



STUDY GUIDE 2009 – 2010

**Lahti University of Applied Sciences
Faculty of Business Studies**

Degree Programme in Business Information Technology 210 op

Degree Programme in Business Information Technology

Lahti University of Applied Sciences
Faculty of Business Studies

Degree

Tradenomi, Bachelor of Business Administration (BBA)

Duration

210 ects, 3.5 years

Objectives

The studies are focusing to developing experts with generic working life competencies as well as programme based competences, that are needed to manage versatile demanding tasks in the future business life. Generic competences are communication and co-operation skills, abstract, analytical and critical thinking, research and development skills, entrepreneurial thinking, learning skills and self-efficacy as well as ethical responsibility. Programme based competencies are business competence, business application software competence, information system knowledge, ICT-infrastructure competence as well as ICT-project competence and special knowledge in ones own expertise area.

The programme aims at providing the students with the knowledge and skills needed in the modern intranet and internet technologies in business. The programme provides qualifications to design, implement and manage information systems. In the development of information systems, the focus is on systems management and design by using modern application development methods and tools. The programme places a high priority on meeting the needs of software development and management in a networked business environment. Special focus is placed on graphical software and user interface design and also on the use of object and component technologies.

The programme provides an excellent opportunity to work as an information systems analyst for the software industry in Finland and abroad. In addition to the theoretical studies of information science, the programme also includes practical training in business. After two years of classroom studies the students work for five months as trainees in industry. The students also complete a software design and implementation project for a local organisation.

Structure and process of studies

The study program is based on modules of theory and practical contents. The professional skills will be studied in their real business context in co-operation with local business life. As far as the studies progress, the students do advanced ICT design and implementation projects as well as the final thesis as an applied case study for a local organization.

Basic studies

The programme includes common basic studies (14 ects), business studies (26 ects) and common ICT studies (35 op). The basic studies aim at getting a common base for the further advances studies.

Professional studies

During the second and third year the student acquires the professional skills required for designing, constructing and using information systems. The student also learns to plan the strategic use of information technology on the whole company level.

Practical training and thesis

The student learns to use and develop his/her practical professional skills during his practical training period (30 ects). After the practical training period, the student attends more challenging ICT project and finally, at the end of the studies, conduct a research study based on real working life cases (15 op).

DEGREE PROGRAMME IN BUSINESS INFORMATION TECHNOLOGY 210 ECTS

PROGRAMME BASIC STUDIES 75 OP

Common basic studies	14 ects	year
01SUO Asiantuntijaviestintä; (Basics of Finnish, foreign students 4 ects)	4 ects	1
01PINFO Informaatiolukutaito		
01RUOK Ruotsin kieli; kirjallinen osuus		
01RUOS Ruotsin kieli, suullinen osuus (Basics of Finnish, foreign students 3 ects)	3 ects	1
01ENG English (integrated into common ICT and business studies)	3 ects	1
01PENT Entrepreneurship	4 ects	2
Using Information Technology	10 op	year
47MYEU01 Use of Computers	5 ects	1
47MYOS01 Hardware and Operating Systems	5 ects	1
Introduction to Information Systems Development	15 op	year
47MYPR01 Introduction to Programming	5 ects	1
47MYWW01 WWW Technologies	5 ects	1
47MYMT01 ICT-Mathematics	5 ects	1
Object-oriented Programming and Databases	10 op	year
47MYPR02 Object-oriented Programming	5 ects	2
47MYDB01 Databases	5 ects	2
Business Systems Environment	26 ects	year
04BUS802/1 Efficient Working	5 ects	1
04BISD01 Information Systems in Business	5 ects	1
04BIEN02 Project Management English (integrated into professional studies)	4 ects	3
Optional Business Studies (other options may also be chosen)	12 ects	
04BUS602/2 Human Resources	4 ects	1
04BUS602/4 Customer Relations and Marketing	4 ects	1
04BUS602/5 Logistics	4 ects	1
PROFESSIONAL STUDIES 75 OP		
Software Development and Structured Data Representation	10 op	year
04BIXM01 Structured Data Representation	5 ects	2
04BIPR03 Graphical Application Programming	5 ects	2
Information Systems Design	15 op	year
04BISD02 Information Systems Analysis and Design	5 ects	2
04BISD03 Information Systems Architecture and Software Design	5 ects	2
04BIEN01 Communication and Documentation in English	5 ects	2

