## Curriculum at LAB University of Applied Sciences 2017-2018

# Bachelor of Business Administration, full-time studies, Lappeenranta

Code	Name	ECTS total
LITA17	Bachelor of Business Administration, full-time studies, Lappeenranta	406
LITA17-1001	BASIC STUDIES	56
LITA17-1002	BUSINESS SKILLS	13
KLI1169	Basics of Business Operations	10
KLI0269	Macroeconomics	3
LITA17-1003	METHODOLOGICAL SKILLS	16
KPE0042L	Orientation Studies	2
KMA0118	Business Mathematics	4
KLI1014	Introduction to Information Systems	3
KLI1015	Office Tools	3
KLI1213	Research Methods	4
LITA17-1004	PROFESSIONAL LANGUAGE AND COMMUNICATION STUDIES	27
KSU0036L	Finnish Communication at Work	3
KRU0042L	Swedish Communication at Work	3
KRU0055	Public Administration Swedish, Spoken Skills	0
KRU0054	Public Administration Swedish, Written Skills	0
KEN0076L	English Communication at Work	3
KLI1085	Developing Communication Skills	3
KLI1086	Tools for Business Communication	3
KRU0053	Business Swedish	3
KEN0120	Business English	4
KEN0121	Business Correspondence	2
KLI0801	Business Correspondence and Negotiations	3
LITA17-1005	PROFESSIONAL STUDIES	290
LITA17-1025	ACCOUNTING AND BUSINESS LAW	12
KLI1285	From Receipt to Balance Sheet	3
KMR0548	Cost and Profitability Accounting	3
KLI0569	Company Law	3
KLI0832	Market Law	3
LITA17-1026	PROFESSIONAL THEMES	40
KLI1115	Knowing the Customer and Business Environment I	5

KLI1116	Knowing the Customer and Business Environment II	5
KLI1118	Innovation, Productization and Branding I	5
KLI1119	Innovation, Productization and Branding II	5
KLI1121	Creating Profitable Customer Relationships I	5
KLI1122	Creating Profitable Customer Relationships II	5
KLI1124	Management and Entrepreneurship I	5
KLI1125	Management and Entrepreneurship II	5
LITA17-10	27 PROJECTS	30
KLI1283	Projects I	15
KLI1284	Projects II	15
LITA17-10	07 ADMINISTRATIVE LAW	5
KLI1237	Administrative Law	3
KLI1238	Local Goverment Law	2
LITA17-10	08 FAMILY AND ESTATE LAW	4
KLI1034	Family and Inheritance Law	4
LITA17-10	09 COMMERCIAL LAW	17
KLI0569	Company Law	3
KLI1239	Incorporeal Rights	3
KLI1340	Market Law and Public Procurement	5
KLI1299	International Trade Law	4
KLI1300	EU Law	2
LITA17-10	10 PROPERTY LAW	14
KLI1052	Business Credits and Collaterial Securities	5
KLI1233	Contract Law	3
KLI1301	Special Contract Law	3
KLI1302	International Investment Law	3
LITA17-10	11 FINANCIAL LAW	11
KLI1287	Personal Taxation	3
KLI1288	Value-Added Taxation	2
KLI1341	Business Taxation	4
KLI1241	International Personal Taxation	2
LITA17-10	12 LABOUR LAW	6
KLI1297	Employment Contract and Collective Labour Agreement	3
KLI1298	Safety Legislation and Co-operation	3
LITA17-10 <sup>-</sup>	13 ACCOUNTING AND FINANCE	23
KLI0403	Basics of Accountancy	3
KLI1020	Balancing the Accounts	3
KLI1342	Interpretation of Financial Statement	3
KLI0576	Basics of Management Accounting	3
KLI0106	Budgeting and Financial Planning	3

