute towards the following semester together with peers and supervisors. The student is able to evaluate earlier plans and make adjustments. The student participates proactively and with goal-orientation in the project planning, implementation and evaluation. The student is able display a goal-oriented mindset and professional attitude.

Recognising and validating prior learning (RPL)

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

Connections to business life

Guest lecturers from the industry, Haaga-Helia Porvoo alumni

Internationality

Possibility to work with multicultural team and multicultural lectures. Possible guest lecturers from international organizations. International learning materials.

Contents

- inquiry learning strategies (1st semester)
- setting goals and milestones (1st semester)
- group activities with group dynamics elements (1st semester)
- orientation to ICT-tools and digital platforms of Porvoo Campus (1st and 2nd semester)
- Haaga-Helia guidelines for writing reports (1st semester)
- business etiquette and ethics of Porvoo Campus (1st semester)
- global mindset (1st and 2nd semester)
- orientation to development methods (2nd semester)
- professional communication (2nd semester)
- academic writing and reporting (2nd semester)
- introduction to specialisation studies (2nd semester)
- personal study coaching (1st and 2nd semester)

Learning methods

All competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Inquiry learning

Peer-to-peer learning
Tutorials
Debates
Study tours and company visits
Lectures and workshops

Independent study and teamwork
The assessment of one's own learning

Assessment

The assessment methods may include:

Individual assignments
Goups assignments
Final deliverables
Exams
Peer assessment
Self-assessment

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

Module instructor(s)

Darren Trofimczuk, Porvoo
Maria Vickholm, Porvoo

Learning materials

The learning materials are e.g.:

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Teacher's materials, materials prodused by students

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Learning Camp 1 - Learn to learn

Tunnus: INS1PO101
Laajuus: 5 op
Ajoitus: 1. lukukausi
Kieli: englanti ja osittain suomi
OPS: Porvoo Campus 2017
Moduulin taso: perusopinnot
Moduulin tyyppi: pakollinen

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Moduulilla ei ole lähtötasovaatimuksia. Moduuli on sidoksissa tulevaan Learning Camp 2 -kokonaisuuteen (2. lukukautena) sekä muihin moduuleihin opintojen aikana.

Osaamistavoitteet ja arviointi

Moduulissa kehitetään seuraavia osaamisalueita: itseohjautuvuus, erilaisten oppimistapojen ymmärtäminen, yhteistyötaidot, joustavuus ja ammatillisuus, globaali ajattelutapa, reflektointi- ja esiintymistaidot sekä digitaalisten työvälineiden hallinta.

Arvosana 1
Opiskelija pystyy asettamaan joitain henkilökohtaisia tavoitteita ja reflektoimaan niitä ohjatusti. Hänellä on melko rajoittunut tietämys tulevista opinnoistaan ja kyvystään työskennellä kansainvälisessä ympäristössä. Opiskelija on sisäistänyt heikosti Porvoo Campuksen oppimiskulttuurin ja -metodit. Hän osaa auttavasti käyttää opinnoissa tarvittavia perustyökaluja ja oppimisalustoja. Hän kykenee ilmaisemaan itseään ja ymmärtämään muita auttavasti. Opiskelijalla on rajoittunut kyky analysoida ja reflektoida itseään oppijana. Hän pystyy jonkin verran suunnittelemaan tulevaa lukukautta yhdessä muiden opiskelijoiden ja ohjaajien kanssa. Opiskelija kykenee arvioimaan aikaisempia suunnitelmia ja tekemään korjauksia ainoastaan kun hän saa ulkopuolista apua ja tukea. Opiskelijan panos projektin suunnitteluun, toteutukseen ja arviointiin on minimaalinen. Opiskelija tarvitsee ylimääräistä tukea muilta opiskelijoilta ja ohjaajilta suorittaakseen tehtäviä.

Arvosana 3
Opiskelija pystyy asettamaan henkilökohtaisia tavoitteita ja reflektoimaan niitä jonkin verran. Hänellä on melko hyvä tietämys tulevista opinnoistaan ja kyvystään työskennellä kansainvälisessä ympäristössä. Opiskelija on sisäistänyt melko hyvin Porvoo Campuksen oppimiskulttuurin ja -metodit. Hän osaa käyttää opinnoissa tarvittavia perustyökaluja ja oppimisalustoja. Hän kykenee ilmaisemaan itseään ja ymmärtämään muita. Opiskelijalla on kyky analysoida ja reflektoida itseään oppijana. Hän pystyy suunnittelemaan tulevaa lukukautta yhdessä muiden opiskelijoiden ja ohjaajien kanssa. Opiskelija kykenee arvioimaan aikaisempia suunnitelmia ja tekemään joitakin korjauksia. Opiskelija osallistuu itsenäisesti projektin suunnitteluun, toteutukseen ja arviointiin ja käyttää hyödykseen saatavilla olevia neuvoja. Opiskelija pystyy toimimaan saatuaan tehtävän ja ohjeet.

Arvosana 5
Opiskelija pystyy asettamaan henkilökohtaisia tavoitteita ja reflektoimaan niitä. Hänellä on selkeä tietämys tulevista opinnoistaan ja kyvystään työskennellä kansainvälisessä ympäristössä. Opiskelija

on sisäistänyt Porvoo Campuksen oppimiskulttuurin ja -metodit. Hän osaa käyttää sujuvasti opinnoissa tarvittavia perustyökaluja ja oppimisalustoja. Hän kykenee ilmaisemaan itseään ja ymmärtämään muita erinomaisesti. Opiskelijalla on hyvä kyky analysoida ja reflektoida itseään oppijana. Hän pystyy rakentavasti suunnittelemaan tulevaa lukukautta yhdessä muiden opiskelijoiden ja ohjaajien kanssa. Opiskelija kykenee arvioimaan aikaisempia suunnitelmia ja tekemään tarvittavat korjaukset. Opiskelija osallistuu proaktiivisesti projektin suunnitteluun, toteutukseen ja arviointiin ja käyttää hyödykseen saatavilla olevia neuvoja. Opiskelija on määrätietoinen ja hänellä on ammattimainen asenne.

Aikaisemmin hankitun osaamisen tunnistaminen ja tunnustaminen (AHOT)

Jos opiskelija on saavuttanut vaadittavan osaamisen esimerkiksi aikaisemmissa työtehtävissä, harrastuksissa tai muissa opinnoissa, hän voi osoittaa osaamisensa ja edetä opinnoissa ripeämmin. Katso lisätiedot ja ohjeet aiemmin hankitun osaamisen tunnistamisesta ja tunnustamisesta (AHOT): MyNet.

Työelämäyhteydet

Vierailuluennoitsijat, Haaga-Helia Porvoo alumnit

Kansainvälisyys

Mahdollisuus työskennellä monikulttuurisessa tiimissä ja monikulttuuristen ohjaajien kanssa. Vierailuluennoitsijoita kansainvälisistä organisaatioista, kansainvälinen oppimateriaali.

Sisältö

- tutkivan ja kehittävän oppimisen strategiat (1. lukukausi)
- tavoitteiden ja virstanpylväiden asettaminen (1. lukukausi)
- toimiminen ryhmissä, ryhmädynamiikkaelementit (1. lukukausi)
- orientoituminen Porvoo Campuksen ICT-työkaluihin ja digitaalisiin alustoihin (1. ja 2. lukukausi)
- Haaga-Helian raportointiohjeet (1. lukukausi)
- Porvoo Campuksen business etiketti ja etiikka (1. lukukausi)
- globaali ajattelutapa (1. ja 2. lukukausi)
- orientoituminen kehittämismetodeihin (2. lukukausi)
- ammattimainen viestintä (2. lukukausi)
- akateeminen kirjoittaminen ja raportointi (2. lukukausi)
- johdanto erikoistumisopintoihin (2. lukukausi)
- henkilökohtainen omaohjaus (1. ja 2. lukukausi)

Oppimistehtävät

Kaikki kompetenssit opitaan aktiviteeteissa yhdessä muiden moduulien kanssa. Aktiviteeteissa käytössä olevat metodit ovat esimerkiksi:

Tutkiva ja kehittävä oppiminen
Vertaisoppiminen
Tutoriaalit

Väittelyt
Opintomatkat ja yritysvierailut
Luennot ja työpajat
Itsenäinen työskentely ja tiimityö
Oman oppimisen arviointi

Arviointitavat

Käytettävät arviointitavat ovat esimerkiksi

Yksilötehtävät
Ryhmätehtävät
Lopulliset tuotokset
Tentit
Vertaisarviointi
Itsearviointi

Sähköisen lomakkeen kautta annettava opintojaksopalautteeseen sisältyvä itsearviointi ja palaute eivät vaikuta moduulin arvosanaan, vaan sitä käytetään ainoastaan moduulin kehittämiseen.

Vastuuopettaja

Darren Trofimczuk, Porvoo
Maria Vickholm, Porvoo

Oppimateriaalit

Oppimateriaalit ovat esimerkiksi:

Aiheeseen liittyvä kirjallisuus

E-kirjat ja sähköiset artikkelit

Verkkotutoriaalit

Yritysten internet-sivut

Toimialaan liittyvät raportit ja tilastot

Erilaiset mediat

Sosiaalisen median kanavat

Tehtävät, kokeet

Ohjaajien materiaalit, opiskelijoiden tuottama materiaali

Learning Camp 2 – Development methods

Code: INS1PO102
Scope: 5 ECTS
Timing: 2nd semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module is a part of basic studies in Porvoo Campus competence-based curriculum. The module advances the following competences: goal orientation, business thinking, understanding of the role of research in business processes, analysing skills, academic writing and presentation skills, critical thinking, self-reflection and savvy use of digital tools. The module is closely linked with the other modules throughout the studies.

Grade 1

The student has a limited picture of the research approaches and has difficulties in naming qualitative and quantitative data collection methods. The student shows some ability to collect the data needed for the research, but needs assistance and support in organising and analysing the material. The student participates in the project planning, implementation, reporting and evaluation with a minimal input. The student requires extra support from peers and supervisors in order to complete tasks.

Grade 3

The student is familiar with the research approaches and can explain and provide practical examples of qualitative and quantitative data collection methods. The student is able to design and implement the data collection so that the material is fairly comprehensive and representative, as well as to analyze the data appropriately and carefully so that conclusions can be drawn. The student participates in the project planning, implementation, reporting and evaluation independently and makes use of the advise available. The student is able to operate when the task and instructions are given.

Grade 5

The student is familiar with the research approaches and is able to assess the suitability of different data collection methods for different research tasks. The student is able to design and implement the data collection so that the material is comprehensive, representative and reliable, and to analyze the data appropriately and carefully so that it is possible to make meaningful and justified conclusions. The student participates proactively and with goal-orientation in the project planning, implementation, reporting and evaluation. The student is able display a goal-oriented mindset and professional attitude.

Recognising and validating prior learning (RPL)

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

Connections to business life

Possible guest lecturers from the industry or Haaga-Helia Porvoo alumni

Internationality

Possibility to work with international team and international lectures. Possible guest lecturers from international organizations and partner universities. International learning materials.

Contents

- Research process
- Secondary data sources
- Types of research
- Qualitative and quantitative data collection methods
- Data analysis methods
- Digital tools used in data collection and reporting
- Academic writing and reporting

Learning methods

All competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Inquiry learning
Tutorials
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

The assessment methods include:

Research report
Peer assessment

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

Module instructor(s)

Eva Holmberg, Porvoo
Marina Karlqvist, Porvoo
Tiina Jokinen, Porvoo
Anu Seppänen, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Instructors' own materials, materials produced by students.

Aviation Business Basics 1

Code: BUS1AB101
Scope: 5 ECTS
Timing: 1st Semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module has no prerequisites. This module is linked with all the level 1 modules of the Campus 2017 curriculum. This module, offered in Semester 1, is part 1 of the upcoming module, offered in Semester 2, with the similar name. The module contents will be implemented through semester projects.

Learning objectives and assessment

The module is a part of basic studies in Porvoo Campus competence-based curriculum and advances the following competences: e.g., understanding profitability, awareness of basic processes and operations in aviation organisations. The module advances also entrepreneurial and business mindset, ability to analyse the operational environment of aviation and savvy use of digital tools. There are also other parallel implementations of this module with the same objectives yet with a different industry specific focus.

Grade 1
The student is aware of the basic processes and operations in organisations. S/he understands the requirements of profitable business at some level and is able to estimate the profitability of operations and products with assistance. S/he is able to choose and use professional ICT tools in planning and estimating business operations when aided and guided by others. The student utilizes reliable sources. The student participates in the project planning, implementation and evaluation with a minimal input. S/he is able to operate when the task and instructions are given and when aided by other students and the supervisors.

Grade 3
The student has a some command on the basic processes and operations in organisations. S/he understands the requirements of profitable business and is able to estimate the profitability of operations and products. S/he is able to choose and use professional ICT tools in planning and estimating business operations. The student utilizes versatile and reliable sources. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available. S/he is able to operate when the task and instructions are given.

Grade 5
The student understands and follows the current economic discussion from versatile, reliable and international sources. S/he has a good command on the basic processes and operations in organisations. The student understands the requirements of profitable business and is able to estimate the profitability of operations and products. S/he is able to choose and use professional ICT tools in planning and estimating business operations. The student utilizes versatile and reliable

international sources. The student participates proactively and with goal-orientation in the project planning, implementation and evaluation. S/he is able display entrepreneurial and business oriented mindset as well as act proactively.

Recognising and validating prior learning (RPL)

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

Connections to business life

Company visits and possible guest lecturers and workshops from different companies and organizations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Business model planning (1st semester)
- Business operations and processes in the aviation industry (2nd semester)
- Business calculations and estimations of profitability and financing with an emphasis on the aviation industry (1st and 2nd semester)
- Business ownership models and liabilities (2nd semester)
- Professional ICT tools (1st and 2nd semester)

Learning methods

All competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

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

Assessment

The assessment methods are defined in the implementation plans. The assessment methods may include:

Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

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

Instructor(s) responsible

Ivan Berazhny, Porvoo
Mona Eskola, Porvoo
Pekka Polvinen, Porvoo
Alexandre Kostov, Porvoo
Anna Vähäsalo, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Aviation Business Basics 2

Code: BUS1AB102
Scope: 5 ECTS
Timing: 2nd Semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module has no prerequisites. This module is linked with all the level 1 modules of the Campus 2017 curriculum. This module, offered in Semester 1, is part 1 of the upcoming module, offered in Semester 2, with the similar name. The module contents will be implemented through semester projects.

Learning objectives and assessment

The module is a part of basic studies in Porvoo Campus competence-based curriculum and advances the following competences: e.g., understanding profitability, awareness of basic processes and operations in aviation organisations. The module advances also entrepreneurial and business mindset, ability to analyse the operational environment of aviation and savvy use of digital tools. There are also other parallel implementations of this module with the same objectives yet with a different industry specific focus.

Grade 1
The student is aware of the basic processes and operations in organisations. S/he understands the requirements of profitable business at some level and is able to estimate the profitability of operations and products with assistance. S/he is able to choose and use professional ICT tools in planning and estimating business operations when aided and guided by others. The student utilizes reliable sources. The student participates in the project planning, implementation and evaluation with a minimal input. S/he is able to operate when the task and instructions are given and when aided by other students and the supervisors.

Grade 3
The student has a some command on the basic processes and operations in organisations. S/he understands the requirements of profitable business and is able to estimate the profitability of operations and products. S/he is able to choose and use professional ICT tools in planning and estimating business operations. The student utilizes versatile and reliable sources. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available. S/he is able to operate when the task and instructions are given.

