

1 Service Skills

Code RSS1RB001

Extent 15 cr

Prerequisites

None

Learning objectives

The student will develop an understanding of tourism, its impact as an international industry and an awareness of Finland as a tourism destination. Students will adopt a marketing attitude, know the marketing planning process, know the key concepts of customer-oriented marketing and know how to evaluate and apply the marketing mix. In addition, students will learn how to prepare and write reports in accordance with good practice and Haaga-Helia guidelines. The use of Microsoft programmes in the assignments will be taught.

Course contents

- Principles of Marketing (RSS1RB001A): foundation for further marketing studies: marketing environment, marketing processes, organizational and consumer buying behavior, differentiation, targeting and positioning, marketing mix, marketing plan.
- Basics of Travel and Tourism Industry (RSS1RB001B): tourism as an industry and its players, Finland as a destination, impact of tourism and sustainable tourism.
- English Written and Oral Communication (RSS1RB001C): academic writing according to Haaga-Helia report guidelines, giving presentations.
- Computing Skills (RSS1RB001D): basic usage of MS Word, Excel and Power Point
- Basics of Business Mathematics (RSS1RB001E): percentage calculations; discounts, contribution margin, basics of VAT calculations, interest calculations; simple and compound interest, loan repayments, present value, annuity, basics of statistics; tabulation of data, basic statistical ratios (mean, median and standard deviation).

Teaching and learning methods

Lectures, interactive class discussions, exercises, self-directed learning, presentations, examinations and theme assignment as project work. All courses are linked to the theme assignment.

The teacher with main responsibility for the course

Leena Grönroos

Course materials

Announced separately for each course.

Assessment criteria

Individual evaluation of each study course, grades awarded 1 - 5.

International aspect

Basic concepts of marketing, travel and tourism, computing skills and business mathematics are all internationally accepted and used.

Development of the theme according to student feedback

Contents and timetable of the courses are shaped to support theme assignment work.

last modified 10.09.2010

Document Actions

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2 Operational Environment

Code: ROE1RB002

Extent 15 cr

Prerequisites: N/A

Learning objectives

The purpose is to become familiar with the various jobs and tasks in a restaurant environment as part of the industry. The student practices the basics of food production and also studies the basics of food quality and safety. The student learns how to use industry specific databases and information sources. S/he will also extend his/her skills in hospitality related English. Time management and accepting responsibility are also key objectives in the theme.

Course Content

- Basics of Human Behaviour (ROE1RB002A): Organizational behaviour, personality, perception, motivation, the individual in a group
- English for the Hospitality and Tourism Industry (ROE1RB002B): Hospitality-related English, presentations, searching for information, intro to business communication
- Basics of Food Production (ROE1RB002C): Kitchen operations and related subjects. Food production planning.
- Basics of Restaurant Service (ROE1RB002D): Basics of restaurant services and beverages
- Safety of Food Products (ROE1RB002E): Basics of food quality, safety and content of foods.

International aspects

The learning task is carried out in an international atmosphere so that the task requires adaptation to a multicultural event.

Cooperation with the business community and other organizations

The learning tasks are based on working life. Integrated assignments familiarize students with the hospitality industry and include company visits.

Teaching and learning methods

Lectures, interactive class discussions, exercises, project work, self-directed learning, presentations, field research, company visits, examination. The integrated assignment includes a lunch plan, timetable, table setting plans, work plan and execution (recipes, food production and serving). All courses are linked to the assignment. It is highly recommended that the student actively uses the knowledge from various courses in the assignment.

The teacher with main responsibility for the course

Birgitta Nelimarkka

Course materials

Announced separately for each course

Assessment criteria

Individual evaluation of each study course, grades awarded 1 - 5.

Development of the theme according to student feedback

The course book has been changed.

last modified 10.09.2010

Document Actions

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3 Customer Relationship Management

Code RCR1RB003

Extent 12 cr

Prerequisites

Modules 1, 2 & 4 must be completed

Learning objectives

Successful utilization of the customer relationship strategy by adding value to the customer segmentation process and assimilating it into the hotel product quality. In addition, a cost effective understanding of the importance of contracts and customer protection.

Course contents

- Customer Relationship Management (RCR1RB003A): customer service, relationship marketing, planning and management of customer relationships
- Accounting and Controlling Accounting basics (RCR1RB003C), Fundamental concepts, VAT calculations, The accounting cycle and Financial Statements and Understanding an Annual Report
- Commercial Law (RCR1RB003D): Different legal systems, Contract Law in Finland, The sale of goods, Competition, Marketing Law, Consumer protection, Product liability and Debts and payments
- Front office operations (RCR1RB003E): the front desk as a working environment, customer service at the front desk, security of an accommodation business and Opera PMS system

International aspects

In the integrated assignment, student groups will make a project that concentrates on customer relations management in a service industry having both national and international dimensions. International customers' points of view will be considered. All courses are linked to the assignment and also have international aspects. It is highly recommended that students actively use the knowledge gained from different courses in the assignment.

Teaching and learning methods

Lectures, interactive class discussions, exercises, project work, self-directed learning, presentations, field research, company visits, examination. All courses are linked to the assignment. It is highly recommended that the student actively uses the knowledge from different courses in the assignment.

The teacher with main responsibility for the course

Taina Pallonen

Course materials

Announced separately for each course

Assessment criteria

Individual evaluation of each study course, grades awarded 1 - 5.

Development of the theme according to student feedback

Feedback has been analysed and some minor changes have been made. The theme-based group work can be returned to Moodle, which helps teachers to publish grades faster.

last modified 10.09.2010

Document Actions

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4 Work Placement

Code RWP6RB004

Extent 20 cr

Prerequisites

RWP6RB004A should be completed first

RWP6RB004B should be completed during the summer

Learning objectives

The aim of this training period is to acquaint the student with a wide range of operations, customer service situations and work tasks within the industry. This training should widen the student's previous skills and enable them to evaluate the standards, work methods and work task requirements used in the industry. In addition, the training aims at improving the student's competence in observing and assessing his/her own performance.

Practical training should be carried out in a hotel or restaurant or some other branch of the hospitality industry.

Course contents

RWP6RB004A

RWP6RB004B

Teaching and learning methods

Practical training on the training period consists of training in the different sectors in the field of hospitality industry. Each student's previous work experience and their own professional goals are

taken in consideration when the practical training programme is made. The student keeps a work and training diary of the training and writes a training report on the basis of the diary entries.

The teacher with main responsibility for the course

Pirkko Salo

Course materials

Announced separately for each course

Assessment criteria

Individual evaluation grades awarded 1 - 5 in RWP6RB004A and RWP6RB004B (pass/fail)

last modified 10.09.2010

Document Actions

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5 Service Processes

Code RSP1RB005

Extent 12 cr

Learning objectives

Subsequent to this theme, the student understands restaurants' processes in sales, food production and restaurant services. The student knows how to manage teams and is familiar with the concept of total quality assurance.

Course content

- Co-operation in the Service Industry RSP1RB005B: Organization, developing, co-operation, managing change
- Comprehensive Quality Assurance RSP1RB005C: Quality as a concept, Quality management
- Restaurant Service Processes RSP1RB005D: Managing Sales and Banqueting, On and Off Premise Catering
- Food Production Processes RSP1RB005E: Food product development process according to various concepts, menu planning

International aspect

The theme assignment is committed in international learning environment.

Teaching and learning methods

Lectures, interactive class discussions, exercises, project work, self-directed learning, presentations, field research, company visits, examination. All courses are linked to the assignment. It is highly recommended that the student actively uses the knowledge from different courses in the assignment.

The teacher with main responsibility for the course

Taru Sipponen

Course materials

Announced separately for each course

Assessment criteria

Each course has an individual grade for each student. Grades are based on self-evaluation, which is carried out for the Quality course. The weight of the grade differs between courses.

last modified 10.09.2010

Document Actions

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6 Customer Oriented Development

Code: RCO2RB006

Extent 12 cr

Prerequisites

Modules 1 - 4 must be completed.

Learning objectives

The aim is to introduce students to customer-oriented services as processes and parts of processes. These processes must be analysed and developed from the perspective of customers, service providers and the operational environment. The process of developing a business idea into the first phase business plan is covered during the module.

Course contents

- Services and Marketing (RCO2RB006A): Services processes, Business environment, Marketing Communications
- Cost and Profit Planning (RCO2RB006B): Planning the profitability of a company
- Entrepreneurship (RCO2RB006C): The Role of SME-companies, basics of entrepreneurship
- Nutrition and Special Diets (RCO2RB006E): The impact of nutrition as a factor influencing the well-being of a customer

Cooperation with the business community and other organisations

Learning tasks are based on working life. The integrated assignment includes market and operational environment analysis of a real company.

Teaching and learning methods

Lectures, interactive class discussions, exercises, project work, self-directed learning, presentations, field research, company visits and examination. In the integrated assignment, student groups will plan a food product that would be suitable for the business environment, markets and business operations of the target company. All courses are linked to the assignment. It is highly recommended that the student actively uses the knowledge gained from different courses in the assignment.

International aspect

The role of SME-entrepreneurs in domestic and international environments will be covered during

the course.

The teacher with main responsibility for the course

Markus Häyhtiö

Course materials

Announced separately for each course.

Assessment criteria

Individual evaluation of each study course, grades awarded 1 - 5. The case project influences the evaluation of the four courses included in the theme. Students should concentrate on reasoning the recommendations and suggestions they give in the case project.

Development of the theme according to student feedback

Student feedback meets the HAAGA-HELIA quality measures in most of the areas. Clearer instructions due to the large number of assignments will be given in the future.

last modified 10.09.2010

Document Actions

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7 Profitable Business Unit

Code: RPB2RB007

Extent: 15 cr

Prerequisites

Modules 1 - 4 must be completed.

Learning objectives

The student is familiarized with the procedure for setting up a profitable business. The business plan for a notional firm will be made, including budgets and a plan for Workplace Health Promotion (WHP). Studies will be from the point of view of the accommodation business.

Course content

- Well-being at work (RPB2RB007C): Health, well-being, motivation, stress, health promotion
- Budgeting and Evaluating Financial Performance (RPB2RB007B): Budgeting and Financial Performance Ratios
- Accommodation Business (RPB2RB007E): History, key ratios, concept, customers, products
- Founding a Company and Starting Business Operations (RPB2RB007A): Making a business plan, founding a company
- Management of Restaurant Operations (RPB2RB007D): Control and supervision of goods, revenue and service, history of restaurant business

Co-operation with the business community and other organisations

The groups will create a business plan for a new restaurant which is situated in a real hotel property in the City of Helsinki. Industry-related permissions, other official notices and WHP must be

attached with the business plan.

International aspects

The main project is made from the cross-cultural company's point of view. Multicultural work environment will be discussed in the project. In the report, the international customer angle will be considered. International accounting standards are presented in the module.

Teaching and learning methods

Lectures, interactive class discussions, exercises, project work, self-directed learning, presentations, field research, company visits and examination. In the integrated assignment, student groups will make a business plan that would be suitable for the business environment, markets and business operations of the hotel company in the same property. All courses are linked to the assignment. It is highly recommended that the student actively uses the knowledge gained from different courses in the assignment.

The teacher with main responsibility for the course

Juuso Kokko

Course materials

Announced separately for each course.

Assessment criteria

Individual evaluation of each study course, grades awarded 1 - 5. The case project influences the evaluation of the four courses included in the theme. The final report must follow the general formula of an attached business plan with completed official permissions and other official papers.

Development of the theme according to student feedback

Feedback has been analysed and some minor changes have been made. The theme-based group work can be returned to Moodle which helps teachers to give grades faster.

last modified 10.09.2010

Document Actions

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8 Management of Business Unit

Code RMB2RB008

Extent 15 cr

Prerequisites

Modules 1-5 must be completed

Learning objectives

The student will have an innovative, critical and developing way of working. He/she knows how to act as a member of a team in various problem-solving and decision making situations. The student understands and knows how to analyze and plan the managerial work of a business unit in his/her own industry. The student develops his/her abilities to operate in responsible tasks. He/she will be

able to apply the norms of labour law related to the duties of a supervisor in the hotel and restaurant business. He/she understand the importance of a supervisory position and its responsibilities and shows a positive attitude to any cooperation the purpose of which is to enrich the working community.

Course contents

- Managing Teams & Leading People (RMB2RB008A)
- Labour Law (RMB2RB008B)
- Research Methods (RMB2RB008D)
- Management of Tourism Operations (RMB2RB008E)
- Supervising Lodging Operations(RMB2RB008K) OR
- Travel Management in Porvoo Unit (RMB2RB008L) OR
- Entrepreneurship Management (RMB2RB008M) OR
- Research and Development Management (RMB2RB008N) OR
- International Business Management (RMB2RB008P)

International aspect

Literature (sources) for theme projects.

Co-operation with the business community and other organizations

Project commissioning enterprises - companies, visiting managers from the industry.
Government/communal labour authorities.

Teaching and learning methods

Students will participate in a research & development project, with the aim of developing some aspect – product etc. in the commissioning enterprise/industry. The project will be executed in teams of 4-6 students. Lectures, visiting lectures, drills & team work, book exams.

The teacher with main responsibility for the course

Kari Nurminen

Course materials

Announced separately for each course.

Assessment criteria

Individual evaluation of each study course, grades awarded 1 - 5. The theme project influences the evaluation of the five courses included in the theme. The final report must follow the general formula of a thesis with an abstract and list of references.

Development of the theme according to student feedback

The instructions and execution of the theme have been clarified. Each course has been developed /adjusted for a better contingency – fit with the theme.

last modified 10.09.2010

Document Actions

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9 Advanced Placement

Code RWP6RB009

Extent 10 cr

Prerequisites

RWP6RB004A & RWP6RB004B should be completed first

Learning objectives

The aim of the advanced placement in a company in the field of tourism is that the student develops his or her skills and expertise by working in position of responsibility, or as a supervisor. In addition, the aim is that while training the student learns about the factors of success for a company in the field of tourism. Working in the field also gives the student the opportunity of weighing and evaluating different career options.

Course contents

RWP6RB009A

Teaching and learning methods

The advanced level training is done in the summer between the second and the third year of study. The student keeps a training diary and writes a report of the training. The report consists of a small-scale analysis of the company, a development plan for a part of the company's operations as well as a description and assessment of one's learning process on the training period. A contact person nominated by the Haaga-Helia visits the company in question during the student's training and has discussions with the student and the training supervisor.

The teacher with main responsibility for the course

Pirkko Salo

Course materials

Announced separately for each course

Assessment criteria

Individual evaluation grades awarded 1 - 5

last modified 10.09.2010

Document Actions

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10 Strategic Management

Code: RSJ3RLO10

Extent : 15 cr

Prerequisites

Modules 1 - 8 must be completed

Learning objectives

The aim is to enable an understanding of the meaning of strategic management and leadership in a changing business environment, and to recognize strategic decisions made by corporations and companies.

Course content

The module consists of five courses. They are the following:

- Strategic management (RSM3RB010A): Strategic Management, Analyses as Bases for Strategic Management, Generic Strategies, Resource Based Strategies, Strategy Implementation
- Strategic Marketing (RSM3RB010B): Marketing Management, Competitive Advantage and Differentiation, Strategic Branding, Marketing Communications Strategy, Strategic Alliances and Partnership, Socially Responsible Marketing
- Principles of Economics (RSM3RB010C): Enterprises and Consumers as Part of Economics, Utilities Market, Employment, Finance, Finland and Global Economy, Public Spending, Circulation of Economics, Growth of Production and Standard of Living, Equilibrium of Economics, Fluctuations, Unemployment and Inflation, Economic Policies
- E-business (RSM3RB010D): Strategies of E-commerce, E-commerce Development, The Establishment and Management of E-commerce, Productivity, Internet and Mobile Services
- Managing Hotel Business Operations (RSM3RB010K): Hotel Management Functions and Responsibilities; e.g. Capacity Management, Pricing Strategies, Revenue Management

Co-operation with the business community and other organizations

Learning tasks and assignments are based on working life.

International aspects

International company examples as well as theories are used.

Teaching and learning methods

Independent study, course assignments / module assignment, lectures, examinations, exercises. If a module assignment is in use, all courses are linked to it.

Teacher with the main responsibility for the module

Minna Halmetoja

Course materials

Announced separately for each course.

Assessment criteria

Individual evaluation of each course, grades awarded 1 - 5. The impact of the module assignment (if used) varies according to teachers' instructions.

Development of the theme according to student feedback

The module assignment (or separate course assignments) gives a deep insight into the strategies of a particular company. Guidelines for the assignment(s) have been improved.

last modified 10.09.2010

Document Actions

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11 Alternative Modules

Hotel Management

Code: RHM4RBO11

Extent: 9 credits

Level: Advanced studies.

Other alternative modules (for more information, contact Ms Pirkko Salo)

- Travel and Tourism Management
- Restaurant Management
- Aviation Management
- International Business Management

Prerequisites

Courses: Supervising Lodging Operations (RMB2RB008K) and Managing Hotel Business Operations (RSM3RB010K) completed prior to module 11.

Learning objectives

The student will learn the concepts and working models of business concept based product development and the principles of strategic business concept thinking. The student learns to understand the multitude of distribution channels, and learns to carry out a distribution channel strategy for an accommodation business. The student understands the various possibilities for managing the interrelationships of hotel departments, and is able to compare the pros and cons of own staff vs. outsourced operations. The student is capable of building a working model for interdepartmental operations.

Course Contents

- Concept-based Product Development (RHM4RBO11A):
 - Business concept analysis
 - Hospitality forecasts and trends
 - Product development
- Hotel Distribution Channel Management (RHM4RBO11B):
 - Main distribution channels
 - Distribution channel strategies
- Management of Accommodation Operations (RHM4RBO11C):
 - Own staff vs. outsourcing
 - Property management
 - Organizing housekeeping operations
 - Quality and Quality assurance

Co-operation with the business community and other organizations

The module is primarily carried out in close cooperation with and directly to an accommodation business chosen case by case.

Teaching and learning methods

Lectures, case-study of an accommodation business, exam, executive project assignment

The teacher with main responsibility for the module

Ari Björkqvist

Course materials

Announced separately for each course

Assessment criteria

Individual evaluation of each study course, grades awarded 1-5. The proportion of the case study for the assessment varies course by course.

