

## Curriculum at LAB University of Applied Sciences 2024-2025

# Bachelor of Business Administration 24S, full-time studies, Lahti

Code	Name	1 y	2 y	3 y	4 y	ECTS total
<b>LLTILII24S-1001 CORE COMPETENCE</b>						<b>135</b>
<b>LLTILII24S-1002 Common Studies</b>						<b>15</b>
AY00BU33	Developing professional competence 1	1				1
AY00BU34	Developing professional competence 2		1			1
AY00BU35	Developing professional competence 3			1		1
A300CE13	Orientation to Sustainability Thinking	2				2
KE00BT61	English for Work	4				4
KR00BU42	Swedish for Work, Spoken	1				1
KR00BU43	Swedish for Work, Written	1				1
KS00BT59	Expert Communication Skills	4				4
<b>LLTILII24S-1003 Professional Core Competence</b>						<b>75</b>
<b>LLTILII24S-1004 Project Management and Networking</b>						<b>15</b>
AL00CD58	Project Management and Project Work	5				5
AL00CD59	Digital Tools and Visual Content Editing	7				7
AL00CD60	Professional Branding	3				3
<b>LLTILII24S-1005 Business Models and Processes</b>						<b>20</b>
AL00CD61	Customer Relations and Marketing	5				5
AL00CD62	Logistics and Supply Chain Management	5				5
AL00CD64	Financial Accounting	5				5
AL00CT70	Management and Leadership	5				5
<b>LLTILII24S-1006 Basis and Development of Business</b>						<b>30</b>
AL00CD65	Economics	3				3
AL00CD66	Business Mathematics	4				4
AL00CD70	Business Law	4				4
AL00CD67	Profitability and Budgeting		5			5
AL00CD68	Anticipating Future Trends and Innovation Process		5			5
AL00CD69	Entrepreneurship, Transforming Innovations into Sustainable Business		4			4
AL00CD71	Research and Development			5		5
<b>LLTILII24S-1007 Languages and Culture</b>						<b>10</b>
AL00CD72	Professional Reading	3				3
AL00CD73	Meetings and Presentations		4			4

AL00CD74	Business Writing		3			3
<b>LLTILII24S-1008 Practical Training</b>						<b>30</b>
HA00CD56	Practical Training	2	4	4		10
HA00BU37	Practical Training 2		3,5	6,5		10
HA00BU38	Practical Training 3			10		10
<b>LLTILII24S-1009 Thesis</b>						<b>15</b>
AO00BU39	Thesis Planning			2,5	2,5	5
AO00BU40	Thesis Project				5	5
AO00BU41	Thesis Report				5	5
<b>LLTILII24S-1010 COMPLEMENTARY COMPETENCE</b>						<b>75</b>
<b>LLTILII24S-1011 Digital marketing and customer experience</b>						<b>75</b>
<b>LLTILII24S-1012 Digital Marketing Agency Labtic</b>						<b>60</b>
<b>LLTILII24S-1013 Financial Accounting</b>						<b>80</b>
<b>LLTILII24S-1014 Good Accounting Practice</b>						<b>20</b>
<b>LLTILII24S-1015 Management Accounting</b>						<b>20</b>
<b>LLTILII24S-1016 Financial Markets</b>						<b>20</b>
<b>LLTILII24S-1017 Taxation and Planning the Financial Statements</b>						<b>15</b>
<b>LLTILII24S-1018 Payroll Accounting and Labour Law</b>						<b>10</b>
<b>LLTILII24S-1019 Business Intelligence</b>						<b>15</b>
<b>LLTILII24S-1020 Business Development</b>						<b>35</b>
<b>LLTILII24S-1021 Management, HR and Entrepreneurship</b>						<b>65</b>
<b>LLTILII24S-1025 Real estate management business</b>						<b>30</b>
AL00CR23	Real estate management					0
AL00CR24	Housing cooperative management					0
AL00CR25	Housing cooperative economy					0
AL00CR26	Communication and customer service in real estate management					0
AL00CS81	Basics of renovation					0
AL00CS80	Basics of building and real estate maintenance					0
<b>LLTILII24S-1022 Other studies in LAB (i.e. Language and communication)</b>						<b>0</b>
<b>LLTILII24S-1023 Other University Level Studies</b>						<b>0</b>
<b>LLTILII24S-1024 Exchange studies</b>						<b>0</b>