KLI0971	Finance	5	
KLI1343	Payroll Calculation	3	
	14 LOGISTICS	5	
KLI0930	Introduction to Logistics and Supply Chain	3	
KLI1344	Logistics, Acquisition and Distribution	2	
	15 MANAGEMENT	12	
KLI1170	Customer Service and Service Processes	3	
KLI1391	Managerial Work	5	
KLI1326	Strategic Management and Simulation Game	4	
	17 FINANCIAL ACCOUNTING	14	
KLI1174	Basics of Accountancy	5	
KLI1174 KLI1175	Financial Accounting and Reporting	3	
KLI1175 KLI1025	Special Issues related to Financial Accounting	3	
KLI1025	Financial Statement and Its' Planning	3	
	18 MANAGEMENT ACCOUNTING	3 8	
KLI1048		<b>o</b> 2	
KLI1048 KLI0545	Profitability Concept in Organisation Cost Estimation	3	
KLI1050	Budgeting and Financial Controlling	3	
	19 INFORMATION TECHNOLOGY	10	
KLI1180	Advanced Excel and VBA	3	
KLI1181	Accounting Project Studies	3	
KLI1206	Enterprise Resource Planning (ERP)	4	
	20 TAXATION AND BUSINESS LAW	23	
KLI0569	Company Law	3	
KLI1286	Personal Taxation	2	
KLI1289	Value-Added Taxation in Practice	2	
KLI1290	Business Taxation	3	
KLI1291	Business Taxation in Practice	2	
KLI1177	Labour Law and Payroll	6	
KLI1183	Financial Law	5	
	21 FINANCE AND ANALYSES	8	
KLI1179	Corporate Finance	4	
KLI1192	Introduction to Financial Statement Analysis	4	
	22 AUDITING	3	
KLI1027	Introduction to Auditing	3 15	
	LITA17-1023 MANAGEMENT		
KLI1170	Customer Service and Service Processes	3	
KLI1098	Management and Organisations	9	
KLI0799	Business Simulation	3	

LITA17-1028	3 TEAM WORKING SKILLS	30
KVV0304	Teamlearning	3
KLI1132	Developing Work Community	1
KLI1127	Starting Co-operative Studies	5
KLI1128	Teaming up and Finding Personal Roles	5
KLI1219	Innovations	3
KLI1129	Building Professional Competence	5
KLI1130	Growing to Expertise	5
KLI1173	Preparing for Working Life	3
LITA17-1029	SPECIALISATION OPTION/ADVANCED PROFESSIONAL STUDIES	0
LITA17-1030	) FINANCIAL ACCOUNTING	16
KLI1024	Special Issues of Limited Liability Company and Mergers	3
KLI0931	Separate Financial Statement	3
KLI0018	Consolidated Financial Statements	3
KLI1184	International Accounting Standards	2
KLI1028	Auditoring the Accounts in Practice	3
KLI1185	Internal Auditing and Controlling	2
LITA17-1031	I MANAGEMENT ACCOUNTING AND FINANCE	16
KLI1188	Capital Budgeting and Business Planning	3
KLI0539	Cost Accounting and Pricing	3
KLI1243	Analysis of Financial Statements	3
KLI1244	Investments and Financial Markets	4
KLI1208	Developing Management Accounting	3
KLI1117	Knowing the Customer and Business Environment III	5
KLI1120	Innovation, Productization and Branding III	5
KLI1123	Creating Profitable Customer Relationships III	5
KLI1126	Management and Entrepreneurship III	5
LITA17-1033	B ELECTIVE STUDIES	15
KVV0323	Basics of Work Life	3
KMA0085	Introduction to Mathematics	3
KRU0039	Swedish Refresher Course	3
KEN0094	English Refresher Course	3
KPE0005	Entrepreneurship and Establishing a Company	3
KLI1328	Special Issues Related to Value-Added Taxation	3
KIVE0002	Russian 1	2
KIVE0004	Russian 2	2
KISA0001	Saksa/German 1	2
KISA0003	Saksa/German 2	2
KLI1375	Special Issues Related to Payroll Management	3
KLI1328	Special Issues Related to Value-Added Taxation	3
	Page 4 / 21	

LITA17-1034 PLACEMENT		30
LITAPEHA	Basic Placement	15
LITAAMHA	Professional Placement	15
LITA17-1035 THESIS		15
KTE2382	Thesis Process	3
KLI1436	Thesis Plan and Seminars	4
KLI1437	Thesis Implementation and Report	8

## LITA17 Bachelor of Business Administration, full-time studies, Lappeenranta: 406 ECTS

## LITA17-1001 BASIC STUDIES: 56 ECTS

## LITA17-1002 BUSINESS SKILLS: 13 ECTS

## KLI1169 Basics of Business Operations: 10 ECTS

Learning outcomes

## KLI0269 Macroeconomics: 3 ECTS

#### Learning outcomes

Getting to know the basic concepts of macroeconomics. Being able to identify overall changes in macroeconomy and follow discussions about economics.