Development of the theme according to student feedback

Based on student feedback, the module is on a strategic management level, demanding, also time-wise, and requires advanced teamwork abilities and project management skills. The interdependency of the 3 courses in the module has been improved, based on student feedback.

last modified 10.09.2010

Document Actions

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12 Profitable Company

Code: RPC3RB012

Extent 12 cr

Prerequisites

Modules 1 - 4 must be completed.

Learning objectives

The student will learn how today's organizations deal with the complex issues of economic, social and environmental concerns and how the organizations can respond to global and local challenges. S/he becomes familiar with the main tools for the management and planning of responsible business operations.

Course contents

- Human Resources Management RPC3RB012A1
- Business Development Project RPC3RB012E
- Capital Budgeting and Taxation RPC3RB012C
- Responsible Business Operations RPC3RB012D

Teaching and learning methods

Lectures, interactive class discussions, exercises, project work, company visits and examination.

Co-operation with the business community and other organizations

Real-life case-studies

International aspects

Some case-companies maybe International

The teacher with main responsibility for the course

Risto Karmavuo

Course materials

Announced separately for each course.

Assessment criteria

Individual evaluation of each study course, grades awarded 1 - 5. The case project influences the evaluation of the four courses included in the theme. Students should concentrate on reasoning the recommendations and suggestions they give in the case project.

Development of the theme according to student feedback

Courses are annually evaluated according to received feed-back

last modified 10.09.2010

Document Actions

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Principles of Marketing and Sales

- Code: SOC1RB001
- Extent: 3 ECTS (81 h)
- Timing: Semester 1-2
- Language: English
- Level: Basic studies
- Type: compulsory

Prerequisites

No prerequisites.

Learning outcomes

The student becomes familiar with the principles of consumer behavior, it's changes and development and can use them in developing products and services. The will also have a solid understanding of marketing and sales in the hotel, restaurant and tourism industry and can put these skills to practical use. In addition the student will have good selling, argumentation and negotiation skills and will be capable of closing a deal in a creative and innovative manner.

Course contents

- Development of marketing philosophies
- Influence of marketing environment to marketing decisions
- Overview of the marketing information system
- Essentials of marketing planning
- Business and consumer buying behavior
- Target groups, differentiation, segmentation and positioning
- Brand marketing and design management
- Marketing mix from 4/7 P point of view
- Product concept, product development and product life cycle
- Pricing strategies, pricing approaches and price elasticity
- Distribution channel
- Marketing communications mix
- Formulating a marketing plan

Cooperation with the business community and other organisations

Visits to companies and guest lecturers from business are planned for the course.

International

Case examples during the course are about multinational companies.

Teaching and learning methods

It is possible to complete the course based on classroom learning, part time learning or virtual learning:

a) Classroom learning:

Lectures and Examination 32 h

Self-studies 49 h

b) Part Time Learning:

Lectures and Examination 12 h

Self-studies 69 h

c) Virtual learning

Self-studies in Moodle 78 h

Written examination in classroom 3 h

Alternative completions

It is possible to complete the course based on classroom learning or part time learning.

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Course at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a specific skills examination, individually agreed with the teacher.

Teacher/s with the main responsibility for the course

Tommi Immonen, Haaga

Pirkko Salo, Haaga (Virtual learning)

Course materials

LBowie, D. & Buttle, F. 2004. Hospitality Marketing: An introduction. Butterworth-Heinemann
Lecture slides, cases, articles and other material given by the teacher.

Assessment criteria

Examination 50 %

Assignment 50 %

last modified 10.09.2010

Document Actions

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Basics of Travel and Tourism Industry

Code: SOC1RB002

Extent: 3 ECTS (81h)

Timing: Semester 1 or 2

Language: English

Level: Basic studies

Type: Compulsory

Prerequisites

None

Learning outcomes

The objective of the course is that a student will get acquainted with travel and tourism as a global, multi-form industry: one will be familiar with basic definitions and concepts and will understand contents of travel and tourism cluster. A student will also understand the impact of tourism and will be able to conduct one's behavior in a sustainable way.

Student will

- understand multi-form character of travel and tourism business (cluster)
- understand local and global impact of tourism industry
- take responsibility and have a good work attitude with long-term determination and interest

Course contents

- Basic definitions and concepts
- Travel and tourism cluster in Finland
- Global tourism flows
- Impact of tourism

Cooperation with the business community and other organisations

Focus of the course is travel and tourism as a business, sectors and companies in the field. Course programme will include a company visit and/or a guest lecture.

International

Focus of the course is travel and tourism as a global phenomena.

Teaching and learning methods

a) Classroom learning:

Lectures and Examination 32 h

Self-studies 49 h

b) Part Time Learning:

Lectures and Examination 12 h

Self-studies 69 h

Alternative completions

None

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Leena Grönroos, Haaga

Course materials

Cooper, C. et al. 2008. Tourism, principles and practice. Pearson Education Limited. Pages will be given at the beginning of the course.

or

Holloway, C. 2006. The Business of Tourism. Longman. Pages will be given at the beginning of the course.

UNWTO. World Tourism Barometer. The latest edition.

Lecture material and internet pages will be given during the course.

Assessment criteria

Will be given at the beginning of the course.

last modified 10.09.2010

Document Actions

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Personal Communication Skills

- Code: SOC1RB003
- Extent: 3 credit (81 h)
- Timing: period 1-2
- Language: English
- Level: Basic studies
- Type: compulsory

Prerequisites

No prerequisites

Learning outcomes

After successful completion of course students will be able to confidently handle a variety of situations in a typical working environment. They will develop the following:

- good spoken and written English language skills
- self awareness of interpersonal communication skills and areas needing improvement
- skills of constructive criticism, both of themselves and colleagues
- listening and presentation skills
- development tools to improve communication level

Course contents

- verbal and non-verbal communication
- perception of audience and readers
- structure of a spoken and written presentation
- importance of body language during presentation
- recorded video critics

Connections with working and professional life

The course consists of co-operating with students' place of employment or other company/organisation operating in the business to meet the learning objectives.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

Discussion and oral presentations

Reading and written assignments

Visiting lecturers

Work load of full-time students

Classroom learning:

Oral communication 26h

Written communication 13h

Computer classes 9h

Independent work load 33h

Work load of part-time students

Classroom learning:

Oral communication 9h

Written communication 4,5h

Computer classes 4,5h

Independent work load 63h

Teacher/s with the main responsibility for the course

Wallace Reynolds, Haag

Course materials

Selected articles and material given by the lecturer
HAAGA-HELIA report writing guidelines

Assessment criteria

Active participation (mandatory attendance 80%)
Oral discussion 50 %
Written assignments and communication 50%

last modified 10.09.2010

Document Actions

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Basics of Business Mathematics (excel)

Code: SOC1RB004
Extent: 4 ECTS (108 h)
Timing: Semester 1-2
Language: English
Level: Basic studies
Type: Compulsory

Prerequisites

No

Learning outcomes

The main objective of the course is to introduce the student to business mathematics concepts and improve student's calculation skills. Exercises made by excel spreadsheet are included in the course. In addition, the student will be introduced to special accounting terminology used in the hotel, restaurant and tourism industry.

Upon successful completion of the course, the student

- Possesses good skills and hands-on expertise in basic business mathematics tools
- Knows the principles of how to use excel spreadsheet
- Understands the key figures of the hotel, restaurant and tourism industry and can put them into practical use
- Has a broad knowledge of how to implement basic financial calculations by spreadsheet

Course contents

- Percentage calculations
- Simple interest calculations
- Compound interest calculations
- Time value of money
- Use of excel spreadsheet
- Applications of business mathematics in the hospitality industry

Cooperation with the business community and other organisations

Applications are taken from hospitality industry.

International

Throughout the course international accounting standards will be applied.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and Examination 32 h

Self-studies 76 h

b) Part Time Learning:

Lectures and Examination 12 h

Self-studies 96 h

Studies include mainly practical exercises done excel spreadsheet.

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher with the main responsibility for the course

Pekka Heikkilä, Haaga

Course materials

Gaulter.B., Buchanan.L. 2001. Modular mathematics for GCSE. Oxford University Press. Oxford

Pulkkinen.P., Holopainen.M., Keinänen.K. 2001. Business mathematics. Care & Share. Kuopio

Lecture material

Assessment criteria

Examination 80%

Assignment 20%

last modified 10.09.2010

Document Actions

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e-Commerce in Hospitality and Tourism

- Code: SOC1RB005
- Extent: 3 ECTS (81 h)
- Timing: Semester 2
- Language: English
- Level: Basic studies

- Type: compulsory

Prerequisites

No prerequisites.

Learning outcomes

Upon completion of course student will

- knows how to use the company information systems for managerial support
- knows how to use information technology in customer relationships
- can use and implement information systems in the hotel, restaurant and tourism business
- understands the significance of the Internet and electronic commerce to the industry
- understands the relevance of new electronic communication channels e.g. social media
- can use electronic means of marketing and commerce

Course contents

Course covers the history, present and future of electronic business in interactive discussions. The following subjects are the main themes:

- New business models
- Internet and other networks
- Internet pages and commerce, usability
- Payments, taxes, service, returning
- Security, ethical, political and social issues, privacy
- B2B e-commerce, partnering, EDI, Supplier Relations Management
- ERP (Enterprise Resource Planning), intranet
- Procurement of systems, requirement specifications
- Electronic marketing
- ROI, measuring, data mining
- Change in consumer behavior
- Web 2.0, social media
- Virtual worlds
- Mobile business

Cooperation with the business community and other organisations

Visits to companies and guest lecturers from business are planned for the course.

International

Case examples during the course are about multinational companies.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and Examination 32 h

Self-studies 49 h

b) Part Time Learning:

Lectures and Examination 12 h

Self-studies 69 h

Alternative completions

It is possible to complete the course based on classroom learning or part time learning.

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Course at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a specific skills examination, individually agreed with the teacher.

Teacher/s with the main responsibility for the course

Tommi Immonen, Haaga

Course materials

Lecture material.

Assessment criteria

Examination 50 %

Assignment 50 %

last modified 10.09.2010

Document Actions

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Hotell-, restaurang- och turismsvenska

Code: SOC1RB006

Extent: 3 ECTS (81 h)

Timing: Semester 1 or 2

Language: Finnish

Level: Basic studies

Type: Compulsory

Prerequisites

The level of the course is B1.

The course is obligatory for students with the Finnish matriculation examination.

A prerequisite for attending the course is that the student has passed the Swedish level test or the course Träna svenska.

Learning outcomes

The objective is that the student learns more Swedish and shows ability to communicate in different accommodation, foodservice and tourism industry situations both orally and in writing. The student is able to use the Swedish language in presenting Finland as a tourist destination.

Student will

- have a good command of daily customer service in Swedish
- be able to function in communication and interactive situations which are typical in the industry
- know Finnish culture and is capable of explaining specific and accurate details
- understand linguistic and cultural proficiency as part of the life-long learning

Course contents

- Accommodation business terminology: presenting the company, its operations and staff
- Gastronomic terminology, names of dishes and drinks, special diets, cooking methods, menu phrases, differences of Swedish in Sweden and in Finland
- Foodservice terminology, presenting the restaurant, its staff and its operations
- Presenting a tourism business and its operation
- Customer service and sales situations in the accommodation, foodservice and tourism industry

Cooperation with the business community and other organisations

The contents of the course are based on topics from working life.

International

The student gets acquainted with practices in other Nordic countries and s/he is encouraged to participate in student exchange or internship in Sweden, Norway or Denmark.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning.

a) Classroom learning:

Lectures and Examination 48 h

Self-studies 33 h

b) Part Time Learning:

Lectures and Examination 17 h

Self-studies 64 h

The course includes oral and written exercises as well as independent studies outside classroom learning. Active participation, written assignments and exams are compulsory.

In the safe and secure environment of the classroom the student has the opportunity to practice his/her skills in Swedish in different customer service and sales situations. S/he also trains different aspects of language learning; listening and reading comprehension, pronunciation and speaking. The student is encouraged immediately to use his/her skills in Swedish in working life and in everyday life.

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Arja Aktan-Helminen, Haaga

Hanna Knuutila, Haaga

Anna Sarajas-Zino, Haaga

Course materials

The course material will be announced in the first lecture.

Assessment criteria

Examination 80 %

Active participation 20 %

last modified 10.09.2010

Document Actions

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Finnish for the Hospitality and Tourism

Finnish for the Hospitality and Tourism

- Code SOC1RB007
- Extent: 3 cr (81 h)
- Timing: period 5 (2nd year students)
- Language: English, Finnish
- Level: Professional studies, target level B1
- Type: compulsory

Prerequisites

Requires completion of the Basics of Finnish and A2 level skills in Finnish language.

Learning outcomes

The course introduces the foreign students to the usage of Finnish in the hospitality industry and to the culture of doing business in Finland. The objective of the course is to provide students with advanced knowledge of the Finnish language in everyday working life and for special purposes.

Successful completion of the course enhances the students' competence to

- communicate in Finnish business situations
- understand varied intercultural and language-related requirements in working life

Course contents

- Grammar structures (past tenses and passive voice, comparison of adjectives).
- Different kinds of companies in the industry.
- Finnish hospitality business.
- Gastronomy and menu.
- Travel and tourism.
- Organizations and functions.
- Job descriptions.
- Presenting a job and a company.
- Company occasions.
- Advanced customer service and satisfaction.

Connections with working and professional life

The course consists of co-operating with students' place of employment or other company/organisation operating in the business to meet the learning objectives.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange

students.

Teaching and learning methods

Discussion and oral presentations
Reading and written assignments
Field trip in the industry
Contact lessons 48 h
Independent work 32 h

Identifying and acknowledging previously acquired skills (AHOT)

The student may complete part of the course on the basis of a skills test. The student must show sufficient knowledge and skills to receive the credits. Skills test is assessed on a scale 1-5.

Teacher/s with the main responsibility for the course

Aino Norrbacka, Haaga

Course materials

White, Leila 2009. From start to Finnish. A short course in Finnish. Helsinki, Finn Lectura
Selected articles and material given by the lecturer
Additional reading: Kenttälä, Marjukka 2003. Kieli käyttöön: suomen kielen jatko-oppikirja
Helsinki, yliopistopaino.

Assessment criteria

Active participation (mandatory attendance 80%)
Discussion and oral presentations 30 %
Reading and written assignments 30%
Written exam 40 %

last modified 10.09.2010

Document Actions

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Basics of Human Behaviour

- Code: SOC1RB008
- Extent: 3 ECTS (81 h)
- Timing: Semester 1
- Language: English
- Level: Professional studies
- Type: compulsory

Learning outcomes

The purpose of the course is to provide such a view to applied social psychology that students understand and are able to observe organizing as social phenomenon in a working place. Stress is given to themes which help students to reflect their self-efficacy both as a student and as an employee and to theories which can be applied to several functions, e.g. leadership, marketing and

customer service.

- Understands the meaning of professional pride and identity
- Understands aspects of human behavior and is able to work and organize together with others in multi-disciplinary teams
- Takes other people into consideration in all human behavior
- Is capable of collaborative learning and sharing knowledge in teams and working communities

Course contents

- People as social constructions and images of beliefs
- Managing people starts from myself
- Social perception
- Identity and personality
- Motivation and coping
- Individual in a group

Connections with working and professional life

The course consists of co-operating with students' place of employment or other company/organisation operating in the business to meet the learning objectives.

International

The course is conducted in HOSBA-programs with a mix of international students.

Teaching and learning methods

a) Classroom learning:
Lectures and Examination 24 h
Self-studies 56 h

b) Part Time Learning:
Lectures and Examination 14 h
Self-studies 66 h

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Eija Kjelin, Haaga

Course materials

Will be announced later.

Assessment criteria

Examination 60 %

Participation and assignments 40 %

last modified 10.09.2010

Document Actions

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Commercial Law

- Code: PTA1RH009
- Extent: 3 ECTS (81 h)
- Timing: semester 2
- Language: English
- Level: Basic studies
- Type: compulsory

Learning outcomes

The objective of the course is to provide a basic understanding of the Finnish legal system especially parts that affect business operations and the EU legislation. An essential content is to acquaint the student with company law, consumer law and contract law which are relevant to the hotel, restaurant and tourism industry.

After successful completion of the course student will

- understand basics of the Finnish legal system and main principles of EU legislation
- have tools to identify and to a certain extent solve legal problems
- have an ability to see contracts as a tool for risk management and know basic principles of the relevant legislation
- have an ability to see certain business opportunities/problems from a legal point of view

Course contents

- Legal systems and EU legislation
- Contract law
- Consumer protection and product liability
- Business-to-Business trade
- Marketing regulation and competition legislation
- Debt financing and security interests

Connections with working and professional life

The course consists of co-operating with students' place of employment or other company/organisation operating in the business to meet the learning objectives.

International

Student will acquaint her-/himself with international legal systems and learn to understand different legal approaches from the Finnish perspective.

Teaching and learning methods

Classroom based learning 24 h

Independent work load 16 h

Identifying and acknowledging previously acquired skills (AHOT)

The student may incorporate previously acquired skills in his/her degree by skills test.

Teacher/s with the main responsibility for the course

Janne Jokinen, Haaga

Course materials

Case studies in lessons and additional material given by the lecturer.

Assessment criteria

Exam 80%

Assignment 20%

last modified 10.09.2010

Document Actions

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Introduction to Hospitality and Tourism Business

- Code: SOC1RB010
- Extent: 3 ECTS (81 h)
- Timing: 2. semester
- Language: English
- Level: basic studies
- Type: compulsory

Prerequisites

No prerequisites.

Learning outcomes

The study module creates a basis and orientation to the hotel-, restaurant- and tourism industry. The objective is to provide future professionals with a realistic picture about the industry and the business. Managerial mentality is a key component in the studies. The student will also be acquainted with curriculum-related alternative orientation studies.

After successful completion of the course student will

- know industry-related operational environments, networks and the boundary surfaces of the sector
- know hotel-, restaurant and tourism businesses in Finland and abroad
- understand the changes of business environment and its influence on the operation
- know the history, development and varied fields of the hotel, restaurant and tourism industry
- understand the economical and operational risks of a business
- understand the significance of internal entrepreneurship and possess an entrepreneurial mind

- know how to keep track of developments in the business and maintain interest in industry developments.

Course contents

- orientation to studies in HAAGA-HELIA
- Hotel , restaurant and tourism industry-related topics

Cooperation with the business and other organisations

The module contains visiting lecturers from the hotel -, restaurant - and tourism industry.

