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) 17 h
Self-assessment of learning 1 h

Teacher responsible

Aila Koivisto-Junni, Pasila

Course materials

Given by the teacher during the course

Modes of assessment and their weights

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

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Office Tools

- Code: INS1TF103
- Extent: 5 cr (133h)
- Timing: Semester 1
- Language: English
- Level: Core Studies
- Type: Compulsory

Learning outcomes

Upon successful completion of the course, the student can use Microsoft 2010 applications (Word, Excel and PowerPoint) and can pass Office Tools course.

Course contents

WORD 2010

- page settings (margins, tabs, etc.), Finnish Standard
- paragraph formatting (font, normal indent, hanging indent)
- header and footer
- page number, number of pages
- using tables
- inserting pictures, symbols and Smart Art Objects
- long reports (Styles and Table of Contents)

EXCEL 2010

- formatting worksheet
- using formulas and functions
- using graphics
- naming worksheet
- protecting the worksheet

POWERPOINT 2010

- using templates and designs
- inserting pictures
- inserting auto shapes
- using slide master
- using levels
- animation and effects

Course materials

Moodle and material provided by teacher.

Teacher responsible

Anitta Orpana, Pasila

Teaching and learning methods

Contact hours: 60 h
Independent studies: 72 h
Self-assessment of learning 1 h

Attendance

At least 80 %

Assessment criteria

The course is evaluated on a scale from 1 to 5. The student has to pass all the components to pass the whole Haaga-Helia Tools course. You have to get at least half of the maximum points to pass the course. Exams will be 80 % and assignments 20 % of the final grade.

Components	1 (50 %)	3 (70 %)	5 (90 %)
Knowledge	The student has limited understanding of the Microsoft applications when using them in studies and working life.	The student knows partly the Microsoft applications when using them in studies and working life.	The student understands fully the Microsoft application concept and the role of them in studies and working life.
Skills	The student has satisfactory skills to produce professional texts, presentations and tables using Microsoft applications.	The student has good skills to produce and deliver professional texts, presentations and tables using Microsoft applications.	The student has excellent skills to produce and deliver professional texts, presentations and tables using Microsoft applications.
Competence	The student shows satisfactory activity and initiative in learning process.	The student shows activity and initiative in learning process. He/she is willing to develop his/her IT skills.	The student shows excellent activity and initiative in the learning process. He/she is willing to develop his/her IT skills.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Introduction to Business

- Code: BUS1TF102
- Extent: 6 cr (162 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. The course orientates students for doing IT-consultant work, too.

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 126 h
- Exam 3 h
- Self-assessment of learning 1 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

Components	1 (50 %)	3 (70 %)	5 (90%)
Knowledge	The student 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.	The student 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.	Very good knowledge of the principles of business environments and running business companies. The student is highly motivated in identifying and analyzing market and competition, company structures, business operations and financial performance of companies.
Skills	The student possesses an rudimentary	The student possesses an eligible	The student possesses a solid

	understanding of the business analysis methods and knows how to apply the methods and concepts learned during the course in practice.	understanding of the business analysis methods and is enough skillful in applying the methods and concepts learned during the course in practice.	understanding of the business analysis methods and is very skillful in applying the methods and concepts learned during the course in practice.
Competence	The student is passable in presenting the company analysis reports as well as in explaining the business concepts. Has a basic knowledge of the business processes.	The student is fluent in presenting the company analysis reports as well as in explaining the business concepts. Has a basic knowledge of the business processes.	The student 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.

Assessment components and their respective weights

- Participation and individual contribution 10 %
- Team assignment and presentation 40 %
- Exam 50%
- The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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.

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

Contact lessons 26 h
Self-study and assignments 54 h
Self-assessment of learning 1h

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

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Introduction to Web Site Development

- Code: ITP1TF101
- Extent: 6 credits (162 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 given guidelines and design principles
- use HTML 5 to implement web pages
- use CSS 3 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 as an independent project work. During the project they learn to use Microsoft Visual Studio environment, Basics of HTML 5 and CSS 3.0 style sheets. Web site usability and accessibility is also taken in consideration during the course and students project work. Additionally, the students will learn how to use 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 HTML 5. recommendation
- Introduction to style and W3C CSS3 recommendation
- Introduction to accessibility and W3C WCAG recommendation
- Introduction to the IT environment in HAAGA-HELIA UAS

Prerequisites

No prerequisites

Course materials

- HTML 5.0 recommendation http://www.w3.org/TR/html5/ (Accessed 13.12.2013)
- Cascade Style Sheet CSS 3. 0 http://www.w3.org/TR/css3-values/ (Accessed 13.12.2013))
- 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 (Accessed 13.12.2013)
- Sarah Horton, Universal Usability, http://universalusability.com/ (Accessed 13.12.2013)
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Advisors

Juha Pispa

Amir Dirin

Teaching and learning methods

- Contact hours 60 h (6 h/week)
- Independent studies 101 h (12 h/week)

- Self-assessment of learning 1 h
- Compulsory attendance at least 80 % of the contact hours

Assessment criteria

Grade 1 (min. 50 % of the objective)	Grade 3 (min. 70 % of the objective)	Grade 5 (min. 90 % of the objective)
The student 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	The student 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 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	The student 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.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development.