Grade 5
The student understands and follows the current economic discussion from versatile, reliable and international sources. S/he has a good command on the basic processes and operations in organisations. The student understands the requirements of profitable business and is able to estimate the profitability of operations and products. S/he is able to choose and use professional ICT tools in planning and estimating business operations. The student utilizes versatile and reliable

international sources. The student participates proactively and with goal-orientation in the project planning, implementation and evaluation. S/he is able display entrepreneurial and business oriented mindset as well as act proactively.

Recognising and validating prior learning (RPL)

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

Connections to business life

Company visits and possible guest lecturers and workshops from different companies and organizations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Business model planning (1st semester)
- Business operations and processes in the aviation industry (2nd semester)
- Business calculations and estimations of profitability and financing with an emphasis on the aviation industry (1st and 2nd semester)
- Business ownership models and liabilities (2nd semester)
- Professional ICT tools (1st and 2nd semester)

Learning methods

All competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

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

Assessment

The assessment methods are defined in the implementation plans. The assessment methods may include:

Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

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

Instructor(s) responsible

Ivan Berazhny, Porvoo
Anna Vähäsalo, Porvoo
Mona Eskola, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Aviation Business Basics 2

Code: BUS1AB102
Scope: 5 ECTS
Timing: 2nd Semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module has no prerequisites. This module is linked with all the level 1 modules of the Campus 2017 curriculum. This module, offered in Semester 1, is part 1 of the upcoming module, offered in Semester 2, with the similar name. The module contents will be implemented through semester projects.

Learning objectives and assessment

The module is a part of basic studies in Porvoo Campus competence-based curriculum and advances the following competences: e.g., understanding profitability, awareness of basic processes and operations in aviation organisations. The module advances also entrepreneurial and business mindset, ability to analyse the operational environment of aviation and savvy use of digital tools. There are also other parallel implementations of this module with the same objectives yet with a different industry specific focus.

Grade 1
The student is aware of the basic processes and operations in organisations. S/he understands the requirements of profitable business at some level and is able to estimate the profitability of operations and products with assistance. S/he is able to choose and use professional ICT tools in planning and estimating business operations when aided and guided by others. The student utilizes reliable sources. The student participates in the project planning, implementation and evaluation with a minimal input. S/he is able to operate when the task and instructions are given and when aided by other students and the supervisors.

Grade 3
The student has a some command on the basic processes and operations in organisations. S/he understands the requirements of profitable business and is able to estimate the profitability of operations and products. S/he is able to choose and use professional ICT tools in planning and estimating business operations. The student utilizes versatile and reliable sources. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available. S/he is able to operate when the task and instructions are given.

Grade 5
The student understands and follows the current economic discussion from versatile, reliable and international sources. S/he has a good command on the basic processes and operations in organisations. The student understands the requirements of profitable business and is able to estimate the profitability of operations and products. S/he is able to choose and use professional ICT tools in planning and estimating business operations. The student utilizes versatile and reliable

international sources. The student participates proactively and with goal-orientation in the project planning, implementation and evaluation. S/he is able display entrepreneurial and business oriented mindset as well as act proactively.

Recognising and validating prior learning (RPL)

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

Connections to business life

Company visits and possible guest lecturers and workshops from different companies and organizations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Business model planning (1st semester)
- Business operations and processes in the aviation industry (2nd semester)
- Business calculations and estimations of profitability and financing with an emphasis on the aviation industry (1st and 2nd semester)
- Business ownership models and liabilities (2nd semester)
- Professional ICT tools (1st and 2nd semester)

Learning methods

All competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

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

Assessment

The assessment methods are defined in the implementation plans. The assessment methods may include:

Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

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

Instructor(s) responsible

Ivan Berazhny, Porvoo
Anna Vähäsalo, Porvoo
Mona Eskola, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Aviation Business Environment 1

Code: OPE1AB101
Scope: 5 ECTS
Timing: 1st semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module has no prerequisites. This module is linked with all the level 1 modules of the Campus 2017 curriculum. This module, offered in Semester 1, is part 1 of the upcoming module, offered in Semester 2, with the similar name. The module contents will be implemented through semester projects.

Learning objectives and assessment

The module is a part of basic studies in Porvoo Campus competence-based curriculum and advances the following competences: e.g., understanding of operational environment (e.g. stakeholders and networks) within the aviation industry. Furthermore, applying law and regulations to common situations in aviation. The module advances also value chain understanding, understanding basic functions of macroeconomics and global mindset.

There are also other parallel implementations of this module with the same objectives yet with a different industry specific focus.

Grade 1
The student has some understanding of the concept and the terminology of the operational environment. S/he uses only a few sources and needs assistance to find relevant information. S/he finds it challenging to analyse the operational environment. S/he is able to choose and use some research and development methods as well as digital tools when aided and guided by others. S/he can identify a few stakeholders and networks in both domestic and international markets. The student finds it challenging to work in an international team and/or global context. The student participates in the project planning, implementation and evaluation with a minimal input. The student is able to operate only when the task and instructions are given and when s/he is aided by other students and the supervisors.

Grade 3
The student understands and is able to define the concept and the terminology of the operational environment. S/he is able to search for relevant sources and use them independently. S/he is able to analyse the operational environment by choosing and using research and development methods as well as digital tools. S/he can identify and analyse the core stakeholders and networks in both domestic and international markets. The student is able to work in an international team and/or global context. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available. The student is able to operate when the task and instructions are given.

Grade 5
The student understands and is able to define the concept and the terminology of the operational environment. S/he is able to search for relevant information actively and independently from versatile sources. The student is able to assess the reliability of the sources and use them with skill. S/he is able to analyse the operational environment by choosing and using relevant research and development methods as well as digital tools. S/he can identify and analyse the core stakeholders and networks in both domestic and international markets. The student works extraordinary well in an international team and/or global context. The student participates proactively and with goal-orientation in the project planning, implementation and evaluation. The student is able to operate proactively with an entrepreneurial mindset.

Recognising and validating prior learning (RPL)

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

Connections to business life

Company visits, guest lecturers and workshops in cooperation with different companies and organisations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Analysis of the operational environment within the aviation industry (1st and 2nd semester)
- Basics of macro and microeconomics (1st and 2nd semester)
- Legal environment (2nd semester)
- Digital environment (1st and 2nd semester)
- Core actors, organisations and networks operating in local, domestic and international markets with emphasis on the aviation industry (1st and 2nd semester)

Learning methods

All competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Inquiry learning
Peer-to-peer learning
Tutorials
Debates
Study tours and company visits
Lectures and workshops

Independent study and teamwork
The assessment of one's own learning

Assessment

The assessment methods are defined in the implementation plans. The assessment methods may include:

Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

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

Instructor(s) responsible

Ivan Berazhny, Porvoo
Alexandre Kostov, Porvoo
Mona Eskola, Porvoo
Anna Vähäsalo, Porvoo
Anne Koppatz, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Aviation Business Environment 2

Code: OPE1AB102
Scope: 5 ECTS
Timing: 2nd semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module has no prerequisites. This module is linked with all the level 1 modules of the Campus 2017 curriculum. This module, offered in Semester 1, is part 1 of the upcoming module, offered in Semester 2, with the similar name. The module contents will be implemented through semester projects.

Learning objectives and assessment

The module is a part of basic studies in Porvoo Campus competence-based curriculum and advances the following competences: e.g., understanding of operational environment (e.g. stakeholders and networks) within the aviation industry. Furthermore, applying law and regulations to common situations in aviation. The module advances also value chain understanding, understanding basic functions of macroeconomics and global mindset.

There are also other parallel implementations of this module with the same objectives yet with a different industry specific focus.

Grade 1
The student has some understanding of the concept and the terminology of the operational environment. S/he uses only a few sources and needs assistance to find relevant information. S/he finds it challenging to analyse the operational environment. S/he is able to choose and use some research and development methods as well as digital tools when aided and guided by others. S/he can identify a few stakeholders and networks in both domestic and international markets. The student finds it challenging to work in an international team and/or global context. The student participates in the project planning, implementation and evaluation with a minimal input. The student is able to operate only when the task and instructions are given and when s/he is aided by other students and the supervisors.

Grade 3
The student understands and is able to define the concept and the terminology of the operational environment. S/he is able to search for relevant sources and use them independently. S/he is able to analyse the operational environment by choosing and using research and development methods as well as digital tools. S/he can identify and analyse the core stakeholders and networks in both domestic and international markets. The student is able to work in an international team and/or global context. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available. The student is able to operate when the task and instructions are given.

Grade 5
The student understands and is able to define the concept and the terminology of the operational environment. S/he is able to search for relevant information actively and independently from versatile sources. The student is able to assess the reliability of the sources and use them with skill. S/he is able to analyse the operational environment by choosing and using relevant research and development methods as well as digital tools. S/he can identify and analyse the core stakeholders and networks in both domestic and international markets. The student works extraordinary well in an international team and/or global context. The student participates proactively and with goal-orientation in the project planning, implementation and evaluation. The student is able to operate proactively with an entrepreneurial mindset.

Recognising and validating prior learning (RPL)

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

Connections to business life

Company visits, guest lecturers and workshops in cooperation with different companies and organisations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Analysis of the operational environment within the aviation industry (1st and 2nd semester)
- Basics of macro and microeconomics (1st and 2nd semester)
- Legal environment (2nd semester)
- Digital environment (1st and 2nd semester)
- Core actors, organisations and networks operating in local, domestic and international markets with emphasis on the aviation industry (1st and 2nd semester)

Learning methods

All competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Inquiry learning
Peer-to-peer learning
Tutorials
Debates
Study tours and company visits
Lectures and workshops

Independent study and teamwork
The assessment of one's own learning

Assessment

The assessment methods are defined in the implementation plans. The assessment methods may include:

Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

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

Instructor(s) responsible

Ivan Berazhny, Porvoo
Mona Eskola, Porvoo
Anna Vähäsalo, Porvoo
Katri Heikkinen, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Customer Competence in Aviation Business 1

Code: SAL1AB101
Scope: 5 ECTS
Timing: 1st semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module has no prerequisites. This module is linked with all the level 1 modules of the Campus 2017 curriculum. This module, offered in Semester 1, is part 1 of the upcoming module, offered in Semester 2, with the similar name. The module contents will be implemented through semester projects.

Learning objectives and assessment

The module is a part of basic studies in Porvoo Campus competence-based curriculum and advances the following competences: e.g., customer understanding and service, understanding how to find and maintaining customers, customer lifecycle, customer analysis, focus on customer experience within the aviation industry. The module advances also communication and argumentation, active listening and rapport building and skillful communication. There are also other parallel implementations of this module with the same objectives yet with a different industry specific focus.

Grade 1
The student understands how to find and maintain customers by choosing and using research and development methods when aided and guided by others. S/he has difficulties in evaluating different customer types and changing communication accordingly. S/he has a limited ability to recognise and follow customer needs as well as focus on customer experience. The student is able to use different sales and marketing communication channels only with assistance. S/he is able to display only a poor level of customer orientation. The student participates in the project planning, implementation and evaluation with a minimal input. The student is able to operate only when the task and instructions are given and when s/he is aided by other students and the supervisors.

Grade 3
The student understands how to find and maintain customers by choosing and using relevant research and development methods. S/he is able to evaluate customer types and change communication accordingly. S/he can recognise and follow customer needs as well as focus on customer experience. The student has a rather good ability to use different sales and marketing communication channels. S/he is able display some level of customer orientation. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available. The student is able to operate when the task and instructions are given.

Grade 5
The student understands how to find and maintain customers by choosing and using relevant research and development methods. S/he is able to evaluate customer types and change

communication accordingly. S/he can recognise and follow customer needs as well as focus on customer experience. S/he is able to use different sales and marketing communication channels. The student participates proactively and with goal-orientation in the project planning, implementation and evaluation. The student is able display excellent customer oriented mindset.

Recognising and validating prior learning (RPL)

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

Connections to business life

Company visits, guest lecturers and workshops in cooperation with different companies and organisations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Customer understanding (1st semester)
- Tools to identify customer needs and expectations (1st semester)
- Consumer behaviour (1st semester)
- Customer journey (1st semester)
- Customer experience management (1st semester)
- Sales and marketing communication (with an aviation industry specific approach) (2nd semester)

Learning methods

All competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

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

Assessment

The assessment methods are defined in the implementation plans. The assessment methods may include:

Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

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

Instructor(s) responsible

Ivan Berazhny, Porvoo
Mona Eskola, Porvoo
Anna Vähäsalo, Porvoo
Alexandre Kostov, Porvoo
Pekka Polvinen, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Instructors' own materials, materials produced by students.

Customer Competence in Aviation Business 2

Code: SAL1AB102
Scope: 5 ECTS
Timing: 2nd semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module has no prerequisites. This module is linked with all the level 1 modules of the Campus 2017 curriculum. This module, offered in Semester 1, is part 1 of the upcoming module, offered in Semester 2, with the similar name. The module contents will be implemented through semester projects.

Learning objectives and assessment

The module is a part of basic studies in Porvoo Campus competence-based curriculum and advances the following competences: e.g., customer understanding and service, understanding how to find and maintaining customers, customer lifecycle, customer analysis, focus on customer experience within the aviation industry. The module advances also communication and argumentation, active listening and rapport building and skillful communication. There are also other parallel implementations of this module with the same objectives yet with a different industry specific focus.

Grade 1
The student understands how to find and maintain customers by choosing and using research and development methods when aided and guided by others. S/he has difficulties in evaluating different customer types and changing communication accordingly. S/he has a limited ability to recognise and follow customer needs as well as focus on customer experience. The student is able to use different sales and marketing communication channels only with assistance. S/he is able to display only a poor level of customer orientation. The student participates in the project planning, implementation and evaluation with a minimal input. The student is able to operate only when the task and instructions are given and when s/he is aided by other students and the supervisors.

Grade 3
The student understands how to find and maintain customers by choosing and using relevant research and development methods. S/he is able to evaluate customer types and change communication accordingly. S/he can recognise and follow customer needs as well as focus on customer experience. The student has a rather good ability to use different sales and marketing communication channels. S/he is able display some level of customer orientation. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available. The student is able to operate when the task and instructions are given.

Grade 5
The student understands how to find and maintain customers by choosing and using relevant research and development methods. S/he is able to evaluate customer types and change

communication accordingly. S/he can recognise and follow customer needs as well as focus on customer experience. S/he is able to use different sales and marketing communication channels. The student participates proactively and with goal-orientation in the project planning, implementation and evaluation. The student is able display excellent customer oriented mindset.

Recognising and validating prior learning (RPL)

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

Connections to business life

Company visits, guest lecturers and workshops in cooperation with different companies and organisations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Customer understanding (1st semester)
- Tools to identify customer needs and expectations (1st semester)
- Consumer behaviour (1st semester)
- Customer journey (1st semester)
- Customer experience management (1st semester)
- Sales and marketing communication (with an aviation industry specific approach) (2nd semester)

Learning methods

All competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

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

Assessment

The assessment methods are defined in the implementation plans. The assessment methods may include:

Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

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

Instructor(s) responsible

Ivan Berazhny, Porvoo
Mona Eskola, Porvoo
Anna Vähäsalo, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Instructors' own materials, materials produced by students.

Self and Team Leadersihip 1

Code: LEA1AB101
Scope: 5 ECTS
Timing: 1st semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module has no prerequisites. This module is linked with all the level 1 modules of the Campus 2017 curriculum. This module, offered in Semester 1, is part 1 of the upcoming module, offered in Semester 2, with the similar name. The module contents will be implemented through semester projects.