International

The studies integrate an international aspect addressing the special international characteristics of the industry.

Teaching and learning methods

The student may complete the module either in a class-room based implementation or a part-time implementation

a) Classroom based implementation:

Classroom teaching and exam 24 h

Independent work load 57 h

b) Part-time implementation:

Classroom teaching and exam 8 h

Independent work load 75 h

Identifying and acknowledging previously acquired skills (AHOT)

The student may incorporate previously acquired skills in his/her degree by skills test. Skills will be shown in a written test.

Teacher/s with the main responsibility for the course

Jouni Ahonen, Haaga

Pirkko Salo, Haaga

Course materials

Case studies in lessons and additional material given by the lecturers.

Assessment criteria

Exam 80%

Assignment 20%

last modified 10.09.2010

Document Actions

- 

Travel agencies and tour operator business

Code: SOC2RB011
Extent: 3 ECTS (81 h)
Timing: 2. semester
Language: Finnish
Level: professional studies
Type: compulsory

Prerequisites

Students are recommended to complete the Basic of Travel and Tourism Industry and E-commerce in Hospitality and Tourism prior to the course.

Learning outcomes

The objective of the course is to provide the student with knowledge about the operational environment and fundamentals of the business of different travel agencies and tour operators. Student will learn about income formation and products of different agents. Student will learn basic skills about the Amadeus reservation system.

Course contents

- Operational environment of travel agencies
- Earnings principles of tour operators
- Product knowledge of tour operators and price structure of travel products
- Principles of Amadeus airline reservations

Cooperation with the business and other organisations

The course contains a field visit in the industry.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

- a) Classroom learning:
Lectures and Examination 32 h
Self-studies 49 h
- b) Part Time Learning:
Lectures and Examination 12 h
Self-studies 69 h

Identifying and acknowledging previously acquired skills (AHOT)

The student may incorporate previously acquired skills in his/her degree by skills test.

Teacher with the main responsibility for the course

Salla Juustila, Haaga

Course materials

Cooper, C. jne. 2008. Tourism Principles and Practice. Prentice Hall
Case studies in lessons and additional material given by the lecturer

Assessment criteria

Written exam

Research project

last modified 10.09.2010

Document Actions

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Financial Accounting and Reporting

Code: SOC2RB012

Extent: 3 ECTS (81 h)

Timing: Semester 2

Language: English

Level: Professional studies

Type: Compulsory

Prerequisites

Basics of Business Mathematics

Learning outcomes

The course will introduce the basic concepts and procedures of financial accounting. The student will learn to analyse strategically the economic information that companies display in their Financial Statements. Emphasis will be placed on managerial level ratio analysis and interpretation.

Upon successful completion of the course, the student

- Can interpret financial statements
- Understands from where and how operational profit is generated.
- Understands the economic thinking behind all business operations

Course contents

- Accounting basics: Overview of accounting systems
- Fundamental concepts: Revenue, Costs, Assets, Equity, Liabilities
- The accounting cycle and Financial Statements: Income statement, Balance sheet, Statement of Cash Flows
- VAT calculations
- Gross profit, inventories
- Working capital
- Ratio analysis of Financial Statements

Cooperation with the business community and other organisations

Companies analyzed are real entities.

International

Throughout the course international accounting standards will be applied.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:
Lectures and Examination 48 h
Self-studies 33 h

b) Part Time Learning:
Lectures and Examination 24 h
Self-studies 57 h

Studies include mainly practical exercises.

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Pekka Heikkilä, Haaga

Course materials

Schmidgall, R. 2005. Hospitality Industry Managerial Accounting. Educational Institute of the American Hotel & Motel Association, USA.

Lecture material

Assessment criteria

Examination 70%

Assignment 30%

last modified 10.09.2010

Document Actions

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Front Office Operations

Code: SOC2RB013A

Extent: 3 ECTS (81 h)

Timing: semester 1

Language: English

Level: Professional studies

Type: Compulsory

Prerequisites

No prerequisites

This course is part of the study module Hospitality Services

Learning outcomes

The aim is to provide the student with basic skills required at the reception, management of customer service operations and front-office operations from the Opera PMS point of view, and the

basics of security and safety in accommodation business.

Upon successful completion of the course, the student

- knows hotel related legislation and its practical implementation
- knows how to use information technology in hotel customer service
- is aware of the safety and security requirements from hotel front office point of view
- shows willingness to serve in a professional manner and understand that hospitality is one of the central values and success factors of the sector

Course contents

The aim is to provide the student with the basic skills required at the reception.

- Front desk as a working environment
- customer service at the front desk
- security of an accommodation business
- basics of Opera pms-system

Cooperation with the business community

Company visits and visitors from business field

International

Customer service in hotels is analysed from multicultural point of view

Identifying and acknowledging previously acquired skills

the student may incorporate previously acquired skills in his/her degree by skills test

Teaching and learning methods

Working methods: case studies, project work, class presentations

The course can be completed either as a full time or part time learning

a) Contact lesson based implementation:

Contact hours 48 h

Self study 33 h

b) Part time study:

Contact hours 12 h

Self study 69 h

Contact teacher

Taina Pallonen, Haaga

Learning materials

Bardi, J. 2003. Hotel Front office management. Wiley & Sons

Lattin, W. Gerald. 2009. The lodging and food service industry. Educational Institute of the American Hotel & Motel Association

Mill R. 2006. Managing the lodging operations. Pearson Prentice Hall

Assessment criteria

Exam 50%

Assignments 50%

Participation and attendance

last modified 10.09.2010

Document Actions

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Basics of Restaurant Services

- Code: SOC2RB013B
- Extent: 3 ECTS (81 h)
- Timing: Semester 1
- Language: English
- Level: Professional studies
- Type: compulsory

Prerequisites

This course is part of the Hospitality Services module SOC2RB013.

Learning outcomes

During this course the student will learn restaurant service methods so that he/she knows how to serve food and beverages in different environments.

Upon completion of the course student will

- be self-directed in his/her service processes
- show willingness to serve in a professional manner and understands that hospitality is one of the central values and success factors of the sector
- has a good command of daily customer service in several languages

Course contents

Service methods and practices understanding customer needs

Furniture, fixtures and dishes

Restaurant etiquette

Cooperation with the business community and other organisations

Company visits and visitors from business field

International

Customer service in restaurants is analysed from multicultural point of view

Teaching and learning methods

It is possible to complete the course based on classroom learning, part time learning.

a) Classroom learning:

Lectures and Examination 32 h

Self-studies 49 h

b) Part Time Learning:

Lectures and Examination 12 h

Self-studies 69 h

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Sipponen Taru, Haaga

Course materials

Lecture material.

Lillcrap, D. and Cousins, J. 2006. Food and Beverage Service. Hodder Arnold.

Assessment criteria

Examination 30 %

Assignment 50%

Classroom activity 20%

last modified 10.09.2010

Document Actions

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Basics of Food Production

- Code: SOC2RB013C
- Extent: 3 ECTS (81 h)
- Timing: Semester 1
- Language: English
- Level: Basic studies
- Type: Compulsory

Prerequisites

No prerequisites. This course is a part of Hospitality Services module.

Learning outcomes

The objective of this course is that the student will learn professional cookery based on business idea and customer orientation. The ingredients and their usage, characteristics and storage are introduced through the common meals of the different foodservice sectors. The student will get acquainted with food production methods and the use of machines and equipment in varying situations. Essential dishes, planning a dish and pricing it are introduced.

After completing this course the student

- has a good command of the basics of food production
- knows how to design menus and meals and has a good command of food, raw material and their qualities
- understands customer expectations behind the choice of food

- understands the nutritional, aesthetic and statutory quality of food

Course contents

- Professional cookery as a part of business
- Common meal of the hospitality industry and their ingredients
- Machines, equipment, kitchen appliances and basic utensils
- Essential dishes
- Planning dishes and pricing

Cooperation with the business community and other organisations

Company visits and visitors from business field

International

Food production is analysed from multicultural point of view

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and Examination 48 h

Self-studies 33 h

b) Part Time Learning:

Lectures and Examination 12 h

Self-studies 69 h

Alternative completions

No alternative completions available.

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Markku Halmeenmäki, Haaga

Jari Karjalainen, Haaga

Birgitta Nelimarkka, Haaga

Outi Westman, Haaga

Course materials

Morgan, J. L. 2006. Culinary Creation: an introduction to foodservice and world cuisine.

Butterworth-Heinemann. Burlington, MA.

Campbell, J., Foskett, D. & Cesarani, V. 2008. Practical Cookery. Hodder Education. London.

Lecture slides, recipes, articles and other material given by the teacher

Assessment criteria

Examination 40 %

Assignments 60 %

last modified 10.09.2010

Document Actions

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Food Science and Safety

- Code: SOC2RB013D
- Extent: 3 ECTS (81 h)
- Timing: Semester 1
- Language: English
- Level: Professional studies
- Type: compulsory

Prerequisites

The course is part of Hospitality Services module.

Learning outcomes

The student will get acquainted with the composition and properties of foods and with the changes in them during storage and preparation. The course provides the basic knowledge in food quality and safety. When completing the Hygiene Proficiency Exam the student will get the Hygiene Proficiency Certificate required for working in a business that handles food.

After completing this course the student will

- have a good command of self-supervision and food safety
- be aware of the safety requirements for the hospitality sector and can implement them in his/her own work
- know the restaurant industry related legislation and operational requirements

Course contents

- Food ingredients
- The properties and composition of foods
- The factors affecting the shelf-life of foods
- Principles of microbiology
- Food safety
- Food poisoning
- Principles of In-house control

Cooperation with the business community and other organisations

Company visits and visitors from business field.

International

Food science and safety is analysed from multicultural point of view.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and Examination 24 h

Self-studies 57 h

b) Part Time Learning:

Lectures and Examination 12 h

Self-studies 69 h

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Johanna Rajakangas-Tolsa, Haaga

Course materials

Sprenger, R. 2002. Intermediate Food Hygiene. Highfield Publications, Doncaster, UK.

Lecture slides, articles and other material given by the teacher.

Assessment criteria

Examination 50%

Assignments 50 %

last modified 10.09.2010

Document Actions

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Placement in the industry

Code: RWP6RB004A

Extent: 10 cr

Timing: 1 semester

Language: English/ Finnish

Level: work placement

Prerequisites

The placement in the industry requires completion of the Hospitality Services study module.

Placement in the industry is a part of Practical Training RWP6RB004

Learning outcomes

The objective of the basic placement is to acquaint the student with industry-related operations, customer service and tasks. The placement will enhance previous know-how and allow the student to evaluate the relevant standards; working methods and his/her own eligibility in the industry. The student will also develop self-evaluation and observation skills.

Course contents

During the first academic year the student is required to complete a minimum of 280 hours of basic training. The curriculum integrates a period of eight weeks to allow students to complete the placement in the industry. Placement will be carried out as two-week periods in different units and jobs of a hotel and restaurant business. Previous experience and professional goals of the trainee are considered in each individual placement plan. Placement sites range from restaurants, meeting and sales services, restaurant kitchens and hotel receptions to service and maintenance jobs. The student is required to keep a journal of his/her placement. He/she must either participate in a web-based placement discussion or write a placement report on the basis of the journal.

Cooperation with the business and international

Placement jobs are located in hotel, restaurant and tourism businesses in Finland and abroad.

Teaching and learning methods

Orientation to the training is conducted at school prior to basic placement. The placement orientation addresses issues regarding e.g. finding a placement job, a trainee's role at work and learning at work. After the placement period students will have to attend a feed-back session.

Teacher with the main responsibility for the course

Taina Pallonen, Haaga
Pirkko Salo, Haaga

Course materials

Placement orientation and the related material is based in Moodle e-learning environment.

Assessment criteria

The basic placement in the industry is assessed on a scale 1 – 5 to conform with the employer evaluation.

last modified 10.09.2010

Document Actions

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Summer Placement

Code: RWP6RB004B

Extent: 10 ECTS

Timing: 2. – 3. semester

Language: English/Finnish

Level: work placement

Prerequisites

The professional work placement in the industry requires completion of the Hospitality Services study module and the placement in the industry (10cr) completed. Summer Placement is a part of Practical Training (RWP6RB004).

Learning outcomes

The objective of the summer placement period is that the student will deepen his/her knowledge in diverse business environments and cultures of the hotel and restaurant industry. In addition, the training will enable the student to connect with the industry-based organisations and people to improve his/her future employment and career opportunities.

Course contents

Summer placement is carried out under managerial supervision for a period minimum of eight weeks or 280 hours. The training may be completed either in Finland or abroad and in most cases it takes place during the summer between the first and the second academic year. The student should keep a journal of the placement and he/she must write a report after the placement. The report should include a brief company presentation, description of the placement and evaluation.

Cooperation with the business and international

Placement jobs are located in hotel, restaurant and tourism businesses in Finland and abroad.

Teaching and learning methods

The student will receive counselling in defining personal objectives before the placement period. Student writes his/her own journal during the placement and the report after the placement.

Teacher with the main responsibility for the course

Taina Pallonen, Haaga

Pirkko Salo, Haaga

Course materials

material given by the training co-ordinators

Assessment criteria

Pass/fail on the basis of accepted training and placement report.

last modified 10.09.2010

Document Actions

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Svenska i arbetslivet

Code: FES1RB001

Extent: 3 ECTS (80 h)

Timing: Semester 2 or 3

Language: Finnish

Level: Basic studies

Type: Compulsory

Prerequisites

The level of the course is B1.

The course is obligatory for students with the Finnish matriculation examination.

A prerequisite for attending the course is that the student has passed the Swedish level test or the

course Träna svenska.

Learning outcomes

The student achieves such spoken and written skills that s/he manages in typical work situations in Swedish.

Student will

- have a good command of reporting the company economy in Swedish
- understand the added value of a versatile language proficiency in management
- have good selling, argumentation and negotiation skills and is capable of closing a deal in Swedish.
- understand the significance of language skills in job-hunting and career progression
- possess spoken and written communication skills in Swedish

Course contents

- Social contacts in working life
- Presenting companies or other organizations
- Principles of written communication in different situations
- Other communication situations in working life

Cooperation with the business community and other organisations

The contents of the course are based on topics from working life.

International

The student gets acquainted with practices in other Nordic countries and s/he is encouraged to participate in student exchange or internship in Sweden, Norway or Denmark.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning.

a) Classroom learning:

Lectures and Examination 48 h

Self-studies 32 h

b) Part Time Learning:

Lectures and Examination 17 h

Self-studies 63 h

The course includes oral and written exercises as well as independent studies outside classroom learning. Active participation, written assignments and exams are compulsory.

In the safe and secure environment of the classroom the student has the opportunity to practice his/her skills in Swedish in different working life situations. S/he also trains different aspects of language learning; listening and reading comprehension, pronunciation and speaking. The student is encouraged immediately to use his/her skills in Swedish in working life and in everyday life.

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are

demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Arja Aktan-Helminen, Haaga

Hanna Knuutila, Haaga

Anna Sarajas-Zino, Haaga

Course materials

The course material will be announced in the first lecture.

Assessment criteria

Examination 80 %

Aktive participation 20 %

last modified 10.09.2010

Document Actions

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Budgeting

Code: FES1RB002

Extent: 3 ECTS (80 h)

Timing: Semester 3-4

Language: English

Level: Basic studies

Type: compulsory

Prerequisites

Basics of Business Mathematics

Financial Accounting and Reporting

Learning outcomes

The student is able to draw up the main budgets of a hotel, restaurant and tourism business and be responsible for the budget monitoring of his/her area. The student will be able to utilize the spreadsheets when making financial calculations.

Upon successful completion of the course, the student

- Possesses good skills and hands-on expertise in financial planning and monitoring
- Knows the principles of budgeting and financing
- Understands the key figures of the hotel, restaurant and tourism industry and can put them into practical use
- Can interpret financial statements and has a knowledge of how to implement them by means of information technology
- Understands the difference between the planning of operational profit and cash management

Course contents

- Forecasting methods

- Budgeted profit and loss statement and variance analysis
- Budgeted cash flow statement
- Forecasted balance sheet

Cooperation with the business community and other organisations

Students are encouraged to actively present their own thoughts and knowledge from their working experiences. All the assignments are working life related and based on practical cases.

International

Throughout the course international accounting standards will be applied.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and Examination 24 h

Self-studies 56 h

b) Part Time Learning:

Lectures and Examination 24 h

Self-studies 56 h

Studies include mainly practical exercises done by excel spreadsheet.

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher with the main responsibility for the course

Pekka Heikkilä, Haaga

Course materials

Schmidgall, R. 2005. Hospitality Industry Managerial Accounting. Educational Institute of the American Hotel & Motel Association, USA.

And the other study material announced by teacher

Assessment criteria

Examination 80%

Assignments 20%

last modified 10.09.2010

Document Actions

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International Marketing Communications

- Code: FES1RB003
- Extent: 4 ECTS (108 h)
- Timing: Semester 4.-5.
- Language: English
- Level: basic studies
- Type: compulsory

Prerequisites

Principles of Marketing and Sales SOC1RB001

Personal Communication Skills SOC1RB003

e-Commerce in Hospitality and Tourism SOC1RB005

Learning outcomes

The objective of this course is to provide the students with a broad overview of marketing communications and other communications specific to the hospitality industry.

After completing the course the student:

- has a solid understanding of marketing and sales in the hotel, restaurant and tourism industry and can put skills to practical use
- understands the meaning of reputation for a successful business
- has good selling, argumentation and negotiation skills and is capable of closing a deal
- understands the relevance of new electronic communication channels e.g. social media
- can use electronic means of marketing and commerce
- understands the significance of the Internet and electronic commerce to the industry
- is a good listener, has good written and oral communication skills
- is able to function in communication and interactive situations which are typical in the industry
- possesses good communication skills in meetings and negotiations.

Course contents

- campaign planning process
- personal selling and trade fair participation
- negotiations and meetings
- negotiation and argumentation skills
- electronic communication channels
- internet in marketing communications
- media and other relations

Cooperation with the business community and other organisations

Guest speakers from hospitality companies and an industry based assignment.

International

The international partner for the course is Restel Hotel Group

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures 48 h

Self-studies 60 h

b) Part Time Learning:

Lectures 21 h

Self-studies 108 h

Lectures include also workshops and group work. Self-studies include reading books and articles related to the course topics and participating in group work.

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

The student is able to demonstrate possessing the required skills and competences by a skills examination. The contents and form of this examination is to be agreed with the teacher responsible for the course.

