Degree Programme in Business Administration, Turku (210 cr)

English translation, degree programme conducted in swedish. Degree: YH-examen i företagsekonomi

Qualification title: Tradenom (YH)
Duration of studies: 3,5 years
Study type: Full-time

» Generic competences

» Language Information for Students with Swedish or Finnish as Prior Language of Instruction.

Kontaktuppgifter: Enheter | Utbildningsansvariga

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Code	Name	Cr/y	ear/to	otal			
		1	2	3	4	5	Total
Gru	Core Studies						51 cr
FEKÅTP	Teamwork, Projects and Entrepreneurship	27					27 cr
CA15IN01	Introduction to Academic Studies The student is familiar with his/her UAS and field of education. The student knows how to study in a smart and efficient manner.	3					3 cr
FEKÅ16TPE01	Projects The student is able to organize activities of a project group to meet the goals of the external employer is able to plan, implement, report, present and assess projects is able to share knowledge within the project group takes responsibility for his/her own activities and acts in accordance with agreed course of actions	3					3 cr
FEKÅ16TPE02	Professional Teamwork 1 The student is able to assess and develop his/her own learning style is able to share knowledge and learn together with other people is able to take responsibility for his/her own work process in the team	3					3 cr
FEKÅ16TPE03	Business Economy and Entrepreneurship The student - understands the significance of a business idea or concept - knows about business development tools - has knowledge about company and organization establishment in Finland - has a positive attitude towards entrepreneurship	3					3 cr
FEKÅ16TPE04	Financial Accounting The student - is able to record fundamental business transactions and draw up final accounts of a small business activity. - comprehends the theoretical content based on the Accounting Act and understands the principles of double-entry bookkeeping.	6					6 cr
FEKÅ16TPE05	Principles of Marketing The student has a good grasp of the fundamental principles of marketing knows about the importance of customers is able to carry out customer segmentation is able to choose the right channels to reach the target group with his/her message	3					3 cr
FEKÅ16TPE06	IT The student - is able to use word processing programs - is able to utilize programs in order to visualize oral presentations and to create posters - is familiar with the basics of a calculator program	3					3 cr
YH10SV01	Swedish The student - can communicate coherently and in a professional manner both orally and in writing, in a work context - demonstrates appropriate knowledge of the process of academic writing and a correct use of references - can use different channels to retrieve information and compile reports according to the standard form and layout	3					3 cr
FEKÅLF	Profitable Entrepreneurship	24					24 cr
FEKÅ17LF01	Working Environment of Tourism The student has an overall view of the features and structure of tourism industry. know the industrys actors, visitors and partners	3					3 cr
FEKÅ16LF02	Professional Profile and Working Environment of a BBA	3		+			3 cr

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	- shows the ability to communicate in a professional manner in a work context in speaking as well as writing is familiar with essential terminology within his/her field and is able to benefit from professional literature.				I
YH10EN01	• English The student	3			3 cr
	Is able to account for his/her working environment, such as presenting the company or organization as well as its services or products Demonstrates proficiency in the terminology of the field Shows such skills in the Finnish language as are in accordance with the Act on the Knowledge of Languages Required of Personnel in Public Bodies. This means that the student must show satisfactory (grade 1, 2 or 3) or good (grade 4 or 5) skills in speaking and writing. Written and oral skills are assessed separately. Previous knowledge required: B1				
CA15FI01	Finnish The student Demonstrates ability to present his/her own education, work experience and know-how Is able to cooperate in professional and branch specific situations, in both spoken and written Finnish Has the skills to communicate with different partners and is able to participate in a discussion within the field of work	3			3 cr
	- is familiar with the different business organizations - has knowledge of decision making and responsibility in different types of business organizations				
FEKÅ16LF06	Company Law The student	3			3 cr
	The student - is capable of carrying out different kinds of economic calculations that are commonly used in companies - can interpret calculations and use calculation programs - can use calculations to support decisions				
FEKÅ16LF05	- understands the role of budgeting in business planning. • Economics and Mathematics	3		\square	3 cr
FEKÅ16LF04	Budgeting The student is able to compile and analyze results, balance sheets and cash flow statements.	3			3 cr
	- understands the basic prerequisites for a profitable business knows how to calculate direct costs and relevant key ratios.				
FEKÅ16LF03	Management Accounting The student	3			3 cr
FEKÅ16LF03		3			3

