

Course List, foreign students, Curriculum 2016

[Course list for students who have started their studies before autumn 2016 >>](#)

The information below applies to the students who start their studies in autumn 2016 or after.

Degree Programme for Multilingual Management Assistants	Code	ECTS
Basic Studies		
Compulsory Basic Studies		
Business Environment	BUS1LE201	10
Business Processes	BUS1LE202	10
Effective Communication in Organisations	COM1LE101	5
Finnish Business Communication 1	FIN1LE201	5
Professional Writing Skills	ENG1LE201	5
Office Applications 1	TOO1LE201	5
Office Applications 2	TOO1LE202	5
Elective Basic Studies		
Basic Business Swedish - written part	SWE4LE201A	5
Basic Business Swedish - spoken part	SWE4LE201B	5
Chinese Business Communication 1	CHI4LE201	5
French Business Communication 1	FRE4LE201	5
German Business Communication 1	GER4LE201	5
Russian Business Communication 1	RUS4LE201	5
Spanish Business Communication 1	SPA4LE201	5
Professional Studies		
Compulsory Professional Studies		
Assistant as Service Designer	SER2LE201	10
Business Planning	BUS2LE201	5
Communicating with Impact	COM2LE201	5
Finnish Business Communication 2	FIN2LE202	5
ICT Applications for Business 1	TOO2LE201	5
ICT Applications for Business 2	TOO2LE202	5
International Business Documents	ENG2LE201	5
Languages for International Communication	COM2LE202	5
Strategic Business Development	BUS2LE202	5
Study and Career Planning	SER2LE203	2
Successful Event	SER2LE202	5
Elective Professional Studies		
Chinese Business Communication 2	CHI4LE202	5
Chinese Business Environment	CHI4LE203	5
Entrepreneurship: Developing Entrepreneurial Mindset	WOR8HH010	5

Entrepreneurship: Optional Course Supporting Entrepreneurship (to be agreed)		5
French Business Communication 2	FRE4LE202	5
French Business Environment	FRE4LE203	5
German Business Communication 2	GER4LE202	5
German Business Environment	GER4LE203	5
Latin American Business Environment	SPA4LE203	5
Leadership and HR: HR Management	LEA4LE201	5
Leadership and HR: HRM Project	LEA4LE202	5
Meetings Industry: Events Management	SER4LE202	5
Meetings Industry: International Conferences and Congresses	SER4LE201	5
Marketing, Sales and Service: Creative Solutions in Marketing and Communications	MAR4LE202	5
Marketing, Sales, and Service: Marketing and Networks	MAR4LE201	5
Nordic Business Environment	SWE4LE203	5
Organisational Communication: Building Communication Competence and Confidence	COM4LE201	5
Organisational Communication: Creative Solutions in Marketing and Communications	COM4LE202	5
Russian Business Communication 2	RUS4LE202	5
Russian Business Environment	RUS4LE203	5
Spanish Business Communication 2	SPA4LE202	5
Swedish Business Communication	SWE4LE202	5
Free-choice Studies		
Basics of Spoken Chinese and Chinese Culture	CHI8LE008	3
Big data, analytiikka ja viestinnän uudet kanavat ja alustat	COM8LS222	5
Business English	ENG8HH001	3
Chinese for Beginners 1	CHI8LE210	5
Chinese for Beginners 2	CHI8LE220	5
Contemporary Finnish Literature	FIN8LE001	3
Cultural Portfolio of German-speaking Europe	GER8LE082	3
Cyrillic Word Processing and Transliteration	RUS8LE110	3
Espanjan käännösharjoituksia	SPA8LS001	5
Espanjan perusteet 1	SPA8LS210	5
Espanjan perusteet 2	SPA8LS220	5
Event Assistant	SER8LE112	1
German for Beginners 1	GER8LE210	5
German for Beginners 2	GER8LE220	5
Intermediate Chinese	CHI8LE005	3
Internet-oikeus	LAW8LS033	3
Kirjanpidon ja tilinpäätöksen perusteet	BUS8LS211	3
Kyrillinen tekstinkäsittely	RUS8LS107	3
Luova kirjoittaminen oppimisen tukena	FIN8LS001	3
Mission Goes Global Project	COO8LE001	5

Nordisk handel	IBU8LS005	6
Project Work C: SLUSH	WOR8LS006	3
Project Work PreR: SLUSH	WOR8LS007	3
Project Work R: SLUSH	WOR8LS008	3
Project Work Siipi: SLUSH	WOR8LS009	3
Project Work StartUp Arctic	WOR8LS003	3
Projektiassistenttina toimiminen	LEA8LS040	3
Ranskan perusteet 1	FRE8LS210	5
Ranskan perusteet 2	FRE8LS220	5
Russian for Beginners 1	RUS8LE210	5
Russian for Beginners 2	RUS8LE220	5
Saksan käännösharjoituksia	GER8LS081	3
Saksan perusteet 1	GER8LS210	5
Saksan perusteet 2	GER8LS220	5
StartUp School - Developing Entrepreneurial Mindset	WOR8HH022	5
StartUp School - Find Your Strengths	WOR8HH032	5
StartUp School - full offering	StartUp School	1-5
StartUp School - From Idea to Prototype	WOR8HH037	5
StartUp School - Pitching Camp	WOR8HH023	3
StartUp School - Workshops for Action	WOR8HH039	5
Tai Chi and Chinese Health Philosophy	VAP8LS001	3
Työelämän toimeksianto: tiiminvetäjä Arctic	WOR8LS004	2
Työelämän toimeksianto: tiiminvetäjä SLUSH	WOR8LS005	5
Understanding Chinese Culture	CHI8LE007	3
Visuaalisen viestinnän työkaluja	TOO8LS111	3
Work-based Project	BUS8LE001	1-6
Yrityksen suunnittelu ja työelämäprojekti: Arctic	WOR8LS002	3
Yritysprojektin toteuttaminen	LEA8LS042	3
Work Placement Learning		
Work Placement	PLA6LE201	30
Bachelor's Thesis		
Bachelor's Thesis/ Entrepreneurship	THE7LE101	15
Bachelor's Thesis/ Leadership and HR	THE7LE102	15
Bachelor's Thesis/ Meetings Industry	THE7LE103	15
Bachelor's Thesis/ Marketing, Sales and Service	THE7LE104	15
Bachelor's Thesis/Organisational Communication	THE7LE105	15

Business Environment

Code: BUS1LE201

Scope: 10 ECTS

Timing: 1st semester

Language: English

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Compulsory

Starting level and linkage with other courses

No prerequisites.

Contents

- team and project work, time management
- office as a working environment
- information retrieval: why and how
- basics of business and economics
- Finnish and global business landscape, main sectors, business objectives and resources
- main business functions
- international co-operation with another applied university
- marketing, sales and service
- business environment
- basics of legal matters, company forms

Learning methods

- a. Lessons, workshops, course assignments and self-study
- b. Competence Demonstration

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Learning outcomes and assessment

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student has some knowledge how to seek, analyse and utilize information

The student has some skills of analysing, reporting, project management and teamwork.

The student's attitude is modest towards learning through participation, including teamwork and conducting assignments.

Grade 3:

The student has a good knowledge how to seek, analyse and utilize information

The student has good analysis, reporting, project management and teamwork skills.

The student has a good attitude towards learning through continuous participation, including teamwork and conducting assignments.

Grade 5:

The student has an excellent knowledge how to seek, analyse and utilize information.

The student has excellent analysis, reporting, project management and teamwork skills.

The student has an excellent attitude towards learning through continuous, supportive and initiative participation, including teamwork and conducting assignments.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) is granted based on separate instructions.

Working life connections

The course includes practical projects, during which students acquire, analyze, document information relating to real companies and organizations and write report on this. There will be also presentations of student teams, visits to companies, guest lectures by company representatives and cooperation with an alumni assistant.

Internationality

Cooperation between multicultural teams and organizations.

Course teachers

Nina Aunula

Sonja Haaksluoto, Pasila

Taina Tuori, Pasila

Learning materials

Handout material

The material and other reference material to be informed later.

Introduction to Business Administration

Griffin, R.W. & Ebert, R. J. 2003. Business. Eighth edition. New Jersey: Prentice Hall.

Haasio, A. 2009 Management Assistant's Guide to Information seeking.

Classroom materials and other materials informed and distributed by the teachers.

Business Processes

Code: BUS1LE202

Scope: 10 ECTS

Timing: 2nd semester

Language: English

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Compulsory

Starting level and linkage with other courses

No prerequisites.

Contents

Main processes of organizations (e.g. product/service development process)

Supporting processes (e.g. HR and accounting)

Process interfaces

Bookkeeping and VAT

Closing of accounts and an analysis

Regulation of B2B and B2C businesses

Regulation of employment

Learning methods

Contact lessons, assignments, exam and the assessment of one's own learning.

Performance of an equivalent course elsewhere; the equivalence is assessed from the perspective of the learning objectives.

Learning outcomes and assessment

Assessment components and their respective weights:

Exam 60 %

Assignments and activity 40 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student:

- has some understanding of company's main and supporting processes and how they are related to each other.
- has limited knowledge about the product/service, marketing and business development processes.
- has limited skills in applying the business process knowledge in practice.
- is aware of the most important business law rules.

- understands double-entry bookkeeping.

Grade 3:

The student:

- has good understanding of company's main and supporting processes and how they are related to each other.
- has good knowledge about the product/service, marketing and business development processes.
- has good skills in applying the business process knowledge in practice.
- recognizes multiple areas of business law and is able to see its practical relevance.
- can perform accounting transactions with some accuracy taking VAT into account.

Grade 5:

The student:

- has an excellent understanding of company's main and supporting processes and how they are related to each other.
- has excellent knowledge about the product/service, marketing and business development processes.
- has excellent skills in applying the business process knowledge in practice.
- has a multifaceted view of business law, and is able to assess its relevance in assistant's work.
- can apply the notion of "a true and fair view" to accounting transactions and the preparation and analysis of accurate financial reports.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) is granted based on separate instructions.

Working life connections

The course includes project and team work together with organizations and alumni assistants.

Internationality

Cooperation with international organizations.

Course teachers

Olli Laintila, Pasila
Hanna Moisio, Pasila
Satu Pitkänen, Pasila

Learning materials

Business:

Polaine, Lovlie, Reason, 2013. Service Design: From Insight to Implementation. Rosenfeld Media, LLC.
Kotler & Keller, 2009. Marketing Management. 13th Edition, Pearson.
Osterwalder and Pigneur, 2010. Business Model Generation: A handbook for visionaries, game changers, and challengers.

Lecture material in the Moodle.

Accounting:

Rice, A. 2011. Accounts demystified. 6th Edition. Pearson. London.

Wood, F. & Robinson S. 2009. Book-keeping and accounts. 7th edition. Prentice Hall. London.

Tomperi, S.2014. Käytännön kirjanpito. Edita. Helsinki.

Law:

Surakka, A. 2012. Access to Finnish law. 2nd edition. SanomaPro. Helsinki. (Also available as an e-book.)

Effective Communication in Organisations

Code: COM1LE101

Scope: 5 ECTS

Timing: 1st semester

Language: English

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Compulsory

Starting level and linkage with other courses

No prerequisites.

Learning methods

Project work

Team meetings & team work

Supporting lectures if needed

Learning outcomes and assessment

Assessment components and their respective weights:

Attendance and assignments 100 %. Team performance is evaluated based on the contribution to the team work and peer evaluation.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

Student understands and is able to describe the main concepts and processes of communication at both organizational and interpersonal level. He/she understands the impact of culture to communication and can identify different types of corporate documents.

Grade 3:

In addition to achieving the above mentioned competences and skills, the student understands the requirements and features of communication roles in organizations and can identify communication related opportunities and challenges in business context. He/she can assess and evaluate communication at basic level and apply theories of multicultural communication into business context. Contributes to group work actively and demonstrates commitment to the course responsibilities.

Grade 5:

In addition to achieving the above mentioned competences and skills, the student makes consistent and very active contribution to group work and demonstrates high level of activeness and motivation in completing tasks and assignments.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) takes place according to separate instructions provided by the lectures(s).

Working life connections

Possible projects and/or guest lecturers from different companies. Case studies from real life.

Internationality

Group work on intercultural communication. Possible guest lecturers from international companies, international project/student teams, international learning materials.

Course teachers

Iipo Päiväläinen, Pasila
Mirka Sunimento, Pasila

Learning materials

Material provided by teachers during lectures and those in Moodle. Links, white papers, presentations, videos and business papers.

Finnish Business Communication 1

Code: FIN1LE201

Scope: 5 ECTS

Timing: 2nd semester

Language: Finnish

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Compulsory

Starting level and linkage with other courses

Office Applications 1. Excellent Finnish skills if one's mother tongue is other than Finnish.

Contents

Recruitment: job advertisement, cv, job application, cover letter, job interview

Business documents: memorandum, minutes, quotation, offer, order

Learning methods

Contact hours

Independent studies

The assessment of one's own learning

Oral and written exercises individually and in pairs, group work

Homework and preparation for lessons and exams.

Learning outcomes and assessment

Upon completion of the course, the student

- use Finnish in a proficient manner; to produce clear, comprehensible texts and presentations
- recognise and describe the features of the Finnish language
- recognise the structure and essential parts of Finnish business documents
- produce texts and presentations related to recruitment and business
- present him/herself in a positive light when applying for jobs
- formulate the message in a manner that promotes the company and/or minimises harm to it

Assessment components and their respective weights:

Written and oral assignments 70 %

Exams 30 %

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1 :

The student is able to write basic documents in Finnish by using word processing programs and standard Finnish document templates and produce understandable documents. (S)he understands the varying purposes of different documents and meets deadlines, follows instructions and participates in class.

Grade 3:

The student is able to independently write basic documents in Finnish, which are of suitable quality be sent to the recipient in terms of appearance and phrasing. (S)he is able to write texts with appropriate style and nuance for the target audience. The student is able to present him/herself in somewhat positive light in recruitment situations and displays the proper ways of professional working and meets deadlines. (S)he knows how to follow instructions and independently apply his/her skills, as well as is able to give feedback to others. The student knows how to benefit from feedback and learns from mistakes.

Grade 5:

The student is able to independently plan and write documents and texts in Finnish, which are correct in appearance, phrasing and contents. S/he is able to manage the most demanding word processing tasks. The student is able to write documents and texts fluently, including suitable style and nuance, in different communication situations in work life, such as job hunting and business purposes. (S)he is able to present him/herself in positive light in recruitment situations, follows schedules well and is able to plan how to best use his/her own time. S/he shows initiative and is able to share his/her knowledge and give constructive feedback to others. The student is able to assess the contents, appearance and phrasing of documents and presentations, improve his/her working methods and seek new solutions.

Recognising and validating prior learning (RPL)

Accreditation of prior learning (APL) is observed on the course according to separate instructions. Please, contact the teacher when starting the course.

Working life connections

The exercises simulate business life conditions.
Possible guest lecturers from different companies.

Internationality

Possible guest lecturers from international companies.

Course teacher

Sanna Kukkonen

Learning materials

Kankaanpää, S. & Piehl, A. 2011. Tekstintekijän käsikirja. Opas työssä kirjoittaville. Yrityskirjat. Helsinki.

Kortetjärvi-Nurmi, S. & Murtola, K. 2015. Areena. Yritysviestinnän käsikirja. Edita. Helsinki. TAI

Kortetjärvi-Nurmi, S., Kuronen, M.-L. & Ollikainen, M. 2011. Yrityksen viestintä. Edita. Helsinki.

Other material provided by teacher.

Professional Writing Skills

Code: ENG1LE201

Scope: 5 ECTS

Timing: 2nd semester

Language: English

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Compulsory

Starting level and linkage with other courses

Effective Communication in Organisations

Contents

- register, style and tone
- documents related to HR and PR communications
- job application process and CV compilation
- press releases
- business travels, accommodation, appointments, hospitality messages
- goodwill messages

Learning methods

Lectures and workshops; collaborative learning (peer review) and teamwork; independent study; self-assessment of learning assignment

Learning outcomes and assessment

Assessment components and their respective weights:

Required attendance, completion of the portfolio, the final examination

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student is able to produce basic messages in the international professional setting. The student has a satisfactory understanding of the requirements of professional business writing (eg correct idioms, grammar, style, elements of a business letter and layout). The student demonstrates a basic knowledge of business vocabulary.

Grade 3:

The student is able to produce well-functional written documents in English according to the principles and practices of international business communication. The student has a good understanding of the requirements of professional business English (eg correct idioms, grammar, style, elements of a business letter and layout). The student demonstrates a good knowledge of business vocabulary.

Grade 5:

The student is able to produce highly polished written documents in English according to the principles and practices of international business communication at an advanced level. The written documents

produced by the student meet the requirements of professional business English (eg idioms, grammatical perfection, style, elements of a business letter and layout) at an excellent level. The student demonstrates an excellent knowledge of business vocabulary.

Recognising and validating prior learning (RPL)

Accreditation of prior learning (RPL) is observed on the course according to separate instructions.

Internationality

Contributions of student teams to the various topics of international business writing and communications

Course teacher

Ilpo Päiväläinen, Pasila

Learning materials

Taylor Shirley, 2004 /2012. Model Business Letters, E-mails and Other Business Documents. Financial Times, Pitman Publishing.

Assignment package 'Professional Writing Skills Handout' provided by the lecturer.

Other materials provided by the lecturer

Office Applications 1

Code: TOO1LE201

Scope: 5 ECTS

Timing: 1st semester*

Language: English

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Compulsory

**The course is offered only in autumn semesters.*

Starting level and linkage with other courses

No prerequisites.

Contents

Office 365 calendar, email, and profile
OneDrive file storage & file sharing
SharePoint permissions,
SharePoint team site creation, with basics apps (document library and lists)
Using SharePoint team sites for project management
Haaga-Helia IT environment: Saving and sharing files
Access outside Haaga-Helia (ftp, VPN)
Moodle basic use

Microsoft Office Word

Modify document settings including margins, tabs, headers, footers, fonts according to given specifications
Enrich the document content with images, SmartArt, tables and graphics.
Create reports with automatic table of contents

Finnish Document Standard

Apply Finnish document standard in business letters

Microsoft Office PowerPoint

Create and modify presentations using PowerPoint themes and slide layouts
Enrich the presentations with SmartArt, tables, and images
Use speaker notes
Print presentation slides, notes and handouts

Microsoft Office Excel

Create and modify Excel workbooks and worksheets
Data entry and formatting
Recover from most common errors: #DIV, #REF, #VALUE, #NAME, #####
Write formulas using absolute and relative references
Use basic functions: MIN, MAX, AVERAGE, SUM, IF
Calculate percentages
Create and modify graphs
Prepare Excel worksheets for printing

Learning methods

Contact lessons and weekly exercises
Individual learning assignments
Independent studies
Assessment of one's own learning

Learning outcomes and assessment

Assessment components:

Exam
Learning assignments
Active participation

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

- Student can satisfactorily complete basic study related collaboration task in Haaga-Helia's ICT environment (Moodle, Office365, using network drives, remote access tools) but is not able to solve more demanding tasks independently.
- Student has command of some concepts related to basic use of Microsoft Word, PowerPoint and Excel but lacks a full understanding of how the different Office applications work.
- Student is aware of basic concepts of Finnish Document Standard.
- Student shows poor time management skills

Grade 3:

- Student can complete study related collaboration tasks in Haaga-Helia's ICT environment (Moodle, Office365, using network drives, remote access tools) relatively independently.
- Student has command of key concepts of Microsoft Word, PowerPoint and Excel and makes use of basic functionalities with purpose.
- Student is able to apply Finnish Document Standard when creating a business letter.
- Student has good time management skills and completes assignments on time.

Grade 5:

- Student can complete study related collaboration tasks in Haaga-Helia's ICT environment (Moodle, Office365, using network drives, remote access tools) independently.
- Student has command of key concepts of Microsoft Word, PowerPoint and Excel, has a solid grasp of software functionalities and knows how to apply them in practice.
- Student has strong skills and can independently use the applications to find new solutions.
- Student is able to apply Finnish Document Standard when creating a business letter.
- Student has good time management skills and completes assignments on time.

Recognising and validating prior learning (RPL)

A competence demonstration is organized before the start of semester where student can demonstrate Finnish document standard, Microsoft Office Word, PowerPoint, and Excel skills. Each students agrees with the teacher, on how and when to demonstrate his/her ability to work in in Haaga-Helia's ICT environment.

Course teacher

Heli Lankinen, Pasila

Learning materials

Classroom materials and other materials informed and distributed by the teacher.

Office Applications 2

Code: TOO1LE202

Scope: 5 ECTS

Timing: 2nd semester*

Language: English

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Compulsory

**The course is offered only in spring semesters.*

Starting level and linkage with other courses

TOO1LE102

Contents

Microsoft Office Word

Use and creation of styles, themes, building blocks, and templates

Microsoft Office Excel

IF-function, conditional formatting, consolidations, templates

percent calculations, management accounting basics, per diems.

Learning methods

Contact lessons and weekly exercises

Individual learning assignments

Independent studies

Assessment of one's own learning

Learning outcomes and assessment

Assessment components:

Exam

Learning assignments

Active participation

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

Student has a command of some concepts related to advanced use of Microsoft Word, PowerPoint and Excel.

Student is able to apply Excel in percent calculations, basic management accounting and per diem calculations.

Students shows some time management skills

Grade 3:

Student has a command of key concepts of Microsoft Word, PowerPoint and Excel and makes use of advanced functionalities with purpose.

Student is able to apply Excel in percent calculations, basic management accounting and per diem calculations.

Student has good time management skills and completes assignments on time.

Grade 5:

Student has a command of key concepts of Microsoft Word, PowerPoint and Excel, has a solid grasp of advanced software functionalities and knows how to apply them in practice.

Student is able to apply Excel in percent calculations, basic management accounting and per diem calculations.

Student has strong skills and can independently use the applications to find new solutions.

Student has good time management skills and completes assignments on time.

Recognising and validating prior learning (RPL)

A competence demonstration where student demonstrates Microsoft Office Word, Excel skills, percent calculations, management accounting and per diem calculations.

Course teachers

Heli Lankinen, Pasila
Hanna Moisio, Haaga

Learning materials

Classroom materials and other materials informed and distributed by the teacher.

Basic Business Swedish

Code: SWE4LE201A&B*

Scope: 5 ECTS

Timing: 1st/3rd semester

Language: Swedish

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Compulsory

**Code: SWE4LE201A: written part and SWE4LS201B: spoken part*

Starting level and linkage with other courses

Secondary school Swedish or corresponding proficiency

Learning methods

The course spans two periods and consists of a written and oral part. The written and oral parts are taught separately. The course covers contact lessons, exercises, independent studies and other assignments.

The assessment of one's own learning 1 h.

Learning outcomes and assessment

The aim of the course is that students achieve oral and written proficiency in basic business Swedish as required in working life.

Upon successful completion of the course, the student can manage everyday working life situations in Swedish. The student has a command of basic Swedish grammar and business vocabulary. The student is able to handle telephone conversations and other oral situations in Swedish. The student is familiar with Nordic society and business culture

Assessment components and their respective weights:

Oral part:

Oral exam 50 %

Class participation and assignments 50 %

Written part:

Written exam 80 %

Class participation and assignments 20 %

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student understands and develops limited oral language in normal spoken interactions and simple business situations. The student masters the most common basic business vocabulary and the language in phone conversations. The student can discuss something about business life and very shortly present a company or other organization if needed. (oral part)

The student is able to use everyday Swedish language and is managing simple and routine-like everyday tasks at work in Swedish. The student is able to understand simple texts that concern topical issues and business life. The student is able to produce simple messages that are understandable concerning the grammar. The student masters the central vocabulary in business Swedish. (written part)

Grade 3:

The student speaks Swedish quite fluently and is able to manage orally in business interactions. The student masters quite well the common business vocabulary and the language in phone conversations. The student is also able to orally present a company or other organization if needed. (oral part)

The student is able to independently use everyday Swedish language and is managing most of the everyday tasks at work in Swedish. The student is able to understand messages that concern topical issues and business life. The student produces often clear and consistent messages, and he/she is able to choose the style that is commonly appropriate to the situation. The student masters Swedish grammar and the central vocabulary in business Swedish. (written part)

Grade 5:

The student develops oral language with great skill and high level of interactive business communication. The student learns and practices central parts of spoken business Swedish and is able to produce fluent oral language in business interactions. The student masters the common business vocabulary and the language in phone conversations. The student is also able to orally present a company or other organization. (oral part)

The student is able to comprehensively use everyday Swedish language and is managing well everyday tasks in Swedish at work. The student is able to understand fluent messages that concern topical issues and business life. The student produces clear and consistent messages, and he/she is able to choose the style that is appropriate to the situation. The student masters well Swedish grammar and the central vocabulary in business Swedish. (written part)

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher(s) no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Working life connections

Company presentation materials and visiting lecturer/company visit/seminar

Internationality

Nordisk stig partners and Hanaholmen – Kulturcentrum för Sverige och Finland

Course teachers

Marjaana Halsas, Pasila (oral part)

Marketta Keisu, Pasila (written part)

Learning materials

All basic materials can be downloaded from Moodle.

Chinese Business Communication 1

(商务中文沟通1)

Code: CHI4LE201

Scope: 5 ECTS

Timing: 1st/3rd semester

Language: English/Chinese

Curriculum: Mubba 2016

Course level: Basic Studies/Free-choice Studies

Course type: Elective*

**but required of students who have chosen compulsory Chinese*

Starting level and linkage with other courses

Chinese for Beginners 2 (5 cr), or two semesters of basic Chinese study

Contents

The course prepares students with basic language skills in both common everyday life and simple business situations. Learning materials cover for example the following items:

- getting acquainted with a new person
- introducing oneself and others
- asking about time, schedule, etc.
- telling about one's own home, present life situation, friends and foreign language skills
- ways of addressing customers and business partners
- business companies, positions, rank and business card
- business work unit, location and phone number

Learning methods

Interactive classroom activities

Internet learning via Moodle

Learning outcomes and assessment

Target level: A2.1

The purpose of this course is to learn and practice language skills involving everyday life and basic business situations.