Teacher/s with the main responsibility for the course

Timo Moilanen, Haaga

Course materials

Lecture material.

McCABE, S. 2008. Marketing communications in Tourism & Hospitality, part 4 (chapters 13-17). Elsevier. Oxford

Middleton, V., Fyall, A., Morgan, M. and Ranchhod, A. 2009. Marketing in travel and tourism. 4th edition. Elsevier Oxford.

Jobber, D. and Lancaster, G. 2009. Selling and Sales Management, 8th edition, parts 1, 2 and 3. Prentice Hall. Harlow.

Additional reading

de Mooij, M. 2010. Global Marketing and Advertising. Understanding Cultural Paradoxes. 3rd edition. Sage Publications. London

Assessment criteria

Project work 50 %

Assignment 50 %

last modified 10.09.2010

Document Actions



Well-being at work – Research and Development Methods

Code: FES1RB004
Credits: 6 cr (162 h)
Term: 3rd or 4th term
Language: English
Level: Basic and professional studies
Type: mandatory

Prerequisites

Basics of Human Behaviour and Personal Communication Skills must be completed before the course.

Learning outcomes

Students know the basic principles and methods of research and development and are able to conduct small-scale research and development projects based on the available data in the industry. They are able to seek and analyze information in their trade and are capable of critical and holistic data evaluation. They understand employee well-being as a critical component in socially-responsible management.

- Students acquire proactive work attitude and good problem solving and decision making skills
- They know the core principles of project-based work and are able to work in projects
- They are able to use international sources of information in their own field
- They can anticipate changes, adapt to new situations and know how to identify and create new opportunities in the industry
- They are able to conform to the value systems and ethical principles of the industry and their work

Course contents

- Work and its significance to humans, changes in contemporary working life
- Proactive approach to one's ability to work and management's role in the process
- Coping with physical and mental demands at work
- Complex working communities
- Criteria for scientifically-valid information
- Planning independent research
- Constructing framework
- Commonly-used research and development methods
- Analyzing data
- The importance of clear reporting

Cooperation with the business community and other organisations

Research and development methods consists of co-operating with students' place of employment or other company/organisation operating in the business to meet the learning objectives.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

The course can be completed by both contact-learning and independent-learning orientations

a) Contact-learning orientation:

Contact teaching and exam 48 h
Independent study 114 h

b) Independent-learning orientation:
Contact teaching and exam 30 h
Independent study 132 h

Students plan, design and execute a research and development task that relates to well-being at work. The learning method used is research-based learning.

Alternative ways of completion

The alternative ways of completing Research and Development Methods must be consulted with the teacher responsible for the course. The primary way is through identifying and acknowledging previously acquired skills (APAS).

Teacher with the main responsibility for the course

Mikko Laitinen, Haaga

Course materials

Brotherton, B. 2008. Researching Hospitality and Tourism. A Student Guide. Sage. London.
HAAGA-HELIA Thesis Reporting Guide
The material distributed in class

Assessment criteria

Exam 40 %
Project report 60 %

last modified 10.09.2010

Document Actions

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Managing Teams and Leading People

Code: FES1RB005
Extent: 4 ECTS (106 h)
Timing: 2. year of studies
Language: English
Level: Professional studies
Type: Compulsory

Prerequisites

Personal Communication Skills (SOC1RB003); Basics of Human Behavior (SOC1RB008)

Learning outcomes

The aim of the course is to introduce the student to principles of leadership, managerial competence and managerial work in multicultural environments. Communicating and communication as a tool in management will be explored. After completing the course

requirements, the student will

- be capable of collaborative learning and sharing knowledge in teams and working communities
- will be familiar with the use of feedback in management and self-development
- be able to plan, organise and develop effort in a team setting
- understand the principles of team work and is able to work together with others in multidisciplinary and multicultural teams
- understand cultural and linguistic diversity in working life teams

Course contents

- Leadership, leadership styles and models in leadership developing
- Problem solving in a team setting
- Roles as member of a team
- Listening, conversation and feedback
- Using personal feedback in improving performance and in leadership style development
- Argumentation and motivating

Cooperation with the business community and other organisations

Guest lecturers, especially sharing experience in profit unit management – middle management positions.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

a) Classroom learning:

Lectures and team exam 24 h

Practice and rehearsal in communication 24 h

Self-study 58 h*

b) Part time learning (adult students):

Lectures and team exam 12 h

Practice and rehearsal in communication 12 h

Self-study 82 h*

c) E-learning:

Exercises, assignments, team discussion forums, independent learning will be arranged via Moodle learning platform* (hrs included in a and b).

Teachers with the main responsibility for the course

Kari Nurminen, Haaga and Wallace Reynolds, Haaga

Course materials

George, J.M. & Jones, G. 2002. Understanding and Managing Organizational behavior. (Part II) Chapters 10, 11, 12, 13 and 14.

Lecture handouts and other materials as indicated by lecturers

Additional reading

Vecchio, R.P. 1991 or newer ed. Organizational Behavior. (Part III) chapters 5-12, (Part IV) chapter 15.

Assessment criteria

Lectures and team examination 60% (60/100 pts)

Practice and rehearsal in communication, active presence 40 % (40 /100 pts).

Grading on a scale of 1 to 5, where 1 = min. 50 pts, 5 = min. 90 pts

last modified 10.09.2010

Document Actions

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Cross Cultural Business Skills

- Code: FES1RB006
- Extent: 3 credit (81 h)
- Timing: period 1-2
- Language: English
- Level: Basic studies
- Type: compulsory

Prerequisites

Basics of Human Behaviour and Personal Communication Skills must be completed before the course.

Learning outcomes

After successful completion of course students will have a better idea of how to conduct business in an international environment. They will develop the following:

- basic theory of cultural development
- cross cultural communication tools
- self awareness of student's own culture

Course contents

- lectures on various aspects of cultural awareness
- case studies and in class exercises involving cultural issues
- individual paper on cultural topic
- group paper and paper on establishing a business in a new culture
- video re-enactments of culturally sensitive situations

Connections with working and professional life

Cross-cultural business consists of co-operating with own and other international students' working places. One hotel with international guests and employees will be chosen as partner company.

International

An assignment/a project will be completed among the international participants of the course, which will be a study focusing on an international hospitality organization.

Teaching and learning methods

The course can be completed by both contact-learning and independent-learning orientations

a) Contact-learning orientation: full-time students

Contact teaching and group presentation 24 h

Independent study 57 h

b) Independent-learning orientation: part-time students

Contact teaching and exam 12 h

Independent study 69 h

Alternative ways of completion

The alternative ways of completing Cross cultural Business must be consulted with the faculty member responsible for the course. The primary way is through identifying and acknowledging previously acquired skills (APAS).

Teacher/s with the main responsibility for the course

Wallace Reynolds, Haaga

Course materials

Selected articles and material given by the lecturer

HAAGA-HELIA report writing guidelines

Assessment criteria

Will be given at the beginning of the course.

last modified 10.09.2010

Document Actions

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Business Start-Up in Hospitality and Tourism

- Code: FES2RB007
- Extent: 4 ECTS (108 h)
- Timing: Semester 4 & 5
- Language: English
- Level: Professional studies
- Type: Compulsory

Prerequisites

Introduction to Hospitality and Tourism Business must be completed before the course.

Learning outcomes

The objective is to give the student practical knowledge of issues related to establishing a restaurant business in Finland through case studies.

After completing the course student will

- understand the effectiveness and key figures of the hotel, restaurant and tourism industry and can put them into practical use
- understand from where and how operational profit is generated
- know restaurant industry related legislation and its practical implementation
- understand the significance of work performance, co-operation, competence, principles of leadership and well-being
- identify potential customer segments and anticipates customer expectations and needs

Course contents

- Definition and importance of small businesses, characteristics of entrepreneurs and intrapreneur
- Founding a Limited Company; Documents for Registration
- Basic Planning of a Restaurant Unit: Business premises, Rental Contract
- Making a Business Plan
- Taking Care of Other Compulsory Permissions

Cooperation with the business community and other organisations

Guest lecturers, especially sharing experiences in restaurant entrepreneurship.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

a) Classroom learning:

Lectures 30 h

Self-studies 78 h

b) Part Time Learning:

Lectures 10 h

Self-studies 98 h

Teaching is based on the case studies

Teacher/s with the main responsibility for the course

Juuso Kokko / Haaga

Course materials

Holopainen T. 2009. Establishing and doing business in Finland, Helsinki. Edita

Timmons J., Zacharakis A., Spinelli S. 2004. Business Plans that work, a guide for small business.

McGraw-Hill. New York

And the other study material announced by teachers

Assessment criteria

Project group work 100 %

last modified 10.09.2010

Document Actions

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Finnish for Business Situations

- Code: FES2RB008A
- Extent: 3 credit (80 h)
- Timing: period 1-2 (2nd year students)
- Language: Finnish, English
- Level: Professional studies, target level B2
- Type: compulsory

Prerequisites

Requires completion of Finnish for the Hospitality Industry or equivalent and A2 level skills in Finnish language. The course is part of the chosen concentration study.

Learning outcomes

The course familiarizes the students to the everyday usage of Finnish in varied business situations and to the culture of doing business in Finland. The objective of the course is to provide students with advanced knowledge and skills of business Finnish in everyday working life and for special purposes.

After successful completion of the course students will

- develop tools to communicate efficiently in Finnish business situations.
- understand the diversity of communication in working life
- develop tools to take an active role in Finnish society and working life

Course contents

- Grammar accuracy (addressed on the basis of student needs)
- Meeting customer needs and complaints.
- Handling difficult situations.
- Giving short speeches for special purposes.
- Product presentations and selling.
- Informing and guidance.
- Meetings and negotiations.
- Telephone conversations.
- Interviews.
- Applying for a job and CV.

Connections with working and professional life

Finnish for Business situations consists of co-operating with students' place of employment or other company/organisation operating in the business to meet the learning objectives.

Guest lecturers, especially sharing experience in being a foreigner in hospitality industry in Finland.

International

The course is conducted in HOSBA-programs with a mix of international students.

Teaching and learning methods

Discussion and oral presentations
Reading and written assignments
Field trips in the industry
Visiting lecturers
Contact lessons 48 h
Independent work 32 h

Teacher/s with the main responsibility for the course

Aino Norrbacka, Haaga

Course materials

Selected articles and material given by the lecturer
White, Leila 2009. From start to Finnish. A short course in Finnish. Helsinki, Finn Lectura

Assessment criteria

Active participation (mandatory attendance 80%)
Discussion and oral presentations 30%
Reading and written assignments 30%
Written exam 40%

last modified 10.09.2010

Document Actions

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Project Management

Code: FES2RB008B

Extent: 3 ECTS (80 h)

Timing: 2. year of studies

Language: English

Level: Professional studies

Type: Compulsory

Prerequisites

Basics of Human Behavior, Introduction to Studies and Hospitality Business and Hospitality Services module must be successfully completed. Course is part of the chosen concentration study.

Learning outcomes

The aim of the course is to introduce the student to job performance and co-operation in a project setting. After completing the course requirements, the student will

- be familiar with project work and will have worked in a project group
- understand the significance of details in a successful customer service process
- be able to work in a self-directed way in his/her project group
- have acquired an aptitude for managerial work in multicultural work environments

- be familiar with practices of working life in project/process management and is able to operate in work communities

Course contents

- Introduction to project management
- Introduction to process management
- Project plan design
- Role of interpersonal skills in project work
- Project organisations, organisational theories

Cooperation with the business community and other organisations

If possible, course assignment will be conducted in co-operation with hospitality industry as a development project

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

a) Classroom learning:

Lectures and examination 24 h

Self-study & project work 56 h

b) Part time learning (adult students):

Lectures and examination 12 h

Self-study & project work 78 h

Teachers with the main responsibility for the course

Kari Nurminen, Haaga

Course materials

Melton, T. & Iles-Smith, P. 2009. Managing Project Delivery: Maintaining Control and Achieving Success. Butterworth-Heinemann. Amsterdam, the Netherlands. [Location: Haaga - Call Number: 65.01. MELTON]

Gray, C. F. & Larson, E W. Project Management: The Managerial Process. McGraw-Hill. Boston, IL.

Lecture handouts and other materials as indicated by lecturer

Additional reading

George, J.M. & Jones, G. 2002. Understanding and managing organizational behavior. Chapters 10, 13,14, 15 and 19.

Assessment criteria

Examination 60% (60/100 pts)

Project work/report 40 % (40/100 pts)

Grading on a scale of 1 to 5, where 1 = min. 50 pts, 5 = min. 90 pts

last modified 10.09.2010

Document Actions

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Quality Management

Code: FES2RB008C

Extent: 3 ECTS (81h)

Timing: Semester 3 or 4

Language: English

Level: Professional studies

Type: Compulsory

Prerequisites

Basics of Travel and Tourism Industry, Introduction to Studies and Hospitality Business and module Hospitality Services must be successfully completed before this course. Course is an integral part of entity the chosen concentration studies.

Learning outcomes

The objective of the course is that a student will understand quality management as one of service- and sales oriented company's processes.

Student will

- understand the significance of holistic quality thinking and sustainable development
- understand the principles of quality systems and quality management
- know the quality systems which are implemented in tourism industry

Contents

- Quality as a concept and quality management process
- Tools for quality management and EFQM-model
- Quality Prizes and quality management systems: Excellence Finland, Quality1000 and ISO9000

Cooperation with the business community and other organisations

An assignment or a project will be integrated with International Business Case Study (see below international). The course includes a guest lecture and/or company visit.

International

An assignment/a project will be integrated with International Business Case Study, which will be a study tour abroad and/or an assignment focusing on an international organization.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and Examination 24 h

Self-studies 57 h

b) Part Time Learning:

Lectures and Examination 12 h

Self-studies 69 h

Alternative completions

None

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Leena Grönroos, Haaga

Course materials

Will be given at the beginning of the course.

Assessment criteria

Will be given at the beginning of the course.

last modified 10.09.2010

Document Actions

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Travel Transportation Management

Code: FES2RB008D

Extent: 4 ECTS (108 h)

Timing: Semester 3,4

Language: English

Level: Professional studies

Type: Compulsory

Prerequisites

All courses of entity of Tourism Management must be done before this course or they need to discharge at same time with this course.

Learning outcomes

The objective of the course is that a student will get acquainted with travel transportation industry and airline-, ferry- and train companies. A student will know the products of travel transportation companies and understand basic processes and income formation of airline-, ferry- and train companies.

Student will

- Know airline-, ferry- and train companies and their products
- Understand income formation of travel transportation companies
- Understand basic business operations of travel transportation companies
- Get the knowledge of reservation tools of airline-, ferry- and train companies

Course contents

- Operational environment of travel transportation companies
- Income formation
- Alliance

Cooperation with the business community and other organisations

An assignment or a project will be integrated with International Business Case Study (see below international). The course includes a guest lecture and/or company visit.

International

An assignment/a project will be integrated with International Business Case Study, which will be a study tour abroad and/or an assignment focusing on an international organization.

Teaching and learning methods

a) Classroom learning:

Lectures and Examination 32 h

Self-studies 76 h

b) Part Time Learning:

Lectures and Examination 12 h

Self-studies 96 h

Alternative completions

None

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Salla Juustila, Haaga

Course materials

Page, S. 2009. Transport and Tourism. Prentice Hall

Additional reading

Will be given at the beginning of the course.

Assessment criteria

Will be given at the beginning of the course.

last modified 10.09.2010

Document Actions

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International Business Case Study

Code: FES2RB008E

Extent: 2 ECTS (54 h)

Timing: Semester 3,4

Language: English

Level: Professional studies

Type: Compulsory

Prerequisites

All courses of entity of Tourism Management must be done before this course or they need to discharge at same time with this course.

Learning outcomes

The objective of the course is that student will get acquainted with important or/and significant destination by tourism point of view and travel and tourism companies of chosen destination. If possible, the study trip will organized at same time with destination's travel fair.

Student will

- Understand multi-form character of travel and tourism business in practice
- Get the knowledge of global travel and hospitality companies
- Understand the influence of local and global environment to operations of companies

Course contents

- Participation in Business Case Study
- Report
- Learning diary

Cooperation with the business community and other organisations

The course includes international case study and company visits.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

a) Classroom learning:

Lectures and examination 12 h

Self-study & project work 42 h

b) Part time learning (adult students):

Lectures and examination 6 h

Self-study & project work 48 h

Alternative completions

None

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

None

Teacher/s with the main responsibility for the course

Salla Juustila, Haaga

Course materials

Will be given at the beginning of the course.

Additional reading

Will be given at the beginning of the course.

Assessment criteria

Will be given at the beginning of the course.

last modified 10.09.2010

Document Actions

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Finnish for Business Situations

- Code: FES2RB009A
- Extent: 3 credit (80 h)
- Timing: period 1-2 (2nd year students)
- Language: Finnish, English
- Level: Professional studies, target level B2
- Type: compulsory

Prerequisites

Requires completion of Finnish for the Hospitality Industry or equivalent and A2 level skills in Finnish language. The course is part of the chosen concentration study.

Learning outcomes

The course familiarizes the students to the everyday usage of Finnish in varied business situations and to the culture of doing business in Finland. The objective of the course is to provide students with advanced knowledge and skills of business Finnish in everyday working life and for special purposes.

After successful completion of the course students will

- develop tools to communicate efficiently in Finnish business situations.
- understand the diversity of communication in working life
- develop tools to take an active role in Finnish society and working life

Course contents

- Grammar accuracy (addressed on the basis of student needs)
- Meeting customer needs and complaints.
- Handling difficult situations.
- Giving short speeches for special purposes.
- Product presentations and selling.
- Informing and guidance.

- Meetings and negotiations.
- Telephone conversations.
- Interviews.
- Applying for a job and CV.

Connections with working and professional life

Finnish for Business situations consists of co-operating with students' place of employment or other company/organisation operating in the business to meet the learning objectives.

Guest lecturers, especially sharing experience in being a foreigner in hospitality industry in Finland.

International

The course is conducted in HOSBA-programs with a mix of international students.

