

ABAP Programming (SAP)

- Code: ITP8TF037
- Extent: 3 cr (81 h)
- Timing: 3rd - 7th semester
- Language: English
- Level: professional studies
- Type: free-choice

This course follows the curriculum of 2007

Starting level and linkage with other courses

Basic Programming and SQL skills

Learning outcomes

Upon successful completion of the course, the student:

- Understand the basic structure of an SAP System
- Work in the ABAP Workbench Environment
- Write simple report programs using ABAP programming language
- Use the function library

Course contents

- Introduction to the SAP System and SAPGUI user interface
- Fundamentals of the ABAP Programming Language, the ABAP Function Library and Open SQL

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

Teaching and learning methods

35 Contact hours (5 h/week)

46 Independent studies and consultation (5-6h/week)

Recognition of prior learning (RPL)

The student must be able to read data from the database and produce a report using the ABAP programming language. The prior learning can be proved by passing the exam.

Teacher responsible

To be announced

Course materials

Course material in Blackboard

ABAP Programming Manual:

<http://help.sap.com/printdocu/core/Print46c/en/data/pdf/BCABA/BCABA.pdf>

Keller, H., 2nd edition 2005. The Official ABAP Reference (Volume I and II). SAP Press

Assessment criteria

Assignments 50 %

Final Exam 50 %

Advanced Web Technologies

- Code: ITP4TF014
- Extent: 6 ECTS (162 h)
- Timing: 4th semester
- Language: English
- Level: Professional studies
- Type: Elective

Starting level and linkage with other courses

Developing a Web Application (ITP1TF012)

Developing an E-Business Application (ITP1TF013)

Learning outcomes

Upon successful completion of the course, the student

- is able to understand and use the basics of the XML based technologies
- is able to understand and define and utilize the Web Services / Windows Communication Foundations concept
- is able to describe how Web Services can be used to implement Service Oriented Architecture (SOA)
- is able to design and implement user interfaces based on the AJAX technology

Course contents

The study unit is divided into two main themes:

Theme I: Basic XML technologies

- XML, a structured document
- XML Namespaces
- XSL Transformation
- XML Schema Definitions

Theme 2: Web technologies that are partly based on XML

- Web Services with SOAP and WSDL recommendations
- Security based on XML Encryption and XML Signature recommendation
- AJAX technology with JavaScript programming and Document Object Model (DOM)
- Basic concept of Service Oriented Architecture (SOA)

Teaching and learning methods

Contact hours 64 h

Independent studies 98 h

Recognition of prior learning (RPL)

Portfolio and an exam.

Teachers responsible

Amir Dirin

Markku Kuitunen (not 2012)

Juhani Välimäki (not 2012)

Course materials

- Lecture slides, examples and demonstrations, other material and tasks given by the teacher.
- W3C recommendations from W3C Website <http://www.w3.org/>
- W3schools.com Website <http://w3schools.com/>
- Erl, Thomas. Service-Oriented Architecture: A Field Guide to Integrating XML and Web Services, Prentice Hall 2007

Assessment criteria

Grade 1 (min. 50 % of the objective)	Grade 3 (min. 70 % of the objective)	Grade 5 (min. 90 % of the objective)
<p>The student</p> <ul style="list-style-type: none">▪ Shows passable activity in class and individual studying▪ Has passable understanding of the course contents, core concepts and terminology▪ Has passable knowledge and skills in creating an application using the skills taught on the course▪ Often needs some assistance in solving basic problems▪ Has some difficulties in using the course materials to support own learning	<p>The student</p> <ul style="list-style-type: none">▪ Shows good activity in class and individual studying▪ Has good understanding of the course contents, basic concepts and terminology▪ Has good knowledge and skills in creating an application using the skills taught on the course▪ Sometimes needs assistance in solving basic problems▪ Can use the course materials in an effective way to support own learning▪ Can find some more information from other sources	<p>The student</p> <ul style="list-style-type: none">▪ Shows excellent activity in class and individual studying▪ Has excellent understanding of the course contents, basic concepts and terminology▪ Has excellent knowledge and skills in creating an application using the skills taught on the course▪ Can independently solve problems▪ Can fluently use the course materials and other sources to support own learning▪ Can independently find more information from other sources▪ Can independently learn more details of course

		topics
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Assessment components and their respective weights

Examinations 80 %

Activity and assignments 20 %

The student should pass the examinations, and complete 75 % of the assignments in order to pass the course.

Basics of Computers

- Code: DAT1TF010
- Extent: 4 cr (108 h)
- Timing: 2nd semester
- Language: English
- Level: core studies
- Type: compulsory

Learning outcomes

After the course the student:

- Understands the main parts of IT and their relations in a company. The student also understands the basics of a computer system: the architecture and the functioning
- Will know how the computer is organised, how a program executes in a computer and the role of the operating system in the program execution
- Will know what the computer system components are and how they execute a given program.

Course contents

- IT in a company
- The architecture of a PC
- The components of a computer and their function
- Operating system and its role
- Notations, conversions between notations, computer logic
- Data representation
- Creating and executing programs in the system
- Ergonomics

The studies contain lectures and exercises (distance learning). To pass the course a student has to get at least half of the points of the tests. Lectures are not mandatory, but exercise-points may be achieved only by participating lectures/exercises.

Recognition of Prior Knowledge

Entry Level Test on the second study week.

Teaching and learning methods

Contact hours 72 h

Homework 36 h

Teachers responsible

Juhani Ahlgren, Pasila

Markku Somerkivi, Pasila

Course materials

Handouts

Morley & Parker: Understanding Computers, 10th edition.

THOMSON Course Technology

Assessment criteria

Grade 1

Student has basic ideas how computer is built and how data is represented in it.

Grade 3

Student has good understanding how computer is built and how data is represented in a computer.

Grade 5

Student knows how to apply learned information into IT in a company.

Homework 30 %

Test 70 %

Big Data

- Code: BUS8TF100 (Bachelor students), ISM8TX100 (Master students)
- Extent: 5 ECTS (135 h)
- Timing: --
- Language: English
- Level: Professional/Advanced professional studies
- Type: Free-choice

Starting level and linkage with other courses

Basic understanding of data structures, formats and databases required. No particular courses required as prerequisites.

Learning outcomes

The overall objective of the course is to give the students insight to the business needs and technical methods for processing large volumes of heterogeneous and possibly rapidly changing and unstructured data. Master's degree students focus more on the business value whereas bachelor's degree students have the focus closer to the technology.

Upon successful completion of the course, the student

- knows the concept of big data and why it's different to more traditional data sets
- understands the opportunities the capability of processing big data may offer to the business
- is able to identify new sources of data for the business, such as crawling the web
- knows the tools and methods for collecting, analysing and visualising big data
- is capable of demonstrating the utilisation of big data in a specific case

Course contents

The course is centered around an exercise of big data utilisation. The topic may represent a real case occurring in a company or it may be picked up from the set provided by the course organiser. The topic may focus either on business benefits or technical solutions. The exercise may be conducted as a pair work or team work or individually. The contact lessons cover the following subjects

- Concepts and terminology
- New business opportunities and use cases
- Technical tools and methods
- Exercise counselling
- Presentations and discussions

Cooperation with the business community

The course is implemented in close cooperation with companies active in the related field. The companies bring the real case knowledge in the lessons and exercises.

International dimension

The cooperation companies are international and the course is conducted in English.

Teaching and learning methods

- Contact lessons
- Problem-based learning
- Literature analysis
- Exercise reporting and presentations

Accreditation of prior learning (APL)

Accreditation of Prior Learning (APL) is the generic term used for the award of credits on the basis of demonstrated learning which has taken place in the past. APL gives a student an opportunity to demonstrate his/her knowledge and skills. The student displays with evidence the participation on events that correspond the requirements set for this course and reports and presents the analysis result in the contact lessons. The prior learning is assessed on the scale from 1 to 5. Alternatively the student demonstrates a still valid future anticipation project with written material in which s/he has participated earlier.

Teacher(s) responsible

Lili Aunimo

Jouni Soitinaho

Course materials

- O'Reilly Radar Team (2012). Planning for Big Data.
- Zikopoulos P., et. al. (2013). Harness the Power of Big Data.

Other material given by the teachers

Assesment criteria

Quality of the exercise report

Presentations and discussions

Building a Server Environment

- Code: DAT1TF012
- Extent: 3 cr (81h)
- Timing: 4th semester
- Language: English
- Level: core studies
- Type: compulsory

Starting level and linkage with other courses

Operation and Practice of an Information Network (TIE29F) or Managing User Workstation (DAT1TF011).

Learning outcomes

Upon successful completion of the course, the student

- Can install and take in use servers
- Can administer the users of the network and distribute the resources of the server to the users
- Will become familiar with the Windows environment
- Elective exercises can include tasks for students majoring in e.g. system design. This will be agreed upon at the beginning of the course.

Course contents

- Installing and configuring Windows servers and server software: Web Server, Mail Server
- Server management: administering users and rights, printing and shared directories
- Management of an active directory: connecting the workstation to the domain, management of organization units and group practices
- Management of the Windows network
- Planning a Local Area Network (exercise)

Teaching and learning methods

Contact hours (32 h) including the theory lessons and the presentation of the assignments and feed-back sessions and an introduction to the whole study unit.

Independent exercises and studies (49 h) consist of independent laboratory work and the documentation of the work.

The student works independently during the laboratory session. The completion of the laboratory work in due time requires some examination of the assignment and the related material in advance. The student documents and returns all exercises to the advisor. The arrangements are described in detail at the beginning of the course.

Recognition of prior learning (RPL)

Recognition of prior learning is a process whereby, through assessment, credit is given to learning which has already been acquired in different ways, e.g. with earlier studies or working experience. RPL gives a student an opportunity to demonstrate his/her knowledge and skills. A student displays with the

competence demonstration that s/he manages the course objectives and contents mentioned in the course description. It is possible to participate in the competence demonstration only once before taking the course. A competence demonstration is assessed on the scale from 1 to 5.

Teacher responsible

Olavi Korhonen, Pasila

Course materials

Course web pages. Material distributed during the course.

Assessment criteria

- Exam 50%
- Homework 20 %
- Laboratory exercises 30 %

Business Case Development and Application Selection

- Code: BUS8TF009
- Extent: 6 ECTS (162 h)
- Semester: 6th semester
- Language: English
- Level: Professional studies
- Type: Optional

Starting level and linkage with other courses

Compulsory Business and IT studies have to be completed.

Learning outcomes

Upon successful completion of the course, the student

- understands meaning of business and IT-strategies for the procurement of an application software.
- is able to participate in an procurement process of an application software.
- knows the IT 2000 Terms and conditions for the IT procurement.

Course contents

- Business case: special features of the business
- Business and IT strategies as bases for the acquisition of an application
- Application selection life cycle - business needs, selection criteria for the acquisitions of a software product, market supply analysis and invitation for tenders, analysis of the tenders and selection
- Investment calculations
- Proposals for the acquisition of an application software
- IT2000 Terms and Conditions for IT Procurement

Cooperation with the business community

- Demonstration of the software products.
- Visiting lectures

Teaching and learning methods

A business case study, the project based learning and an exam.

Contact hours 40 h
Independent studies 118 h
Exam 2 h

Recognition of prior learning (RPL)

is specified later

Teacher(s) responsible

N.N

Course materials

A business case.

An IT procurement book, named later.

IT2000 Terms and Conditions for Procurement.

Other material given by the teacher.

Assessment criteria

Exam 40 %

Procurements project assignments 60 %.

Business Continuity and ICT Risk Management

- Code: BUS8TF099
- Extent: 3 ECTS (81h)
- Timing: 6-7th semester
- Language: English
- Level: Professional studies
- Type: Elective

Starting level and linkage with other courses

No prerequisites.

Learning outcomes

Upon successful completion of the course, the student

- understands what threats a company's business processes might encounter
- is able to analyse the risks and vulnerabilities of a company
- is able to do a Business Impact Analysis and create a Business Continuity Plan for a company
- is able to do a Disaster Recovery Plan for a company
- is able to set up a security program for a company and manage the risks accordingly

Course contents

- Business Continuity Planning
- Disaster Recovery Planning
- Risk management
- Incident Management
- Information Security Policy

Teaching and learning methods

Lectures, homework and a seminar paper.

Contact hours 32 h

Self-study 49 h

Teacher responsible

Markku Somerkivi, Pasila

Learning materials

Handouts

Additional reading:
CISSP Preparation Guide, Chapter 9 Business Continuity
CISM study material

Assessment criteria

Exam 35 %
Assignments 30 %
Seminar Paper 35 %

Grade 1

Student has an idea of the risks, their impacts on business and countermeasures in a company

Grade 3

Student knows risks, their impacts on business and countermeasures in a company well

Grade 5

Student has good command of the risks, their impacts on business and countermeasures in a company and knows how to apply them

Business Intelligence

Code: BUS8TF017

Extent: 6 credit points (162 h)

Timing: Semester 7

Language: English

Level: Professional studies

Type: Optional

Prerequisites

120 credit points in Winha before course starts. Knowledge of ERP systems, data structures and business processes is strongly recommended.

Learning objectives

Upon successful completion of the course, the student

- understands the importance of Business Intelligence in today's competitive business environment
- is familiar with the basic concepts, BI architectures, methodologies and strategies as well as with tools and techniques used in the business environment
- understands the steps in the planning process of BI solutions and has gained some experience in planning a BI-solution
- has gained some skills in using market leading BI tools for analyzing business information and data

Course contents

- Orientation to Business Intelligence
- Business Intelligence solutions and architectures
- Business Intelligence tools and SAP Business Objects
- Hands on workshops with BI-tools
- Case: Planning a BI-solution

Teaching and learning methods

This course will be implemented as follows

- An introductory lecture (about 8 weeks before intensive week) (2 h)
- Self study: Article and material study and journal assignments before intensive week
- Self study: Research assignment to be done before contact hours
- Contact hours: Intensive week

Monday – Friday

Lectures and workshops 40 h

- Individual assignments and self study 119 h
- Exam 3 h

Course material

Course books:

- Agile Analytics - A Value-Driven Approach to Business Intelligence and Data Warehousing: Ken Collier, Addison- Wesley 2012, ISBN 978-0-321-50481-4
- Business Intelligence Applied: Michael S. Gendron, John Wiley & sons 2013, ISBN 978-1-118-42308-0
- Other books defined by teacher

Provided articles, resources, links and other material on Business Intelligence in the E-learning environment

- SAP University Alliance course materials
Powerpoints
Case studys
Support material
- SAP BusinessObjects 4.0 Interactive eLearning Tutorials

Cooperation with the business and other organisations

Research assignment
Guest lecture

Teacher

Ralf Rehn

Assesment Criteria

60 % activity and individual contribution
40 % exam

Grade 5

Has a very good understanding of the importance of Business Intelligence and is very familiar with the basic concepts, architectures, methodologies, strategies, tools and technics in BI. The student is well aware of the steps in the planning process of BI solutions. The student has good skills in using market leading BI tools for analyzing business information and data.

Grade 3

Has a good understanding of the importance of Business Intelligence and is quite familiar with the basic concepts, architectures, methodologies, strategies, tools and technics in BI. The student is aware of the steps in the planning process of BI solutions. The student has some skills in using market leading BI tools for analyzing business information and data.

Grade 1

The students has a basic understanding of the importance of Business Intelligence and is familiar with the at least some of the basic concepts, architectures, methodologies, strategies, tools or technics in BI. The student has basic skills in using market leading BI tools for analyzing business information and data.

Recognition of prior learning (RPL)

To get a passing (P) grade and exemption from the course, student must display and demonstrate the competence by certificates from earlier studies or work experience covering the course objectives and contents. It is possible to participate in the competence demonstration only once before taking the course.

Business IT Report

- Code: INS2TF010
- Extent: 6 cr (162h)
- Timing: 4th semester
- Language: English
- Level: Professional Studies
- Type: compulsory

Learning outcomes

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

Course contents

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

Seminar documents: written assignments

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

Teaching and learning methods

Contact hours 40 h

Independent work 80 h

Teachers responsible

Anitta Orpana, Pasila

Markku Somerkivi, Pasila

Wallace Reynolds, Pasila

Course materials

To be announced later.

Assessment criteria

- 35% class room participation
- 35% class attendance (3 sessions out of 5 is minimum for passing grade).
- 30% in class assignments

Business Mathematics

- Code: MAT1TF002
- Extent: 4 cr (108 h)
- Timing: 4th semester
- Language: English
- Level: core studies
- Type: compulsory

Starting level and linkage with other courses

Satisfactory skills of High School Mathematics.

Learning outcomes

- Student will learn how to understand and apply basics of Statistical methods.
- Student will learn the most common Mathematical methods used in Business

Course contents

- Random samples and statistical research
- Presenting data
- Simple characteristic values of distribution such as mean, standard deviation and median
- Linear regression
- Most common discrete and continuous probability distributions
- Parameter estimating and basics of statistical testing
- Percentage calculation and index numbers
- Simple interest and applications such as short term loans
- Compound interest
- Periodic payments and applications such as target saving and long term loans
- Part payment and Leasing
- Investment calculations
- Applying Excel into solving realistic mathematical problems in Business

Teaching and learning methods

The studies contain 56h lectures and class exercises manually and with Excel. There will be assignments (distance learning of 52h).

Teacher responsible

Kalevi Keinänen, Pasila

Course materials

Teacher will submit the material.

For additional reading: any Statistical and Business Mathematics –material (2nd grade and higher)

Assessment criteria

- Two written examinations 50%
- Assignments 25%
- Excel assignments 25%

Business Process Design and Modelling

- Code: BUS1TF002
- Extent: 5 cr (135 h)
- Semester: 3
- Language: English
- Level: Core studies
- Type: Compulsory

Starting level and linkage with other courses

Student has passed 1-2 semester compulsory courses Introduction to Business and Business Processes (BUS1TF001), Managing Business Information Systems Development (SYS1TF010) and Developing a Web Application (ITP1TF012) or has the equivalent knowledge and skills.