## **LLTILII24S-1001 CORE COMPETENCE: 135 ECTS**

### **LLTILII24S-1002 Common Studies: 15 ECTS**

### **AY00BU33 Developing professional competence 1: 1 ECTS**

#### **Learning outcomes**

The student is able to

- plan their own learning and cooperate in situations related to their own field of studies
- recognize their own competence and the needs to develop them further and to plan their career path

observing them

- act as a group member
- operate in the learning environments of LAB University of Applied Sciences
- picture their own field of studies and its future skills
- give feedback on tuition and services and thus participate in the development of education

## **AY00BU34 Developing professional competence 2: 1 ECTS**

### **Learning outcomes**

The student is able to

- utilize various learning opportunities in curriculum
- recognize and aim their own competences to be in level with the future career requirements
- create a study plan that supports the future career goal
- give feedback on tuition and services and thus participate in the development of education

## **AY00BU35 Developing professional competence 3: 1 ECTS**

### **Learning outcomes**

The student is able to

- identify themselves as a learner and develop their own learning skills
- evaluate innovative or alternative future competences required in their own field
- recognize and aim their own competences to be in level with the future career requirements
- masters the professional concepts of their own field and is able to point out their competencies during job recruitment processes
- give feedback on tuition and services and thus participate in the development of education

## **A300CE13 Orientation to Sustainability Thinking: 2 ECTS**

### **Learning outcomes**

Identify and define central concepts and frameworks related to sustainability. Recognize the interconnectedness of economic, social and environmental sustainability issues. Understand and develop own individual role in driving sustainability.

### **Evaluation criterias**

Level 1

Pass-Fail

## **KE00BT61 English for Work: 4 ECTS**

### **Learning outcomes**

Proficiency level: B2

The student is able to

- communicate clearly and effectively in different generic and field-specific workplace situations both orally and in writing
- find, evaluate and use information effectively
- function collaboratively in international working environments.

## **KR00BU42 Swedish for Work, Spoken: 1 ECTS**

**Learning outcomes**

The student is able to

- convey and validate arguments
- use vital field-specific vocabulary
- communicate essential matters about their education, work experience and tasks
- present their field-specific operational environment
- communicate in various working life situations in Swedish.

The student completes the Public Administration Language Test in Swedish.

**KR00BU43 Swedish for Work, Written: 1 ECTS****Learning outcomes**

The student is able to

- use vital field-specific vocabulary
- communicate essential matters about their education, work experience and tasks
- understand and produce various short texts related to studies and working life
- acquire information on their field in Swedish
- use online dictionaries.

The student completes the Public Administration Language Test in Swedish.

**KS00BT59 Expert Communication Skills: 4 ECTS****Learning outcomes**

Proficiency level: C2

The student masters Finnish language as a mother tongue in all professional spoken and written communication situations.

**LLTILII24S-1003 Professional Core Competence: 75 ECTS****LLTILII24S-1004 Project Management and Networking: 15 ECTS****AL00CD58 Project Management and Project Work: 5 ECTS****Learning outcomes**

Student is able to

- plan, implement and evaluate a project
- use the methods and participatory tools used in project management
- apply innovative project solving

**AL00CD59 Digital Tools and Visual Content Editing: 7 ECTS****Learning outcomes**

The student is able to

- utilise essential office applications in their studies
- utilise cloud services as part of team work

- function in an online learning environment
- produce and edit images and videos

## **AL00CD60 Professional Branding: 3 ECTS**

### **Learning outcomes**

The student is able to

- understand the phenomenon of personal branding.
- use different kinds of tools in personal branding
- build a personal brand.
- apply social media in building a personal brand.

## **LLTILII24S-1005 Business Models and Processes: 20 ECTS**

## **AL00CD61 Customer Relations and Marketing: 5 ECTS**

### **Learning outcomes**

The student is able to

- determine the key concepts of marketing and customer-oriented business
- identify the phases of a marketing and sales process
- recognise customer needs and understand their significance for the success of a company

## **AL00CD62 Logistics and Supply Chain Management: 5 ECTS**

### **Learning outcomes**

Student is able to

- use basic concepts of logistics and supply chain management.
- the principles of value chain formation.
- identify the impact of logistics and supply chains on the company's profitability and competitiveness.
- describe the importance of customer orientation and stakeholder cooperation throughout the supply chain.