Introduction to Programming

- Code: ITP1TF111
- Extent: 8 ECTS (216 h)
- Timing: 2nd semester
- Language: English
- Level: Core studies
- Type: Compulsory

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 87 h (9 h/week, shared with the other related course)

Self-assessment of learning 1 h

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

Sauli Isonikkilä, Pasila

Juhani Välimäki (Tutor), Pasila

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)
The student 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	The student 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	The student 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

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.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Ruotsin tasokoe

- Tunnus: SWE1TN061
- Laajuus: 0 op
- Ajoitus: 1. lukukausi

Vastuuopettaja

Maarit Ohinen-Salvén, Pasila

Arviointiperusteet

Kaikille pakollisella ruotsin lähtötasotestillä (SWE1TD061) pyritään varmistamaan, että opiskelijan ruotsin kielen kirjalliset taidot vastaavat tietojenkäsittelyn koulutusohjelman muilla ruotsin kielen kursseilla vaadittavaa taitotasoa. Testissä hylätyille järjestetään kielitaitoa kohentava kurssi, SWE8TD062. Lähtötasotestistä saa hyväksymismerkinnän, ei opintopisteitä.

Testissä on monivalinta- ja aukkotäydennystehtäviä, joilla testataan keskeisten rakenteiden ja yleissanaston hallintaa. Testiin voi valmistautua esim. kertaamalla lukion ruotsin opintojen keskeisiä sisältöjä.

SWE1TD061 tai SWE8TD062 on oltava hyväksytysti suoritettuna ennen kaikille tietojenkäsittelyn opiskelijoille pakollista ruotsin kielen kurssia SWE1TN001 (TIP), SWE1TA001 (TIPI) tai SWE4TF044 (BIT).

English Level Course

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

There is a complusory 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 succesfully.

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.

Teacher responsible

Eija Hansén

Teaching and learning methods

Contact hours 32 h

Independent studies 48 h

Self-assessment of learning 1 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

The self-assessment of learning assignment does not impact the evaluation. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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 complusory 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 48 h
Self-assessment of learning 1 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

The self-assessment of learning assignment does not impact the evaluation. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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.

- Pronounciation
- 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/1st 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 48 h (6 h / week): homework and preparation for lessons, exams and assignments
Self-assessment of learning 1 h

Teacher responsible

Laura Uusitalo, 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 everydau 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 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Introduction to the Finnish Language 2

- Code: FIN4TF002
- 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

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 48 h (6 h / week): homework and preparation for lessons, exams and assignments.
Self-assessment of learning 1 h

Teacher responsible

Laura Uusitalo, 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 three scale procedure.

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 everydau 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 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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 48 h
Self-assessment of learning 1 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

Laura Uusitalo, 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 three scale procedure.

Components	1 (50%)	3 (70%)	5 (90%)
Knowledge	The student understands the importance of communication in studies and working	The student understands the importance of communication in studies and	The student understands the importance of communication in studies and working

	life. He/she has the basic knowledge of Finnish business communication.	working life. He/she has a good knowledge of Finnish business communication.	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%

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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) 17 h
Self-assessment of learning 1 h

Teacher responsible

Aila Koivisto-Junni, Pasila

Course materials

Given by the teacher during the course

Modes of assessment and their weights

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

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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 excercise-points may be achieved only by participating lectures/excercises.

Recognition of Prior Knowledge

Entry Level Test on the second study week.

Teaching and learning methods

Contact hours 72 h
Homework 35 h
Self-assessment of learning 1 h

Teachers responsible

Juhani Ahlgren, Pasila
Juhani Merilinna, 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 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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

Contact lessons 30 h
Independent study 50 h
Self-assessment of learning 1 h

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 attendace 80%.
Written part:

- essay
- article
- abstract

Spoken part:

- class participation
- presentation
- video assignment

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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 130 h
Self-study 193 h (average 12 h / week)
Self-assessment of learning 1 h
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)
The student • 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	The student • 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 sources	The student • 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
- Can independently learn more details of course topics

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.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Business Information Systems

- Code: SYS1TF110
- Extent: 6 cr (162 h)
- Timing: 2nd semester
- Language: English
- Level: Core studies
- Type: Compulsory

Starting level and linkage with other courses

Introduction to Business (BUS1TF102).

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

Cooperation with the business community

Analysis project, possible guest lecturers

International dimension

Possible guest lecturers from international companies. International learning materials.

Teaching and learning methods

72 h contact hours (4 h /week)
81 h independent studies (4-5 h /week)
3 h exam
1 h self-assessment of learning

Accreditation of prior learning (APL)

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.

Teacher(s) 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.

Paul Beynon-Davies 2009. Business Information Systems. Palgrave.

Assessment criteria

The course is evaluated on a scale 1-5.

5 (90 %)

The student:

- 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

3 (70 %)

The student:

- 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

1 (50 %)

The student:

- 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

Assessment components and their respective weights

30 % Individual and team assignments, individual contribution
70 % Exam

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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 48 h (6 h / week): homework and preparation for lessons, exams and assignments
Self-assessment of learning 1 h

Teacher responsible

Laura Uusitalo, 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 three scale procedure.

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 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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:

- Partitative plurals
- Ordinady 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 48 h (6 h / week): homework and preparation for lessons, exams and assignments
Self-assessment of learning 1 h

Teacher responsible

Laura Uusitalo, 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 three scale procedure.

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 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. the course.