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	to the right situation.				
FEKÅ16FU03	Human Resource Management knows how personnel management and organisation are connected to a company's business, goals and strategies. knows about the processes and systems of recruitment, human resource development and compensation. understands the connections between the well-being of the personnel and a company's success.		6		6 cr
FEKÅ16FU04	Contract Law The student understands the core problems and issues in legal agreements both nationally and internationally.		3		3 cr
	- learns how to draw up different contracts and thereby avoid typical problems in legal agreements.				
FEKÅ16FU05	Business Finnish (Yritysviestintä) The student - masters the typical communication situations within the relevant field of business can participate in and work with a company's communications and understands the importance of communications to the success of the company is able to use professional Finnish when writing and presenting central documents, is aware of differences in styles and is able to use different styles in communications understands the essential parts of articles, texts and news related to his/her own field.		3		3 cr
FEKÅ16KM	Managing Customer Relationships and New Markets		18		18 cr
FEKÅ16KM01	Managing Customer Relationships The student has knowledge about the relevant theories and concepts within customer relations. is able to develop customer relations by means of processes and models. is able to analyze customer value and profitability. is able to use information systems when handling customer relations. is able to choose the right channels in order to reach the target group with his/her message.		6		6 cr
FEKÅ16KM02	Market Analysis The student is familiar with the market analysis process. is able to use the necessary tools to carry out a market analysis. is able to give an oral, written and visual presentation of the results of a market analysis. is able to make decisions based on the results of a market analysis.		6		6 cr
FEKÅ16KM03	Professional English The student - masters the typical communication situations within the relevant field of business - can participate in and work with a company's communications and understands the importance of communications to the success of the company is able to use professional English when writing and presenting central documents. The student is also aware of differences in styles and knows how to use different styles in communications understands the essential parts of articles, texts and news related to his/her own field.		3		3 cr
FEKÅ16KM04	Elective Foreign Language 1 The student understands the importance of proficiency in language and culture in order to be able to communicate effectively within the business sector. possesses a positive attitude towards further developing his/her receptive and productive language skills. has knowledge of the essential structural features of the language and can adapt these in common practical situations in working and everyday environments.	3			3 cr
FEKÅ16TU	Development Activities of a BBA			12	12 cr
FEKÅ16TU01	Research and Examination Methods The student is able to identify relevant research questions of the field within the discipline. is able to identify and present the research problem. is able to apply ethical principles to the research process. understands the importance of scientific literature within selected area of study. is able to apply qualitative and quantitative research methods to the research problem.			3	3 cr

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FEKÅ16TU02	• Statistics The student		3		3 cr
	- knows how to read and use data and information from statistics is able to use simple statistical methods within quantitative research is able to search and manage information as well as utilize the sources of information within his/her own field of business is able to critically evaluate information and take a comprehensive view.				
FEKÅ16TU03	Development Activities The student -is able to work in a systematic and flexible manner within research and development projects is able to develop his/her skills within research methodology, qualitative and quantitative research methods as well as scientific writing is able to carry out applied research and give a report of the work according to Novia University's writing instructions for thesis.		6		6 cr
FEKÅ16ES	Economy and Society		12		12 cr
FEKÅ16ES01	National Economy The student - understands the importance of a comprehensive view of the national economy and its effect on the environment is familiar with the central concepts and theories in economy is familiar with the characteristics of international business is able to understand the connection between current events and theories of national economy.		6		6 cr
FEKÅ16ES02	Labour Law The student has knowledge about and is able to apply central legislation to working life. is familiar with different types of organizations in working life and understands how to establish and maintain a working relationship. understands how business can be organized in situations of change.		3		3 cr
FEKÅ16ES03	Elective Foreign Language 2 The student - understands the importance of proficiency in language and culture in order to be able to communicate effectively within the business sector. - possesses a positive attitude towards further developing his/her receptive and productive language skills. - has knowledge of the essential structural features of the language and can adapt these in common practical situations in working and everyday environments.	3			3 cr
YrkMf	ELECTIVE PROFESSIONAL STUDIES				45 cr
FEKÅ16MF	The Customer, Trademark and Legal Aspect	15			15 cr
FEKÅ16MF01	Marketing Communications and PR The student	6			6 cr
	- is able to develop and apply a marketing communications plan is able to draw up a message adapted to the target group and select the right channel, both internally and externally knows about current media and knows how to utilize them in communications knows about measuring the results of marketing communications is able to integrate PR as a part of marketing communications.				
FEKÅ16MF02	- is able to develop and apply a marketing communications plan is able to draw up a message adapted to the target group and select the right channel, both internally and externally. - knows about current media and knows how to utilize them in communications. - knows about measuring the results of marketing communications.	6			6 cr
FEKÅ16MF02	- is able to develop and apply a marketing communications plan is able to draw up a message adapted to the target group and select the right channel, both internally and externally. - knows about current media and knows how to utilize them in communications knows about measuring the results of marketing communications. - is able to integrate PR as a part of marketing communications. Building and developing brands understands the importance of branding for a businesS. knows the main theoretical models and processes for brand building. can analyse, build and develop a brand. knows how to communicate the brand internally and externally.	6			