Learning objectives and assessment

The module is a part of basic studies in Porvoo Campus competence-based curriculum and advances the following competences: e.g., self-reflection and management, future work life skills, time and stress management, integrity and responsible behaviour with focus on risk management and understanding the individuals' role within the aviation industry. The module also advances professional communication and career orientation. There are also other parallel implementations of this module with the same objectives yet with a different industry specific focus.

Grade 1
The student is able to practice self-reflection with guidance. The student displays limited time-management and stress management skills. The student has difficulties in giving and receiving feedback. S/he has limited sensitivity towards personal and cultural differences and difficulties in adapting to the respective environment. The student participates in the project planning, implementation and evaluation with a minimal input. The student needs support in finding motivation.

Grade 3
The student is able to practice self-reflection and critical thinking at some level. The student displays some time-management and stress management skills. The student is able to give and receive feedback. S/he understands personal differences and multicultural environments and adapts to the respective environment at some level. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available. The student is goal-oriented and self-driven to a certain extent.

Grade 5
The student is able to practice self-reflection and critical thinking. The student displays time-management and stress management skills. S/he is self-disciplined and self-motivated. The student is able to give and receive constructive feedback. S/he understands personal differences and multicultural environments and adapts to the respective environment. The student participates proactively and with goal-orientation in the project planning, implementation and evaluation. The student displays a career and goal-oriented mindset.

Recognising and validating prior learning (RPL)

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

Connections to business life

Company visits, guest lecturers and workshops from different companies and organisations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- team work and team building (1st semester)
- multiculturalism (1st semester)
- time management (1st semester)
- professional communication and ICT tools (1st and 2nd semester)
- project management (1st and 2nd semester)
- self-reflection (with an emphasis on understanding the individuals' role within the aviation industry) (1st and 2nd semester)
- feedback (1st and 2nd semester)
- networking (1st and 2nd semester)

- employability and employment opportunities (2nd semester)
- personal branding and social media presence (2nd semester)

Learning methods

All competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Inquiry learning

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

Assessment

The assessment methods are defined in the implementation plans. The assessment methods may include:

Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

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

Instructor(s) responsible

Ivan Berazhny, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Self and Team Leadership 2

Code: LEA1AB102
Scope: 5 ECTS
Timing: 2nd semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module has no prerequisites. This module is linked with all the level 1 modules of the Campus 2017 curriculum. This module, offered in Semester 1, is part 1 of the upcoming module, offered in Semester 2, with the similar name. The module contents will be implemented through semester projects.

The module is a part of basic studies in Porvoo Campus competence-based curriculum and advances the following competences: e.g., self-reflection and management, future work life skills, time and stress management, integrity and responsible behaviour with focus on risk management and understanding the individuals' role within the aviation industry. The module also advances professional communication and career orientation. There are also other parallel implementations of this module with the same objectives yet with a different industry specific focus.

Learning objectives and assessment

Grade 1
The student is able to practice self-reflection with guidance. The student displays limited time-management and stress management skills. The student has difficulties in giving and receiving feedback. S/he has limited sensitivity towards personal and cultural differences and difficulties in adapting to the respective environment. The student participates in the project planning, implementation and evaluation with a minimal input. The student needs support in finding motivation.

Grade 3
The student is able to practice self-reflection and critical thinking at some level. The student displays some time-management and stress management skills. The student is able to give and receive feedback. S/he understands personal differences and multicultural environments and adapts to the respective environment at some level. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available. The student is goal-oriented and self-driven to a certain extent.

Grade 5
The student is able to practice self-reflection and critical thinking. The student displays time-management and stress management skills. S/he is self-disciplined and self-motivated. The student is able to give and receive constructive feedback. S/he understands personal differences and multicultural environments and adapts to the respective environment. The student participates proactively and with goal-orientation in the project planning, implementation and evaluation. The student displays a career and goal-oriented mindset.

Recognising and validating prior learning (RPL)

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

Connections to business life

Company visits, guest lecturers and workshops from different companies and organisations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- team work and team building (1st semester)
- multiculturalism (1st semester)
- time management (1st semester)
- professional communication and ICT tools (1st and 2nd semester)
- project management (1st and 2nd semester)
- self-reflection (with an emphasis on understanding the individuals' role within the aviation industry) (1st and 2nd semester)
- feedback (1st and 2nd semester)
- networking (1st and 2nd semester)

- employability and employment opportunities (2nd semester)
- personal branding and social media presence (2nd semester)

Learning methods

All competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Inquiry learning

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

Assessment

The assessment methods are defined in the implementation plans. The assessment methods may include:

Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

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

Instructor(s) responsible

Ivan Berazhny, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Welcome to Finland 1

Code: FIN1PO101
Scope: 5 ECTS
Timing: 1st semester
Language: Finnish, English
Curriculum: Porvoo Campus 2017
Module level: Basic Studies
Module type: Compulsory

Starting level and linkage with other courses

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

Learning objectives and assessment

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

Grade 1
The student has some understanding of the lesson and group work orientation. S/he can identify and understand a few contents of the course. The student participates in learning activities with a minimal input. The student is able to operate only when the task and instructions are given and when s/he is aided by other students and supervisors. The student has difficulties in accomplishing the assignments.

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

Grade 3
The student understands and is able to define contents of the course. S/he knows how to adapt Finnish study and business styles. The student is able to operate when the task and instructions are given. The student follows lessons and participates in group works well. The student completes the assignments and presents them well and independently.

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

Grade 5
S/he has professionally advanced in contents of the course. S/he shows excellent skills how to adapt Finnish study and business styles. The student follows lessons and participates actively in all assignments of the module. The assignments are done independently without difficulties and presented with strong communication skills.

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

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

Recognising and validating prior learning (RPL)

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

Connections to business life

The course is strongly linked to Porvoo region which gives new students of Porvoo Campus a possibility to adapt more easily their new study environment and region. Company visits, visiting lecturers and self-study projects will give an idea of Finnish business culture and manners and might even help in developing future networks.

Internationality

Possibility to work and study with international fellow students.

Contents

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

Learning methods

Contact lessons
Company visits and other activities
Individual, pair and team assignments
Independent studies
The assessment of one's own learning

Assessment

Examinations
Written and oral assignments
Active participation

Course teacher(s)

Mari Austin, Porvoo
Antti Petteri Kurhinen, Porvoo
Niina Moilanen, Porvoo

Learning materials

Provided by teachers during lessons

Welcome to Finland 2

Code: FIN1PO102
Scope: 5 ECTS
Timing: 2nd semester
Language: Finnish, English
Curriculum: Porvoo Campus 2017
Module level: Basic Studies
Module type: Compulsory

Starting level and linkage with other courses

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

Learning objectives and assessment

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

Grade 1
The student has some understanding of the lesson and group work orientation. S/he can identify and understand a few contents of the course. The student participates in learning activities with a minimal input. The student is able to operate only when the task and instructions are given and when s/he is aided by other students and supervisors. The student has difficulties in accomplishing the assignments.

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

Grade 3
The student understands and is able to define contents of the course. S/he knows how to adapt Finnish study and business styles. The student is able to operate when the task and instructions are given. The student follows lessons and participates in group works well. The student completes the assignments and presents them well and independently.

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

Grade 5
S/he has professionally advanced in contents of the course. S/he shows excellent skills how to adapt Finnish study and business styles. The student follows lessons and participates actively in all assignments of the module. The assignments are done independently without difficulties and presented with strong communication skills.

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

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

Recognising and validating prior learning (RPL)

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

Connections to business life

The course is strongly linked to Porvoo region which gives new students of Porvoo Campus a possibility to adapt more easily their new study environment and region. Company visits, visiting lecturers and self-study projects will give an idea of Finnish business culture and manners and might even help in developing future networks.

Internationality

Possibility to work and study with international fellow students.

Contents

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

Learning methods

Contact lessons
Company visits and other activities
Individual, pair and team assignments
Independent studies
The assessment of one's own learning

Assessment

Examinations
Written and oral assignments
Active participation

Course teacher(s)

Mari Austin, Porvoo
Antti Petteri Kurhinen, Porvoo
Niina Moilanen, Porvoo

Learning materials

Provided by teachers during lessons

Nordiska studier 1

Kod: NRD1PO101
Omfattning: 5 sp
Tidpunkt: 1. terminen
Språk: Svenska, finska
LP: Borgå Campus 2017
Nivå: grundstudier
Studiekursens typ: obligatorisk
Språknivåmålsättning: B1

Utgångsnivå och koppling till andra kurser

Modulen utgör en del av Borgå campus kompetensbaserade läroplan.

Modulens utgångsnivå är B1 på referensramen för de europeiska språken (CEFR) och den studerande bör ha tidigare studier i svenska på andra stadiet då kursen inleds. Språknivån i svenska testas i början och i slutet av modulen och en del av innehållet varierar enligt nivån som den studerande uppnått. Kursen integreras med terminens andra aktiviteter enligt studerandenas kunskaper och färdigheter i svenska.

Modulen främjar bl.a. följande kompetensområden: globalt tänkande, insiktsfulla muntliga och skriftliga kommunikationsfärdigheter, framtidens arbetslivsfärdigheter, argumentationsförmåga, uppträdande och yrkesfärdigheter i en mångkulturell internationell miljö.

Kunskapsmål och bedömning

Vitsord 1
Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan kommunicera på det lokala språket (svenska) och skapa nätverk inom det aktuella området. Hen har en viss förmåga att förstå affärslivskultur och utgångspunkter. Den studerande förmår agera enligt de uppgifter och anvisningar hen får av andra studerande och handledare. Hen kan kommunicera behjälpligt i försäljning och kundservice, samt kan ge information om produkter och tjänster ifall hen har tillgång till hjälpmedel (dator, ordbok). Hen kan en del av terminologin som används i den egna branschen.

Vitsord 3
Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan kommunicera på svenska och skapa nätverk tillsammans med aktörer inom branschen. Den studerande har en uppfattning om affärskultur och dess utgångspunkter. Den studerande förmår agera och utföra uppgifter med hjälp av instruktioner. Hen kan kommunicera interaktivt i försäljning och kundservice, klarar av att hålla produktpresentation på svenska, kan ge information om produkter och tjänster, samt kan den centrala branschterminologin och känner till de viktigaste aktörerna.

Vitsord 5
Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan framgångsrikt kommunicera på svenska och skapa nätverk tillsammans med aktörer inom branschen. Hen har en omfattande uppfattning om regionens affärskultur och dess utgångspunkter. Den studerande uppvisar prov på kultursensivitet och affärsorienterade färdigheter. Hen kan kommunicera

interaktivt och proaktivt i kundservice och försäljning, kan hålla en professionell presentation på svenska och besvara frågor, kan spontant diskutera ämnen som berör en själv och branschen, kan effektivt ge information om produkter och tjänster, samt känner väl till den centrala branschterminologin.

Identifiering och erkännande av tidigare inhämtat kunnande (AHOT)

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

Arbetslivskontakter

Företagsbesök, workshops samt gästföreläsare från företag och organisationer. Arbetslivsrelaterade uppgifter.

Internationella aspekter

Möjligheter att jobba i internationella team och med internationella handledare. Eventuellt svenskspråkiga gästföreläsare och samarbete med internationella partnerhögskolor och organisationer. En eventuell studieresa.

Innehåll

- Repetition av svenska (baserar sig på resultatet från nivåprovet)
- Kultur och samhälle i Finland och Sverige
- Nordiska samhällen, affärskultur och affärsverksamhetsmiljö: Finland, Sverige, Norge, Danmark och Island
- Affärslivskommunikation t.ex. e-post och presentationer

Inlärningsmetoder

I tillämpningarna används bl.a. följande inlärningsmetoder:
Forskande och utvecklande inlärning
Självständigt arbete och grupparbete under handledning
Företagsbesök och andra besök
Närundervisning on workshops
Eventuell studieresa / att arrangera en temadag
Utvärdering av den egna inlärningen ingår som en obligatorisk del av bedömningen.

Bedömningsmetoder

Individuella inlärningsuppgifter och prestationer 30 %
Gruppuppgifter 20%
Slutliga prestationer 50% (tentamen, slutdiskussion)
Själv- och kamrat bedömning
Självbedömningen påverkar inte modulvitsordet, utan används till att utveckla kursen. Den samlas in elektroniskt.

Ansvarig(a) lärare

Riitta Forsnabba, Borgå
Pia Kiviaho-Kallio, Borgå
Olav Vidjeskog, Borgå
Liisa Wallenius, Borgå
Kirsi Lehtoviita, Borgå

Läromaterial

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

Nordiska studier 2

Kod: NRD1PO102
Omfattning: 5 sp
Tidpunkt: 2. terminen
Språk: Svenska, finska
LP: Borgå Campus 2017
Nivå: grundstudier
Studiekursens typ: obligatorisk
Språknivåmålsättning: B1

Utgångsnivå och koppling till andra kurser

Modulen utgör en del av Borgå campus kompetensbaserade läroplan.

Modulens utgångsnivå är B1 / referensramen för de europeiska språken (CEFR) och den studerande bör ha tidigare studier i svenska på andra stadiet då kursen inleds. Språknivån i svenska testas i början och i slutet av modulen och en del av innehållet varierar enligt nivån som den studerande uppnått. Kursen integreras med terminens andra teman och uppgifter enligt studerandenas kunskaper och färdigheter i svenska.

Modulen främjar bl.a. följande kompetensområden: globalt tänkande, insiktsfulla muntliga och skriftliga kommunikationsfärdigheter, framtidens arbetslivsfärdigheter, argumentationsförmåga, uppträdande och yrkesfärdigheter i en mångkulturell internationell miljö.

Kunskapsmål och bedömning

Vitsord 1
Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan kommunicera på det lokala språket (svenska) och skapa nätverk inom det aktuella området. Hen har en viss förmåga att förstå affärslivskultur, dess utgångspunkter och det nordiska samhället. Den studerande förmår agera enligt de uppgifter och anvisningar hen får av andra studerande och handledare. Hen kan kommunicera behjälpligt i försäljning och kundservice, samt kan ge information om produkter och tjänster ifall hen har tillgång till hjälpmedel (dator, ordbok). Hen kan en del av terminologin som används i den egna branschen.

Vitsord 3
Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan kommunicera på svenska och skapa nätverk tillsammans med aktörer inom branschen. Den studerande har en uppfattning om affärslivskultur, dess utgångspunkter och det nordiska samhället. Den studerande förmår agera och utföra uppgifter med hjälp av instruktioner. Hen kan kommunicera interaktivt i försäljning och kundservice, klarar av att hålla produktpresentation på svenska, kan ge information om produkter och tjänster, samt kan den centrala branschterminologin och känner till de viktigaste aktörerna.

Vitsord 5
Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan framgångsrikt kommunicera på svenska och skapa nätverk tillsammans med aktörer inom branschen. Hen har en omfattande uppfattning om regionens affärslivskultur, dess utgångspunkter och det nordiska

samhället. Den studerande uppvisar prov på kultursensivitet och affärsorienterade färdigheter. Hen kan kommunicera interaktivt och proaktivt i kundservice och försäljning, kan hålla en professionell presentation på svenska och besvara frågor, kan spontant diskutera ämnen som berör en själv och branschen, kan effektivt ge information om produkter och tjänster, samt känner väl till den centrala branschterminologin.

Identifiering och erkännande av tidigare inhämtat kunnande (AHOT)

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

Arbetslivskontakter

Företagsbesök, workshops samt gästföreläsare från företag och organisationer. Arbetslivsrelaterade uppgifter.