Assessment components and their respective weights

Attendance, active participation in lessons 20 %
Assignments 20 %
Examinations 60 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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 52 h
Self-assessment of learning 1 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

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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 (BUS1TF102), 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 busienss requirments 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 Analytchical (Level 2)
- Basics of UML and the most central diagrams

Cooperation with the business and other organisations

Possible guest lecturers, business analysis project

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

- Lectures and workshops 64 h

- Team assignments, individual assignments and self study 79 h
- Exam 3h
- Self-assessment of learning 1 h

Accreditation of prior learning (APL)

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.

Teacher responsible

Ralf Rehn, Pasila

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

Assessment criteria

The course is evaluated on a scale 1-5.

Grade 5 (90 %)	**Grade 3 (70 %)**	**Grade 1 (50 %)**
The student:	The student:	The student:
• 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	• 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	• 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

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	engineering process • is fluent in presenting business processes by using modelling techniques • has a basic knowledge of the business processes in integrated systems environment	engineering process • is able to present business processes by using modelling techniques • has some knowledge of the business processes in integrated systems environment

Assessment components and their respective weights

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

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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
- Self-assessment of learning (1 h)

Accreditation of prior learning (APL)

- Contact the teacher in the beginning of the course for more information.

Teacher responsible

Juhani Merilinna, Pasila

Course materials

All course material is in Moodle

Assessment criteria

Grade 5	Grade 3	Grade 1
The student:	The student:	The student:
• shows excellent activity in	• shows good activity in class	• shows passable activity

class and individual studying • has good understanding of the basic principles and terminology of networks • manages to do the laboratory exercises independently • 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 indepedently learn more details of course topics	and individual studying • understands basic terminology and principles of networking • manages to do the laboratory exercises independently or with minimal assistance • can use the course materials in an effectice way to support own learning	in class and individual studying • knows basic terminology and principles of networking • manages to do the laboratory exercises with help of the teacher • has some difficulties in using the course materials to support own learning

Modes of assessment and their weights

- Exam 60 %
- Laboratory exercises 30 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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 succesful 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.

Self-assessment of learning (1 h)

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

Modes of assessment and their weights

Final report 59 p

Presentations 25 p

Attendance and active participation 16 p

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Developing an e-Business Application

- Code: ITP1TF013
- Extent: 12cr (324 h)
- Timing: Semester 3 (Periods 1-2)
- Language: English
- Level: Professional Studies
- Type: Compulsory

Learning outcomes

The student:

- can use Scrum in application development
- can design and implement a usable application with web user interface
- can design the database and create it using stored procedures
- understands the basics of database transactions
- can consider web application security and error handling

Course description

The study unit is divided into four themes:

Theme 1: Basics of requirements analysis and software design
Theme 2: Data management
Theme 3: Application development using ASP.NET MVC framework with HTML5, CSS3 and JavaScript technologies
Theme 4: Scrum process

Course contents

Theme 1: Basics of requirements analysis and software design
ER model (using UML Class diagram syntax)
Use case modeling
Data model as part of the Design
Architectural design, Creating the architecture documents for the target environment

Theme 2: Data management
Normalization
Data model (Database diagram and data dictionary)
Roles
Views
Transactions

Theme 3: Application development using ASP.NET MVC framework with HTML5, CSS3 and JavaScript technologies
Designing and implementing the User Interface in the target environment
Considering basic usability issues in the User Interface
Using jQuery in the user interface if necessary
Using Ajax in the user interface if necessary

Implementing transactions in the target environment if necessary
Implementing authentication in the target environment if necessary
Considering security issues of the target environment

Theme 4: Scrum
Understanding the roles within Scrum
Understanding the process and the necessary meetings within the process
Creating and administering the Product Backlog
Using the Sprints for iteration
Working in the Scrum team and Development team

Prerequisites

ITP1TF001 Introduction to Web Site Development
ITP1TF011 Introduction to Programming
ITP1TF012 Developing a Web Application
SYS1TF010 Managing Business Information System Development
BUS1TF011 Introduction to Business and Business Processes

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, 3nd edition, http://www.webstyleguide.com/index.html (referenced 13.08.2013)
- Sarah Horton, Universal Usability, http://universalusability.com/ (referenced 13.08.2013)
- Microsoft MSDN library http://msdn2.microsoft.com/en-us/library/default.aspx (referenced 13.08.2013)
- Standard ECMA-334: C# Language Specification 4 th edition (June 2006) http://www.ecma-international.org/publications/standards/Ecma-334.htm (referenced 13.08.2013)
- W3 Schools homepage http://www.w3schools.com/ (referenced 13.08.2013)
- Galloway, Haack, Wilson, Allen, Professional ASP.NET MVC 4, John Wiley & Sons Inc. 2012
- Connolly, T. & Begg, C. (2005) Database Systems: A Practical Approach to Design, Implementation, and Management, 4th edition, Addison Wesley

Advisors

Markku Kuitunen
Juhani Välimäki

(Contact information and office hours found in MyNet)

Teaching and learning methods

192 h Contact hours (12 h/week)
131 h Independent studies (8 h/week)
1 h self-assessment of learning
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)
The student • Can take part to the Scrum teamwork as a team member • 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	The student • Can take part to the Scrum teamwork as a team member and help to develop the teamwork • 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	The student • Can take part to the Scrum teamwork in several roles and help to develop the teamwork in own team and other teams • 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

Modes of assessment and their weights

Examinations 50 %
Activity and assignments 50 %
Learning Diary tasks (Accepted)

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

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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 BIT 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 48 h: homework, assignments and preparation for lessons and exam.
Self-assessment of learning 1 h

Teachers responsible

Laura Uusitalo, 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 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. He/she can communicate in	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.