Teaching and learning methods

Discussion and oral presentations

Reading and written assignments

Field trips in the industry

Visiting lecturers

Contact lessons 48 h

Independent work 32 h

Teacher/s with the main responsibility for the course

Aino Norrbacka, Haaga

Course materials

Selected articles and material given by the lecturer

White, Leila 2009. From start to Finnish. A short course in Finnish. Helsinki, Finn Lectura

Assessment criteria

Active participation (mandatory attendance 80%)

Discussion and oral presentations 30 %

Reading and written assignments 30%

Written exam 40 %

last modified 10.09.2010

Document Actions

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Project Management

Code: FES2RB009B

Extent: 3 ECTS (80 h)

Timing: 2. year of studies

Language: English

Level: Professional studies

Type: Compulsory

Prerequisites

Basics of Human Behavior, Introduction to Studies and Hospitality Business and Hospitality Services module must be successfully completed. Course is part of the chosen concentration study.

Learning outcomes

The aim of the course is to introduce the student to job performance and co-operation in a project setting. After completing the course requirements, the student will

- be familiar with project work and will have worked in a project group
- understand the significance of details in a successful customer service process
- be able to work in a self-directed way in his/her project group
- have acquired an aptitude for managerial work in multicultural work environments
- be familiar with practices of working life in project/process management and is able to operate in work communities

Course contents

- Introduction to project management
- Introduction to process management
- Project plan design
- Role of interpersonal skills in project work
- Project organisations, organisational theories

Cooperation with the business community and other organisations

If possible, course assignment will be conducted in co-operation with hospitality industry as a development project

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

a) Classroom learning:

Lectures and examination 24 h

Self-study & project work 56 h

b) Part time learning (adult students):

Lectures and examination 12 h

Self-study & project work 78 h

Teachers with the main responsibility for the course

Kari Nurminen, Haaga

Course materials

Melton, T. & Iles-Smith, P. 2009. Managing Project Delivery: Maintaining Control and Achieving Success. Butterworth-Heinemann. Amsterdam, the Netherlands. [Location: Haaga - Call Number: 65.01. MELTON]

Gray, C. F. & Larson, E W. Project Management: The Managerial Process. McGraw-Hill. Boston, IL.

Lecture handouts and other materials as indicated by lecturer

Additional reading

George, J.M. & Jones, G. 2002. Understanding and managing organizational behavior. Chapters 10, 13,14, 15 and 19.

Assessment criteria

Examination 60% (60/100 pts)

Project work/report 40 % (40/100 pts)

Grading on a scale of 1 to 5, where 1 = min. 50 pts, 5 = min. 90 pts

last modified 10.09.2010

Document Actions

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Quality Management

- Code: FES2RB009C
- Extent: 3 ECTS (81h)
- Timing: Semester 2-3
- Language: English
- Level: Professional studies
- Type: compulsory

Prerequisites

Introduction to Studies and Hospitality Business and module Hospitality Services must be successfully completed before this course. The course is part of chosen concentration studies.

Learning outcomes

The aim of the course is that the student understands the concept of total quality management as a part of corporate social responsibility. He/she will also know quality standards and recognize them as a tool of hospitality management. He/she understands that measuring the quality is one the first steps in developing a company whose processes are customer driven. The student will be acquainted with part of the legislation that guides the industry and is able to carry out a small scale customer satisfaction survey.

After completing the course the student

- understands the significance of holistic quality thinking and sustainable development
- understands the principles of quality systems and quality management
- knows the quality systems which are implemented in the hotel, restaurant and tourism industry
- has a good command of self-supervision and food safety

Course contents

- Quality as a concept
- Total quality management
- Measuring the quality
- Customer satisfaction

- Food safety programs
- Quality chain
- Quality management systems and programs

Connections with working and professional life

This course consists of co-operating with students' place of employment or other company/organisation operating in the business to meet the learning objectives.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

a) Classroom learning:

Lectures and Examination 24 h

Self-studies 57 h

b) Part Time Learning:

Lectures and Examination 12 h

Self-studies 69 h

Teacher/s with the main responsibility for the course

Johanna Rajakangas-Tolsa, Haaga

Course materials

Lecture slides, articles and other material given by the teacher

Assessment criteria

Examination 50%

Assignment 50%

last modified 10.09.2010

Document Actions

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Restaurant Sales and Catering

- Code: FES2RB009D
- Extent: 3 ECTS (81 h)
- Timing: Semester 3-4
- Language: English
- Level: Professional studies
- Type: compulsory

Prerequisites

Hospitality Services module must be successfully completed before course. This is part of

Restaurant Processes concentration study.

Learning outcomes

Student will

- understand the significance of details in a successful customer service process
- be capable of offering customers good experiences

Course contents

- Banquet and catered events planning
- Sales in restaurant business

Cooperation with the business community and other organisations

The course includes implementation of a banquet.

International

The assignment is done in a multi-cultural environment.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and Examination 32 h

Self-studies 49 h

b) Part Time Learning:

Lectures and Examination 12 h

Self-studies 69 h

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Sipponen Taru, Haaga

Course materials

Lecture material.

Fenich, G. G. 2005. Meetings, Expositions, Events and Conventions. Pearson Prentice Hall. Chapter 7.

Lillicrap, D. and Cousins, J. 2006. Food and Beverages Service. Hodder Arnold.

Ninemeier, N. L. & Hayes, D. K. 2006. Restaurant Operations Management. Principles and Practises. <http://www.prenhall.com/ninemeier/>

Scanlon, N. L. 2000. Catering Management. John Wiley & Sons.

Shock, P. J. & Stefanelli, J. M. 2001 On-Premise Catering. John Wiley & Sons.

Walker, J. 2004. Introduction to Hospitality Management. Pearson Prentice Hall.

Assessment criteria

Examination 40 %
Assignment 50 %
Activity 10%

last modified 10.09.2010

Document Actions

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Food Production Processes

- Code: FES2RB009E
- Extent: 3 ECTS (81 h)
- Timing: Semester 3
- Language: English
- Level: Professional studies
- Type: Professional Specialization Studies

Prerequisites

Hospitality Services module should be successfully completed. This course is a part of Restaurant Processes.

Learning outcomes

The target of the course is to familiarise the student with the food production methods, raw materials and degrees of processing of the industry. The student will learn to calculate and compare ingredient and personnel costs. The student will get acquainted with industrial safety standards and learn to take into account industrial safety and ergonomics in professional cooking.

After completing this course the student

- has a good command of the basics of food production
- possesses good skills and hands-on expertise in cost and profitability accounting and pricing
- is aware of the safety requirements for the hospitality sector and can implement them in his / her own work

Course contents

- Standard product cost
- Degree of processing
- Customer's quality expectations
- Processes
- Industrial safety laws and practice

Cooperation with the business community and other organisations

The course consists of co-operating with students' place of employment or other company/organisation operating in the business to meet the learning objectives.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange

students.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and Examination 48 h

Self-studies 33 h

b) Part Time Learning:

Lectures and Examination 12 h

Self-studies 69 h

Alternative completions

No alternative completions available.

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Markku Halmeenmäki, Haaga

Jari Karjalainen, Haaga

Birgitta Nelimarkka, Haaga

Outi Westman, Haaga

Course materials

McVety, P.J., Ware, B.J. & Ware, C.L. 2009. Fundamentals of Menu Planning. Wiley. New York, NY.

Lecture slides, recipies, articles and other material given by the teacher

Assessment criteria

Examination 30 %

Assignments 70 %

last modified 10.09.2010

Document Actions

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Finnish for Business Situations

- Code FES2RB0010A
- Extent: 3 credit (80 h)
- Timing: period 1-2 (2nd year students)
- Language: Finnish, English

- Level: Professional studies, target level B2
- Type: compulsory

Prerequisites

Requires completion of Finnish for the Hospitality Industry or equivalent and A2 level skills in Finnish language. The course is part of the chosen concentration study.

Learning outcomes

The course familiarizes the students to the everyday usage of Finnish in varied business situations and to the culture of doing business in Finland. The objective of the course is to provide students with advanced knowledge and skills of business Finnish in everyday working life and for special purposes.

After successful completion of the course students will

- develop tools to communicate efficiently in Finnish business situations.
- understand the diversity of communication in working life
- develop tools to take an active role in Finnish society and working life

Course contents

- Grammar accuracy (addressed on the basis of student needs)
- Meeting customer needs and complaints.
- Handling difficult situations.
- Giving short speeches for special purposes.
- Product presentations and selling.
- Informing and guidance.
- Meetings and negotiations.
- Telephone conversations.
- Interviews.
- Applying for a job and CV.

Connections with working and professional life

Finnish for Business situations consists of co-operating with students' place of employment or other company/organisation operating in the business to meet the learning objectives. Guest lecturers, especially sharing experience in being a foreigner in hospitality industry in Finland.

International

The course is conducted in HOSBA-programs with a mix of international students.

Teaching and learning methods

Discussion and oral presentations

Reading and written assignments

Field trips in the industry

Visiting lecturers

Contact lessons 48 h

Independent work 32 h

Teacher/s with the main responsibility for the course

Aino Norrbacka, Haaga

Course materials

Selected articles and material given by the lecturer

White, Leila 2009. From start to Finnish. A short course in Finnish. Helsinki, Finn Lectura

Assessment criteria

Active participation (mandatory attendance 80%)

Discussion and oral presentations 30 %

Reading and written assignments 30%

Written exam 40 %

last modified 10.09.2010

Document Actions

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Project Management

- Code: FES2RB010B
- Extent: 3 cr (81 h)
- Timing: 2nd year
- Language: English
- Level: Professional studies
- Type: compulsory

Prerequisites

Basics of Human Behavior, Introduction to Studies and Hospitality Business and Hospitality Services module must be successfully completed. Course is part of the chosen concentration study.

Learning outcomes

The aim of the course is to introduce students to customer-oriented service development in a project management framework. Processes which will be developed have to be analysed from a customer, service provider and the operational environment points-of-views. The course provides the student with basics needed for any further project management courses in Haaga-Helia.

Course contents

- Introduction to project management
- Introduction to process management
- Project plan design
- Role of interpersonal skills in project work
- Project organisations

Cooperation with the business community and other organisations

If possible, course assignment will be conducted in co-operation with Hospitality industry

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

a) Classroom learning:

Lectures and examination 24 h

Self-study & project work 56 h

b) Part time learning (adult students):

Lectures and examination 12 h

Self-study & project work 78 h

Alternative completions

None

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher with the main responsibility for the course

Markus Häyhtiö, Haaga

Course materials

Melton, T. & Iles-Smith, P. 2009. Managing Project Delivery: Maintaining Control and Achieving Success. Butterworth-Heinemann. Amsterdam, the Netherlands. [Location: Haaga - Call Number: 65.01. MELTON]

Gray, C. F. & Larson, E W. Project Management: The Managerial Process. McGraw-Hill. Boston, IL.

Additional reading

Lecture material, material on Moodle

Assessment criteria

Examination 60%, Assignment 40%.

last modified 10.09.2010

Document Actions

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Quality Management

Code: FES2RB010C

Extent: 3 ECTS (81h)

Timing: Semester 3 or 4

Language: English

Level: Professional studies

Type: Compulsory

Prerequisites

Basics of Travel and Tourism Industry, Introduction to Studies and Hospitality Business and module Hospitality Services must be successfully completed before this course. Course is an integral part of entity the chosen concentration studies.

Learning outcomes

The objective of the course is that a student will understand quality management as one of service- and sales oriented company's processes.

Student will

- understand the significance of holistic quality thinking and sustainable development
- understand the principles of quality systems and quality management
- know the quality systems which are implemented in tourism industry

Contents

- Quality as a concept and quality management process
- Tools for quality management and EFQM-model
- Quality Prizes and quality management systems: Excellence Finland, Quality1000 and ISO9000

Cooperation with the business community and other organisations

An assignment or a project will be integrated with International Business Case Study (see below international). The course includes a guest lecture and/or company visit.

International

An assignment/a project will be integrated with International Business Case Study, which will be a study tour abroad and/or an assignment focusing on an international organization.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and Examination 24 h

Self-studies 57 h

b) Part Time Learning:

Lectures and Examination 12 h

Self-studies 69 h

Alternative completions

None

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Leena Grönroos, Haaga

Course materials

Will be given at the beginning of the course.

Assessment criteria

Will be given at the beginning of the course.

last modified 10.09.2010

Document Actions

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Restaurant Sales and Catering

- Code: FES2RB010D
- Extent: 3 ECTS (81 h)
- Timing: Semester 3-4
- Language: English
- Level: Professional studies
- Type: compulsory

Prerequisites

Hospitality Services module must be successfully completed before course. This is part of Accommodation Processes concentration study.

Learning outcomes, student will

- understands the significance of details in a successful customer service process
- be capable of offering customers good experiences

Course contents

- Banquet and catered events planning
- Sales in restaurant business

Cooperation with the business community and other organisations

The course includes implementation of a banquet.

International

The assignment is done in a multi-cultural environment.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and Examination 32 h

Self-studies 49 h

b) Part Time Learning:

Lectures and Examination 12 h

Self-studies 69 h

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are

demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Sipponen Taru, Haaga

Course materials

Lecture material.

Fenich, G. G. 2005. Meetings, Expositions, Events and Conventions. Pearson Prentice Hall. Chapter 7.

Lillicrap, D. and Cousins, J. 2006. Food and Beverages Service. Hodder Arnold.

Ninemeier, N. L. & Hayes, D. K. 2006. Restaurant Operations Management. Principles and Practises. <http://www.prenhall.com/ninemeier/>

Scanlon, N. L. 2000. Catering Management. John Wiley & Sons.

Shock, P. J. & Stefanelli, J. M. 2001 On-Premise Catering. John Wiley & Sons.

Walker, J. 2004. Introduction to Hospitality Management. Pearson Prentice Hall.

Assessment criteria

Examination 40 %

Assignment 50 %

Activity 10%

last modified 10.09.2010

Document Actions

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Accommodation Sales and Customer Services

Code: FES2RB010E

Extent: 3 ECTS (81 h)

Timing: Semester 3-4

Language: English

Level: Professional studies

Type: Professional Specialisation Studies

Prerequisites

Principles of Marketing and Sales and International Marketing Communications courses must be completed. This course is part of the concentration study: Accommodation Processes.

Learning outcomes

The aim of the course is to provide the student with concrete capabilities for developing service processes in the accommodation department as well as in the sales office. The course perspective is that of a single hotel and the supervisor's role.

Upon successful completion the student will

- understand the significance of work performance and co-operation and principles of competence leadership

- have insight into the supervisor expertise, understand the challenges he/she will encounter and is determined to work in a supervisory position
- be able to analyse service processes
- be willing to serve in a professional manner and understand hospitality is one of the central values and success factors of the sector
- know how to develop customer relations, acquire new customers and understand the importance of customer relations
- have a solid understanding of marketing and sales in the hotel industry and can put these skills to practical use
- have good selling, argumentation and negotiation skills and is capable of closing a deal

Course contents

- Customer oriented service processes and their development
- Functionality of service processes and maintaining the service attitude
- Handling of reclamations
- Roles of reception and sales office, different job descriptions and the need for co-operation
- Sales work and its development in an accommodation business
- Sales to consumers and companies
- Different sales occasions and events
- Hotel presentation

Cooperation with the business community and other organisations

The student co-operates with an actual hotel in the different assignments.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and examinations 36 h

Self-studies 45 h

b) Part time learning:

Lectures and examinations 18 h

Self-studies 63 h

Teacher with the main responsibility for the course

Minna Halmetoja, Haaga

Course materials

The study material will be announced by the teacher.

Assessment criteria

Assignments 85 %

Active participation 15 %

last modified 10.09.2010

Document Actions

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Customer Relationship Marketing

- Code: FES3RB011A
- Extent: 3 ECTS (81 h)
- Timing: Semester 3 or 4
- Language: English
- Level: Professional studies
- Type: Professional Specialisation Studies

Prerequisites

Principles of Marketing and Sales, e-Commerce in Hospitality and Tourism and Personal Communication Skills. This course is a part of chosen concentration study.

Learning outcomes

The objective of this course is to give the student an extensive picture of customer relationship management and offer tools to plan, implement and manage good customer service operations.

After completing this course the student will

- know how to develop customer relations, acquire new customers and understand the importance of customer relations
- identify potential customers and segments, understand and anticipate customer expectations and needs
- be able to analyze customer relationships from the product and service development point of view

Course contents

- Customer orientation
- Intensity of customer relationships
- Quality of customer service
- Practical customer service
- Customer satisfaction and its measurement
- Customer relationship lifecycle
- Customer loyalty and loyalty programs
- Segmenting customers
- Customer relationship planning and management
- Value and profitability of customer relationships
- Specifying and conceptualizing services

Cooperation with the business community and other organisations

Visiting lecturers from the business community.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures 32 h

Self-studies and Home examination 49 h

b) Part Time Learning:

Lectures 12 h

Self-studies and Home examination 69 h

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher with the main responsibility for the course

Markku Halmeenmäki, Haaga

Course materials

Grönroos, C. 2007. Service Management and Marketing: A customer relationship management approach. Wiley & Sons.

Lecture slides, cases, articles and other material given by the teacher

Assessment criteria

Examination 50 %

Assignments and activity 50 %

last modified 10.09.2010

Document Actions



Experience Creation, Service Design and Profitability Planning

Code: FES3RB011B

Extent: 5 ECTS (135 h)

Timing: Semester 3-4 (5)

Language: English

Level: Professional studies

Type: Professional Specialisation Studies

Prerequisites

Basics of Business Mathematics and Financial Accounting and Reporting. The course is part of the

module Customer Orientated Development in Tourism

Learning outcomes

Student gets familiar with customer-oriented product development and increase their understanding of customers needs. Student understands the opportunities of using experience creation and service design methodologies in developing product concepts that produce value for customer. The student will master the traditional managerial accounting techniques and concepts and knows the basic profitability and productivity ratios in the hospitality business.

Upon successful completion of the course, the student

- is able to develop customer oriented tourism experiences
- knows how to apply service design methodologies
- understands the value of experiences to the business and to customers
- possesses good skills and hands-on expertise in cost and profitability accounting and pricing
- understands the effectiveness and key figures of the hotel, restaurant and tourism industry and can put them into practical use

Course contents

- Tourism product development, methods, trends and opportunities
- Innovation in Tourism
- Augmented tourism product
- Experience creation
- Service Design Tools
- Tourism Product Descriptions
- Cost volume profit (CVP) analysis
- Internal income statement of the hospitality and tourism business
- Management ratio analysis
- Pricing and revenue management

Cooperation with the business community and other organisations

All the assignments are working life related and based on practical cases. Part of the course is to develop customer oriented product concepts for the needs of Finnish Tourism Industry. Students are encouraged to actively present their own thoughts and to participate in innovating new experiences.