Management of Business Information Systems	15 op	year
04BISM01 Information Systems in Business Processes	5 ects	3
04BISM02 Information Systems Management	5 ects	3
04BISM03 Knowledge Management	5 ects	3

Information Systems Development Process	15 op	year
04BISD04 Practices in Information Systems Development	5 ects	3
04BISD05 ICT Project	10 ects	3

OPTIONAL PROFESSIONAL STUDIES **10 ects** 2-4

Orientation to Research	10 ects	year
04TUT601E Analyses Methods	5 ects	2
04TUT602E Quantitative Research Methods and Reporting*)	5 ects	3
04TUT603E Qualitative Research Methods and Reporting*)	5 ects	3

*) courses to be chosen

ELECTIVE STUDIES 15 ECTS

Elective Studies	15 ECTS	2-4
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PRACTICAL TRAINING 30 ECTS

Practical Training	30 ECTS	Year
04TYÖ03E Practical Training	30 ECTS	3

THESIS 15 ECTS

Thesis	15 ECTS	Year
04THESIS Thesis	15 ECTS	4

COMMON BASIC STUDIES 14 ECTS

The common basic studies form a basis on which all professional and optional studies are constructed. They aim at offering the students a common ground in their studies and at preparing them for working life and self-development.

The common basic studies orientate the students towards other studies which concentrate on specialised professional skills. Common basic studies, 14 ects, consist of courses which are compulsory to all native Finnish students. Any course within the common basic studies can be compensated by an equivalent course with entirely or partially same content taken in another university. Before compensation a proof for taking the course elsewhere must be submitted.

01SUO ASIAANTUNTJAVIESTINTÄ; (BASICS OF FINNISH, FOREIGN STUDENTS), 4 ECTS

Toteutetaan Lahden ammattikorkeakoulun yleisen suunnitelman mukaisesti.

¹⁾ Foreign students: substitutive courses are Survival Finnish, Finnish Basic I and Finnish Basic II (page 12)

01RUO Ruotsin kieli; (Basics of Finnish, foreign students), 3 ects

Toteutetaan Lahden ammattikorkeakoulun yleisen suunnitelman mukaisesti.

¹⁾ Foreign students: substitutive courses are Survival Finnish, Finnish Basic I and Finnish Basic II (page 12)

01ENG English 3 ects

Learning objectives

The student

- develops a strong professional identity through the use of English
- knows how to use electronic tools for language learning
- can manage in written and oral communication situations needed in professional studies and at work
- masters the main grammatical structures in the context of everyday working life functions

Contents

- orientation towards studies in business information technology
- jobs and employment, the job application process
- writing, speaking and listening skills (integrated into common ICT and business studies)

Prerequisites

Advanced level in English

Assessment

Course work and exam, compulsory class attendance.

Materials

Indicated by the lecturer.

01PENT Introduction to Entrepreneurship 4 ects

Target group

The students of the Degree programme in International Business in their first year.

Objective and contents

The students get acquainted with entrepreneurship as an option to wage work and as a life strategy. The course gives facilities to plan and evaluate business ideas. The student gets to reflect on his/her personal capabilities for running a business, but also on general conditions and obstacles in business life. The course deals with basic concepts of entrepreneurship, business plan and business idea.

Assessment

Active participation in lectures. Individual and group exercises, business plan, written exam.

Materials

Will be handed during lectures.

PROGRAMME BASIC STUDIES 61 ECTS

Use of Information Technology 10 ects/op

Learning objectives

In this module the student will get an introduction to the software related to his/her studies, office software and operating system. He or she will have basic understanding of computer and information security.