Internationella aspekter

Möjligheter att jobba i internationella team och med internationella handledare. Eventuellt svenskspråkiga gästföreläsare och samarbete med internationella partnerhögskolor och organisationer. En eventuell studieresa.

Innehåll

- Studier i svenska: språkriktighet, olika textstilar
- Yrkes- och arbetslivskultur i Norden
- Företagande i Norden
- Kundbetjäning
- Marknadsförings- och digital kommunikation (t.ex. blogg)
- Nätverksfärdigheter
- Färdigheter att förmedla information

Inlärningsmetoder

Modulens kompetenser integreras i terminsprojekt enligt möjligheter.

I tillämpningarna används bl.a. följande inlärningsmetoder:
Forskande och utvecklande inlärning:
Självständigt arbete och grupparbete under handledning
Företagsbesök
Närundervisning on workshops
Potentiell studieresa / att arrangera en temadag
Utvärdering av den egna inlärningen ingår som en obligatorisk del av bedömningen.

Bedömningsmetoder

Individuella inlärningsuppgifter och prestationer 30 %
Gruppuppgifter 20%
Slutliga prestationer 50% (tentamen, slutdiskussioner)
Själv- och kamratbedömning
Självbedömningen påverkar inte modulvitsordet, utan används till att utveckla kursen. Den samlas in elektroniskt.

Ansvarig(a) lärare

Riitta Forsnabba, Borgå
Pia Kiviaho-Kallio, Borgå
Liisa Wallenius, Borgå
Olav Vidjeskog, Borgå
Kirsi Lehtoviita, Borgå

Läromaterial

Nätmaterial t.ex. artiklar, företagssidor
Övningar och tester
Webbaserat material

Learning Camp 3 – Desing sprint

Code: INS2PO201
Scope: 5 ECTS
Timing: 3rd semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Professional studies
Module type: Compulsory

Starting level and linkage with other modules

The module is a part of basic studies in Porvoo Campus competence-based curriculum. The module advances the following competences: ability to use relevant development methods, critical approach to information and sources, financial and trend analysis, problem-solving skills, communication and argumentation, ethical thinking, self-reflection skills and presentation skills and savvy use of digital tools. The module is closely linked with the other learning camps and modules throughout the studies.

Learning objectives and assessment

Grade 1
The student has a vague picture of the different stages of a development process and is able to plan and implement the process with guidance. S/he has a limited understanding of the characteristics and usability of different development methods. The student is able to choose the relevant method for the task at hand and justify the reasoning for the selection only when aided by others. S/he has difficulties in using the digital tools needed for data collection and analysis. The student has a limited aility to communicate the results of the development process to the commissioner and other relevant audiences. S/he participates in the planning, implementation and evaluation with a minimal input. The student requires extra support from peers and supervisors in order to complete tasks. S/he needs encouragement and external support to start the thesis process.

Grade 3
The student has a fairly clear picture of the different stages of a development process and is able to plan and implement the process quite well. S/he understands the characteristics and usability of different development methods rather well. The student is able to choose the relevant method for the task at hand and justify the reasoning for the selection to some extent. S/he has a relatively good ability to use the digital tools needed for data collection and analysis. The student is able to communicate the results of the development process quite effectively to the commissioner and other relevant audiences. The student participates in the planning, implementation and evaluation independently and makes use of the advise available. S/he displays an ability to start the thesis process. The student is able to operate when the task and instructions are given.

Grade 5
The student has a clear picture of the different stages of a development process and is able to plan and implement the process exceptionally well. S/he understands the characteristics and usability of different development methods. The student is able to choose the relevant method for the task at hand and justify the reasoning for the selection. S/he has an excellent ability to use the digital tools needed for data collection and analysis. The student is able to communicate the results of the

development process effectively to the commissioner and other relevant audiences. S/he participates proactively in the planning, implementation and evaluation. The student displays a goal-oriented mindset and professional attitude as well as a clear orientation towards starting the thesis process.

Recognising and validating prior learning (RPL)

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

Connections to business life

Guest lecturers from the industry, Haaga-Helia Porvoo alumni. Business related tasks and deliverables.

Internationality

Possibility to work with international team and international lectures. Possible guest lecturers from international organisations and partner universities. International learning materials.

Contents

- stages of development process
- development methods
- digital tools and methods for data collection and analysis
- professional communication
- academic writing and reporting
- personal study coaching

Learning methods

All competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Service design
Inquiry learning
Peer-to-peer learning
Tutorials
Debates
Lectures and workshops
Independent study and teamwork

The assessment of one's own learning

Assessment

The assessment methods may include:

Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment

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

Module instructor(s)

Marika Alhonen, Porvoo
Annika Konttinen, Porvoo
Sirpa Lassila, Porvoo
Niina Moilanen (coordinator), Porvoo
Liisa Wallenius, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Learning Camp 4 – Orientation to thesis writing

Code: INS2PO202
Scope: 5 ECTS
Timing: 4th semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Professional studies
Module type: Compulsory

Starting level and linkage with other modules

The student has completed the first year of basic studies. The module is a part of professional studies in Porvoo Campus competence-based curriculum. The module advances the following competences: ability to choose a suitable thesis project, and justify relevant research approaches as well as development methods in thesis writing including critical and ethical thinking. Furthermore, Learning Camp 4 strengthens the student's academic communication skills.

Learning objectives and assessment

Grade 1
The student has some understanding of how to write a report in an academic way. The student has a vague picture of the thesis process and is able to plan the process with guidance. S/he is able to write a basic knowledge base and apply Haaga-Helia reporting instructions in a limited way. The student has some understanding of the difference between theses of research and product type and the usability of different development methods. The student understands to some extent the importance of ethics in research and development work. S/he has some insights into how a thesis is assessed.

Grade 3
The student is able to write a report in an academic way. The student has a realistic picture of the thesis process and is able to plan the process independently. S/he is able to write an informative knowledge base and is able to apply Haaga-Helia reporting instructions well. The student understands the difference between a thesis of product and research type and the usability of different research and development methods. The student can discuss the importance of ethics in research and development work. S/he has a good insight into how a thesis is assessed and can to some extent apply this insight on an existing thesis.

Grade 5
The student has an extensive view of the thesis process and is able to plan and start the process independently. S/he is able to write an extensive knowledge base with discourse between the sources and is able to follow Haaga-Helia reporting instructions in an excellent way. The student has a real understanding of the difference between a thesis of product and research type. S/he can assess the suitability of different research and development methods and argue for what data collection method could be applied in different projects. The student has a knowledge about the importance of ethics in in research and development work. S/he has a good insight into how a thesis is assessed and can assess an existing thesis bases on the assessment criteria.

Recognising and validating prior learning (RPL)

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

Internationality

Possibility to work in international teams. International learning materials.

Contents

- Orientation to thesis writing
- Forms of theses
- Stages of the thesis process
- Research and development methods
- Ethics
- Presentation of research data in reporting
- Thesis assessment criteria
  - Literature review
    - Categories of literature
    - Literature search
    - Critical thinking
- Academic English/Finnish/Swedish
  - Writing process and techniques
  - Grammar, text style and structure

Learning methods

The methods used in the learning activities are e.g.:
Tutorials
Lectures and workshops
Independent study and teamwork
Assessment of one's own learning

Assessment

The assessment includes:

Individual and team assignments
Exams
Self-assessment

Responsible teacher(s)

Mona Eskola, Porvoo (coordinator)
Liipo TH: Anna Sivonen, Porvoo & Vesa Multanen, Porvoo
Liipo KV: Marina Karlqvist, Porvoo & Kirsi Ola, Porvoo

VIMA: Marina Karlqvist, Porvoo & Vesa Multanen, Porvoo
POMO: Eva Holmberg, Porvoo & Mona Eskola, Porvoo
Tempo: Eva Holmberg, Porvoo & Ivan Berazhny, Porvoo

Learning materials

Porvoo Campus thesis instructions

Books, E-books and journal articles

Online tutorials

Industry related reports and statistics

Instructors' own materials, materials produced by students

Managing Aviation Business Operations

Code: BUS2AB201
Scope: 5 ECTS
Timing: 3rd semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional Studies
Course type: Compulsory

Starting level and linkage with other courses

The module is a part of professional studies in Porvoo Campus competence-based curriculum. The module advances the following competences: entrepreneurial thinking, analytical and strategic thinking, knowledge and analysis of business operations from management perspective, problem-solving skills, global business intelligence, financial and trend analysis, savvy use of digital tools and value chain understanding. The module will cover both airline business and airport business as well as to some extent also cargo.

Learning objectives and assessment

Grade 1
The student has a limited ability to analyse business operations. S/he has difficulties in recognising different business models and choosing appropriate models. S/he has difficulties with strategic thinking and problem solving. S/he is able to use global business intelligence for decision-making and conduct financial analysis only when aided by others. Her/his understanding of value chains, business processes and management of business operations is very limited. The student can use digital tools, research and development methods only when the task and instructions are given and when aided by other students and the supervisors.

Grade 3
The student is able to analyse business operations, recognise different business models and choose appropriate models rather well. S/he displays some strategic thinking and problem-solving skills. S/he is able to use global business intelligence for decision-making and conduct financial analysis. S/he has a basic understanding of value chains, business processes and management of business operations. The student can use a few digital tools, research and development methods. The student is able to operate when the task and instructions are given.

Grade 5
The student is able to analyse business operations, recognise different business models and choose appropriate models. S/he is able to think strategically and show problem-solving skills. S/he is able to use global business intelligence for decision-making as well as conduct financial analysis. Her/his understanding of value chains, business processes and management of business operations is very good. The student can use versatile digital tools as well as choose and use relevant research and development methods. S/he has a business-oriented mindset with a focus on profitability.

Recognising and validating prior learning (RPL)

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

Working life connections

Company visits, guest lecturers and workshops from different companies and organisations. Commissions from industry partners.

Internationality

Possibility to work in international teams and international lectures. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Business models and business processes, managing business operations
- Budgeting and profitability
- Case studies of airlines, airports, cargo companies (focus on future trends in the context of current financial performance)
- Business plans for various business models (airline, airport, cargo) for a business plan competition;
- Modelling a supply chain for a commissioner, supply chain management, optimising supply management in airlines / airports / cargo
- Module portfolio (career oriented) with reflection

Learning methods

Inquiry learning
Project (business plan, developmental project)
Peer-to-peer learning
Case studies
Gamification/simulation
Tutorials, online lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

Module's learning activities
Individual assignments
Teamwork
Final deliverables
Peer- and self-assessment

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

Course teacher(s)

Pekka Polvinen, Porvoo
Ivan Berazhny, Porvoo
Mona Eskola, Porvoo
Alexandre Kostov, Porvoo
Anne Koppatz, Porvoo
Anna Vähäsalo, Porvoo

Learning materials

Contact lessons

Text books and peer reviewed articles on the content topics

Online tutorials, e-books and online sources

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Customer Experience in Aviation Business Models

Code: BUS2AB202
Scope: 5 ECTS
Timing: 4th semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional Studies
Course type: Compulsory

Starting level and linkage with other courses

The module is a part of professional studies in Porvoo Campus competence-based curriculum. The module advances the following competences: entrepreneurial thinking, analytical and strategic thinking, knowledge and analysis of customer experience in aviation, problem-solving skills, global business intelligence, financial and trend analysis, savvy use of digital tools and customer journey understanding. The module will focus both on airline business and airport business.

Learning objectives and assessment

Grade 1
The student has a limited ability to analyse business operations. S/he has difficulties in recognising different business models and choosing appropriate models. S/he has difficulties with strategic thinking and problem solving. S/he is able to approach aviation business from the perspective of customer experience, to consider profitable business models and see the strategic connection between management of business operations and customer experience. S/he can take part in customer experience analysis only when aided by others. Her/his understanding of value chains and the customer journey along with customer experience driven business operations is very limited. The student can use digital tools, research and development methods only when the task and instructions are given and when aided by other students and the supervisors. The student has challenges with time management and submission of assignments/project work.

Grade 3
The student is able to analyse business operations, recognise different business models and choose appropriate models rather well. S/he displays some strategic thinking and problem-solving skills from the perspective of customer experience, and can apply the knowledge to manage business operations from the perspective of customer experience. S/he can take part in customer experience analysis in team work. Her/his understanding of value chains and the customer journey along with customer experience driven business operations is reliable. The student can use a few digital tools, research and development methods. The student is able to operate when the task and instructions are given. The students submits assignments and project work on time.

Grade 5
The student is able to analyse independently business operations, work with different business models and think strategically with problem-solving skills. S/he is able to use global business intelligence for decision-making from the perspective of customer experience. S/he can lead customer experience analysis in team work. Her/his understanding of value chains and the customer

journey along with customer experience driven business operations is examplary for other students. Her/his understanding of value chains and business processes is excellent. The student can use versatile digital tools as well as choose and use relevant research and development methods. S/he has a business-oriented mindset with a focus on profitability. The students submits assignments and project work on time.

Recognising and validating prior learning (RPL)

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

Working life connections

Company visits, guest lecturers and workshops from different companies and organisations. Commissions from industry partners.

Internationality

Possibility to work in international teams and international lectures. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Customer journey
- Business models and operations, driven by customer experience
- Case studies of airlines, airports, cargo companies (focus on future trends in the context of current financial performance)
- Business plans for business models driven by customer experience (airline, airport, cargo) for a business plan competition;
- Modelling a supply chain for a commissioner, supply chain management, optimising supply management in airlines / airports / cargo
- Module portfolio (career oriented) with reflection

Learning methods

Inquiry learning
Project (business plan, developmental project)
Peer-to-peer learning (online teams)
Company case studies and visits
Gamification/simulation
Tutorials, online lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

Module's learning activities
Individual assignments
Teamwork
Final deliverables
Peer- and self-assessment

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

Course teacher(s)

Aviation business lecturers

Learning materials

Text books and peer reviewed articles on the content topics

Online tutorials, e-books and online sources

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Leading Human Resources in Aviation Business

Code: LEA2AB201
Scope: 5 ECTS
Timing: 3d semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Compulsory

Starting level and linkage with other courses

The module is a part of professional studies in Porvoo Campus competence-based curriculum. The module advances the following competences: ability to analyse and describe the organisational structure and operations of different aviation stakehoders, focus on critical and ethical thinking, professional expertise and innovation, understanding of an individual's role within the aviation environment. The module will make use of the cases and situations from other modules and activities whenever possible.

Learning objectives and assessment

Grade 1
The student can identify different aviation stakeholders and their organisational structure and operational focus. S/he can describe the functions and operations of aviation stakeholders. The student is able to finalise the tasks based on given instructions and received support.

Grade 3
The student can describe different aviation stakeholders and is able to explain their organisational structure and operational focus. S/he can describe and compare different organisational functions of aviation stakeholders. The student is able to solve organisational challenges when the task and instructions are given. The student is able to use research and developmental methods.

Grade 5
The student can describe and analyse organisational functions of different aviation stakeholders. S/he is able to discuss their organisational structure and operational focus. The student is able to analyse and solve organisational challenges proactively. The student is able to choose and use relevant research and developmental methods.

Recognising and validating prior learning (RPL)

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

Working life connections n/a

When applicable company visits, guest lecturers and workshops in cooperation with different companies and organisations. Commissions from industry partners.