Learning outcomes

The student

- understands the role of business processes and BPM in the business environment
- is familiar with general business process development principles
- is able to identify, analyze and design business processes
- understands the use of modelling techniques as means of gathering business requirements in IT-development projects
- can present business processes by using the most common standard modelling techniques
- is familiar with the basic business processes in integrated IT-systems

Course contents

- The basic principles in and objectives of BPM
- Process maturity and IT/process development
- BPMN modelling – descriptive (level 1) and Analytical (Level 2)
- Basics of UML and the most central diagrams

Teaching and learning methods

- Lectures and workshops 64 h
- Team assignments, individual assignments and self study 80 h
- Exam 3h

Course materials

- Course books
 - ERP and Business Processes Hans van der Hoeven 2009
 - BPMN Method & Style, Bruce Silver 2009
 - Business Process Change, Paul Harmon, 2007
 - Software Engineering 7, seventh edition, Sommerville Ian 2004 or newer
 - Requirements Engineering, Sommerville Ian & Sawyer Pete)

- Additional material
 - Slides and material on e-learning site
 - Handouts, printed copies and articles

Cooperation with the business community

Possible guest lecturers, team assignment

International dimension

Methods, examples and ways of working apply approved and widely used international standards and disciplines of the global ICT and business community.

Teacher

Ralf Rehn

Assessment criteria

- 50% assignments, participation and individual contribution
- 50% exam

Grade 5

Has a very good knowledge of Business Process Management (BPM) main principles and ideas. Is very familiar with business process development principles. Has good skills in identifying, analyzing and designing business processes. Has a very good understanding of modelling techniques in the requirements engineering process. Is very fluent in presenting business processes by using modelling techniques. Has a good knowledge of the business processes in integrated systems environment.

Grade 3

Has a good knowledge of Business Process Management (BPM) main principles and ideas. Is familiar with business process development principles. Has basic skills in identifying, analyzing and designing business processes. Has a good understanding of modelling techniques in the requirements engineering process. Is fluent in presenting business processes by using modelling techniques. Has a basic knowledge of the business processes in integrated systems environment.

Grade 1

Has a basic knowledge of Business Process Management (BPM) main principles and ideas. Have some knowledge of business process development principles. Has some skills in identifying, analyzing and designing business processes. Has some understanding of modelling techniques in the requirements engineering process. Is able to present business processes by using modelling techniques. Has some knowledge of the business processes in integrated systems environment.

Recognition of prior learning (RPL)

To get a passing (P) grade and exemption from the course, student must display and demonstrate the competence by certificates from earlier studies or work experience covering the course objectives and contents. It is possible to participate in the competence demonstration only once before taking the course.

Corporate and IT Security

- Code: SYS8TF010
- Extent: 5 cr (135 h)
- Timing: 6th -7th semester
- Language: English
- Level: professional studies
- Type: elective

Starting level and linkage with other courses

Basics of computers (DAT1TF010), Managing User Workstation (DAT1TF011) and Building a Server Environment (DAT1TF012)

Learning outcomes

The student

- Has a general overview of the security in companies and ICT
- Knows the concepts and basics of information security
- Recognizes the risks in information technology and communications
- Knows how to protect against risks
- Can map out the security risks of a company

Course contents

- Security Management Concepts and Practices
- Access Control Systems
- Networks and Network Security
- Cryptography
- Operations Security
- Applications and Systems Development
- Business Continuity Planning and Disaster Recovery Planning
- Law, Investigation and Ethics
- Physical Security

Teaching and learning methods

The course will be carried out as a seminar. An active participation of every member is an important prerequisite for the learning results. Contact hours 32 h
Distance learning 39 h and Seminar work 64 h.

Teacher responsible

Markku Somerkivi

Course materials

Ronald L. Krutz, Russell Dean Vines: The CISSP and CAP Prep Guide Platinum Edition
Handouts and Internet sources

Assessment criteria

- Theory test (40 %)
- Homework (20 %)
- Applied exercise / Seminar work (40 %)

Grade 1

Student has an idea of basic information security concepts

Grade 3

Student knows basic security concepts well

Grade 5

Student has excellent command of basic security concepts and knows how to apply them in a company

Customer Relationship Management Processes

- Code: BUS8TF008
- Extent: 4 cr (108h)
- Timing: 4th or 5th semester
- Language: English
- Level: professional studies

This course follows the curriculum of 2007.

Learning outcomes

Upon successful completion of the course, the student

- understands the business view of Customer Relationship Management
- learns the customer behavior and market analysis
- understands various concepts of CRM processes and decision-making
- understands how ERP enables CRM process development
- learn basics of CRM system procurement, implementation and integration

Course contents

To manage business requires good understanding of business processes and activities. In enterprise resource planning (ERP) the aim is to increase the efficiency of different processes and improve management and internal control by using integrated information system. The idea is to adopt customer (business part) and CRM (system part) to organisation.

- overview of Customer Relationship Management business processes and process development
- building customer understanding
- organizational requirements and estimated capabilities for CRM
- CRM levels and influences in organization
- CRM process views
- CRM system training tasks

Teacher responsible

Tuomo Rynnänen, Pasila Campus

Course materials

Based on journals, books, related links and studies.

Teaching and learning methods

During the course students complete a small strategic research project given by lecturers. The course work based on self / group study, lesson assignments and 2 exams.

Assessment criteria

50 % exam, 50 % cases & assignments

Database Developer

- Code: ITP4TF150
- Extent: 6 ECTS (162 h)
- Timing: 6-7th semester
- Language: English
- Level: Professional studies
- Type: Elective

Starting level and linkage with other courses

The student has passed the course Developing an e-Business Application (ITP1TF013)

Learning outcomes

Upon successful completion of the course, the student should be able to

- Discuss main issues related to physical database design and implementation in general
- Explain the basic ways to improve database performance
- Explain the basic concurrency mechanisms and transaction programming issues
- Use SQL transactions efficiently to prevent the common anomalies to occur
- Explain transaction logging and recovery
- Do database backup and restore

Course contents

- Physical database design, implementation, and maintenance
- Protecting database integrity
- Improving database performance
- Concurrency control and transaction management
- Transaction logging and recovery
- Database backup and restore

The course provides practical guidance to database implementation. The student will learn the main problems and solutions for creating a relational database for multi-user environment.

On this course the framework for database implementation is as follows:

- ISO SQL:2003 as the SQL reference
- A DBMS instance running in a virtual machine
- SQL Server 2008 Developer Edition.

Teaching and learning methods

The classes are a mixture of lectures and practical exercises in a computer classroom. Weekly homework assignments are an important part of the course.

Contact hours 60 h

Self-study 102 h

Compulsory attendance at least 80 % of the contact hours

Recognition of prior learning (RPL)

Portfolio and written exam

Teacher responsible

Kari Silpiö, Pasila

Course Materials

Connolly, T. & Begg, C. 2005. Database Systems. A Practical Approach to Design, Implementation, and Management. 3rd edition or later. Addison-Wesley

Course pages and handouts

For additional reading: Dewson, R. 2008. Beginning SQL Server 2008 for Developers: From Novice to Professional. New York: Springer-Verlag New York Inc.

Assessment criteria

Grade 1 (min. 50 % of the objective)	Grade 3 (min. 70 % of the objective)	Grade 5 (min. 90 % of the objective)
<p>The student</p> <ul style="list-style-type: none">Shows passable activity in class and individual studyingHas passable understanding of the concepts and terminology discussed in the courseHas passable understanding of the basic ways to improve database performanceHas passable understanding of the main problems in concurrent database accessOften needs some assistance in solving basic problemsHas some difficulties in using the course materials to support own learning	<p>The student</p> <ul style="list-style-type: none">Shows good activity in class and individual studyingHas good understanding of the concepts and terminology discussed in the courseHas good understanding of the basic ways to improve database performanceHas good understanding of the main problems in concurrent database accessSometimes needs assistance in solving basic problemsCan use the course materials in an effective way to support own learningCan find some more information from other	<p>The student</p> <ul style="list-style-type: none">Shows excellent activity in class and individual studyingHas excellent understanding of the concepts and terminology discussed in the courseHas excellent understanding of the basic ways to improve database performanceHas excellent understanding of the main problems in concurrent database accessCan solve problems independentlyCan fluently use the course materials and other sources to support own learningCan independently find more information from other sources

	sources	<ul style="list-style-type: none">▪ Can independently learn more details of course topics
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Assessment components and their respective weights

Examinations 80 %

Activity and assignments 20 %

Learning diary

The student should pass the examinations, complete the learning diary, and complete 70 % of the assignments in order to pass the course. In addition, the minimum attendance rate of 70 % is required.

DB2 9 Fundamentals

- Code: ITP8TF291
- Extent: 3 cr (81 h)
- Timing: Semester week of intensive courses
- Language: English
- Level: professional studies
- Type: free-choice

This course follows the curriculum of BITE2007 and TIKO05/HETI09.

Prerequisites

Good knowledge of SQL

Recommended reading Chapters 5, 6, 8, and 9 in the free e-book "Database Fundamentals" available at <http://www.db2teamblog.com/2011/01/free-book-database-fundamentals.html>

Learning objectives

Student is able to:

- Understand the concepts of the DBMS, database objects, tools and SQL implementation of IBM DB2 for Linux, Unix and Windows (LUW)
- To design and implement a small relational database
- Understand the performance and security issues in a DB2 LUW Environment

Course contents

Introduction on Monday 12 of March at 14-16 on Haaga-Helia Pasila Campus in classroom 5007M.

The course is offered as an onsite/classroom course at Haaga-Helia on intensive week 19-23 of March 2012 at 9-16 in classroom 5007M. The same course is available also as free e-learning course AA001EN at <http://www.DB2University.com>, but for attending the certification test you need to enroll to the course at Haaga-Helia.

The contents include DB2 Express-C 9 tutorials with exercises of CE302A - DB2 Academic Training by IBM, including

- Relational database concepts
- Getting started with DB2 and Data Studio workbench
- Introduction to SQL and database objects
- Transactions, Concurrency and Locking
- Database security
- DB2 backup and recovery
- DB2 pureXML: XML and XQuery language in DB2
- DB2 Application Development.

Internal course exam for grades is on Friday 23 of March at 14-16.

DB2 Academic Associate Certification on-line test CE302A controlled by IBM on Friday 30 of March at 9-11 in Haaga-Helia classroom 5007M.

DB2 is a leading DBMS product in business world and its SQL implementation is very near the ISO SQL standard. DB2 Academic Associate Certificate is valued internationally. This course arranged with IBM Finland as part of IBM Academic Initiative programme provides students a unique opportunity to attend the course and IBM certificate test. It may also open career paths on databases and software development in ICT industry.

Teaching and learning methods

35 h workshop contact hours + 1.5 h test.
average 45 h self-studies

Teacher responsible

Martti Laiho

Course materials

DB2 self-study tutorials (see above)
DB2 Express-C 9.7 virtual computer implementation
DB2 online documentation at
IBM DB2 Database for Linux, UNIX, and Windows Information Center
(<http://publib.boulder.ibm.com/infocenter/db2luw/v9r7/index.jsp>)

Assessment criteria

Exam for passing with course grades 0..4 on Friday 23.3.2012 at 14-16.
IBM DB2 Academic Associate Certification test on Friday 30.3.2012 at 9-11 for those who have passed the exam. Passing the certification test will upgrade the course grade to 5.

Developing a Web Application

- Code: ITP1TF012
- Extent: 12 ECTS (324 h)
- Timing: 2nd semester
- Language: English
- Level: Core studies
- Type: Compulsory

Starting level and linkage with other courses

Introduction to Web Site Development (ITP1TF001)

Introduction to Programming (ITP1TF011)

Learning outcomes

Upon successful completion of this course, the student should be able to

- Discuss main issues related to Web applications and database systems in general
- Write a simple single-user Web application based on the 3-layer architecture
- Use XHTML and ASP.NET to write the user interface
- Use C# to write the application logic
- Use SQL for simple database queries and updates
- Use Microsoft SQL Server to create and maintain database tables

Course contents

- Introduction to Web application programming and ASP.NET
- Writing user interfaces using ASP.NET, XHTML, and CSS
- Writing application logic in C#
- Introduction to data management, database concepts, and relational databases
- Creating and maintaining database tables with SQL Server
- Writing basic database queries and updates in SQL.

The course provides practical introduction to Web application development. During the course students will implement a small single-user Web application using ASP.NET, C#, and SQL Server in the Visual Studio integrated development environment. In addition to Web application programming, students will learn the basic concepts of data management, relational databases and SQL.

Teaching and learning methods

The classes are a mixture of lectures, in-class exercises, group work, and practical programming sessions. Weekly homework assignments give students hands-on experiences in application development and data management.

Contact hours 168 h

Self-study 156 h (average 10 h / week)

Compulsory attendance at least 80 % of the contact hours.

Recognition of prior learning (RPL)

Portfolio and exam

Teachers responsible

Markku Kuitunen, Pasila
Kari Silpiö, Pasila
Juhani Välimäki, Pasila

Course materials

Connolly, T. & Begg, C. 2005. Database Systems. A Practical Approach to Design, Implementation, and Management. 3rd edition or later. Addison-Wesley.

Silpiö, K. 2008. C# Quick Reference Guide.

Course pages and handouts

Course materials from the courses Introduction to Web Site Development and Introduction to Programming.

Assessment criteria

Grade 1 (min. 50 % of the objective)	Grade 3 (min. 70 % of the objective)	Grade 5 (min. 90 % of the objective)
<p>The student</p> <ul style="list-style-type: none">▪ Shows passable activity in class and individual studying▪ Has passable understanding of the basic web application and database concepts and terminology▪ Has passable knowledge and skills in writing a simple single-user web application▪ Has passable skills in writing database queries in SQL▪ Often needs some assistance in solving basic problems▪ Has some difficulties in using the course materials to support own learning	<p>The student</p> <ul style="list-style-type: none">▪ Shows good activity in class and individual studying▪ Has good understanding of the basic web application and database concepts and terminology▪ Has good knowledge and skills in writing a simple single-user web application▪ Has good skills in writing database queries in SQL▪ Sometimes needs assistance in solving basic problems▪ Can use the course materials in an effective way to support own learning▪ Can find some more information from other	<p>The student</p> <ul style="list-style-type: none">▪ Shows excellent activity in class and individual studying▪ Has excellent understanding of the basic web application and database concepts and terminology▪ Has excellent knowledge and skills in writing a simple single-user web application▪ Has excellent skills in writing database queries in SQL▪ Can independently solve problems▪ Can fluently use the course materials and other sources to support own learning▪ Can independently find more information from other sources

	sources	<ul style="list-style-type: none">▪ Can independently learn more details of course topics
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Assessment components and their respective weights

Examinations 80 %

Activity and assignments 20 %

Learning diary

The student should pass the examinations, complete the learning diary, and complete 75 % of the assignments in order to pass the course. In addition, the minimum attendance rate of 80 % is required.

Developing an e-Business Application

Code: ITP1TF013
Extent: 12cr (324 h)
Timing: Semester 3 (Periods 1-2)
Language: English
Level: Professional Studies
Type: Compulsory
This course follows the curriculum of 2007.

Learning outcomes

The student:

- Can use SCRUM in application development
- Can design the multiuser Database with stored procedures and transactions
- Can design and implement a usable application with web user interface
- Can consider security issues and error handling

Course description

The study unit is divided into three main themes:

- Theme I: SCRUM process
- Theme II: Data management
- Theme III: Software design, implementation and testing

Course contents

Theme 1: Software requirements analysis

- SCRUM process model
- Working with Product Backlog
- Using Sprints for iteration
- Working in the Development Team during Sprint

Theme 2: Data management

- Database Alterations
- Views and Privileges
- Transaction Management and Locking Mechanism
- Introduction to Stored Procedures and Triggers

Theme 3: Software design, implementation and testing

- Architecture design
- Interface design
- Database design
- Program design
- Program implementation
- Testing

Prerequisites

SYS1TF010 Managing Business Information System Development
BUS1TF011 Introduction to Business and Business Processes
ITP1TF011 Introduction to Programming
ITP1TF012 Developing a Web Application

Course materials

Lecture slides, examples and demonstrations

Alan Dennis, Barbara Haley Wixom, and Roberta M. Roth, Systems Analysis and Design, John Wiley & Sons 2006

Patrick Lynch, Sarah Horton, Web Style Guide, 2nd edition, <http://www.webstyleguide.com/index.html> (referenced 28.04.2008)

Sarah Horton, Universal Usability, <http://universalusability.com/> (referenced 28.04.2008)

Microsoft MSDN library <http://msdn2.microsoft.com/en-us/library/default.aspx>

Standard ECMA-334: C# Language Specification 4 th edition (June 2006) <http://www.ecma-international.org/publications/standards/Ecma-334.htm>

W3 Schools homepage <http://www.w3schools.com/>

Connolly, T. & Begg, C. (2005) Database Systems: A Practical Approach to Design, Implementation, and Management, 4th edition, Addison Wesley

Advisors

Markku Kuitunen

Juhani Välimäki

Teaching and learning methods

192 h Contact hours (12 h/week)

132 h Independent studies (8 h/week)

Compulsory attendance at least 80 % of the contact hours.

Assessment

Grade 1 (min. 50 % of the objective)	Grade 3 (min. 70 % of the objective)	Grade 5 (min. 90 % of the objective)
<p>The student</p> <ul style="list-style-type: none">Shows passable activity in class and individual studyingHas passable understanding of the course contents, core concepts and terminologyHas passable knowledge and skills in creating an application using the skills	<p>The student</p> <ul style="list-style-type: none">Shows good activity in class and individual studyingHas good understanding of the course contents, basic concepts and terminologyHas good knowledge and skills in creating an application using the skills taught on the course	<p>The student</p> <ul style="list-style-type: none">Shows excellent activity in class and individual studyingHas excellent understanding of the course contents, basic concepts and terminologyHas excellent knowledge and skills in creating an application using the skills

<p>taught on the course</p> <ul style="list-style-type: none"> ▪ Often needs some assistance in solving basic problems ▪ Has some difficulties in using the course materials to support own learning 	<ul style="list-style-type: none"> ▪ Sometimes needs assistance in solving basic problems ▪ Can use the course materials in an effective way to support own learning ▪ Can find some more information from other sources 	<p>taught on the course</p> <ul style="list-style-type: none"> ▪ Can independently solve problems ▪ Can fluently use the course materials and other sources to support own learning ▪ Can independently find more information from other sources ▪ Can independently learn more details of course topics
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Assessment components and their respective weights

Examinations 50 %

Activity and assignments 50 %

Learning Diary (Accepted)

The student should pass the examinations, write a passable learning diary and complete 75 % of the assignments and write all the learning diaries in order to pass the course. In addition, the minimum attendance rate of 75 % is required.