## LITA17-1003 METHODOLOGICAL SKILLS: 16 ECTS

## **KPE0042L Orientation Studies: 2 ECTS**

#### Learning outcomes

To orientate the student to polytechnic studies and the learning environment at the South Carelia Polytechnic.

## KMA0118 Business Mathematics: 4 ECTS

Learning outcomes

## **KLI1014 Introduction to Information Systems: 3 ECTS**

## KLI1015 Office Tools: 3 ECTS

#### Learning outcomes

Perehtyminen tietoliikenteen perusteisiin, tietokantojen perusteisiin, tietoturvaan sekä MS Officeohjelmien yhteiskäyttöön. ©

## **KLI1213 Research Methods: 4 ECTS**

Learning outcomes

.

## LITA17-1004 PROFESSIONAL LANGUAGE AND COMMUNICATION STUDIES: 27 ECTS

## KSU0036L Finnish Communication at Work: 3 ECTS

#### Learning outcomes

The student has a good command of the Finnish language in terms of grammar and style, a good command of the language of meetings and negotiations and the ability to writefield-specific texts. Proficiency levell C1-C2.

## KRU0042L Swedish Communication at Work: 3 ECTS

#### Learning outcomes

The student cancommunicate in Swedish in the most usual situations in working life and at leisure.Proficiency levet B1.

## KRU0055 Public Administration Swedish, Spoken Skills: 0 ECTS

#### Learning outcomes

Thespoken Swedish language test of public administration is completed during the Swedish Communication at Work course.

## KRU0054 Public Administration Swedish, Written Skills: 0 ECTS

#### Learning outcomes

The written Swedish language test of public administration is completed during the Swedish Communication at Work course.

## **KEN0076L English Communication at Work: 3 ECTS**

#### Learning outcomes

The studentmasters the basics of the industry-specific English language at work. Proficiency levet B2.

## **KLI1085 Developing Communication Skills: 3 ECTS**

Learning outcomes

••••

## KLI1086 Tools for Business Communication: 3 ECTS

Learning outcomes

## KRU0053 Business Swedish: 3 ECTS

Learning outcomes

•••

.

...

## KEN0120 Business English: 4 ECTS

Learning outcomes

## **KEN0121 Business Correspondence: 2 ECTS**

Learning outcomes

## **KLI0801 Business Correspondence and Negotiations: 3 ECTS**

#### Learning outcomes

Students are capable of writing polite and effective business letters, faxes and email messages in English. Students learn to use the appropriate English they need for communication in negotiations and meetings. Sisältö:

## LITA17-1005 PROFESSIONAL STUDIES: 290 ECTS

## LITA17-1025 ACCOUNTING AND BUSINESS LAW: 12 ECTS

## KLI1285 From Receipt to Balance Sheet: 3 ECTS

Learning outcomes

## KMR0548 Cost and Profitability Accounting: 3 ECTS

During this practical hands-on course student becomes familiar with the essentials of management and cost accounting. After completion this course, student understands the role and function of management accounting in achieving the objectives of the organization and is able to provide management with valuable information for their decision making.

## KLI0569 Company Law: 3 ECTS

#### Learning outcomes

The objective is to familiarize the students with questions of company law and offer them the readiness to understand questions regarding judicial liability and power in partnerships and limited companies as well as cooperative societies.

## KLI0832 Market Law: 3 ECTS

#### Learning outcomes

Antaa opiskelijalle yleiskuva yritysten markkinaolosuhteiden sääntelystä. Valmiudet ymmärtää tuotteen ja palvelun markkinointia koskevaa sääntelyä yrityksen ja kuluttajan näkökulmasta. Tarkastelun kohteena on lisäksi yritysten kilpailua koskevat säännökset.

## LITA17-1026 PROFESSIONAL THEMES: 40 ECTS

### KLI1115 Knowing the Customer and Business Environment I: 5 ECTS

Learning outcomes

## KLI1116 Knowing the Customer and Business Environment II: 5 ECTS

Learning outcomes

#### **KLI1118 Innovation, Productization and Branding I: 5 ECTS**

Learning outcomes

## **KLI1119 Innovation, Productization and Branding II: 5 ECTS**

Learning outcomes

## **KLI1121 Creating Profitable Customer Relationships I: 5 ECTS**

## KLI1122 Creating Profitable Customer Relationships II: 5 ECTS

Learning outcomes

.