He/she can communicate in very simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.	simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.	He/she can communicate fluently in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.

Modes of assessment and their weights

Attendance, active participation in lessons 20 %
Assignments 30 %
Examination 50 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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 48 h: homework, assignments and preparation for lessons and exam.
Self-assessment of learning 1 h

Teachers responsible

Tarja Paasi-May, Pasila Campus

Laura Uusitalo, 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	The student is motivated to take responsibility for his/her learning process. He/she can	The student is well-motivated to take responsibility for his/her learning and

	learning process. He/she 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.	somewhat 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.	participates 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.

Modes of assessment and their weights

Active participation in lessons 20 %

Assignments 30 %

Examination(s) 50 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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 48 h (6h/week): homework and preparation for lessons, discussions, presentations and exercises
- Self-assessment of learning 1 h

Teacher responsible

Laura Uusitalo, 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 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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 acquinted 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 48 h
Self-assessment of learning 1 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

Laura Uusitalo, 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 studnts 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.

Modes of assessment and their weights

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

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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

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 (48 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.
Self-assessment of learning (1 h)

Accreditation of prior learning (APL)

Accreditation 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. APL 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

Grade 5 (90 % of the objective)	Grade 3 (70 % of the objective)	Grade 1 (50 % of the objective)
The student: • shows excellent activity in class and individual studying • shows excellent activity in class and individual studying • has excellent knowledge of server environments within course scope • can independently solve challenging problems • has returned assignments on time and completed the laboratory works showing excellent knowledge within course scope	The student: • shows good activity in class and individual studying • shows good activity in class and individual studying • has good knowledge of server environments within course scope • sometimes needs assistance in solving problems • has returned assignments on time and completed the laboratory works showing good knowledge within course scope	The student: • shows activity in class and individual studying • has passable understanding of the course contents, core concepts and terminology • has the basic knowledge of server environments within course scope • needs assistance in solving basic problems • has returned assignments on time and completed the laboratory works

Modes of assessment and their respective weights

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

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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 79 h
Self-assessment of learning 1 h

Teachers responsible

Eija Hansén, Pasila

Altti Lagstedt, Pasila

Course materials

To be announced during the course

Modes of assessment and their weights

- 70% assignments (30% academic writing (English Teacher) and 40% content of assignments (IT Teacher))
- 30% presentations (10% presentation skills and appearance of presentation (English teacher), 10% content (IT Teacher) and 10% attendance (English and IT teacher together))

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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

56 h lectures and class exercises manually and with Excel.
51 h distance learning
1 h self-assessment of learning

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

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

Components	5 (90 %)	3 (70 %)	1 (50 %)
Knowledge	The student understands well statistical data and knows concept of statistical testing. Student is familiar with everyday financial calculations and can choose a correct method for solving a finance calculation problem.	The student understands statistical thinking and understands restrictions of samples. He/she knows the meaning of most common parameters and understands well data given in graphical illustrations and tables. Student understands interests affect in finance and knows basic solving method for different situations. He/she understands concept of effective interest.	The student knows basics of statistical research and understands statistical data as well as most important parameters. The student understands percentage calculation and is familiar with interests affect in finance.
Skills	The student can complete statistical test when only raw data is given. Student can complete simple and compound interest calculations, periodic payment task and compose loan installment tables with Excel. He/she can calculate effective interest rate of a loan as well as annual percentage rate of part payment contract.	The student can compose graphical illustrations and tables and calculate most used parameters. He/she can complete statistical test when required parameters are given. Student can calculate interest calculations and periodic payment calculations with Excel.	The student can explain statistical graphs and tables. He/she knows meaning of most important parameters. Student can solve simple percentage problems and is able to calculate simple interest.

Modes of assessment and their weights

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

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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.
Self-assessment of learning 1 h

Accreditation of prior learning (APL)

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 Ryynänen, Pasila

Juha Pispa, Pasila

Pekka Kamaja, Pasila

Ralf Rehn, 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.

Modes of assessment

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

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

ERP Application and Business Process Development

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

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

Accreditation of prior learning (APL)

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

Teaching and learning methods

Lectures, ERP system assignments (Microsoft Dynamics Nav & SAP ERP)
Self-assessment of learning 1 h

Teacher responsible

Jarmo Harmonen, Pasila

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 criteria

Grade 5 (90 %)	Grade 3 (70 %)	Grade 1 (50 %
Student has excellent knowledge of ERP basic concepts and business processes. Student has very good general understanding of business process integration in ERP systems.	Student has good knowledge of ERP basic concepts and business processes. Student has good general understanding of business process integration in ERP systems.	Student has sufficient knowledge of ERP basic concepts and business processes. Student has general understanding of business process integration in ERP systems.

Modes of assessment and their weights

Assignments and system exercises 50 %
Final examination 50 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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 97 h

Self-assessment of learning 1 h

Accreditation of prior learning (APL)

Portfolio and an exam.

Teachers responsible

Amir Dirin

Markku Kuitunen

Juhani Välimäki

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)
The student • 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	The student • 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	The student • 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

Modes of assessment and their 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.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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

Anitta Orpana, Pasila

Assessment criteria

Passed (H)/failed (no grade)

Supply Chain Management Processes

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

Starting level and linkage with other courses

Prerequisite : ERP application and business process development (SYS4TF070)

Learning objectives

Upon succesful completion of the 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

Accreditation of prior learning (APL)

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.