After the course, students will:

- achieve the proficiency of the whole Pinyin system
- learn basic Chinese business vocabulary and expressions
- manage superficial conversations in everyday life and the most common business situations
- be able to read and write common characters seen in business places in Chinese-speaking areas

Assessment components and their respective weights:

Written exam: 100%

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1 (satisfactory):

The student:

- has still limited skills in pronouncing pinyin, tones and vocabulary, can use everyday Chinese to communicate on a limited basis.
- Her/His spoken language is not always logical, not always understandable.
- is able to communicate on a limited basis in basic business situations.
- knows the most common Chinese business vocabulary and phrases.
- knows the main Chinese grammar rules and can follow the rules on a limited basis.
- knows the basic structures of the written characters and understands only part of the written characters demanded for the course.
- doesn't follow deadlines and instructions very well.

Grade 3 (good):

The student:

- has pretty good skills in pronouncing pinyin, tones and vocabulary, can use everyday Chinese to communicate.
- Her/His spoken language is usually logical and for the most part understandable.
- is able to communicate well in basic business situations.
- masters basic Chinese business vocabulary and phrases.
- masters well the Chinese grammar rules and can follow the rules well in language situations.
- knows pretty well the structures of the written characters and understands most of the written characters demanded for the course.
- usually follow deadlines and instructions very well.

Grade 5 (excellent):

The student:

- has very good skills in pronouncing pinyin, tones and vocabulary, can use everyday Chinese to communicate really well.
- Her/His spoken language is logical and easily understandable.
- is able to communicate fluently in basic business situations.
- masters well basic Chinese business vocabulary and phrases.
- masters really well the Chinese grammar rules and can follow the rules precisely in language situations.
- not only masters the structures of the characters but can also apply the knowledge in learning new characters. She/He understands all the written characters demanded for the course.
- follows deadlines and instructions precisely.

Alternative ways to complete the course:

Not attending the contact hours but doing the assignments and taking the final exam.

[Recognising and validating prior learning \(RPL\)](#)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Course teacher

Hai Guo

Learning materials

Great Wall Chinese 2009: Level 1, Office of Chinese Language Council International

Meiru Liu 2006: Basic Business Chinese, Beijing University Press

Handouts and materials provided by the teacher.

French Business Communication 1

Code: FRE4LE201

Scope: 5 ECTS

Timing: 1st/3rd semester

Language: French/English

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Elective*

Competency level: A2

**required of students who have chosen compulsory French*

Starting level and linkage with other courses

Secondary school French (C/D) or equivalent OR Basic French studies.

Contents

French Grammar

Oral exercises

Basics of Business French vocabulary and concepts

Intercultural topics

Learning methods

Contact lessons, assignments and final exams OR

Independent studies and final exams

The assessment of one's own learning 1 h

Learning outcomes and assessment

Upon successful completion of the course, the student

- knows basics of French grammar and can use key French language structures
- understands some basics of Business French
- is able to have small-talks in ordinary situations
- can use various sources of information related to French language and society
- is aware of cultural differences

Assessment components and their respective weights:

Test on Business Vocabulary P/F

Written exam in grammar, vocabulary and intercultural skills 60%

Oral exam 40%

Assignments are done

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student has limited writing and speaking skills in French and a limited basic knowledge of Business French. His/her speaking and writing skills are passable as far as constructions and pronunciation are concerned. She/he can partly apply the learned skills in practice in new situations.

Grade 3:

The student has good writing and speaking skills in French and a good basic knowledge of Business French. His/her speaking and writing skills are good as far as constructions and pronunciation are concerned. She/he has the readiness to apply in practice the skills learned.

Grade 5:

The student has strong writing and speaking skills in French and a good basic knowledge of Business French. She/he knows how to apply the learned skills acquired in practice in new situations.

Recognising and validating prior learning (RPL)

1) Not attending the contact hours but doing the coursework and taking the test

One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

2) Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Working life connections

The material and assignments are based on real situations connected to French speaking people and organisations.

Internationality

The course aims at developing the ability to work with French speaking work organizations and clients.

Course teacher

Catherine Métivier, Pasila

Learning materials

Grammaire progressive du français avec 680 exercices, nouvelle édition – niveau intermédiaire, Maïa Grégoire, Odile Thiévenaz, CLE international

Web-pages

Material provided by the teacher.

German Business Communication 1

Code: GER4LE201

Scope: 5 ECTS

Timing: 1st/3rd semester

Language: German

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Elective*

Competence level: A2

**required of students with compulsory German*

Starting level and linkage with other courses

Secondary school German or German for Beginners 1 and German for Beginners 2. The language level A1 is required.

Contents

German grammar

Expansion of vocabulary

Pronunciation and intonation exercises

Training real life job situations where spoken German skills are required such as introduction, invitation, making an appointment, small talk and telephone conversation

Learning methods

Contact lessons and independent study

Two written and two oral exams

Self-assessment (1 h)

Learning outcomes and assessment

Upon successful completion of the course, the student is able to produce grammatically correct German in oral and written form for business purposes and he/she uses various sources of information in German.

Assessment components and their respective weights:

Written exams 50 %

Oral exams 40 %

Class Work 10%

The self-assessment doesn't influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for the development of the courses/modules. The assignment is completed on an electronic form.

The passed course is assessed on a scale 1 to 5. The assessment criteria are presented for the grades 1 - 3 - 5.

Grade 1:

The student is able to use German grammar and the main vocabulary orally and in the own written

production in business related German, but his/her understanding of messages in different business life situations is limited. Although there are some difficulties in learning, he/she is moving towards improving her/his oral and written production. He/ She uses very short sentences and very basic language constructions, but the language is understandable for German speaking listeners or readers.

Grade 3:

The student is able to use written and oral business related German quite well through mastering the German grammar and main vocabulary comprehensively. The understanding of messages in different business life situations doesn't cause problems. In the use of the oral language he/she shows a certain correctness, but still makes an effort to reproduce and speak a coherent and comprehensible language to speakers of German, for example in seeking simple solutions to explain more abstract terms.

Grade 5:

The student is able to use written business related German very well and has acquired an extensive vocabulary in everyday situations and in professional settings. He/ She is able to understand fluent messages in different business life situations. He/ She masters the German grammar and main vocabulary very well in business related German. His/ Her oral skills are at a high level of interactive communication and he/she is able to produce a fairly fluent and understandable language.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and contents. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. The evaluation takes place on a scale of 1-5.

Internationality

German studies according to the requirements of Finnish companies. The study group is usually multicultural.

Learning materials

Monika Reimann: Essential Grammar of German with Exercises. Max Hueber Verlag.

The material is provided by the teacher.

Russian Business Communication 1

Code: RUS4LE201

Scope: 5 ECTS

Timing: 1st/3rd semester

Language: Russian/English

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Elective*

**required of students who have chosen compulsory Russian **

Starting level and linkage with other courses

Language level: A2

Intermediate Russian or equivalent skills (10 ECTS).

Contents

Basic Russian grammar

Basic Russian Business vocabulary

Basic Russian Business situations during a business trip

Learning methods

A. Contact lessons and distant assignments and written exam OR

B. Distant assignments and written exam

The assessment of one's own learning 1 h

Learning outcomes and assessment

Assessment components and their respective weights:

Written exams (2) 50 %.

Listening comprehension test 10 %

Oral test 30 %

Oral assignment 10 %

Passed course is assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

He/she can manage in both everyday and business Russian situations on a limited basis. Language is not always logical, and not everything is understandable. Main Russian constructions, basic vocabulary and some professional vocabulary are partly comprehended but there is much to be improved upon.

Grade 3:

He/she is able to use both everyday and business Russian on a limited basis. Language is usually logical, and for the most part understandable. Main Russian constructions, basic vocabulary and some professional vocabulary are partly comprehended but they could be improved upon.

Grade 5:

He/she is able to use both everyday and business Russian very well. Language is logical, and understandable. Main Russian constructions, basic vocabulary and some professional vocabulary are comprehended, and he/she masters Russian grammar.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

If possible there will be organized a company visit during the course.

Internationality

Russian studies according the requirements of Finnish companies. The study group is usually multicultural.

Course teacher

Pirjo Salenius

Learning materials

Salenius - Lehmuskallio, 2009. Biznes-grammatika. Edita. Helsinki.
Ojanen-Laurila-Hellman-Prokkola, 2011. Sekret Uspeha 1. AYY-Palvelu Oy.
Berditchevski. 2007. Lesnitsa-Steps. Haaga-Helia.

Spanish Business Communication 1

(Español de los negocios 1)

Code: SPA4LE201

Scope: 5 ECTS

Timing: 1st/3rd semester

Language: Spanish

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Elective*

**required of students who have chosen compulsory Spanish*

Starting level and linkage with other courses

Competence level: A2

Spanish for Beginners 1 and 2 or equivalent, e.g. secondary school Spanish.

Learning methods

The options that are appropriate for the course:

Contact lessons

Individual, pair and team assignments

Independent studies

The assessment of one's own learning 1 h

Alternative ways to complete the course: one alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Learning outcomes and assessment

The first part of the course will deal with everyday situations such as the use of the telephone formally and informally, setting meetings, eating out, planning a trip and studies, etc. Spoken language expressions used in the present day Spanish.

In the second part we will practice negotiations and discuss current topics related to Spain and learn the use of formal language and discuss about Spanish society. The topics of the courses are:

- basic vocabulary of Business Spanish
- cultural differences in the business life of the Latin America and Spain
- the use of oral language in different business situations
- different kind of enterprises
- short messages by email
- job applications
- grammar: present tenses of subjunctive and imperative
- future, conditional, passive, past tenses of subjunctive and relative pronouns

Assessment components and their respective weights:

Written exam 60 %

Continuous assessments 40 %

Class exercises must be completed before the exam.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student is able to somewhat use written business-related Spanish. The student's understanding of messages in different business life situations is limited. His/her comprehension corresponds somewhat to the main learning goals of the course in written and spoken Spanish. He/she is able to use Spanish grammar and the main vocabulary to some degree in business-related Spanish.

Grade 3:

The student is able to use written business-related Spanish well. He/she is able to understand messages in different business situations well. His/her comprehension correlates well to the main learning goals of the course in written and spoken Spanish. He/she masters Spanish grammar and the main vocabulary in business-related Spanish well.

Grade 5:

The student is able to use written business-related Spanish very well. He/she is able to understand messages in different business life situations very well. His/her comprehension correlates very well to the main learning goals of the course in written and spoken Spanish. He/she masters Spanish grammar and the main vocabulary in business-related Spanish very well.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Internationality

The students' group is international.

Course teacher

Pedro Beltrán Herrera, Pasila

Learning materials

Amate, Iñaki & Puranen, Pasi, 2015. Colegas – Työelämän espanja. Espanjan jatko-oppikirja. Kustannusosakeyhtiö Tammi, Helsinki: Chapters 1-10.

Additional reading:

Turk, Phil - Zollo Mike 2010, ¡Acción Gramática! A new Spanish grammar.

2nd edition, Hodder & Stoughton, London.

Mäkinen, Matti 2015. ¡Claro! Lyhyt espanjan kielioppi. Kustannusosakeyhtiö Tammi, Helsinki.

Mäkinen, Matti - Torvinen, Maarit 2015. ¡Claro! Harjoitukset. Kustannusosakeyhtiö Tammi, Helsinki.

Hämäläinen Tiina 2015. Espanjan kielioppi, Finn Lectura, Tampere.

Hämäläinen Taina - Virkkunen Sonja 2015. Espanjan kielioppi-harjoituskirja. Finn Lectura, Helsinki.

Web materials:

Español Uno and Dos guide, Finn Lectura and Taina Hämäläinen's Espanjan kieliopin harjoituksia, Finn Lectura.

Assistant as Service Designer

Code: SER2LE201

Scope: 10 ECTS

Timing: 3rd semester

Language: English

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Compulsory

[Starting level and linkage with other courses](#)

Office Applications 1 & 2 (TOO1LE201, TOO1LE202)
Effective Communication in Organisations (COM1LE101)
Professional Writing Skills (ENG1LE201)
Communicating with Impact (COM2LE201)

[Contents](#)

- Meetings as tools in companies and organisations
- Vocabulary of meetings in English
- Team communication and negotiations skills
- Information retrieval and for the purposes of working life
- Become more confident Office365 user

[Learning methods](#)

The course consists of contact lessons and self-study. The learning methods focus on students' self-directed team working skills. The students will practise meetings in simulations.

Everybody signed up for the course is expected to attend contact hours and participate in active group discussions contributing to an interactive and successful outcome of the course. Continuous absence will influence the final grade.

[Learning outcomes](#)

After completing the course the student

- will be able to plan and arrange different types of meetings and will be knowledgeable about practical information and skills needed for arranging meetings, will be aware of the legislation in the field and will be able to master the appropriate tools.
- will be able to master team communication skills and will be able to use persuasive argumentation and negotiation skills and participate as an active member of a meeting
- will be able to master meeting practices in English.
- will be able to understand the meaning of a corporate meeting and understand the contents of an annual report in English.
- will understand the principles of remote meetings.
- will be able to compile meeting documents in accordance with standard guidelines in English.
- will be able to produce presentations, understand the meaning of visual communications and to communicate statistical information.
- will be able to process and analyse information by using different application programs.

- will be aware of the principal sources of information in assistants' work and will be able to use and process information in various tasks and for different purposes.

Assessment

- Meetings as tools in companies and organisations 6 credits (grade 1–5)
- Vocabulary of meetings in English 1 credit (pass/fail)
- Use of different ICT tools 3 credits (pass/fail)

In order to pass the course, the student will collect points as follows in the Meetings as tools part of the course:

Item	Maximum points
Exam	40
Assignment 1 (founding documents)	5
Assignment 2 (notice and agenda)	10
Assignment 3 (minutes)	10
Assignment 4 (corporate excursion)	10
Assignment 5 (YTY-meeting attendance and memo)	10
Be present and active at the contact lessons	15

The total points to achieve are 100, and the student needs 50 points to pass the course.

5 = 90–100 points, 4 = 80–89 points, 3 = 70–79 points, 2 = 60–69 points, 1 = 50–59 points

The return all assignments should be in time and as instructed. Delayed assignments, too many absences and not participating in the outside contact lessons events will decrease the final grade. The student are to be present in the excursions (at least 2/3) and the YTY meeting arranged outside the contact lessons.

All parts of the course modules have to be passed during the term. There are two re-exams.

Assessment Criteria:

Grade 5 (90%):

Knowledge:

The student is able to master practical knowledge, skills and legislation required for arranging meetings and is able to apply knowledge and skills to practice at an excellent level. The student is able to participate as member of the group at an excellent level.

The student is able to master meeting practices in English at an excellent level.

The student is able to retrieve information required in the assistants' work skillfully and is able to analyse, process and use information at an excellent level.

Skills:

All the assignments have been completed according to instructions and returned on time. The student is highly familiar with the sources used. The assignments are clearly completed and language used is immaculate.

The student has participated in almost all the lessons and visits. The student has been very active and constructive. The student has strongly contributed to the lessons by asking questions and making comments.

Grade 3 (70%):

Knowledge:

The student is able to master practical knowledge, skills and legislation required for arranging meetings and is able to apply knowledge and skills to practice at a good level. The student is able to participate as a member of the group mostly in an active manner.

The student has a good knowledge of meeting practices in English.

The student is able to retrieve, process and analyse information related to assistants' work.

Skills:

Most assignments have been completed according to instructions and returned on time. The student is familiar with the sources but the analysis is somewhat superficial and fragmentary to a certain degree. The student has participated in lessons and visits on a regular basis. Students' active participation has not been very strong. Questions and comments have remained occasional.

Grade 1 (40%):

Knowledge:

The student is able to master practical knowledge, skills and legislation required for arranging meetings and is able to apply knowledge and skills to practice at a satisfactory level. The student is able to participate as a member of the group occasionally.

The student has a satisfactory knowledge of and skills in meeting arrangements in English.

The student is able to retrieve information related to assistants' work by having guidance and is able to analyse, process and use information at a satisfactory level.

Skills:

Most assignments have been completed but the analysis remains rather weak. The student has limited familiarity with the sources used. The text contains factual errors.

The student has several absences and has been relatively passive during the lessons and has hardly contributed to the lessons.

[Recognising and validating prior learning \(RPL\)](#)

Students with extensive meeting experience can complete the course either wholly or in part by means of a demonstration and exam. The demonstration and exam will indicate the student's competencies in the field and also his/her ability to reflect upon these competencies.

The student is to contact the lecturer during the first enrolment period in the lecturer's consultation hours during which a plan for the alternative completion will be agreed upon with the teacher. At the first meeting, the student submits and presents his/her CV indicating his/her knowledge and competence in terms of the contents referred to in the learning objectives of the course.

The student will be responsible for adhering to the plan and reporting on its implementation. If the student fails to complete the course, any parts completed by means of demonstration cannot be transferred to the next course implementation. Any agreements made will similarly not be binding to the next teacher of the course.

Working life connections

On the course the aim is to arrange visits to companies arranging meeting and/or producing meeting services.

Course teachers

Anne Laukkanen, teacher
anne.laukkanen(at)haaga-helia.fi
Box: Pasila/191

Lauri Tapola, teacher
lauri.tapola(at)haaga-helia.fi
Box: Pasila/

Karl Robbins, teacher
karl.robbins(at)haaga-helia.fi
Box: Pasila/269

Learning materials

Material informed and/or provided by the teachers.
Material prepared by the students as course work.

Materials will be covered during the classes and will also be published in learning platform.

Business Planning

Code: BUS2LE201

Scope: 5 ECTS

Timing: 3rd semester*

Language: English

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Compulsory

**the course is offered only in autumn semesters*

NOTE: *In fall 2019 this Business Planning course is replaced with InnoChallenge course. It's an innovation course implemented together with Haaga-Helia and Thomas More University College in Belgium.*

NOTE FOR THE EXCHANGE STUDENTS: *InnoChallenge teamwork (3 cr) + optional three individual assignments from 1) Marketing 2) Finance and 3) Law (2 cr).*

Starting level and linkage with other courses

BUS1LE102 Business Processes

Contents

During the course students concentrate on developing and innovating new, viable business concepts. They learn agile business development methods, i.e. how to utilize different business development frameworks and visual design tools in hectic teamwork situations.

Key contents:

Business development from the perspective of design thinking, marketing, management, accounting, finance and law.

- Development of product/service, concepts, business model, customer experiences and a business plan based on both external market/field research and internal resources.
- Analysis of marketing opportunities and practices with which to achieve goals and succeed in the marketplace.
- Trade law, company forms and legislation, choice of company form, formalities involved in setting up a company.
- Budgeting (profit & loss account, funding, cash), break-even point calculations, pricing.

Learning methods

- a. Contact lessons, workshops, assignments, presentations/pitching and the assessment of one's own learning.
- b. Performance of an equivalent course elsewhere; the equivalence is assessed from the perspective of the learning objectives.

Learning outcomes and assessment

Assessment components:

Legal part of the business plan

Marketing part of the business plan

Accounting part of the business plan

Business operations part of the business plan

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student:

- has limited skills in developing and in establishing a new business.
- has some knowledge about the basic theoretical frameworks, methods, tools and laws which are necessary in establishing a new business.
- has a moderate attitude towards learning through participation in teamwork and conducting assignments.

Grade 3:

The student:

- has good entrepreneurial skills in developing and establishing a new business.
- has good knowledge of the basic theoretical frameworks, methods, tools and laws that are necessary in establishing a new business.
- has good attitude towards learning through participation in teamwork and conducting assignments.

Grade 5:

The student:

- has excellent entrepreneurial skills in developing and in establishing both an innovative and viable new business.
- has excellent knowledge about the theoretical frameworks, relevant methods, tools and laws that are necessary in establishing a new business.
- has excellent attitude towards learning through self-initiative and continuous and supportive participation in teamwork and in conducting assignments.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) is granted based on separate instructions.

Working life connections

The course includes co-operation with companies and organizations.

Internationality

Cooperation between international organizations, universities and multicultural teams.

Course teachers

Ulla Huovinen, Pasila

Olli Laintila, Pasila

Learning materials

Zimmerer, Thomas W. - Scarborough, Norman M. 2002. Essentials of Entrepreneurship and Small Business Management.

Osterwalder and Pigneur, 2010. Business Model Generation: A handbook for visionaries, game changers, and challengers.

Other material delivered by the lecturers.

Communicating with Impact

Code: COM2LE201

Scope: 5 ECTS

Timing: 3rd semester

Language: English

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Compulsory

Starting level and linkage with other courses

Effective Communication in Organizations COM1LE101 and Professional Writing Skills ENG1LE101

Learning methods

Project work

Team meetings & team work

Supporting lectures if needed

Learning outcomes and assessment

Assessment components and their respective weights:

Attendance and assignments 100 %. Team performance is evaluated based on the contribution to the team work and peer evaluation.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

Student can describe how communications can be used to influence attitudes, images and perception and is able to present own ideas both verbally and in writing.

Grade 3:

In addition to achieving the competences and skills for Grade 1, the student produce texts and other communications materials that aim to influence and make an impact on others. He /she can formulate and express opinions and arguments and deliver “elevator pitches” and similar speeches and plan communication at basic level.

Grade 5:

In addition to achieving the mentioned competences and skills for Grade 3, the student can formulate and express opinions and arguments and deliver “elevator pitches” and similar speeches in an effective and persuasive way. The student is familiar with key concepts related to communications planning and can prepare a communication plan for He /she also makes consistent and active contribution to group work and demonstrates high level of activeness and motivation in completing tasks and assignments.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) takes place according to separate instructions provided by the lectures(s).

Working life connections

Possible projects and/or guest lecturers from different companies. Case studies from real life.

Internationality

Group work on intercultural communication. Possible guest lecturers from international companies, international project/student teams, international learning materials.

Course teachers

Kristiina Åberg, Pasila
Mirka Sunimento, Pasila

Learning materials

Material provided by teachers during lectures and those in Moodle. Links, white papers, presentations, videos and business papers.

Finnish Business Communication 2

Code: FIN2LE201

Scope: 5 ECTS

Timing: 3rd semester

Language: Finnish

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Compulsory

Starting level and linkage with other courses

Mastering the rules of correct written Finnish, sufficient text processing skills (Word) and command of Powerpoint; Preferably Finnish Business Communication 1. Excellent Finnish skills if one's mother tongue is other than Finnish.

Contents

Theory: preparation, observation; types of speech situations, dialogue, argumentation, group dynamics

Practice giving presentations on one's own: improvised speeches, presentations

Practice in groups: panel discussions and debates

Practical exercises and tips on planning and giving presentations, giving feedback and managing stage fright

Observing yourself as a speaker or performer by writing a learning diary

Analysing PR and communication in Finnish business environment: e.g. websites, social media and traditional media

Producing and improving PR messages: press releases, bulletins, invitations etc.

Practical exercises on representing the company in different situations

Learning methods

Focus is on practice individually and in groups.

Contact hours

Independent studies

The assessment of one's own learning

Written and oral exercises individually and in pairs, group work, workshops.

Homework and preparation for lessons and exams

Learning outcomes and assessment

Upon completion of the course, the student

- practice his/her skills in managing various speech situations in business life
- prepare and give presentations, as well as express oneself clearly in a group
- give and receive constructive feedback on oral presentations
- act well as a listener and as a member of the audience
- understand the importance of correct and suitable language in PR related events and documents
- recognise the structure and assess the content and meaning of varying PR messages
- formulate the message that promotes the company and/or minimizes harm to it
- manage corporate communications situations, including sensitive ones, in the appropriate style

Assessment components and their respective weights:

Active participation, class exercises 60 %

Portfolio and learning diary 40 %

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student shows interaction in standard communication situations, listens to others, expresses her/his own opinion and argues her/his own point. (S)he is able to make a presentation in a clear voice and aims at getting in contact with the audience. The student is able to give peer feedback when asked and is able to produce understandable PR documents and presentations, as well as understands the varying purposes of different documents. (S)he meets deadlines, follows instructions and participates in class.

Grade 3:

The student works successfully in a flexible manner in team communication situations: (S)he communicates actively, listens to others and argues her/his own point well. The student is able to plan a suitable, well-organized presentation by proportion, duration and demonstration, and speaks correct spoken Finnish in a clear voice and has a good contact with the audience. (S)he is able to give and utilize peer feedback, and independently evaluate and produce basic PR documents in Finnish, which are of suitable quality to be sent to the recipient in terms of appearance and phrasing. The student displays proper ways of professional working and meets deadlines. (S)he knows how to follow instructions and independently apply his/her skills.

Grade 5:

The student expresses her/himself using dialogue in team communication situations and is able to guide them successfully in a flexible manner. (S)he listens actively, shows her/his know-how in argumentation, and pays attention to the others. The student is able to modify her/his working methods and make presentations which are skillfully targeted and suitable for different communication situations and the professional role. The student speaks correct and well-versed Finnish language, in a clear voice and natural expression and in contact with the audience. (S)he shows excellent technical know-how, gives constructive peer feedback to others, and is able to critically assess her/his own communication skills and develop through practice and feedback. The student is able to independently evaluate, plan and produce PR documents in Finnish, which are correct in appearance, phrasing and contents. S/he is able to manage the most demanding word processing tasks. The student follows schedules well and is able to plan his/her time use.

Recognising and validating prior learning (RPL)

Accreditation of prior learning (APL) is observed on the course according to separate instructions. Please, contact the teacher when starting the course.

Working life connections

The exercises simulate business life conditions.
Possible guest lecturers from different companies.

Internationality

Possible guest lecturers from international companies.