International dimension

Product concepts are targeted to International Customers. Students have to also follow international business customs and practices, e.g. Uniform System of Accounts, while analysing effectiveness and profitability.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and examinations 56 h

Self-studies 79 h

b) Part time learning:

Lectures and examinations 36 h

Self-studies 99 h

Teachers with the main responsibility for the course

Kristian Sievers, Haaga
Pekka Heikkilä, Haaga

Course materials

Schmidgall, R. 2005. Hospitality Industry Managerial Accounting. Educational Institute of the American Hotel & Motel Association, USA.

Tarssanen, S. 2009. Handbook for Experience Stagers. 5th Edition. LEO, Lapland Center of Expertise for the Experience Industry. Rovaniemi

Moritz, S. 2005. Service Design. Practical access to an evolving field. London.

And the other study material announced by teachers.

Course materials

Assignments

Examinations

The impact of different assessment criteria to the final grade will be told during contact hours.

last modified 10.09.2010

Document Actions

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Labour Law

- Code: FES3RB011D
- Extent: 3 ECTS
- Timing: spring semester
- Language: Finnish
- Level: Advanced professional studies
- Type: compulsory

Prerequisites

Commercial Law must be completed. This course is part of Customer Oriented Development.

Learning outcomes

The objective of the course is to provide a basic foundation in Finnish employment law, collective agreement system and employment-related social security.

After successful completion of the course student will

- understand Finnish labour legislation and the role of collective agreement
- know how to solve work-related juridical problems and make work agreements
- have skills to manage work force
- develop a legal mind

Course contents

- Employment Agreement Act
- Collective agreements
- Working time regulations

- Annual Holidays Act
- Occupational safety and principles of social security

Cooperation with the business community and other organisations

Labour Law consists of co-operating with own and other international students' working places.

International

An assignment/a project will be completed among the international participants of the course, which will be study comparing international labor law aspects.

Teaching and learning methods

The course can be completed by both contact-learning and independent-learning orientations

a) Contact-learning orientation: full-time students

Contact teaching and group presentation 24 h

Independent study 57 h

b) Independent-learning orientation: part-time students

Contact teaching and exam 12 h

Independent study 69 h

Identifying and acknowledging previously acquired skills (AHOT)

The student may incorporate previously acquired skills in his/her degree by skills test.

Teacher/s with the main responsibility for the course

Janne Jokinen, Haaga

Course materials

Case studies in lessons and additional material given by the lecturer.

Assessment criteria

Exam 80%

Assignment 20%

last modified 10.09.2010

Document Actions

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Customer Relationship Marketing

- Code: FES3RB012A
- Extent: 3 ECTS (81 h)
- Timing: Semester 3 or 4
- Language: English
- Level: Professional studies
- Type: Professional Specialisation Studies

Prerequisites

Principles of Marketing and Sales, e-Commerce in Hospitality and Tourism and Personal Communication Skills. This course is a part of chosen concentration study.

Learning outcomes

The objective of this course is to give the student an extensive picture of customer relationship management and offer tools to plan, implement and manage good customer service operations.

After completing this course the student will

- know how to develop customer relations, acquire new customers and understand the importance of customer relations
- identify potential customers and segments, understand and anticipate customer expectations and needs
- be able to analyze customer relationships from the product and service development point of view

Course contents

- Customer orientation
- Intensity of customer relationships
- Quality of customer service
- Practical customer service
- Customer satisfaction and its measurement
- Customer relationship lifecycle
- Customer loyalty and loyalty programs
- Segmenting customers
- Customer relationship planning and management
- Value and profitability of customer relationships
- Specifying and conceptualizing services

Cooperation with the business community and other organisations

Visiting lecturers from the business community.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures 32 h

Self-studies and Home examination 49 h

b) Part Time Learning:

Lectures 12 h

Self-studies and Home examination 69 h

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are

demonstrated by a skills examination.

Teacher with the main responsibility for the course

Markku Halmeenmäki, Haaga

Course materials

Grönroos, C. 2007. Service Management and Marketing: A customer relationship management approach. Wiley & Sons.

Lecture slides, cases, articles and other material given by the teacher

Assessment criteria

Examination 50 %

Assignments and activity 50 %

last modified 10.09.2010

Document Actions

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Nutrition and Special Diets

- Code: FES3RB012C
- Extent: 3 ECTS (81 h)
- Timing: Semester 3-4
- Language: English
- Level: Professional studies
- Type: compulsory

Prerequisites

The course is part of Customer Oriented Development in Restaurants.

Learning outcomes

The student understands the impact of nutrition as a factor influencing the well-being of a customer. She/he learns to know the nutrition recommendations and their scientific background. She/he is able to evaluate the nutritional quality of the food. She/he knows the most common special diets and understands the cultural and social factors which influence food consumption patterns.

After completing this course the student

- Understands customer expectations behind the choice of food
- Understands the nutritional quality of food
- Can provide healthy services which promote well-being of the customers

Course contents

- factors which influence food selection
- nutrition recommendation
- energy and energy-yielding nutrients

- vitamins and minerals
- evaluation of the nutrient content of food
- special diets

Cooperation with the business community and other organisations

The course consists of co-operating with students' place of employment or other company/organisation operating in the business to meet the learning objectives.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and Examination 24 h

Self-studies 57 h

b) Part Time Learning:

Lectures and Examination 12 h

Self-studies 69 h

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Johanna Rajakangas-Tolsa, Haaga

Course materials

NRAEF ManageFirst. 2007. Nutrition. Pearson Prentice Hall. Upper Saddle River. USA.

Lecture slides, articles and other material given by the teacher.

Assessment criteria

Examination 50 %

Assignments 50 %

last modified 10.09.2010

Document Actions

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Labour Law

- Code: FES3RB012D
- Extent: 3 ECTS

- Timing: spring semester
- Language: Finnish
- Level: Advanced professional studies
- Type: compulsory

Prerequisites

Commercial Law must be completed. This course is part of Customer Oriented Development.

Learning outcomes

The objective of the course is to provide a basic foundation in Finnish employment law, collective agreement system and employment-related social security.

After successful completion of the course student will

- understand Finnish labour legislation and the role of collective agreement
- know how to solve work-related juridical problems and make work agreements
- have skills to manage work force
- develop a legal mind

Course contents

- Employment Agreement Act
- Collective agreements
- Working time regulations
- Annual Holidays Act
- Occupational safety and principles of social security

Cooperation with the business community and other organisations

Labour Law consists of co-operating with own and other international students' working places.

International

An assignment/a project will be completed among the international participants of the course, which will be study comparing international labor law aspects.

Teaching and learning methods

The course can be completed by both contact-learning and independent-learning orientations

a) Contact-learning orientation: full-time students

Contact teaching and group presentation 24 h

Independent study 57 h

b) Independent-learning orientation: part-time students

Contact teaching and exam 12 h

Independent study 69 h

Identifying and acknowledging previously acquired skills (AHOT)

The student may incorporate previously acquired skills in his/her degree by skills test.

Teacher/s with the main responsibility for the course

Janne Jokinen, Haaga

Course materials

Case studies in lessons and additional material given by the lecturer.

Assessment criteria

Exam 80%

Assignment 20%

last modified 10.09.2010

Document Actions

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Customer Relationship Marketing

- Code: FES3RB013A
- Extent: 3 ECTS (81 h)
- Timing: Semester 3 or 4
- Language: English
- Level: Professional studies
- Type: Professional Specialisation Studies

Prerequisites

Principles of Marketing and Sales, e-Commerce in Hospitality and Tourism and Personal Communication Skills. This course is a part of chosen concentration study.

Learning outcomes

The objective of this course is to give the student an extensive picture of customer relationship management and offer tools to plan, implement and manage good customer service operations.

After completing this course the student will

- know how to develop customer relations, acquire new customers and understand the importance of customer relations
- identify potential customers and segments, understand and anticipate customer expectations and needs
- be able to analyze customer relationships from the product and service development point of view

Course contents

- Customer orientation
- Intensity of customer relationships
- Quality of customer service
- Practical customer service
- Customer satisfaction and its measurement
- Customer relationship lifecycle
- Customer loyalty and loyalty programs
- Segmenting customers
- Customer relationship planning and management
- Value and profitability of customer relationships
- Specifying and conceptualizing services

Cooperation with the business community and other organisations

Visiting lecturers from the business community.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures 32 h

Self-studies and Home examination 49 h

b) Part Time Learning:

Lectures 12 h

Self-studies and Home examination 69 h

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher with the main responsibility for the course

Markku Halmeenmäki, Haaga

Course materials

Grönroos, C. 2007. Service Management and Marketing: A customer relationship management approach. Wiley & Sons.

Lecture slides, cases, articles and other material given by the teacher

Assessment criteria

Examination 50 %

Assignments and activity 50 %

last modified 10.09.2010

Document Actions



Supervising Lodging Operations and Profitability Planning

Code: FES3RB013B

Extent: 5 ECTS (135 h)

Timing: Semester 3-4 (5)

Language: English
Level: Professional studies
Type: Professional Specialisation Studies

Prerequisites

Basics of Business Mathematics and
Financial Accounting and Reporting

The course is part of the Professional Specialisation Studies (PSS) Customer Orientated
Development in Lodging.

Learning outcomes

The aim of the course is to provide the student with the core supervisory capabilities necessary for front office operations. The student will perceive the hotel entity of different operations and departments from the supervisory point of view. The student will master the traditional managerial accounting techniques and concepts and knows the basic profitability and productivity ratios in the hospitality business.

Upon successful completion of the course, the student

- has insight into the middle management expertise, understands the challenges he/she will encounter and is determined to work in a supervisory position
- knows the inter-relationship between different divisions of the accommodation business
- knows the principles of collective agreement and can produce a roster
- can make decisions and justify them
- possesses good skills and hands-on expertise in cost and profitability accounting and pricing
- understands the effectiveness and key figures of the hotel, restaurant and tourism industry and can put them into practical use

Course contents

- hotel as a working environment for a front office manager
- role of the supervisor and challenging working situations
- managing the profitable use of labor in the hospitality industry
- front office scheduling process according to certain rules and other issues needed to be considered
- reports as a supervisory tool
- cost volume profit (CVP) analysis
- internal income statement of the hospitality business
- management ratio analysis
- pricing

Cooperation with the business community and other organisations

Students are encouraged to actively present their own thoughts and knowledge from their working experiences. Students interview actual front office managers. All the assignments are working life related and based on practical cases.

International

Students have to follow international business customs and practices, e.g. Uniform System of Accounts, while analysing effectiveness and profitability.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and examinations 56 h

Self-studies 79 h

b) Part time learning:

Lectures and examinations 36 h

Self-studies 99 h

Teachers with the main responsibility for the course

Minna Halmetoja, Haaga

Pekka Heikkilä, Haaga

Course materials

Bardi, J. 2007. Hotel Front Office Management. John Wiley & Sons, Inc., Hoboken, New Jersey.

Kasavana, M. & Brooks, R. 2005. Managing Front Office Operations.

MaRa the Finnish Hotel and Restaurant Association and Service Union United PAM. Collective agreement in the hotel and restaurant industry.

Schmidgall, R. 2005. Hospitality Industry Managerial Accounting. Educational Institute of the American Hotel & Motel Association, USA.

And the other study material announced by teachers.

Assessment criteria

Assignments

Examinations

The impact of different assessment criteria to the final grade will be told during contact hours.

last modified 10.09.2010

Document Actions

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International Accommodation Business

Code: FES3RB013C

Extent: 3 ECTS (81 h)

Timing: 1st-2nd semester

Language: English

Level: Professional studies

Type: Compulsory

Prerequisites

Introduction to Studies and Hospitality Business and Hospitality Services module should be successfully completed.

This course is part of the study entity Customer Orientated Development in Lodging

Learning outcomes

The student will understand the basic concepts and key figures of hotel operations. Furthermore, the aim is to provide the student with capabilities necessary for the understanding of contemporary

hotel business as a part of travel industry

Upon successful completion of the course, the student

- Understands the effectiveness and key figures of the lodging and is able to implement them
- knows hotel businesses in Finland and abroad
- understands local and global impact of the hotel industry
- Is aware of the safety and security requirements in hotel premises
- shows willingness to serve in a professional manner and understand that hospitality in one of the central values and success factors of the sector

Course contents

The aim is to provide the student with the basic skills required at the reception.

- The historical point of view to accommodation business history
- The accommodation business as part of travel (tourism) industry
- Statistics and business concepts in accommodation business
- The operational key figures in accommodation business

Cooperation with the business community

Company visits and visitors from business field

International

Customer service in hotels is analysed from multicultural point of view

Identifying and acknowledging previously acquired skills

the student may incorporate previously acquired skills in his/her degree on the basis of skills test

Teaching and learning methods

Working methods: case studies, project work, class presentations

The course can be completed either as a fulltime or part-time learning

a) Contact lesson based implementation:

Contact hours 24 h

Self study 57 h

b) Part-time study:

Contact hours 12 h

Self study 69 h

Teacher with the main responsibility for the course

Taina Pallonen, Haaga

Learning materials

Jones C & Paul V. 1993. Accommodation Management. Batsford. London

Lattin, W.Gerald. 2009. The lodging and food service industry. Educational Institute of the American Hotel & Motel Association.

Chuck Yim Gee.2007. International hotels development and management

Mill R. 2007. Managing the lodging operation

Assessment criteria

Exam 50%
Assignments 50%
Participation and attendance

last modified 10.09.2010

Document Actions

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Labour Law

- Code: FES3RB013D
- Extent: 3 ECTS
- Timing: spring semester
- Language: Finnish
- Level: Advanced professional studies
- Type: compulsory

Prerequisites

Commercial Law must be completed. This course is part of Customer Oriented Development.

Learning outcomes

The objective of the course is to provide a basic foundation in Finnish employment law, collective agreement system and employment-related social security.

After successful completion of the course student will

- understand Finnish labour legislation and the role of collective agreement
- know how to solve work-related juridical problems and make work agreements
- have skills to manage work force
- develop a legal mind

Course contents

- Employment Agreement Act
- Collective agreements
- Working time regulations
- Annual Holidays Act
- Occupational safety and principles of social security

Cooperation with the business community and other organisations

Labour Law consists of co-operating with own and other international students' working places.

International

An assignment/a project will be completed among the international participants of the course, which will be study comparing international labor law aspects.

Teaching and learning methods

The course can be completed by both contact-learning and independent-learning orientations

a) Contact-learning orientation: full-time students
Contact teaching and group presentation 24 h
Independent study 57 h

b) Independent-learning orientation: part-time students
Contact teaching and exam 12 h
Independent study 69 h

Identifying and acknowledging previously acquired skills (AHOT)

The student may incorporate previously acquired skills in his/her degree by skills test.

Teacher/s with the main responsibility for the course

Janne Jokinen, Haaga

Course materials

Case studies in lessons and additional material given by the lecturer.

Assessment criteria

Exam 80%

Assignment 20%

last modified 10.09.2010

Document Actions

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Strategic Management

- Code: SMB2RB001
- Extent: 3 ECTS (81 h)
- Timing: Semester 4.-5.
- Language: English
- Level: Professional studies
- Type: Compulsory

Prerequisites

Introduction to Studies and Hospitality Business, Hospitality Services module, Basics of Human Behaviour, Managing Teams and Leading People in addition the 1st part of the concentration studies should be successfully completed.

Learning outcomes

The objective is to understand the meaning of strategic thinking in changing business environment. The student will learn the principles of strategy process and the ideas of competitive strategies and resource based strategy. The student understands the significance of collaborative strategy implementation.

Student will

- understand the meaning of strategic thinking

- understand the changes of business environment and its influence on the operation
- know the principles of strategy process

Course contents

- Concepts and levels of strategic management
- Values and organisational culture
- Business environmental analyses
- Principles of strategy process
- Participative strategy process
- Competitive strategies
- Resource based view
- Strategy implementation

Cooperation with the business community and other organisations

The course includes either an assignment with purpose to analyse strategic decisions and options of a chosen company or a development project which is carried out in cooperation with a case company.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

a) Classroom learning:

Lectures and Examination 24 h

Self-studies 56 h

b) Part Time Learning:

Lectures and Examination 14 h

Self-studies 66 h

Teachers with the main responsibility for the course

Meri Vehkaperä, Haaga

Eija Kjelin, Haaga

Course materials

Course materials will be announced later.

Assessment criteria

Examination 60 %

Participation and assignments 40 %

last modified 03.09.2010

Document Actions

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Strategic Marketing

- Code: SMB2RB002
- Extent: 3 ECTS (81 h)
- Timing: Semester 4.-5.
- Language: English
- Level: professional studies
- Type: compulsory

Prerequisites

Introduction to Studies and Hospitality Business SOC1RB010
Hospitality Services module SOC2RB013
Principles of Marketing and Sales SOC1RB001
Personal Communication Skills SOC1RB003
e-Commerce in Hospitality and Tourism SOC1RB005
International Marketing Communications FES1RB003
Customer Relationship Marketing FES3RB011A / FES3RB012A / FES3RB013A

Learning outcomes

After completing the course the student:

- has an understanding of the role of marketing within the corporate strategy and knows the elements included in the marketing strategy
- understands how a service company uses the marketing function to create and sustain competitive advantage
- student is familiar with the concept of marketing management and knows what kind of tasks a marketing manager/director working in a hospitality company has to manage
- is able to develop new and critically evaluate existing marketing strategies

Course contents

- marketing management
- strategic planning and marketing strategy
- strategic alliances and partnerships
- competitive advantage and differentiation, strategic branding
- marketing communications strategy
- socially responsible marketing

Cooperation with the business community and other organisations

Guest speakers from hospitality companies and an industry based assignment.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

- a) Classroom learning:
Lectures 24 h

Self-studies 57 h

b) Part Time Learning:

Lectures 9 h

Self-studies 72 h

Lectures include also workshops and group work. Self-studies include reading books and articles related to the course topics and participating in group work.

Teacher/s with the main responsibility for the course

Timo Moilanen, Haaga

Course materials

Lecture material.

Shoemaker, S., Lewis, R. and Yesawich, P. 2007. Marketing Leadership in Hospitality and Tourism. Strategies and Tactics for Competitive advantage, 4th ed. Pearson. Upper Saddle River

Middleton, V., Fyall, A., Morgan, M. and Ranchhod, A. 2009. Marketing in travel and tourism. 4th edition. Elsevier Oxford.