Development Environments and Platforms

- Code: ITP4TF015
- Extent: 6 ECTS (162 h)
- Timing: 6-7th semester
- Language: English
- Level: Professional studies
- Type: Elective

Starting level and linkage with other courses

Developing an e-business application (ITP1TF013)

Building Server Environment (DAT1TF012)

Linux Basics (DAT8TF063) (recommended)

Learning outcomes

Upon successful completion of the course, the student

- is able to work independently, find and analyze information and knowledge about tools, installation and configuration
- is able to use the Scrum approach as a member also doing tasks related to finding information and building up the development environment
- is able to build and test a development environment
- understands the big picture of development environments

Course contents

The applicable parts selected based on the project and the environment

- Scrum approach for information acquisition
- Installing the Operating system needed
- Users and permissions
- Installation and settings
- Firewalls
- Version management system
- Build management system, Continuous integration tools
- Test automation
- Environment test plan, test, report
- Programming language tools
- Programming language
- IDE
- Technical Web or Mobile environment
- Web Server / Database server
- Persistence, Connections

Cooperation with the business community

This course might have a real customer in the future (spring 2012 or after). The customer would give the requirements for the case and provide feedback after the case assignment is fulfilled.

Teaching and learning methods

Big part of this course will be spent on studying, selecting, installing, configuring, testing and understanding the tool environment, development platforms and the operating system and creating documentation for the community.

Students will also do a software project from given case idea using Scrum.

Students should understand the nature of this course before the course starts. The knowledge base of this course will be built incrementally by the students who create documents for the whole group. Students have 6.5 hours weekly for this. Each group continues from the work of the previous semester.

Contact hours about 64 h

Independent studies and work about 98 h

Recognition of prior learning (RPL)

Portfolio at least, possibly also exams. (Has to be decided case by case)

Teacher responsible

Juhani Välimäki, Pasila

Course materials

The material and documentation produced and gathered together with the students. The existing material will be linked properly crediting the original writers.

Assessment criteria

Grade 1 (min. 50 % of the objective)	Grade 3 (min. 70 % of the objective)	Grade 5 (min. 90 % of the objective)
<p>The student</p> <ul style="list-style-type: none">Shows passable activity in class and individual studyingHas passable understanding of the course contents, core concepts and terminologyHas passable knowledge	<p>The student</p> <ul style="list-style-type: none">Shows good activity in class and individual studyingHas good understanding of the course contents, basic concepts and terminologyHas good knowledge and skills in creating an	<p>The student</p> <ul style="list-style-type: none">Shows excellent activity in class and individual studyingHas excellent understanding of the course contents, basic concepts and terminologyHas excellent knowledge

<p>and skills in creating an application using the skills taught on the course</p> <ul style="list-style-type: none"> ▪ Often needs some assistance in solving basic problems ▪ Has some difficulties in using the course materials to support own learning 	<p>application using the skills taught on the course</p> <ul style="list-style-type: none"> ▪ Sometimes needs assistance in solving basic problems ▪ Can use the course materials in an effective way to support own learning ▪ Can find some more information from other sources 	<p>and skills in creating an application using the skills taught on the course</p> <ul style="list-style-type: none"> ▪ Can independently solve problems ▪ Can fluently use the course materials and other sources to support own learning ▪ Can independently find more information from other sources ▪ Can independently learn more details of course topics
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Assessment components and their respective weights

Complying to the Scrum rules and the developed product 100 % (More exact evaluation sheet given on the course home page)

The student should pass the examinations, and complete 75 % of the assignments in order to pass the course. In addition, the minimum attendance rate of 80 % is required.

End User Perspectives in Systems Development

- Code: BUS8TF050
- Extent: 3 cr (81 hours)
- Timing: 6 or 7th semester
- Language: English
- Level: Professional studies
- Type: Elective

Starting level and linkage with other courses

Introduction to Business and Business Processes (BUS1TF011) OR equivalent knowledge of business processes.

Learning outcomes

On completion of this course the student should be able to:

- describe technology adoption types and other factors that impact technology acceptance by end users
- write a user's request for systems support
- critique a systems development report from the user's perspective
- develop a plan to identify and evaluate software packages
- identify the types of end user training and develop an end user training assessment tool
- create a short end-user training manual or animated presentation

Course contents

The course is useful for both IT and non-IT students. In both IT development and support, there is often a gap in knowledge, perspectives and communication between the IT developers and end users. The contents and exercises of this course are intended to help bridge that gap through a better understanding of the vocabulary, motivations, jobs and needs of the other. Topics are:

- Technology Adoption Theory and Technology Acceptance Models (what attracts and deters people from adopting new technology)
- End user perceptions and the realities about IT workers and technology support
- Overview of the systems development process that emphasizes the end user's view and role
- Outsourcing
- Software package acquisition (locate, evaluate and select solutions)
- End user training

Teaching and learning methods

- 64 h contact hours (4h /week)
- 14 h independent studies (1-2 h /week)

- 2 h exam
- Compulsory attendance at least 80 % of the contact hours

(If there is enough mix of IT and non-IT students, mixed group exercises and assignments will be used to encourage awareness of different perspectives.)

Teacher responsible

Sandra Poindexter, visiting IT teacher from the United States

Course materials

- Class handouts
- Assigned current readings from organization websites and journals
- Assigned pages from e-books and books put into the library

Assessment criteria

- 35% Assignments
- 35% Participation in class and compulsory in-class tasks
- 30% Exam

English 1

- Code: ENG1TF058
- Extent: 3 cr (81 h)
- Timing: 2nd semester
- Language: English
- Level: core studies
- Type: compulsory

Starting level and linkage with other courses

Level test passed or English Level Course completed.

Learning outcomes

The objective is to enhance the students' skills in oral and written contexts.

Course contents

- writing exercises; an essay, an article, an abstract
- presentations, videotaped group assignment
- the students can start compiling their Language Portfolios (ELP)

Cooperation with the business community

Time permitting, visiting lecturers are invited to talk about the latest trends in ICT and the students' own company contacts are benefitted when possible.

Course materials

Provided in class.

<http://europass.cedefop.europa.eu/europass/preview.action>

Recognition of Prior Learning (RPL)

The course can be fully or partly completed by presenting a proper portfolio including various samples reflecting the student's skills and competences.

Teaching and learning methods

The course is comprised of contact teaching (about 30hrs) and independent study (about 50 hrs). Contact hours focus on practicing to produce coherent ICT-related text and on enhancing the students' spoken skills using different individual, pair and group exercises.

Independent study covers the completion of the given written tasks, which requires students to acquire information using various sources, reading articles, enhancing their vocabulary and deepening their competence regarding grammar. Furthermore, the students properly prepare themselves for the oral assignments.

Teacher responsible

Riitta Blomster, Pasila Campus

Eija Hansén, Pasila Campus

Assessment criteria

Required attendance 80%.

Written part:

- essay
- article
- abstract

Spoken part:

- class participation
- presentation
- video assignment

English 2

- Code: ENG1TF001
- Extent: 2 cr
- Timing: Semester 3
- Language: English
- Level: core studies
- Type: compulsory

Prerequisites

Students should have a basic grasp of English grammar to take this course.

Learning objectives

The student will:

- learn advanced English grammar
- be able to apply this to texts related to the IT field

Course contents

- Grammar exercises will be done in class, as will working with IT texts
- Short texts will be given as homework in which the students will correct errors in grammar, spelling, vocabulary, word order, etc.

International dimension

The great majority of students taking this course are foreign, a number of them foreign exchange students

Teaching and learning methods

Students will attend class two hours a week with an additional three hours reserved for homework.

Teacher with the main responsibility for the course

Karl Robbins

Course materials

Materials will be provided by the instructor.

Assessment criteria

50% final exam

50% homework and participation

English 2

- Code: ENG1TF001
- Extent: 2 cr
- Timing: Semester 3
- Language: English
- Level: core studies
- Type: compulsory

Prerequisites

Students should have a basic grasp of English grammar to take this course.

Learning objectives

The student will:

- learn advanced English grammar
- be able to apply this to texts related to the IT field

Course contents

- Grammar exercises will be done in class, as will working with IT texts
- Short texts will be given as homework in which the students will correct errors in grammar, spelling, vocabulary, word order, etc.

International dimension

The great majority of students taking this course are foreign, a number of them foreign exchange students

Teaching and learning methods

Students will attend class two hours a week with an additional three hours reserved for homework.

Teacher with the main responsibility for the course

Karl Robbins

Course materials

Materials will be provided by the instructor.

Assessment criteria

50% final exam

50% homework and participation

English 2

- Code: ENG1TF001
- Timing: Semester 3
- Language: English
- Level: core studies
- Type: compulsory

Prerequisites

English Level Test or Level Course, as well as English 1 must be completed prior to taking this course.

Learning objectives

Upon successful completion of the course, the students

- learn the key terminology discussed during the course both orally and in writing
- enhance their skills in following the development of the ICT field through using various online and literal sources

Course contents

During the course, the students acquire information about the various concepts and phenomena in the field of ICT by conducting a media survey. The students choose their topics from among the following subject matters

- hardware
- programming
- software
- databases
- data security
- emerging technologies
- networks
- user interfaces
- end devices
- software applications
- information systems
- multimedia
- operating systems, etc.

Based on the media survey, the students write a final report on their topic as an individual assignment. They are also required to discuss and share information on their chosen ICT topic in class.

Working life connections

The students follow the current development of the field intensively. Time permitting, visiting lecturers are invited to talk about the latest trends in ICT and the students' own company contacts will be benefitted from when possible.

International dimension

The media survey is carried out by consulting mainly international sources. The great majority of students taking this course are foreign, including exchange students.

Teaching and learning methods

The students share the material of their media survey on a Moodle forum to which all the course participants have an access. In addition, the students present their topics in class.

At the end of the course, the students write, according to the Haaga-Helia reporting guidelines, a final report based on their media survey. The reports are posted to Moodle for peer evaluation. The course is implemented partly on the Net (Moodle) with weekly contact sessions.

Teacher

Eija Hansén, Pasila

Course materials

To be specified at the beginning of the course.

- Learning platform: Moodle
- Supplementary material provided by the teacher
- Internet sources

Assessment criteria

Final report 59 p

Presentations 25 p

Attendance and active participation 16 p

English Level Course

- Code: ENG8TF003
- Extent: 3 ECTS (81 h)
- Semester: 1
- Language: English
- Level: core studies
- Type: free-choice

There is a compulsory level examination at the beginning of the course on the basis of which the student can be exempted. Credit points are given only to the students who complete the course successfully.

Learning objectives

The objective is to bring the students' English skills to the level required in the other courses of the Degree Programme.

Course description

Revision of the English grammar and ICT vocabulary.

Prerequisites

No prerequisites.

Course material

Material provided in class.

Advisor

Anna Kimberley

Teaching and learning methods

Contact hours 32 h

Independent studies 49 h

Assessment

Verb test 70% correct

Final test 50% correct

In order to complete the course, both tests must be passed according to the above mentioned criteria.

Evaluation: PASS/FAIL

English Level Test

- Code: ENG1TF100-6
- Timing: 1st semester
- Language: English
- Level: Core studies
- Type: Compulsory

Teacher responsible

Eija Hansén, Pasila

Assessment criteria

The English Level Test (ENG1TF100) is compulsory for all students. The purpose of the test is to ensure that students' written skills in English are on the adequate level to succeed on the other English courses in BITE. Those who fail the level test will attend a preparatory course (English Level Course, ENG8TF003) in grammar, pronunciation and ICT vocabulary to improve their oral and written skills. The students who pass the English Level Test will receive a note in Winha with no credits.

The exam contains multiple-choice questions and you can study in advance by going through the requirements for any A-level test in English as a second language (ESL). Please notice that either passing the level test (ENG1TF100) or completing the level course (ENG8TF003) successfully is considered a prerequisite for taking part in English 1, which starts in the beginning of the second semester. In order to acquire an objective assessment of each student's starting level, all students, including native speakers, are required to participate in the English Level Test

ERP Application and Business Process Development

- Code: SYS4TF070
- Extent: 6 cr (156 h)
- Timing: Semester 4
- Language: English
- Level: professional studies

Prerequisite

SYS1TF010 Managing Information Systems Development

Learning objectives

Upon successful completion of the course, the student

- understands why ERP (Enterprise Resource Planning) systems are used in daily business
- understands how ERP systems support business processes
- is familiar with use of Microsoft Dynamics Nav and SAP ERP systems

Course contents

- overview of business processes
- concept of ERP (Enterprise Resource Planning) and ERP information systems
- ERP supporting daily business
- processes in Microsoft Dynamics Nav and SAP ERP systems: Sales & Marketing, Purchase, Financial Management, Human Resources

Teaching and learning methods

Lectures, ERP system assignments (Microsoft Dynamics Nav & SAP ERP)

Teacher responsible

Jarmo Harmonen

Course materials

- Introduction to Microsoft Dynamics Nav 5.0
- ERP and Business Processes, Hans van der Hoeven 2009
- Concepts in Enterprise Resource Planning, Ellen Monk 2009
- Integrated Business Processes with ERP Systems (Magal, Word 2011)

Assessment

50 % exam
50 % assignments

Grade 5

Student has excellent knowledge of ERP basic concepts and business processes. Student has very good general understanding of business process integration in ERP systems.

Grade 3

Student has good knowledge of ERP basic concepts and business processes. Student has good general understanding of business process integration in ERP systems.

Grade 1

Student has sufficient knowledge of ERP basic concepts and business processes. Student has general understanding of business process integration in ERP systems.

Recognition of prior learning (RPL)

To get a passing (P) grade and exemption from the course, student must display and demonstrate the competence by certificates from earlier studies or work experience covering the course objectives and contents. It is possible to participate in the competence demonstration only once before taking the course.

Excel in Business

- Code: TOO08TF006
- Extent: 3 cr (81h)
- Timing: Semesters 5-7
- Language: English
- Level: Free-Choice Studies

Starting level and linkage with other courses

Basic skills of using Excel and knowledge of business processes and financial reporting are required. The course is suitable for students of all business branches.

Learning outcomes

The course is meant for those who want to learn how to use Excel in financial and management accounting application areas like financial reporting, business performance analysis, and resource management.

Course contents

- Orientation to business concepts and business reporting
- Tools for Business Management
- Excel brush ups
- Stock Portfolio Management
- Financial Statements
- Investment Computing
- Weekly Assignment
- Exam

Teaching and learning methods

21 h lectures

56 h self-study and assignments

3 h exam

Teacher

Anitta Orpana

Course materials

Handouts provided by the teacher and Moodle learning basement.

Assessment criteria

50% individual assignments

50% exam

Financial Management and Accounting processes

- Code: BUS4TF005
- Extent: 6 credit points (162 h)
- Timing: semester 7
- Language: English
- Level: Professional studies
- Type: Compulsary

Prerequisites

The student has passed the basic ERP courses (ERP Application and Business Process Development (SYS4TF070) or SAP ERP Basics (SYS8TF100)) or has the equivalent knowledge.

Learning outcomes

After passing this course the student

- is familiar with the basic accounting concepts and is able to indentify and model common accounting proesses
- undertstands the importance of accounting and accounting processes in different business environments
- has a solid understanding of the business process integration to accounting in integrated systems
- has a basic knowledge of Microsoft Dynamics Nav accounting functionality and knows how to customize the accounting processes in Microsoft Dynamics Nav
- has a good knowledge of SAP ECC accounting functionality (FI) and is familiar with the business integration to the FI module
- understands the importance of Business Intelligence solutions in integrated systems environments

Course contents

- The basic accounting principles in the business environment
- The sales process, the purchase process and the accounting processes in the business environment
- Microssoft Dynamics Nav and SAP ECC – sales and purchases, integration and accounting processes
- Business Intelligence solutions – theory and practise (Data Pivot and SAP Business Objects)

Teaching and learning methods

- Lectures and workshops 64 h
- Team assignments, individual assignments and self study 80 h
- Exam 4 h

Course material

- Course books
 - Concepts in Enterprise Resource Planning, Monk & Wagner 2008
 - Introduction to Financial Accounting, Horngren Edition 8 or newer
 - Integrating SAP ERP Financials: Configuration and Design, Naeem Arif and Sheikh Tauseef
 - SAP ERP Financials: Configuration and Design , Naeem Arif
 - Finance in Microsoft Dynamics Nav 5.0 course
- Additional material
 - Microsoft training material available as E-learning self-study material

Cooperation with the business and other organisations

Guest lecturers

Teacher

Ralf Rehn

Assesment Criteria

- 25 % assignments, activity and individual contribution
- 75 % exam

Grade 5

Has a very good knowledge of the basic accounting concepts and principles. Is very familiar with the main accounting processes and their role in a business environment. Has excellent knowledge of SAP ECC FI/CO basic concepts and of the basic accounting processes in SAP ECC.

Has excellent skills in customizing the accounting processes in Microsoft Dynamics Nav.

Has a very good general understanding of business integration in SAP ECC and Microsoft Dynamics Nav ERP-systems.

Grade 3

Has a good knowledge of the basic accounting concepts and principles. Is familiar with the main accounting processes and their role in a business environment. Has a good knowledge of SAP ECC FI/CO basic concepts and of the basic accounting processes in SAP ECC. Has good skills in customizing the accounting processes in Microsoft Dynamics Nav. Has a good general understanding of business integration in SAP ECC and Microsoft Dynamics Nav ERP-systems.

Grade 1

Has sufficient knowledge of the basic accounting concepts and principles. Is familiar with the main accounting processes and their role in a business environment. Has sufficient knowledge of SAP ECC FI/CO basic concepts and of the basic accounting processes in SAP ECC. Has some skills in customizing the accounting processes in Microsoft Dynamics Nav. Has a general understanding of business integration in SAP ECC and Microsoft Dynamics Nav ERP-systems.

Recognition of prior learning (RPL)

To get a passing (P) grade and exemption from the course, student must display and demonstrate the competence by certificates from earlier studies or work experience covering the course objectives and contents. It is possible to participate in the competence demonstration only once before taking the course.

Finnish 3

- Code: FIN4TF003
- Extent: 3 cr (81 h)
- Timing: 2nd semester
- Language: English and Finnish
- Level: core studies
- Type: compulsory *

*Required only of foreign students in the Bite programme.