Course teacher

Sanna Kukkonen

Learning materials

Kallio, H. 2006. Point. Tehoa ja taitoa työelämän esiintymistilanteisiin. Infor, Hämeenlinna. TAI
Koskimies, R. 2002. Asiantuntijan esiintymistaito. Finn Lectura, Helsinki
Kortetjärvi-Nurmi, S. & Murtola, K. 2015. Areena. Yritysviestinnän käsikirja. Edita. Helsinki. TAI
Kortetjärvi-Nurmi, S., Kuronen, M.-L. & Ollikainen, M. 2011. Yrityksen viestintä. Edita. Helsinki.
Other material provided by teacher.

ICT Applications for Business 1

Code: TOO2LE201

Scope: 5 ECTS

Timing: 4th semester*

Language: English

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Compulsory

**The course is offered only in spring semesters.*

Starting level and linkage with other courses

Business Environment and the Assistant's Work, Office Applications, Business Processes

Learning methods

Contact lessons

Individual, pair and team assignments

Independent studies

The assessment of one's own learning 1 h

Learning outcomes and assessment

Assessment components:

Active course participation

Individual, pair and team assignments

Exam

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

She/he understands the role of enterprise resource planning (ERP) and customer relationship management (CRM) software in an organization.

She/he has command of some concepts but lacks full understanding of how the ERP and CRM applications work.

She/he can satisfactorily depict business processes using MS Visio but is not able to solve more demanding tasks independently.

She/he has challenges on working according to schedule and / or in groups.

Grade 3:

She/he has command of key ERP and CRM concepts and makes use of basic functionalities with purpose. She/he has good time management skills and completes assignments on time.

Grade 5:

She/he has command of key ERP and CRM concepts, has a solid grasp of software functionalities and knows how to apply them in practice.

She/he has strong skills and can independently use the applications to find new solutions.

She/he has excellent time management and group working skills and completes assignments on time.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

As part of the group assignment, students find an organization, which ERP/CRM implementation they will present to other course participants.

Internationality

ERP and CRM systems used in the course are internationally recognized.

Course teacher

Heli Lankinen

Learning materials

Available at course site/Moodle.

ICT Applications for Business 2

Code: TOO2LE202

Scope: 5 ECTS

Timing: 6th semester*

Language: English

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Compulsory

**The course is offered only in spring semesters.*

Starting level and linkage with other courses

Office Applications

Learning methods

Contact lessons

Individual, pair and team assignments

Independent studies

The assessment of one's own learning 1 h

Learning outcomes and assessment

Assessment components:

Active course participation

Individual, pair and team assignments

Exam

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

She/he understands the role of social media in an organization.

She/he has command of some concepts of using blogs in organizational communications

She/he can satisfactorily edit pictures using picture editing program (for example Photoshop)

She/he can edit for example blog templates.

She/he has challenges on working according to schedule and / or in groups.

Grade 3:

She/he understands the role of social media in an organization.

She/he has good command of concepts of using blogs and microblogs in organizational communications

She/he can edit pictures using picture editing program (for example Photoshop)

She/he can edit for example blog templates to meet the requirements of an organization.

She/he can create a presentation using Prezi or similar tool.

She/he has good time management skills and completes assignments on time.

Grade 5:

She/he has command of key social media concepts, has a solid grasp of software functionalities and knows how to apply them in practice.

She/he has an excellent command of concepts of using blogs and microblogs in organizational communications

She/he has strong skills and can independently use social media applications to find new solutions.

She/he has excellent time management and group working skills and completes assignments on time.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Course teacher

Heli Lankinen, Pasila

Learning materials

Available at course site/Moodle.

International Business Documents

Code: ENG2LE201

Scope: 5 ECTS

Timing: 4th semester

Language: English

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Compulsory

[Starting level and linkage with other courses](#)

Prerequisites: Effective Communication in Organisations, Professional Writing Skills

[Contents](#)

Principles of International Business Writing

Routine Business Letters and Documents

Content and style

Enquiries, Replies, Quotations, Orders and Complaints

ESP (English for Specific Purposes): Terminology related to International Trade and Logistics

[Learning methods](#)

Lectures, workshops

Independent study, collaborative learning, teamwork

Self-assessment of learning assignment

[Learning outcomes and assessment](#)

Students learn how to write international business documents using polite phrasing, formal to semi-formal style and expand their knowledge of special business vocabulary and idioms related to international trade and transactions.

Assessment components:

The Final Examination

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The documents written by the student can be sent to the recipient after several corrections and improvements to the documents have been made.

The basic elements of the documents are in place but considerable improvement needs to be made at various levels of the language and layout.

Grade 3:

The student can produce well-functional business documents following the principles of appropriate international English business communication.

The documents written by the student meet the appropriate requirements at a good level. The language

and style of the documents are very good in terms of vocabulary, tone, idiomatic expressions, grammar, style and layout.

The student demonstrates a good knowledge of the concepts and terminology used in international trade.

Grade 5:

The student can produce highly polished business documents following the principles of appropriate international English business communication.

The documents written by the student meet the appropriate requirements at an excellent level. The language and style of the documents are very good in terms of vocabulary, tone, idiomatic expressions, grammar, style and layout.

The student demonstrates an excellent knowledge of the concepts and terminology used in international trade.

Recognising and validating prior learning (RPL)

Accreditation of prior learning (APL) is observed on the course according to separate instructions.

Internationality

Exercises and assignments simulate real-life tasks required in working in the international corporate setting.

Course Teacher

Ilpo Päiväläinen, Pasila

Learning materials

Taylor, Shirley. 2004/2012. Model Business Letter, E-mails & Other Business Documents.

The additional learning material will be provided by the lecturer

Languages for International Communication

Code: COM2LE202

Scope: 5 ECTS

Timing: 7th semester

Language: English and other languages

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Compulsory

Starting level and linkage with other courses

Student has completed the basic and professional studies in English or other languages

Contents

- analyzing and using the language(s) in various international business communication contexts
- Business English as a lingua franca and English for Specific Purposes as a field of study
- The special vocabulary related to companies and corporate operations
- The special vocabulary related to various fields of industry
- International dimension
- International learning materials.

Learning methods

Lectures, workshops, projects and teamwork, independent study

Learning outcomes and assessment

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student has a satisfactory mastery of terminology and vocabulary related to various fields of English for Specific Purposes. The student is able to dissect and analyse various professional texts and situations satisfactorily.

Grade 3:

The student has a good mastery of terminology and vocabulary related to various fields of English for Specific Purposes. The student is able to dissect and analyse various professional texts well. The student has good skills in identifying and mastering special features of legislative and administrative language

Grade 5:

The student masters terminology and vocabulary related to various fields of English for Specific Purposes fluently and accurately. The student is able to dissect and analyse various professional texts very fluently. The student has excellent skills in identifying and mastering special features of legislative and administrative language

Recognising and validating prior learning (RPL)

Accreditation of prior learning (RPL) is observed on the course according to separate instructions.

Internationality

The student can use the language(s) in various projects and events.

Course teacher

Ilpo Päiväläinen, Pasila

Learning materials

Learning materials provided by the lecturer.

Strategic Business Development

Code: BUS2LE202

Scope: 5 ECTS

Timing: 7th semester

Language: English

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Compulsory

Starting level and linkage with other courses

No prerequisites.

Contents

Strategy and its foundations: context, mission, vision and values

Strategy schools of thought by Mintzberg

Strategic management

Strategic capabilities

Learning methods

The course covers contact hours and independent study, for a total of 81 hours of study time. Contact hours are generally 3 hours a week for 8 weeks (total 24 h).

There will be a final exam during the final week.

Independent study (56 hours) covers a course assignment, course literature and preparation for the final exam.

The assessment of one's own learning 1 h

In the course assignment, students compile a strategy report, addressing course topics, on a company either individually or as group work. In particular, the report is to address core issues pertaining to the company's strategy and the extent to which these are made use of in the company's strategic operations.

Learning outcomes and assessment

Assessment components and their respective weights:

Written exam 60 %

Course assignment 40 %

Both of the above must be completed in order to receive a final mark for this course.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student:

- has limited skills in developing strategy

- has limited knowledge about the basic strategic management theories.
- has limited skills in applying business development tools together with strategy frameworks
- has limited attitude towards learning through participation in teamwork and conducting assignments.

Grade 3:

The student:

- has good skills in developing strategy
- has good knowledge about the basic strategic management theories
- has good skills in applying business development tools together with strategy frameworks
- has good attitude towards learning through participation in teamwork and conducting assignments

Grade 5:

The student:

- has excellent skills in developing strategy
- has excellent knowledge about the strategic management theories
- has excellent skills in applying business development tools together with strategy frameworks
- has excellent attitude towards learning through continuous, supportive and initiative participation in teamwork and conducting assignments

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) is granted based on separate instructions.

Working life connections

Real case studies and examples of companies and organizations.

Internationality

Strategy frameworks and company examples are mainly from international business.

Course teachers

Olli Laintila

Mirka Sunimento

Learning materials

Handout material

Additional reading:

Minzberg H. - Ahlstrand B. - Lampel J, 1998. Strategy Safari. Prentice Hall.

W. Chan Kim - Renee Mauborgne. 2005. Blue Ocean Strategy.

Osterwalder and Pigneur, 2010. Business Model Generation: A handbook for visionaries, game changers, and challengers.

Study and Career Planning

Code: SER2LE203

Scope: 2 ECTS

Timing: 7th semester

Language: English

Curriculum: Mubba 2016

Level: Professional Studies

Type: Compulsory

Starting level and linkage with other courses

No prerequisites.

Contents

- Personal study plans for each year
- Student counselling sessions
- Individual appointments with the student counsellor
- Cooperative YTY meetings, panels and theme days offered by the DP
- Info sessions on different topics, e.g. student exchange, work placement, thesis
- Choosing the area of specialisation
- The education and professional growth in the management assistant area
- Compiling a digital portfolio during the 4th semester
- Graduation plan
- Career plan

Learning methods

Contact hours 40 h

Interviews 2 h

Independent studies 12 h

The assessment of one's own learning 1 h

Learning outcomes and assessment

Upon successful completion of the course, the student

- understands the structure of their degree programme and the prerequisites for graduation
- is able to describe and present his/her skills and improvement
- understands his/her role as a UAS student
- is able to plan and monitor the progress of his/her studies on their way to becoming a professional management assistant
- graduates within 3,5 years

Assessment:

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Attendance mandatory.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Working life connections

Visitors from various companies and organisations.

Course teacher

Sanna Kukkonen, Pasila

Learning materials

Material provided by teacher/lecturer.

Successful Event

Code: SER2LE202

Scope: 5 ECTS

Timing: 4th semester

Language: English

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Compulsory

Contents

- organizing a corporate business event in small groups
- business etiquette (e.g. introductions, the art of business meetings, dress codes and decorations, table manners, tasks and responsibilities of guests and hosts, thanking)
- developing workplace communication
- legal requirements of an event safety regulations

Learning methods

The course consists of teamwork, coaching in teams, contact lessons and independent study. The self-evaluation of learning.

The learning methods focus on students' self-directed team working skills. The students are divided into small teams, whereby group work will be carried out. The teams are responsible for finding their commission and the implementation of the event.

Learning outcomes and assessment

After completing the course the student

- will be able to plan and organize a successful corporate event as a part of event team
- will be able to evaluate risks and opportunities of an event
- will be able to apply principles of good working practices as a member of work community
- will be able to practice and promote successful workplace communication
- will be able to participate as a member of a work community in a constructive manner in the multicultural contexts
- will be able to apply business etiquette and manners
- will be able to assess his/her own learning and development as an event organizer and as a part of an event team in corporate event

Assessment components and their respective weights:

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1, 3 and 5.

Final grade 100% = 60% from the part of A. Laukkanen, 20% of the part of M. Sunimento and 20% from the part of U. Huovinen.

Knowledge

Grade 1:

The student has some basic knowledge of the planning process of a corporate business event and of event organizing and communication.

Grade 3:

The student has good knowledge of the planning process of a corporate business event and knows how to organize events. The student is able to plan and apply marketing communication activities to support event objectives and implementation.

Grade 5:

The student is able to master practical knowledge of the planning process of a corporate business event and is able to apply the knowledge in event organizing. The student is able to create fit for purpose and creative event marketing communication plans, tailored to the target audience and business objectives.

Skills**Grade 1:**

The student can apply some basic skills, duties and working practices, under supervision, as part of a corporate business event organizing team

Grade 3:

The student can apply and benefit from skills, duties and working practices, as part of team, in planning and organizing a corporate business event

Grade 5:

The student is able to apply and benefit from skills, duties and working practices in planning and organizing a corporate business event independently

[Recognising and validating prior learning \(RPL\)](#)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

[Working life connections](#)

A corporate business event will be executed in accordance with a corporate commission.
Challenges created by workplace communication in an organisation.

[Course teachers](#)

Anne Laukkanen
Mirka Sunimento
Ulla Huovinen

[Learning materials](#)

Learning materials provided by the lecturers.

Chinese Business Communication 2

(商务中文沟通2)

Code: CHI4LE202

Scope: 5 ECTS

Timing: 2nd/4th semester

Language: English/Chinese

Curriculum: Mubba 2016

Course level: Basic Studies/Free-choice Studies

Course type: Elective*

**but required of students who have chosen compulsory Chinese*

Starting level and linkage with other courses

Chinese Business Communication 1

Contents

The course prepares students with basic language skills in both common PR communications and usual business situations. The cultural sessions help students to understand the major aspects of Chinese business culture. Language learning materials cover for example the following items:

- talking about the weather
- talking about habits
- talking about one's college life
- talking about one's future plans in working life
- money and currency
- dinner in a Chinese restaurant
- making contacts
- business work experiences
- job interviews

Learning methods

Interactive classroom activities

Internet learning via Moodle

Learning outcomes and assessment

Target level: A2.3

The purpose of this course is to learn and practice language skills involving PR communications as well as everyday life and business situations. Chinese business culture is also covered at the second half of the course.

Students acquire the skills to

- manage common conversations in PR communications
- basic Chinese business vocabulary and expressions
- understand Chinese business culture and business etiquette

Assessment components and their respective weights:

Written exam: 70%

Presentation: 30%

Assessment criteria/scale 5-1.

Grade 5 (excellent)	Grade 3 (good)	Grade 1 (satisfactory)
<p>The student: is able to communicate fluently in basic PR and business situations.</p> <p>masters well basic Chinese PR and business vocabulary and phrases.</p> <p>not only masters the structures of the characters but can also apply the knowledge in learning new characters. She/He understands all the written characters demanded for the course.</p> <p>masters well one of the commonly used Chinese word processing tools.</p> <p>understands well different aspects of business culture phenomenon between Finland and China.</p> <p>follows deadlines and instructions precisely.</p>	<p>The student: is able to communicate well in basic PR and business situations.</p> <p>masters basic Chinese PR and business vocabulary and phrases.</p> <p>knows well the structures of the written characters and understands most of the written characters demanded for the course.</p> <p>masters the basics of one of the commonly used Chinese word processing tools.</p> <p>understands the main business cultural differences between Finland and China.</p> <p>usually follows deadlines and instructions well.</p>	<p>The student: is able to communicate on a limited basis in basic PR and business situations.</p> <p>knows the most common Chinese PR and business vocabulary and phrases.</p> <p>knows the basic structures of the written characters and understands only part of the written characters demanded.</p> <p>knows the basics of one of the commonly used Chinese word processing tools.</p> <p>is aware of the common business cultural differences between Finland and China.</p> <p>doesn't follow deadlines and instructions very well.</p>

Alternative ways to complete the course:

Not attending the contact hours but doing the assignments and taking the final exam.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Course teacher

Hai Guo

Learning materials

Great Wall Chinese 2009: Level 2, Office of Chinese Language Council International

Meiru Liu 2006: Basic Business Chinese, Beijing University Press

Handouts and materials provided by the teacher

Chinese Business Environment

(中文商业环境)

Code: CHI4LE203

Scope: 5 ECTS

Timing: 4th/6th semester

Language: English/Chinese

Curriculum: Mubba 2016

Course level: Basic Studies/Free-choice Studies

Course type: Elective*

**but required of students who have chosen compulsory Chinese*

Starting level and linkage with other courses

Chinese Business Communication 2

Contents

The course is divided into two parts: Introduction to the Chinese-Speaking Areas (Part 1) and Chinese Written Language and Documents (Part 2). Part 2 is a web-course via Moodle.

Introduction to the Chinese-Speaking Areas:

- Introduction to the situations in different Chinese-speaking areas
- Economic life of the mainland China and overseas Chinese societies

Chinese Written Language and Documents:

- Learn more useful characters and learn to understand unknown Chinese characters with the help of common internet tools
- Basic level PR and business documents: basic e-mails, invitations, travel agenda/visiting program, CV compilation

Learning methods

Presentation and internet on-line learning via Moodle

Learning outcomes and assessment

Target level: B1

After completing the course, students will

- become familiar with the history, culture and economic situations of the main Chinese-speaking areas including mainland China, Taiwan, Hong Kong, Singapore and Malaysia.
- be capable of talking about the general features of the Chinese economic life.
- learn more common characters used in Chinese written texts and documents.
- be able to understand a few types of basic Chinese documents with the help of Chinese computer programs

- be able to write Chinese characters and texts with the help of the most common word-processing programs
- be able to check the correctness of the written characters and texts with the help of internet tools

Assessment components and their respective weights:

Moodle assignments 50%

Presentation/essay 50%

Assessment criteria/Chinese Written Language and Documents/scale 5-1.

Grade 5 (excellent)	Grade 3 (good)	Grade 1 (satisfactory)
<p>The student:</p> <ul style="list-style-type: none"> • not only masters the structures of the characters but can also apply the knowledge in learning new characters. She/He understands all the written characters demanded for the course. • is able to understand independently almost all the basic documents and texts covered in the course and is able to write some of them. She/he is able to manage the most demanding activities in word processing and other internet and mobile phone tools, which help in the understanding and creating of the basic Chinese business documents. • follows schedules well and is able to plan how to best use her/his own time. She/he shows initiative and is able to share her/his know-how and peer feedback to others. • is able to assess critically the contents, appearance and phrasing of documents and improve working methods and new solutions. 	<p>The student:</p> <ul style="list-style-type: none"> • knows pretty well the structures of the written characters and understands most of the written characters demanded for the course. • is able to understand independently most of the basic documents and texts covered in the course and is able to write some of them. She/he is able to use the word processing and other internet and mobile phone tools, which help in the understanding and creating of the basic Chinese documents. • masters the proper ways of professional working and follows deadlines. • knows how to use instructions independently and apply her/his skills. • knows how to benefit from feedback and learn from mistakes. 	<p>The student:</p> <ul style="list-style-type: none"> • knows the basic structures of the written characters and understands only part of the written characters demanded for the course. • is able to understand independently over half of the basic documents in Chinese and write some of them with the help of internet tools. • follows deadlines and instructions and participates in working. • knows how to follow instructions given to her/him.

Assessment criteria/Introduction to Chinese-Speaking Areas/scale 5-1.

Grade 5 (excellent)	Grade 3 (good)	Grade 1 (satisfactory)
<p>The student:</p> <ul style="list-style-type: none"> • is able to make a presentation which is skillfully targeted and suitable for the communication situation. • is able to use sources of information versatility and critically to support his/her work and shows excellent cultural knowledge when using sources. • adapts the cultural content deeply and is able to share his/her professional knowledge and skills to others. 	<p>The student:</p> <ul style="list-style-type: none"> • is able to make a presentation which is well targeted and suitable for the situation. • is able to use sources of information independently to support his/her work and shows good cultural knowledge when using sources. • adapts the cultural content well and is able to share his/her professional knowledge and skills to others. 	<p>The student:</p> <ul style="list-style-type: none"> • is able to make a presentation which is suitable for the situation. • is able to use sources of information to support his/her work and shows cultural knowledge when using sources. • is able to share his/her professional knowledge and skills to others in a limited manner.

Alternative ways to complete the course:

Writing an essay instead of the oral presentation. The internet on-line learning sessions are compulsory.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills or culture knowledge relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Course teacher

Hai Guo

Learning materials

Meiru Liu 2006: Basic Business Chinese, Beijing University Press
 Handouts and materials provided by the teacher via Moodle

StartUp School - Developing Entrepreneurial Mindset

Course name: StartUp School – Developing Entrepreneurial Mindset

Code: **WOR8HH022**

Scope: 5 ECTS (135 h)

Timing: 1.-7. semester

Language: English or Finnish

Course level: Professional Studies (or Free-choice)

Course type: Elective (or Free-choice)

Details of implementation and enrolment, please, see <http://startupschool.fi/what-we-offer/courses/>

Starting level and linkage with other courses

You should have a business idea to work with before entering this course.

Learning objectives

You will analyse yourself as an entrepreneur and learn to understand entrepreneurial lifestyle. By taking the first steps to define and develop the idea towards feasible business, you will start building your own entrepreneurial path. You also analyse and start to extend your entrepreneurial network during this course.

Recognizing and validating prior learning (RPL)

Accreditation of prior learning is applied on the course according to separate instructions. Please contact startupschool@haaga-helia.fi.

Working life connections

You develop and describe your own business idea and validate it with potential customers.

Internationality

Internationality is visible through the assignments, meetings and group discussions.

Content

- Me as an Entrepreneur
- Entrepreneurship as a lifestyle
- Customer problem and value proposition
- Idea description and prototype creation

- Network analysis and interview of the entrepreneur
- Cost structure and revenue streams
- Pitching your idea to the entrepreneurial society

Learning methods

Two f-2-f meetings, independent assignments, discussions and comments to the other students and pitching your idea.

Assessment criteria

You work independently, return your assignments, and discuss actively and develop your business idea during the course. Course assessment is on a scale of 1 to 5. The assessment criteria is on a scale of 1-3-5.

Grading/ Components	1	3	5
Self-leadership	Student understands own strengths and development areas. He/she identifies own entrepreneurial vision.	+ Based on self-analysis and discussions with others, student recognizes where he needs help and can build his activities based on this analysis.	+ Student creates a realistic and personal entrepreneur development plan and starts to implement it.
Communication and networks	Student describes his own network and recognizes for whom (stakeholders) he needs to communicate the business idea.	+ Student identifies the communication needs related to each stakeholder.	+ Student prepares communication plan to support the implementation of the business idea and justifies the need for those.
Idea development	Student takes the first customer contacts to test the idea and vision. Student describes customer problem, solution and value proposition of the idea.	+ Student tests and develops the idea further based on the customer feedback. + Student analyses and describes the business model of the idea	+ Student creates, describes and justifies the business idea as feasible business case, pitch and justify it to the other students.
Team work	Contribution in the group discussions active and student gives feedback to the others.	+ Student participates in the group discussions actively and helps other students with their challenges.	+ Student participates to the group discussion in Impressive way and contributes to the other students and share new ideas to the other students' work.

Teachers responsible

Päivi Williams

Course material

Available on Claned <https://app.claned.com>

French Business Communication 2

Code: FRE4LE202

Scope: 5 ECTS

Timing: 2nd/4th semester

Language: French/English

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Elective*

Competency level: B1

**required of students who have chosen compulsory French*

Starting level and linkage with other courses

French Business Communication 1 (FRE4LE201) or equivalent Basic French studies/Basics of Business French

Contents

French Grammar

Vocabulary and concepts of the French economy and business life

Business and PR-letters

Invitations

Practice of telephone conversation

Intercultural awareness

Case studies and information retrieval

Learning methods

Contact lessons, assignments and final exams OR

Independent studies

The assessment of one's own learning 1 h

Learning outcomes and assessment

Upon successful completion of the course, the student

- knows basics of French grammar and can use key French language structures
- understands the French working environment and business life
- understands the concepts linked to French business life
- understands cultural differences and can implement this knowledge into practical situations.
- knows basics of PR-french
- is able to write more demanding Business documents
- knows how to find information about enterprises

Assessment components and their respective weights:

Vocabulary test on French working environment and business life P/F

Written exam for Business letters and documents 60 %

Oral examination (telephone conversation) 40%

Assignments are done

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student has limited skills in written and spoken business communication and manages short and simple professional conversations by phone. She/he has limited understanding of the French working environment. She/he knows only the basics of French Business and PR Communication and needs support to write Business and PR documents.

Grade 3:

The student has good skills in written and spoken business communication and manages a professional conversation by phone. She/he has a good command of key concepts in Business French and understands to some extent the French working environment on a cultural basis. She/he can in certain cases write Business and PR documents independently and successfully.

Grade 5:

The student has strong skills in written and spoken business communication and is fully capable of maintaining a professional conversation by phone. She/he has an excellent command of key concepts in Business French and understands fully the French working environment on a cultural basis. She/he can write Business and PR documents independently and successfully.

Recognising and validating prior learning (RPL)

1) Not attending the contact hours but doing the coursework and taking the test

One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

2) Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Working life connections

The material and assignments are based on real situations connected to French speaking people and organisations.

Internationality

The course aims at developing the ability to work with French speaking work organizations and clients.

Course teacher

Catherine Métivier, Pasila

Learning materials

Grammaire progressive du français avec 680 exercices, nouvelle édition – niveau intermédiaire, Maïa Grégoire, Odile Thiévenaz, CLE international

Web-pages

Material provided by the teacher.

French Business Environment

Code: FRE4LE203

Scope: 5 ECTS

Timing: 4th/6th semester

Language: French/English

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Elective*

Competency level: B1

**required of students who have chosen compulsory French*

Starting level and linkage with other courses

French Business Communication 1 (FRE4LE201) and French Business Communication 2 (FRE4LE202) or equivalent Basic French studies

Contents

French civilization

Oral presentations on Finnish civilization

Information retrieval

French medias: newspapers, television, radio and internet

Exercises for listening and reading comprehension

Learning methods

Contact lessons, assignments and final exams OR

Independent studies

The assessment of one's own learning 1 h

Learning outcomes and assessment

Upon successful completion of the course, the student

- understands cultural differences between Finland and France.
- is able to talk about Finland in French
- understands French and Finnish societies
- is able to find information

Assessment components and their respective weights:

Written exam on French/Finnish cultures and Societies 50 %

Exam for reading and listening comprehension 50 %

Oral presentation P/F

Assignments are done

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student knows the French and Finnish societies somewhat and recognizes the main cultural differences. She/He has a limited capability to speak of Finland. She/He shows limited skills in understanding spoken and written news, and is only partly able to put into practice the skills acquired.