Teaching and learning methods

Lectures, assignments, Microsoft Dynamics NAV ERP system exercises
Self-assessment of learning 1 h

Teacher

Jarmo Harmonen, Pasila

Course material

- Cecil Bozarth, Robert B. Handfield (2008) : Introduction to Operations and Supply Chain Management
- Microsoft Dynamics NAV 5.0 : Trade

Assessment criteria

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

Grade 5 (90 %)	Grade 3 (70 %)	Grade 1 (50 %)
Student has excellent knowledge of Supply Chain Management basic concepts and logistics processes in Microsoft Dynamics Nav.	Student has good knowledge of Supply Chain Management basic concepts and logistics processes in Microsoft Dynamics Nav.	Student has sufficient knowledge of Supply Chain Management basic concepts and logistics processes in Microsoft Dynamics Nav.

Modes of assessment and their weights

Assignments and system exercises 40 %
Final examination 60 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Financial Management and Accounting processes

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

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 objectives

After passing this course the student

- is familiar with the basic accounting concepts and is able to indentify common accounting proesses
- understands the importance of accounting and accounting processes in the business environment
- 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 79 h
- Exam 4 h
- Self-assessment of learning 1 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

Assessment criteria

Grade 5 (90 %)	Grade 3 (70 %)	Grade 1 (50 %)
The student: • 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	The student: • 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	The student: • 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

Modes of assessment and their weights

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

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Accreditation of prior learning (APL)

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: Elective

Starting level and linkage with other courses

Student must have at least 120 accepted credit units.

Learning objectives

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
- Overview of well-known IT strategical frameworks
- IT strategic organizational, competence and process issues
- Seeing information technology as an organizational resource
- Recognizing IT related issues in various kind of frameworks
- Understanding what is strategic thinking from organizational point of view

Teaching and learning methods

This is an intensive course with 5 days of contact hours plus one additional workshop day at the end of the semester. The completion of the course requires both student's individual work and team work. Individual assessment based on exam and personal exercises. The course will have lessons and the lesson related exercises in teams which will be presented to the class.

Self-assessment of learning 1 h

Course material

Tovstiga, George. Strategy in Practice : A Practitioner's Guide to Strategic Thinking (2nd Edition). (pages 21-43)
DiVanna, Joseph A. Austin, Francois: Strategic Thinking in Tactical Times. Chapter 2 (pages 5-47)
Grundy, Tony. Gurus on Business Strategy. : Thorogood Publishing. (pages 23-36)
Lientz, Bennet P. Building strategical framework: Strategic IT and Process Planning. (pages 22-40)
Rapp, William V.. Information Technology Strategies : How Leading Firms Use IT to Gain an Advantage. (pages 21-53)
Norfolk, David : IT Governance : Managing Information Technology for Business (pages 7-68).

Cooperation with the business and other organisations

Company visits for interviews

Teachers

Jarmo Peltoniemi

Tuomo Ryynänen

Course plan

Day 1: Introduction to the subject; Non-tech related information technology aspects
Day 2: Strategical frameworks
Day 3: IT management matters and management frameworks
Day 4: Workshop
Day 5: Results of the day 4 workshop, wrapping up the previous days, and the presentation of the course project
Day 6: The course exam and group presentations All group members must be present.

Assessment criteria

100% exam and the course assignments are successfully completed. In the final lesson student groups will provide a presentation to the course teachers, which will based on the main assignment of the course.

Components	Grade 1 40 % of total points	Grade 3 70 % of total points	Grade 1 85 % of total points
Individual part	• The exam is passed • The exercises are done • Full contribution in the lessons	• The exam is passed. • The exercises are done and they based on analytical thinking. • Rich and appropriate content in answers. • Full contribution in the	• The exam is passed. The exercises are done and they based on deep analytical thinking. • Rich and appropriate content in answers. • Full contribution in the

		lessons	lessons
Group module	• The group assignments are done	• The group assignments are done.	• The group assignments are done.

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 38 h and Seminar work 64 h.
Self-assessment of learning 1 h

Teacher responsible

Olavi Korhonen

Course materials

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

Modes of assessment and their weights

- Theory test (40 %)

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

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Assessment criteria

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

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

Self-assessment of learning 1 h

Compulsory attendance at least 80 % of the contact hours

Accreditation of prior learning (APL)

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)
The student • Shows passable activity in class and individual studying • Has passable understanding of the concepts and terminology discussed in the course • Has passable understanding of the basic ways to improve database performance • Has passable understanding of the main problems in concurrent database access • Often needs some assistance in solving basic problems • Has some difficulties in using the course materials	The student • Shows good activity in class and individual studying • Has good understanding of the concepts and terminology discussed in the course • Has good understanding of the basic ways to improve database performance • Has good understanding of the main problems in concurrent database access • 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	The student • Shows excellent activity in class and individual studying • Has excellent understanding of the concepts and terminology discussed in the course • Has excellent understanding of the basic ways to improve database performance • Has excellent understanding of the main problems in concurrent database access • Can solve problems independently • Can fluently use the course materials and other sources to support own learning

to support own learning	• Can independently find more information from other sources • Can independently learn more details of course topics

Modes of assesment and their 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.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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.