KLI1124 Management and Entrepreneurship I: 5 ECTS

Learning outcomes

## KLI1125 Management and Entrepreneurship II: 5 ECTS

Learning outcomes

## LITA17-1027 PROJECTS: 30 ECTS

KLI1283 Projects I: 15 ECTS

Learning outcomes

KLI1284 Projects II: 15 ECTS

Learning outcomes

## LITA17-1007 ADMINISTRATIVE LAW: 5 ECTS

KLI1237 Administrative Law: 3 ECTS

Learning outcomes

.

KLI1238 Local Goverment Law: 2 ECTS

Learning outcomes

## LITA17-1008 FAMILY AND ESTATE LAW: 4 ECTS

## KLI1034 Family and Inheritance Law: 4 ECTS

Learning outcomes

## LITA17-1009 COMMERCIAL LAW: 17 ECTS

### KLI0569 Company Law: 3 ECTS

#### Learning outcomes

The objective is to familiarize the students with questions of company law and offer them the readiness to understand questions regarding judicial liability and power in partnerships and limited companies as well as cooperative societies.

## KLI1239 Incorporeal Rights: 3 ECTS

Learning outcomes

#### KLI1340 Market Law and Public Procurement: 5 ECTS

Learning outcomes

.

### KLI1299 International Trade Law: 4 ECTS

Learning outcomes

KLI1300 EU Law: 2 ECTS

Learning outcomes

#### LITA17-1010 PROPERTY LAW: 14 ECTS

#### **KLI1052 Business Credits and Collaterial Securities: 5 ECTS**

Learning outcomes

•••

## KLI1233 Contract Law: 3 ECTS

## KLI1301 Special Contract Law: 3 ECTS

Learning outcomes

.

KLI1302 International Investment Law: 3 ECTS

Learning outcomes

## LITA17-1011 FINANCIAL LAW: 11 ECTS

**KLI1287 Personal Taxation: 3 ECTS** 

Learning outcomes

.

••

.

KLI1288 Value-Added Taxation: 2 ECTS

Learning outcomes

KLI1341 Business Taxation: 4 ECTS

Learning outcomes

**KLI1241 International Personal Taxation: 2 ECTS** 

Learning outcomes

## LITA17-1012 LABOUR LAW: 6 ECTS

KLI1297 Employment Contract and Collective Labour Agreement: 3 ECTS Learning outcomes

KLI1298 Safety Legislation and Co-operation: 3 ECTS

## LITA17-1013 ACCOUNTING AND FINANCE: 23 ECTS

## KLI0403 Basics of Accountancy: 3 ECTS

#### Learning outcomes

To familiarize the students with the basics concepts, technique and practical realization of accounting and financial statements. To familiarize the students with basics of taxation.

## KLI1020 Balancing the Accounts: 3 ECTS

#### Learning outcomes

Opiskelija osaa laatia muodollisesti oikean pk-yrityksen tilinpäätöksen lainsäädännön vaikutukset huomioon ottaen. Opiskelija osaa lukea tilinpäätöstä.

## **KLI1342 Interpretation of Financial Statement: 3 ECTS**

#### Learning outcomes

••

## KLI0576 Basics of Management Accounting: 3 ECTS

#### Learning outcomes

The students will familiarize themselves with the basic calculations of management accounting and their utilization in planning corporate economy.

## **KLI0106 Budgeting and Financial Planning: 3 ECTS**

#### Learning outcomes

To familiarize the students with budgeting and financial planning, decision-making and monitoring. Getting to know short-term financing planning.

## KLI0971 Finance: 5 ECTS

#### Learning outcomes

To offer the students basic knowledge about operations of the Finnish financing market and the most common financing instruments. Further, getting to know the basic concepts of financing and financing planning for companies.

## **KLI1343 Payroll Calculation: 3 ECTS**

## LITA17-1014 LOGISTICS: 5 ECTS

## KLI0930 Introduction to Logistics and Supply Chain: 3 ECTS

#### Learning outcomes

To get a comprehensive view about logistics and supply chain management.

## KLI1344 Logistics, Acquisition and Distribution: 2 ECTS

Learning outcomes

••

••

## LITA17-1015 MANAGEMENT: 12 ECTS

## KLI1170 Customer Service and Service Processes: 3 ECTS

Learning outcomes

## KLI1391 Managerial Work: 5 ECTS

Learning outcomes

## KLI1326 Strategic Management and Simulation Game: 4 ECTS

Learning outcomes

•••

## LITA17-1017 FINANCIAL ACCOUNTING: 14 ECTS

## **KLI1174 Introduction to Financial Accounting: 5 ECTS**

Learning outcomes

## **KLI1175 Financial Accounting and Reporting: 3 ECTS**

## Learning outcomes

•••

..