Internationality

Possibility to work with international team and international lectures. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Analysis of aviation stakeholders
- Management systems
- HR processes
- Professional communication tools

Learning methods

Inquiry learning:
Project
Peer-to-peer learning
Tutorials
Gamification/simulation
Company visits n/a
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

Classroom activities
Individual assignments
Teamwork
Final deliverables
Peer assessment
Self-assessment

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

Course teacher(s)

Ivan Berazhny, Porvoo
Mona Eskola, Porvoo
Pekka Polvinen, Porvoo
Alexandre Kostov, Porvoo
Anna Vähäsalo, Porvoo

Learning materials

Armstrong, Michael 2012. Armstrong's Handbook of Human Resource Management Practice: KoganPage

Graham, Anne 2014. Managing Airports an international perspective: Routledge

de Neufville, Richard & Amedeo, Odoni 2013. Airport Systems Planning, Designing, and Management: McGraw Hill

Developing Human Resources in Aviation Business

Code: LEA2AB202
Scope: 5 ECTS
Timing: 4th semester
Language: English
Curriculum: Aviation Business Programme
Course level: Professional studies
Course type: Compulsory

Starting level and linkage with other courses

The module is a part of professional studies in Porvoo Campus competence-based curriculum. The module advances the following competences: business development, organisational learning, employer branding, corporate social responsibility. The module will be integrated with other modules and learning activities whenever possible.

Learning objectives and assessment

Grade 1
The student knows how to form, motivate and lead diverse teams strategically when aided and guided by others. S/he understands how to develop people skills as well as organisational communication, both external and internal. The student is able to perform tasks according to given instructions when s/he is aided by other students and the supervisors.

Grade 3
The student can form, motivate and lead diverse teams strategically . S/he is able to use an appropriate leadership and communication style when guided. S/he displays good people skills as well as professionalism in external and internal communication. The student is able to solve organisational challenges when the task and instructions are given. The student is able to use research and developmental methods.

Grade 5
The student excels in motivating and leading diverse teams strategically. S/he is able to choose an appropriate leadership and communication style. S/he shows people skills as well as professionalism in external and internal communication. The student is able to solve organisational challenges proactively. The student is able to choose and use relevant research and developmental methods.

Recognising and validating prior learning (RPL)

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

Working life connections n/a

When applicaple company visits, guest lecturers and workshops in cooperation with different companies and organisations. Commissions from industry partners.

Internationality

Possibility to work with international team and international lectures. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- organisational theories and models
- organisational behaviour, learning, and development
- organisational change management
- responsible leadership, employee advocacy
- professional communication tools

Learning methods

Inquiry learning:
Project
Peer-to-peer learning
Tutorials
Gamification/simulation
Company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

Classroom activities
Individual assignments
Teamwork
Final deliverables
Peer assessment
Self-assessment

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

Course teacher(s)

Ivan Berazhny, Porvoo
Alexandre Kostov, Porvoo
Anne Koppatz, Porvoo

Mona Eskola, Porvoo
Anna Vähäsalo, Porvoo

Learning materials

Armstrong, Michael 2012. Armstrong's Handbook of Human Resource Management Practice. KoganPage

Burnes, Bernard 2014, Managing Change, Sixth Edition. Pearson

Haslam, Alexander S., Reicher, Stephen D., Platow, Michael J. 2011.The new Prsychology of Leadership Identity, Influence and Power

Weick, Karl & Sutcliffe, Kathleen M 2015. Managing the unexpected: sustained performance in a complex world: Wiley

IATA, ICAO, EASA materials

Instructors' own materials, materials produced by students.

Leading Sales and Business Development

Code: LEA2AB221
Extent: 10 ECT
Timing: 5th semester
Language: English
Curriculum: Porvoo Campus
Level: Professional studies
Type: Compulsory

Starting level and linkage with other courses

Students have completed the basic studies. The module is a part of professional studies in Porvoo Campus competence-based curriculum.

Learning objectives and assessment

The module advances the following competences with a specific focus on aviation business: leadership in sales, managing sales organisations and performance, strategic thinking and planning in sales, concept development, enabling digitalisation and e-commerce, risk management. Moreover, the module advances ability to successfully set up, implement and manage one's own sales projects and conduct business development within aviation context.

Grade 1
The student has limited abilities for analytical and strategic thinking and planning in sales. The student has basic knowledge of how to develop concepts in business development, how to exercise risk management, enable e-commerceand digitalisation, manage sales organisations and their performance. The student participates with a minimal input in project teamwork, implementation and evaluation. The student is able to operate only when the task and instructions are given and when s/he is aided by students and supervisors.

Grade 3
The student has good abilities for analytical and strategic thinking and planning in sales. The student has sufficient knowledge of how to develop concepts in business development, how to exercise risk management, enable e-commerce and digitalisation, manage sales organisations and their performance. The student participates with an active input in project teamwork, implementation and evaluation. The student is able to work proactively and independently as well as in teams.

Grade 5
The student has excellent abilities for analytical and strategic thinking and planning in sales. The student has outstanding knowledge of how to develop concepts in business development, how to exercise risk management, enable e-commerce and digitalisation, manage sales organisations and their performance. The student participates actively and leads when necessary the project teamwork, its implementation and evaluation. The student works proactively, in a highly productive manner both independently and in teams.

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

Contents

- Concept and business development in aviation context
- Strategic planning and risk management in aviation business
- Airports, airlines and air cargo as business opportunity platforms
- e-Commerce and digitalization enablers in aviation context
- Leading and managing sales teams in aviation context
- Sales and business performance management in aviation context
- Sales negotiations within BtoB context in aviation

Assessment

Individual assignments
Teamwork assignments
Peer assessment
Self-assessment

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

Cooperation with the business community

Learning objectives will be reached through real-life projects and industry expert guest lectures and industry visits

International dimension

This course is a part of an international degree programme with international students, staff and projects. The projects can have an international dimension.

Teaching and learning methods

Inquiry learning, real-life projects, workshops, independent studies, tutorials, guest lectures

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Teacher(s) responsible

Ivan Berazhny, Porvoo

Module materials

Aviation specific literature defined and provided by the lecturers

Butler, David, 2012, Business Development: A Guide to Small Business Strategy. Butterworth & Heineman.

English W. J., Moate, B., 2009, Discovering New Business Opportunities. Allen & Unwin.

Jobber, D., Lancaster, G.,2009, Selling and Sales Management. Pearson.

Reed, W., 2011, Selling For the Long Run. MacGrawHill.

Cron, William L., 2010, Sales management: concepts and cases. Wiley.

Tanner, J., Honeycutt, E.,D. & Erffmeyer, R., C. 2009. Sales Management. Shaping Future Sales Leaders. Wessex. Press.

Gosselin, T, 2007, Practical Negotiating; tools, tactics and techniques, John Wiley & Sons, NJ.

Mayer, Robert, 2006, How to Win Any Negotiation. Career Press, NJ.

Marketing and Sales in Aviation Business

Code: SAL2AB201
Scope: 5 ECTS
Timing: Level 2
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Free-choice

Starting level and linkage with other courses

The module is a part of professional studies in Porvoo Campus competence-based curriculum. The module advances the following competences: distribution and sales, customer experience, sales and services in global markets, solution oriented selling, customer value propositions, marketing, effective presentations.

Learning objectives and assessment

Grade 1
The student can find relevant theory, methods and specific terminology. S/he is able to conduct market research and collect data and to analyse the needs of customers to provide solutions to them only when aided by others. The student can use marketing tools with assistance from others. S/he is able to acquire knowledge of sales, distribution, and service experience for global markets. The student is able to operate when the task and instructions are given and when aided by other students and the supervisors.

Grade 3
The student is able to use of theory, methods and his/her usage of specific terminology is accurate. S/he is able to conduct market research and collect data to gain reliable understanding how to analyse the needs of customers to provide solutions to them. The student can use marketing tools. S/he has knowledge of sales, distribution, and service experience for global markets.

Grade 5
The student can develop theory and methods and use specific terminology very accurately in various contexts. S/he is able to conduct relevant market research and collect data to gain a comprehensive understanding of customer needs and provide solutions. The student can use marketing tools with desired impact. S/he has reliable knowledge of sales, distribution, and service experience for global markets. S/he has an innovative approach and can conduct research at a highly professional level.

Recognising and validating prior learning (RPL)

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

Working life connections

Company visits and guest lecturers and workshops from different organisations.

Internationality

Possibility to work in international teams. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- market research and analysis
- customer experience
- marketing and distribution channels
- customer contacts and sales communication
- professional ICT tools

Meta-competences: product development and service design, focus on customer experience management, knowledge of sales and services for foreign markets, solution oriented selling, customer value propositions, branding and marketing, effective presentations.

Learning activities

1 cr marketing for airlines / airports / cargo. Teamwork learning activity: a case study with a executive summary report + infographic.
1 cr sales process and key account management. Individual learning activity: online tutorials and materials followed by a test.
2 cr airline products and pricing (airfares / ancillary products); direct / indirect sales / distribution. Individual learning activity: online tutorials and materials followed by a test
1 cr a chosen market analysis and an action plan to reach sales target on a market. Teamwork learning activity: a mini-scale research with a webinar presentation of the results.

Learning methods

Inquiry learning:
Peer-to-peer learning
Online tutorials, lectures and workshops
Company visits
Independent study and teamwork

Assessment

Individual assignments
Teamwork assignments
Final deliverables
Peer assessment
Self-assessment

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

Course teacher(s)

Ivan Berazhny, Porvoo
Anne Koppatz, Porvoo
Alexandre Kostov, Porvoo
Anna Vähäsalo, Porvoo
Mona Eskola, Porvoo
Katri Heikkinen, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Service Desing and Branding in Aviation Business

Code: SAL2AB202
Scope: 5 ECTS
Timing: 4th semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Compulsory

Starting level and linkage with other courses

The module is a part of professional studies in Porvoo Campus competence-based curriculum. The module advances the following competences: product development and service design, design of business processes and customer experience management, knowledge of branding for global markets, effective presentations.

Learning objectives and assessment

Grade 1
The student understands how to design business processes, services and products with customer in mind. S/he can use relevant theory, methods and specific terminology. S/he is able to conduct research and collect data when aided by others. The student can use branding tools with assistance from others.

Grade 3
The student is able to design business processes, services and products with customer in mind. His/her use of theory, methods and specific terminology is accurate. S/he is able to conduct market research and collect data to provide solutions. The student can use branding tools independently and in team work.

Grade 5
The student is able to design business processes, services and products successfully. His/her use of theory, methods and specific terminology is excellent. S/he is able to conduct relevant research and collect data to provide solutions that have outstanding value. The student can use branding tools with the desired impact. S/he has an innovative approach and can lead module activities on a highly professional level.

Recognising and validating prior learning (RPL)

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

Working life connections

Company visits and guest lecturers and workshops from different companies and organisations.

Internationality

Possibility to work in international teams. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- market research and analysis
- design thinking for business processes, product development and services
- customer experience
- branding
- professional ICT tools

Learning methods

Inquiry learning:
Peer-to-peer learning
Online tutorials, lectures and workshops
Company visits
Independent study and teamwork

Assessment

Individual assignments
Teamwork assignments
Final deliverables
Peer assessment
Self-assessment

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

Course teacher(s)

Ivan Berazhny, Porvoo
Mona Eskola, Porvoo
Anne Koppatz, Porvoo
Alexandre Kostov, Porvoo
Anna Vähäsalo, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Asian Areal Studies 1

Code: ASA2PO201
Scope: 5 ECTS
Timing: 3rd semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

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

Learning objectives and assessment

Grade 1
The student has a very basic understanding of the culture, society, business environment and economy of Asian markets. The student has some understanding of the business culture and its context. S/he has challenges with communicating and networking with stakeholders in Asia. The student's activity and participation are minimal.

The student is able to operate only when the task and instructions are given and when aided by other students and supervisors.

Grade 3
The student is able to understand the culture, society, business environment and economy of Asian markets. The student has an idea of the business culture and its context. S/he is able to communicate and network with stakeholders in Asia. The student's activity and participation are rather good.

The student is able to operate when the task and instructions are given.

Grade 5
The student has an advanced understanding of the culture, society, business environment and economy of Asian markets. The student has a comprehensive idea of the business culture and its context. S/he is able to communicate and network on a professional level with stakeholders in Asia. The student's activity and participation are excellent. The student displays a culturally aware business-oriented approach towards Asia and is able to lead teamwork.

Recognising and validating prior learning (RPL)

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

Working life connections

Possible company visits, guest lecturers and workshops in cooperation with different organisations both in Finland and abroad.

Internationality

Possibility to work with international team and international lectures. Guest lecturers from international organisations and partner universities.

Contents

- Culture, society, geography, economy, business, trade relations, entrepreneurship in Asia
- Doing business in Asia: Business operational environment and business culture in Asia

Learning methods

Inquiry learning:
Peer-to-peer learning
Tutorials
Company visits and excursions
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning 1 h

Assessment

Classroom activities
Individual assignments
Teamwork
Final deliverables
Peer assessment
Self-assessment

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

Course teacher(s)

Mona Eskola, Porvoo
Annika Konttinen, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Instructors' own materials, materials produced by students.

Asian Areal Studies 2

Code: ASA2PO202
Scope: 5 ECTS
Timing: 4th semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

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

Learning objectives and assessment

Grade 1
The student is aware of the consumer behaviour of selected Asian markets. S/he has challenges with communicating and networking with stakeholders in Asia. The student is able to assess and develop products and services as well as to choose marketing communication methods for Asian markets only when aided by others. The student's activity and participation are minimal. The student is able to operate only when the task and instructions are given and when aided by other students and supervisors.

Grade 3
The student understands the consumer behaviour of selected Asian markets to some degree. S/he is able to communicate and network with stakeholders in Asia. The student has some ability to assess and develop products and services as well as to choose marketing communication methods for Asian markets. The student's activity and participation are rather good. The student is able to operate when the task and instructions are given.

Grade 5
The student understands the consumer behaviour of selected Asian markets. S/he is able to communicate and network on a professional level with stakeholders in Asia. The student is able to assess and develop products and services as well as to choose the most effective marketing communication methods for Asian markets. The student's activity and participation are excellent. The student displays a culturally aware business-oriented approach towards Asia and is able to lead teamwork.

Recognising and validating prior learning (RPL)

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

Working life connections

Possible company visits, guest lecturers and workshops in cooperation with different organisations both in Finland and abroad.

Internationality

Possibility to work with international team and international lectures. Guest lecturers from international organisations and partner universities.

Contents

- Consumer behaviour of Asian markets (e.g. Chinese outbound tourism market)
- Product and service development for Asian markets
- Sales and marketing communication methods and channels for Asian markets

Learning methods

Inquiry learning:
Peer-to-peer learning
Tutorials
Company visits and excursions
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning 1 h

Assessment

Classroom activities
Individual assignments
Teamwork
Final deliverables
Peer assessment
Self-assessment

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

Course teacher(s)

Annika Konttinen, Porvoo
Jarmo Ritalahti, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Instructors' own materials, materials produced by students.

Applied Coding 1

Code: COD2PO201
Scope: 5 ECTS
Timing: 3rd semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

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

Learning objectives and assessment

Grade 1
The student has some understanding of coding languages used in the module. He/She is able to communicate at a minimal level in the coding language. The student displays limited cultural business awareness and is able to assess some of the product needs for the customer. The student is able to operate only when aided by other students and supervisors.

Grade 3
The student is able to understand coding languages used in the module. He/She is able to develop some coding independently. The student is able to operate with tasks both in teams and independently. The student displays some culturally aware business-oriented approaches by assessing the product needs for the customer.