Starting level and linkage with other courses

Introduction to the Finnish Language 1 (FIN4TF001) and Introduction to the Finnish Language 2 (FIN4TF002) or A1+

Learning objectives

Upon successful completion of the course, the student

- can talk about and understand the essential information related to oneself and other people
- can understand and use basic vocabulary and sentences in familiar everyday situations
- can deal with simple situations likely to arise when travelling

Upon successful completion of the course, the student should be on his/her way towards level A2 in most of the language skill areas - speaking, listening, reading and writing. Level descriptions can be found at http://www.coe.int/T/DG4/Portfolio/?L=E&M=/main_pages/levels.html

Course contents

This course increases student's knowledge of Finnish language and culture. The purpose is for students to achieve basic language skills that enable them to cope in everyday situations and participate in everyday communication. Themes handled during this course are everyday life, home and travelling.

- Consonant gradation and other changes (in the stem) of nouns
- Local cases of nouns (Where? Where from? Where to?)
- T-plural
- Pronouns

Accreditation of prior learning (APL)

The students who start their studies in Bite programme and already know some Finnish, can pass the course and gain the credit points by attending a level test. Written part of the test is organized during the orientation weeks in August or January and the oral part later according to a separate schedule.

Teaching and learning methods

Contact hours 32 h (4 h / week): oral and written exercises individually and in pairs, group work
Independent studies 49 h (6 h / week): homework and preparation for lessons, exams and assignments

Teacher responsible

Taija Hämäläinen, Pasila Campus

Course materials

Sonja Gehring & Sanni Heinzmann: Suomen mestari 1. Finn Lectura.

Assessment

The course is evaluated on a scale from 1 to 5. The assessment criteria is presented on a scale from 1 to 3.

Components	1 (50 %)	3 (70 %)	5 (90 %)
Knowledge	The student knows some of the basic Finnish vocabulary, and is able to understand some basics in texts and spoken Finnish in everyday situations.	The student knows and understands basic Finnish vocabulary and understands basics in texts and spoken Finnish in everyday situations.	The student knows and understands basic Finnish language well. He/she understands basic texts and spoken Finnish in everyday situations very well.
Skills	The student can somewhat use the vocabulary and grammar handled during the course. He/she has limited capability to interact in simple everyday situations.	The student can use the vocabulary and grammar handled during the course. He/she is partly capable to interact in simple everyday situations.	The student can very well use the vocabulary and grammar handled during the course. He/she is fully capable to interact in simple everyday situations.
Competence	The student has limited motivation to take responsibility for his/her learning process. He/she is able to deal with some of the communicative situations handled during the course.	The student is motivated to take responsibility for his/her learning process. He/she can somewhat master the communicative situations handled during the course.	The student is well-motivated to take responsibility for his/her learning and participates actively. He/she can fully master the communicative situations handled during the course.

Assessment components and their respective weights

Attendance, active participation in lessons 20 %

Assignments, tests 20 %

Examinations 60 %

Finnish 4

- Code: FIN4TF004
- Extent: 3 cr (81 h)
- Timing: 2nd semester
- Language: Finnish
- Level: core studies
- Type: compulsory *

*Required only of foreign students in the Bite programme.

Starting level and linkage with other courses

Introduction to the Finnish Language 1 (FIN4TF001), Introduction to the Finnish Language 2 (FIN4TF002) and Finnish 3 (FIN4TF003) or A1+

Learning objectives

This course develops student's ability to understand and use Finnish language further and activates the language skills learned earlier. The purpose is that students will be encouraged and able to use Finnish in everyday situations.

Upon successful completion of the course, the student

- can communicate in simple everyday situations requiring exchange of information on familiar matters
- can understand conversations on basic, everyday subjects
- knows the main difference between spoken and written Finnish
- can tell about traditions and celebrating different holidays
- can tell about his/her hobbies and free time
- can express his/her feelings.

Upon successful completion of the course, the student should be on their own way to level A2 in most of the language skill areas - speaking, listening, reading and writing. Level descriptions can be found at http://www.coe.int/T/DG4/Portfolio/?L=E&M=/main_pages/levels.html

Course contents

Themes handled during this course are everyday life, food and drinks, celebrating different holidays in Finland and elsewhere, work and free time. The grammar studied during this course:

- Partitive plurals
- Ordinary numbers
- Postpositions
- Object
- Consonant gradation in verb types 3 and 4
- Some word types

Accreditation of prior learning (APL)

The students who start their studies in Bite programme and already know some Finnish, can pass the course and gain the credit points by attending a level test. Written part of the test is organized during the orientation weeks in August or January and the oral part later according to a separate schedule.

Teaching and learning methods

Contact hours 32 h (4 h / week): oral and written exercises individually and in pairs, group work
Independent studies 49 h (6 h / week): homework and preparation for lessons, exams and assignments

Teacher responsible

Taija Hämäläinen, Pasila Campus

Course materials

Sonja Gehring & Sanni Heinzmann: Suomen mestari 1. Finn Lectura.

Assessment criteria

The course is evaluated on a scale from 1 to 5. The assessment criteria is presented on a scale from 1 to 3.

Components	1 (50 %)	3 (70 %)	5 (90 %)
Knowledge	The student knows some of the basic Finnish vocabulary, and is able to understand some basics in texts and spoken Finnish in everyday situations. He/she knows a few basic differences between spoken and written Finnish.	The student knows and understands basic Finnish vocabulary and understands basics in texts and spoken Finnish in everyday situations. He/she knows differences between spoken and written Finnish.	The student knows and understands basic Finnish language well. He/she understands basic texts and spoken Finnish in everyday situations very well. He/she knows the main differences between spoken and written Finnish.
Skills	The student can somewhat use the vocabulary and grammar handled during the course. He/she has limited capability to interact in simple everyday situations.	The student can use the vocabulary and grammar handled during the course. He/she is capable to interact in simple everyday situations.	The student can very well use the vocabulary and grammar handled during the course. He/she is fully capable and confident to interact in simple everyday situations.
Competence	The student has limited motivation to take responsibility for his/her learning process. He/she is able to deal with some of the communicative situations handled during the course.	The student is motivated to take responsibility for his/her learning process. He/she can somewhat master the communicative situations handled during the course.	The student is well-motivated to take responsibility for his/her learning and participates actively. He/she can fully master the communicative situations handled during the course.

Assessment components and their respective weights

Attendance, active participation in lessons 20 %

Assignments 20 %

Examinations 60 %

Finnish 5

- Code: FIN4TF005
- Extent: 3 cr (81 h)
- Timing: 3rd semester
- Language: English and Finnish
- Level: core studies
- Type: compulsory *

* Required only of foreign students in the BITE programme.

Starting level and linkage with other courses

Introduction to the Finnish Language 1 (FIN4TF001), Introduction to the Finnish Language 2 (FIN4TF002), Finnish 3 (FIN4TF003), Finnish 4 (FIN4TF004) or A2

Learning outcomes

This course develops student's ability to understand and use Finnish language further and activates the language skills learned earlier. The students are encouraged and able to use Finnish in everyday situations. Upon successful completion of the course, the student

- can introduce his/her own culture or other topics of interest
- knows the basics of Finnish working life and job application process
- has experience of preparing and having a short presentation in Finnish
- can tell about his/her past
- develops vocabulary and speaking skills, and also the knowledge of Finnish grammar.

Upon successful completion of the course the students should be at level A2+ in most of the language skill areas - speaking, listening, reading and writing. Level descriptions can be found at http://www.coe.int/T/DG4/Portfolio/?L=E&M=/main_pages/levels.html

Course contents

Themes handled during the course are Finnish working life, history and travelling, presentations. The grammar which is studied during the course:

- past tense forms of verbs (simple past and perfect tenses)
- object
- translative.

Accreditation of prior learning (APL)

The students who start their studies in Bite programme and already know some Finnish, can pass the course and gain the credit points by attending a level test. Written part of the test is organized during the orientation weeks in August or January and the oral part later according to a separate schedule.

Teaching and learning methods

Contact hours 32 h: oral and written exercises individually and in pairs, group work.
 Independent studies 49 h: homework, assignments and preparation for lessons and exam.

Teachers responsible

Taija Hämäläinen, Pasila Campus

Tarja Paasi-May, Pasila Campus

Course materials

Gehring, Sonja & Heinzmann, Sanni 2012: Suomen mestari 2. Finn Lectura.

Assessment criteria

The course is evaluated on a scale from 1 to 5. The assessment criteria are presented on a three scale procedure.

Components	1 (50 %)	3 (70 %)	5 (90 %)
Knowledge	The student can understand many sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, and employment).	The student can understand most of the sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, and employment).	The student understands easily sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, and employment).
Skills	The student can somewhat use the vocabulary and grammar handled during the course. He/she can describe in very simple terms aspects of his/her background, immediate environment and matters in areas of immediate need	The student can use the vocabulary and grammar handled during the course. He/she can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need	The student can very well use the vocabulary and grammar handled during the course. He/she can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need
Competence	The student has limited motivation to take responsibility for his/her learning process. He/she is able to deal with some of the communicative	The student is motivated to take responsibility for his/her learning process. He/she can somewhat master the communicative	The student is well-motivated to take responsibility for his/her learning and participates actively. He/she can fully master the

	situations handled during the course. He/she can communicate in very simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.	situations handled during the course. He/she can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.	communicative situations handled during the course. He/she can communicate fluently in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
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Assesment components and their respective weights

Attendance, active participation in lessons 20 %

Assignments 30 %

Examination 50 %

Finnish 6

- Code: FIN4TF006
- Extent: 3 cr (81 h)
- Timing: 3rd semester
- Language: English and Finnish
- Level: core studies
- Type: compulsory *

* Required only of foreign students in the BITE programme.

Starting level and linkage with other courses

Introduction to the Finnish Language 1 (FIN4TF001), Introduction to the Finnish Language 2 (FIN4TF002), Finnish 3 (FIN4TF003), Finnish 4 (FIN4TF004), Finnish 5 (FIN4TF005) or A2+

Learning outcomes

This course develops student's ability to understand and use Finnish language further and activates the language skills learned earlier. The students are encouraged and able to use Finnish in everyday situations.

Upon successful completion of the course, the student

- Can introduce his/her own culture or other topics of interest
- Knows the basics of job application process in Finnish
- Has experience of preparing an oral summary of a newspaper article / piece of news
- Can tell about his/her past
- Develops vocabulary and speaking skills, and also the knowledge of Finnish grammar.

Upon successful completion of the course the students should be at level A2+, on their way to level B1 in most of the language skill areas - speaking, listening, reading and writing. Level descriptions can be found at http://www.coe.int/T/DG4/Portfolio/?L=E&M=/main_pages/levels.html

Course contents

Themes handled during the course are Finnish working life, CV and job application, news.

The grammar which is studied during the course:

- object
- imperative forms of verbs
- pluperfect forms of verbs
- 3. infinitive forms of verbs.

Accreditation of prior learning (APL)

The students, who start their studies in Bite programme and already know some Finnish, can pass the course and gain the credit points by attending a level test. Written part of the test is organized during the orientation weeks in August or January and the oral part later according to a separate schedule.

Teaching and learning methods

Contact hours 32 h: oral and written exercises individually and in pairs, group work.
Independent studies 49 h: homework, assignments and preparation for lessons and exam.

Teachers responsible

Tarja Paasi-May, Pasila Campus

Taija Hämäläinen, Pasila Campus

Course materials

Gehring, Sonja & Heinzmann, Sanni 2012: Suomen mestari 2. Finn Lectura.

Assessment criteria

The course is evaluated on a scale from 1 to 5. The assessment criteria are presented on a three scale procedure.

Components	1 (50 %)	3 (70 %)	5 (90 %)
Knowledge	The student can understand many sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, and employment).	The student can understand most of the sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, and employment).	The student understands easily sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, and employment).
Skills	The student can somewhat use the vocabulary and grammar handled during the course. He/she can describe in very simple terms aspects of his/her background, immediate environment and matters in areas of immediate need	The student can use the vocabulary and grammar handled during the course. He/she can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need	The student can very well use the vocabulary and grammar handled during the course. He/she can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need
Competence	The student has limited motivation to take responsibility for his/her learning process. He/she	The student is motivated to take responsibility for his/her learning process. He/she can somewhat	The student is well-motivated to take responsibility for his/her learning and participates

	is able to deal with some of the communicative situations handled during the course. He/she can communicate in very simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.	master the communicative situations handled during the course. He/she can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.	actively. He/she can fully master the communicative situations handled during the course. He/she can communicate fluently in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
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Assessment components and their respective weights

Active participation in lessons 20 %

Assignments 30 %

Examination(s) 50 %

Finnish and Communication 1

- Code: COM4TF001
- Extent: 3 cr (81 h)
- Timing: 1st semester
- Language: Finnish
- Level: Core studies
- Type: Compulsory *

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

Starting level and linkage with other courses

No prerequisites

Learning outcomes

Students:

- orient themselves to their studies and working life by understanding the importance of communication in these areas
- produce and deliver various kinds of texts and presentations aimed at diverse types of audiences
- are familiar with the linguistic and stylistic conventions of business writing in Finnish

Course contents

- Basics of business communication
- Oral and written communication in the business profession
- Language correctness
- Different text types (memo, announcement, job application, CV)

The course is an introduction to business communication, especially information technology.

Teaching and learning methods

Contact hours 32 h : exercises, presentations, team work
Independent studies and group work 49 h

Accreditation of prior learning (APL)

A student can demonstrate his or her equivalent language/communication skills relating to the course objectives and content. This must be agreed upon with the teacher before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1 - 5.

Teacher responsible

Taija Hämäläinen, Pasila Campus

Course materials

Course material will be provided by the teacher.

The students are advised to use HAAGA-HELIA's Guidelines for writing reports and different language guides of their own choice.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
Knowledge	The student understands the importance of communication in studies and working life. He/she has the basic knowledge of Finnish business communication.	The student understands the importance of communication in studies and working life. He/she has a good knowledge of Finnish business communication.	The student understands the importance of communication in studies and working life. He/she has a very good knowledge of Finnish business communication.
Skills	The student has satisfactory skills to produce business related texts and deliver speeches.	The student has good skills to produce business related texts and deliver speeches.	The student has excellent skills to produce business related texts and delivers speeches.
Competence	The student shows satisfactory activity and initiative in the learning process.	The student shows activity and initiative in the learning process and is willing to develop her/his communicative skills.	The student shows excellent activity and initiative in the learning process and is willing to develop her/his communicative skills.

Modes of assessment and their weights

Regular attendance and active participation in class (80% attendance required) 20%

Assignments 80%

Finnish and Communication 2

- Code: COM4TF030
- Extent: 3 cr (81 h)
- Timing: 3rd semester
- Language: Finnish
- Level: core studies
- Type: compulsory *

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

Starting level and linkage with other courses

Finnish and Communication 1 (COM4TF001)

Learning objectives

The students will:

- be able to deliver speeches in different situations, and knows how to act in meetings and negotiations
- be able to write documents related to these occasions
- learn what should be taken into account when being responsible for an education situation
- develop further their writing skills in Finnish in the context of internal and external corporate communication
- be able to write academic text using references.

Course contents

- Writing an operating instruction
- Writing documents related to negotiations and meetings and participating in them as an individual and as a member of a group
- The basics of adult education, planning a lesson and putting it into practise
- Speeches
- Writing using references and bibliographies
- Differences between traditional writing and writing in the internet

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

Teaching and learning methods

Contact hours (2 hours/week) 32 h: exercises, presentations, team work
Independent studies and group work 49 h

Accreditation of prior learning (APL)

A student can demonstrate his or her equivalent language/communication skills relating to the course objectives and content. This must be agreed upon with the teacher before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1 - 5.

Teacher responsible

Taija Hämäläinen, Pasila Campus

Course materials

Course material provided by the teacher. The students are advised to use HAAGA-HELIA's Guidelines for preparing written assignments and Writing reports at HAAGA-HELIA: preparing the layout and citing sources.

Assessment criteria

The course is evaluated on a scale from 1 to 5. The assessment criteria is presented on a scale from 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
Knowledge	The student has limited understanding of the concepts and role of communication skills in studies and working life.	The student understands partly the concepts and role of communication skills in studies and working life. He/she knows the relevant concepts and can apply them.	The student understands fully the concepts and role of communication skills in studies and working life. He/she has can use the relevant concepts in new contexts accurately.
Skills	The student has satisfactory skills to produce and deliver professional texts and presentations in Finnish.	The student has good skills to produce and deliver professional texts and presentations in Finnish.	The student has excellent skills to produce and deliver professional texts and presentations in Finnish.
Competence	The student shows satisfactory activity and initiative in the learning process.	The student shows activity and initiative in the learning process. He/she is willing to develop her/his communicative skills.	The student shows excellent activity and initiative in the learning process. He/she is willing to develop her/his communicative skills.

Assessment components and their respective weights

Exercises 80 %

Regular attendance and active participation in class (80% attendance required) 20 %

Finnish for Business Purposes 1

- Code: FIN8TF700
- Extent: 3 cr (81 h)
- Timing: 4th - 7th semester
- Language: English
- Level: core studies
- Type: free-choice

Finnish for Business Purposes 1 is elective for non-native speakers of Finnish.

Finnish for Business Purposes 1 is organized in co-operation with Aalto University School of Economics, Runeberginkatu 14-16, 00100 Helsinki, where the same course is called Finnish Business Communication 1. The course is arranged twice a year: during the second period of the autumn term, and during the second period of the spring term. More precise information about the course schedule, classrooms etc. can be found in Haaga-Helia's Excel-timetable. The academic year at Aalto differs from Haaga-Helia's academic year (courses might begin earlier or later, no lessons during their examinations week, there are no intensive weeks etc.), and students participating in Aalto courses have to follow their schedule.

Starting level and linkage with other courses

Common European Framework of Reference (CEF), minimum starting level: B1 (See detailed level descriptions of language competence at http://www.coe.int/T/DG4/Portfolio/?L=E&M=/main_pages/levels.html.) The student should master all basic structures of the Finnish language. Please contact your Finnish language teacher at HAAGA-HELIA if you have questions about the prerequisites.

Learning objectives

The student will be able to write e-mails in Finnish. He/she will know the basics of meeting techniques. He/she can give a brief presentation of a company. His/her business vocabulary will be increased.

Course contents

The course introduces the fundamentals of oral and written business communication in Finnish. It provides training in spoken and written communication fluency, grammatical accuracy, and business terminology (e-mail, informative business presentations, meetings, memos, advanced Finnish grammar). The grammar will be determined by the needs of the students.

Teaching and learning methods

Contact hours 32 h, mandatory attendance. Independent studies 49 h: homework, assignments and preparation for lessons and exams.