Grade 3:

The student knows both the French and Finnish societies. She/He understands the main cultural differences which lead to different behavior in each culture, and is able to some extent to take into consideration perceptions when dealing with these countries. She/He can speak of Finland by showing relevant intercultural aspects. The student shows good skills in understanding spoken and written news and is able to put into practice the skills acquired.

Grade 5:

The student knows well both the French and Finnish societies. She/He understands the cultural differences which leads to different behaviors in each culture, and is able to take into consideration these perceptions when dealing with these countries. She/He can speak of Finland by showing excellent intercultural knowledge and awareness. The student shows excellent skills in understanding spoken and written news and is able to put into practice the skills acquired.

Recognising and validating prior learning (RPL)

1) Not attending the contact hours but doing the coursework and taking the test

One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

2) Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Working life connections

The material and assignments are based on real situations connected to French speaking people and organisations.

Internationality

The course aims at developing the ability to work with French speaking work organizations and clients.

Course teacher

Catherine Métivier, Pasila

Learning materials

Web-pages

Material provided by the teacher.

German Business Communication 2

Code: GER4LE202

Scope: 5 ECTS

Timing: 2nd/4th semester

Language: German

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Elective*

Competence level: B1-B2

**required of students with compulsory German*

Starting level and linkage with other courses

German Business Communication 1 (GER4LE201)

Contents

The course focuses on business letters in German, including review of vocabulary and common expressions. The course involves the writing of business letters as homework. The letters are then corrected on the basis of the teacher feedback and added into the students portfolio. In addition a CV is written.

Business correspondence including

- invitations
- congratulatory letters
- thank you letters
- letters relating to travel
- inquiries
- offers
- orders
- quotations
- invoices
- reminders

Learning methods

Contact lessons and independent study

Three written exams

Portfolio with business letters

Self-assessment (1 h)

Learning outcomes and assessment

Upon completion of the course, the student becomes proficient in producing linguistically correct business correspondence in German. He/ She will be able to operate in support functions related to international sales, purchasing processes and administration. The student also can operate in typical social business occasions.

Assessment components and their respective weights:

Written exams 75 %

Portfolio 20 %

Class Work 5 %

The passed course is assessed on a scale 1 to 5. The assessment criteria are presented for the grades 1 - 3 - 5.

Grade 1:

The student can write the standard business letter fairly well. He/ She communicates fairly well, is able to sometimes choose an appropriate style and produces somewhat correct language. Grammatical aspects of the language need to be worked on. Messages are for the most part understandable, but they need to be carefully corrected and cannot be sent as written.

Grade 3:

The student can write the standard business letter well, communicates well, is able to generally choose an appropriate style and produces mostly correct language. He/ She is able to write understandable and correct messages using basis phrases related to the topic of the letter. In addition the use of dictionaries and other sources of information is practised by the student and the messages that are for the most part accurate and ready to send.

Grade 5:

The student can write the standard business letter very well, communicates very well, is able to choose an appropriate style and produces correct language. He/ She is able to apply during the course acquired skills and can use dictionaries and other sources of information well. The use of vocabulary and phrases is versatile and fluent. The student can write accurate messages that are ready to send.

The self-assessment does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and contents. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. The evaluation takes place on a scale of 1-5.

Internationality

German studies according to the requirements of Finnish companies. The study group is usually multicultural.

Course teacher

Sirpa S. Bode, Pasila

Learning materials

A book announced by the teacher and other materials provided by the teacher.

German Business Environment

Code: GER4LE203

Scope: 5 ECTS

Timing: 4th/6th semester

Language: German

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Elective*

Competence level: B2

**required of students with compulsory German*

Starting level and linkage with other courses

German Business Communication 1 (GER4LE201)

German Business Communication 2 (GER4LE202)

Contents

This course consists of two parts:

- 1) Media Communication in German
- 2) German-speaking Europe

In the first part “Media Communication in German” the student familiarizes him/herself with various economic texts in German by e.g. reading, doing comprehension exercises, translating, and summarizing them.

In the second part of the course “German-speaking Europe” the student familiarizes him/herself with the geography, economics and political systems of the German-speaking countries and learns to understand the importance of the business culture and the use of small talk in German speaking countries.

Learning methods

Part 1: Media Communication in German

Contact lessons and independent study

Written exam

Self-assessment (1 h)

Part 2: German-speaking Europe

Contact lessons and independent study

Written exam

Oral presentation (PPP) about 20 minutes and the same presentation as written essay

Self-assessment (1 h)

Learning outcomes and assessment

Upon successful completion of the course, the student has improved his/her German business vocabulary and knowledge of key grammatical issues used in media. He/ She will be able to read, understand, analyze, and summarize business related articles and has familiarized him/herself with distinctive features of the German business environment. The student gained proficiency in making business conversation to

the extent that he understands his/her counterpart and can answer questions presented to him/her. He/ She will be able to review company operations.

Assessment components and their respective weights:

Media Communication in German

Written exam 70 %

Class work and exercises 30 %

German-speaking Europe

Written exam 50%

Class work, oral presentation and written essay about the topic of the presentation 50 %

Both parts of the above must be successfully completed

The self-assessment does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

The course is evaluated on scale 1 to 5. The assessment criteria is presented for the grades 1 - 3 - 5.

Grade 1:

The student understands economic news of his/her field and is able to name their main points. His/her use of the vocabulary concerning the enterprise and its financial situation is limited. He/ She is able to apply the acquired skills to some extent in practice and is also able to use sources of information to support his/her work and shows cultural knowledge when using sources. The student is able to share his/her professional knowledge and skills with others in a limited way.

Grade 3:

The student understands economic news of his/her field and is able to summarize their main contents logically. He/ She knows quite widely the vocabulary concerning the enterprise and its financial situation. The student is able to apply the acquired skills in practice well and to use sources of information independently to support his/her work and shows cultural knowledge when using sources. He/ She also adapts well to the cultural content and is able to share his/her professional knowledge and skills with others.

Grade 5:

The student understands challenging economic news of his/her field and is able to summarize their main contents successfully. He/ She knows widely the vocabulary concerning the enterprise and its financial situation. The student is able to apply acquired skills in practice in an excellent way and to use sources of information versatily and critically to support his/her work and shows excellent cultural knowledge when using sources. He/ She also adapts easily to the cultural content and is able to share his/her professional knowledge and skills with others.

[Recognising and validating prior learning \(RPL\)](#)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Working life connections

Documents originate from media and real companies and organizations.

Internationality

German studies according to the requirements of Finnish companies. The study group is usually multicultural.

Course teacher

Sirpa S. Bode, Pasila

Learning materials

Class handouts, newspaper articles, company press releases and other company materials.

Latin American Business Environment

(Entorno empresarial latinoamericano)

Code: SPA4LE203

Scope: 5 ECTS

Timing: 4th/6th semester

Language: Spanish

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Elective*

**required of students who have chosen compulsory Spanish*

Starting level and linkage with other courses

Competence level: B2

Spanish Business Communication 1 and 2 or equivalent studies.

Learning methods

The options that are appropriate for the course:

Contact lessons

Individual, pair and team assignments

Independent studies

The assessment of one's own learning 1 h

Alternative ways to complete the course: one alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Learning outcomes and assessment

The course objective is to understand the special characteristics of Latin America and Spain: differences in geography, history, and social and economic life.

The course is divided to two parts:

1) Latin America's and Spain's history, society and current affairs

2) Spanish Newspaper Texts: distinctive features and style of Spanish newspapers and preparations of reviews and summaries relating to these.

During the course the student seeks information through various media regarding the relations between Finland, Spain and Latin America.

The contents of the course are:

- history, society, economy and current situation of Latin America and Spain
- free Trade Agreements with Latin America: NAFTA, Mercosur, etc.
- the specific characteristics of the Hispanic press: style, features and journalistic criticism.

Assessment components and their respective weights:

Written exam 70 %

Continuous assessments 30 %

Class exercises must be completed before the exam.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student understands economic news of his/her field and is able to name their main points. His/her use of the vocabulary concerning enterprises and economic situations is limited. He/she is able to apply during the course acquired skills in practice only adequately. He/she is able to use sources of information to support his/her work and shows some cultural knowledge when using sources. He/she is able to share his/her professional knowledge and skills with others in a limited manner.

Grade 3:

The student understands economic news in his/her field and is able to summarize its main contents logically. He/she knows vocabulary concerning enterprises and economic situations well. He/she is able to apply during the course acquired skills in practice well. He/she is able to use sources of information independently to support his/her work and shows cultural knowledge when using sources. He/she adapts to cultural content fairly well and is able to share his/her professional knowledge and skills with others.

Grade 5:

The student understands challenging economic news in his/her field and is able to summarize its main contents successfully. He/she is able to apply during the course acquired skills in practice on a high level. He/she is able to use sources of information in a versatile and critical way to support his/her work and shows excellent cultural knowledge when using sources. He/she adapts cultural to content well and is able to share his/her professional knowledge and skills with others.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Internationality

The students' group is international.

Course teacher

Pedro Beltrán Herrera, Pasila

Learning materials

Vásquez, Germán & Marínez Díaz, Nelson 2009. Historia de América Latina. SGEL, Madrid.
Masoliver, Joaquín & Vidales, Carlos 2009. América Latina. Samfundslitteratur. Gylling.
Ángeles Albert, Maria & Ardanaz, Francisco 2009. Hispanoamérica, ayer y hoy: historia y arte, demografía, economía, instituciones, tradiciones. SGEL. Madrid.
Newspapers in Spanish on line: El País, El Mundo, La Vanguardia, Cambio16, El Clarín, El Mercurio.

HR Management

Code: LEA4LE201

Scope: 5 ECTS

Timing: 4th semester

Language: English

Curriculum: Mubba/Assi 2016

Course level: Professional Studies

Course type: Elective Professional Study

Starting level and linkage with other courses

No prerequisites.

Contents

Change Management

Individuals and groups at work place

Job attitudes and engagement

Performance Management

Well-being at work

Learning methods

- a. Lessons, workshops and course assignments
- b. A practical project agreed with the teacher, and a written report reflecting with the course literature

Learning outcomes and assessment

Assessment components:

Participation and contribution to course assignments, presentations and work on lessons or

A practical project and a written report reflecting with the course literature

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student:

- has sufficient knowledge of Organizational Behavior and HRM and is able to search and apply the
- knowledge in the course assignments.
- is able to discuss and present topics on the field both virtually and in group situations.
- is able to apply the course contents and use central references in reporting

Grade 3:

The student:

- has good knowledge of Organizational Behavior and HRM and is able to search and apply the knowledge in the course assignments in an appropriate way.
- is able to discuss and present topics on the field well both virtually and in group situations.
- is able to apply well the course contents and use relevant references in reporting.

Grade 5:

The student:

- has excellent knowledge of Organizational Behavior and HRM and is able to search and apply the knowledge in the course assignments critically and analytically.
- is able to discuss and present topics on the field fluently and comprehensively virtually and in group situations.
- is able to apply the course contents and use relevant references professionally in reporting.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) is granted based on separate instructions.

Working life connections

The course includes co-operation with local companies and organizations.

Internationality

Cooperation between multicultural teams and organizations.

Course teachers

Eija Kärnä, Pasila
Olli Laintila, Pasila

Learning materials

Handout material

HRM literature:

Bratton J. & Gold J. 2012, 5th ed. (or older). Human resource management: theory and practice. Palgrave Mcmillan, New York.

Dessler, G. 2011. 6th ed. (or older). A framework for human resource management / Gary Dessler. Pearson Education, Upper Saddle River (NJ).

Robbins, S. P. & Judge, T. A. 2016, 13th ed., global ed. (or older). Essentials of organizational behavior. Pearson Education. Harlow.

HRM Project

Code: LEA4LE202

Scope: 5 ECTS

Timing: 6th semester

Language: English

Curriculum: Mubba/Assi 2016

Course level: Professional Studies

Course type: Elective Professional Studies*

**Compulsory for students majoring in Leadership and HR*

Starting level and linkage with other courses

No prerequisites.

Contents

Running of a client project that can be e.g. development and implementation of a strategic plan related to HRM issues, planning of and carrying out HRM processes and teamwork development.

The course is implemented as a professionally managed project. The students work in project teams according to client brief and team assignments specified by the advisor in the beginning of the course.

Supporting lectures and team meetings will be arranged throughout the course.

Learning methods

Meetings with project partners, team work with the assignments, presentations in group and for the commissioning party, reporting of the results.

Learning outcomes and assessment

Assessment components:

Active contribution individually and in team on the project management, cooperation and co-creating with the client organization, reflecting the topic with relevant literature, reporting and presentations.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student:

- has some knowledge of HRM issues and is able to apply the knowledge in the work-based project.
- can offer some solutions and/or development ideas for the target organisation.
- is able to present the results of the project to the target organization.
- is able to work in a project and in cooperation with the partners.

Grade 3:

The student:

- has knowledge of HRM issues and is able to apply the knowledge in the work-based project.
- is able to search and apply information in the project work.
- can offer solutions and/or development ideas for the target organization based on the project objectives.
- is able to present the results of the project and provide some grounds for the solutions and development ideas for the target organisation.
- is able to work well in a project and in good cooperation with the partners.

Grade 5:

The student:

- has excellent knowledge of HRM issues and is able to apply the knowledge in the work-based project.
- is able to search and apply information critically and analytically in the project work.
- can offer versatile and creative solutions and/or development ideas for the target organisation based on the project objectives.
- is able to present fluently and comprehensively the results of the project and provide grounds for the solutions and development ideas for the target organisation in a consistent way.
- is able to work professionally in a project and in excellent cooperation with the partners.

Recognising and validating prior learning (RPL)

Student having experience of a similar project related to the management orientation can possibly replace the course by proving the required knowledge by writing a case of that specific project with supporting portfolio and presenting it to the instructor and students of the course. If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrolment week or latest when attending the first lecture.

Working life connections

The course includes co-operation with local companies and organizations.

Internationality

Cooperation between multicultural teams and organizations.

Course teachers

Eija Kärnä, Pasila
Olli Laintila, Pasila

Learning materials

Literature, data and other related materials to the project.

Recommended literature:

A Guide to the Project Management Body of Knowledge: Fourth Edition (PMBOK Guide). Project Management Institute. 2008

Armstrong, M. 2014, 13th ed. (or older). Armstrong's handbook of human resource management practice / Michael Armstrong and Stephen Taylor. London : Kogan Page.

Boxall, P. & Purcell, J. 2011, 3rd ed. (or older). Strategy and human resource management. Basingstoke, Palgrave Macmillan, 2011.

Events Management

Code: SER4LE202

Scope: 5 ECTS

Timing: 6th semester

Language: English

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Elective

Contents

Event planning, implementation, evaluation and reporting.

Learning methods

Lectures and guidance by the lecturer

Learning by doing, learning and sharing knowledge and expertise in teams

Independent and supervised project work

Learning outcomes and assessment

Upon completion of the course, the student

- is familiar with the planning and implementation processes of event management, and is able to operate with different stakeholders in a customer-oriented manner
- understands the different levels of events and meetings as well as related specific features within the field of event management
- is able to design, implement and evaluate a successful event
- is aware of risks related to event planning and its implementation
- understands the meaning of event concept

The course is evaluated on scale 1 to 5.

Working life connections

The course has strong connections with the business community; the tasks and examples are related to events organised in business and working life contexts. The course can possibly include visits to companies specialised in organizing events or guest lecturers from companies.

Course teacher

Eeva Särkilahti, Pasila

Learning materials

To be confirmed.

International Conferences and Congresses

Code: SER4LE201

Scope: 5 ECTS

Semester: 4th semester

Language: English

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Elective

Starting level and linkage with other courses

Assistant as service designer

Contents

- the development and significance of the conference and congress industry
- concepts, terminology and various types of conferences and congresses
- the elements and process of conference and congress planning and organizing
- cooperation with the various partners and the service network
- global business trends

Learning methods

Contact hours, Business community, visiting a conference on partner, Independent study and report and Assessment of one's own learning 1 h

Learning outcomes and assessment

Upon completion of the course, the student

- has an understanding of the impact of a conference or congress on the destination and the industry
- identifies the various types and elements of an international conference and congress
- can perform basic duties as part of a congress organizing team in the planning process
- can compare and benefit from the partners and service providers in the network
- identifies the global business trends in the conference and congress industry

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Grade 1:

The student:

- has some knowledge of the impact of a conference or congress on the destination and the industry can name some types and elements of an international conference and congress
- can apply some basic skills and duties, under supervision, as part of a congress organizing team in the planning process
- can list partners and service providers in the network
- is able to repeat some global business trends in the conference and congress industry

Grade 3:

The student:

- has knowledge and can explain the impact of a conference or congress on the destination and the industry
- can identify and discuss the main types and elements of an international conference and congress
- can apply some basic skills and duties, as part of a congress organizing team in the planning process
- able to differentiate and compare partners and service providers in the network
- able to search for, and provide examples global business trends in the conference and congress industry

Grade 5:

The student:

- has a good knowledge and can critically analyze the impact of a conference or congress on the destination and the industry
- can identify, describe and apply the various types and elements of an international conference and congress, and has abilities to design an organization team
- can independently and professionally perform basic duties as part of a congress organizing team in the planning process
- can compare and benefit from the partners and service providers in the network
- can critically analyze and provide suggestions of how to apply some global business trends in the conference and congress industry

Assessment components and their respective weights:

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Working life connections

The course includes conference, company or venue visits/duties.
And/or visiting lecturers from the industry.

Course teacher

Eeva Särkilahti

Learning materials

Material informed and/or provided by the teachers.

Creative Solutions in Marketing and Communications

Code: MAR4LE202/COM4LE202

Scope: 5 ECTS

Timing: 6th semester

Language: English

Curriculum: Mubba 2016

Course level: Joint Professional Studies

Course type: Elective

Starting level and linkage with other courses

The student has successfully completed the Basic Studies (Business Environment & Business Processes/Liiketoimintaympäristö tutuksi & Yrityksen prosessit and Työelämän tuloksellinen viestintä/Effective Communication in Organisations, Viestinnällä vaikuttaminen/Communicating with Impact).

Content

The course is implemented as a project. The students work in project teams according to client brief and team assignments specified by the instructors in the beginning of the course. Supporting lectures company visits and team meetings will be arranged throughout the course.

Learning methods

Project work

Team meetings & team work

Consultation sessions with the instructors and / or with the client

Supporting lectures if needed

Learning outcomes and assessment

Upon successful completion of the course, the student

- learns to apply marketing and communications knowledge into practice with a help of a client project or assignment which concentrates on creating innovative solutions for the commissioning party.
- learns to act and work professionally in a project team.
- understands the importance of customer understanding and orientation.

Assessment components:

Attendance and presentations of the project and its findings 100 %

Team performance is evaluated based on the contribution to the project.

Team assignments, presentations and activity are evaluated when assessing the overall performance by the teams. If low attendance/lower contribution to the project individual grade can be lower than the team grade.

The representative of the client company/organization, students and instructors will all participate in the evaluation of the project.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

Student can apply some marketing and communications knowledge into practice.
Student can only partly work professionally in a project team.
Student can only partly understand the task and customer expectations.
Student can collect and share relevant materials and participate on group discussions.
Student is able to present the results of the project to the target organization.

Grade 3:

Student can apply marketing and communications knowledge into practice.
Student can work professionally in a project team.
Student understands the task and customer expectations.
Student can collect and share relevant materials and participate on group discussions.
Student is able to present the results of the project and provide some grounds for the solutions and development ideas for the target organisation

Grade 5:

Student can apply very well marketing and communications knowledge into practice.
Student works professionally and actively in a project team.
Student can internalize the task and meet customer expectations.
Student can collect and share relevant materials and participate on group discussions.
Student is able to present fluently and comprehensively the results of the project and provide grounds for the solutions and development ideas for the target organisation in a consistent way.

Recognising and validating prior learning (RPL)

Student having strong experience in marketing and corporate communications can possible replace the course by proving the required knowledge by writing a career story with supporting portfolio and presenting it to the instructor and students of the course. If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrolment week or latest when attending the first lecture.

Working life connections

Project for the client company.

Internationality

Many of the projects are assigned by the international companies.

Course teachers

Heta-Liisa Malkavaara, Pasila
Mia-Maria Salmi, Pasila

Learning materials

Confirmed in the beginning of the project.

Marketing and Networks

Code: MAR4LE201

Scope: 5 ECTS

Timing: 4th semester

Language: English

Curriculum: Mubba 2016

Course level: Joint Professional Studies

Course type: Elective

Starting level and linkage with other courses

The student has successfully completed the Basic Studies (Business Environment and Business Processes / Liiketoimintaympäristö tutuksi & Yrityksen prosessit).

Learning methods

Problem Based Learning: tutorials and self-study

Team work and consultations

The course can be replaced by taking a similar (content and scope) course in Haaga-Helia or other university.

Learning outcomes and assessment

Upon successful completion of the course, the student

- knows the stages of planning marketing communications campaign
- knows how to assist the marketing management in the planning and implementation of integrated and digital marketing communication activities.
- knows the modern marketing communications methods and channels.
- understands the importance of integration of marketing, communications and sales.
- knows how to collaborate with different stakeholders within marketing communications e.g. with advertising, media and PR agencies.
- knows how to identify problems, search information and share knowledge.
- can act and discuss professionally in a team

Assessment components and their respective weights:

40 % tutorial group performance

20% tutorial individual performance

40% team work – Campaign Plan

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

Student can partly understand the marketing planning process.

Student can somehow understand the importance of integration of marketing, communications and sales.

Student can only partly identify different stakeholders in marketing communications industry,

Grade 3:

Student knows the marketing planning process and the modern marketing communications methods.

Student understands the importance of integration of marketing, communications and sales.
Student knows some stakeholders in marketing communications industry and understands how to collaborate with them.

Grade 5:

Student knows very well the marketing planning process and the modern marketing communications methods.

Student internalized the importance of integration of marketing, communications and sales.

Student can identify the different stakeholders in marketing communications industry and fully understands how to collaborate with them.

Recognising and validating prior learning (RPL)

Student having strong experience in planning and implementation of marketing communications activities and working with different stakeholders can possibly replace the course by proving the required knowledge by writing a career story with supporting portfolio and presenting it to the instructor and students of the course. If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrolment week or latest when attending the first lecture.

Working life connections

Guest lecturers and/or company visits.

Assignments are based on real life examples.

Internationality

Most of the assignments are representing international companies and cases.

Course teacher

Mia-Maria Salmi, Pasila

Learning materials

Moodle materials

Moriarty, Mitchell & Wells 2012, Advertising & IMC, principles and practice

Clow, K. & Baack, D. 2009. Integrated Advertising, Promotion and Marketing Communications. 4th ed. Pearson/Prentice Hall.

Fill C. 2009. Marketing Communications, Interactivity, Communities and Content

Pelsmacker P, Geuens M & Van den Bergh J 2013. Marketing Communications, A European Perspective

Nordic Business Environment

Code: SWE4LE203

Scope: 5 ECTS

Timing: 4th/6th semester

Language: Swedish

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Elective*

**required of students who have chosen compulsory Swedish*

Starting level and linkage with other courses

Secondary school Swedish or corresponding proficiency

Learning methods

- a. Contact lessons and assignments and a workshop
- b. Assignments and various amount of contact lessons and a workshop
- c. Independent studies and a workshop

The assessment of one's own learning 1 h

Learning outcomes and assessment

Assessment components and their respective weights:

Written exam and written assignments 50%

Spoken workshop and spoken assignments 50%

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student understands financial news and reports and is able to summarize their main points. She/he uses vocabulary concerning an enterprise and its financial situation in some limited manner. He/she is able to adequately apply during the course acquired skills to practice and is also able to use various sources of information and is able to share her/his professional knowledge with others in a limited manner. She/he is able to participate in meetings and conversations in business interactions.

Grade 3:

The student understands and is able to discuss financial news and reports and is able to summarize their main contents. He/she has a good knowledge of vocabulary concerning an enterprise and its financial situation. He/she is able to apply well during the course acquired skills to practice and is able to use sources of information independently and is able to share her/his professional knowledge and skill with others well. She/he is able to master meetings and conversations in business interactions

Grade 5:

The student understands and is able to discuss in depth challenging financial news and reports, and is able to summarize their main contents in detail. She/he has a wide knowledge of vocabulary concerning an enterprise and its financial situation. She/he is able to use sources of

information successfully and adapts to cultural content very well and is also able to share his/her professional knowledge and skills with others very well. She/he is able to master meetings and conversations on higher levels in business interactions.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Working life connections

Company presentation materials, interviews, visiting lecturer from a company and seminars.

Internationality

Nordic learning materials

Course teachers

Marjaana Halsas, Pasila
Britt-Marie Carlsson, Pasila

Learning materials

All basic material can be downloaded in Moodle and/or Sharepoint

Building Communication Competence and Confidence

Code: COM4LE201

Scope: 5 ECTS

Timing: 4th semester

Language: English

Curriculum: Mubba 2016

Course level: Advanced Studies

Course type: Elective

Starting level and linkage with other courses

Effective Communication in Organizations COM1LE101 and Communication with Impact 2 or COM1LE101 or matching communication competence and skills acquired by other means.

Contents

Communication skills in working life and work communities
Setting targets and modifying communication according to context
Strengthening interpersonal communication competences
Communication as profession

Learning methods

Combination of project work, team work and assignments, individual work and supporting lectures and workshops. Individual completion or studyfication of the course needs to be separately discussed and agreed with the teacher / advisor.