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6 cr
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3 cr
6 cr
6 cr
9 cr
9 61
6 cr
3 cr
45 cr
15 cr
6 cr
3 cr
1 1

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FEKÅ16RNT03	• Event Planning The student	6			6 cr
	- can describe events as a phenomenon in tourism industry understands the significance of events in the development of tourist destinations can develop and organize different types of events by means of relevant methods.				
FEKÅ16IT	International Tourism Development		12		12 cr
FEKÅ16ITM01	*Tourism Planning and Development is able to analyze the dynamics of interactions between the economic, sociocultural, environmental and political impacts of travel and tourism on a local and a global level. understands the concept and practice of tourism planning and development in both developed and developing countries. understands that tourism small and medium-size enterprises can be a key factor for success in shaping a destination.		6		6 cr
FEKÅ16ITM02	• Intercultural Issues in Tourism becomes familiar with issues related to (inter)culturality in tourism and is able to make practical implications of these matters. is aware of the relationship between culture and principles of sustainability. knows about Finland's major inbound and outbound tourism markets and is provided with tools to communicate. effectively and bridge cultural differences when working in an international environment.		3		3 cr
FEKÅ16ITM03	Global Tourism and Future Trends is familiar with current and possible future trends which impact on global travel and tourism. understands the relationship between principles of sustainability and the development and management of global tourism.		3		3 cr
FEKÅ16ET	E-Tourism at Tourist Destinations		9		9 cr
FEKÅ16ET01	Introduction to E-Tourism The student -is familiar with central terminology and contemporary development within E-Tourism. - understands the connection between IT development, the tourist and tourism industry.		3		3 cr
FEKÅ16ET02	E-Tourism for the Purpose of Developing and Directing Tourism The student knows about the information- and communication strategy used by tourism companies and organizations. is able to evaluate different digital information channels that are used by the tourist when seeking for information. is able to see how tourism in a destination can undergo operative development by means of DMS. is able to identify the digital development that will have an effect on the future tourism industry.		6		6 cr
FEKÅ16SDU	Service Design and Experience Production			9	9 cr
FEKÅ16SDU01	Service Design The student is able to create offers related to service design as well as develop services with a multiprofessional approach. realizes the connection between service design, development of business- and activities. understands how service design can produce added value to the customer. is familiar with service design methods and is able to use them in his/her work in an innovative and creative manner			6	6 cr
FEKÅ16SDU02	Experience Production The student - knows about the characteristics of an experience room is able to use selected working methods in experience production has advanced knowledge about service development and marketing of experience products.			3	3 cr
Yrkrv	ELECTIVE PROFESSIONAL STUDIES				45 cr
FEKÅ16BB	Accounting and Financial Statements	15			15 cr
FEKÅ16BB01	From Accounting to Balancing the Books The student is familiar with accounting and balancing the books	6			6 cr