Teacher responsible

Kirsi Leppänen (Aalto University School of Economics)

For more information at HAAGA-HELIA, please contact Taija Hämäläinen [taija.hamalainen\(at\)haaga-helia.fi](mailto:taija.hamalainen@haaga-helia.fi).

Course materials

Course materials provided by the lecturer.

Modes of assessment and their weights

Assignments 20 %. Exams 50 %. Class contribution 30 %.

Finnish for Business Purposes 2

- Code: FIN8TF800
- Extent: 3 cr (81 h)
- Timing: 4th - 7th semester
- Language: English
- Level: core studies
- Type: free-choice

Finnish for Business Purposes 2 is elective for non-native speakers of Finnish.

Finnish for Business Purposes 2 is organized in co-operation with Aalto University School of Economics (Runeberginkatu 14-16, 00100 Helsinki), where the same course is called Finnish Business Communication 2. The course is arranged twice a year: during the second period of the autumn term, and during the second period of the spring term. More precise information about the course schedule, classrooms etc. can be found in Haaga-Helia's Excel-timetable. The academic year at Aalto differs from Haaga-Helia's academic year (courses might begin earlier or later, no lessons during their examinations week, there are no intensive weeks etc.), and students participating in Aalto courses have to follow their schedule.

Starting level and linkage with other courses

Common European Framework of Reference (CEF), minimum starting level: B1 (or Finnish for Business Purposes 1 Finnish 7 = Finnish Business Communication 1 at HSE). See detailed level descriptions of language competence at http://www.coe.int/T/DG4/Portfolio/?L=E&M=/main_pages/levels.html. Please contact your Finnish language teacher at HAAGA-HELIA if you have questions about the prerequisites.

Learning objectives

The student can participate in a negotiation or argumentation discussion and can express his/her opinion. He can write a memo and a report. He knows the characteristics of persuasive language.

Course contents

The course focuses on the fundamentals of oral and written business communication in Finnish. It provides training in spoken and written communication fluency, grammatical accuracy, and business terminology (product demonstrations, negotiations, memos, reporting, advanced Finnish grammar). The grammar will be determined by the needs of the students.

Teaching and learning methods

Contact hours 32 h, mandatory attendance. Independent studies 49 h: homework, assignments and preparation for lessons and exams.

Teacher responsible

Kirsi Seppänen (Aalto University School of Economics)

For more information at HAAGA-HELIA, please contact Taija Hämäläinen.

Course materials

Course materials provided by the lecturer.

Modes of assessment and their weights

Assignments 20 %. Exams 50 %. Class contribution 30 %.

HAAGA-HELIA Tools

- Code: INS1TF003
- Extent: 5 cr (135h)
- Timing: Semester 1
- Language: English
- Level: Core Studies
- Type: Compulsory

Learning outcomes

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

Course description

During the course the students will learn the basics in word-processing, spreadsheet application, network skills and designing presentation graphics. Also the student will learn to utilize Haaga-Helia's IT-system. These skills are needed throughout the studies.

Course materials

- Moodle
- Handouts

Advisor

Anitta Orpana, Senior lecturer

Teaching and learning methods

Contact hours: 60 h

Independent studies: 73 h

Assessment

Attendance mandatory

Assessment criteria

Windows 7, Word 2010, PowerPoint 2010 and Excel 2010 exam 80 %

Word, PowerPoint and Excel assignments 20 %

ICT-skills for Business 1

- Code: TOO1HO002
- Extent: 3 cr (32 h contact learning, 49 h self-study, total 81 h)
- Timing: Semester 1
- Language: English
- Level: core studies

Learning outcomes

Upon successful completion of the course, the student will be able to

- use the basic data processing tools (inc. word processing and presentation graphics) needed for his/her studies in Haaga-Helia as well as in work life
- study in virtual learning environment
- understand the basics of computer hardware

Course description

During the course the student will learn the basics in word-processing, designing presentation graphics, network skills and information search. Also the student will learn to utilize Haaga-Helia's IT-system. These skills are needed throughout the studies.

Course materials

- Moodle
- Handouts

Advisor

Anitta Orpana, Senior lecturer

Teaching and learning methods

Contact hours: 32 h

Independent studies: 49 h

Assessment

- Examination
- Home assignments
- Attendance

Assessment criteria

Windows 7, Word 2010, PowerPoint 2010 exam 80 %

Word, PowerPoint assignments 20 %

ICT-skills for Business 2

- Code: TOO1HO003
- Extent: 3 cr (32 h contact learning, 49 h self-study, total 81 h)
- Timing: Semester 1
- Language: English
- Level: core studies

Learning outcomes

After completing this course, the student will be able to

- use Excel (needed for his/her studies in Haaga-Helia as well as in work life)

Course description

During the course the student will learn the basics in spread sheet calculation (Excel 2010).

Course materials

- Moodle
- Handouts

Advisor

Anitta Orpana, Senior lecturer

Teaching and learning methods

Contact hours: 32 h

Independent studies: 49 h

Assessment

- Examination
- Home assignments
- Attendance

Assessment criteria

Excel exam 80 %

Excel assignments 20 %

Information System Development Project

- Code: SYS1TF080
- Extent: 12 cr (324 h)
- Timing: 4th semester
- Language: English
- Level: Core studies
- Type: Compulsory

Starting level and linkage with other courses

Student has passed all compulsory courses on semesters 1-3 or can show and prove equivalent knowledge and skills.

Learning outcomes

Upon successful completion of the course, the student:

- is able to act in a business oriented information system development project practicing disciplined and professional project method: according to the project plan, monitoring and estimating the project process, progress and quality
- has gained the knowledge and understanding of a business oriented system development process lifecycle
- is able to do analysis and design and to use prototyping methods and techniques
- has basic knowledge of the use of a CASE tool in a system development process.

Course contents

Course focuses on a well-disciplined project of a model driven software development process of a business information system. The study project is based on a pre-defined business case and functional requirements analysis and covers definition, design and prototyping. Quality assurance – reviews, test planning and prototype based testing – is included into the project. UML and CASE-tool will be used in modeling, SQL Server Management Studio in design and implement of the database, and Visual Studio in application prototype development. It is essential that students have previously learned skills and knowledge of analysis and design methods, techniques, and implementation tools. The use of CASE-tool will be advised during the course.

Business driven systems development process and business case analysis

- Development programs and projects
- Development process lifecycle
- Functional requirements of business case system

Project management

- Project planning
- Project communication & reporting
- Project administration
- Project implementation, management and steering

Software Requirements Analysis

- Transition from business requirements to system analysis
- Object Oriented Analysis
- Process, tasks, and deliverables
- Quality control: reviews and testing
- Usability
- UML and a CASE tool in OOA

Software Design

- Transition from analysis to design
- Process, tasks, and deliverables
- Quality control: reviews and testing
- Software test-planning
- Database design and implementation
- User interface design
- Business layer design

Prototyping and testing

- Transition from design to prototyping
- Process, tasks, and deliverables
- Implementing the prototype
- Testing the system with prototype

International dimension

Methods, examples and ways of working apply approved and widely used international standards and disciplines of the global ICT and business community.

Teaching and learning methods

During the course students complete a small system project. Learning is based on class tuition; guided project based learning and individual project assignments. The complete amount of work is 20 hours per student per week.

Recognition of prior learning (RPL)

To get a passing (P) grade and exemption from the course, student must display and demonstrate the competence by certificates from earlier studies or work experience covering the course objectives and contents. It is possible to participate in the competence demonstration only once before taking the course.

Teachers responsible

Tuomo Rynnänen, Pasila

Juha Pispä, Pasila

Pekka Kamaja, Pasila

Course materials

- Booch, G., Rumbaugh, J. & Jacobson, I. 1998. The Unified Modelling Language User Guide.
- ISO / IEC 12207. Information Technology Software Lifecycle Processes.
- Jacobson, I., Booch, G. & Rumbaugh, J. 1999. The Unified Software Development Process.
- Perry, W. 1995. Effective Methods for Software Testing.
- Rumbaugh, J., Jacobson, I. & Booch, G. 1999 Unified Modelling Language Reference Manual.
- Quatrani, T. 1999. visual Modelling with Rational Rose and UML.
- Handouts and course Web pages.
- Krug, Steve (2006) Don't make me think, Second edition, New Riders Publishing
- Rubin, Jeffrey & Chisnell, Dana (2008) Handbook of Usability Testing, Second Edition, Wiley Publishing, Inc.
- Patton, Ron (2006) Software Testing, Second Edition, Sams Publishing
- Shoemaker, Martin L., 2004, UML Applied, a .NET Perspective.

Assessment criteria

The assessment is based on the contribution to the project team and the team's performance.

Innovative Techniques In Group Work

- Code: LEA8TF054
- Extent: 3 cr (81 h)
- Timing: 4th semester
- Language: English
- Level: professional studies
- Type: elective

This course follows the curriculum of 2005.

Starting level and linkage with other courses

There are no formal prerequisites e.g. in data processing but advanced students with a certain amount of self-control or working experience benefit most from this course.

Learning outcomes

- A general overview of the problem-solving process and its phases,
- Learn how to get use of one's creativeness, more skilful ways of working, techniques and methods especially at group level
- Develop one's routines and learning to apply new techniques demand long-term practice and experiments
- How to use Creative Problem Solving methods and tools in practice

Course Contents

- Creative problem solving process
- Designing and implementing a group process
- Innovative techniques: brainstorming, scenario planning, various business opportunity analyzing tools, team building and assessment methods

Cooperation with the business community and other organizations

Guest lectures

International dimension

Internationally known and used methods and tools.

Teaching and learning methods

Theoretical facts will be covered during the first lessons but mainly they will be self-studied and examined during the first three study weeks. During contact hours main concern is put on student-centered and self-regulatory group-work, experimentation, reflection and sharing of results. An active participation of every member is an important prerequisite for the learning results. Contact hours 49 h
Distance learning (individual or group work) 32 h

Teacher responsible

Markku Somerkivi, Pasila

Course materials

Handouts and Internet sources

Material developed during the course by the groups

Assessment criteria

- Theory exam 30%
- Active participation in group-work during contact hours 70% (group and individual evaluation)

Intercultural Awareness

- Code: CUL1TF001
- Extent: 3 cr (81 h)
- Timing: 1st semester
- Language: English
- Level: core studies
- Type: compulsory

Starting level and linkage with other courses

None

Learning outcomes

After completing this course, the student will

- be familiar with cultural layers and differences
- know how culture influences on human behaviour and communication
- know the main features of the Finnish culture
- know how culture has an impact on international teamwork and negotiations

Course contents

- Culture as a concept & the layers of culture
- Hofsted's, Lewis' and Trompenaars' dimensions
- Intercultural communication inc. work communication
- Main features of the Finnish culture and communication
- Multicultural teams and meetings

Having worked through the literature and the activities of the course, the student should be able to increase the awareness of his/her own efficiency in the multicultural study environment and workplace. Furthermore, the student should be able to change styles in accordance with the requirements and be able to assume accommodating or collaborating styles. The student is able to avoid or reduce conflict in intercultural communication and can be proactive in order to avoid uncertainty and business conflict.

Cooperation with the business community

Cooperation classes and assignment with the English course of Finnish TIKO students.

Recognition of prior learning (RLP)

If the student has worked in a multicultural company and has theoretical knowledge concerning the area of intercultural awareness he/she can show the prior learning in an interview, with work certificates and by a written report.

Teaching and learning methods

26 h contact lessons
55 h self-study and assignments

Teacher responsible

Tarja Paasi-May, Pasila

Course materials

Eckert, Susan 2006. Intercultural communication. Thomson South-Western
Hofstede, G. 1991. Cultures and organizations. Software of the mind. McGraw-Hill.
Lewis, R. 1995. When cultures collide.
Samovar, L.A., Porter, R.E. 1997. Intercultural communication. Wadsworth Publishing Company
Schneider, Susan C., Barsoux, Jean-Louis 2003. Managing across cultures. Prentice Hall
Trompenaars, F., Hampden-Turner C. 1997. Riding the waves of culture. Understanding cultural diversity in business. London. Nicholas Brealey Publishing.
Trompenaars, F., Hampden-Turner C. 2004. Managing people across the cultures. Chichester Capstone
Newspaper articles

Assesment criteria

30 % attendance

70 % self-study and assignments

Internet services - modelling and developing

- Code: AMK8TF069
- Extent: 4 cr (108 h)
- Timing: 3 rd- 7th semester
- Language: English
- Level: Professional Studies
- Type: Elective

This course follows the curriculum of 2005.

Starting level and linkage with other courses

Basic courses of business or information technology. Students with a certain amount of activity, self-regulation and group work experience benefit most from this course.

Learning outcomes

Student is able to:

- Model an Internet service and understand the possibilities of implementation
- Understand the present and future trends of ICT
- Understand the possibilities of ICT in e-commerce and communication

Course contents

During this course the student groups will learn to model and develop an Internet service to a real customer.

- Analysis, design and implementation of an Internet service of a real company or organization.
- Possibilities of ICT in e-commerce

Teaching and learning methods

Online learning, project work for a real organization, tutoring and evaluation in net, meetings in videoconference

Teacher responsible

Eija Kalliala, Pasila

Course materials

Course material is in Internet

Assessment criteria

Final Exam 20 %

Project work 65 %

Activity in discussions in Internet 15 %

Introduction to Business and Business Processes

- Code: BUS1TF001
- Extent: 5 cr (135 h)
- Timing: Semester 1
- Language: English
- Level: Core studies
- Type: Compulsory

Starting level and linkage with other courses

No prerequisites.

Learning outcomes

Students get a solid understanding of different kind of businesses and their functions, structures and ways of operations. Students also learn to analyze, present and report the business of a selected case company.

Course contents

- Business environments
- Business organisations
- Business functions and operations
- Case company and industry analysis

Cooperation with the business community

Visiting lecturer(s) and company visits possible.

Teaching and learning methods

Theory lecturing, team based analysis and presentations.

- Contact hours 32 h
- Self-study and team-assignments 100 h
- Exam 3 h.

Teachers

Pekka Kamaja

Course materials

- Course book: Business Functions: An Active Learning Approach by Jim Pearce et al., Blackwell Publishing.
- Additional material: Other Business Books, Corporate Annual Reports and reviews, Business newspapers, Internet Business Findings.

Assessment criteria

- Participation and individual contribution 10 %
- Team assignment and presentation 40 %
- Exam 50%

Grade 5

Has a very good knowledge of the principles of business environments and running business companies. Is highly motivated in identifying and analyzing market and competition, company structures, business operations and financial performance of companies. Possesses a solid understanding of the business analysis methods and is very skillful in applying the methods and concepts learned during the course in practice. Is highly fluent in presenting the company analysis reports as well as in explaining the business concepts. Has a good knowledge of the business processes.

Grade 3

Has a good knowledge of the principles of business environments and running business companies. Is motivated in identifying and analyzing market and competition, company structures, business operations and financial performance of companies. Possesses an eligible understanding of the business analysis methods and is enough skillful in applying the methods and concepts learned during the course in practice. Is fluent in presenting the company analysis reports as well as in explaining the business concepts. Has a basic knowledge of the business processes.

Grade 1

Has a basic knowledge of the principles of business environments and running business companies. Is interested in identifying and analyzing market and competition, company structures, business operations and financial performance of companies. Possesses an rudimentary understanding of the business analysis methods and knows how to apply the methods and concepts learned during the course in practice. Is passable in presenting the company analysis reports as well as in explaining the business concepts. Has a basic knowledge of the business processes.

Recognition of prior learning (RPL)

To get a passing (P) grade and exemption from the course, student must display and demonstrate the competence by certificates from earlier studies or work experience covering the course objectives and contents. It is possible to participate in the competence demonstration only once before taking the course.

Introduction to IT strategic thinking

- Code: BUS4TF007
- Extent: 6 credit points (162 h)
- Timing: 7th semester
- Language: English
- Level: Professional studies
- Type: Compulsary for Business IT Consultant study path

Starting level and linkage with other courses

Minimum amount of credit units is 100 and the student has passed all mandatory first two years studies

Learning outcomes

Upon successful completion of the course, the student

- understands what are the core concepts and what they mean in the field of business and IT strategy
- understands what is strategic thinking concerning organization's IT decisions, IT development and IT usage.
- can explain the most important strategic issues concerning people, skills, organizing and organization, software, hardware and data network.
- is able to support an SME organization to enhance its overall IT management through strategic thinking
- understands IT-strategy implementation process
- understands what requirements IT vendors meet in strategic level at the customer interface
- is able to create well thought IT strategic development proposals for IT user and/or vendor organizations

Course contents

- What is strategy and what is strategic thinking
- What are the focus areas of a user organization's IT strategy
- IT strategic thinking and planning
- ERP systems and IT strategy
- Infrastructure, architecture and IT Strategy
- Outsourcing and off shoring
- Overview of well known IT-strategies
- IT strategic organizational, competence and process issues
- What is strategic thinking from a vendor organization's point of view

Teaching and learning methods

Intensive course, with 5 days of contact hours plus one additional workshop day at the end of the semester

Individual and group assignments

Half day workshop during the two last weeks of semester (date and time to be announced to students during the intensive days)

Cooperation with the business community

Guest lectures

Teachers responsible

Jarmo Peltoniemi, Pasila Campus

Tuomo Ryyänen, Pasila Campus

Course materials

Course book

The Executive's Guide to Information Technology, Second Edition By: Baschab, John; Piot, Jon; Carr, Nicholas G. Publisher: John Wiley & Sons Pub. Date: March 23, 2007 (in HAAGA-HELIA's Library SAFARI E-books)

Additional material

Strategic Alignment: Leveraging information technology for transforming organizations, J.C. Henderson, N. Venkatraman, IBM Systems Journal, vol 38, os 2&3, 1999

Enterprise Architecture as Strategy, Jeanne W. Ross, Peter Weill, David C. Robertson, Harward Business Scholl Press, 2006.

Isaca.org / COBIT papers

Analysing the Relationship Between IT Governance and Business/IT Alignment Maturity, Steven De Haes, University of Antwerp Management School, Wim Van Grembergen, University of Antwerp, www.uams.be/itag

other articles delivered during the contact hours

Assesment Criteria

50% participation and individual contribution

50% assignments

Introduction to Programming

- Code: ITP1TF011
- Extent: 5 ECTS (135 h)
- Timing: 1st semester
- Language: English
- Level: Core studies
- Type: Compulsory

Starting level and linkage with other courses

Introduction to Web Site Development (ITP1TF001) has to be started at the same time. This Introduction to Programming course uses same group division and timetables as Intro to Web Site Development.