47MYEU01 USE OF COMPUTERS, 5 ECTS

Learning objectives

The student learns to use the basic software needed in his/her studies and office work

Contents

The student

- uses software in the learning environment
- creates documents with word processing, uses spreadsheets in calculation and makes presentation materials, and knows how to share them

Prerequisites

Assessment

Course work, individual assignments, group work assignments, exam

Evaluation 1-5

Materials

Literature and other material provided. Modern office software and software in learning environment

47MYOS01 HARDWARE AND OPERATING SYSTEMS, 5 ECTS

Learning objectives

The student understands the basics of computer operation and learns to use its operating system.

Contents

The student

- knows how to use operating system

- has basic understanding elements of computer and peripherals
- has basic understanding of information security

Prerequisites

none

Assessment

Course work, individual assignments, group work assignments, exam.

Materials

Literature and other material provided. Operating system and.

Introduction to Information Systems Development 15 ects/op

Learning objectives

In this module the student will get an introduction to the basic methods and tools of a programmer. The module will develop analytical and logical skills required from a professional in information and communication technologies.

47MYPR01 INTRODUCTION TO PROGRAMMING, 5 ECTS

Learning objectives

In this course the student will get basic skills to write computer programs

Contents

The student

- understands general concepts of programming and scripting
- is able to make small computer applications

Prerequisites

None

Assessment

Course work, individual and group work assignments, exams.

Materials

Literature and other material provided. A software development tool.

47MYWW01 WWW TECHNOLOGIES, 5 ECTS

Learning objectives

In this course the student will get the basic skills to use the web as a tool to publish on the internet. The student creates content and small interactive web-pages on the internet.

Contents

The student

- knows principles and usage of www-technology
- is able to create content on the internet

Prerequisites**Assessment**

Course work, individual and group work assignments, exams.

Materials

Literature and other material provided. Modern software development tools.

47MYMT01 ICT-MATHEMATICS, 5 ECTS

Learning objectives

In this course the student will get the basic knowledge needed in computer science

Contents

The student

- knows the mathematical fundamentals of computing and programming

Prerequisites**Assessment**

Course work, individual and group work assignments, exams.

Materials

Literature and other material provided.

Object-oriented Programming and Databases 10 ects

Learning objectives

In this module the student learn the fundamentals of object-oriented programming and how to use object-oriented approach to software development in business applications. He/she is also able to use relational databases as data storage of the applications.

47MYPR02 OBJECT-ORIENTED PROGRAMMING, 5 ECTS

Learning objectives

In this course the student learns the theory and principles of object-oriented programming and is able to implement application by using an object-oriented programming language

Contents

The student

- understands the concepts and fundamentals of object-oriented approach
- is able to design and implement by using object oriented techniques
- knows the syntax and semantics of an object-oriented programming language

Prerequisites

Sufficient knowledge of business (10 ects)

47MYEU01 Use of Computers

47MYOS01 Hardware and Operating Systems

47MYPR01 Introduction to Programming

47MYWW01 WWW Technologies

47MYMT01 ICT-Mathematics

Assessment

Course work, individual assignments, group work assignments, exam.

Materials

An integrated development tool, code examples and reading material

A high level graphical application development tool, code examples and reading material

47MYDB01 DATABASES 5 ECTS

Learning objectives

In this course the student will get the basic skills to design, create and use databases

Contents

The student

- is able to use ER-modeling technique in designing relational data bases
- knows the basics of SQL and is able to create queries using it
- is able to administrate a data base by using a data base management system
- understands the most essential efficiency aspects

Prerequisites

47MYMT01 ICT-Mathematics

Assessment

Course work, individual and group work assignments, exams.

Materials

Literature and other material provided. Modern software development tools.

A data base management system software and reading materials

Business Systems Environment 26 ects

Learning objectives

In this module the student will get an introduction to business environment, it's operating and area functions. He/she learn to take part as an active member in teams and projects. He/she also learns how information technology is embedded and used in these systems.