Learning outcomes and assessment

Assessment components and their respective weights:

Attendance and assignments 100 %.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

Student is able to describe and differentiate different communication skills needed in working life and is self-aware and is to recognize own strengths and weaknesses related to those. He /she is able to name and describe communication as a profession in the current business environment.

Grade 3:

In addition to achieving the competences and skills for Grade 1, the student can set targets and actively seeks to develop own communications. He /She can apply conceptual thinking into to course assignments and activities.

Grade 5:

In addition to achieving the mentioned competences and skills for Grade 3, the student actively seeks and is able to give and receive feedback in a constructive manner. He /she has proactive and positive attitude,

takes responsibility and contributes to group work in an excellent manner and demonstrates high level of activeness and motivation in completing tasks and assignments.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) takes place according to separate instructions provided by the course lecturers(s) or advisor(s).

Working life connections

Possible projects and/or guest lecturers from different companies. Case studies from real life.

Internationality

Possible guest lecturers from international companies, international project/student teams, international learning materials.

Course teachers

Heta-Liisa Malkavaara, Pasila
Mirka Sunimento, Pasila

Learning materials

Material provided by teachers and students such as online material, white papers, presentations, videos and business papers.

Creative Solutions in Marketing and Communications

Code: MAR4LE202/COM4LE202

Scope: 5 ECTS

Timing: 6th semester

Language: English

Curriculum: Mubba 2016

Course level: Joint Professional Studies

Course type: Elective

Starting level and linkage with other courses

The student has successfully completed the Basic Studies (Business Environment & Business Processes / Liiketoimintaympäristö tutuksi & Yrityksen prosessit and Työelämän tuloksellinen viestintä / Effective Communication in Organisations, Viestinnällä vaikuttaminen / Communicating with Impact).

Contents

The course is implemented as a project. The students work in project teams according to client brief and team assignments specified by the instructors in the beginning of the course. Supporting lectures company visits and team meetings will be arranged throughout the course.

Learning methods

Project work

Team meetings & team work

Consultation sessions with the instructors and / or with the client

Supporting lectures if needed

Learning outcomes and assessment

Upon successful completion of the course, the student

- learns to apply marketing and communications knowledge into practice with a help of a client project or assignment which concentrates on creating innovative solutions for the commissioning party.
- learns to act and work professionally in a project team.
- understands the importance of customer understanding and orientation.

Assessment components and their respective weights:

Attendance and presentations of the project and its findings 100 %

Team performance is evaluated based on the contribution to the project.

Team assignments, presentations and activity are evaluated when assessing the overall performance by the teams. If low attendance/lower contribution to the project individual grade can be lower than the team grade.

The representative of the client company/organization, students and instructors will all participate in the evaluation of the project.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

Student can apply some marketing and communications knowledge into practice.
Student can only partly work professionally in a project team.
Student can only partly understand the task and customer expectations.
Student can collect and share relevant materials and participate on group discussions.
Student is able to present the results of the project to the target organization.

Grade 3:

Student can apply marketing and communications knowledge into practice.
Student can work professionally in a project team.
Student understands the task and customer expectations.
Student can collect and share relevant materials and participate on group discussions.
Student is able to present the results of the project and provide some grounds for the solutions and development ideas for the target organisation

Grade 5:

Student can apply very well marketing and communications knowledge into practice.
Student works professionally and actively in a project team.
Student can internalize the task and meet customer expectations.
Student can collect and share relevant materials and participate on group discussions.
Student is able to present fluently and comprehensively the results of the project and provide grounds for the solutions and development ideas for the target organisation in a consistent way.

Recognising and validating prior learning (RPL)

Student having strong experience in marketing and corporate communications can possible replace the course by proving the required knowledge by writing a career story with supporting portfolio and presenting it to the instructor and students of the course. If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrolment week or latest when attending the first lecture.

Working life connections

Project for the client company.

Internationality

Many of the projects are assigned by the international companies.

Course teachers

Heta-Liisa Malkavaara, Pasila
Mia-Maria Salmi, Pasila

Learning materials

Confirmed in the beginning of the project.

Russian Business Communication 2

Code: RUS4LE202

Scope: 5 ECTS

Timing: 2nd/4th semester

Language: Russian

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Elective*

**required of students who have chosen compulsory Russian*

Starting level and linkage with other courses

Competence level: B1

Russian Business Communication 1 or equivalent studies.

Contents

The course introduces students to spoken and written Russian business language and to Russian business culture:

Presentation of a company

Meeting guests

Fairs

Job interview

Meetings

Business culture

Russian business letter standard

PR-letters and business letters

Participis ja passiv voice

Learning methods

The options that are appropriate for the course:

Contact lessons and assignments and exams OR

Exams and assignments

The assessment of one's own learning 1 h

Learning outcomes and assessment

Assessment components and their respective weights:

Spoken part 50 %.

Written part 50 %

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student can use very simple spoken language and hardly copes with short routine communication situations in Russian. She/he knows the most common business Russian words and phrases and can with

big effort make up Russian PR- and business messages using Cyrillic Word processing. There is still much to improve in messages and they couldn't be sent without correcting. She/he can tell shortly about a company or organization.

Grade 3:

The student can use spoken Russian language and copes with routine communication situations in Russian in good level. She/he knows the common business Russian words and phrases and can make up good Russian PR- and business messages using Cyrillic Word processing. There is still a little bit to improve in messages and it is recommended to make some corrections before sending them. She/he can tell about a company or organization.

Grade 5:

The student can use fluent spoken Russian language and copes with most communication situations in Russian in good level. She/he masters the common business Russian words and phrases and can make up excellent Russian PR- and business messages using Cyrillic Word processing. There is nearly anything to be corrected in the messages. She/he can fluently tell about a company or organization.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

If possible there will be organized a company visit during the course.

Internationality

The students' group is international.

Course teachers

Pirjo Salenius, Pasila
Inara Shakirova, Pasila

Learning materials

Akišina - Skorikova, 2013. Delovyje kontakty (2. osa). Russki jazyk kursy. Moskova.
Salenius, 2014, Venäjänkielinen liikeviestintä, Promentor (verkkomateriaali)
Ojanen - Laurila-Hellman Prokkola 2000. Sekret uspeha 1. Helsingin kauppakorkeakoulu. Helsinki.
Additional material given by the lecturer.

Russian Business Environment

Code: RUS4LE203

Scope: 5 ECTS

Timing: 4th/6th semester

Language: Russian

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Elective*

**required of students who have chosen compulsory Russian*

Starting level and linkage with other courses

Language level: B 2

Russian Business Communication 4

Contents

The course is divided into two parts: Contract Texts in Russian Trade and Assistant's Job in Russian Trade. The course involves contact hours and weekly assignments.

Contract Texts in Russian Trade (first period):

Structure and main contents of Russian contracts and participles and the passive voice

Assistant's Job in Russian Trade (second period):

Simulated job application situations, compilation of Europass-Language passport and CV, presentation of one's organisation, presentation of one's job description, presentation of business in Finland, Trade between Russia and Finland

Learning methods

Contract Texts in Russian Trade:

A. Contact lessons and written exam OR

B. Written exam

Assistant's Job in Russian Trade:

A. Contact lessons, distant assignments and oral exam OR

B. Distant assignments and oral exam and portfolio

The assessment of one's own learning 1 h

Learning outcomes and assessment

Assessment components and their respective weights:

Contract Texts in Russian Trade:

Written test 100 %

Assistant's Job in Russian Trade:

Final oral exam 50 %

Distant assignments 20 %
Active participating in classes 30 p.

Max. 100 p.

Contract Texts in Russian Trade comprises 50 % and Assistant's Job in Russian Trade 50 % of the overall grade. Both parts must be successfully completed.

Passed course is assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student understands a Russian purchase agreement to some extent and is able to name its main points. He/she knows the vocabulary concerning agreements in a limited way and is able to apply during the course acquired skills to business messages only adequately.

The student manages in simulated job application situations and presenting one's job description. He/she knows Finnish and Russian economics and the trade between our countries. There is still much to be improved upon to be able to work in Russian trade.

Grade 3:

The student understands main points of a Russian purchase agreement and is able to summarize its contents logically. He/she knows the vocabulary concerning agreements well and is able to apply during the course acquired skills to business messages quite well. The student manages in simulated job application situations and presents logically one's job description. He/she knows Finnish and Russian economics and the trade between our countries. There is a little bit to be improved upon to be able to work in Russian trade.

Grade 5:

The student understands main points of a Russian purchase agreement and is able to summarize its contents successfully. He/she knows the vocabulary concerning agreements very well and is able to apply during the course acquired skills to practice on a high level. The student manages in simulated job application situations and presents fluently one's job description. He/she knows Finnish and Russian economics and the trade between our countries. He/she is ready to work in Russian trade.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

Students are introduced to the practices of Finnish companies concerning their Russian agreements. During Assistant's Job in Russian Trade: Company visits and interviews.

Internationality

Russian studies according the requirements of Finnish companies. The study group is usually multicultural.

Course teachers

Pirjo Salenius, Pasila
Inara Shakirova, Pasila

Learning materials

Salenius, P., 2000. Sopimukset venäjäksi. Helia. (Contract Texts in Russian Trade)
Material provided by the teacher.

Basics of Spoken Chinese and Chinese Culture

Code: CHI8LE008

Scope: 3 ECTS

Timing: 1st-7th semester

Language: English

Curriculum:

Course level: Basic Studies

Course type: Elective

Starting level and linkage with other courses

Starting level: 0 (No prerequisites)

Contents

During the course, students will learn the following skills:

- getting acquainted with a new person
- introducing oneself and others
- asking and talking about time, dates and schedule
- telling about one's own home, present life situation, friends and foreign language skills
- talking about likes and dislikes, sports and hobbies etc.
- singing one or two Chinese songs
- getting familiar with some basic aspects of Chinese culture

Learning methods

Interactive classroom activities

Individual and pair work

Internet Assignments and the final exam

Learning outcomes and assessment

The purpose of this course is to learn the spoken language skills involving everyday situations and get familiar with the basic knowledge of Chinese culture.

After the course, students will:

- achieve the proficiency of the five Mandarin tones
- master the Mandarin Pinyin system
- be able to communicate with confidence in Mandarin Chinese concerning very basic everyday life situations
- Understand the basic aspects of Chinese culture

Assessment components and their respective weights:

Internet Assignments: 30%

Final exam: 70%

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 5 (Excellent)

The student:

- is able to understand simple oral messages and transmit them successfully to the recipient. Speaking skills are excellent as far as constructions and/or pronunciation is concerned.
- knows how to apply the learned skills in practice on simple constructions in new situations.
- masters the culture knowledge covered in the course

Grade 3 (Good)

The student:

- is often able to understand simple oral messages and transmit them to the recipient. Speaking and writing skills are good as far as constructions and/or pronunciation is concerned.
- has readiness to apply the learned skills in practice on simple constructions in new situations.
- masters most of the culture knowledge covered in the course

Grade 1 (Satisfactory)

The student:

- has limited capability to understand simple oral messages and transmit them to the recipient. Speaking and writing skills are passable as far as constructions and/or pronunciation is concerned.
- is able to recognize simple constructions and frequently used expressions in different situations.
- masters some of the culture knowledge covered in the course

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Course teacher

Hai Guo

Learning materials

Great Wall Chinese 2009: Level 1, Office of Chinese Language Council International

Materials given by the teacher

Chinese for Beginners 1

(初级汉语)

Code: CHI8LE210

Scope: 5 ECTS

Timing: 1st semester

Language: English/Chinese

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Elective*

**but required of students who have chosen compulsory Chinese*

Starting level and linkage with other courses

Starting level: 0 (No prerequisites)

Contents

- the four main tones and the 5th toneless one
- the consonants and vowels of the Pinyin transliteration system
- vocabulary and sentence types from everyday conversation
- basic grammar rules on verbs, adjectives, sentence structure, etc.
- about 100 basic Chinese characters

Chinese is the most spoken language in the world and one of the official languages of the UN. It is used officially in mainland China, Hong Kong, Taiwan, and Singapore. It is also used in Malaysia and the business world of Southeast Asia to a large extent. The Chinese language has had a great impact on East Asian languages and cultures. Thousands of Chinese characters have been borrowed by the Japanese language, and about 65% of Korean words have their origin in Chinese.

Contrary to what many people believe, Chinese is not that difficult to learn. For example, the grammar is quite simple, the verbs are not conjugated and most words are short – only one or two syllables. Learning the Chinese characters takes time, but the graphic writing system is extremely interesting. The art of writing characters, i.e. calligraphy, is itself one of the most esteemed art forms in East Asia.

According to the latest language research made by the Chinese Ministry of Education in 2007, only 581 characters make up 80% of common Chinese texts. And if you know 934 characters, for whatever you might wish to read in Chinese, you can already recognize 90% of the characters.

Learning methods

Interactive classroom activities

Individual and pair work

Internet learning at least 30%

Mid-term and final exams

Learning outcomes and assessment

Target level: A1

Students

- know how to distinguish and pronounce the five tones in Mandarin Chinese
- get familiar with the Pinyin transliteration system
- know how to introduce themselves by stating their name, nationality, language skills, etc.
- can carry on some short superficial small talk
- get familiar with basic Chinese grammar
- learn the basics of reading and writing the most common Chinese characters

Alternative ways to complete the course:

Not attending the contact hours but doing the assignments and taking the final exam.

Assessment components and their respective weights:

Mid-term 50% and final exam 50%

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 5 (Excellent):

The student:

is able to understand simple oral and written messages and transmit them successfully to the recipient. Speaking and writing skills are excellent as far as constructions and/or pronunciation is concerned. knows how to apply the learned skills in practice on simple constructions in new situations.

Grade 3 (Good):

The student:

is often able to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are good as far as constructions and/or pronunciation is concerned. has readiness to apply the learned skills in practice on simple constructions in new situations.

Grade 1 (Satisfactory):

The student:

has limited capability to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are passable as far as constructions and/or pronunciation is concerned. is able to recognize simple constructions and frequently used expressions in different situations.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Course teacher

Hai Guo

Learning materials

Hai Guo & YLE 2009: BBC Real Chinese/Kiinaa matkailijoille, Finnlectura (lesson 1-4)

Gu Feng 2009: Mandarin Teaching Toolbox, Volume 1, Confucius Institute at BCIT

Hai Guo 2010: Multimedia English materials based on “Matka Kiinan kieleen ja kulttuuriin”

Chinese for Beginners 2

(中级汉语)

Code: CHI8LE220

Scope: 5 ECTS

Timing: 2nd semester

Language: English/Chinese

Curriculum: Mubba 2016

Course level: Basic Studies/Free-choice Studies

Course type: Elective*

**but required of students who have chosen compulsory Chinese*

Starting level and linkage with other courses

Starting level: A1.1

Chinese for Beginners 1, or one semester of beginning level Chinese

Contents

- consonants and vowels of the Pinyin system
- telling the time, hobbies and everyday routines
- telling about one's family
- survival level language skills in everyday life situations in a tea house, café, bar, restaurant, shop, etc.
- survival level language skills in traveling situations such as buying train and plane tickets, asking for directions, etc.
- grammar rules for creating different types of sentences
- different kinds of question sentences and their answers

Learning methods

Interactive classroom activities

Individual and pair work

Internet learning 50%

Alternative ways to complete the course:

Not attending the contact hours but doing the assignments and taking the final exam.

Learning outcomes and assessment

Target level: A1.2

Students

- master all the elements of Pinyin transliteration system
- become proficient in the five tones
- learn diversified vocabularies and grammar skills in spoken language expressions for everyday situations
- master the basics of reading and writing Chinese characters

Assessment components and their respective weights:

Final examination: 100%

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 5 (Excellent)	Grade 3 (Good)	Grade 1 (Satisfactory)
<p>The student:</p> <ul style="list-style-type: none"> is able to understand simple oral and written messages and transmit them successfully to the recipient. Speaking and writing skills are excellent as far as constructions and/or pronunciation is concerned. knows how to apply the learned skills in practice on simple constructions in new situations. 	<p>The student:</p> <ul style="list-style-type: none"> is often able to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are good as far as constructions and/or pronunciation is concerned. has readiness to apply the learned skills in practice on simple constructions in new situations. 	<p>The student:</p> <ul style="list-style-type: none"> has limited capability to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are passable as far as constructions and/or pronunciation is concerned. is able to recognize simple constructions and frequently used expressions in different situations.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Course teacher

Hai Guo

Learning materials

Hai Guo & YLE 2009: BBC Real Chinese/Kiinaa matkailijoille, Finnlectura (lesson 5-10)

Gu Feng 2009: Mandarin Teaching Toolbox, Volume 2, Confucius Institute at BCIT

Contemporary Finnish Literature

Code: FIN8LE001

Scope: 3 ECTS

Timing: Semester 4-7

Language: Finnish/English

Course level: Professional Studies

Course type: Free-choice Studies

Competence level: B2

Prerequisites

Taking the exam requires excellent Finnish skills and knowledge of the basic terms of literary research in Finnish.

Learning outcomes

Students cultivate their skills in understanding Finnish: vocabulary, Finnish society and culture.

Course contents

The course covers four contemporary Finnish novels. The course is completed through independent study (81 h).

Students read 4 novels in Finnish and take an exam on them.

Teaching and learning methods

The course involves a written exam and 81 hours of independent study including self-assessment of learning assignment of 1 hour.

Teacher with the main responsibility for the course

Sanna Kukkonen, Pasila

Course materials

Students read four novels, one of each category:

- a. Antti Holma: Järjestäjä tai Maria Turtschaninoff: Maresi. Punaisen luostarin kronikoita
- b. Venla Hiidensalo: Karhunpesä tai Tommi Kinnunen: Lopotti
- c. Juha Itkonen: Palatkaa perhoset tai Riikka Pulkkinen: Paras mahdollinen maailma
- d. Jussi Valtonen: He eivät tiedä mitä tekevät tai Riikka Ala-harja: Maihinnousu

Assessment criteria/ scale 5-1

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 5 - 3 - 1.

Grade 5 (Excellent)

Grade 3 (Good)

Grade 1 (Satisfactory)

The student:

- has read all the required books and is able to demonstrate that by interpreting the texts, discussing the different elements and giving relevant examples.
- understands fully the basic literary concepts and uses them correctly.

The student:

- has read all the required books and is able to demonstrate that.
- is partly able to interpret the texts according to the assignment and gives some examples, which aren't always relevant.
- understands partly the basic literary concepts and uses some of them correctly.

The student:

- may have read all the required books but is not able to demonstrate that.
- is able to interpret some aspects of the texts according to the assignment and he/she may give few examples.
- has limited understanding and usage of the basic literary concepts.

Written exam 100 %.

In order to pass the course, students must answer at least three of the four exam questions. Full points can be received only by answering all four questions.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used for course/module development.

Cultural Portfolio of German-speaking Europe

Code: GER8LE082

Extent: 3 ECTS (81 h)

Timing: 1st-7th semester

Language: German / English

Competence level: A2-B2

Level: Professional studies

Type: Free-choice

Prerequisites

No prerequisites.

Learning outcomes

After completing the course student

- has broadened his/her vocabulary
- has improved his/her understanding of grammar
- finds it easier to express him/herself in German
- is aware of the German-speaking cultural activities in Helsinki area

Course contents

Student familiarizes himself with German-speaking cultural activities offered in Helsinki area. He visits different German or German-speaking institutes, organisations, restaurants/cafes, watches films, etc. and reports about them in writing. Each report is controlled, corrected and feedback is given personally. Student can work on his portfolio from the first up to the seventh semester.

Cooperation with the business community

Visits to and/or from different companies, institutes or organisations, e.g. Goethe Institut, Deutsch-Finnische Handelskammer, Deutsche Bibliothek, Deutsche Botschaft, Deutsche Schule.

Teaching and learning methods

Student agrees upon his visit beforehand by e-mail and receives instructions for his report. Student keeps account on his hours used for visits, report writing, meetings with teacher and corrections. Approximately 10 reports are written during the course, which are corrected based on teacher's feedback and collected into a portfolio. Only one book/film review can be written.

This course involves 81 hours independent work.

Contact teachers

Sirpa S. Bode, Pasila

Learning materials

To be agreed individually with teacher.

Assessment criteria

Evaluation is based on language use; ability to use vocabulary and structures, fluency and logic of text.
Last report is a self-assessment.

Cyrillic Word Processing and Transliteration

Code: RUS8LE110

Scope: 3 ECTS

Timing: 1st-7th semester

Language: Russian/English

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Free-choice Studies (online course)*

**required of students who have chosen compulsory Russian*

Starting level and linkage with other courses

Language level: A 2

Basic Russian 1 and 2 or equal knowledge

Contents

Cyrillic text processing: writing exercises and document standards in Russian

Transliteration: Finnish or international transliteration standards

Search for information: using the Russian searching tools

Learning methods

A. Weekly assignments and final written exam OR

B. Final exam

The assessment of one's own learning 1 h

Learning outcomes and assessment

Assessment components and their respective weights:

Final written exam 65 p.

Weekly assignments 35 p.

Max. 100 p. OR

Final written exam 100 p.

Passed course is assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student is able to partly copy Russian texts. He/she masters the standard Russian business letter and can apply this knowledge somewhat to assignments. (S)he knows either the Finnish or international transliteration system to some extent and finds some of the needed information concerning Russian on the Internet.

Grade 3:

The student is able to copy Russian texts well. He/she masters the standard Russian business letter and can apply this knowledge to assignments well. (S)he knows either the Finnish or international transliteration system well and can find nearly all needed information concerning Russian on the Internet.

Grade 5:

The student is able to copy Russian texts very well. He/she masters the standard Russian business letter and can apply this knowledge to assignments very well. (S)he knows either the Finnish or international transliteration system very well and can find important information concerning Russian on the Internet.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

Course texts are edited versions of actual business correspondence.

Internationality

Russian studies according the requirements of Finnish companies.

Course teacher

Pirjo Salenius

Learning materials

Salenius, P. Cyrillic text processing and transliteration, in Moodle.

German for Beginners 1

Code: GER8LE210
Scope: 5 ECTS
Timing: 1st-7th semester
Language: German
Curriculum: Mubba 2016
Level: Basic Studies
Type: Elective
Competence level: A1

Starting level and linkage with other courses

No German language skills required.

Learning outcomes

After the courses German for Beginners 1 and 2 the student has reached a solid grasp of basic German grammar. Students are prepared for the compulsory German courses in the Degree Programme for Multilingual Management Assistants.

Learning methods

Contact hours
Independent study
Written exam
Self-assessment of learning 1 h

Learning objectives and assessment

The passed course is assessed on a scale 1 to 5. The assessment criteria are presented for the grades 1-3-5.

Grade 1

The student sometimes understands simple and diverse oral and written messages and is able to forward some of them to the recipient. His/ Her speaking and writing language structures and/or pronunciation are poor, but the student can use learned new items in simple language use situations.

Grade 3

The Student often understands simple and diverse oral and written messages and is able to forward them to the recipient. His/ Her speaking and writing language structures and/or pronunciation are good and the student is often able to use learned new items in familiar, diverse language use situations.

Grade 5

The student usually understands simple and diverse oral and written messages and is able to forward them successfully to the recipient. His/ Her speaking and writing language structures and/or pronunciation are very good and the student can use learned new items in new, diverse language use situations.

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and contents. This must be agreed upon with the teacher no later than two weeks before the course begins.

Each student may attempt this only once in the period prior to the giving of the course. The evaluation takes place on a scale of 1-5.

Internationality

German studies according to the requirements of Finnish companies. The study group is usually multicultural.

Course contents

German grammar, vocabulary, pronunciation, everyday and business conversation practice, as well key aspects of German grammar, everyday and business vocabulary.

Course materials

Paul Gogge & Heiner Schenke: Willkommen! A first course in German (Course Book). Hodder education. 1. or 2. edition.
& lecturer's handouts.

Assessment components and their respective weights

Written exam 80 %

Class work 20 %

The self- assessment does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Teacher

Sirpa S. Bode

German for Beginners 2

Code: GER8LE220

Scope: 5 ECTS

Timing: 1st-7th semester

Language: German

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Elective

Competence level: A1

Starting level and linkage with other courses

German for Beginners 1 (GER8LE210) or equivalent.

Contents

German grammar, vocabulary, pronunciation, everyday and business conversation practice, as well key aspects of German grammar, everyday and business vocabulary. The course contents are the same than of German for Beginners 1, but the themes are covered in more depth.

Learning methods

Contact hours

Independent study

Written exam

Self-assessment of learning 1 h

Learning outcomes and assessment

A solid grasp of basic German grammar. Students are prepared for the compulsory German courses in the Degree Programme for Multilingual Management Assistants.

Assessment components and their respective weights:

Written exam 80 %

Class work 20 %

The self-assessment does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

The passed course is assessed on a scale 1 to 5. The assessment criteria are presented for the grades 1 - 3 - 5.

Grade 1:

The student sometimes understands simple and diverse oral and written messages and is able to forward some of them to the recipient. His/ Her speaking and writing language structures and/or pronunciation are poor, but the student can use learned new items in simple language use situations.

Grade 3:

The Student often understands simple and diverse oral and written messages and is able to forward them

to the recipient. His/ Her speaking and writing language structures and/or pronunciation are good and the student is often able to use learned new items in familiar, diverse language use situations.

Grade 5:

The student usually understands simple and diverse oral and written messages and is able to forward them successfully to the recipient. His/ Her speaking and writing language structures and/or pronunciation are very good and the student can use learned new items in new, diverse language use situations.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and contents. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. The evaluation takes place on a scale of 1-5.

Internationality

German studies according to the requirements of Finnish companies. The study group is usually multicultural.