This course is slightly larger (168 h) than the Introduction to Web Site Development course (102h); on average they have 135 h and thus both 5 ECTS.

Learning outcomes

Upon successful completion of the course, the student

- is able to solve simple programming problems by designing the program logic
- is able to make programs based on the design
- understands the programming concept called object
- is able to communicate design and programs using professional terminology
- understands small set of basic UML diagrams used in programming
- understands the role of programming in software engineering
- is able to use Microsoft Visual Studio IDE in writing and debugging console and GUI applications

Course contents

- Programming as a profession and the general concept of programming
- Planning, documenting and testing the logical flow of a program
- The basic concepts of programming languages
- Basic algorithm design and testing
- The basics of the programming language (C#) and its programming environment (Visual Studio and .NET Framework)

Teaching and learning methods

Contact hours 80 h (8 h/week, shared with the other related course)

Independent studies 88 h (9 h/week, shared with the other related course)

This course familiarizes the student with the task of programming, the general concepts of programming and limited concept of basic object oriented programming. This course gives an introduction to a modern programming language, Visual C#, in an integrated development environment (Visual Studio and Microsoft .NET Framework).

The weekly lectures give the theory basis. In the supervised laboratories students do individual and pair work. Homework consists of personal and pair programming work. Students will do multiple evaluated in-class theory tasks. Last weeks weigh more in the final grade as students start from different skill levels. Re-evaluations are offered only limited times (1-2 re-evaluations) and no extra evaluations are offered for absent students.

Recognition of prior learning (RPL)

Portfolio and an exam.

Teachers responsible

Amir Dirin, Pasila

Markku Kuitunen, Pasila

Juhani Välimäki, Pasila (not 2012)

Kari Silpiö, Pasila (not 2012)

Course materials

- "Introduction to Programming" course web pages
- "From Flowchart to C# Program" by Kari Silpiö
- "C# Quick reference" by Kari Silpiö
- Some advanced programming text books for students who want to progress quicker with the programming:
 - ECMA, ECMA C# Standard (in the Internet)
 - Marshall, Donis 2005, "Programming Microsoft Visual C# 2005: The Language".
 - Microsoft Official Course: Introduction to C# Programming with Microsoft .NET.
 - Deitel, H. M. & Deitel, P. J. 2005. "Visual C# 2005: How To Program. 6th edition".
 - Richter, Jeffrey 2006, "CLR via C#", Second edition.

Assessment criteria

Grade 1 (min. 50 % of the objective)	Grade 3 (min. 70 % of the objective)	Grade 5 (min. 90 % of the objective)
<p>The student</p> <ul style="list-style-type: none"> ▪ Shows passable activity in class and individual studying ▪ Has passable understanding of the course contents, core concepts and terminology ▪ Has passable knowledge and skills in creating an application using the skills 	<p>The student</p> <ul style="list-style-type: none"> ▪ Shows good activity in class and individual studying ▪ Has good understanding of the course contents, basic concepts and terminology ▪ Has good knowledge and skills in creating an application using the skills taught on the course 	<p>The student</p> <ul style="list-style-type: none"> ▪ Shows excellent activity in class and individual studying ▪ Has excellent understanding of the course contents, basic concepts and terminology ▪ Has excellent knowledge and skills in creating an application using the skills

<p>taught on the course</p> <ul style="list-style-type: none"> ▪ Often needs some assistance in solving basic problems ▪ Has some difficulties in using the course materials to support own learning 	<ul style="list-style-type: none"> ▪ Sometimes needs assistance in solving basic problems ▪ Can use the course materials in an effective way to support own learning ▪ Can find some more information from other sources 	<p>taught on the course</p> <ul style="list-style-type: none"> ▪ Can independently solve problems ▪ Can fluently use the course materials and other sources to support own learning ▪ Can independently find more information from other sources ▪ Can independently learn more details of course topics
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Assessment components and their respective weights

Examinations 80 %

Activity and assignments 20 %

Learning Diary (Accepted)

The student should pass the examinations, and complete 75 % of the assignments and write all the learning diaries in order to pass the course. In addition, the minimum attendance rate of 80 % is required.

Introduction to the Finnish Language 1

- Code: FIN4TF001
- Extent: 3 cr (81 h)
- Timing: 1st semester
- Language: English and Finnish
- Level: core studies
- Type: compulsory *

*Required only of foreign students in the Bite programme.

Starting level and linkage with other courses

No previous knowledge of Finnish language required.

Learning outcomes

Upon successful completion of the course, the student

- can introduce oneself, give basic information about oneself and ask simple question
- can understand and use basic expressions and simple sentences in routine everyday situations
- is able to deal with everyday social situations and handle simple shopping situations
- is aware of the basic characteristics of the Finnish language, culture and habits
- is able to use the surrounding language environment to develop one's language skills.

Target level A1. Level descriptions can be found at

http://www.coe.int/T/DG4/Portfolio/?L=E&M=/main_pages/levels.html.

Course contents

The course is an introduction to Finnish language and culture, and themes handled during this course are me and my everyday life.

- Pronunciation
- Greetings, basic small talk phrases
- Introducing oneself and telling about oneself
- Numbers, prices
- Weather, seasons, months, telling the time
- Asking questions and giving basic information in routine everyday situations
- Conjugation of some basic verbs
- Vocabulary and key phrases for everyday needs
- Describing people and objects in a simple way

Accreditation of prior learning (APL)

The students who start their studies in Bite programme and already know some Finnish, can pass the course and gain the credit points by attending a level test. Written part of the test is organized during the orientation weeks in August or January and the oral part later in the 4th period according to a separate schedule.

Teaching and learning methods

Contact hours 32 h (4 h / week): oral and written exercises individually and in pairs, group work

Independent studies 49 h (6 h / week): homework and preparation for lessons, exams and assignments

Teacher responsible

Taija Hämäläinen, Pasila Campus

Course materials

Gehring, S. & Heinzmann, S. 2010. Suomen mestari 1. Finn Lectura. Helsinki.

Other material provided by the teacher

Assessment criteria

The course is evaluated on a scale from 1 to 5. The assessment criteria is presented on a scale from 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
Knowledge	The student knows some basic characteristics of Finnish Language, and is able to understand some basic vocabulary in everyday situations.	The student knows most basic characters of Finnish language and understands familiar everyday expressions and very basic phrases in everyday situations well.	The student knows basic characters of Finnish language and understands and uses familiar everyday expressions and very basic phrases very well.
Skills	The student can use familiar everyday expressions and very basic phrases. He/she can interact in a very simple way in everyday situations.	The student can use familiar everyday expressions and very basic phrases well. He/she can interact in a simple way in everyday situations.	The student can understand and use familiar everyday expressions and very basic phrases very well. He/she can interact in a simple way in everyday situations.
Competence	The student has limited motivation to take responsibility for his/her learning process. He/she is able to deal with some of the communicative situations handled during the course.	The student is partly motivated to take responsibility for his/her learning process. He/she can somewhat master the communicative situations handled during the course.	The student is fully motivated to take responsibility for his/her learning and participates actively. He/she can fully master the communicative situations handled during the course.

Assessment components and their respective weights

Active participation in lessons 20 %
Small tests and/or assignments 30 %
Final examination 50 %

Introduction to the Finnish Language 2

- Code: FIN4TF002
- Extent: 3 cr (81 h)
- Timing: 1th semester
- Language: English and Finnish
- Level: core studies
- Type: compulsory *

*Required only of foreign students in the Bite programme.

Starting level and linkage with other courses

Introduction to the Finnish Language 1 (FIN4TF001) or A1

Learning objectives

Upon successful completion of the course, the student:

- is able to deal with everyday social situations
- increases his/her knowledge of the basics of Finnish language and culture
- can understand and use basic expressions and simple sentences in routine everyday situations

Target level A1+, Level descriptions can be found at

http://www.coe.int/T/DG4/Portfolio/?L=E&M=/main_pages/levels.html.

Course contents

The course is a continuation of FIN4TF0010. It is an introduction to the Finnish language and the Finnish society. The themes handled during this course are me, my family and daily life.

- Telling about oneself and some personal matters
- Partitive forms of nouns
- Possessive clauses
- Time expressions
- Verb conjugation in present tense, types 1 - 5
- Consonant gradation in verbs

Accreditation of prior learning (APL)

The students who start their studies in Bite programme and already know some Finnish, can pass the course and gain the credit points by attending a level test. Written part of the test is organized during the orientation weeks in August or January and the oral part later according to a separate schedule.

Teaching and learning methods

Contact hours 32 h (4 h / week): oral and written exercises individually and in pairs, group work
 Independent studies 49 h (6 h / week): homework and preparation for lessons, exams and assignments.

Teacher responsible

Taija Hämäläinen, Pasila

Course materials

Sonja Gehring & Sanni Heinzmann: Suomen mestari 1. Finn Lectura.

Assessment criteria

The course is evaluated on a scale from 1 to 5. The assessment criteria is presented on a scale from 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
Knowledge	The student knows some basic characteristics of Finnish Language, and is able to understand some basic vocabulary in everyday situations.	The student knows most basic characters of Finnish language and understands familiar everyday expressions and very basic phrases in everyday situations well.	The student knows basic characters of Finnish language and understands and uses familiar everyday expressions and very basic phrases very well.
Skills	The student can use familiar everyday expressions and very basic phrases. He/she can interact in a very simple way in everyday situations.	The student can use familiar everyday expressions and very basic phrases well. He/she can interact in a simple way in everyday situations.	The student can understand and use familiar everyday expressions and very basic phrases very well. He/she can interact in a simple way in everyday situations.
Competence	The student has limited motivation to take responsibility for his/her learning process. He/she is able to deal with some of the communicative situations handled during the course.	The student is motivated to take responsibility for his/her learning process. He/she can somewhat master the communicative situations handled during the course.	The student is fully motivated to take responsibility for his/her learning and participates actively. He/she can master the communicative situations handled during the course.

Assessment components and their respective weights

Active participation in lessons 20 %
 Small tests and/or assignments 30 %
 Final examination 50 %

Introduction to Web Site Development

- Code: ITP1TF001
- Extent: 5 credits (135 h)
- Timing: semester 1 (weeks 1-10)
- Language: English
- Level: Core studies
- Type: Compulsory

Learning outcomes

Upon successful completion of the course, the student is able to

- design a small Web site according to guidelines and good design principles
- use XHTML to implement web pages
- use CSS to define style to the pages
- consider usability issues during the project
- use Microsoft Visual Studio IDE in implementation
- work with folders, a Zip compression program, the Moodle learning environment and the Myy network drive
- understand and use the basic professional terminology in this area

Course description

During the study unit students design and implement a small Web site. Students learn to design the Web site independently. During the project they learn to use Microsoft Visual Studio environment, XHTML language and CSS style sheets. Web site usability and accessibility is taken in consideration. The students will learn basics of using the IT environment in a professional way.

Course contents

- Introduction to Web technologies
- Introduction to Web site design and implementation principles
- Introduction to Integrated development environment (IDE)
- Introduction to W3C XHTML 1.0 recommendation
- Introduction to style and W3C CSS2 recommendation
- Introduction to accessibility and W3C WCAG recommendation
- Introduction to the IT environment in HAAGA-HELIA UAS

Prerequisites

No prerequisites

Course materials

- XHTML 1.0 The Extensible HyperText Markup Language recommendation <http://www.w3.org/TR/xhtml1/> (referenced 06.04.2011)
- Cascade StyleSheet CSS 2.1 Specification <http://www.w3.org/TR/CSS21/> (referenced 06.04.2011)
- Tutorials and References from W3schools.com

- MSDN (Microsoft Development Network)
- Patrick Lynch, Sarah Horton, Web Style Guide, 2nd edition, <http://www.webstyleguide.com/index.html> (referenced 06.04.2011)
- Sarah Horton, Universal Usability, <http://universalusability.com/> (referenced 06.04.2011)

Advisors

Juha Pispä

Amir Dirin

Teaching and learning methods

- Contact hours 60 h (6 h/week)
- Independent studies 75 h (12 h/week)
- Compulsory attendance at least 80 % of the contact hours

Assesment criteria

Grade 1 (min. 50 % of the objective)	Grade 3 (min. 70 % of the objective)	Grade 5 (min. 90 % of the objective)
<p>The student</p> <ul style="list-style-type: none"> ▪ shows passable activity in class and individual studying ▪ has passable understanding of the course contents, core concepts and terminology ▪ has passable knowledge and skills in creating a website using the skills taught on the course ▪ often needs some assistance in solving basic problems ▪ has some difficulties in using the course materials to support own learning 	<p>The student</p> <ul style="list-style-type: none"> ▪ shows good activity in class and individual studying ▪ has good understanding of the course contents, basic concepts and terminology ▪ has good knowledge and skills in creating a website using the skills taught on the course ▪ sometimes needs assistance in solving basic problems ▪ can use the course materials in an effective way to support own learning ▪ can find some more information from other sources 	<p>The student</p> <ul style="list-style-type: none"> ▪ shows excellent activity in class and individual studying ▪ has excellent understanding of the course contents, basic concepts and terminology ▪ has excellent knowledge and skills in creating a website using the skills taught on the course ▪ can independently solve problems ▪ can fluently use the course materials and other sources to support own learning ▪ can independently find more information from other sources ▪ can independently learn more details of course topics

The student should follow the instructions and create a website during the course and present the final version to others. In this course home assignments are compulsory and should be submitted on the due date to Moodle. In addition, the minimum attendance rate of 80 % is required.

Introduction to Windows Phone Tools

- Code: ITP8TF222
- Extent: 3 ECTS (81 h)
- Timing: 4-7th semesters (First implementation was 17.10.2011-21.10.2011)
- Language: English
- Level: Professional studies
- Type: Free choice

Starting level and linkage with other courses

To enter the course the student has to have good knowledge and skills in object oriented programming and the tools needed (C# programming language, .NET platform, Visual Studio IDE). There might be a level test before getting to the course. First and second year students might get into the course if there are free seats and they have had good success on application development and programming courses. Up to 20 students will be taken to the course.

This course and the 5cr course, "Windows Phone Application Development" (<http://www.haaga-helia.fi/fi/courses/tf/itp8tf016.html>), will be offered periodically according to the resources and the demand.

Learning outcomes

Upon successful completion of the course, the student

- is able to further develop his/her Windows Phone Application development skills.
- understands how important it is in Mobile computing to have the full control of the screen layouts, memory usage, simple algorithms, data structures and application states to optimize the usage of a small screen, limited memory and battery life.
- knows the limitations of his or her skills

Course contents (Tentative)

- Basics of the Windows Phone device characteristics and hardware specifications
- Basics of the Windows Phone User experience
- The structure of a Windows Phone Application project
- Using XAML to define the views instead of the designer to have a full control of the limited screen size of a mobile device.
- Implementing the event handlers
- One sample solution for state management, keeping information while the application is closing, deactivated or obscured as well as keeping information while navigating from one page to another
- Limitations and good practices of mobile application development
- Debugging
- One selected project type (Standard / Pivot / Panorama Silverlight project)
- Possibly installing the applications to a HAAGA-HELIA Windows Phone

Cooperation with the business community

In the future we might have visiting lecturers from firms already developing Windows Phone applications.

Teaching and learning methods

Contact hours about 30 h

Independent studies and work during the intensive week 20 h

Finishing the pair work after the intensive week 31 h

Theory and demonstrations are given in a theory classroom and students are asked to close their laptops. Some lab rooms will have the needed tools installed. The needed tools are (as of August 2011):

Visual Studio 2010 Ultimate (From ELMS)

(Many optional add-ons to Visual Studio, like MVC 3, XNA, Feature Pack 2 ...
(www.microsoft.com/downloads)

Windows Update + Search for Updates + Restart from time to time

Windows Phone Developer Tools + two updates (www.microsoft.com/downloads)

Expression Studio 4 Ultimate (From ELMS)

Visual Studio 2010 Service Pack 1 (www.microsoft.com/downloads)

Recognition of prior learning (RPL)

At least a Portfolio, possibly also exams. This will be decided case by case.

Teachers responsible

October 2011 intensive course:

Pete Stockley, Materials and teaching, Pasila

Juhani Välimäki, Co-author of the materials, Responsible for grading, Pasila

Course materials

E-books, Windows Phone labs and Tutorials. Additional theory slides and tasks are given by the teacher. In particular this e-book: Nathan, Adam 2011, "101 Windows Phone 7 Apps, Volume 1".

Assessment criteria

Grade 1 (min. 50 % of the objective)	Grade 3 (min. 70 % of the objective)	Grade 5 (min. 90 % of the objective)
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<p>The student</p> <ul style="list-style-type: none"> ▪ Shows passable activity in class and individual studying ▪ Has passable understanding of the course contents, core concepts and terminology ▪ Has passable knowledge and skills in creating an application using the skills taught on the course ▪ Often needs some assistance in solving basic problems ▪ Has some difficulties in using the course materials to support own learning 	<p>The student</p> <ul style="list-style-type: none"> ▪ Shows good activity in class and individual studying ▪ Has good understanding of the course contents, basic concepts and terminology ▪ Has good knowledge and skills in creating an application using the skills taught on the course ▪ Sometimes needs assistance in solving basic problems ▪ Can use the course materials in an effective way to support own learning ▪ Can find some more information from other sources 	<p>The student</p> <ul style="list-style-type: none"> ▪ Shows excellent activity in class and individual studying ▪ Has excellent understanding of the course contents, basic concepts and terminology ▪ Has excellent knowledge and skills in creating an application using the skills taught on the course ▪ Can independently solve problems ▪ Can fluently use the course materials and other sources to support own learning ▪ Can independently find more information from other sources ▪ Can independently learn more details of course topics
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Assessment components and their respective weights

Small exams, possibly after every contact class day 50 %

Activity in the labs and the final project 50 %

The student should pass the examinations, and complete 75 % of the assignments in order to pass the course. Obligatory attendance 90% of the contact hours

IT Swedish

- Code: SWE4TF044A&B
- Extent: 3 cr
- Timing: 2nd or 3rd Semester
- Language: Swedish
- Level: core studies
- Type: elective *

*required only of native Finnish speakers in the BIT-programme

Starting level and linkage with other courses

SWE1TD061 Entry Level test or SWE8TD062 Swedish Level Course must be completed before IT Swedish.