## **KLI1025 Special Issues related to Financial Accounting: 3 ECTS**

#### Learning outcomes

Kasvattaa opiskelijan valmiuksia hoitaa pienen kirjanpitovelvollisen kirjanpito tilikaudella ottaen huomioon jaksotus- ja arvostuskysymykset sekä rahoitusjärjestelyt.

## KLI1176 Financial Statement and Its' Planning: 3 ECTS

#### Learning outcomes

•••

## LITA17-1018 MANAGEMENT ACCOUNTING: 8 ECTS

## KLI1048 Profitability Concept in Organisation: 2 ECTS

Learning outcomes

••••

## KLI0545 Cost Estimation: 3 ECTS

Learning outcomes

•••

## **KLI1050 Budgeting and Financial Controlling: 3 ECTS**

Learning outcomes

•••

## LITA17-1019 INFORMATION TECHNOLOGY: 10 ECTS

## KLI1180 Advanced Excel and VBA: 3 ECTS

Learning outcomes

••

••

## KLI1181 Accounting Project Studies: 3 ECTS

Learning outcomes

## KLI1206 Enterprise Resource Planning (ERP): 4 ECTS

## LITA17-1020 TAXATION AND BUSINESS LAW: 23 ECTS

## KLI0569 Company Law: 3 ECTS

#### Learning outcomes

The objective is to familiarize the students with questions of company law and offer them the readiness to understand questions regarding judicial liability and power in partnerships and limited companies as well as cooperative societies.

## **KLI1286 Personal Taxation: 2 ECTS**

Learning outcomes

## **KLI1289 Value-Added Taxation in Practice: 2 ECTS**

Learning outcomes

### **KLI1290 Business Taxation: 3 ECTS**

Learning outcomes

## **KLI1291 Business Taxation in Practice: 2 ECTS**

Learning outcomes

## KLI1177 Labour Law and Payroll: 6 ECTS

#### Learning outcomes

..

..

## KLI1183 Financial Law: 5 ECTS

Learning outcomes

## LITA17-1021 FINANCE AND ANALYSES: 8 ECTS

## KLI1179 Corporate Finance: 4 ECTS

Learning outcomes

## KLI1192 Introduction to Financial Statement Analysis: 4 ECTS

Learning outcomes

••

..

## LITA17-1022 AUDITING: 3 ECTS

## **KLI1027 Introduction to Auditing: 3 ECTS**

#### Learning outcomes

Opiskelija oppii tilintarkastukseen liittyvät perusasiat, lainsäädännön ja käsitteet. Hän oppii suunnittelemaan ja toteuttamaan tilintarkastuksen ammattieettiset periaatteet huomioiden sekä osaa laatia vaadittavat työpaperit.

## LITA17-1023 MANAGEMENT: 15 ECTS

## KLI1170 Customer Service and Service Processes: 3 ECTS

Learning outcomes

## **KLI1098 Management and Organisations: 9 ECTS**

Learning outcomes

•••

## **KLI0799 Business Simulation: 3 ECTS**

#### Learning outcomes

Practical business planning by taking advantage of information from marketing, manufacturing and financial departments of a company. Student can understand marketing and financial information and make rational decisions based on this information.

## LITA17-1028 TEAM WORKING SKILLS: 30 ECTS

## KVV0304 Teamlearning: 3 ECTS

#### Learning outcomes

•••

## KLI1132 Developing Work Community: 1 ECTS

Learning outcomes

## KLI1127 Starting Co-operative Studies: 5 ECTS

Learning outcomes

KLI1128 Teaming up and Finding Personal Roles: 5 ECTS

Learning outcomes

## KLI1219 Innovations: 3 ECTS

Learning outcomes

## KLI1129 Building Professional Competence: 5 ECTS

Learning outcomes

.

## KLI1130 Growing to Expertise: 5 ECTS

Learning outcomes

## KLI1173 Preparing for Working Life: 3 ECTS

Learning outcomes

## LITA17-1029 SPECIALISATION OPTION/ADVANCED PROFESSIONAL STUDIES: 0 ECTS

## LITA17-1030 FINANCIAL ACCOUNTING: 16 ECTS

## KLI1024 Special Issues of Limited Liability Company and Mergers: 3 ECTS

#### Learning outcomes

Tavoitteena on kasvattaa opiskelijan valmiuksia tilikaudella ja tilinpäätöksessä ottaa huomioon

osakeyhtiötä koskevat erityiskysymykset sekä yritysjärjeslyt laajana käsitteenä.