Course teacher

Sirpa S. Bode

Learning materials

Paul Gogge & Heiner Schenke: Willkommen! A first course in German (Course Book). Hodder education. 1.or 2. edition.
& lecturer's handouts.

Project Work C: Slush

Code: WOR8LS006

Scope: 3 ECTS

Timing: 2.-7. semester

Language: English

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Free-choice Studies

Starting level and linkage with other courses

The student has completed the first semester studies of her/his Degree Programme.

Learning methods

Orientation and introductory lectures

Team work and consultations Participation in the event as agreed in advance

Writing a reflection report

Learning outcomes and assessment

Upon successful completion of the course, the student

- knows the development steps at general level of an international event implementation.
- can work as a team member in implementing an international event.
- can take responsibility for her/his own actions and obligations as one of the organisers of the event.

Assessment components and their respective weights:

100% participation and the reflection report.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student evaluates own way of working at the event.

Grade 3:

The student finds development needs in one's own way of working and returns the reflection report in time.

Grade 5:

In addition to the previous the student describes how to utilize this experience in the future.

Recognising and validating prior learning (RPL)

If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course.

Working life connections

The event is implemented in strong connection with the working life.

Internationality

The event is international.

Course teacher

Taru-Lotta Gumse, Pasila
Tuula Tuomainen, Pasila

Learning materials

Introductory materials
Event instructions

Project Work PreR: Slush

Code: WOR8LS007

Scope: 3 ECTS

Timing: 2.-7. semester

Language: English

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Free-choice Studies

Starting level and linkage with other courses

The student has completed the first semester studies of her/his Degree Programme.

Learning methods

Orientation and introductory lectures

Team work and consultations

Participation in the event as agreed in advance

Writing a reflection report

Learning outcomes and assessment

Upon successful completion of the course, the student

- knows the development steps at general level of an international event implementation.
- can work as a team member in implementing an international event.
- can take responsibility for her/his own actions and obligations as one of the organisers of the event.

Assessment components and their respective weights:

100% participation and the reflection report.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student evaluates own way of working at the event.

Grade 3:

The student finds development needs in one's own way of working and returns the reflection report in time.

Grade 5:

In addition to the previous the student describes how to utilize this experience in the future.

Recognising and validating prior learning (RPL)

If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course.

Working life connections

The event is implemented in strong connection with the working life.

Internationality

The event is international.

Course teacher

Taru-Lotta Gumse, Pasila
Tuula Tuomainen, Pasila

Learning materials

Introductory materials
Event instructions

Project Work R: Slush

Code: WOR8LS008

Scope: 3 ECTS

Timing: 2.-7. semester

Language: English

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Free-choice Studies

Starting level and linkage with other courses

The student has completed the first semester studies of her/his Degree Programme.

Learning methods

Orientation and introductory lectures

Team work and consultations

Participation in the event as agreed in advance

Writing a reflection report

Learning outcomes and assessment

Upon successful completion of the course, the student

- knows the development steps at general level of an international event implementation.
- can work as a team member in implementing an international event.
- can take responsibility for her/his own actions and obligations as one of the organisers of the event.

Assessment components and their respective weights:

100% participation and the reflection report.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student evaluates own way of working at the event.

Grade 3:

The student finds development needs in one's own way of working and returns the reflection report in time.

Grade 5:

In addition to the previous the student describes how to utilize this experience in the future.

Recognising and validating prior learning (RPL)

If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course.

Working life connections

The event is implemented in strong connection with the working life.

Internationality

The event is international.

Course teacher

Taru-Lotta Gumse, Pasila
Tuula Tuomainen, Pasila

Learning materials

Introductory materials
Event instructions

Project Work Siipi: Slush

Code: WOR8LS009

Scope: 3 ECTS

Timing: 2.-7. semester

Language: English

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Free-choice Studies

Starting level and linkage with other courses

The student has completed the first semester studies of her/his Degree Programme.

Learning methods

Orientation and introductory lectures

Team work and consultations

Participation in the event as agreed in advance

Writing a reflection report

Learning outcomes and assessment

Upon successful completion of the course, the student

- knows the development steps at general level of an international event implementation.
- can work as a team member in implementing an international event.
- can take responsibility for her/his own actions and obligations as one of the organisers of the event.

Assessment components and their respective weights:

100% participation and the reflection report.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student evaluates own way of working at the event.

Grade 3:

The student finds development needs in one's own way of working and returns the reflection report in time.

Grade 5:

In addition to the previous the student describes how to utilize this experience in the future.

Recognising and validating prior learning (RPL)

If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course.

Working life connections

The event is implemented in strong connection with the working life.

Internationality

The event is international.

Course teacher

Taru-Lotta Gumse, Pasila
Tuula Tuomainen, Pasila

Learning materials

Introductory materials
Event instructions

StartUp School - Developing Entrepreneurial Mindset

Course name: StartUp School – Developing Entrepreneurial Mindset

Code: **WOR8HH022**

Scope: 5 ECTS (135 h)

Timing: 1.-7. semester

Language: English or Finnish

Course level: Professional Studies (or Free-choice)

Course type: Elective (or Free-choice)

Details of implementation and enrolment, please, see <http://startupschool.fi/what-we-offer/courses/>

Starting level and linkage with other courses

You should have a business idea to work with before entering this course.

Learning objectives

You will analyse yourself as an entrepreneur and learn to understand entrepreneurial lifestyle. By taking the first steps to define and develop the idea towards feasible business, you will start building your own entrepreneurial path. You also analyse and start to extend your entrepreneurial network during this course.

Recognizing and validating prior learning (RPL)

Accreditation of prior learning is applied on the course according to separate instructions. Please contact startupschool@haaga-helia.fi.

Working life connections

You develop and describe your own business idea and validate it with potential customers.

Internationality

Internationality is visible through the assignments, meetings and group discussions.

Content

- Me as an Entrepreneur
- Entrepreneurship as a lifestyle
- Customer problem and value proposition
- Idea description and prototype creation

- Network analysis and interview of the entrepreneur
- Cost structure and revenue streams
- Pitching your idea to the entrepreneurial society

Learning methods

Two f-2-f meetings, independent assignments, discussions and comments to the other students and pitching your idea.

Assessment criteria

You work independently, return your assignments, and discuss actively and develop your business idea during the course. Course assessment is on a scale of 1 to 5. The assessment criteria is on a scale of 1-3-5.

Grading/ Components	1	3	5
Self-leadership	Student understands own strengths and development areas. He/she identifies own entrepreneurial vision.	+ Based on self-analysis and discussions with others, student recognizes where he needs help and can build his activities based on this analysis.	+ Student creates a realistic and personal entrepreneur development plan and starts to implement it.
Communication and networks	Student describes his own network and recognizes for whom (stakeholders) he needs to communicate the business idea.	+ Student identifies the communication needs related to each stakeholder.	+ Student prepares communication plan to support the implementation of the business idea and justifies the need for those.
Idea development	Student takes the first customer contacts to test the idea and vision. Student describes customer problem, solution and value proposition of the idea.	+ Student tests and develops the idea further based on the customer feedback. + Student analyses and describes the business model of the idea	+ Student creates, describes and justifies the business idea as feasible business case, pitch and justify it to the other students.
Team work	Contribution in the group discussions active and student gives feedback to the others.	+ Student participates in the group discussions actively and helps other students with their challenges.	+ Student participates to the group discussion in Impressive way and contributes to the other students and share new ideas to the other students' work.

Teachers responsible

Päivi Williams

Course material

Available on Claned <https://app.claned.com>

StartUp School - Find Your Strengths

Code: WOR8HH032

Scope: 5 ECTS

Timing: 1.-7. Semester

Language: English and Finnish

Course level: Professional Studies (or Free-choice)

Course type: Elective (or Free-choice)

Details of implementation and enrollment, please, see <http://startupschool.fi/what-we-offer/courses/>

Starting level and linkage with other courses

No requirements.

Learning objectives and assessment

Find and analyse your personal values, interests, passions and strengths. By analysing skills and competences you clarify your future professional career. Career can be self-employment, employment within an organisation or creation of a business idea. You learn self-leadership competences, and recognises development areas of his/her personal skills.

Course assessment is on a scale of 1 to 5. The assessment criteria is on scale 1-3-5.

Grade 1

Finds personal values, interests, passions and strengths

Recognises development areas and creates a development plan

Grade 3

Can reflect of her/his learning

Can develop independently her/his professional career or business idea

Understands importance of ongoing professional self-development

Grade 5

Recognises her/his strengths and knows how to develop them independently

Evaluates her/his self-development critically and acts accordingly

Student learns the principles of coaching and helps other students in their own development areas

Recognising and validating prior learning (RPL)

Accreditation of prior learning is applied on the course according to separate instructions. Please contact startupschool@haaga-helia.fi.

Internationality

Internationality is visible through the course and the assignments.

Contents

The objective of the course is to develop your self-knowledge and self-leadership skills.

Each group has students with different competences and development areas for which the teacher tailors the course content accordingly. You will learn how to enlarge and utilize your networks. Also, you will get familiar with the coaching process.

Content can be as follows:

Identifying personal strengths

Understanding personal motivation and values behind motivation

Improving self-leadership skills and development areas

Developing self-knowledge

Learning better interaction methods

Learning methods

This course will be implemented as group coaching methods. Teacher will give directions, and acts as a facilitator.

Course includes mandatory self-learning assessments.

Assessment

Assessment is based on the evaluation of several assignments, and activity within the group coaching sessions.

Course teacher(s)

Please contact startupschool@haaga-helia.fi

Learning materials

Learning materials are provided by the teacher.

StartUp School - From Idea to Prototype

Course name: StartUp School – From Idea to Prototype

Code: WOR8HH037

Scope: 5 ECTS (135 h)

Timing: 1.-7. semester

Language: English

Course level: Professional Studies (or Free-choice)

Course type: Elective (or Free-choice)

Details of implementation and enrollment, please, see <http://startupschool.fi/what-we-offer/courses/>

Starting level and linkage with other courses

No prerequisites. The students should have a tentative business idea to work with before entering this course.

Learning objectives and assessment

Upon successful completion of the course, the student can explore his/her business idea further together with team members and other people. The students know how to design their idea and develop it further by using lean startup methodology. The students are able to collect customer feedback and utilize customer insight in development process, create prototype, define and refine their business idea. The students can test their ability to act according to entrepreneurial behavior patterns.

Recognizing and validating prior learning (RPL)

Accreditation of prior learning is applied on the course according to separate instructions. Please contact startupschool@haaga-helia.fi.

Working life connections

Student develops his/her own business idea with other students and collect feedback from customers.

Internationality

Students work in multicultural teams in the workshops.

Contents

Lean startup methodology

Business idea development

Customer insight

Learning methods

The students will work on individual assignments and group assignments. In the three days of intensive team work based workshops, one day is used for defining and developing each student's idea.

Assessment criteria

Student acts actively in the workshops and develops each student's idea further according to the feedback. Course evaluation includes self-evaluation and peer evaluation. Course is evaluated on a scale of 1 to 5. The assessment criteria is presented below.

Grading/ Components	1	3	5
Self leadership	Student can describe own strengths, development areas and entrepreneurial vision.	+ Based on feedback from others, student recognizes where he needs help and can build his activities based on his own strengths.	+ Student can create a realistic development plan for himself to support the development of the idea.
Communication	Student describes his own network and recognizes for whom (stakeholders) he needs to communicate the business idea.	+ Student identifies the communication needs related to each stakeholder.	+ Student prepares communication materials to support the implementation of own business idea and justifies the need for those.
Offering development	Student takes the first customer contacts to test the idea and vision. Student can describe the resources needed to implement the idea.	+ Student has tested and developed the idea further based on the feedback.	+ Student can create a business model, explain and justify it.
Team work	Contribution in the team's work effort is active.	+ Good contribution in the team's work effort, active attendance and participation.	+ Impressive contribution in the team's work effort, active attendance, participation and gives feedback and new ideas to the other students' work.

Teachers responsible

Tiina Laiho and Suvi Starck

Course material
Available on Moodle.

StartUp School - Pitching Camp

Code: WOR8HH023

Scope: 3 ECTS (81 h)

Timing: 1.-7. semester

Language: English or Finnish

Course level: Professional Studies (or Free-choice)

Course type: Elective (or Free-choice)

Details of implementation and enrollment, please, see <http://startupschool.fi/what-we-offer/courses/>

Starting level and linkage with other courses

Student has successfully either completed the StartUp School Developing Entrepreneurial Mindset (WOR8HH022) course, or she/he has shown equivalent competences in some other way (including developing a business plan).

Learning objectives and assessment

Student can present her/his business idea clearly and effectively to the audience according to the timeframes. Student is able to communicate the uniqueness of the idea. She/he will develop the business idea and the pitch further based on the feedback. Student is able to give feedback and develop networks with other entrepreneurs and stakeholders.

During this course, student will:

- Practice pitching
- Practice presentation skills
- Train peer support, feedback and networking
- Practice target setting and working under pressure

Recognizing and validating prior learning (RPL)

Accreditation of prior learning is applied on the course according to separate instructions. Please contact startupschool@haaga-helia.fi.

Working life connections

Co-operation with experienced entrepreneurs and business developers is involved.

Internationality

Internationality is visible through the assignments.

Contents

Student will participate in a pitching workshop where she/he will practice and develop pitching. Student will give feedback to the other students and improve her/his pitching during the workshop.

The workshop has two pitching rounds where coaches will evaluate the effectiveness and clarity of the idea presentation.

Learning methods

Pre-assignment

Intensive pitching workshop

Post-assignment

Assessment

Course assessment is on a scale of 1 to 5. The assessment criteria is on scale 1-3-5. Assessment criteria is from GLOBBA Competence Grid.

Grading/ Components	1-2	3-4	5
Knowledge	You know the key concepts within the course's scope, but are yet to develop the general view and the big picture of the subject matter.	You know the key concepts well and can explain how the theories and models function and the tools are used. You have a general view of the subject matter.	You have a strong command of the key and related concepts. You can critically evaluate theories, models and tools. You can demonstrate explicit knowledge of the subject matter, and how it relates to other disciplines.
Skills	You can complete given tasks and assignments with assistance. You need to develop how to apply knowledge.	You complete given tasks and assignments independently. You apply knowledge in hands-on business related situations. You can critique your own	You apply knowledge in demanding business related situations. You can prioritize and critically select tools and methods for solving complex problems in the subject matter.

		practice and identify ways to improve.	
Competence	You demonstrate some ability to perform skills and have basic knowledge, but you have difficulty to manage without assistance.	You demonstrate sufficient ability to perform skills and have basic to good knowledge. You can perform independently, but you have some challenges in passing on your skills and knowledge to others. You have an interest in professional development.	You execute skills with natural proficiency and you have detailed and explicit knowledge. You can perform independently and you are also able and actively willing to help others develop and pass on your skills. You have an attitude of continuous professional development.

Course teacher

Timo-Pekka Uotila

Course materials

Course materials are provided with the pre- and post-assignments, and during the camp.

StartUp School - Workshops for Action

Code: WOR8HH039

Scope: 5 ECTS (135 h)

Language: English (assignments can be done either in English or in Finnish)

Course level: Professional Studies (or Free-choice)

Course type: Elective (or Free-choice)

For details of implementation and enrollment, please see <http://startupschool.fi/what-we-offer/courses/>

Starting level and linkage with other courses

You should have a business idea or a running business to work with.

Learning objectives and assessment

Upon successful completion of the course, you will:

- learn concrete tools for running your business
- develop your practical entrepreneurial skills in various themes
- be able to reflect and analyze your own development and skills as an entrepreneur

Recognizing and validating prior learning (RPL) + Work & Study

Accreditation of learning is possible if you are able to show that you have attended some practical workshops elsewhere and you are able to reflect on what you learned there.

Working life connections

Various workshops ran by professionals from work life.

Internationality

Internationality is visible through the assignments.

Contents

The course includes five workshops, which can be chosen from the StartUp School or external workshop selection. External workshops need to be approved as part of Workshops for Action course. After you have participated five workshops, you create a portfolio, which shows learnings, implementation and reflection. You apply the gained skill and knowledge in your business idea or established company. The format of the learning portfolio can be a report, blog, video presentation or picture diary.

Learning methods

Attending and working at the five StartUp School's Action workshops and creating a portfolio of the independent assignments. Applying gained skills and learnings in entrepreneurial work.

Assessment criteria

Student participates actively during the workshops, plans how to apply gained skills into entrepreneurship and reflects on the learnings from the workshops. Course assessment is on a scale of 1 to 5. The Assessment criteria is on a scale of 1-3-5.

Self-knowledge	Student can recognize development areas of her/his entrepreneurial vision.	+ Student understands and describes his/her development areas and can build his activities based on his own needs.	+ Student can create a realistic development plan for him/herself to support improvement as an entrepreneur.
Learnings	Student describes his/her learnings from different workshops.	+ Student identifies his/her learnings and is able to define next steps of the development plan.	+ Student clarifies his/her learnings more advanced level and mirror learnings into his/her development plan.
Implementation	Student can identify learnings of the workshops and tests them with her/his business idea.	+ Student takes first steps to implement these learnings in practice.	+ Student has implemented learnings in practice successfully and creates further development plan.

Reflection	Student can reflect his/her major learnings from the workshops and implementation.	+ Student is able analyze his/her learnings more deeply.	+ Student reflects how development plan, learnings of the workshops and implementations effect to his/her actions as an entrepreneur.
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Teachers responsible

Elina Iloranta

Course materials

Available in Moodle

Tai Chi and Chinese Health Philosophy

Code: VAP8LS001

Scope: 3 ECTS

Timing: 2. period, 2017

Language: English

Course level: Basic Studies

Course type: Elective

Starting level and linkage with other courses

Starting level: 0 (No prerequisites)

Contents

- Eight-Section Brocade Chi Kung
- Yang Style 8 Form Tai Chi
- Yang Style 16 Form Tai Chi
- Pushing hands pair exercises
- Chinese health philosophy (Jin Yang, Tao ect.)

Learning methods

Interactive workout activities

Multimedia learning

Reading materials and essays

Learning outcomes and assessment

This course consists of both practical Tai Chi workout and theoretical research. After completing the course,

Students

- will get familiar with the holistic Chinese health philosophy and learn a new way of keeping fit, being both relaxed and efficient by combining mind and body as a whole
- will learn to enter the state of mind of “Flow” to help in the challenging life and study situations
- will get familiar with basic principles of Tai Chi & Chi kung movements and some of their self-defense applications

Assessment components:

Evaluation of the course is either “Pass” or “Fail”. To pass the course, students need to

- independently complete the movements in the “Eight-Section Brocade Chi Kung”, “Yang Style 8 Form Tai Chi” and “Yang Style 16 Form Tai Chi”.
- complete two approved essays on Chinese health philosophy

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Evaluation is either “Pass” or “Fail”.

Course teacher

Hai Guo

Learning materials

Multimedia materials given by the teacher

Understanding Chinese Culture

(中国文化入门)

Code: CHI8LE007

Scope: 3 ECTS

Timing: Summer course

Language: English

Curriculum:

Course level: Basic Studies

Course type: Elective

Starting level and linkage with other courses

Starting level: 0 (No prerequisites)

Contents

The course covers the following areas:

- The development of Chinese culture
- Chinese language as a cultural phenomenon
- Taoist philosophy and religion
- Confucius philosophy and religion
- Zen/Chan Buddhism and its influence
- Relationships between Chinese, Japanese and Korean cultures
- Tools to understand modern Chinese

Learning methods

This course is a complete virtual web-course. Moodle will be used as the main tool for communication between the teacher and the students. After a brief introduction on each main topic, the student will independently prepare an essay, demonstrating his/her own understanding on the topic. 3 essays will be required from the student although the course covers more topics and areas.

Learning outcomes and assessment

This introduction course will help the student to understand the main areas and specific features of Chinese culture, so that after the course the student can have a new angle to understand things Chinese and understand how and why the behavior and ways of thinking can be different in Chinese culture.

Assessment components and their respective weights:

3 essays 100%

No final exam

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 5 (excellent):

The student:

- follows well all the internet instructions and returns all the essays in time.
- shows extremely well the abilities of independent learning and the understanding of Chinese culture.
- is able to draw her/his own conclusions from the learning materials and shows unique opinions

Grade 3 (good):

The student:

- follows most all the internet instructions and returns essays mainly in time.
- shows pretty well the abilities of independent learning and the understanding of Chinese culture.
- is able to draw her/his own conclusions from the learning materials and shows some unique opinions

Grade 1 (satisfactory):

The student:

- follows the most important internet instructions and returns essays mainly in time.
- shows some abilities of independent learning and the understanding of Chinese culture.
- is able to complete at least two essays by the end of the course.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Course teacher

Hai Guo

Learning materials

Multimedia and reading materials provided by the teacher.

Work-based Project

Code: BUS8LE001

Scope: 1-6 ECTS

Timing: 1st-7th semester

Language: English, Finnish

Curriculum:

Course level: Basic Studies

Course type: Free-choice Studies

Starting level and linkage with other courses

No prerequisites.

Contents

During the course, students participate to the planning and execution of a corporate project.

Learning methods

Participating to the project

Report

The assessment of one's own learning 1 h

By enrolling to this course the student commits to take part in a project offered to her/him.

Learning outcomes and assessment

Upon completion of the course, students are able to operate in a corporate project individually or as a team member.

Assessment:

Pass/fail

The assessment of one's own learning does not influence the grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed online in WinhaOpaali.

Working life connections

Project for a client organization.

Internationality

The project might be done for an international organization or project.

Course teacher

To be announced later

Learning materials

Material from the client organization.

Work Placement

Code: PLA6LE201

Scope: 30 ECTS

Timing: 5th semester

Language: Finnish, English or any other language

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Compulsory

Starting level and linkage with other courses

Finnish students:

Business Environment (BUS1LE201)

Office Applications 1 (TOO1LE201)

Effective Communication in Organisations (COM1LE101)

Basic Business Swedish (SWE4LE201A/-B)

Business Processes (BUS1LE202)

Professional Writing Skills (ENG1LE201)

Office Applications 2 (TOO1LE202)

Finnish Business Communication 1 (FIN1LE201)

Assistant as Service Designer (SER2LE201)

Business Planning (BUS2LE201)

Communicating with Impact (COM2LE201)

Finnish Business Communication 2 (FIN2LE201)

ICT Applications for Business 1 (TOO2LE201)

Successful Event (SER2LE202)

International Business Documents (ENG2LE201)

Compulsory studies in two optional languages

Foreign students:

Business Environment (BUS1LE201)

Office Applications 1 (TOO1LE201)

Effective Communication in Organisations (COM1LE101)

Finnish for Beginners 1 (FIN1LE203)

Business Processes (BUS1LE202)

Professional Writing Skills (ENG1LE201)

Office Applications 2 (TOO1LE202)

Finnish for Beginners 2 (FIN1LE204)

Assistant as Service Designer (SER2LE201)

Business Planning (BUS2LE201)

Communicating with Impact (COM2LE201)

Finnish for Work 1 (FIN2LE202)

ICT Applications for Business 1 (TOO2LE201)

Successful Event (SER2LE202)

International Business Documents (ENG2LE201)

Finnish for Work 2 (FIN2LE203)

Compulsory studies in one optional language

Contents

Students take on tasks of the management assistant in a company or other organisation. This provides students with an opportunity to use and further develop their skills in areas including multicultural communication, information technology as well as in business and administration.

Work placement covers 100 days of work in a company or organisation in Finland or abroad. The aim is that students take on a broad range of tasks relating to the management assistants profession. During the semester, the students will meet a few evenings with their thesis counselors and spend one full day at school within the frame of a mid-term seminar. In addition, during this time students should seek a commission for their thesis and get approval for their thesis topic and plan in one of the areas below:

Entrepreneurship (WOR8HH010)
Leadership and HR (LEA4LE201)
Meeting Industry (SER4LE201)
Marketing, Sales and Services (MAR4LE201)
Organisational Communication (COM4LE201)

Learning outcomes and assessment

Upon successful completion of the course, the student

- understands the job of a management assistant
- can transfer theoretical knowledge into practice
- understands how companies operate in practice
- knows how to make use of the information available to him/her
- has adopted a professional identity of an assistant

Assessment components:

Students are assessed on the basis of their work placement report, which has to be returned to the advisor with a copy of their testimonial attached. In the report, students place special emphasis on evaluating their own learning process and the skills they have acquired during their studies and work placement.

Pass/fail, no grade is given.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent work experience by providing job testimonial. In that case, the student must contact the advisor.

Working life connections

Open work placement positions are usually posted on jobstep.net, to which there is a link on Haaga-Helia's website. In addition, some employers contact the work placement coordinator directly, who then notifies of these positions via e-mail and on notice boards.

Each year Haaga-Helia strives to organise an info session that will provide information about the work placement application process as well as provide tips on how to prepare for interviews. The annual Haaga-Helia recruitment events are also excellent forums to make contacts with potential employers as well as learn about their application procedures.

Advisors

Catherine Métivier (work placement in Finland and abroad)

Bachelor's Thesis

THE7LE101 (thesis, Entrepreneurship)
THE7LE102 (thesis, HR and Leadership)
THE7LE103 (thesis, Meetings Industry)
THE7LE104 (thesis, Marketing, Sales and Service)
THE7LE105 (thesis, Organisational Communication)
Scope: 15 ECTS
Timing: 5th-6th semester
Language: English
Curriculum: Mubba 2016/Mubba 2014
Course level: Thesis
Course type: Compulsory

Starting level and linkage with other courses

The thesis process starts on 5th semester during the work placement by searching a suitable topic. The student studies Thesis and Methods information package in Moodle according to instructions given by Thesis advisor.