## **AL00CD64 Financial Accounting: 5 ECTS**

### **Learning outcomes**

The student is able to

- take care of the accounting of a small company and draw up the financial statements
- understand the principles of VAT
- recognise how product costs are formed and apply this knowledge in the analysis of company profitability

## **AL00CT70 Management and Leadership: 5 ECTS**

### **Learning outcomes**

Students knows:

- key management & leadership models and methods.
- the characteristics of modern management & leadership and the importance of the organization of the work community.

- the diverse field of responsibilities of managers and their own role in it.
- basics of labor law

## **LLTILII24S-1006 Basis and Development of Business: 30 ECTS**

### **AL00CD65 Economics: 3 ECTS**

#### **Learning outcomes**

The student is able to

- describe the basic concepts of micro- and macroeconomics
- recognise the causes and effects for internal balance problems in economy
- understand the special features of labour market
- describe the reasons and consequences of economic fluctuations and the central channels of influence in economic policy
- understand the basic functions of foreign exchange market

### **AL00CD66 Business Mathematics: 4 ECTS**

#### **Learning outcomes**

Student is able to

- understand common mathematical methods used in real business life and when to use them.
- practice critical thinking and handles the problem solving skills.
- find and utilise up to date information.
- find confidence by gaining routine of calculation.

### **AL00CD70 Business Law: 4 ECTS**

#### **Learning outcomes**

The student is able to:

- Describe the fundamental aspects of the Finnish legal system, legal entities and legal relationships
- Use legal sources and search engines
- Take into account the main legal risks and opportunities in business planning

### **AL00CD67 Profitability and Budgeting: 5 ECTS**

#### **Learning outcomes**

The student is able to

- produce cost-volume-profit analyses
- identify cost drivers and apply cost data in price setting
- draw up budgets and define the budgeting process

### **AL00CD68 Anticipating Future Trends and Innovation Process: 5 ECTS**

#### **Learning outcomes**

The student is able to

- anticipate the changes in their own operational environment
- utilise the futures research materials produced by national and international societies in their own field of studies

- use the terminology and methods of futures research in the research and development of their own field

## **AL00CD69 Entrepreneurship, Transforming Innovations into Sustainable Business: 4 ECTS**

### **Learning outcomes**

Student is able to

- understand entrepreneurship through personal development
- find and utilize different customer oriented business opportunities
- evaluate profitability of business idea
- develop business models

## **AL00CD71 Research and Development: 5 ECTS**

### **Learning outcomes**

The student is able to

- obtain, utilise and assess R&D-related information and their sources critically
- follow the rules of ethical principles applied in all research activities
- use the most typical research and development methods of their own field
- write a scientific report and is familiar with the requirements for language and style and how to document the sources

## **LLTILII24S-1007 Languages and Culture: 10 ECTS**

## **AL00CD72 Professional Reading: 3 ECTS**

### **Learning outcomes**

Proficiency level: B2

Students are able to

- comprehend, analyze and summarize authentic professional texts in English
- learn and master strategies for expanding professional vocabulary
- use strategies for effective reading.

## **AL00CD73 Meetings and Presentations: 4 ECTS**

### **Learning outcomes**

The student is able to

- implement meeting practices and produce meeting documents
- communicate fluently in professional conversations, meetings and negotiations
- present convincingly considering the audience

## **AL00CD74 Business Writing: 3 ECTS**

### **Learning outcomes**

Proficiency level: B2

The student is able to:

- interpret business transaction documents
- use field-specific business terminology and style of writing
- prepare clear and accurate business messages in correct English
- prepare explicit and effective texts for use within and outside the organization, and to meet the communicative needs.

## **LLTILII24S-1008 Practical Training: 30 ECTS**

### **HA00CD56 Practical Training: 10 ECTS**

#### **Learning outcomes**

The student is able to

- describe work-related phenomena and use related concepts
- act in a productive way, following the practices of the workplace and the ethical principles of the profession
- use the techniques, work methods, models and processes that they have learnt
- act in a customer-oriented way in interactive situations in the workplace and in the cooperation network
- evaluate and develop their own competence in the work done in practical training

### **HA00BU37 Practical Training 2: 10 ECTS**

#### **Learning outcomes**

The student is able to

- describe work-related phenomena and use related concepts
- act in a productive way, following the practices of the workplace and the ethical principles of the profession
- use the techniques, work methods, models and processes that they have learnt
- act in a customer-oriented way in interactive situations in the workplace and in the cooperation network
- evaluate and develop their own competence in the work done in practical training

### **HA00BU38 Practical Training 3: 10 ECTS**

#### **Learning outcomes**

The student is able to

- describe work-related phenomena and use related concepts
- act in a productive way, following the practices of the workplace and the ethical principles of the profession
- use the techniques, work methods, models and processes that they have learnt
- act in a customer-oriented way in interactive situations in the workplace and in the cooperation network
- evaluate and develop their own competence in the work done in practical training

## **LLTILII24S-1009 Thesis: 15 ECTS**

### **AO00BU39 Thesis Planning: 5 ECTS**

#### **Learning outcomes**

The student is able to:

- describe the objectives and core contents of their thesis



- plan and describe the stages of the thesis process
- take into account the possible research permit and copyright issues.