CSR Europe's Sustainable Marketing Guide, 4 Ps for 3 Ps. CSR Europe, 2008

Additional reading

Books:

Kotler, P, Keller KL, Brady M, Goodman M, Hansen T. 2009. Marketing Management, European ed. Prentice Hall, Harlow

Articles:

O'Neill & Mattila. 2004, Hotel Branding Strategy: Its Relationship to Guest Satisfaction and Room Revenue. Journal of Hospitality & Tourism Research 28; pp. 156-165

de Chernatony, L. 2003, The criteria for successful services brands. European Journal of Marketing, Vol. 37, no. 7/8, pp. 1095-1118

Ottensmeyer & Gnoth. 2005, How to develop successful hospitality innovation. Cornell Hotel and Restaurant Administration Quarterly 46; pp. 205-222

Verma, Anderson, Dixon, Enz, Thompson and Victorino. 2008, Key Elements in Service Innovation: Insights for the Hospitality Industry. Cornell Hospitality Roundtable Proceedings, November. www.chr.cornell.edu

Chathoth & Olsen. 2003, Strategic alliances: a hospitality industry perspective. International Journal of Hospitality Management, 22, 419-434.

Assessment criteria

Project work 60 %

Assignment 30 %

Self assessment report 10%

last modified 03.09.2010

Document Actions

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Managerial Economics

Code: SMB2RB003

Extent: 3 ECTS (81 h)

Timing: 3rd academic year

Language: English

Level: Professional Studies

Type: Compulsory

Prerequisites

Introduction to Studies and Hospitality Business, Hospitality Services module, Basics of Business Mathematics and Commercial Law should be successfully completed.

Learning outcomes

The objective of this course is to encourage students to read, interpret and apply business and economic terminology, information and knowledge distributed in media and research. Learning these ideas will make it easier for students to take advantage of economic communication in society and broaden their critical thinking skills.

After completing the course successfully students will be able to:

- better understand the basics of the neoclassical microeconomics; market mechanism and market efficiency
- better grasp the fundamentals of corporate governance i.e. the basics of modern managerial economics
- make better sense of the structures of macro economy and review (inter)national accounting data
- better interpret and benefit from business and economics communication
- complete business and economics country review of selected countries (course assignment)

Course contents

- Price System and Market Efficiency
- The Organization of the Firm and the Nature of Industry
- Fundamentals of Corporate Governance
- Macroeconomic discussion topics: Economic Aggregates, Money and Banking, International Trade

Cooperation with business community and other organizations

Visiting lecturer from business governance and/ or from economic research discipline

International

The course assignment covers selected indicator analysis of foreign economies based on EUROSTAT data.

Teaching and learning methods

There are two options for completing the course: contact learning (a+b) or virtual learning (c)

a) Full-time learning method

Lectures, lecture discussions, assisted working in computer lab, independent reading and preparation of the course assignment (30h). One multiple choice practice examination takes 1h and one multiple choice final exam another 1h. Independent study include and tests are based on selected course books' chapters and completion of course assignment (49 h)

b) Part-time learning method

Lectures, lecture discussions, assisted working in computer lab, independent reading and preparation of the course assignment (12h). One multiple choice practice examination takes 1h and one multiple choice final exam another 1h. Independent study include and tests are based on selected course books' chapters and completion of course assignment (67 h)

c) Virtual learning method

Introduction to the course as contact learning in computer lab (2h)

Four practice multiple choice practice tests on the web (4h) and one multiple choice contact final exam (1h).

Independent studies include and tests are based on selected course books' chapters and completion of course assignment (74).

Teacher/s with the main responsibility for the course

Tourunen Kalevi, Haaga

Course material

Contact learning: Selected chapters from one Managerial Economics book (TBA). Class handouts and supporting material to be delivered on web. EUROSTAT web page data.

Virtual learning: Selected chapters from both one Managerial Economics book and from one Economics book (TBA). Handouts and supporting material to be delivered on web. EUROSTAT web page data.

Assesment criteria

Contact learning:

Practice test 30 %

Final Exam 40 %

Course assignment 30%

Virtual learning:

Practice tests 40 %

Final Exam 30 %

Course assignment 30%

last modified 03.09.2010

Document Actions

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Human Resource Management

- Code: SMB2RB004
- Extent: 3 ECTS
- Timing: Semester x
- Language: English
- Level: Professional studies
- Type: compulsory/

Prerequisites

Basics of Human Behavior (SOC1RB008) and Managing Teams and Leading People (FES1RB005)

Learning outcomes

The course brings together business-related HR-processes. The aim is to form a general view of good HRM, where managing balance and tensions in working life is part of the management work.

- Understands the most relevant processes in Human Resource Management
- Has an aptitude for managerial work in multicultural work environments
- Understands social responsibility from HR point of view
- Adapts critical and holistic thinking

Course contents

- Human Resource Strategy
- Diversity Management
- Recruitment Management
- Performance Management
- Well Being Management
- Competence Management

Teaching and learning methods

a) Classroom learning:

Lectures and Examination 24 h

Self-studies 56 h

b) Part Time Learning:

Lectures and Examination 14 h

Self-studies 66 h

Teacher/s with the main responsibility for the course

Eija Kjelin, Haaga

Meri Vehkaperä, Haaga

Course materials

Will be announced later.

Assessment criteria

Examination 60 %

Participation and assignments 40 %

last modified 03.09.2010

Document Actions

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Business Planning and Simulation Game

Code: SMB2RB005

Extent: 5 ECTS (135 h)

Timing: Semester x

Language: English

Level: Basic studies

Type: compulsory

Prerequisites

- Budgeting,
- Business Start-Up in Hospitality and Tourism
- Minimum credit amount 100 ECTS

Learning outcomes

The objective is to develop student's management skills and to combine theoretical knowledge to practical management situations and business planning. Course will also enhance student's project skills

Student will understand the "body and soul" of business management and operations

Course contents

- Business environment analyses
- Business development
- Financial statement analysis
- Project learning

Cooperation with the business community and other organisations

The course includes a case-study with a real-world company

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

The course can be completed by both contact-learning and independent-learning orientations

a) Contact-learning orientation:

Contact teaching 24 h
Independent study 111 h

b) Independent-learning orientation:
Contact teaching 12 h
Independent study 123 h

Project learning and learning by developing. Students will work in project teams. Business simulation game.

Alternative completions

None

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Not possible

Teacher/s with the main responsibility for the course

Risto Karmavuo, Haaga

Course materials

Lecture material.

Assessment criteria

Assignment 80 %
Team evaluation 20 %

last modified 03.09.2010

Document Actions

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Investment Planning and Taxation

- Code: SMB2RB006
- Extent: 3 ECTS (81 h)
- Timing: Semester 3
- Language: English
- Level: Professional studies
- Type: compulsory

Prerequisites

Investment Planning and Taxation is meant to be taken after first and second year studies in Finance and Accounting.

Learning outcomes

The objective is to learn to make long-term financial calculations by using different techniques of investment calculation. This course includes also the basic norms of income and value added taxation. The objective is to learn to calculate the amount of taxable income of a private person,

entrepreneur and different types of companies; as well as the payable income tax. The objective also is to learn how to calculate the amount of payable value-added tax.

Student will

- know the principles of investment planning and taxation
- be able to manage the operation of a business in company acquisition transactions
- understand the economic thinking behind all business operations

Course contents

- Investment calculation methods
- Company acquisition transactions
- Taxation of a private person
- Taxation of entrepreneur
- Taxation of different types of companies
- Taxation of dividends
- Value added taxation

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and Examination 48 h

Self-studies 33 h

b) Part Time Learning:

Lectures and Examination 14 h

Self-studies 67 h

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Hanna Moisio, Haaga

Course materials

Lecture material which is printable from Moodle or sold at Matsku bookstore.

Ministry of Finance. 2009. Taxation in Finland. Edita Prima Ltd. Helsinki.

Schmidgall R. 2006. Hospitality Industry Managerial Accounting. Educational Institute of the American Hotel & Motel Association. USA.

Assessment criteria

Assignments

Examinations

The impact of different assessment criteria to the final grade will be told during contact hours.

last modified 03.09.2010

Document Actions

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Responsible Business Management

- Code: SMB2RB007
- Extent: 3 ECTS (81 h)
- Timing: Semester x
- Language: English
- Level: Professional studies
- Type: compulsory

Prerequisites

None

Learning outcomes

The course will provide an overview of current trends and practices of tourism and hospitality companies in response to increasing government and society pressures for more sustainable operations. The student will learn how organizations of today deal with the complex issues of economical, social and environmental concern and how the organizations can answer with the global and local challenges of sustainability. He becomes familiar with the main tools of management and planning of responsible business operations. Students will learn practices of sustainable principles applicable for future career positions as hospitality managers.

Student, after this course:

- Is able to conform to the value systems and ethical principles of the industry and his/her work
- Takes responsibility of his/her own actions and works in accordance with general principles and common policies
- Knows how to implement sustainable development in hospitality and tourism
- Understands economical, sociological and ecological principles of social responsibility
- Takes other people into consideration in all human behavior

Course contents

- Responsible Business Management as a concept and dimension
- Environmental management – energy and eco efficiency, indicators of environmental responsibility
- Environmental management systems and ecolabels as tools
- Climate change and hospitality industry
- Sustainable innovations and green economy

Cooperation with the business community and other organisations

The course includes company visits, visitor lectures and hospitality industry related assignments.

International

Responsibility as concept is a global challenge which means that the point of view during the course will be international.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and Examination 32 h

Self-studies 49 h

b) Part Time Learning:

Lectures and Examination 24 h

Self-studies 57 h

Alternative completions

None

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Mia Tarhanen

Course materials

Lecture material will be announced in the beginning of the course.

Additional reading

Additional material will be announced in the beginning of the course.

Assessment criteria

Examination 40 %

Assignment 60 %

last modified 03.09.2010

Document Actions

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Pricing and Revenue Management

- Code: SMB3RB008
- Extent: 3 ECTS (81 h)
- Timing: Semester 5 / 6
- Language: English
- Level: Professional studies
- Type: Compulsory

Prerequisites

Principles of Marketing and Sales, Basics of Travel and Tourism Industry, Basics of Business Mathematics (Excel), eCommerce in Hospitality and Tourism, Introduction to Hospitality and Tourism, Financial Accounting and Reporting, Tourism Management, Customer Oriented Development in Tourism, Strategic Management and Business development (studied prior or can be done simultaneously)

Learning outcomes

The objective is to provide understanding and tools of pricing and revenue management. Enhance students capabilities to use these methodologies to drive the efficiency, profitability and competitiveness of a service company. The course supports worklife-orientation, business management skills in an international settings with its holistic view to the hospitality and travel industries.

After successful accomplishment of the course the student should:

- understand that a successful business requires adequate revenues and a positive operational cash flow to generate profits
- pinpoint potential customer segments, anticipate needs and wants of customers, understand consumer behavior and their how these affect the business potential
- identify capacity bottlenecks and make adjustments to the business accordingly
- be able to utilize Ecommerce to support sales and marketing
- recognize the strategic impact of revenues to the business, organize resources accordingly and follow thru key strategic business decisions.
- use good interpersonal communication skills to communicate effectively
- be interested to put more emphasis on the commercial business development of a service entity
- understand revenue and profitability financials cause and effects and can discuss about these in a professional matter with all key stakeholders

Course contents

- Revision of managerial accounting basics related to revenue generation
- Principles of Customer insight, Business foresight and Business Intelligence
- Channel management and optimization
- Support functions responsibilities in terms of company wide profits and interrelationships
- Risk management and forecasting customer behavior
- Tools, means and key metrics
- Organizational change management from revenue perspective
- Introduction to strategic and operational decision making capabilities and prioritization
- New developments

The course provides an introduction to the principles of pricing and revenue management. Core of the course is correct capacity management, right pricing actions and optimum multi-channel approach. Issues like how to support other functions to succeed with good pricing and revenue management in the global market place, how an organization can create and sustain competitive advantage, how to understand the business environment will be dealt with.

Cooperation with the business community and other organisations

The course includes projects and assignments with serviced various companies. The substance content is kept updated with close co-operation with the industry, the consulting and the education substance experts.

International

The international partners for the course are educational institutions (among others NHTV Breda, Holland) and companies.

Teaching and learning methods

The course is conducted in a work-shop setting for all students. The timetables and needs of our partners are taken also into consideration the best possible manner.

Lectures 21 h

Self-study 60 h

More specific issues are raised with individual learning, facilitated group work, industry experts visits and case studies to allow the student to learn about the strategic options hospitality and travel businesses are facing.

Alternative completions

Not possible

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

For an AHOT-option a minimum of 2 years work experience in pricing, sales and marketing or revenue management in expert or managerial level are required.

Teacher with the main responsibility for the course

Jere Talonen, Haaga

Course materials

- Revenue Management and Pricing: Case Studies and Applications, Yeoman & McMahon-Beattie, Thomson, last edition
- Introduction to Revenue Management for the Hospitality Industry: Principles and Practices for the Real World, Tranter & Parker, Wiley-Press, 2008

In addition there are materials used at the workshops, as well as, actual articles, research and study papers. These are communicated by the instructor at the beginning of the course.

Assessment criteria

Weights for the assessment criteria are communicated to participants at the beginning of the course.

last modified 03.09.2010

Document Actions

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Management of Restaurant Operations

- Code: SMB3RB009
- Extent: 3 ECTS (78 h)
- Timing: Semester x
- Language: English
- Level: Professional studies
- Type: Compulsory

Prerequisites

Introduction to Studies and Hospitality Business, Hospitality Services module and Restaurant Processes module should be successfully completed.

Learning outcomes

The objective is to provide students with practical knowledge and tools on how to operate a profitable small or medium-size restaurant business.

Students will understand the importance of explicit industry analysis, market research and business planning in a successful trade. Also a large emphasis is put on accurate staff planning as well as motivating the staff to achieve the best results in business. In addition, students will be introduced to a process of finding the best purchasing channels. Business follow-up, as an important tool, takes place during the entire course.

As an assignment students will build a business plan for selected restaurant type.

Course contents

- Analysis of restaurant industry globally and in Finland.
- Target marketing and competition
- Staff policies
- Legislation
- Product planning
- Purchasing channels
- Business follow-up

Cooperation with the business community and other organisations

The course includes a visiting lecturer, e.g. a manager from a successful Finnish restaurant.

International

During the course, the international trends in restaurant business will be studied and analyzed.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:
Lectures and Examination 48 h
Self-studies 33 h

b) Part Time Learning:

Lectures and Examination 12 h
Self-studies 69 h

Teacher/s with the main responsibility for the course

Pekka Lampi, Haaga
Jouko Mykkänen, Haaga

Course materials

Roy C. Wood (ed.), 2000. Strategic questions in food and beverage management. Butterworth-Heinemann. Oxford.
Handouts and other lecture material selected by the teacher.

Assessment criteria

Examination 50 %
Assignment 50 %

last modified 03.09.2010

Document Actions

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Managing Hotel Business Operations

Code: SMB3RB010
Extent: 3 ECTS (81 h)
Timing: Semester 5-6
Language: English
Level: Specialisation studies
Type: Professional Specialisation Studies (PSS)

Prerequisites

Introduction to Studies and Hospitality Business, Hospitality Services module, Supervising Lodging Operations and Profitability Planning and International Accommodation Business should be successfully completed.

Learning outcomes

The aim of the course is to provide the student with a managerial overview of the accommodation business and to review various hotel management functions and responsibilities.

Upon successful completion of the course, the student

- has insight into the hotel management expertise, understands the challenges he/she will encounter and is determined to work in a supervisory position and possibly as a member of an executive team at some point
- knows and understands operational and strategic management
- understands the economic thinking behind all business operations
- understands the diversity and different earnings principles in the hotel industry

Course contents

- Management team's responsibility areas

- Capacity management
- Managing pricing and pricing strategies
- Revenue management

Cooperation with the business community and other organisations

During the course the students utilize real-life accommodation businesses and analyze their operational reality.

International

In the assignment the students analyse either a domestic or international accommodation company.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and examinations 24 h

Self-studies 57 h

b) Part time learning:

Lectures and examinations 12 h

Self-studies 69 h

Teacher with the main responsibility for the course

Minna Halmetoja, Haaga

Course materials

Mill, R. 2006. Managing the Lodging Operation. Pearson Education, Inc. New Jersey.

And the other study material announced by the teacher.

Assessment criteria

Assignment 35 %

Examination 50 %

Active participation 15 %

last modified 03.09.2010

Document Actions

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Master Plans for Resorts

Code: SMB3RB011A

Extent: 6 ECTS (162 h)

Timing: Semester 5-6

Language: English

Level: Professional studies

Type: Professional Specialisation Studies

Prerequisites

Tourism Management and Destination Operations
The course is part of the module Destination and Resort Management

Learning outcomes

The aim of the course is to provide the student with the core capabilities of planning master plans for resorts and tourism resorts. The student will develop skills for different phases and methodologies of master plan development. The student will be able to evaluate master plans and participate in process of writing a master plan.

Upon successful completion of the course, the student

- Knows the principles of master plans and destination management
- Is able to write a master plan as a productive team member
- Is able to seek and analyze information in resorts and destination and is capable of critical and holistic data evaluation.
- Has an initiative and proactive work attitude and good problem solving and decision making skills

Course contents

- Destinations and Resorts in International Tourism Industry
- Master Plans- the aim and process
- Strategic Planning in Tourism
- Management areas of Destination Management

Cooperation with the business community and other organisations

Students are encouraged to actively present their own thoughts and knowledge from their working experiences. Students will write a master plan for an existing tourism resort.

International

The course work is targeted to increase the international competitiveness of a tourism resort.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and examinations 62 h

Self-studies 100 h

b) Part time learning:

Lectures and examinations 36 h

Self-studies 126 h

Teachers with the main responsibility for the course

Mario Passos Ascencao, HAAGA

Teemu Moilanen, HAAGA

Kristian Sievers, HAAGA

Course materials

study material announced by teachers.

Assesment criteria

Assignments, Examinations

The impact of different assessment criteria to the final grade will be told during contact hours.

last modified 03.09.2010

Document Actions

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International Development Project

Code: SMB3RB011B

Extent: 4 ECTS (108 h)

Timing: Semester 5-6

Language: English

Level: Professional studies

Type: Professional Specialisation Studies

Prerequisites

Tourism Management and Destination Operations

The course is part of the module Destination and Resort Management

Learning outcomes

The aim of the course is to provide the student with the core capabilities of managing a international development project. The project management skills include administration, planning and all other areas of project management. The project will concentrate to resort and tourism destination environment. The student will develop skills for different phases and methodologies of master plan development.