Contents

Choice of thesis topic in 5th semester
Thesis and Methods information package and test in Moodle
Preparation of thesis plan in the end of 5th semester or during the first period of the 6th semester
Thesis report and publication in the end of the 6th semester
Participation in group counselling and presentations with the thesis supervisor as agreed
Maturity examination

Learning methods

Individual counselling
Working papers
Seminars/group counselling
Individual work

Thesis and Methods test in Moodle

Learning outcomes and assessment

The student gains practice in independent work and working with company staff and other partners in development projects. The student also gains practice in handling big projects and communicating his/her matter with clarity.

Upon successful completion of the thesis, the student

- is able to identify possible development targets in companies and other organisations.
- knows how to find information on a given topic, and categorise and analyse it.
- knows how to order and read research studies, and news relating to them.
- is able to meet set deadlines and negotiate changes if needed.
- has a command of project work.

- knows how to write a clear report on his or her results, adhering to document standards.

The assessment criteria are the following:

Research-oriented thesis:

- Thesis topic, objective and delimitation: significance and current relevance, thesis objective and delimitation
- Thesis framework: framework: the sufficiency and quality of sources, use of sources, concept definition
- Research methods: choice of methods, description of methods, use of concepts, collection and analysis of data
- Results and discussion: correspondence between objectives and results, applicability of the results, conclusions, reliability of the study
- Written expression: consistency and balance, coherence and readability, adherence to guidelines on report writing.
- Process management and use of advising: planning, implementation, adherence to timetable, assessment of one's own work, communication with thesis advisor

Product-oriented thesis

- Thesis topic, objective and delimitation: significance and current relevance, thesis objective and delimitation
- Thesis framework: framework: the sufficiency and quality of sources, use of sources, concept definition
- Project planning: planning, implementation
- Project results: presentation of the project and its assessment, applicability and or novelty of the results, analysis and conclusions
- Written expression: consistency and balance, coherence and readability, adherence to guidelines on report writing.
- Process management and use of advising: planning, implementation, adherence to timetable, assessment of one's own work, communication with thesis advisor

Portfolio thesis

- Thesis topic, objective and delimitation: significance and current relevance, thesis objective and delimitation
- Thesis framework: framework: the sufficiency and quality of sources, use of sources, concept definition
- Thesis planning: planning, implementation
- Results: portfolio presentation and assessment, portfolio applicability and or novelty value analysis and conclusions
- Written expression: consistency and balance, coherence and readability, adherence to guidelines on report writing.
- Process management and use of advising: planning, implementation, adherence to timetable, assessment of one's own work, communication with thesis advisor

Results and process management are weighted by two in evaluation.

The thesis is graded on the scale 1-5. The thesis is assessed by the primary thesis supervisor and another examiner. The Haaga-Helia evaluation criteria are published in MyNet.

The maturity examination is assessed with regards to both content and language as pass/fail.

Working life connections

The aim is that theses are commissioned by companies or other organizations. The student usually combines his/her work placement and thesis.

Course teachers

Entrepreneurship: Olli Laintila

Organisations, Leadership and HR: Olli Laintila

Meetings Industry: Eeva Särkilahti, Varpu Jaskara

Marketing: Olli Laintila

Organisational Communication: Mirka Sunimento

Learning materials

Thesis instructions in MyNet

Student agrees on the thesis topic and methodology literature with his or her thesis supervisor.

Course List, foreign students, Curriculum 2016

[Course list for students who have started their studies before autumn 2016 >>](#)

The information below applies to the students who start their studies in autumn 2016 or after.

Degree Programme for Multilingual Management Assistants	Code	ECTS
Basic Studies		
Compulsory Basic Studies		
Business Environment	BUS1LE201	10
Business Processes	BUS1LE202	10
Effective Communication in Organisations	COM1LE101	5
Finnish for Beginners 1	FIN1LE203	5
Finnish for Beginners 2	FIN1LE204	5
Professional Writing Skills	ENG1LE201	5
Office Applications 1	TOO1LE201	5
Office Applications 2	TOO1LE202	5
Elective Basic Studies		
Chinese Business Communication 1	CHI4LE201	5
French Business Communication 1	FRE4LE201	5
German Business Communication 1	GER4LE201	5
Russian Business Communication 1	RUS4LE201	5
Spanish Business Communication 1	SPA4LE201	5
Professional Studies		
Compulsory Professional Studies		
Assistant as Service Designer	SER2LE201	10
Business Planning	BUS2LE201	5
Communicating with Impact	COM2LE201	5
Finnish for Work 1	FIN2LE202	5
Finnish for Work 2	FIN2LE203	5
ICT Applications for Business 1	TOO2LE201	5
ICT Applications for Business 2	TOO2LE202	5
International Business Documents	ENG2LE201	5
Languages for International Communication	COM2LE202	5
Strategic Business Development	BUS2LE202	5
Study and Career Planning	SER2LE203	2
Successful Event	SER2LE202	5
Elective Professional Studies		
Chinese Business Communication 2	CHI4LE202	5
Chinese Business Environment	CHI4LE203	5

Entrepreneurship: Developing Entrepreneurial Mindset	WOR8HH010	5
Entrepreneurship: Optional Course Supporting Entrepreneurship (to be agreed)		5
French Business Communication 2	FRE4LE202	5
French Business Environment	FRE4LE203	5
German Business Communication 2	GER4LE202	5
German Business Environment	GER4LE203	5
Latin American Business Environment	SPA4LE203	5
Leadership and HR: HR Management	LEA4LE201	5
Leadership and HR: HRM Project	LEA4LE202	5
Meetings Industry: Events Management	SER4LE202	5
Meetings Industry: International Conferences and Congresses	SER4LE201	5
Marketing, Sales and Service: Creative Solutions in Marketing and Communications	MAR4LE202	5
Marketing, Sales, and Service: Marketing and Networks	MAR4LE201	5
Organisational Communication: Building Communication Competence and Confidence	COM4LE201	5
Organisational Communication: Creative Solutions in Marketing and Communications	COM4LE202	5
Russian Business Communication 2	RUS4LE202	5
Russian Business Environment	RUS4LE203	5
Spanish Business Communication 2	SPA4LE202	5
Free-choice Studies		
Basics of Spoken Chinese and Chinese Culture	CHI8LE008	3
Big data, analytiikka ja viestinnän uudet kanavat ja alustat	COM8LS222	5
Business English	ENG8HH001	3
Chinese for Beginners 1	CHI8LE210	5
Chinese for Beginners 2	CHI8LE220	5
Contemporary Finnish Literature	FIN8LE001	3
Cultural Portfolio of German-speaking Europe	GER8LE082	3
Cyrillic Word Processing and Transliteration	RUS8LE110	3
Espanjan käännösharjoituksia	SPA8LS001	5
Espanjan perusteet 1	SPA8LS210	5
Espanjan perusteet 2	SPA8LS220	5
Event Assistant	SER8LE112	1
German for Beginners 1	GER8LE210	5
German for Beginners 2	GER8LE220	5
Intermediate Chinese	CHI8LE005	3
Internet-oikeus	LAW8LS033	3
Kirjanpidon ja tilinpäätöksen perusteet	BUS8LS211	3
Kyrillinen tekstinkäsittely	RUS8LS107	3
Luova kirjoittaminen oppimisen tukena	FIN8LS001	3
Mission Goes Global Project	COO8LE001	5
Nordisk handel	IBU8LS005	6

Project Work C: SLUSH	WOR8LS006	3
Project Work PreR: SLUSH	WOR8LS007	3
Project Work R: SLUSH	WOR8LS008	3
Project Work Siipi: SLUSH	WOR8LS009	3
Project Work StartUp Arctic	WOR8LS003	3
Projektiassistenttina toimiminen	LEA8LS040	3
Ranskan perusteet 1	FRE8LS210	5
Ranskan perusteet 2	FRE8LS220	5
Russian for Beginners 1	RUS8LE210	5
Russian for Beginners 2	RUS8LE220	5
Saksan käännösharjoituksia	GER8LS081	3
Saksan perusteet 1	GER8LS210	5
Saksan perusteet 2	GER8LS220	5
StartUp School - Developing Entrepreneurial Mindset	WOR8HH022	5
StartUp School - Find Your Strengths	WOR8HH032	5
StartUp School - full offering	StartUp School	1-5
StartUp School - From Idea to Prototype	WOR8HH037	5
StartUp School - Pitching Camp	WOR8HH023	3
StartUp School - Workshops for Action	WOR8HH039	5
Tai Chi and Chinese Health Philosophy	VAP8LS001	3
Työelämän toimeksianto: tiiminvetäjä Arctic	WOR8LS004	2
Työelämän toimeksianto: tiiminvetäjä SLUSH	WOR8LS005	5
Understanding Chinese Culture	CHI8LE007	3
Visuaalisen viestinnän työkaluja	TOO8LS111	3
Work-based Project	BUS8LE001	1-6
Yrityksen suunnittelu ja työelämäprojekti: Arctic	WOR8LS002	3
Yritysprojektin toteuttaminen	LEA8LS042	3
Work Placement Learning		
Work Placement	PLA6LE201	30
Bachelor's Thesis		
Bachelor's Thesis/ Entrepreneurship	THE7LE101	15
Bachelor's Thesis/ Leadership and HR	THE7LE102	15
Bachelor's Thesis/ Meetings Industry	THE7LE103	15
Bachelor's Thesis/ Marketing, Sales and Service	THE7LE104	15
Bachelor's Thesis/Organisational Communication	THE7LE105	15

Finnish for Beginners 1

Code: FIN1LE203

Scope: 5 ECTS

Timing: 1st semester

Language: Finnish and English

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Compulsory

Starting level and linkage with other courses

Starting level 0, target level A1 in Finnish.

No previous studies are required. This course is to be finished before taking any other studies in Finnish for foreigners.

Learning objectives and assessment

Upon completion of the course, the student is able to

- understand elementary Finnish
- express him/herself in everyday situations and tell about his/her life, family, appearance and feelings
- at some level understand and describe the basic facts of the Finnish culture and the Finnish language

Grade 1

The student has a limited capability to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are passable as far as constructions and/or pronunciation is concerned. (S)he is able to recognize simple constructions and frequently used expressions in different situations.

Grade 3

The student is often able to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are good as far as constructions and/or pronunciation is concerned. (S)he is able to apply the learned skills in practice on simple constructions in new situations.

Grade 5

The student is able to understand simple oral and written messages and transmit them successfully to the recipient. Speaking and writing skills are excellent as far as constructions and/or pronunciation is concerned. (S)he knows how to apply the learned skills in practice on simple constructions in new situations.

Recognising and validating prior learning (RPL)

All Mubba degree students with any prior skills in the Finnish language start their Finnish studies by participating in the entry level test. Based on the test results, each student will be instructed to the adequate course, and courses below the student's starting level will be marked in Winha.

Working life connections

Possible guest lecturers from different companies.

Internationality

Possible guest lecturers from international companies. International students.

Contents

Pronunciation

Greetings, introducing oneself: nationality, family

Numbers, prices

Expressions of time

Weather

Days of the week, months, seasons of the year

To have, to have not

Verb conjugation in present tense, types 1 - 5

Basic adjectives, colours

Asking questions with question words and with the question suffix

Learning methods

Contact hours

Independent studies

The assessment of one's own learning

Oral and written exercises individually and in pairs, group work.

Homework and preparation for lessons and exams.

Assessment

Active participation in lessons 20 %

Small tests and/or assignments 10 %

Final examination 70 %

Course teacher(s)

Sanna Kukkonen

Learning materials

Gehring, S. & Heinzmann, S. 2010. Suomen mestari 1. Suomen kielen oppikirja aikuisille. Finn Lectura. Helsinki. Chapters 1 - 5. (compulsory)

Other material provided by teacher.

Finnish for Beginners 2

Code: FIN1LE204

Scope: 5 ECTS

Timing: 2nd semester

Language: Finnish and English

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Compulsory

Starting level and linkage with other courses

The student has successfully completed the course Finnish for Beginners 1 FIN1LE203 or acquired this level in the entry level test in Finnish.

Learning objectives and assessment

Upon completion of the course, the student

- is able to tell about his/her home
- can tell about his/her work
- is able to plan a trip and a party
- is able to make a short presentation in Finnish
- is able to produce simple connected text on topics that are familiar or of personal interest
- has deepened his/her knowledge of the Finnish culture and language

Grade 1

The student understands some basic structures and vocabulary in familiar everyday situations and some basic elements in short texts. (She) is able to apply some of the learned skills and communicate in some everyday situations.

Grade 3

The student understands the basic structures and vocabulary in familiar everyday situations and some short texts. (S)he is able to apply the learned skills and communicate in most familiar everyday situations.

Grade 5

The student usually understands well the basic structures and vocabulary in everyday situations and in short everyday-related texts. (S)he is able to apply the learned skills and communicate independently in familiar and new situations.

Recognising and validating prior learning (RPL)

All Mubba degree students with any prior skills in the Finnish language start their Finnish studies by participating in the entry level test. Based on the test results, each student will be instructed to the adequate course, and courses below the student's starting level will be marked in Winha.

Working life connections

Possible guest lecturers from different companies.

Internationality

Possible guest lecturers from international companies. International students.

Contents

Consonant gradation and other changes (in the stem) of nouns and verbs

Different types of nouns: nominative plural, local cases

Expressing one's opinion

Postpositions

Imperative mood

Existential clause

Inflection of the personal and demonstrative pronouns

Use of the partitive case: uncountable words

Basics of the object

Ordinal numbers

Subordinate clauses and conjunctions

Vocabulary: furniture, tourism, travelling, means of transportation, food, parties, work and occupation

Elementary features of spoken language

Learning methods

Contact hours

Independent studies

The assessment of one's own learning

Oral and written exercises individually and in pairs, group work.

Homework and preparation for lessons and exams.

Assessment

Active participation in lessons 20 %

Small tests and/or assignments 10 %

Final examination 70 %

Course teacher(s)

Sanna Kukkonen

Learning materials

Gehring, S. & Heinzmann, S. 2010. Suomen mestari 1. Suomen kielen oppikirja aikuisille. Finn Lectura. Helsinki. Chapters 6 - 9. (compulsory)

Other material provided by teacher.

Finnish for Work 1

Code: FIN2LE202

Scope: 5 ECTS

Timing: 3rd semester

Language: Finnish and English

Curriculum: Mubba 2016

Course level: Professional studies

Course type: Compulsory

Starting level and linkage with other courses

The student has successfully completed the courses Finnish for Beginners 1 & Finnish for Beginners 2 or acquired this level in the entry level test in Finnish.

Learning objectives and assessment

Upon completion of the course, the student

- can tell about his/her past and introduce his/her own culture or other topics of interest
- has learned how to apply for a job in Finland
- is able to make a presentation in Finnish
- has got improved vocabulary and speaking skills, also the knowledge of Finnish grammar
- gets basic information and skills considering working life in Finnish

Grade 1

The student has a passable command of standard oral and written Finnish on general and some field-specific topics. The student is able to communicate in some situations he/she is likely to encounter. He/she is able to search for and apply for a job in Finnish independently.

Grade 3

The student has a satisfactory command of standard oral and written Finnish on general and some field-specific topics. The student is able to communicate in many situations he/she is likely to encounter. He/she is able to search for and apply for a job in Finnish independently.

Grade 5

The student has a good command of standard oral and written Finnish on general and some field-specific topics. The student is able to communicate in most situations he/she is likely to encounter. He/she is able to search for and apply for a job in Finnish independently.

Recognising and validating prior learning (RPL)

All Mubba degree students with any prior skills in the Finnish language start their Finnish studies by participating in the entry level test. Based on the test results, each student will be instructed to the adequate course, and courses below the student's starting level will be marked in Winha.

Working life connections

Possible guest lecturers from different companies.

Internationality

Possible guest lecturers from international companies. International students.

Contents

Conjunctions
Object
Conditional mood
Past tense forms and usage
3. infinitive
Present passive voice
Writing email
Studies, work experience
CV
Job interview
Presentation or oral summary

Learning methods

Contact hours
Independent studies
The assessment of one's own learning
Oral and written exercises individually and in pairs, group work.
Homework and preparation for lessons and exams.

Assessment

Written and oral assignments 50 %
Final exam 50 %

Course teacher(s)

Sanna Kukkonen

Learning materials

Gehring, S.& Heinzmann, S. 2012. Suomen mestari 2. Suomen kielen oppikirja aikuisille. Finn Lectura. Helsinki. (compulsory)
Other material provided by teacher.

Finnish for Work 2

Code: FIN2LE203

Scope: 5 ECTS

Timing: 4th semester

Language: Finnish

Curriculum: Mubba 2016

Course level: Professional Studies

Course type: Compulsory

Starting level and linkage with other courses

The student has successfully completed the courses Finnish for Beginners 1 & 2, and Finnish for Work 1 or acquired this level in the entry level test in Finnish.

Learning objectives and assessment

Upon completion of the course, the student

- has a basic knowledge of the financial vocabulary
- has basic information and skills considering work life in Finnish
- is able to communicate in Finnish in basic business situations
- acquires the skills to produce clear and logical texts on simple business matters
- is able to write basic business letters and PR letters in Finnish
- is familiar with current topics in the business field through (simplified) newspaper articles and other up-to-date sources

Grade 1

The student understands the main points of business-related texts in both the written and oral form. The student has a satisfactory command of business vocabulary, and he/she is able to produce business or PR texts in Finnish with several corrections, when assisted substantially.

Grade 3

The student understands the essential parts of business-related texts in both the written and oral form. The student has a fairly good command of business vocabulary, and he/she is able to produce business or PR texts in Finnish when assisted.

Grade 5

The student understands well the essential parts of business-related texts in both the written and oral form. The student has a very good command of business vocabulary, and he/she is able to produce business or PR texts in Finnish independently.

Recognising and validating prior learning (RPL)

All Mubba degree students with any prior skills in the Finnish language start their Finnish studies by participating in the entry level test. Based on the test results, each student will be instructed to the adequate course, and courses below the student's starting level will be marked in Winha.

Working life connections

Possible guest lecturers from different companies.

Internationality

Possible guest lecturers from international companies. International students.

Contents

Plural forms of nouns

Grammar: comparison of adjectives, some non-finite clauses

Cultural differences, corporate forms, organisations, commerce, workplace culture

Basic business correspondence

Telephone Finnish

Getting acquainted with current topics by using newspapers and other media

Learning methods

Contact hours

Independent studies

Assessment of one's own learning

Oral and written exercises individually and in pairs, group work.

Homework and preparation for lessons and exams.

Assessment

Written and oral assignments 60 %

Final exam 40 %

Course teacher(s)

Sanna Kukkonen

Anastasia Monastyreva

Learning materials

Material provided by teacher.

Course list, Finnish students, Curriculum 2014

[Course list for students who have started their studies before autumn 2014 >>](#)

The information below applies to the students who start their studies in autumn 2014 or after.

Degree Programme for Multilingual Management Assistants	Code	ECTS
Core studies		
Compulsory core studies		
Business Environment and the Assistant's Work	BUS1LE101	10
Business Processes	BUS1LE102	12
Effective Communication in Organisations	COM1LE101	5
Professional Writing Skills	ENG1LE101	6
Finnish Language Proficiency	FIN1LE101	3
Communicating in Finnish Business Environment 1	FIN1LE102	3
Basic Business Swedish 1	SWE1LE101	3
Basic Business Swedish 2	SWE1LE102	3
Office Applications	TOO1LE101	6
Elective core studies		
Chinese Business Communication 1	CHI4LE101	3
Chinese Business Communication 2	CHI4LE102	3
French Business Communication 1	FRE4LE101	3
French Business Communication 2	FRE4LE102	3
German Business Communication 1	GER4LE101	3
German Business Communication 2	GER4LE102	3
Russian Business Communication 1	RUS4LE101	3
Russian Business Communication 2	RUS4LE102	3
Spanish Business Communication 1	SPA4LE101	3
Spanish Business Communication 2	SPA4LE102	3
Professional Studies		
Compulsory professional studies		
Business Planning	BUS2LE101	6
Communicating with Impact	COM2LE101	6
International Business Documents	ENG2LE101	3
English for Specific Purposes	ENG2LE105	6
Spoken Communication in Finnish	FIN2LE101	3
Communicating in Finnish Business Environment 2	FIN2LE102	3
Strategy in Business	LEA2LE101	3
Introduction to Thesis and Methods 1	MET2LE101	2
Introduction to Thesis and Methods 2	MET2LE102	1
Assistant as Service Designer 1	SER2LE101	3

Assistant as Service Designer 2	SER2LE102	9
Assistant as Service Designer 3	SER2LE103	5
Study and Career Planning	SER2LE110	2
ICT Applications for Business	TOO2LE101	6
Elective professional studies		
Chinese Business Communication 3	CHI4LE103	3
Chinese Business Communication 4	CHI4LE104	3
Chinese Business Environment	CHI4LE105	4
Chinese Language Project	CHI4LE106	3
Building Communication Competence and Confidence	COM4LE104	3
Creating Visual Corporate Messages	COM4LE102	3
Creative Solutions in Marketing and Communications	COM4LE103	6
English Language Project	ENG4LE106	3
French Business Communication 3	FRE4LE103	3
French Business Communication 4	FRE4LE104	3
French Business Environment	FRE4LE105	4
French Language Project	FRE4LE106	3
German Business Communication 3	GER4LE103	3
German Business Communication 4	GER4LE104	3
German Business Environment	GER4LE105	4
German Language Project	GER4LE106	3
HR Management	LEA4LE101	3
HR Practices	LEA4LE102	3
HRM Project	LEA4LE103	6
Customer Orientation and Service	MAR4LE102	3
Marketing and Networks	MAR4LE101	3
Creative Solutions in Marketing and Communications	MAR4LE103	6
Russian Business Communication 3	RUS4LE103	3
Russian Business Communication 4	RUS4LE104	3
Russian Business Environment	RUS4LE105	4
Russian Language Project	RUS4LE106	3
International Conferences and Congresses	SER4LE101	3
Meeting Design	SER4LE102	3
Events Management	SER4LE103	6
Spanish Business Communication 3	SPA4LE103	3
Spanish Business Communication 4	SPA4LE104	3
Latin American Business Environment	SPA4LE105	4
Spanish Language Project	SPA4LE106	3
Swedish Business Communication 1	SWE4LE101	3
Swedish Business Communication 2	SWE4LE102	3
Nordic Business Environment	SWE4LE105	4
Swedish Language Project	SWE4LE106	3

Developing Entrepreneurial Mindset	WOR8HH010	3
Idea contest/ Boot Camp	WOR8HH012/ WOR8HH004	3

Free-choice Studies

Work-based Project	BUS8LE001	1-6
Basic Chinese 1	CHI8LE002	3
Chinese for Beginners	CHI8LE004	6
Intermediate Chinese	CHI8LE005	3
Contemporary Finnish Literature	FIN8LE001	3
Cultural Portfolio of German-speaking Europe	GER8LE070	3
German for Beginners 1	GER8LE080	6
German for Beginners 2	GER8LE030	3
Portfolio of Finnish Culture in German	GER8LE107	3
Learning to Write a Better Thesis	MET8LE001	1
Cyrillic Word - processing and transliteration	RUS8LE037	3
Russian Linguistic Correctness	RUS8LE011	3
Self-assessment of the Learning Environment in Management Assistant Education	INS8LE101	1

Work Placement

Work Placement	PLA6LE101	30
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Bachelor's Thesis

Bachelor's Thesis/ Entrepreneurship	THE7LE101	15
Bachelor's Thesis/ Leadership and HR	THE7LE102	15
Bachelor's Thesis/ Meetings Industry	THE7LE103	15
Bachelor's Thesis/ Marketing, Sales and Service	THE7LE104	15
Bachelor's Thesis/Organisational Communication	THE7LE105	15

Business Environment and the Assistant's Work

- Code: BUS1LE101
- Extent: 10 ECTS
- Semester: 1st *
- Language: English
- Level: core studies
- Type: compulsory

*The course is offered only in autumn semesters.

Starting level and linkage with other courses

No prerequisites.

Learning outcomes

Upon completion of the course, the student

- is competent to work in different teams and projects.
- is able to plan her/his own work (incl. time schedules).
- gets acquainted with the assistant's profession and its duties in different roles.
- can find and use reliable and relevant information.
- has basic knowledge in business and economics.
- knows the meaning of organizing and resource planning for different businesses.
- knows the meaning of marketing and sales for different businesses.
- is able to analyze different businesses and organizations.
- can analyze organizations and businesses both internally and externally.

Course contents

- team and project work, time management
- office as a working environment and tools for the assistant's work
- information retrieval: why and how
- basics of business and economics
- Finnish and global business landscape, main sectors, business objectives and resources
- main business functions, e.g. human resources, production, research and development, marketing and sales, logistics and finance
- international co-operation with another applied university
- customer behavior and segmentation
- sales work and customer relationships
- marketing mix
- business environment
- basics of legal matters, company forms

Co-operation with the business community

The course includes practical projects, during which students acquire, analyze, document information relating to real companies and organizations and write report on this. There will be also presentations of student teams, visits to companies, guest lectures by company representatives and cooperation with an alumni assistant.

Teaching and learning methods

Contact hours 80 h

Self-study 194 h

The assessment of one's own learning 1 h

Recognition of prior learning (RPL)

A competence demonstration is organized before the start of semester.

Teachers responsible

Nina Aunula, Pasila

Päivi Karjalainen, Pasila

Leena Korttilalli, Pasila

Olli Laintila, Pasila

Sampo Mielityinen, Pasila

Elizabeth San Miguel, Pasila

Each part of the course has one or several teachers, who make up the student counselling team.

Course materials

Introduction to Business English:

The material and other reference material to be informed later.

Introduction to Business Administration:

Griffin, R.W. & Ebert, R. J. 2003. Business. Eighth edition. New Jersey: Prentice Hall.

Haasio, A. 2009 Management Assistant's Guide to Information seeking.