Grade 5
The student has an adavanced understanding of coding languages used in the module. He/She is able to develop coding independently. He/She applies an entrepreneurial problem-solving approach to their project work and coding creation processes. The student has a comprehensive culturally aware business-oriented approach by assessing the product needs for the customer.

Recognising and validating prior learning (RPL)

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

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

Working life connections

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

Internationality

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

Contents

- introduction to coding with Python
- website Design-HTML 5 and Java script
- business Analytics-SQL, ODATA and Java
- AI & Machine Learning
- business analysis & environment
- market research
- product service development

Learning methods

Virtual classes
Inquiry learning
Peer-to-peer learning
Tutorials
Possible company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning 1 h

Assessment

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

Detailed assessment can be checked from implementation plans (including attendance requirements). The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected in an electronic form.

Course teacher(s)

Darren Trofimczuk, Porvoo
Juhana Isohani, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students

Applied Coding 2

Code: COD2PO202
Scope: 5 ECTS
Timing: 4th semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

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

Learning objectives and assessment

This course builds upon the coding skills from the first Applied Coding 1 module and encourages the student to further develop their coding skills on a specific coding language of their choice. Much of the coding is taught virtually on an agreed study schedule. There are some contact classes for guest lectures, which also include small assessment tasks.

Grade 1
The student has some understanding of coding languages used in the module. He/She is able to communicate at a minimal level in the coding language. The student displays limited cultural business awareness and is able to assess some of the product needs for the customer. The student is able to operate only when aided by other students and supervisors.

Grade 3
The student is able to understand coding languages used in the module. He/She is able to develop some coding independently. The student is able to operate with tasks both in teams and independently. The student displays some culturally aware business-oriented approaches by assessing the product needs for the customer.

Grade 5
The student has an adavanced understanding of coding languages used in the module. He/She is able to develop coding independently. He/She applies an entrepreneurial problem-solving approach to their project work and coding creation processes. The student has a comprehensive culturally aware business-oriented approach by assessing the product needs for the customer.

Recognising and validating prior learning (RPL)

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

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

Working life connections

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

Internationality

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

Contents

- business Analytics-SQL
- AI & Machine Learning
- business analysis & environment
- market research
- product service development

Learning methods

Virtual classes
Inquiry learning
Peer-to-peer learning
Tutorials
Possible company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning 1 h

Assessment

- Virtual Course assignment (60%)
- Case Study assignment exam (20%)
- Guest & Teacher lectures (attendance & class tasks) (20%)

Detailed assessment can be checked from implementation plans (including attendance requirements). The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected in an electronic form.

Course teacher(s)

Darren Trofimczuk, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

German Areal Studies 1

Code: GER2PO201
Scope: 5 ECTS
Timing: 3rd semester
Language: English / German
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

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

Learning objectives and assessment

Grade 1
The student has some understanding of German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student is able to operate only when aided by other students and supervisors. The student's activity and participation are minimal.

Grade 3
The student is able to understand German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student is able to operate with tasks both in teams and independently. The student's activity and participation are rather good.

Grade 5
The student has an advanced understanding of German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate reliably in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student displays a culturally aware business-oriented approach and is able to lead team work. The student's activity and participation are excellent.

Recognising and validating prior learning (RPL)

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

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

Working life connections

Possible company visits and guest lecturers and workshops from different companies and organisations both in Finland and abroad.

Internationality

Possibility to work with international team and international lectures. Possible guest lecturers from international organisations and partner universities.

Contents

- areal history, geography, society, economy, trade relations, entrepreneurship
- areal business operational environment and business culture
- areal language (for business, sales and services) and business communication

Learning methods

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

Assessment

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

Classroom activities
Individual assignments
Teamwork
Final deliverables
Language tests
Peer assessment
Self-assessment

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

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

Course teacher(s)

Michael Reinert, Porvoo
Anne Koppatz, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

German Areal Studies 2

Code: GER2PO202
Scope: 5 ECTS
Timing: 4th semester
Language: English / German
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

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

Learning objectives and assessment

Grade 1
The student has some understanding of German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student is able to operate only when aided by other students and supervisors. The student's activity and participation are minimal.

Grade 3
The student is able to understand German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student is able to operate with tasks both in teams and independently. The student's activity and participation are rather good.

Grade 5
The student has an advanced understanding of German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate reliably in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student displays a culturally aware business-oriented approach and is able to lead team work. The student's activity and participation are excellent.

Recognising and validating prior learning (RPL)

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

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

Working life connections

Possible company visits and guest lecturers and workshops from different companies and organisations both in Finland and abroad.

Internationality

Possibility to work with international team and international lectures. Possible guest lecturers from international organisations and partner universities.

Contents

- areal history, geography, society, economy, trade relations, entrepreneurship
- areal business operational environment and business culture
- areal language (for business, sales and services) and business communication

Learning methods

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

Assessment

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

Classroom activities
Individual assignments
Teamwork
Final deliverables
Language tests
Peer assessment
Self-assessment

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

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

Course teacher(s)

Michael Reinert, Porvoo
Anne Koppatz, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Russian Areal Studies 1

Code: RUS2PO201
Scope: 5 ECTS
Timing: 3rd semester
Language: English/Finnish, Russian
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

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

Learning objectives and assessment

Grade 1
The student has some understanding of Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student is able to operate only when aided by other students and supervisors.

Grade 3
The student is able to understand Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student is able to operate with tasks both in teams and independently.

Grade 5
The student has an advanced understanding of Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate reliably in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student displays a culturally aware business-oriented approach and is able to lead team work.

Recognising and validating prior learning (RPL)

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

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

Working life connections

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

Internationality

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

Contents

- Elementary Russian language
- Russian history, geography, society, economy, trade relations, entrepreneurship
- Russian operational environment and business culture

Learning methods

Inquiry learning:
Peer-to-peer learning
Tutorials
Possible company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning 1 h

Assessment

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

Classroom activities
Individual assignments
Teamwork
Final deliverables
Language tests
Peer assessment
Self-assessment

The assessment is based on the progress of a student towards mastering Russian Areal Studies, rather than on a tested level of linguistic competence (Russian language).
The self-assessment (through Winha/Peppi) of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected in an electronic form.

Course teacher(s)

Riitta Forsnabba, Porvoo
Alexandre Kostov, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students

Russian Areal Studies 2

Code: RUS2PO202
Scope: 5 ECTS
Timing: 4th semester
Language: English/Finnish, Russian
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

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

Learning objectives and assessment

Grade 1
The student has some understanding of Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student is able to operate only when aided by other students and supervisors.

Grade 3
The student is able to understand Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student is able to operate with tasks both in teams and independently.

Grade 5
The student has an advanced understanding of Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate reliably in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student displays a culturally aware business-oriented approach and is able to lead team work.

Recognising and validating prior learning (RPL)

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

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

Working life connections

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

Internationality

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

Contents

- Elementary Russian language
- Russian history, geography, society, economy, trade relations, entrepreneurship
- Russian operational environment and business culture

Learning methods

Inquiry learning:
Peer-to-peer learning
Tutorials
Possible company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning 1 h

Assessment

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

Classroom activities
Individual assignments
Teamwork
Final deliverables
Language tests
Peer assessment
Self-assessment

The assessment is based on the progress of a student towards mastering Russian Areal Studies, rather than on a tested level of linguistic competence (Russian language).
The self-assessment (through Winha/Peppi) of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected in an electronic form.

Course teacher(s)

Riitta Forsnabba, Porvoo
Alexandre Kostov, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students

Spanish Areal Studies 1

Code: SPA2PO201
Scope: 5 ECTS
Timing: 3rd semester
Language: English and Spanish
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

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

Learning objectives and assessment

Grade 1
The student has some understanding of the Spanish speaking world, Spanish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student's activity and participation are minimal.The student is able to operate only when aided by other students and supervisors.

Grade 3
The student is able to understand Spanish speaking world, Spahish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student's activity and participation are rather good. The student is able to operate with tasks both in teams and independently.

Grade 5
The student has an advanced understanding of Spanish speaking world, Spanish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate reliably in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student's activity and participation are excellent. The student displays a culturally aware business-oriented approach and is able to lead team work.

Recognising and validating prior learning (RPL)

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

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

Working life connections

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

Internationality

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

Contents

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

Learning methods

Inquiry learning:
Peer-to-peer learning
Tutorials
Possible company visits
Lectures and workshops
Possible excursions and study trip
Independent study and teamwork
The assessment of one's own learning 1 h

Assessment

Assessment details can be checked from implementation plans (including attendance requirements).
Classroom activities
Individual assignments
Teamwork
Final deliverables
Peer assessment
Self-assessment

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

Course teacher(s)

Antti Kurhinen, Porvoo
Maria Ruohtula, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Spanish Areal Studies 2

Code: SPA2PO202
Scope: 5 ECTS
Timing: 4th semester
Language: English and Spanish
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

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

Learning objectives and assessment

Grade 1
The student has some understanding of the Spanish speaking world, Spanish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student's activity and participation are minimal.The student is able to operate only when aided by other students and supervisors.

Grade 3
The student is able to understand Spanish speaking world, Spahish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student's activity and participation are rather good.The student is able to operate with tasks both in teams and independently.

Grade 5
The student has an advanced understanding of Spanish speaking world, Spanish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate reliably in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student's activity and participation are excellentThe student displays a culturally aware business-oriented approach and is able to lead team work.

Recognising and validating prior learning (RPL)

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

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

Working life connections

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

Internationality

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

Contents

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

Learning methods

Inquiry learning:
Peer-to-peer learning
Tutorials
Possible company visits
Lectures and workshops
Possible excursions and study trip
Independent study and teamwork
The assessment of one's own learning 1 h

Assessment

Assessment details can be checked from implementation plans (including attendance requirements).
Classroom activities
Individual assignments
Teamwork
Final deliverables
Peer assessment
Self-assessment

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

Course teacher(s)

Antti Kurhinen, Porvoo
Maria Ruohtula, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Airline Business

Code: AIR3PO301
Scope: 5 ECTS
Timing: 3rd semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Advanced Studies
Course type: Elective

Starting level and linkage with other courses

The module is a part of professional studies in Porvoo Campus competence-based curriculum. Prerequisites for the module are that the student has completed basic and professional studies.

Learning objectives and assessment

The module advances the following competences with specific focus airline business: strategic planning, value creation, concept development, risk management, strategic sales and e-commerce, managing sales, performance and future airports.

Grade 1
The student has limited abilities to conduct strategic planning and has gained limited knowledge of value creation, concept development, risk management, strategic sales and e-commerce, managing sales and performance. The student participates in project teamwork, implementation and evaluation with a minimal input. The student is able to operate only when the task and instructions are given and when s/he is aided by other students and the supervisors.

Grade 3
The student has good abilities to conduct strategic planning and has gained sufficient knowledge of value creation, concept development, risk management, strategic sales and e-commerce, managing sales and performance. The student participates in project teamwork, implementation and evaluation with active input. The student is able to work and proactively and independently.

Grade 5
The student has excellent abilities to conduct strategic planning and has gained outstanding knowledge of value creation, concept development, risk management, strategic sales and e-commerce, managing sales and performance. The student actively participates and leads when necessary project teamwork, implementation and evaluation. The student actively seeks to work proactively and independently in a highly productive manner.

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

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through

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

Working life connections

Company and airline visits, guest lecturers and project work in cooperation with different companies and organisations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Strategic planning
- e-Commerce within airline context
- Sales performance management
- Value creation
- Risk management
- Airlines as business enterprices
- Airline Alliances and strategic networking
- Airline safety and security management
- Sustainability and responsible business
- Future airports

Learning methods

All of the competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:
Inquiry learning
Peer-to-peer learning
Tutorials
Debates
Study tours and company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

The assessment methods may include:
Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

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

Course teachers

Ivan Berazhny, Porvoo
Mona Eskola, Porvoo
Anne Koppatz, Porvoo
Hannu Suviolahti

Learning materials

Books on the content topics

Bartlik, M. 2011. The Impact of EU Law on the Regulation of International Air Transportation. Ashgate.

Flouris, Triant G . & Yilmaz, Ayse K. 2011. Risk Management and Corporate Sustainability in Avaition. Ashgate.

Morrell, Peter.S. 2013. Airline Finance. Ashgate.

Rhoades, Dawna l. 2014. Evolution of International Aviation Phoenix Rising. Ashgate.

Sheehan, J.J. 2013. Business and Corporate Aviation Management. New York: McGraw-Hill Education.

Taneja, N.K. 2014. Designing Future-Oriented Airline Business. Ashgate. Kurssikirja.

Vasigh, B. & Fleming, K. & Tacker, T. 2013. Introduction to Air Transport Economics From Theory to Applications. Second Edition. Ashgate.

Wensveen, J. G. 2015. Air Transport. A Management Perspective. Ashgate. Kurssikirja.

E-books and online articles

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Instructors' own materials, materials produced by students.

Airport Business

Code: AIR3PO302
Scope: 10 ECTS
Timing: Level 3
Language: English
Curriculum: Porvoo Campus 2.0
Course level: Advanced studies
Course type: Elective

Starting level and linkage with other courses

The module is part of advanced studies in Porvoo Campus competence based curriculum. Prerequisites for the module are that the student has completed basic and professional studies.

Learning objectives and assessment

The module advances the following competences with specific focus on airport business: strategic planning, economics, value creation, concept development, risk management , strategic sales and e-commerce, managing sales, performance and future airports.

Grade 1
The student has limited abilities to conduct strategic planning and has gained limited knowledge of value creation, concept development, risk management , strategic sales and e-commerce, managing sales and performance. The student participates in project teamwork, implementation and evaluation with a minimal input. The student is able to operate only when the task and instructions are given and when s/he is aided by other students and the supervisors.

Grade 3
The student has good abilities to conduct strategic planning and has gained sufficient knowledge of value creation, concept development, risk management , strategic sales and e-commerce, managing sales and performance. The student participates in project teamwork, implementation and evaluation with active input. The student is able to work and proactively and independently.

Grade 5
The student has excellent abilities to conduct strategic planning and has gained outstanding knowledge of value creation, concept development, risk management , strategic sales and e-commerce, managing sales and performance. The student actively participates and leads when necessary project teamwork, implementation and evaluation. The student actively seeks to work proactively and independently in a highly productive manner.

Recognising and validating prior learning (RPL)

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

Working life connections

Company and airport visits, guest lecturers and project work in cooperation with different companies and organisations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Strategic planning
- Concept development at airports in airport industry
- e-Commerce within airport context
- Sales performance management
- Value creation
- Economics
- Risk management
- Airports and airport systems
- Airport safety and security management
- Future airports

Learning methods

All of the competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:
Inquiry learning
Peer-to-peer learning
Tutorials
Debates
Study tours and company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

The assessment methods are defined in the implementation plans of the learning activities. The assessment methods may include:
Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

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

Module instructor(s)

Anne Koppatz, Porvoo
Pekka Polvinen, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Instructors' own materials, materials produced by students.

Literature:

Bartlik, M. 2011. The Impact of EU Law on the Regulation of International Air Transportation.

Ashgate.Graham, A. 2013. Managing Airports: An international perspective. Fourth Edition

Flouris, Triant G . & Yilmaz, Ayse K. 2011. Risk Management and Corporate Sustainability in Avaition. Ashgate

Halpern, N. & Graham, A. 2013. Airport Marketing. Routledge

Norman J. Ashford & al. 2012. Airport Operations. McGrawHill

Sheehan, J.J. 2013. Business and Corporate Aviation Management. New York

Vasigh, B. & Fleming, K. & Tacker, T. 2013. Introduction to Air Transport Economics From Theory to Applications. Second Edition. Ashgate

Young S. & Wells, A. 2011. Airport Planning and Management. Sixth Edition

Air Cargo

Code: AIR3PO303
Scope: 10 ECTS
Timing: 3rd semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Advanced studies
Course type: Elective

Starting level and linkage with other courses

The module is part of advanced studies in Porvoo Campus competence based curriculum.
Prerequisites for the module are that the student has completed basic and professional studies.