## KLI0931 Separate Financial Statement: 3 ECTS

#### Learning outcomes

For the students to be able to plan and compile a correct kind of financial statements for SME's and for the students to be able to read the statements

## **KLI0018 Consolidated Financial Statements: 3 ECTS**

#### Learning outcomes

For the students to be familiar with the general principles in coming a consolidated financial statements taking into account the IAS/IFRS-standards

## **KLI1184 International Accounting Standards: 2 ECTS**

#### Learning outcomes

••

## KLI1028 Auditoring the Accounts in Practice: 3 ECTS

#### Learning outcomes

Opiskelija osaa suunnitella ja toteuttaa tilintarkastuksen voimassaolevien lakien, asetusten ja erilaisten standardien ohjeiden mukaan. Hän osaa laatia tarvittavat raportit sekä dokumentoida suoritetut tilintarkastukset.Opiskelija osaa ottaa huomioon erilaisten yhteisöjen vaatimukset tilintarkastusta suorittaessaan.

## **KLI1185 Internal Auditing and Controlling: 2 ECTS**

Learning outcomes

•••

## LITA17-1031 MANAGEMENT ACCOUNTING AND FINANCE: 16 ECTS

## **KLI1188 Capital Budgeting and Business Planning: 3 ECTS**

Learning outcomes

••

## KLI0539 Cost Accounting and Pricing: 3 ECTS

#### Learning outcomes

•••

## **KLI1243 Analysis of Financial Statements: 3 ECTS**

Learning outcomes

.

KLI1244 Investments and Financial Markets: 4 ECTS Learning outcomes

KLI1208 Developing Management Accounting: 3 ECTS Learning outcomes

KLI1117 Knowing the Customer and Business Environment III: 5 ECTS Learning outcomes

**KLI1120 Innovation, Productization and Branding III: 5 ECTS** 

Learning outcomes

KLI1123 Creating Profitable Customer Relationships III: 5 ECTS

Learning outcomes

KLI1126 Management and Entrepreneurship III: 5 ECTS

Learning outcomes

## LITA17-1033 ELECTIVE STUDIES: 15 ECTS

KVV0323 Basics of Work Life: 3 ECTS

Learning outcomes

KMA0085 Introduction to Mathematics: 3 ECTS

#### Learning outcomes

••••

## KRU0039 Swedish Refresher Course: 3 ECTS

#### Learning outcomes

Managing basic structures and vocabulary of the Swedish language.

## **KEN0094 English Refresher Course: 3 ECTS**

#### Learning outcomes

••••

## **KPE0005** Entrepreneurship and Establishing a Company: 3 ECTS

#### Learning outcomes

To estimate the characteristics required from an entrepreneur. To familiarize the students with the planning and establishment process and operations in various company forms.

## KLI1328 Special Issues Related to Value-Added Taxation: 3 ECTS

Learning outcomes

•••

## KIVE0002 Russian 1: 2 ECTS

#### Learning outcomes

•••

## KIVE0004 Russian 2: 2 ECTS

Learning outcomes

•••

## KISA0001 Saksa/German 1: 2 ECTS

Learning outcomes Proficiency level: A1

The student is able to communicate in simple phrases both orally and in writing.

## KISA0003 Saksa/German 2: 2 ECTS

Proficiency level: A1

Students are able to

- understand spoken language related to topics discussed during the course,

- use simple sentences to talk about topics of the course,

- write short and simple texts related to topics discussed during the course and

- use polite phrases and expressions typical of the German communication culture.

## **KLI1375 Special Issues Related to Payroll Management: 3 ECTS**

## KLI1328 Special Issues Related to Value-Added Taxation: 3 ECTS

Learning outcomes

•••

## LITA17-1034 PLACEMENT: 30 ECTS

## LITAPEHA Basic Placement: 15 ECTS

Learning outcomes

## LITAAMHA Professional Placement: 15 ECTS

Learning outcomes

## LITA17-1035 THESIS: 15 ECTS

**KTE2382 Thesis Process: 3 ECTS** 

Learning outcomes

## KLI1436 Thesis Plan and Seminars: 4 ECTS

Learning outcomes

## **KLI1437 Thesis Implementation and Report: 8 ECTS**