Upon successful completion of the course, the student

- knows the inter-relationship between different operators in Tourism resorts
- can make decisions and justify them
- understands the economical and operational requirements of an International Tourism business
- can analyze and assess business risks
- is familiar with EU funds and other sources of public funding
- understands cultural and linguistic diversity in working life and projects and is able to work with people from different ethnic backgrounds
- understands the impacts and opportunities of internationalisation within hospitality and tourism
- knows the principles of project-based work and is able to work in projects
- knows the basic principles and methods of research and development and is able to conduct a small-scale research and development project based on the available data in the industry
- is able to use international sources of information of his/her own field

Course contents

- Project processes and phases
- Project Management tool box
- International Tourism Development projects
- Financing Sources for International Tourism Projects
- Project Planning
- Project Management

- Project Reporting

Cooperation with the business community and other organisations

Students are encouraged to actively present their own thoughts and knowledge from their working experiences.

International

The course work is targeted to increase the international competitiveness of a tourism resort.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and examinations 24 h

Self-studies 84 h

b) Part time learning:

Lectures and examinations 12 h

Self-studies 96 h

Teachers with the main responsibility for the course

Mario Passos Ascencao, HAAGA

Teemu Moilanen, HAAGA

Kristian Sievers, HAAGA

Course materials

Other study material announced by teachers.

Assessment criteria

Assignments

Examinations

The impact of different assessment criteria to the final grade will be told during contact hours.

last modified 03.09.2010

Document Actions

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Marketing Tourism Destinations

Code: SMB3RB011C

Extent: 3 ECTS (80 h)

Timing: Semester 4.-5.

Language: English

Level: professional studies

Type: Professional Specialisation Studies

Prerequisites

Principles of Marketing and Sales SOC1RB001

e-Commerce in Hospitality and Tourism SOC1RB005
International Marketing Communications FES1RB003
Customer Relationship Marketing FES3RB011A / FES3RB012A / FES3RB013A

The course is part of Destination and Resport Management SMB3RB011

Learning outcomes

The aim of the course is to examine the opportunities and challenges of destination marketing management at strategic and operational level.

After completing the course the student:

- has an understanding of the role of marketing within the corporate strategy and knows the elements included in the marketing strategy
- understands the planning process of destination marketing
- is familiar with different organizational forms of destination marketing function
- Understands the tasks of destination marketing and is able to apply knowledge in practice
- Understands the role of new electronic distribution channels, e.g. social media.
- is able to develop new and critically evaluate existing marketing strategies

Course contents

- Destination product
- Planning process of destination marketing
- Organizational structures of destination marketing
- Destination brand management
- Distribution channels and communication. Social media.

Cooperation with the business community and other organisations

Students are encouraged to actively present their own thoughts and knowledge from their working experiences. Students will complete an international development project.

International

The course work is targeted to increase the international competitiveness.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures 24 h

Self-studies 57 h

b) Part Time Learning:

Lectures 9 h

Self-studies 72 h

Lectures include also workshops and group work. Self-studies include reading books and articles related to the course topics and participating in group work.

Teacher/s with the main responsibility for the course

Teemu Moilanen, Haaga

Course materials

Fyall, A. & Garrod, B. 2004. Tourism Marketing. A Collaborative Approach. Channel View Publications. Clevedon.

Pike, S. 2004. Destination Marketing Organizations. Elsevier.

Lecture material and other material distributed or indicated by the lecturer.

Assessment criteria

Project work 60 %

Assignment 30 %

last modified 03.09.2010

Document Actions

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Sensory Evaluation and Marketing

- Code: SMB3RB012A
- Extent: 3 ECTS (81h)
- Timing: Semester 5-6
- Language: English
- Level: Professional studies
- Type: Compulsory

Prerequisites

Introduction to Studies and Hospitality Business and Hospitality Services module should be successfully completed. The course is part of Restaurant Management concentration module.

Learning outcomes

The objective is that the student understands the function of the senses and can plan restaurant services which give the customer experiences for all the senses. The student is able to analyze the sensory qualities of food- and beverage products and make a small sensory evaluation study.

After completing this course the student

- can create services and products with a good experience
- understands that all business operations and products hold aesthetic qualities and has insight into style, taste and creativity in business operations
- understands the nutritional, aesthetic and statutory quality of food and drink
- can offer good experiences

Course contents

- The function of the senses
- Sensory evaluation research methods
- Sensory qualities of food- and beverage products
- Planning sensory experiences in hospitality services

Cooperation with the business community and other organisations

The course consists of co-operating with students' place of employment or other company/organisation operating in the business to meet the learning objectives.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and Examination 32 h

Self-studies 49 h

b) Part Time Learning:

Lectures and Examination 12 h

Self-studies 69 h

Teacher/s with the main responsibility for the course

Johanna Rajakangas-Tolsa, Haaga

Course materials

Lecture slides, articles and other material given by the teacher

Assessment criteria

Examination 50 %

Assignments 50 %

last modified 03.09.2010

Document Actions

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Menu Management and Distribution Channels

Code: SMB3RB012B

Extent: 3 ECTS (81 h)

Timing: 5. – 6. semester

Language: English

Level: advanced studies, integrated in a study module

Type: concentration studies

Prerequisites

This is part of the Restaurant Management module. The course requires completion of industry-related professional studies.

Learning outcomes

The objective of the studies to provide students with current affairs information about food, beverage and service design in regard to a restaurant's business idea. Student will learn to understand entrepreneurship and responsible business operation. He/she will learn decision making skills in managing the company's products and distribution channels to ensure profitability and good quality. He/she will also learn to understand the importance of aesthetics in product design and in the making of experience products and services.

After successful completion of the course student will

- know how to keep track of developments in the business and is interested in developing the industry
- know beverages, can handle drink related processes and design a selection of drinks
- Know how to implement aesthetic qualities in the design of e.g. brands, services, products, interiors, menus and wine lists
- have a good command of restaurant business distribution channels and brand management
- identify potential customers and segments, and understand and anticipate customer expectations and needs

Course contents

- principles of selection design
- Environment and competitor analysis in selection design
- Principles of drinks selection and importing
- Product and selection design in a chain restaurant brand
- Wholesaling and purchasing
- Restaurant brand and product selection
- restaurant purchase pattern and sales support

Cooperation with the business and other organisations

The course contains a lot of teamwork with different partners in the industry. The assignment is incorporated in industry based learning and assessed together with experts from the industry.

International

The course will incorporate international expertise in teamwork when feasible.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom based implementation:

Classroom teaching 24h

Independent work load and assignment 57 h

b) Part-time implementation:

Classroom teaching 12 h

Independent work load and assignment 69 h

Teacher with the main responsibility for the course

Pekka Lampi, Haaga

Jouko Mykkänen, Haaga

Course materials

Case studies in lessons and additional material given by the lecturer

Assessment criteria

Assignment 100 %

last modified 10.09.2010

Document Actions

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Restaurant Milieu

Code: SMB3RB012C

Extent: 3 ECTS (81 h)

Timing: 5. – 6. semester

Language: English

Level: advanced studies, integrated in a study module

Type: Professional Specialisation Studies

Prerequisites

The studies integrate in advanced professional studies as a part of the module Managing Restaurant Services. The course requires completion of previous industry-related professional studies.

Learning outcomes

The objective of the studies to acquaint students with the planning of restaurant operations in regard to official services and public networks. The course has a solid connection to the industry and integrates authentic cases about establishing a restaurant. Student will learn considered decision making skills in the establishment of a new restaurant and managing milieu changes of a business unit. He/She will learn about public networks and finding information from appropriate officials. Student learns to understand the importance of holistic aesthetics as a competitive edge.

After successful completion of the course student will

- understand the significance of holistic quality thinking and sustainable development
- know the principles of starting a business and is capable of establishing a company
- be able to make decisions and justify them
- know how to offer services with a good experience
- have a good command and hands-on experience of cost and profitability accounting and pricing
- Know hotel, restaurant and tourism industry related legislation and its practical implementation
- Know how to implement aesthetic qualities in the design of e.g. brands, services, products, interiors, menus and wine lists
- Know the hotel, restaurant and tourism industry safety regulations and the related legislation and operational requirements

Course contents

- Applying for building and planning permissions
- Environment and competition survey
- Building of a restaurant
- Milieu planning

- Machines and appliances
- Cost and productivity analysis

Cooperation with the business and other organisations

The course contains a lot of teamwork with different partners in the industry. The assignment is incorporated in industry based learning and assessed together with experts from the industry.

International

The course will incorporate international expertise in teamwork when feasible. Studies contain surveys about international trends.

Teaching and learning methods

a) Classroom based implementation:

Classroom teaching 24h

Independent work load and assignment 57 h

b) Part-time implementation:

Classroom teaching 12 h

Independent work load and assignment 69 h

Teachers with the main responsibility for the course

Pekka Lampi, Haaga

Matti Kulovesi, Haaga

Course materials

Case studies in lessons and additional material given by the lecturer

Assessment criteria

Assignment 100 %

last modified 10.09.2010

Document Actions

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Restaurant Beverages

- Code: SMB3RB012D
- Extent: 4 ECTS (108 h)
- Timing: Semester 5-6
- Language: English
- Level: Professional studies
- Type: Compulsory

Prerequisites

Introduction to Studies and Hospitality Business, Hospitality Services module and Restaurant Processes module should be successfully completed.

Learning outcomes

Course will familiarize students on how to plan beverage menus, create a budget beverage supplies and build a support staff. Students will also learn how to complete these tasks while maintaining a profitable business plan.

Course contents

- Business environment analyses
- Principal rules in beverage planning
- Finding the right suppliers
- Logistic channels
- Negotiating agreements
- Co-operation with import companies and wholesalers
- Beverage planning in chain restaurants and individual restaurants.

Cooperation with the business community and other organisations

The course includes a study trip to a restaurant that is especially known for its creative beverage planning. Guest lecturers, especially sharing experience in beverage planning. Course consists of co-operating with students' place of employment or other company/organisation operating in the business to meet the learning objectives.

International

The course is conducted in HOSBA-programs with a mix of international students and exchange students.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and examinations 24 h

Self-studies 84 h

b) Part time learning:

Lectures and examinations 12 h

Self-studies 96 h

Identifying and acknowledging previously acquired skills (in Finnish AHOT)

Courses or parts of courses at other educational institutes or work experience are not accredited as such towards the HAAGA-HELIA studies directly, but the required skills and competences are demonstrated by a skills examination.

Teacher/s with the main responsibility for the course

Pekka Lampi, Haaga

Course materials

Lecture material.

Assessment criteria

Assignment 100 %

last modified 10.09.2010

Document Actions

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Concept Based Product Development

- Cde: SMB3RB013A
- Ectent: 3 ECTS (81 h)
- Timing: Semester 5.-6.
- Language: English
- Level: Specialization studies
- Type: Professional Specialization Studies (PSS)

Prerequisites

Managing Hotel Business Operations. The course is part of the Professional Specialization Studies Hotel Management.

Learning outcomes

The aim of the course is to analyse existing business concepts and to build new concepts based on future challenges. The student understands that all business operations and products hold aesthetic qualities and has insight into style, taste and creativity in business operations. The idea of the course is to be proactive, future-oriented, creative and innovative, and to build on the students ability to carry out concept development for future hospitality businesses. Upon participating in the course the student

- Can anticipate changes, adapt to new situations and knows how to identify and create new opportunities
- Can make decisions and justify them
- Is familiar with the principles of consumer behavior, it's changes and development and can make use of them in developing products and services
- Can create services and products with a good experience

Course contents

- Analyses of accommodation businesses
- Project work and managing teams
- Creative concept development
- Managerial presentation of development ideas

Cooperation with the business community and other organisations

During the course the students utilize real-life accommodation businesses and analyze their operational reality.

International

The course is partly carried out with an international partner university.

Teaching and learning methods

It is possible to complete the course based on classroom learning and part time learning:

a) Classroom learning:

Lectures and Examination 33 h

Self-studies 48 h

b) Part Time Learning:

Lectures and Examination 21 h

Self-studies 60 h

Introduction, classroom learning, student group assignments and presentations, exam and independent learning.

Teacher/s with the main responsibility for the course

Ari Björkqvist, Haaga

Course materials

Handout material by the teacher

Independent material search by student groups

Assessment criteria

Managerial report and its presentation 100%

Participation and attendance

last modified 10.09.2010

Document Actions

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Managing Sales and Distribution Channels

- Code: SMB3RB013B
- Extent: 3 ECTS (81 h)
- Timing: Semester 5.-6.
- Language: English
- Level: Specialization studies
- Type: Professional Specialization Studies (PSS)

Prerequisites

Managing Hotel Business Operations. The Course is part of the Professional Specialization Studies Hotel Management.

Learning outcomes

The aim of the course is that the student understands the importance of sales and marketing in carrying out successful accommodation business operations, and is capable of putting up a sales team and to manage it. Furthermore, the student manages the multitude of distribution channels and is capable of creating an optimal distribution channel solution for a hotel.

Upon participating in the course the student

- Identifies potential customers and segments, understands and anticipates customer expectations and needs
- Has a solid understanding of marketing and sales in the hotel industry and can put skills to practical use
- Understands the relevance of new electronic communication channels
- Knows how to manage accommodation business distribution channels and branding

Course contents

- Managing sales teams in an accommodation business
- Carrying out successful sales operations in an accommodation business
- Distribution channels
- Distribution channel strategies
- Managerial presentation of development ideas

Cooperation with the business community and other organisations

During the course the students utilize real-life accommodation businesses and analyze their operational reality.

International

International reservation and distribution channels are utilized and analyzed during the course.

Teaching and learning methods

It is possible to complete the course based on classroom learning and part time learning:

a) Classroom learning:

Lectures and Examination 33 h

Self-studies 48 h

b) Part Time Learning:

Lectures and Examination 21 h

Self-studies 60 h

Introduction, classroom learning, student group assignments and presentations, exam and independent learning.

Teacher/s with the main responsibility for the course

Susanna Särkinen, Haaga

Course materials

Handout material by the teacher

Independent material search by student groups

Assessment criteria

Managerial report and its presentation 100%

Participation and attendance

last modified 10.09.2010

Document Actions

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Management of Accommodation Operations

Code: SMB3RB013C

Extent: 3 ECTS (81 h)

Timing: Semester 5-6

Language: English

Level: Professional studies

Type: Professional Specialisation Studies

Prerequisites

Prerequisite: Course Managing Hotel Business Operations must be completed.

The course Management of Accommodation Operations is part of the Professional Specialisation Studies (PSS) Hotel Management.

Learning outcomes

The aim of the course is to provide the student with an overview of the management of the interrelationships of various hotel departments.

Upon successful completion of the course, the student

- knows operational models and the inter-relationship between different divisions of the accommodation business
- can analyse and develop accommodation business service processes
- identifies potential customers and segments, understands and anticipates customer expectations and needs
- understands the significance of holistic quality thinking and systematic quality management
- understands the principles of quality systems and quality management
- understands the principles of subcontracting and outsourcing
- understands the economical and operational requirements of a business
- knows the hotel related safety legislation and operational requirements
- is aware of the safety requirements for the hotel sector and can implement them in his / her own work

Course contents

- different departments of an accommodation company and the management of their cooperation
- effect of quality on the management of internal operations
- quality of operations and quality assurance
- opportunities and challenges of subcontracting and outsourcing
- organizing housekeeping operations; own staff vs. outsourcing
- property management as a part of managing internal operations in hotels
- managing safety and security as a part of managing internal operations in hotels

Cooperation with the business community and other organisations

During the course students make a developmental work for an actual hotel company.

International

Quality systems of international hotel chains and global security threats are both under examination.

Teaching and learning methods

It is possible to complete the course based on classroom learning or part time learning:

a) Classroom learning:

Lectures and examinations 24 h

Self-studies 57 h

b) Part time learning:

Lectures and examinations 12 h

Self-studies 69 h

Teacher with the main responsibility for the course

Minna Halmetoja, Haaga

Course materials

Garrett, W. 2002. Hotel Management and the Interrelationships of Hotel Departments. The Edwin Mellen Press. New York.

Mill, R. 2006. Managing the Lodging Operation. Pearson Education, Inc. New Jersey.
And the other study material announced by the teacher.

Assessment criteria

Managerial report 50 %

Examination 35 %

Active participation 15 %

last modified 10.09.2010

Document Actions

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Hotel Feasibility Study

- Code: SMB3RB013D
- Extent: 4 ECTS (108 h)
- Timing: Semester 5.-6.
- Language: English
- Level: Specialization studies
- Type: Professional Specialization Studies (PSS)

Prerequisites

Managing Hotel Business Operations course must be completed. This is part of the Professional Specialization Studies Hotel Management module.

Learning outcomes

The student understands the global business models of hotel business and is capable of implementing them in a case situation. The student also manages various business analyses. For example, the student is capable of calculating the proper price tag for an accommodation business and to present his/her case to financiers and other parties.

Upon completion of the course the student

- can interpret financial statements (profit and loss account and the balance sheet) and has a broad knowledge of how to implement them
- understands the economic thinking behind all business operations
- knows industry-related operational environments, networks and the boundary surfaces of the sector
- knows operational models and the inter-relationship between different divisions of the accommodation and restaurant business
- understands the economical and operational requirements of a business
- can analyze and assess business risks
- can perceive business operations on the short and long run according to the business plan

Course contents

- Hotel business models
- Operating an accommodation business in a changing environment
- Hotel real estate business
- Hotel cash-flow analyses
- Carrying out a feasibility study
- Managerial presentation of the case results

Cooperation with the business community and other organisations

During the course the students utilize real-life accommodation businesses and analyze their operational reality.

International

International hotel chains and global features in feasibility study are both under examination.

Teaching and learning methods

It is possible to complete the course based on classroom learning:

a) Classroom learning:

Lectures and Examination 56 h

Self-studies 52 h

Introduction, classroom learning, student group assignments and presentations, independent learning.

Teacher/s with the main responsibility for the course

Martti Palonperä, Haaga

Course materials

Handout material by the teacher

Independent material search by student groups

Assessment criteria

Managerial report and its presentation 100%

Participation and attendance

last modified 10.09.2010