04BUS802/1 EFFICIENT WORKING 5 ECTS

Learning objectives

The student

- gets started with his/her studies and gets to know different learning methods, which are to be used in different implementations during the studies.
- learns to work in teams; the student knows how to operate as a team member or as a team leader

- obtains the basic skills to work within a project team and also to manage a project.
- knows the basic methods of innovative thinking and knows how to apply them
- understands how to create innovative working culture within organizations

Contents

- Theory and practice of learning methods
- Theory and practice of team work
- Participation into a project and project management
- Innovative thinking and acting
- Encouraging innovations

Assessment

- Participation to contact lessons and learning assignments, information skills test

Materials

- Materials to be given and announced during the lessons

04BISD01 INFORMATION SYSTEMS IN BUSINESS 5 ECTS

Learning objectives

The student

- gets a general overview and understanding about the use of information systems in business
- knows the common application areas of information systems
- knows the common problems and challenges of information technology

Contents

- Information Technologies
- Business Applications
- Strategic Issues of IS

Prerequisites

None

Assessment

- Participation to contact lessons and learning assignments, information skills test

Materials

- James A. O'Brien, Introduction to Information Systems, McGraw-Hill

04BIEN02 PROJECT MANAGEMENT ENGLISH, 4 ECTS

Learning objectives

The student

- understands the importance of communication and documentation in work-related projects
- is able to communicate effectively in a business environment
- is able to manage a project in English

Contents

- writing, speaking and listening skills (integrated into professional studies)

Prerequisites

04BIEN01 Communication and documentation in English

Assessment

Course work and individual assignments.

Materials

Business studies according to students' choice 12 ects

PROFESSIONAL STUDIES 75 ECTS

Software Development and Structured Data Representation 10 ects

Learning objectives

In this module the student will learn how to create applications using an advanced software development tool and ready-made components. The student will learn how to model data and its structure in an application domain.

04BIXM01 STRUCTURED DATA REPRESENTATION 5 ECTS

Learning objectives

In this course the student will understand the use of XML technology as basics of information transfer and presentation

Contents

The student

- is able to implement documents in structured form by using XML technology
- is able to design and implement XML structures using DTD and XML Schema
- knows how to style XML document using CSS
- is able to implement XSL Transformations using XPath in order to present the document content in other forms
- knows how XML technology can be utilized in designing and implementing internet-based software

Prerequisites

47MYWW01 WWW Technologies

Assessment

Course work, individual and group work assignments, exams.

Materials

Literature and other material provided. Modern software development tools.
An XML editor and reading materials

04BIPR03 GRAPHICAL APPLICATION PROGRAMMING, 5 ECTS**Learning objectives**

In this course the student will get the skills needed to implement applications by using a high level application development tool

Contents

The student

- understands the basics of internet-based GUI programming
- is able to use GUI object classes effectively
- is able to implement database processing in software applications

Prerequisites

Sufficient knowledge of business (10 ects)

47MYEU01 Use of Computers

47MYOS01 Hardware and Operating Systems

47MYPR01 Introduction to Programming

47MYWW01 WWW Technologies

47MYMT01 ICT-Mathematics

Assessment

Course work, individual assignments, group work assignments, exam.

Materials

An integrated development tool, code examples and reading material
A high level graphical application development tool, code examples and reading material

Information Systems Design, 15 ects**Learning objectives**

The students analyze existing information systems, redesign present systems and design new systems in groups and projects. The students work in mixed inter-cultural groups.

04BISD02 INFORMATION SYSTEMS ANALYSIS AND DESIGN, 5 ECTS**Learning objectives**

The students familiarize to information system and software architectures and use them in IS design.

The students work in mixed inter-cultural groups.

Contents

The student

- is able to analyse user needs and requirements
- is able to develop models based on the requirements analysis.
- is able to plan the acquisition process

Prerequisites

Sufficient knowledge of business (10 ects) and information systems (15 ects)

Assessment

Course work, individual assignments, group work assignments, exam.

Materials**04BISD03 INFORMATION SYSTEMS ARCHITECTURE AND SOFTWARE DESIGN 5 ECTS****Learning objectives**

The students familiarize to information system and software architectures and use them in IS design.

Contents

The student

- is able to create systems architecture plan
- is able to use software architectures
- is able to use architectural and procedural software design methods
- is able document the application

Prerequisites

Sufficient knowledge of business (10 ects) and information systems (15 ects)

Assessment

Course work, individual assignments, group work assignments, exam.