Learning outcomes

The student:

- Becomes familiar with IT vocabulary as well as business vocabulary in both oral and written form
- Is able to discuss his/her own education and work in Swedish
- Is able to discuss IT-related phenomena in Swedish
- Is able to understand the Nordic business cultures

Course contents

- Central IT- and business related subjects
- Nordic business cultures
- Cultural topics (Swedish music, newspapers, films, theatre)

Teaching and learning methods

The course includes contact lessons and independent work, altogether 81 h or work for the student.

Contact lessons and examination 28 h

Independent studies 53 h

Accreditation of Prior Learning (APL)

If student consider having acquired such language skills (for example in working life) that correspond to the goals and contents of the course, they can discuss the Recognition of Prior Learning - procedures with their teacher.

Advisor

Maarit Ohinen-Salvén, Pasila Campus

Course materials

Ohinen-Salvén M. 2008. Jobba med IT. Svenska för högskolor. Edita. Helsinki.

Assessment criteria

Assessment components and their respective weights

Written grade: Written examination 60 %, acceptable distance assignments 40 %.

Oral grade: Group discussions 70 %, continuous assessment 30 %.

All assessment components must be completed successfully to pass the course. Evaluation is based on the following criteria:

Grade 1 (min. 50% of the objective)	Grade 3 (min. 70% of the objective)	Grade 5 (min. 90% of the objective)
Written and spoken assignments, the final exam and classroom performance are at a passable level	Written and spoken assignments, the final exam and classroom performance are at a good level. The student demonstrates an emerging ability for autonomous development.	Written and spoken assignments, the final exam and classroom performance are at an excellent level. The student is clearly capable of autonomous development

Linux Basics

- Code: DAT8TF063
- Extent: 3 cr (81 h)
- Timing: 4th semester
- Language: English
- Level: professional studies
- Type: elective

This course follows the curriculum of 2005.

Starting level and linkage with other courses

No Linux experience required.

Student learns pre-exam material given in course web page and passes the pre-exam on the first class. Pre-exam was created, because there are often more students coming to the course than there are places.

Learning objectives

Upon successful completion of the course, the student

- Can install a Linux based workstation with software
- Can use command line interface
- Can install 1-2 most important daemons
- Knows the idea of Free software, knows the main features of the most important Free licenses
- Knows how to keep learning Linux independently

Course contents

- Installation
- Linux as a workstation
- Command line interface
- Administration and package management
- Apache Web-server, LAMP
- Remote control SSH client and server
- Programming tools

During this course students get acquainted with the Linux operating system and the most important Free programs. Linux is used both as a server and as a workstation.

Cooperation with the business community

Course takes small part in the international development by reporting bugs and bug bypasses upstream.

Teaching and learning methods

Contact hours 32 h

Independent work 49 h

Contact hours in a computer class, independent exercises in a computer class. Exercises will be documented.

Alternative completions

A student knowing Linux well beforehand can pass the course by completing a project. The project is only meant for those who already have the skills taught in the course, as there is no hands on guidance available for alternative project. To pass the course with an alternative project, student must get the project accepted on the first class.

Recognition of prior learning (RPL)

Earlier knowledge and skills can be shown with a Linux project as described above.

Teacher responsible

Tero Karvinen, Pasila www.iki.fi/karvinen

Course materials

Material distributed during the course, including links.

Assessment criteria

Exercises 50 %

Exam 50 %

Feedback

Written course feedback is collected twice a course. Major improvements to course have been made with the help of course feedback: even more interactivity into teaching; interleaving theory and practical exercises; bigger part of homework as mandatory; pre-exam to deal places fairly when there is more demand than places in the course.

Managing Business Information Systems Development

- Code: SYS1TF010
- Extent: 5 cr (135h)
- Timing: 2nd semester
- Language: English
- Level: Core studies
- Type: Compulsory

Starting level and linkage with other courses

Introduction to Business and Business Processes (BUS1TF001).

Learning outcomes

Students get an understanding of the business environment and reasons for initiating the development of business information systems. The students get broader view of the content of IT management and methods used to manage the development of business information systems.

Course contents

- Business Environment and IT
- Business Information Systems
- Development Lifecycle
- Managing the Development

Teaching and learning methods

56 h contact hours (4 h /week)

73 h independent studies (4-5 h /week)

3 h exam

Compulsory attendance at least 80 % of the contact hours.

Teachers responsible

Ralf Rehn, Pasila

Course materials

Paul Bocij, Dave Chaffey, Andrew Greasley & Simon Hickie 2006. Business Information Systems. Technology, Development & Management for the E-Business. Third edition. Pearson Education Limited.

Assessment criteria

30 % Individual and team assignments, individual contribution

70 % Exam

Grade 5	Grade 3	Grade 1
<p>The student:</p> <ul style="list-style-type: none"> ▪ has a very good knowledge of the basic concepts and resources of business information systems ▪ has a very good understanding of the generic system development lifecycle and methods used to manage the system development 	<p>The student:</p> <ul style="list-style-type: none"> ▪ has a good knowledge of the basic concepts and resources of business information systems ▪ has a good understanding of the generic system development lifecycle and methods used to manage the system development 	<p>The student:</p> <ul style="list-style-type: none"> ▪ has a basic knowledge of the concepts and resources of business information systems ▪ has gained some understanding of the generic system development lifecycle and of methods used to manage the system development

Managing User Workstation

- Code: DAT1TF011
- Extent: 5 cr (135h)
- Timing: 3rd semester
- Language: English
- Level: core studies
- Type: compulsory

Learning outcomes

Upon successful completion of the course, the student

- understands the basics of information networking
- knows how to set up a workstation for networking

Course contents

- Basics of local area networks
- Wide area networks
- Networks services
- Protocols
- Installation of an operating system
- Network and security settings of workstation

Teaching and learning methods

- Lessons and homework
- Laboratory exercises

Teacher responsible

Juhani Merilinna, Pasila

Course materials

Course web pages

Assessment criteria

- Exam 50%
- Homework 20%
- Laboratory exercises 30%

Mobile Linux Development with QT

- Code: ITP8TF500
- Extent: 3 cr (81 h)
- Timing: Intensive course w21 to w22
- Language: English
- Level: professional studies
- Type: elective

Course is arranged as co-operation of Haaga-Helia and Symbio.

Starting level and linkage with other courses

- Linux Basics or similar skills: should be able to use Linux on the desktop and with command line interface
- Should be able to program and read code in some language, such as C, Java, C++ or C#
- Understand object oriented programming (OOP)
- Prerequisites are tested with a pre-exam.

Learning outcomes

Upon successful completion of the course, the student

- Can design and develop simple QT-based applications
- Knows the state of mobile Linux
- Is able to do testing and localization in QT

Course contents

- QT overview and development environment
- Basics of C++ and "Hello QT world"
- Graphical user interfaces with QT
- Localization and unit testing in QT
- Student project and project presentation

Cooperation with the business community

Lecturers from Symbio develop with these tools as their daily work. Symbio is also looking forward to hire course students skilled in QT development.

Teaching and learning methods

First week is taught in computer lab, combining theoretical teaching and practical exercise. Second week is individual work on student project. Finally, students present their projects at the end of the second week.

Teacher responsible

Tero Karvinen, Pasila www.iki.fi/karvinen

Course materials

Material distributed during the course, including links.

Assessment criteria

Project 100%. Mandatory attendance.

Orientation to Studying in HAAGA-HELIA 1 & 2

- Code: INS1TF100 and INS1TF200
- Extent: 2 cr (54 h)
- Timing: 1st and 2nd semesters, including the orientation days in the beginning of the 1st semester
- Language: English
- Level: Core studies
- Type: Compulsory

Starting level and linkage with other courses

No prerequisites

Learning outcomes

Upon successful completion of the course, the student

- is familiar with HAAGA-HELIA's Pasila campus and study environment
- is familiar with student services provided by HAAGA-HELIA
- knows the structure and the content of BITE's curriculum
- is able to plan one's studies and career
- knows the generic and IT specific competences of a Bite graduate
- understands the meaning of the professionalism in the studies and in the working life

Course contents

- HAAGA-HELIA and its student services
- HAAGA-HELIA's student organizations and tutors
- BITE's curriculum, courses and course enrollments
- Study skills and Personal Study Plan
- Careers and professionalism

Cooperation with the business community

Visiting lecture of a Bite graduate about his/her IT career

International dimension

A multicultural group uniting students from different countries and continents

Teaching and learning methods

Contact hours during the orientation days 20 h

Contact hours during the 1st semester 16 h

Assignments, PSP (Personal Study Plan) and PSP meeting (held in the 2nd semester) 18 h

Teacher responsible

Aila Koivisto-Junni, Pasila

Course materials

Given by the teacher during the course

Assessment criteria

80% compulsory attendance during the orientation days and in the study weeks, assignments, Personal Study Plan, PSP meeting
Grading: Pass (H)/Fail (0)

Project and Programme Management

- Code: BUS8TF006
- Extent: 6 cr (162 h)
- Timing: 6th semester
- Language: English
- Level: Professional studies
- Type: Elective

Starting level and linkage with other courses

Student has passed all 1- 4 semester compulsory courses and/or has done the work placement thus having the knowledge and experience of project work and the development process of business information systems.

Learning outcomes

Student enhances the ability to act as project manager in business information systems development projects. The course familiarizes students to understand corporate IT development programs and their implementation as disciplined and well managed projects.

Course contents and schedule

During the course students learn to build an information system project management platform and train to use diverse PM methods. Learning goes through studying IS project mgmt theory, cases and best practise as well as doing the team work.

The scope of the course is on managing the corporate ICT development process. The schedule comprises the following areas:

- Information System Project Management - General
 - Project Lifecycles vs. Systems Development (IT) Life Cycles
 - Project Knowledge Area and PMBOKIT
- Initiation and planning stage related methodology
- Project organization and HR management
- Work Breakdown and estimation methods
- Scheduling and budgeting
- Risk and quality management
- Communication
- Change management

Cooperation with the business community

Visiting lecturer(s).

International dimension

Methods, examples and ways of working apply approved and widely used international program and project management standards and disciplines. Also the cross national and intercultural aspects global projects are focused.

Teaching and learning methods

Learning is based on the dialogue between classroom teaching, team work and individual analysis, team assignments and presentations. In more detailed the methods are:

- Lecturing
- Teamworking on given cases during the lessons
- Weekly assignments
- Self activated learning of the course material
- Student presentations on given subjects
- PM Case analyses
- Videos
- Project work and presentations
- Teacher's counselling (regarding the analysis projects)
- Exam

Contact hours ca. 42 h

- Individual assignments and team work 130 h
- Exams 2 h.

Teacher

Pekka Kamaja

Course materials

- Information Technology Project Management, by Jack T. Marchewka (2002)
- IT Project Portfolio Management, by Stephen S. Bonham (2005)
- Case studies and Best Practise material taken from diverse net-sources (given on lessons)

Assessment criteria

- Exam 30%
- Individual assignments 25 %
- Teamwork 35 %
- Activity on lessons and participation 10 %

Prototyping

- Code: SYS8TF051
- Extent: 7 cr (189h)
- Timing: 6 to 7th semester
- Language: English
- Level: Advanced Professional Studies
- Type: Elective

This course follows the curriculum of 2005.

Starting level and linkage with other courses

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

Learning outcomes

The students can relate simulation with other means of problem–solving in information systems development.

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

Course contents

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

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

The course follows the curriculum of 2003.

Teaching and learning methods

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

Teacher responsible

Juha Pispä, Pasila

Assessment criteria

Individual exercises covering distinctive topics approx 40 percent

The above project 60 percent

Ruby on Rails

Code: ITP8TF304

Extent: 6 cr

Semester: Spring

Language: English

Level: Professional studies

Type: Free choice

Starting level

Student has the knowledge of object oriented programming languages.

Learning Outcomes

With the completion of this course the student can

- manage projects using terminal
- use distributed version control system "Git"
- create scripts with ruby
- create dynamic web sites with Rails
- follow Test Driven Development (TDD) principles
- deploying web page to "Heroku"

Course

- Introduction to Terminal
- Git version control system
- Ruby programming language
- Test Driven Development Principles
- Ruby on Rails framework
- Deploying to Heroku

Teaching and Learning Methods

- Spring Semester 4 hours a week
- Independent work 4 hours a week
- Project Work

There will be no examination held to grade students. At the end of the course the students are required to submit a project (group work or as individuals). Students will be graded according to the success of their project completion.

Students will be asked to create a user story (requirements documentation) for the application that they want to work on. With the acceptance of the user story the students will begin to create the project.

Alternative completions

Students knowing Ruby beforehand will have a chance to work on a project of their choice (approved by the instructor) individually or in a group to complete the course. The selected project will have the same acceptance criteria as above.

Teachers responsible

Nur Ketene

Jarmo Peltoniemi

Course Materials

Materials will be distributed during the course, including the links.

Assessment Criteria

- Project Work 100 %
- Breakdown of project work:
 - User Stories 5 %
 - Good passing test coverage of the functionalities (Testing) 30 %
 - Functioning Application 40 %
 - Regular commits to the version control repository 20 %
 - Deployment 5 %

Feedback

At the end of each period students will be asked to fill a survey to improve the course.

SAP ERP Advanced

- Code: SYS8TF200
- Extent: 5 cr (130 h)
- Timing: Semester 7 or 8
- Language: English
- Level: professional studies
- Type: optional

Prerequisite

- SYS8TF100 (SAP ERP Basics)

Learning objectives

Upon successful completion of the course, the student

- has good knowledge of SAP ERP system
- has knowledge of business processes and integration between following modules: Production Planning (PP), Controlling (CO), Project System (PS), Human Resources (HR), Sales & Distribution (SD), Materials Management (MM)

Course contents

- Business processes in SAP ERP system: Production Planning, Controlling, Project System, Human Resources, Logistics

Teaching and learning methods

- SAP ERP system case studies

Teacher

Jarmo Harmonen

Course materials

- Materials provided by the teacher

Assessment

70 % SAP ERP system case studies
30 % exam

Grade 5

Student has excellent knowledge of business processes in SAP ERP. Student has very good knowledge of business process integration in SAP ERP system within course scope.

Grade 3

Student has good knowledge of business processes in SAP ERP. Student has good knowledge of business process integration in SAP ERP system within course scope.

Grade 1

Student has sufficient knowledge of business processes in SAP ERP. Student has knowledge of business process integration in SAP ERP system within course scope.

Recognition of prior learning (RPL)

To get a passing (P) grade and exemption from the course, student must display and demonstrate the competence by certificates from earlier studies or work experience covering the course objectives and contents. It is possible to participate in the competence demonstration only once before taking the course.

SAP ERP Basics

- Code: SYS8TF100
- Extent: 7 cr (189 h)
- Timing: Semester 6 or 7
- Language: English
- Level: professional studies
- Type: optional

Prerequisite

- SYS4TF070 ERP Application and Business Process Development

Learning outcomes

Upon successful completion of the course, the student

- understands why ERP (Enterprise Resource Planning) systems are used in daily business
- understands how ERP systems support business processes
- is familiar with use of SAP ERP system

Course contents

- overview of integrated business processes
- concept of ERP (Enterprise Resource Planning) and ERP information systems
- ERP supporting daily business
- processes in SAP ERP system: Sales & Distribution, Material Management, Production Planning, Financial Accounting / Controlling and Human Resources

Teaching and learning methods

lectures, SAP ERP system exercises

Teacher

Jarmo Harmonen

Course materials

- Integrated Business Processes with ERP Systems (Magal, Word 2011)
- Materials provided by the teacher

Assessment

60 % exercises

40% exam

Selling Professional IT Services and Solutions

Code: BUS8TF159
Extent: 3 ECTS (81 h)
Timing: Semester
Language: English
Level: Professional studies
Type: Free-choice

Prerequisites

Only for 6th and 7th semester students

Learning outcomes

Upon successful completion of the course, the student

- understands the role of modern sales
- understands the characteristics of selling professional services and solutions
- understands the personal selling process
- has the skills to contact potential customers and carry out a sales conversation

Course content

- Evolution of sales
- Characteristics of selling services and solutions
- Personal selling process
- Cold calling and sales conversation
- Pipeline management, sales funnel, opportunity management
- Organizational buying behavior

Cooperation with the business community

Sales assignment

Teaching and learning methods

Contact lessons
Sales simulations
Team and individual assignments

Accreditation of prior learning

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

Teachers with the main responsibility of the course

Heidi Kock

Course materials

To be confirmed

Assessment criteria

Mandatory participation in all contact lessons.
Performance in the contact lessons and sales assignment

Grade / Learning outcomes	1 (min. 50 % competence level)	3 (min. 70 % competence level)	5 (min. 90 % competence level)
Knowledge	The student has a fair understanding/ knowledge of the sales function. He/she has a basic knowledge how professional services are sold.	The student has a good understanding/ knowledge of sales function. He/she has a good knowledge of how professional services are sold.	The student has an excellent understanding / knowledge of the sales function. He / she has an excellent knowledge of how professional services are sold.
Skills	The student has basic skills to contact customers and carry out a sales conversation.	The student has good skills to contact customers and carry out a sales conversation.	The student has excellent skills to contact customers and carry out a sales conversation. The student has very mature attitude in dealing with sales-related issues.
Competence	The student has only limited knowledge and skills of the sales function. He/she needs strong support and supervision in dealing with less demanding sales activities.	The student is able to manage less demanding sales activities when supported.	The student is able to independently manage less demanding sales activities.

Software Product Life Cycle Management

- Code: SYS8TF055
- Extent: 6 cr (162 h)
- Timing: 7th semester
- Language: English
- Level: Professional studies
- Type: Elective

Starting level and linkage with other courses

The student has passed all the compulsory studies of 1st to 4th semester and preferably completed the work placement.

Learning outcomes

Upon successful completion of the course, the student

- knows the SW product life cycle and methods to be used at the different phases of it.
- understands the importance of design and planning as a corner stone of the SW and service quality.
- has learned methods and best practises for creating, enhancing, customising, localising and supporting a SW to achieve a quality product.
- has learned the basics for productising the services.