Learning objectives and assessment

The module advances the following competences with specific focus on air cargo: analytical and
strategic thinking, strategic planning, value creation, concept development, risk management ,
strategic sales and e-commerce, enabling digitalization, managing sales and performance, future
orientation.

Grade 1
The student has limited abilities to conduct analytical and strategic thinking, strategic planning and
has gained limited knowledge of value creation, concept development, risk management , strategic
sales and e-commerce, enabling digitalization, managing sales and performance.The student
participates in project teamwork, implementation and evaluation with a minimal input. The student
is able to operate only when the task and instructions are given and when s/he is aided by other
students and the supervisors.

Grade 3
The student has good abilities to conduct analytical and strategic thinking, strategic planning and
has gained sufficient knowledge of value creation, concept development, risk management, strategic
sales and e-commerce, enabling digitalization, managing sales and performance. The student
participates in project teamwork, implementation and evaluation with active input. The student is
able to work and proactively and independently.

Grade 5
The student has excellent abilities to conduct analytical and strategic thinking, strategic planning
and has gained outstanding knowledge of value creation, concept development, risk management,
strategic sales and e-commerce, ebnabling digitalization managing sales and performance. The
student actively participates and leads when necessary project teamwork, implementation and
evaluation. The student actively seeks to work proactively and independently in a highly productive
manner.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or
on another course, they can show the competence with a demonstration and progress faster through

their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#).

Working life connections

Company and airport visits, guest lecturers and project work in cooperation with different companies and organisations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Strategic planning
- Concept and business development within air cargo
- e-Commerce and digitalization enablers within air cargo context
- Sales and business performance management
- Value creation
- Risk management
- Airports and airlines within the air cargo networks
- Key factors and stakeholders in the air cargo industry
- Cargo industry forecasts and trends
- Air cargo safety and security management and industry regulations

Learning methods

All of the competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

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

Assessment

The assessment methods are defined in the implementation plans of the learning activities ….. The assessment methods may include:

Individual assignments
Final deliverables
Exams
Peer assessment

Self-assessment
Commissioners' assessment

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

Module instructor(s)

Anne Koppatz, Porvoo
Pekka Polvinen, Porvoo

Learning materials

Books on the content topics

Christopher, Martin (2016) Logistics and Supply Chain Management, Pearson, Harlow, UK

Mangan, John & Lalwani, Chandra (2016) Global Logistics and Supply Chain Management, Wiley & Sons, West Sussex , UK

Branch, Alan (2008) Global Supply Chain Management and International Logistics, Routledge, New York

Murphy, Paul R., & Wood Donald F. (2011) Contemporary Logistics, Pearson, Upper Sddle River, NJ

Smeritschnig, Florian (2013), Wow and SkyTeam Cargo, An In-depth Analysis of Strategic Alliances for Air Cargo Carriers and the Impact on Cargo Airlines' Operations and Success Diplomica Verlag, Hamburg (eBook)

E-books and online articles

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Instructors' own materials, materials produced by students.

Työharjoittelu

Tunnus: PLA6PO100
Laajuus: 30 op (100 päivää)
Ajoitus: 2. lukukauden jälkeen
Kieli: Riippuu työpaikalla käytetystä kielestä
OPS: Kaikki Porvoon OPS:t
Opintojakson taso: työharjoittelu
Opintojakson tyyppi: pakollinen

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Opiskelija voi lähteä työharjoitteluun, kun hän on suorittanut vähintään 60 opintopistettä. Halutessaan voi opiskelija suorittaa työharjoittelun tämän 30 op:n opintojakson sijaan useammassa pienemmässä osassa (Työharjoittelu 1 PLA6PO101, 10 op; Työharjoittelu 2 PLA6PO102, 10 op; ja Työharjoittelu 3 PLA6PO103, 10 op).

Osaamistavoitteet ja arviointi

Opiskelija ymmärtää omien ammatillisten työtaitojen kehittämisen tärkeyden ja tunnistaa kehittämistarpeensa. Hän osaa arvioida ja kehittää omaa työtään ja työympäristöään. Opiskelija ymmärtää yhteyden koulussa opitun ja työtehtävien välillä.

Opintojakso arvioidaan asteikolla hyväksytty-hylätty.

Aikaisemmin hankitun osaamisen tunnistaminen ja tunnustaminen (AHOT)

Korvaaminen
Työharjoittelu voidaan korvata aiempiin korkeakouluopintoihin sisältyneellä harjoittelulla, jos se vastaa koulutusohjelman harjoittelun tavoitteita. Harjoittelukoordinaattori päättää korvaamisesta.

Näyttö
Näytöllä työharjoittelun voivat suorittaa opiskelijat, jotka ovat ennen opintojen alkua hankkineet alan kokemusta ja jotka perustellusta syystä haluavat saada hyväksiluetuksi näin hankitun osaamisen. Opiskelija näyttää aiemmin hankittua osaamistaan näytöllä koulutusohjelman ohjeiden mukaisesti. Näytöistä sovitaan koulutusohjelman työharjoittelukoordinaattorin kanssa.

Työelämäyhteydet

Työharjoittelu suoritetaan kiinteässä yhteydessä työelämään, yrityksessä, järjestössä tai yhteisössä.

Kansainvälisyys

Kansainvälisyys riippuu työharjoittelupaikasta ja työtehtävistä. Kokonaan kansainvälisen työharjoittelun suorittamiseen on oma opintojaksonsa.

Sisältö

Kaikille pakollinen työharjoittelu on oleellinen osa liiketalouden ja matkailun koulutusohjelmien opintoja. Työharjoitteluksi hyväksytään koulutusohjelman opintoja tukeva kokopäiväinen tai vähintään 20 viikkotunnin osa-aikainen työ.

Harjoittelun suorittamiseen kuuluu

- osallistuminen työharjoitteluinfoon ennen harjoittelun aloittamista,
- harjoittelu työpaikalla,
- harjoitteluraportin laatiminen ja harjoittelupalautteen antaminen harjoittelun jälkeen

Harjoittelupaikka on hyväksytettävä etukäteen. Harjoittelupaikan hyväksyy työharjoittelukoordinaattori. Työharjoitteluohjeet ja työharjoitteluun liittyvät lomakkeet löytyvät opiskelijan MyNetistä. Opiskelijan tulee olla ilmoittautunut läsnäolevaksi työharjoittelua suorittaessaan.

Oppimistavat

Tämän opintojakson osaamistavoitteet voi saavuttaa esimerkiksi seuraavilla tavoilla:

a. Ennakkoon työharjoittelukoordinaattorin kanssa sovitun työharjoittelu suorittaminen reealiajassa TAI
b. Aikaisemman soveltuvan työkokemuksen raportointoi

Arviointitavat

Opiskelija ei saa työharjoittelusta arvosanaa, ainoastaan hyväksytty-merkinnän. Työnantajan tulee kuitenkin toimittaa ohjaavalle opettajalle sanallinen arvio työharjoittelijan työstä.

Opintojakso voidaan hylätä mikäli opiskelija ei noudata esimiehensä tai harjoittelukoordinaattorin tai ohjaavan opettajan ohjeita tai heidän kanssaan tekemiä sopimuksia tai mikäli työharjoittelun aikana opiskelijalle kertyy liikaa poissaoloja.

Vastuuopettaja(t)

Kullakin Porvoon koulutusohjelmalla on oma vastuuopettaja eli työharjoittelukoordinaattori:

Tobba, Pobba, Tempo, Sampo, Abba: Leena Aitto-oja
Pomo: Ulla Kuisma
Liipo: Maria Ruohtula
ViMa sekä kansainväliset ulkomailla tehtävät työharjoittelut: Liisa Wallenius

Oppimateriaalit

Kaikki työharjoitteluun liittyvä ohjeistus on MyNetissä: *Opiskelu > Työharjoittelu > Porvoon työharjoittelu*

Työharjoittelu 1

Tunnus: PLA6PO101
Laajuus: 10 op (33 päivää, opintopistemäärä muokattavissa)
Ajoitus: 2. lukukauden jälkeen
Kieli: Riippuu työpaikalla käytetystä kielestä
OPS: Kaikki Porvoon OPS:t
Opintojakson taso: työharjoittelu
Opintojakson tyyppi: pakollinen

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Opiskelija voi lähteä työharjoitteluun, kun hän on suorittanut vähintään 60 opintopistettä. Halutessaan voi opiskelija suorittaa työharjoittelun useammassa pienemmässä osassa, joista tämä Työharjoittelu 1 ensimmäinen, ja jonka opintopistemäärä on muokattavissa toteutuneen työn mukaan (27h työtä = 1op). Muut työharjoitteluopintojaksot ovat Työharjoittelu 2 PLA6PO102, 10 op (opintopistemäärä muokattavissa); ja Työharjoittelu 3 PLA6PO103, 10 op (opintopistemäärä muokattavissa). Erikseen suoritettujen työharjoitteluopintojaksojen yhteenlaskettu pistemäärä on 30 op (=800h).

Osaamistavoitteet ja arviointi

Opiskelija ymmärtää omien ammatillisten työtaitojen kehittämisen tärkeyden ja tunnistaa kehittämistarpeensa. Hän osaa arvioida ja kehittää omaa työtään ja työympäristöään. Opiskelija ymmärtää yhteyden koulussa opitun ja työtehtävien välillä.

Opintojakso arvioidaan asteikolla hyväksytty-hylätty.

Aikaisemmin hankitun osaamisen tunnistaminen ja tunnustaminen (AHOT)

Korvaaminen
Työharjoittelu voidaan korvata aiempiin korkeakouluopintoihin sisältyneellä harjoittelulla, jos se vastaa koulutusohjelman harjoittelun tavoitteita. Harjoittelukoordinaattori päättää korvaamisesta.

Näyttö
Näytöllä työharjoittelun voivat suorittaa opiskelijat, jotka ovat ennen opintojen alkua hankkineet alan kokemusta ja jotka perustellusta syystä haluavat saada hyväksiluetuksi näin hankitun osaamisen. Opiskelija näyttää aiemmin hankittua osaamistaan näytöllä koulutusohjelman ohjeiden mukaisesti. Näytöistä sovitaan koulutusohjelman työharjoittelukoordinaattorin kanssa.

Työelämäyhteydet

Työharjoittelu suoritetaan kiinteässä yhteydessä työelämään, yrityksessä, järjestössä tai yhteisössä.

Kansainvälisyys

Kansainvälisyys riippuu työharjoittelupaikasta ja työtehtävistä. Kokonaan kansainvälisen työharjoittelun suorittamiseen on oma opintojaksonsa.

Sisältö

Kaikille pakollinen työharjoittelu on oleellinen osa liiketalouden ja matkailun koulutusohjelmien opintoja. Työharjoitteluksi hyväksytään koulutusohjelman opintoja tukeva kokopäiväinen tai vähintään 20 viikkotunnin osa-aikainen työ.

Harjoittelun suorittamiseen kuuluu

- osallistuminen työharjoitteluinfoon ennen harjoittelun aloittamista,
- harjoittelu työpaikalla,
- harjoitteluraportin laatiminen ja harjoittelupalautteen antaminen harjoittelun jälkeen

Harjoittelupaikka on hyväksytettävä etukäteen. Harjoittelupaikan hyväksyy työharjoittelukoordinaattori. Työharjoitteluohjeet ja työharjoitteluun liittyvät lomakkeet löytyvät opiskelijan MyNetistä. Opiskelijan tulee olla ilmoittautunut läsnäolevaksi työharjoittelua suorittaessaan.

Oppimistavat

Tämän opintojakson osaamistavoitteet voi saavuttaa esimerkiksi seuraavilla tavoilla:

a. Ennakkoon työharjoittelukoordinaattorin kanssa sovitun työharjoittelu suorittaminen reealiajassa TAI
b. Aikaisemman soveltuvan työkokemuksen raportointoi

Arviointitavat

Opiskelija ei saa työharjoittelusta arvosanaa, ainoastaan hyväksytty-merkinnän. Työnantajan tulee kuitenkin toimittaa ohjaavalle opettajalle sanallinen arvio työharjoittelijan työstä.

Opintojakso voidaan hylätä mikäli opiskelija ei noudata esimiehensä tai harjoittelukoordinaattorin tai ohjaavan opettajan ohjeita tai heidän kanssaan tekemiä sopimuksia tai mikäli työharjoittelun aikana opiskelijalle kertyy liikaa poissaoloja.

Vastuuopettaja(t)

Kullakin Porvoon koulutusohjelmalla on oma vastuuopettaja eli työharjoittelukoordinaattori:

Tobba, Pobba, Tempo, Sampo, Abba: Leena Aitto-oja
Pomo: Ulla Kuisma
Liipo: Maria Ruohtula
ViMa sekä kansainväliset ulkomailla tehtävät työharjoittelut: Liisa Wallenius

Oppimateriaalit

Kaikki työharjoitteluun liittyvä ohjeistus on MyNetissä: Opiskelu > Työharjoittelu > Porvoon työharjoittelu

Työharjoittelu 2

Tunnus: PLA6PO102
Laajuus: 10 op (33 päivää, opintopistemäärä muokattavissa)
Ajoitus: aikaisintaan 2. lukukauden jälkeen
Kieli: Riippuu työpaikalla käytetystä kielestä
OPS: Kaikki Porvoon OPS:t
Opintojakson taso: työharjoittelu
Opintojakson tyyppi: pakollinen

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Opiskelija voi lähteä työharjoitteluun, kun hän on suorittanut vähintään 60 opintopistettä. Halutessaan voi opiskelija suorittaa työharjoittelun useammassa pienemmässä osassa, joista tämä Työharjoittelu 2 on toinen ja tapahtuu Työharjoittelu 1:n jälkeen. Opintojakson opintopistemäärä on muokattavissa toteutuneen työn mukaan (27h työtä = 1op). Muut työharjoitteluopintojaksot ovat Työharjoittelu 1 PLA6PO101, 10 op (opintopistemäärä muokattavissa); ja Työharjoittelu 3 PLA6PO103, 10 op (opintopistemäärä muokattavissa). Erikseen suoritettujen työharjoitteluopintojaksojen yhteenlaskettu pistemäärä on 30 op (=800h).

Osaamistavoitteet ja arviointi

Opiskelija ymmärtää omien ammatillisten työtaitojen kehittämisen tärkeyden ja tunnistaa kehittämistarpeensa. Hän osaa arvioida ja kehittää omaa työtään ja työympäristöään. Opiskelija ymmärtää yhteyden koulussa opitun ja työtehtävien välillä.

Opintojakso arvioidaan asteikolla hyväksytty-hylätty.

Aikaisemmin hankitun osaamisen tunnistaminen ja tunnustaminen (AHOT)

Korvaaminen
Työharjoittelu voidaan korvata aiempiin korkeakouluopintoihin sisältyneellä harjoittelulla, jos se vastaa koulutusohjelman harjoittelun tavoitteita. Harjoittelukoordinaattori päättää korvaamisesta.