Materials

04BIEN01 COMMUNICATION AND DOCUMENTATION IN ENGLISH 5 ECTS

Learning objectives

The student

- understands the importance of communication and documentation in information systems analysis and design
- communicates clearly and interactively
- is able to read a professional textbook efficiently
- is able to describe information systems and development processes orally
- is able to write clearly and analytically in English

Contents

- writing, speaking and listening skills (integrated into module studies)

Prerequisites

01PENG English

Assessment

Course work and individual assignments, compulsory class attendance.

Materials

Management of Business Information Systems

Learning objectives

The student understands the information systems of an organization as a whole and is able to see the role of each system for business

04BISM01 INFORMATION SYSTEMS IN BUSINESS PROCESSES 5 ECTS

Learning objectives

The student

- knows the main business processes in companies
- knows how information systems is applied in business processes
- understands the purpose of different types of information systems and their key functions and general applications
- understands how different types of systems are linked to each other and how their integration is implemented for effective use of data
- is able to define business processes using UML

Contents

The students will get lectures about information systems applied in business processes from both teachers and visiting lecturers. They will get acquainted to information systems used in real companies and make reports and/or presentations of them.

Prerequisites

47MYPR01 Introduction to Programming

47MYWW01 WWW Technologies

47MYMT01 ICT-Mathematics

04BISD02 Information Systems Analysis and Design

04BISD03 Information Systems Architecture and Software Design

Assessment

Individual and group work assignments, exams

Materials

Literature and other material provided.

04BISM02 INFORMATION SYSTEMS MANAGEMENT 5 ECTS

Learning objectives

The student

- is able to manage information systems as a competitive asset.
- understands the relation between strategies of information technology and business
- is able to implement an acquisition and adoption project

Contents

The students learn to manage the ICT resources as competitive business assets. They study the ITC function both from the management point of view as well as from the administrative point of view. The students familiarize with IT business cases and analyze their business values. They design and implement IT projects plans.

Prerequisites

Introduction to Information Systems Development
 04BISD02 Information Systems Analysis and Design
 04BISD03 Information Systems Architecture and Software Design
 04BISM01 Information Systems in Business Processes

Assessment

Individual and group work assignments, exams

Materials

Literature and other material provided.

04BISM03 KNOWLEDGE MANAGEMENT 4 ECTS**Learning objectives**

The student is able manage people and intellectual capital in international business contexts and present his/her ideas and information in clear and fluent English

Contents

- data, information and knowledge
- forms of knowledge
- organizational learning
- intellectual capital
- management issues
- social networks

Prerequisites

Sufficient knowledge of business (10 ects) and information systems (15 ects)

Assessment

Individual and group work assignments, exams

Materials

Literature and other material provided.

Information Systems Development Process 15 ects**Learning objectives**

The student is able to design new information systems and redesign present systems in groups and projects.

04BISD04 PRACTICES IN INFORMATION SYSTEMS DEVELOPMENT 4 ECTS**Learning objectives**

The students familiarize to ICT project work and methods.

Contents

The student

- is knows the tasks and processes of the ICT project
- is able to apply information system development methods in practice
- knows the security issues and is able to design secure applications
- knows the importance of testing and has the skills to use software testing methods

Prerequisites

Sufficient knowledge of business (10 ects) and information systems (15 ects)

Assessment

Development project work, course work, individual and group work assignments, exams

Materials

Literature and other material provided. Modern software development, project management and other appropriate tools.

04BISD05 ICT PROJECT 10 ECTS

Learning objectives

The course is implemented in co-operation with the local industry as a project in a real business context.

Contents

The student

- is able to act as a project member and manager in an ICT project
- the student gets the skills to design and implement project plans in real business environment

Prerequisites

Sufficient knowledge of business (10 erts) and information systems (15 erts)

Assessment

Development project work, course work, individual and group work assignments, exams

Materials

Literature and other material provided. Modern software development, project management and other appropriate tools.