Self-assessment of learning (1 h)

Teacher responsible

Jukka Juslin, Pasila

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 1/3 of the grade
- Exercises 2/3 of the grade

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Mobile Development

- Code: ITP8TF155
- Extent: 6 ECTS (162 h)
- Timing: 4-7th semesters
- Language: English
- Level: Professional studies
- Type: Mandatory in BIT Web application developer path

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 development tools (E.g. 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 30 students will be taken to the course.

Learning outcomes

Upon successful completion of the course, the student

- understands the mobile development characteristics
- is able to develop professional mobile applications to 1-2 platforms
- is able to further develop his/her development skills.
- knows the limitations of his or her skills

Course contents

- Mobile development characteristics
- Android platform basics for every student
- HTML5, JavaScript, CSS3 for mobile devices
- Web services supporting mobile devices
- Windows Phone 8 / Windows 8 development. Requires own Win 8 pro laptop.

Cooperation with the business community

In the future we might have visiting lecturers from firms doing Mobile development.

Teaching and learning methods

Contact hours about 64 h (4h per week)
Independent studies and project work 107 h (7h per week)

The needed tools are (as of January 2014):

- Java SE JDK 7 (Jan 2014: update 51) http://oracle.com/technetwork/java/javase/downloads/
- Android ADT Bundle (Includes Eclipse) http://developer.android.com/sdk

Windows users: If you use 64-bit Windows, install 64-bit JDK and 64-bit ADT Bundle. Else use 32-bit version of both. If you don't know which one you have, you can use the 32-bit versions.

Recognition of prior learning (RPL)

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

This course can be replaced by other related professional application development and programming courses as no BIT course needs this course as pre-requisite.

Teachers

Juhani Välimäki, Pasila

Course materials

Android: In the beginning the official Android Developer resources will be used (http://developer.android.com). Later possibly good E-books we will find.

HTML5, JavaScript and CSS: Various web resources will be used. Including http://w3.org, http://jquery.com and http://w3schools.com

Windows Phone 8: 5 DVDs in Haaga-Helia HelpDesk. Ask WP DVDs for copying. They contain a useful link list, WP8 training kit and hours of development video tutorials. Collected by Juhani Välimäki late June-early July 2013. Students could gather a new DVD nr. 6 of post June 2013 materials.

Assessment criteria

Grade 1 (min. 50 % of the objective)	**Grade 3 (min. 70 % of the objective)**	**Grade 5 (min. 90 % of the objective)**
The student • 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	The student • 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	The student • 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

Assessment components and their respective weights

Small exams, possibly 4-5 of them 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 80% of the contact hours OR making the extra tasks that are for making up the absence.

Self-assessment of learning 1 h
The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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
- Self-assessment of learning

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 lessions. 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

Arvo Lipitsäinen

Aarni Moisala

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

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Business Intelligence

- Code: BUS8TF017
- Extent: 6 credit points (162 h)
- Timing: Semester 7
- Language: English
- Level: Professional studies
- Type: Optional

Prerequisites

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

Learning outcomes

Upon successful completion of the course, the student

- understands the importance of Business Intelligence in todays's competitive business environment
- is familiar with the basic concepts, BI architectures, methodologies and strategies as well as with tools and technics 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 solutions

SAP Business Objects and SAP ECC 6.0

Microsoft Self Service BI, Semantic BI Tabular Model

SQL Server 2012, Tabular and Sharepoint Mode

- Hands-on workshops with BI-tools
- Case: Planning a Microsoft Self Service BI-solution

Cooperation with the business and other organisations

Research assignment
Guest lecture

International dimension

Guest lecturers from international companies. International learning materials.

Teaching and learning methods

- Lectures workshops, articles and journal assignments 64 h
- Individual assignments, hands-on labs and individual study 77 h

- Case 17 h
- Exam 3 h
- Self-assessment of learning 1 h

Accreditation of Prior Learning (APL)

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.

Course material

Course books:

- New Era of Enterprise Business Intelligence: Using Analytics to Achieve a Global Competitive Advantage: Mike Biere, IBM Press 2011
  ISBN 978-0-13-707542-1; Biere
- E-book: Business Analytics for Managers : Taking Business Intelligence Beyond Reporting: Laursen Gert &Thorlund Jesper, Wiley 2010. Link to source via HAAGA-HELIA Library e-books
  http://site.ebrary.com/lib/haagahelia/docDetail.action?docID=10399044
- Agile Analythics – A Value-Driven Approach to Business Intelligence
  and Data Warehousing: Ken Collier, Addison-Wesley 2012: 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 as defined by teacher

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

- SAP University Alliance course materials
- Microsoft training and education material

Teacher responsible

Ralf Rehn

Assesment criteria

The course is evaluated on a scale 1 to 5.

Grade 5 (90 %)	**Grade 3 (70 %)**	**Grade 1 (50 %)**
The student:	The student:	The student:
• has a very good	• has a good understanding	• has a basic understanding of

understanding of the importance of Business Intelligence • is very familiar with the basic concepts, architectures, methodologies, strategies, tools and technics in BI • is well aware of the steps in the planning process of BI solutions • has good skills in using market leading BI tools for analyzing business information and data	of the importance of Business Intelligence • is quite familiar with the basic concepts, architectures, methodologies, strategies, tools and technics in BI • is aware of the steps in the planning process of BI solutions • has some skills in using market leading BI tools for analyzing business information and data	the importance of Business Intelligence • is familiar with the at least some of the basic concepts, architectures, methodologies, strategies, tools or technics in BI • has basic skills in using market leading BI tools for analyzing business information and data

Modes of assessment and their weight

60 % activity and individual contribution
40 % exam

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Customer Relationship Management Processes

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

Learning outcomes

Upon successful completion of the course, the student

- will recognize Customer Relationship Management as a business function
- will be capable to plan and integrate business related CRM processes to information system
- has advanced competence to use CRM information system

Course contents

In this course students will learn CRM as business function and how to adapt the function to information systems. The course has two separated parts which supports each other: the business part keeps the course focus on learning CRM concept and processes. In the system part students will research how CRM information system works and finally they will integrate the planned processes into the system. During the course students will complete a small process integration project.