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	- understands how periodizing affects the results of the financial statements - is able to refer to laws, decrees and other sources when balancing the books - is able to apply the ethical principles of the profession - is able to present the financial statement - is able to use an accounting program.				
FEKÅ16BB02	Payroll Administration The student - is able follow the laws of employment and working conditions in practice - has knowledge about the collective bargaining agreement and is able to apply the correct bargaining agreement - masters the basic principles of payroll administration	3			3 cr
FEKÅ16BB03	Income and VAT Taxation The student - has knowledge about the procedures related to income taxation of private individuals and different types of companies as well as the knowledge about value added taxation in business.	3			3 cr
FEKÅ16BB04	Integrated Accounting Systems The student has proficiency in the most essential features of an integrated accounting system. understands how the different components form an integrated unity. is able to plan and organize a simple accounting system.	3			3 cr
FEKÅ16EG	Management Accounting and Auditing		21		21 cr
FEKÅ16EG01	Operations Inspection and Audit The student has knowledge about and understands the basic principles and essential theories within the field of operations inspection and audit. is able to carry out inspection and audit processes as well as produce oral and written reports about them.		3		3 cr
FEKÅ17EG02	Financial Statement Analysis The student understands the importance of adjusting the report in the context and of making appropriate key performance indicator analyses.		3		3 cr
FEKÅ16EG03	• Financial management and reporting understands the relationship between financial management and corporate governance. understands the importance of financial reporting in the decision-making process. can identify key success factors for an operation. is able to develop and use key measures in order to analyse and improve the operations of a company.		6		6 cr
FEKÅ16EG04	• Financing and financial markets understands the key elements of the financial markets including various forms of financing. knows how to raise capital for a company. can manage investments in financial instruments and portfolios.		6		6 cr
FEKÅ17EG01	Risk Management and Internal Control The student knows the meaning of risk management and internal control in an organization knows risk management methods and structures for building an internal control knows how to do a risk analysis and make an action plan		3		3 cr
FEKÅ16DR	Service Design and Accounting			9	9 cr
FEKÅ16DR01	Digitalization and Accounting The student understands the significance of digitalization to the field of accounting and can use digitalization for the purpose of achieving higher quality and efficiency within accounting. is able to create offers related to service design as well as develop services with a multiprofessional approach.			6	6 cr
FEKÅ16DR02	Project in Accounting The student			3	3 cr

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	- is able to plan, implement and assess an optional project within accounting - is able to collaborate with an external employer and keeps him/her up to date about the development of the project - takes responsibility for his/her own work and understands the consequences - is able to apply the correct theory and appropriate legislation to the project.					
Val	Elective Studies	•	•	•		9 cr
FEKÅ16VAL	Elective Studies		6	3		9 cr
Pra	Work Placement			•		cr
FEKÅ16PR	WORK PLACEMENT	9	9		12	30 cr
FEKÅ16PR01	General Work Placement General Work Placement The stretch of the stretc	9				9 cr
	The student - is able to express his/her goals for learning and plan working tasks is able to organize his/her own activities acts independently in different work communities and can initiate own suggestions for development is familiar with different forms of activity in companies and organizations is aware of responsibility regarding sustainable development at work is able to apply competences acquired during his/her period of study has created own networks and contacts for future professional needs is able to document and evaluate his/her own performance in relation to earlier experiences and theoretical knowledge.					
FEKÅ16PR02	Business Work Placement The student is able to express his/her goals for learning and plan working tasks. is able to organize his/her own activities. acts independently in different work communities and can initiate own suggestions for development. is familiar with different forms of activity in companies and organizations. is aware of responsibility regarding sustainable development at work. is able to apply competences acquired during his/her period of study. has created own networks and contacts for future professional needs. is able to document and evaluate his/her own performance in relation to earlier experiences and theoretical knowledge.		9			9 cr
FEKÅ16PR03	Specialization Work Placement The student is able to express his/her goals for learning and plan working tasks. is able to organize his/her own activities acts independently in different work communities and can initiate own suggestions for development is familiar with different forms of activity in companies and organizations is aware of responsibility regarding sustainable development at work is able to apply competences acquired during his/her period of study has created own networks and contacts for future professional needs is able to document and evaluate his/her own performance in relation to earlier experiences and theoretical knowledge.				12	12 cr
EXA	Bachelor's Thesis	•				cr
FEKÅ16EX	DEGREE THESIS			15		15 cr
FEKÅ16EX01	Degree Thesis 1 The student is able to adapt practical and theoretical competences on current problems within his/her own field of business. has a critical and analytical view and is able to act according to ethical principles. is able to develop problem areas and can raise relevant research questions. can be responsible for and describe and argue for the choice of methods when accomplishing assignments or projects. reflects on, documents and reports development processes demonstrates professional competence.			5		5 cr
FEKÅ16EX02	Degree Thesis 2 The student is able to adapt practical and theoretical competences on current problems within his/her own field of business. has a critical and analytical view and is able to act according to ethical principles.			5		5 cr

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	- is able to develop problem areas and can raise relevant research questions can be responsible for and describe and argue for the choice of methods when accomplishing assignments or projects reflects on, documents and reports development processes - demonstrates professional competence.				
FEKÅ16EX03	Degree Thesis and Maturity Test The student is able to adapt practical and theoretical competences on current problems within his/her own field of business. has a critical and analytical view and is able to act according to ethical principles. is able to develop problem areas and can raise relevant research questions. can be responsible for and describe and argue for the choice of methods when accomplishing assignments or projects. reflects on, documents and reports development processes demonstrates professional competence.		5		5 cr

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