04TUT600E Orientation to Research 10 erts**04TUT601E ANALYSIS METHODS 5 ECTS****Learning objectives**

The student

- knows the principles of the scientific research, approach and the most commonly used research methods in social science
- knows the operational plan of the research work
- learns to estimate the applicability of the research method
- learns to estimate the reliability of the information
- knows how to deal with the most commonly used statistical methods
- is capable of writing a research report

Contents

Quantitative and qualitative methods in general, the research problem and the applicability of the research methods, overall reliability, data analysis, interpretation and generalisation.

Prerequisites

Texts, spreadsheets and presentation graphics

Assessment

Participation in contact teaching, individual and group works, assignments and/or exam

Scale 1 - 5.

Materials

Research Methods for Business Students, Mark Saunders, Philip Lewis and Adrian Thornhill, Prentice Hall

Quantitative methods and reporting 04TUT602E and Qualitative methods and reporting 04TUT603E are elective courses and they take place during the third academic year. Student has to choose one of the following courses.

04TUT602E QUANTITATIVE METHODS AND REPORTING 5 ECTS**Learning objectives**

The student

- knows how to process and report the quantitative data definitively
- knows how to use SPSS software as an analysis tool
- knows the descriptive statistics
- knows the inferential statistics
- knows the multivariate methods
- understand the research problem and is able to choose the right methods to analyse data
- is able to conduct a demanding quantitative research
- has basic skills in academic writing
- knows how to write an abstract for a study

Contents

SPSS software as an analysis tool. Creating a database in SPSS. Frequency distributions, descriptive statistics and graphical presentations. Relationships between two variables. Hypothesis testing. Multivariate methods. Academic writing skills.

Prerequisites

04TUT601E Analysis Methods

Assessment

Participation in contact teaching, individual and group works, projects and reporting
Scale 1 - 5.

Materials

Lectures and literature indicated by the lecturer

04TUT603E QUALITATIVE METHODS AND REPORTING 5 ECTS

Learning objectives

The student

- understands paradigm and the methodology behind qualitative research methods
- is able to produce a research plan for a qualitative study
- is able to evaluate reliability and validity of qualitative research
- has basic skills in academic writing
- knows how to use qualitative methods for data collection and analysis
- knows how to write abstract for a study

Contents

Qualitative research and the paradigm behind it. Different methods to conduct a qualitative research. Research plan for a qualitative study. Methods for data collection and analysis. Academic writing skills. Lectures and research project.

Prerequisites

04TUT601E Analysis Methods

Assessment

Research project and exam

Materials

Lectures

Gummesson Evert, Qualitative methods in Management Research, 2000, Sage Publications, Inc.

OPTIONAL PROFESSIONAL STUDIES 10 ECTS

The student can specialize and get support for his/her topic or project, thesis or other related topic of his studies. The actual course(s) is chosen by the student.

ELECTIVE STUDIES 15 ECTS

The student can select his/her elective studies from his/her own degree programme or from the other degree programmes within Lahti Polytechnic. Studies from other polytechnics and universities can also be chosen. In that case he/she must have the selected courses approved to the personal study plan in advance.

PRACTICAL TRAINING 30 ECTS

A continuous 30 ects practical training period is carried out during the studies (if the student wants to do the practical training before the polytechnic studies, he/she has to submit a separate application). The work must be development work in IT. There will be two seminars about practical training; in the first one the student introduces the place of employment, and in the second one a problem concerning the organization's information system or data processing. Practical training is supervised, and a written contract about the traineeship will be made with the organization. Practical training may take place after the first year at the earliest, but it is recommended to carry it out after two years of studies in the first two periods of the third year (from the beginning of June till the end of December). International students will get assistance in finding placements.

THESIS 15 ECTS

Objectives and contents

The aim of the thesis is to develop and demonstrate the student's abilities to use his/her knowledge and skills in research and development. The subject of the thesis must be working-life oriented and correspond to the student's field of studies. The thesis is a process that includes acquiring the knowledge and necessary skills, choosing the subject, planning and carrying out the research work, reporting and presenting the work. The work will be assessed.

Prerequisites

Orientation to Research Work 7.5 ects (Research Methods, Statistical Analysis, Research Process) Before the students can start the thesis, it is required they have accomplished most of the professional studies of the degree programme.

CONTACT DETAILS

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