Course contents

- SW product life cycle
- Scoping
- Designing
- Release roadmapping
- Localising and customising
- Software configuration management
- Distribution
- Maintenance
- Support / service agreements

Teaching and learning methods

57 h lectures

100 h self-study and assignments

3 h exam

Recognition of Previous Learning

A student having working experience as a SW product manager or know-how about SW life cycle management can pass the course by

- presenting sufficient evidence of the experience

- giving two lectures (2 - 3 h each) basing on the own experience on the topics of the course; possible topics are for example
 - scoping
 - release planning – the next release and a few releases ahead
 - dimensions of local / customer specific variants and efficient variant management
 - tools used in different life cycle phases to support the management
 - contents of support / service agreements and measures used to monitor the performance
 - passing the course exam

Teacher Responsible

Ulla Vanhanen, Pasila

Course materials

Articles and other material to be published on the course's web page
The text book will be informed later

Assessment criteria

Exam 70 %
Attendance and assignments 30%

Software QA and Testing

- Code: itp4tf499
- Extent: 5 cr (135h)
- Timing: 6th semester
- Language: English
- Level: Professional studies
- Type: Elective (recommended in Web Application Developer)

Starting level and linkage with other courses

- Developing a Web Application (itp1tf012) completed
- Developing and e-Business Application (itp1tf013) completed or currently on-going

Learning outcomes

Upon successful completion of the course, the student is familiar with

- software quality assurance and software testing from the supplier's point of view, and
- core methods and tools used in quality assurance and software testing.

Course contents

The course has two main topics, software quality assurance and testing. Both of these, including the definition of quality and testing as a way to show that a software product meets its requirements are discussed. In addition, quality assurance and testing processes and related core methods and tools are covered. This course is only for students who study according to BITE2007 curriculum.

Teaching and learning methods

The course comprises of lectures and individual exercises. Course topics are discussed and methods and tools are demonstrated on lectures and practiced hands-on with individual exercises.

Teacher responsible

Raine Kauppinen

Course materials

The course material is mainly based on the following books:
Graham D. et al.: Foundations of Software Testing: ISTQB Certification
Myers G.: The Art of Software Testing
Astels D.: Test-Driven Development, A Practical Guide
Enders A. and Rombach D.: A Handbook of Software and Systems Engineering

In addition, articles and other material pointed out by the teacher may be used.

Assessment criteria

Assessment is based on mid-term exam and the exercises. The relative weights of the assessment components are as follows:

- Mid-term exam $\frac{1}{3}$ of the grade
- Exercises $\frac{2}{3}$ of the grade

Spoken Finnish

- Code: FIN8TF100
- Extent: 3 cr (81 h)
- Timing: 4th semester or later
- Language: Finnish
- Level: professional studies
- Type: free choice

Starting level and linkage with other courses

Finnish 1–5 or A2 (See detailed level descriptions of language competence at: http://www.coe.int/T/DG4/Portfolio/?L=E&M=/main_pages/levels.html)

Learning outcomes

Upon successful completion of the course, the student

- gains self-confidence to be relaxed and converse more spontaneously in Finnish
- delivers various kinds of speeches (impromptu, informative)
- demonstrates an ability to express oneself more effectively in social situations
- improves pronunciation and enhance vocabulary of especially the ICT-field.

Course contents

The course is designed to activate and enhance oral skills in Finnish as well as to give practice in Finnish conversation by focusing on situations in different areas of everyday life.

Students read short articles and discuss them, give small individual/group presentations and participate in group discussions and simulations, for which they prepare at home and in class.

Teaching and learning methods

- Contact hours 32 h (4 h/week): pair and team assignments, team discussions, oral presentations
- Independent studies 49 h (6h/week): homework and preparation for lessons, discussions, presentations and exercises

Teacher responsible

Taija Hämäläinen, Pasila Campus

Course materials

Provided by the teacher

Assessment

The course is evaluated on a scale from 1 to 5. The assessment criteria is presented on a scale from 1 to 3.

Components	1 (50 %)	3 (70 %)	5 (90 %)
Knowledge	The student has limited understanding of spoken everyday Finnish and ability to express himself/herself in a social situation.	The student understands partly spoken everyday Finnish and has ability to express himself/herself in a social situation.	The student understands spoken everyday Finnish well and has a good ability to express himself/herself in a social situation.
Skills	The student is able to participate in the interactive class discussion. He/she can prepare and give various kinds of speeches. With his/her vocabulary it is possible to to prepare and give a basic presentations.	The student delivers oral presentations and participates in the interactive class discussion rather well. His/her vocabulary is wide enough for preparing and giving presentations.	The student delivers oral presentations and participates in the interactive class discussion without difficulty. His/her vocabulary is wide enough for preparing and giving diverse presentations.
Competence	He/she can manage communication situations with basic competence in Finnish. The student can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.	He/she can manage communication situations appropriately in Finnish. The student can relatively well interact in a simple way provided the other person talks quite slowly and clearly and is prepared to help.	He/she can manage communication situations well in Finnish. The student can very well interact in a simple way provided the other person talks quite slowly and clearly and is prepared to help.

Assessment components and their respective weights

Attendance and active participation 30 %

Independent assignments 50 %

Team assignments 20 %

Supply Chain Management Processes

- Code: BUS4TF004
- Extent: 6 (156h)
- Timing: Semester 6
- Language: English
- Level: professional studies

Starting level and linkage with other courses

Prerequisite : ERP application and business process development (SYS4TF070)

Learning outcomes

After this course, students will have good level of knowledge with following subjects:

- business view of supply chain management
- how ERP systems support supply chain management and process development
- Microsoft Dynamics NAV ERP system 5.0 logistics functionality

Course contents

- supply chain management / logistics processes in business
- SCM/ logistics processes in Microsoft Dynamics Nav ERP system

Teaching and learning methods

Lectures, assignments, Microsoft Dynamics NAV ERP system exercises

Teacher

Jarmo Harmonen

Course material

- Cecil Bozarth, Robert B. Handfield : Introduction to operations and supply chain management
- Microsoft Dynamics NAV 5.0 : Trade

Assessment criteria

60 % exam, 40 % assignments

Grade 5

Student has excellent knowledge of Supply Chain Management basic concepts and logistics processes in Microsoft Dynamics Nav.

Grade 3

Student has good knowledge of Supply Chain Management basic concepts and logistics processes in Microsoft Dynamics Nav.

Grade 1

Student has sufficient knowledge of Supply Chain Management basic concepts and logistics processes in Microsoft Dynamics Nav.

Recognition of prior learning (RPL)

To get a passing (P) grade and exemption from the course, student must display and demonstrate the competence by certificates from earlier studies or work experience covering the course objectives and contents. It is possible to participate in the competence demonstration only once before taking the course.

Swedish Level Course

- Code: SWE8TD062
- Extent: 3 ECTS
- Timing: 1st semester
- Language: Finnish and Swedish
- Level: core studies
- Type: free-choice

Starting level and linkage with other courses

There is a compulsory level examination at the beginning of the course on the basis of which the student can be exempted. Credit points are given only to the students who complete the course successfully.

Learning outcomes

The objective is to bring the students' Swedish skills to the level required in the other Swedish courses of the Degree Programme.

Course contents

Revision of the Swedish grammar and vocabulary.

Teaching and learning methods

Contact hours 32 h

Independent studies 49 h

Teacher Responsible

Maarit Ohinen-Salvén, Pasila Campus

Course material

Lehto, T. & Portin, M. 2005. Gröna linjen. Mot högskolestudier. Helsinki: WSOY.

Assessment criteria

In order to complete the course, both the test and the distance assignments must be passed.

Evaluation: PASS/FAIL

Thesis Seminar

- Code: THE7TF007
- Timing: 6th semester
- Language: English
- Level: Thesis
- Type: Compulsory

Learning outcomes

Understand what kind of theses exist and what are their requirements and evaluation principles. Also the thesis writing process should be familiar to the student. After the seminar the student is capable for doing a thesis independently.

Course contents

- General guidelines for doing thesis in Helia
- Research type thesis
- System work type thesis
- CASE: introducing a good thesis

The studies consist of four seminar -type lessons where the various types of theses are discussed as well as the theses process and general guidelines for thesis writing.

Teaching and learning methods

Four seminar meetings.

Teacher responsible

Markku Somerkivi, Pasila

Course materials

Handouts

Assessment criteria

Attendance

Usability

- Code: SYS8TF250
- Extent: 5 cr
- Timing: 6th or 7th semester
- Language: English
- Level: Professional studies
- Type: Elective

Starting level and linkage with other course

System development coursework (fourth semester IT courses or permission of teacher)

Learning outcomes

Upon successful completion of the course, the student can

1. Describe the User Centered Design Process and usability engineering process.
2. Discuss usability design guidelines, their foundations, assumptions, advantages, and weaknesses.
3. Design a user interface based on analysis of human needs and prepares a prototype system.
4. Assess user interfaces using different usability engineering techniques.
5. Make an oral presentation that justifies design decisions.

Course contents

- Human Computer Interaction(HCI)
- User Centered Product Design Processes
- Usability Guidelines

Teaching and learning methods

The class is ment to be a hands-on course. This means that you will be required to work on group projects (4-5 person groups) and class-work. This class will be very interactive, so the lecture participation is compulsory.

Rules for Group:

- Each group member is expected to make an equal contribution to the project.
- All group members receive the same grades.
- Assignments that are too short will not receive passing grade.
- You have to select a group leader at project kick-off phase.
 - List all the team members and reveal their contributions at each phase.

Teacher responsible

Amir Dirin

Course materials

- Class handouts
- Online tutorials or lectures
- Interaction Design: Beyond Human-Computer Interaction Helen Sharp, Yvonne Rogers & Jenny Preece 2nd Ed, 2007
- Usability Engineering by Jacob Nielsen, 1993
- The Design of Everyday Things by Donald A. Norman, 2002

Assessment criteria

Grade 1 (min. 50 % of the objective)	Grade 3 (min. 70 % of the objective)	Grade 5 (min. 90 % of the objective)
<p>The student</p> <ul style="list-style-type: none"> ▪ Shows passable activity in class and individual studying ▪ Has passable understanding of the course contents, core concepts and terminology ▪ Has the basic knowledge on usability and User Centred Design (UCD) principles ▪ Is familiar with user studies, data analysis and usability evaluation methods and processes ▪ Has returned the project report on time. The documentation has proper quality with appropriate format and style 	<p>The student</p> <ul style="list-style-type: none"> ▪ Shows good activity in class and individual studying ▪ Has good understanding of the course contents, basic concepts and terminology ▪ Has a moderate knowledge on usability and User Centered Design (UCD) principles ▪ Has moderate knowledge on user studies, data analysis and usability evaluation methods and processes ▪ Has a visible contribution to the class, project team and reports ▪ Has returned the project report on time. The report is done professionally e.g. overall quality of implementation, format of the documentation, detailed descriptions of each phase. 	<p>The student</p> <ul style="list-style-type: none"> ▪ Shows excellent activity in class and individual studying ▪ Has excellent understanding of the course contents, basic concepts and terminology ▪ Has excellent knowledge on usability and User Centered Design (UCD) principles ▪ Is very familiar with user studies, data analysis and usability evaluation methods and processes ▪ Has profound knowledge on user studies, usability evaluation techniques and UCD process ▪ Is highly motivated and participates voluntarily in class activities with unique contributions ▪ Has returned the final project report on-time which is done very professionally e.g. overall quality of implementation, format of the documentation, detailed descriptions of each phase along with appropriate modeling techniques

Assessment components and their respective weights

Project assignments 50%

Assignments and classroom assignments 20%

Examination 30%

Web Security

- Code: SYS8TF011
- Extent: 5 cr (135 h)
- Timing: 6th- 7th semester
- Language: English
- Level: professional studies
- Type: elective

Starting level and linkage with other courses

Building a Business IT Network (DAT2TF043) Operation and Practise of an Information Network (DAT2TF029), Computer Organisation (DAT1TF001). Corporate and IT Security (SYS8TF010). Compulsory studies and work placement.

Learning objectives

The student understands how to protect information and information systems from unauthorized access, use, disclosure, disruption, modification and destruction.

Course contents

- Theoretical work is done from an agreed subject.
- Practical work is based on theoretical work.

Teaching and learning methods

The course will be carried out as a seminar.

- Theory work and report 60h
- Laboratory work and report 60 h
- Work presentations 15 h.

Recognition of prior learning (RPL)

Recognition of prior learning is a process whereby, through assessment, credit is given to learning which has already been acquired in different ways, e.g. with earlier studies or working experience. RPL gives a student an opportunity to demonstrate his/her knowledge and skills. A student displays with the competence demonstration that s/he manages the course objectives and contents mentioned in the course description. It is possible to participate in the competence demonstration only once before taking the course. A competence demonstration is assessed on the scale from 1 to 5.

Teacher responsible

Olavi Korhonen, Pasila

Course materials

Course material will be provided by the teacher.

Assessment criteria

Theory work and report 50%

Laboratory work and report 50%

Windows Phone Application Development

- Code: ITP8TF016
- Extent: 5 ECTS (135 h)
- Timing: 4-7th semesters
- Language: English
- Level: Professional studies
- Type: Free choice

Starting level and linkage with other courses

To enter the course the student has to have good knowledge and skills in object oriented programming and the tools needed (C# programming language, .NET platform, Visual Studio IDE). There might be a level test before getting to the course. Second and third semester students will get into the course if there are free seats and if they have had good success on application development and programming courses. Up to 25 students will be taken to the course. No prior knowledge about Windows Phone is required.

This course and the 3cr intensive course, "Introduction to Windows Phone Tools" (<http://www.haaga-helia.fi/fi/courses/tf/itp8tf222.html>), will be offered periodically according to the resources and the demand.

If somebody already has the credits from the "Introduction to Windows Phone Tools" course, those students will be given additional tasks in the beginning of this bigger course.

Learning outcomes

Upon successful completion of the course, the student

- is able to read and modify advanced C# code that uses more advanced C# features than the standard courses have one to offer
- is able to develop Windows Phone Applications for several business purposes
- understands how important it is in Mobile computing to have the full control of the screen layouts, memory usage, simple algorithms, data structures and application states to optimize the usage of a small screen, limited memory and battery life.
- understands the importance of the usability and that an agile and skilled application developer can faster adopt the needed changes to the user experience
- knows the limitations of his or her skills and how to learn more

Course contents (tentative)

- Advanced C# features that are not taught in the Bit 2007 curriculum any more. This will take at least two weeks.
- Basics of the Windows Phone device characteristics and hardware specifications
- Basics of the Windows Phone User experience
- The structure of a Windows Phone Application project
- Using XAML to define the views instead of the designer to have a full control of the limited screen size of a mobile device.
- Implementing the event handlers
- State management, keeping information while closing the application, keeping information while navigating from page to another

- Limitations and good practices of mobile application development
- Sensors and device APIs
- Debugging
- Pivot project
- Possibly a simple sample XNA game application for Windows phone
- Possibly installing the applications to HAAGA-HELIA's Windows Phones

Cooperation with the business community

There might be visiting lecturers from firms already developing Windows Phone applications.

Teaching and learning methods

Contact hours about 54 h

Independent studies and work about 81 h

Theory and demonstrations are given in a theory classroom and students are asked to close their laptops. Some lab rooms will have the needed tools installed. The needed tools are:

- Visual Studio 2010 Ultimate (From ELMS)
- (Many optional add-ons to Visual Studio, like MVC 3, XNA, Feature Pack 2 ...(www.microsoft.com/downloads)
- Windows Update + Search for Updates + Restart from time to time
- Windows Phone SDK 7.1 (www.microsoft.com/downloads)
- Silverlight Toolkit for Windows Phone
- Expression Studio 4 Ultimate (From ELMS)
- Visual Studio 2010 Service Pack 1 (www.microsoft.com/downloads)

Recognition of prior learning (RPL)

Portfolio at least, possibly also exams. (Has to be decided case by case)

Teacher responsible

Juhani Välimäki, Pasila

Course materials

The material given by the teacher and Microsoft's Windows Phone Labs and Tutorials selected by the teacher.

Assessment criteria

Grade 1 (min. 50 % of the objective)	Grade 3 (min. 70 % of the objective)	Grade 5 (min. 90 % of the objective)
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<p>The student</p> <ul style="list-style-type: none"> ▪ Shows passable activity in class and individual studying ▪ Has passable understanding of the course contents, core concepts and terminology ▪ Has passable knowledge and skills in creating an application using the skills taught on the course ▪ Often needs some assistance in solving basic problems ▪ Has some difficulties in using the course materials to support own learning 	<p>The student</p> <ul style="list-style-type: none"> ▪ Shows good activity in class and individual studying ▪ Has good understanding of the course contents, basic concepts and terminology ▪ Has good knowledge and skills in creating an application using the skills taught on the course ▪ Sometimes needs assistance in solving basic problems ▪ Can use the course materials in an effective way to support own learning ▪ Can find some more information from other sources 	<p>The student</p> <ul style="list-style-type: none"> ▪ Shows excellent activity in class and individual studying ▪ Has excellent understanding of the course contents, basic concepts and terminology ▪ Has excellent knowledge and skills in creating an application using the skills taught on the course ▪ Can independently solve problems ▪ Can fluently use the course materials and other sources to support own learning ▪ Can independently find more information from other sources ▪ Can independently learn more details of course topics
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Assessment components and their respective weights

Small exams, possibly after every contact class day 50 %

Activity in the labs and the final project 50 %

The student should pass the examinations, and complete 75 % of the assignments in order to pass the course.

Work Placement

- Code: PLA6TF001
- Extent: 30 ECTS (810 h)
- Timing: Semester 5
- Language: depends on the work placement organization
- Level: work placement
- Type: compulsory

The course follows the curriculum 2007

Prerequisites

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

Learning objectives

The students:

- Familiarise themselves with the practical IT applications of the work placement organisation, as well as with the software development and maintenance practises

Course contents

The work placement required of all students is an essential part of the studies. It accounts for 30 credit points (100 working days) and is completed without interruption.

The student applies for a job her-/himself. All IT work that supports the student's studies qualifies as work placement. Advisable areas are programming, system analysis, and design or similar development and maintenance tasks. PC- and network support tasks as well as computer operator's work are also suitable.

Teaching and learning methods

Named work placement counsellors guide the student during the work placement. A work placement counsellor is appointed both by the work placement organisation and by Haaga-Helia. The student attends the meetings to be called by the Haaga-Helia's work placement counsellor prior/during and/or after the work placement, writes a work placement report and hands it in for evaluation to Haaga-Helia's work placement counsellor. In addition, the student answers the questions of the work placement feedback on Blackboard. This information is available to all students who want some help for looking for the work placement opportunity.

Teacher responsible

Aila Koivisto-Junni, Pasila

Assessment criteria

Passed (H)/failed (no grade)