### **AO00BU40 Thesis Project: 5 ECTS**

#### **Learning outcomes**

The student is able to:

- implement the thesis on the basis of an approved thesis plan.

### **AO00BU41 Thesis Report: 5 ECTS**

#### **Learning outcomes**

The student is able to:

- present the results or output of their thesis
- report on their thesis in writing in accordance with the thesis guidelines of LAB University of Applied Sciences
- write a maturity test.

### **LLTILII24S-1010 COMPLEMENTARY COMPETENCE: 75 ECTS**

### **LLTILII24S-1011 Digital marketing and customer experience: 75 ECTS**

### **LLTILII24S-1012 Digital Marketing Agency Labtic: 60 ECTS**

### **LLTILII24S-1013 Financial Management: 80 ECTS**

### **LLTILII24S-1014 Good Accounting Practice: 20 ECTS**

### **LLTILII24S-1015 Management Accounting: 20 ECTS**

### **LLTILII24S-1016 Financial Markets: 20 ECTS**

### **LLTILII24S-1017 Taxation and Planning the Financial Statements: 15 ECTS**

### **LLTILII24S-1018 Payroll Accounting and Labour Law: 10 ECTS**

### **LLTILII24S-1019 Business Intelligence: 15 ECTS**

### **LLTILII24S-1020 Business Development: 35 ECTS**

### **LLTILII24S-1021 Management, HR and Entrepreneurship: 65 ECTS**

## **LLTILII24S-1025 Real estate management business: 30 ECTS**

### **AL00CR23 Real estate management: 5 ECTS**

#### **Learning outcomes**

Student is able to:

- utilise real estate management's terms and is familiar with the essential legislation regulating in the field
- describe the essential tasks of the estate manager and the real estate management agency
- describe real estate management's operational environment and its changes

### **AL00CR24 Housing cooperative management: 5 ECTS**

#### **Learning outcomes**

Student is able to:

- understand the essential legislation regarding a housing cooperative and its management
- organise an annual general meeting as well as a board meeting and knows their meeting practices
- describe the essential contract's meaning regarding real estate management
- understand the responsibility matters regarding a housing cooperative's management

### **AL00CR25 Housing cooperative economy: 5 ECTS**

#### **Learning outcomes**

Student is able to:

- follow and analyse a housing cooperative's economic situation based on reports
- compose a budget and an annual report for a housing cooperative
- understand the fiscal questions regarding a housing cooperative
- organise the funding of a housing cooperative's repair project as well as interpret the economic documents of a repair project

### **AL00CR26 Communication and customer service in real estate management: 5 ECTS**

#### **Learning outcomes**

Student is able to:

- analyse the different service concepts of real estate management
- recognise the importance of customer feedback in work and its development
- recognise the quality factors of real estate management and develop operation according to them
- recognise different communication target groups and carry out communication methodically
- utilise different communication channels effectively and purposefully
- produce clear documents and briefings

### **AL00CS81 Basics of renovation: 5 ECTS**

#### **Learning outcomes**

Student is able to:

- understand the different phases of a renovation project
- recognise the most typical buildings and structures of different periods of time
- understand the evaluation process of a building's condition

- recognise different project's technical features

## **AL00CS80 Basics of building and real estate maintenance: 5 ECTS**

### **Learning outcomes**

Student is able to:

- understand a building's parts and their functions
- understand the different sectors, their functions and energy efficiency demands of a building's construction technology
- understand the responsibilities and roles of different parties in a construction project
- understand the requirements of a real estate's technical maintenance

## **LLTILII24S-1022 Other studies in LAB (i.e. Language and communication): 0 ECTS**

## **LLTILII24S-1023 Other University Level Studies: 0 ECTS**

## **LLTILII24S-1024 Exchange studies: 0 ECTS**