Näyttö
Näytöllä työharjoittelun voivat suorittaa opiskelijat, jotka ovat ennen opintojen alkua hankkineet alan kokemusta ja jotka perustellusta syystä haluavat saada hyväksiluetuksi näin hankitun osaamisen. Opiskelija näyttää aiemmin hankittua osaamistaan näytöllä koulutusohjelman ohjeiden mukaisesti. Näytöistä sovitaan koulutusohjelman työharjoittelukoordinaattorin kanssa.

Työelämäyhteydet

Työharjoittelu suoritetaan kiinteässä yhteydessä työelämään, yrityksessä, järjestössä tai yhteisössä.

Kansainvälisyys

Kansainvälisyys riippuu työharjoittelupaikasta ja työtehtävistä. Kokonaan kansainvälisen työharjoittelun suorittamiseen on oma opintojaksonsa.

Sisältö

Kaikille pakollinen työharjoittelu on oleellinen osa liiketalouden ja matkailun koulutusohjelmien opintoja. Työharjoitteluksi hyväksytään koulutusohjelman opintoja tukeva kokopäiväinen tai vähintään 20 viikkotunnin osa-aikainen työ.

Harjoittelun suorittamiseen kuuluu

- osallistuminen työharjoitteluinfoon ennen harjoittelun aloittamista,
- harjoittelu työpaikalla,
- harjoitteluraportin laatiminen ja harjoittelupalautteen antaminen harjoittelun jälkeen

Harjoittelupaikka on hyväksyttävä etukäteen. Harjoittelupaikan hyväksyy työharjoittelukoordinaattori. Työharjoitteluohjeet ja työharjoitteluun liittyvät lomakkeet löytyvät opiskelijan MyNetistä. Opiskelijan tulee olla ilmoittautunut läsnäolevaksi työharjoittelua suorittaessaan.

Oppimistavat

Tämän opintojakson osaamistavoitteet voi saavuttaa esimerkiksi seuraavilla tavoilla:

a. Ennakkoon työharjoittelukoordinaattorin kanssa sovitun työharjoittelu suorittaminen reealiajassa TAI
b. Aikaisemman soveltuvan työkokemuksen raportointoi

Arviointitavat

Opiskelija ei saa työharjoittelusta arvosanaa, ainoastaan hyväksytty-merkinnän. Työnantajan tulee kuitenkin toimittaa ohjaavalle opettajalle sanallinen arvio työharjoittelijan työstä.

Opintojakso voidaan hylätä mikäli opiskelija ei noudata esimiehensä tai harjoittelukoordinaattorin tai ohjaavan opettajan ohjeita tai heidän kanssaan tekemiä sopimuksia tai mikäli työharjoittelun aikana opiskelijalle kertyy liikaa poissaoloja.

Vastuuopettaja(t)

Kullakin Porvoon koulutusohjelmalla on oma vastuuopettaja eli työharjoittelukoordinaattori:

Tobba, Pobba, Tempo, Sampo, Abba: Leena Aitto-oja
Pomo: Ulla Kuisma
Liipo: Maria Ruohtula
ViMa sekä kansainväliset ulkomailla tehtävät työharjoittelut: Liisa Wallenius

Oppimateriaalit

Kaikki työharjoitteluun liittyvä ohjeistus on MyNetissä: Opiskelu > Työharjoittelu > Porvoon työharjoittelu

Työharjoittelu 3

Tunnus: PLA6PO103
Laajuus: 10 op (33 päivää, opintopistemäärä muokattavissa)
Ajoitus: aikaisintaan 2. lukukauden jälkeen
Kieli: Riippuu työpaikalla käytetystä kielestä
OPS: Kaikki Porvoon OPS:t
Opintojakson taso: työharjoittelu
Opintojakson tyyppi: pakollinen

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Opiskelija voi lähteä työharjoitteluun, kun hän on suorittanut vähintään 60 opintopistettä. Halutessaan voi opiskelija suorittaa työharjoittelun useammassa pienemmässä osassa, joista tämä Työharjoittelu 3 on kolmas ja tapahtuu Työharjoittelu 1:n ja 2:n jälkeen. Opintojakson opintopistemäärä on muokattavissa toteutuneen työn mukaan (27h työtä = 1op). Muut työharjoitteluopintojaksot ovat Työharjoittelu 1 PLA6PO101, 10 op (opintopistemäärä muokattavissa); ja Työharjoittelu 2 PLA6PO102, 10 op (opintopistemäärä muokattavissa). Erikseen suoritettujen työharjoitteluopintojaksojen yhteenlaskettu pistemäärä on 30 op (=800h).

Osaamistavoitteet ja arviointi

Opiskelija ymmärtää omien ammatillisten työtaitojen kehittämisen tärkeyden ja tunnistaa kehittämistarpeensa. Hän osaa arvioida ja kehittää omaa työtään ja työympäristöään. Opiskelija ymmärtää yhteyden koulussa opitun ja työtehtävien välillä.

Opintojakso arvioidaan asteikolla hyväksytty-hylätty.

Aikaisemmin hankitun osaamisen tunnistaminen ja tunnustaminen (AHOT)

Korvaaminen
Työharjoittelu voidaan korvata aiempiin korkeakouluopintoihin sisältyneellä harjoittelulla, jos se vastaa koulutusohjelman harjoittelun tavoitteita. Harjoittelukoordinaattori päättää korvaamisesta.

Näyttö
Näytöllä työharjoittelun voivat suorittaa opiskelijat, jotka ovat ennen opintojen alkua hankkineet alan kokemusta ja jotka perustellusta syystä haluavat saada hyväksiluetuksi näin hankitun osaamisen. Opiskelija näyttää aiemmin hankittua osaamistaan näytöllä koulutusohjelman ohjeiden mukaisesti. Näytöistä sovitaan koulutusohjelman työharjoittelukoordinaattorin kanssa.

Työelämäyhteydet

Työharjoittelu suoritetaan kiinteässä yhteydessä työelämään, yrityksessä, järjestössä tai yhteisössä.

Kansainvälisyys

Kansainvälisyys riippuu työharjoittelupaikasta ja työtehtävistä. Kokonaan kansainvälisen työharjoittelun suorittamiseen on oma opintojaksonsa.

Sisältö

Kaikille pakollinen työharjoittelu on oleellinen osa liiketalouden ja matkailun koulutusohjelmien opintoja. Työharjoitteluksi hyväksytään koulutusohjelman opintoja tukeva kokopäiväinen tai vähintään 20 viikkotunnin osa-aikainen työ.

Harjoittelun suorittamiseen kuuluu

- osallistuminen työharjoitteluinfoon ennen harjoittelun aloittamista,
- harjoittelu työpaikalla,
- harjoitteluraportin laatiminen ja harjoittelupalautteen antaminen harjoittelun jälkeen

Harjoittelupaikka on hyväksyttävä etukäteen. Harjoittelupaikan hyväksyy työharjoittelukoordinaattori. Työharjoitteluohjeet ja työharjoitteluun liittyvät lomakkeet löytyvät opiskelijan MyNetistä. Opiskelijan tulee olla ilmoittautunut läsnäolevaksi työharjoittelua suorittaessaan.

Oppimistavat

Tämän opintojakson osaamistavoitteet voi saavuttaa esimerkiksi seuraavilla tavoilla:

a. Ennakkoon työharjoittelukoordinaattorin kanssa sovitun työharjoittelu suorittaminen reealiajassa TAI
b. Aikaisemman soveltuvan työkokemuksen raportointoi

Arviointitavat

Opiskelija ei saa työharjoittelusta arvosanaa, ainoastaan hyväksytty-merkinnän. Työnantajan tulee kuitenkin toimittaa ohjaavalle opettajalle sanallinen arvio työharjoittelijan työstä.

Opintojakso voidaan hylätä mikäli opiskelija ei noudata esimiehensä tai harjoittelukoordinaattorin tai ohjaavan opettajan ohjeita tai heidän kanssaan tekemiä sopimuksia tai mikäli työharjoittelun aikana opiskelijalle kertyy liikaa poissaoloja.

Vastuuopettaja(t)

Kullakin Porvoon koulutusohjelmalla on oma vastuuopettaja eli työharjoittelukoordinaattori:

Tobba, Pobba, Tempo, Sampo, Abba: Leena Aitto-oja
Pomo: Ulla Kuisma
Liipo: Maria Ruohtula
ViMa sekä kansainväliset ulkomailla tehtävät työharjoittelut: Liisa Wallenius

Oppimateriaalit

Kaikki työharjoitteluun liittyvä ohjeistus on MyNetissä: Opiskelu > Työharjoittelu > Porvoon työharjoittelu

International Work Placement

Code: PLA6PO110
Extent: 30 ECTS (completed as one or two to three shorter units)
Timing: 4th semester or earlier if completed in smaller units
Language: English
Curriculum: All Porvoo Curricula
Level: Work Placement
Type: Compulsory

Starting level and linkage with other courses

The student has successfully completed the Basic Studies (= the two first semester courses) or 120 ECTS if wishing to do the 30 ECTS work placement. Tourism students might have their first placement after the 1st semester.

Learning objectives and assessment

The student learns to develop his/her professional skills and to link his/her academic studies with real-life work practices and is able to evaluate and develop his/her workplace environment. Work placement is assessed as pass (H=accepted) or fail. Please see MyNet for further information.

Recognising and validating prior learning (RPL)

If students have longer previous employment experience involving responsible tasks within the main study field, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at MyNet.

Internationality

Work placement is performed in an international setting where the student works and communicates with other nationalities in an international setting outside Finland or his/her home country.

Contents

Work placement period is one uninterrupted period or several shorter ones. Work placement can be full-time or part-time work with a minimum of 20 h/week. A students submits a written work placement notification (application) to the work placement coordinator. Work placement comprises the following:

- Participation in a placement info meeting before work placement.
- Contact with the work placement advisor (lecturer) before and during the placement.
- Placement period in an approved company or organization.
- Keeping a learning log.
- Submitting a written or an oral placement report with the required attachments. OR Alternatively, writing HH work placement blog and submitting the required documents to the advisor.
- Giving feedback on the learning platform or submitting a Work Placement Abroad –student report

Learning methods

Work placement lecture
Independent work according to goals set
Communication with the work placement advisor

Assessment

Work placement is assessed Pass or Fail. The employer/supervisor at the work placement evaluates the student's competence and gives a written evaluation/testimonial.

Teachers responsible

Work Placement Coordinator for International Placement:
Liisa Wallenius, placement abroad
Leena Aitto-oja, non-Finnish students' placement in Finland

International Work Placement 1

Code: PLA6PO111
Extent: 10 cr (33 days)
Timing: 4th semester or as agreed
Language: according to the country and organisation
Level: Work Placement
Type: Compulsory

Starting level and linkage with other courses

Completion of work placement 30-60 cr.

Learning outcomes

The student

- learns to develop his/her professional skills and to link his/her academic studies with real-life work practices
- is able to evaluate and develop his/her workplace environment

Work placement is an integral part of polytechnic studies and students can apply for work placement after they have completed 30 -60 cr. The placement has to be approved in advance by the work placement co-ordinator. Students have to be registered as attendants during the work placement.

Course contents

Work placement period is normally uninterrupted. In case a student wants to complete his/her work placement in two parts. Work placement can be full-time or part-time work with a minimum of 20 h/week. A students has to make a written application (work placement notification) to the work placement coordinator. Work placement comprises the following:

- Participation in a placement info meeting before work placement.
- Contact with the work placement advisor (lecturer) before and during the placement.
- Placement period in an approved company or organization. Keeping a learning log.
- Submitting a written or an oral placement report with the required attachments. Alternatively, writing HH work placement blog and submitting the required documents to the advisor.
- Giving feedback on the learning platform or submitting a Work Placement Abroad –student report

Work placement information meetings are arranged twice a month and the dates are announced on MyNet and info TV.

Cooperating with the business community

The course is realized in work life within a business community.

International dimension

Work placement is performed in an international setting where the student works and communicates with other nationalities in an international setting outside Finland or his/her home country.

Teaching and learning methods

Working at the place of work and submitting reports.

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Teacher responsible

Liisa Wallenius, Porvoo Campus

Assessment Criteria

Pass/Fail

International Work Placement 2

Code: PLA6PO112
Extent: 10 cr (33 days)
Timing: 4th semester or as agreed
Language: according to the country and organisation
Level: Work Placement
Type: Compulsory

Starting level and linkage with other courses

Completion of work placement 1 and 60 cr.

Learning outcomes

The student

- learns to develop his/her professional skills and to link his/her academic studies with real-life work practices
- is able to evaluate and develop his/her workplace environment

Work placement is an integral part of polytechnic studies and students can apply for work placement 1 after they have completed work placement 1 and 60 cr. The placement has to be approved in advance by the work placement co-ordinator. Students have to be registered as attendants during the work placement.

Course contents

Work placement period is normally uninterrupted. In case a student wants to complete his/her work placement in two parts. Work placement can be full-time or part-time work with a minimum of 20 h/week. A students has to make a written application (work placement notification) to the work placement coordinator. Work placement comprises the following:

- Participation in a placement info meeting before work placement.
- Contact with the work placement advisor (lecturer) before and during the placement.
- Placement period in an approved company or organization. Keeping a learning log.
- Submitting a written or an oral placement report with the required attachments. Alternatively, writing HH work placement blog and submitting the required documents to the advisor.
- Giving feedback on the learning platform or submitting a Work Placement Abroad –student report

Work placement information meetings are arranged twice a month and the dates are announced on MyNet and info TV.

Cooperating with the business community

The course is realized in work life within a business community.

International dimension

Work placement is performed in an international setting where the student works and communicates with other nationalities in an international setting outside Finland or his/her home country.

Teaching and learning methods

Working at the place of work and submitting reports.

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Teacher responsible

Liisa Wallenius, Porvoo Campus

Assessment Criteria

Pass/Fail

International Work Placement 3

Code: PLA6PO113
Extent: 10 cr (33 days)
Timing: 6th semester or as agreed
Language: according to the country and organisation
Level: Work Placement
Type: Compulsory

Starting level and linkage with other courses

Completion of work placement 1 and 2, and 120 cr.

Learning outcomes

The student

- learns to develop his/her professional skills and to link his/her academic studies with real-life work practices
- is able to evaluate and develop his/her workplace environment

Work placement is an integral part of polytechnic studies and students can apply for work placement 3 after they have completed 120 cr. The placement has to be approved in advance by the work placement co-ordinator. Students have to be registered as attendants during the work placement.

Course contents

Work placement period is normally uninterrupted. In case a student wants to complete his/her work placement in two parts. Work placement can be full-time or part-time work with a minimum of 20 h/week. A students has to make a written application (work placement notification) to the work placement coordinator. Work placement comprises the following:

- Participation in a placement info meeting before work placement.
- Contact with the work placement advisor (lecturer) before and during the placement.
- Placement period in an approved company or organization. Keeping a learning log.
- Submitting a written or an oral placement report with the required attachments. Alternatively, writing HH work placement blog and submitting the required documents to the advisor.
- Giving feedback on the learning platform or submitting a Work Placement Abroad –student report

Work placement information meetings are arranged twice a month and the dates are announced on MyNet and info TV.

Cooperating with the business community

The course is realized in work life within a business community.

International dimension

Work placement is performed in an international setting where the student works and communicates with other nationalities in an international setting outside Finland or his/her home country.

Teaching and learning methods

Working at the place of work and submitting reports.

Recognition of prior learning (RPL)

Accreditation of prior learning (APL) is observed on the course according to separate instructions.

Teacher responsible

Liisa Wallenius, Porvoo Campus

Assessment Criteria

Pass/Fail