Teacher responsible

Tuomo Ryynänen, Pasila Campus

Course materials

Based on journals, books, related links and studies.

Course plan

Lessons 1-4 : CRM as business concept

Lessons 5-8 : Planning the CRM processes (part of this will be based on individual work)

Lesson 9: The course exam

Lessons 10-14 CRM process integration to Information system (individual work)

Lessons 15 -> The evaluation of the course results

Self-assessment of learning (1 h)

Assessment criteria

Components	Grade 1 (50 %)	Grade 3 (70 %)	Grade 5 (90 %)
The business module	• The exam is passed • Short business concept described • Process plan exists	• The exam is passed • Business concept exists including analytical skills • Process plan exists and it has a clear link to the plan	• The exam is passed • Business concept exists including rich analytical skills • Process plan exists and it has a clear link to the plan
The system module	• Basic knowledge of CRM information system	• Good knowledge of CRM information system and the planned processes were integrated into the system	• Deep, analytical skills and capabilities to show various options how process integration can be done

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Excel in Business

- Code: TOO08TF006
- Extent: 3 cr (81h)
- Timing: 5th semester
- 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

Upon succesfull completion of the course, the student can learn how to use Excel in financial and management accounting. Application areas are financial reporting, business performance analysis and resource management. Students can learn different kind of financial functions.

Course contents

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

Teaching and learning methods

21 h lectures
55 h self-study and assignments
3 h exam
1 h self-assessment of learning

Teacher responsible

Anitta Orpana

Course materials

Handouts provided by the teacher and Moodle learning basement.

Assessment criteria

The course is evaluated on a scale 1 to 5.

Components	Grade 1 (50 %)	Grade 3 (70 %)	Grade 5 (90 %)
Knowledge	The student has limited understanding of Microsoft Excel when using it in studies and working life especially in business.	The student knows partly Microsoft Excel application when using it in studies and in working life especially in business.	The student understands fully Microsoft Excel application concept and the role of it in studies and working life especially in business.
Skills	The student has satisfactory skills to produce professional tables and charts, business analyses and financial calculations using Microsoft Excel.	The student has good skills to produce professional tables and charts, business analyses and financial calculations using Microsoft Excel.	The student has excellent skills to produce professional tables and charts, business analyses and financial calculations using Microsoft Excel.
Competence	The student shows satisfactory activity and initiative in learning process.	The student shows activity and initiative in learning process. He/she is willing to develop his/her IT skills in business.	The student shows excellent activity and initiative in the learning process. He/she is willing to develop his/her IT skills in business.

Modes of assessment and their weights

50% individual assignments
50% exam

Attendance at least 80 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Java Programming

- Code: ITP8TF301
- Extent: 6 ECTS (162 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 development tools (E.g. 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 30 students will be taken to the course.

Learning outcomes

Upon successful completion of the course, the student

- is able to develop sound Java applications for 1-2 Java platforms, but not all.
- is able to further develop his/her Java development skills.
- understands the Java platform fundamentals.
- knows the limitations of his or her skills

Course contents

- Java SE basics
- Java documentation
- OOP with Java
- Basic Java Tools

Cooperation with the business community

In the future we might have visiting lecturers from firms doing Java development.

Teaching and learning methods

Contact hours about 32 h (2h per week)
Independent studies and project work 140 h (9h per week)
Self-assessment of learning 1 h

The needed tools are (as of January 2014):

- Java SE JDK 7 update 51
- Android ADT Bundle (Includes Eclipse)

Recognition of prior learning (RPL)

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

Teachers

Juhani Välimäki, Pasila

Course materials

In the beginning the official Java documents. Later possibly good Ebooks.

Any Java book covering at least Java 5 can be used as extra material

Assessment criteria

Grade 1 (min. 50 % of the objective)	**Grade 3 (min. 70 % of the objective)**	**Grade 5 (min. 90 % of the objective)**
The student • 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	The student • 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	The student • 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

Assessment components and their respective weights

Small exams, possibly 4-5 of them 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 80% of the contact hours OR making the extra tasks that are for making up the absence.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Linux Basics

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

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 48 h
Self-assessment of learning 1 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 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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.

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

The course familiarizes students to understand corporate IT development programs and their implementation as disciplined and well managed projects. Based on both the theory and practical cases students exercise IT-investment analyses, diverse methods involved in the project scope and schedule management, managing human resources in the IT-project setting as well as managing organizational change. Eventually, studying diverse methods and practises gives a comprehensive view to the set-up of an information system project management (PM) platform. Also, the course enhances students to act as a project manager in IS/IT-projects.

Course contents and schedule

Learning goes through one main project case and other cases which are reflected by studying the relevant theory and exercising the PM-tools and methods. The problem based learning of typical challenges in the IS projects are studied by means of real cases. Students will do also a minor study in teams on a given topic.

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

- Information System (IS) Project Management as a platform
  - IS Development Life Cycle and IS Methodology platform
  - IS project challenges and rationale for the project failures
- IT investment planning methods
- Project organization types and management styles
- Team and HR management
- Project scope mgmt incl. Project partitioning (WBS), Effort estimation, Scheduling and Budgeting techniques
- Change management and communication

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 councelling (regarding the analysis projects)
- Exam

Contact hours ca. 42 h

- Individual assignments and team work 129 h
- Exams 2 h
- Self-assessment of learning 1 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

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

Components	**1 (50 %)**	**3 (70 %)**	**5 (90 %)**
Knowledge	The student can understand the basics of the project management principles. He/she is capable to learn the basic methods needed for managing IS projects.	The student can understand the project management principles. He/she is capable to learn most of the basic methods needed for managing IS projects.	The student can understand easily all of the project management principles. He/she is capable to learn from the basic to the most complex methods needed for

			managing IS projects
Skills	1) The student can exercise just a few methods belonging to the initiating and planning stages of IS project. 2) Addressing practises/ strategies for relaxing the typical problems and challenges in managing IS-projects goes painstakingly.	1) The student can exercise fluently methods belonging to the initiating and planning stages of IS project. 2) Addressing practises/ strategies for relaxing the typical problems and challenges in managing IS-projects goes fluently.	1) The student can exercise fluently methods belonging to the initiating and planning stages of IS project and seeks new more powerful tools for managing them. 2) Addressing practises/ strategies for relaxing the typical problems and challenges in managing IS-projects goes fluently and the student seeks actively new approaches for them.
Competence	1) The student has a limi-ted motivation to take res-ponsibility for his/her learning process. 2) From the project manager role point of view, he/she is capable to take responsi-bility only in a few of the IS project areas supported by the experienced project managers.	1) The student is motiva-ted to take responsibility for his/her learning process. 2) From the project manager role point of view, he /she is capable to take responsibility in some of the IS project areas but needs some situational gui-dance by the experienced project managers.	1) The student is highly motivated to take responsibility for his/her learning process and participates actively. 2) He/she is capable to take responsibility of most the project areas. Also, he/she can grow swiftly into the a junior level project manager role.

Modes of assessment and their weights

- Exam 50 %
- Individual assignments 15 %
- Teamwork 25 %
- Activity on lessons and participation 10 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Accreditation of Prior Learning (APL)

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

competition (if organized by Finnish Project Management Association) which is credited for the student by reducing the effort needed on 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

Accreditation of prior learning (APL)

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.

Teaching and learning methods

lectures, SAP ERP system exercises

Self-assessment of learning (1 h)

Teacher responsible

Jarmo Harmonen, Pasila

Course materials

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

Assessment criteria

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

Grade 5 (90 %)	Grade 3 (70 %)	Grade 1 (50 %)
The student: • has excellent knowledge of SAP ERP basic concepts and business processes in SAP ERP • good skills in customizing the enterprise structure in SAP ER • very good general understanding of business process integration in SAP ERP system	The student: • good knowledge of SAP ERP basic concepts and business processes in SAP ERP • skills in customizing the enterprise structure in SAP ECC • good general understanding of business process integration in SAP ERP system	The student: • has sufficient knowledge of SAP ERP basic concepts and business processes in SAP ERP • some skills in customizing the enterprise structure in in SAP ECC • general understanding of business process integration in SAP ERP system

Modes of assessment and their weights

Assignments and system exercises 50 %

Final examination 50 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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 case studies in SAP ERP system: Production Planning, Controlling, Project System, Human Resources, Logistics

Accreditation of prior learning (APL)

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.

Teaching and learning methods

- SAP ERP system case studies
- Self-assessment of learning (1 h)

Teacher responsible

Jarmo Harmonen, Pasila

Course materials

- Materials provided by the teacher

Assessment criteria

Grade 5 (90 %)	Grade 3 (70%)	Grade 1 (50 %)

The student:

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

The student:

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

The student:

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

Modes of assessment and their weights

70 % SAP ERP system case studies
30 % exam

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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
Self-assessment of learning

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.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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.

Self-assessment of learning 1 (h)

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)
The student • 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	The student • 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.	The student • 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%

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

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 59 h
- Work presentations 15 h
- Self-assessment of learning 1 h

Accreditation of prior learning (APL)

Accreditation of prior learning is a proces whereby, through assessment, credit is given to learning which has already been acquired in different ways, e.g. with earlier studies or working experience. APL 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%

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Thesis Seminar and Workshop

- Code: THE7TF900
- 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 workshops the student is capable for doing a thesis independently, at the seminars the student will get feedback on his/her thesis.

Course contents

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

The studies consist of workshops and seminars. In workshops the thesis process is discussed and thesis writing will be started.

Seminars will be held every third week. In the seminars all students writing their thesis tell shortly:

- how much is already done (tasks, hours, pages)
- what are next steps
- estimated completion of the thesis project
- what kind of problems there are (if any)

Teaching and learning methods

Workshops and seminars.

Self-assessment of learning 1 h.

Teacher responsible

Altti Lagstedt, Pasila

Course materials

Thesis instuctions in Moodle (course: BITe_Thesis)

Assessment criteria

Workshops are passed, when student's topic proposal is accepted and an advisor is assigned for the thesis. After student has passed the workshops, the student should attend all the following seminars.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.