Classroom materials and other materials informed and distributed by the teachers.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

5 (90%)	3 (70%)	1 (40%)
The student has an excellent knowledge how to seek, analyse and utilize information.	The student has a good knowledge how to seek, analyse and utilize information	The student has a below average knowledge how to seek, analyse and utilize information
The student has excellent analysis, reporting, project management and teamwork skills.	The student has good analysis, reporting, project management and teamwork skills.	The student has below average analysis, reporting, project management and teamwork skills.
The student has an excellent attitude towards learning through continuous, supportive and initiative participation, including teamwork and conducting assignments.	The student has a good attitude towards learning through continuous participation, including teamwork and conducting assignments.	The student has a below average attitude towards learning through participation, including teamwork and conducting assignments.

Assessment components and their respective weights

Marketing and business administration, Olli Laintila: Exam 50 % and participation 50 %

Information retrieval, Päivi Williams: Assignments and participation 100 %

Assistant's work, Nina Aunula: Assignments and participation 100 %

Law, Sampo Mielityinen: Assignments and participation 100 %

English, Karl Robbins: Assignments and participation 100 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Business Processes

- Code: BUS1LE102
- Scope: 12 ECTS
- Timing: 2nd semester
- Language: English
- Curriculum: MUBBA2014
- Course level: core studies
- Course type: compulsory

Starting level and linkage with other courses

No prerequisites.

Learning objectives and assessment

Grade 1: The student:

has some understanding of company's main and supporting processes and how they are related to each other.

has limited knowledge about the product/service, marketing and business development processes.

has limited skills in applying the business process knowledge in practice.

is aware of the most important business law rules.

understands double-entry bookkeeping and is aware of the terminology used in cost and management accounting

Grade 3: The student:

has good understanding of company's main and supporting processes and how they are related to each other.

has good knowledge about the product/service, marketing and business development processes.

has good skills in applying the business process knowledge in practice.

recognizes multiple areas of business law and is able to see its practical relevance.

can perform accounting transactions with some accuracy and is familiar with the concepts of pricing, costing and profitability.

Grade 5: The student:

has an excellent understanding of company's main and supporting processes and how they are related to each other.

has excellent knowledge about the product/service, marketing and business development processes.

has excellent skills in applying the business process knowledge in practice.

has a multifaceted view of business law, and is able to assess its relevance in assistant's work.

can apply the notion of "a true and fair view" to accounting transactions and the preparation and analysis of accurate financial reports.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) is granted based on separate instructions.

Working life connections

The course includes project and team work together with organizations and alumni assistants.

Internationality

Cooperation with international organizations.

Contents

Main processes of organizations (e.g. product/service development process)

Supporting processes (e.g. HR and accounting)

Process interfaces

Bookkeeping and VAT

Closing of accounts and an analysis

Regulation of B2B and B2C businesses

Regulation of employment

Learning methods

Contact lessons, assignments, exam and the assessment of one's own learning.

Performance of an equivalent course elsewhere; the equivalence is assessed from the perspective of the learning objectives.

Assessment

Exam 50 %

Assignments and activity 50 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Course teachers

Kalevi Keinänen, Pasila

Olli Laintila, Pasila

Sampo Mielityinen, Pasila

Hanna Moisio, Pasila

Learning materials

Business:

Polaine, Lovlie, Reason, 2013. Service Design: From Insight to Implementation. Rosenfeld Media, LLC.

Kotler&Keller, 2009. Marketing Management. 13th Edition, Pearson.

Osterwalder and Pigneur, 2010. Business Model Generation: A handbook for visionaries, game changers, and challengers.

Lecture material in the Moodle.

Accounting:

Rice, A. 2011. Accounts demystified. 6th Edition. Pearson. London.

Wood, F. & Robinson S. 2009. Book-keeping and accounts. 7th edition. Prentice Hall. London.
Tomperi, S.2011. Käytännön kirjanpito. Edita. Helsinki.

Law:

Surakka, A. 2012. Access to Finnish law. 2nd edition. SanomaPro. Helsinki. (Also available as an e-book.)

Effective Communication in Organisations

Code: COM1LE101

Scope: 5 ECTS

Timing: 1st semester

Language: English

Curriculum: Mubba 2016

Course level: Basic Studies

Course type: Compulsory

Starting level and linkage with other courses

No prerequisites.

Learning methods

Project work

Team meetings & team work

Supporting lectures if needed

Learning outcomes and assessment

Assessment components and their respective weights:

Attendance and assignments 100 %. Team performance is evaluated based on the contribution to the team work and peer evaluation.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

Student understands and is able to describe the main concepts and processes of communication at both organizational and interpersonal level. He/she understands the impact of culture to communication and can identify different types of corporate documents.

Grade 3:

In addition to achieving the above mentioned competences and skills, the student understands the requirements and features of communication roles in organizations and can identify communication related opportunities and challenges in business context. He/she can assess and evaluate communication at basic level and apply theories of multicultural communication into business context. Contributes to group work actively and demonstrates commitment to the course responsibilities.

Grade 5:

In addition to achieving the above mentioned competences and skills, the student makes consistent and very active contribution to group work and demonstrates high level of activeness and motivation in completing tasks and assignments.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) takes place according to separate instructions provided by the lectures(s).

Working life connections

Possible projects and/or guest lecturers from different companies. Case studies from real life.

Internationality

Group work on intercultural communication. Possible guest lecturers from international companies, international project/student teams, international learning materials.

Course teachers

Ilpo Päiväläinen, Pasila
Mirka Sunimento, Pasila

Learning materials

Material provided by teachers during lectures and those in Moodle. Links, white papers, presentations, videos and business papers.

Professional Writing Skills

- Code: ENG1LE101
- Extent: 6 ECTS
- Timing: 2nd semester
- Language: English
- Level: core studies
- Type: compulsory

Starting level and linkage with other courses

Effective Communication in Organisations COM1LE101, Office Applications TOO1LE101

Learning outcomes

Upon completion of the course, the student will be able to

- produce professional written communications in the proper structure and style in the corporate setting
- produce various documents needed in the field of corporate communications
- be aware of and identify special features in Anglo-Saxon/international communication practices
- automate document production with custom document templates, building blocks, and styles
- use Word features to automate collaborative writing and review cycles
- prepare documents for external audience

Course contents

- HR communications
- job application process and CV compilation
- press releases
- business travels, accommodation, appointments, hospitality messages
- goodwill messages
- Word template creation
- review features: track changes, comments
- spelling, grammar and translation tools
- document properties

International dimension

Contributions of student teams to the various topics of international business writing and communications

Teaching and learning methods

Lectures and workshops

Independent study, collaborative learning and teamwork

The assessment of one's own learning 1 h

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Teacher(s) responsible

Ilpo Päiväläinen, Pasila
Heli Lankinen, Pasila

Course materials

Taylor Shirley, 2004 / 2012. Model Business Letters, E-mails and Other Business Documents. Financial Times, Pitman Publishing.

Assignment package 'Handout for Professional Writing Skills' provided by the lecturer.

Other material provided by the lecturers.

Assessment

The course is evaluated on scale 1 to 5. The assessment criteria are presented on scale 1 to 3.

5 (90%)

The student:

- can produce highly polished written documents in English according to the principles and practices of international business communication at an advanced level.
- The written documents written by the student meet the requirements of professional business English (eg idioms, grammatical perfection, style, elements of a business letter and layout) at an excellent level.
- demonstrates an excellent knowledge of business vocabulary.
- has a command of key concepts, has a solid grasp of software functionalities and knows how to apply them in practice.
- has strong skills and can independently use the applications to find new solutions.
- has an excellent attitude towards learning through continuous, supportive and initiative participation,

3 (70%)

The student:

- can produce well-functional written documents in English according to the principles and practices of international business communication.
- has a good understanding of the requirements of professional business English (eg correct idioms, grammar, style, elements of a business letter and layout).
- demonstrates a good knowledge of business vocabulary.
- has a command of key concepts and makes use of basic functionalities with purpose
- has a good attitude towards learning through continuous participation, including teamwork and conducting assignments

1 (40%)

The student:

- is able to produce basic messages in the international professional setting.
- has a satisfactory understanding of the requirements of professional business writing (eg correct idioms, grammar, style, elements of a business letter and layout).
- demonstrates a basic knowledge of business vocabulary.
- has a command of some concepts but lacks a full understanding of how the applications work.
- can satisfactorily complete basic tasks but is not able to solve more demanding tasks independently.
- has a below average attitude towards learning through participation, including teamwork and conducting assignments

including teamwork and
conducting assignments.

Assessment components and their respective weights

English, Ilpo Päiväläinen: Required attendance, assignments and exam: 100%

ICT, Heli Lankinen: Assignments and participation: 100%

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Finnish Language Proficiency

- Code: FIN1LE101
- Extent: 3 cr (81 h)
- Timing: 1st semester*
- Language: Finnish
- Level: core studies
- Type: compulsory**

*the course is offered only in autumn semesters

**required of *native Finnish students* in the Mubba programme

Starting level and linkage with other courses

Native Finnish speaker or equivalent skills (min. B2) in Finnish. The course is an independent course but it is recommended to finish this course before taking the other native Finnish courses in the DP.

Learning outcomes

Upon completion of the course, the student is able to

- use Finnish in a proficient manner; to produce clear, comprehensible texts
- recognise and describe the features of the Finnish language

Course contents

- main focus: correct usage of standard Finnish
- aspects of the Finnish language that will help students in issues of usage and in learning foreign languages
- nature and distinctive features of the Finnish language
- basics of grammar

Cooperation with the business community

Possible guest lecturers from different companies.

International dimension

Possible guest lecturers from international companies.

Teaching and learning methods

Workshops and lectures, including exams 32 h

Independent study and teamwork 48 h

The assessment of one's own learning 1 h

Recognition of prior learning (RPL)

The student displays with the competence demonstration that s/he manages the course objectives and contents mentioned in the course description. It is possible to participate in the competence demonstration

only once, and it must be agreed upon with the teacher in advance. The competence demonstration is assessed on the scale from 1 to 5.

Teacher(s) responsible

Sanna Kukkonen, Pasila

Course materials

Harmanen, M., Kaipainen, S. & Murto, M. 2009. Uusi apulainen. Kielionpa. Laatusana. Helsinki.

Other course material provided by the teacher.

Assessment criteria

The course is evaluated on scale 1 to 5.

5 (90%)

The student:

- understands the importance of the aspects and basics of Finnish grammar very well.
- has a very good knowledge of the nature and distinctive features of the Finnish language.
- has excellent skills in producing standard Finnish, focusing on correct usage.
- masters the proper ways that a professional works and follows deadlines.
- knows how to use instructions independently and apply her/his skills.
- knows how to benefit from feedback and learn from mistakes.

3 (70%)

The student:

- understands the importance of the aspects and basics of Finnish grammar.
- has a good knowledge of the nature and distinctive features of the Finnish language.
- is able to produce standard Finnish, focusing on correct usage.
- masters the proper ways that a professional works and follows deadlines.
- knows how to use instructions independently and apply her/his skills.
- knows how to benefit from feedback and learn from mistakes.

1 (40%)

The student:

- understands the importance of the aspects and basics of Finnish grammar.
- has a basic knowledge of the nature and distinctive features of the Finnish language.
- is able to produce standard Finnish, trying to focus on correct usage.
- follows deadlines and instructions and participates in work.
- knows how to follow instructions given to her/him.

Assessment components and their respective weights

Examination 70 %: grammar pass/fail, and language proficiency on scale 1 - 5

Team assignment(s) 30 %

In borderline cases, regular attendance is counted.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Communicating in Finnish Business Environment

1

- Code: FIN1LE102
- Extent: 3 ECTS (81 h)
- Timing: 2nd semester*
- Language: Finnish
- Level: Core studies
- Type: Compulsory**

* the course is offered only during spring semesters

** required of Finnish students in the Mubba programme

Starting level and linkage with other courses

Mastering the rules of correct written Finnish, sufficient text processing skills (Word). Excellent Finnish skills if one's mother tongue is other than Finnish.

Preceding courses:

Office Applications, Finnish Language Proficiency

Learning outcomes

Upon completion of the course, the student is able to

- recognise the structure and essential parts of Finnish business documents
- produce texts and presentations related to recruitment and business
- present him/herself in a positive light when applying for jobs
- formulate the message in a manner that promotes the company and/or minimizes harm to it

Course contents

- recruitment: job advertisement, cv, job application, cover letter, job interview
- business documents: memorandum, minutes, quotation, offer, order

Cooperation with the business community

The exercises simulate business life conditions.

Possible guest lecturers from different companies.

Teaching and learning methods

Workshops and lectures 32 h

Independent study and teamwork 48 h

The assessment of one's own learning 1 h

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Teacher responsible

Sanna Kukkonen, Pasila

Course materials

Material provided by the teacher.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

5 (90%)

The student:

- is able to independently plan and write documents and texts in Finnish, which are correct in appearance, phrasing and contents. S/he is able to manage the most demanding word processing tasks.
- is able to write documents and texts fluently, including suitable style and nuance, in different communication situations in work life, such as job hunting and business purposes.
- is able to present him/herself in positive light in recruitment situations
- follows schedules well and is able to plan how to best use his/her own time. S/he shows initiative and is able to share his/her knowledge and give constructive feedback to others.
- is able to assess the contents, appearance and phrasing of documents, improve his/her working methods and seek new solutions.

3 (70%)

The student:

- is able to independently write basic documents in Finnish, which are of suitable quality be sent to the recipient in terms of appearance and phrasing.
- is able to write texts with appropriate style and nuance for the target audience.
- is able to present him/herself in somewhat positive light in recruitment situations
- displays the proper ways of professional working and meets deadlines.
- knows how to follow instructions and independently apply his/her skills, as well as is able to give feedback to others.
- knows how to benefit from feedback and learn from mistakes.

1 (40%)

The student:

- is able to write basic documents in Finnish by using word processing programs and standard Finnish document templates.
- is able to produce understandable documents and understands the varying purposes of different documents.
- meets deadlines, follows instructions and participates in class.
- follows instructions.

Assessment components and their respective weights

Active participation, class exercises 40 %

Course assignment(s) 40 %

Exam(s) 20 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Basic Business Swedish 1

- Code: SWE1LE101
- Extent: 3 cr (81 h)
- Timing: 1st semester
- Language: Swedish
- Level: Core studies
- Type: Compulsory

Starting level and linkage with other courses

Secondary school Swedish or corresponding proficiency

Learning outcomes

Upon completion of the course, the student is able to

- manage everyday working life situations in Swedish.
- has a command of basic Swedish grammar and business vocabulary.
- is familiar with Nordic society and business culture.

Course contents

- Texts related to Nordic context
- Grammar
- Vocabulary

Cooperation with the business community

Company presentation materials and visiting lecturer from a company

International dimension

Nordic learning materials.

Teaching and learning methods

Lectures 30 h

Independent study 48 h

Exam 2 h

The assessment of one's own learning 1 h

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher responsible

Marketta Keisu, Pasila

Course materials

Keisu, M. 2013. Svenska språkets strukturer för ledningsassistenter
newspaper articles

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (40%)	3 (70%)	5 (90%)
Knowledge and skills	<p>The student:</p> <ul style="list-style-type: none">• is able to use everyday Swedish language and is managing simple and routine-like everyday tasks at work in Swedish.• is able to understand simple texts that concern topical issues and business life.• is able to produce simple messages that are understandable concerning the grammar.• masters the central vocabulary in business Swedish.	<p>The student:</p> <ul style="list-style-type: none">• is able to independently use everyday Swedish language and is managing most of the everyday tasks at work in Swedish.• is able to understand messages that concern topical issues and business life.• produces often clear and consistent messages, and he/she is able to choose the style that is commonly appropriate to the situation.• masters Swedish grammar and the central vocabulary in business Swedish.	<p>The student:</p> <ul style="list-style-type: none">• is able to comprehensively use everyday Swedish language and is managing well everyday tasks in Swedish at work.• is able to understand fluent messages that concern topical issues and business life.• produces clear and consistent messages, and he/she is able to choose the style that is appropriate to the situation.• masters well Swedish grammar and the central vocabulary in business Swedish.
Competence	<p>With great difficulty and under strict supervision, the student can partly work with a client company in a team. S/he poorly apply problem identification, analysis and solving to branding projects. S/he can conduct qualitative research in branding.</p>	<p>The student can work with a client company in a team. S/he can apply problem identification, analysis and solving to branding projects. S/he can conduct qualitative research in branding.</p>	<p>The student can work very professionally with a client company in a team. S/he can fully apply problem identification, analysis and solving to branding projects. S/he can conduct qualitative research in branding at a highly professional level.</p>

Assessment components and their respective weights

Written exam 80 %

Class participation and assignments 20 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Basic Business Swedish 2

- Code: SWE1LE102
- Extent: 3 cr (81 h)
- Timing: 2nd semester
- Language: Swedish
- Level: Core studies
- Type: Compulsory

Starting level and linkage with other courses

Secondary school Swedish or corresponding proficiency

Learning outcomes

Upon completion of the course, the student is able to

- manage spoken everyday working life situations in Swedish.
- has a command of basic Swedish business vocabulary.
- is able to handle telephone conversations and oral situations in Swedish.
- is familiar with Nordic society and business culture.
- is able to present a company shortly in Swedish

Course contents

- Telephone conversations
- Oral presentations
- Conversations in working life contexts
- Meetings and other group activities according to Nordic business society
- Seminars

Cooperation with the business community

Company presentation materials, visiting lecturer from a company and seminars.

International dimension

Nordic learning materials.

Teaching and learning methods

Lectures 48 h

Independent study 30 h

Exam 1 h

The assessment of one's own learning 1 h

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each

student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher responsible

Marjaana Halsas, Pasila

Course materials

Basic material in Moodle.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (40%)	3 (70%)	5 (90%)
Knowledge and skills	<p>The student:</p> <ul style="list-style-type: none"> understands and develops limited oral language in normal spoken interactions and simple business situations. masters the most common basic business vocabulary and the language in phone conversations. can discuss something about business life and very shortly present a company or other organization if needed. 	<p>The student:</p> <ul style="list-style-type: none"> speaks Swedish quite fluently and is able to manage orally in business interactions. masters quite well the common business vocabulary and the language in phone conversations. is also able to orally present a company or other organization if needed. 	<p>The student:</p> <ul style="list-style-type: none"> develops oral language with great skill and high level of interactive business communication. learns and practices central parts of spoken business Swedish and is able to produce fluent oral language in business interactions. masters the common business vocabulary and the language in phone conversations. is also able to orally present a company or other organization.
Competence	<p>With great difficulty and under strict supervision, the student can partly work with a client company in a team. S/he poorly apply problem identification, analysis and solving to branding projects. S/he can conduct qualitative research in branding.</p>	<p>The student can work with a client company in a team. S/he can apply problem identification, analysis and solving to branding projects. S/he can conduct qualitative research in branding.</p>	<p>The student can work very professionally with a client company in a team. S/he can fully apply problem identification, analysis and solving to branding projects. S/he can conduct qualitative research in branding at a highly professional level.</p>

Assessment components and their respective weights

Oral exam 40 %

Class participation and assignments 60 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Office Applications

- Code: TOO1LE101
- Extent: 6 ECTS
- Semester: 1 *
- Language: English
- Level: core studies
- Type: compulsory

*The course is offered only in autumn semesters.

Starting level and linkage with other courses

No prerequisites.

Learning outcomes

Upon completion of the course, the student

- is competent to use a collaboration software when working in project team.
- is able to use calendaring software to plan her/his own work.
- is able to study efficiently in Haaga-Helia IT-environment.
- knows key features to produce business documents efficiently.
- can produce documents following the Finnish document standard.
- is able to create presentations using presentation graphics software.
- knows basics of spreadsheet software use and is able to perform basic calculations with it.

Course contents

- Office 365 environment basic use:
 - Calendar
 - Email
 - Newsfeed & Profile
 - OneDrive file storage & file sharing
 - WebApps
- Using SharePoint team sites for project management
- HAAGA-HELIA IT environment:
 - Saving and sharing files
 - Access outside Haaga-Helia
 - Moodle
- Microsoft Office 2013 Word
 - Modify document settings including margins, tabs, headers, footers, fonts according to given specifications
 - Use key features(templates, building blocks, styles, and themes) to automate document production:
 - Enrich the document content with images, SmartArt, tables and graphics.
 - Create reports with automatic table of contents
- Finnish Document Standard
 - Document layout according to Finnish document
- Microsoft Office 2013 PowerPoint
 - Create and modify presentations using PowerPoint themes and layouts
 - Enrich the presentations with SmartArt, tables, images, animations and transitions

- Modify SlideMaster
- Use speaker notes
- Print presentation slides, notes and handouts
- Microsoft Office 2013 Excel
 - Create and modify Excel workbooks and worksheets
 - Data entry and formatting
 - Recover from most common errors: #DIV, #REF, #VALUE, #NAME, #####
 - Write formulas using absolute and relative references
 - Use basic functions: MIN, MAX, AVERAGE, SUM, IF
 - Calculate percentages
 - Create and modify graphs
 - Prepare Excel worksheets for printing

Teaching and learning methods

Contact hours 64 h

Self-study 96 h

The assessment of one's own learning 1 h

Recognition of prior learning (RPL)

A competence demonstration is organized before the start of semester.

Teacher(s) responsible

Heli Lankinen, Pasila

Course Material

Classroom materials and other materials informed and distributed by the teachers.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

5 (90%)

The student:

- has a command of key concepts, has a solid grasp of software functionalities and knows how to apply them in practice.
- has strong skills and can independently use the applications to find new solutions.
- has good time management skills and completes assignments on time.

3 (70%)

The student:

- has a command of key concepts and makes use of basic functionalities with purpose.
- has good time management skills and completes assignments on time.

1 (40%)

The student:

- has a command of some concepts but lacks a full understanding of how the applications work.
- can satisfactorily complete basic tasks but is not able to solve more demanding tasks independently.

Assessment components and their respective weights

Exams and active course participation 70 %

Learning assignments 30 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Chinese Business Communication 1

(中文商业沟通1)

- Code: CHI4LE101
- Extent: 3 ECTS (81 h)
- Timing: 1st semester
- Language: English/Chinese
- Level: core studies
- Type: elective*

* required of students who have chosen compulsory Chinese

Starting level and linkage with other courses

Target level: A1.3

Chinese for Beginners CHI8LE004 and Intermediate Chinese CHI8LE005, or three semesters of beginning level Chinese

Learning outcomes

The purpose of this course is to practice and learn spoken language skills involving everyday basic business situations.

Upon completion of the course, the student

- achieves the proficiency of the whole Pinyin system
- feels easy in communications concerning everyday life basic business situations
- is able to read and write common characters seen in business places in Chinese-speaking areas

Course contents

During the course, students will learn the following skills:

- getting acquainted with a new person
- introducing oneself and others
- asking about time, schedule, etc.
- telling about one's own home, present life situation, friends and foreign language skills
- talking about likes and dislikes, sports and hobbies etc.
- singing two Chinese songs

Teaching and learning methods

Interactive classroom activities

Individual and pair work

Written final exam

The assessment of one's own learning 1 h

Teacher(s) responsible

Hai Guo

Course materials

Great Wall Chinese 2009: Level 1, Office of Chinese Language Council International

Gu Feng 2009: Mandarin Teaching Toolbox, Volume 2, Confucius Institute at BCIT

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

5 (90%)	3 (70%)	1 (40%)
The student	The student	The student
has very good skills in pronouncing pinyin, tones and vocabulary, can use everyday Chinese to communicate really well.	has pretty good skills in pronouncing pinyin, tones and vocabulary, can use everyday Chinese to communicate.	has still limited skills in pronouncing pinyin, tones and vocabulary, can use everyday Chinese to communicate on a limited basis.
Her/His spoken language is logical and easily understandable.	Her/His spoken language is usually logical and for the most part understandable.	Her/His spoken language is not always logical, not always understandable.
masters really well the Chinese grammar rules and can follow the rules precisely in language situations.	masters well the Chinese grammar rules and can follow the rules well in language situations.	knows the main Chinese grammar rules and can follow the rules on a limited basis.
not only masters the structures of the characters but can also apply the knowledge in learning new characters. She/He understands all the written characters demanded for the course.	knows pretty well the structures of the written characters and understands most of the written characters demanded for the course.	knows the basic structures of the written characters and understands only part of the written characters demanded for the course.
follows deadlines and instructions precisely.	usually follow deadlines and instructions very well.	doesn't follow deadlines and instructions very well.

Assessment components and their respective weights

Written exam: 100%

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Chinese Business Communication 2

(中文商业沟通2)

- Code: CHI4LE102
- Extent: 3 ECTS (81 h)
- Timing: 2. semester
- Language: Chinese/English
- Level: core studies
- Type: elective*

* required of students who have chosen compulsory Chinese

Starting level and linkage with other courses

Chinese for Beginners, Intermediate Chinese and Chinese Business Communication 1 or equivalent study of 12 credits in Chinese language.

Learning outcomes

Target level: A2

Upon completion of the course, the students acquire the skills to

- learn basic Chinese business vocabulary and expressions
- manage superficial conversation in everyday economic life
- take part in discussion with familiar business topics
- use the most common Chinese language learning assistant programs

Course contents

The course prepares students with basic language skills in common everyday business situations. Learning materials cover for example the following items:

- simple everyday business conversation
- ways of addressing customers and business partners
- business companies, positions, rank and business card
- business work unit, location and phone number
- business work experiences
- Chinese money
- different ways of travelling in a city
- ordering dishes in a Chinese restaurant
- Chinese word-processing programs such as Word IME and Google Pinyin, as well as online translation and reading assistant programs in www.MDBG.net.

Cooperation with the business community

The course simulates real business situations as much as possible.

Teaching and learning methods

The course consists of contact hours and independent study, totaling 80 hours of study time.

Two written exams

The assessment of one's own learning 1 h

Teacher(s) responsible

Hai Guo

Course materials

Meiru Liu 2006: Basic Business Chinese, Beijing University Press (*Lessons 1-6*)

Great Wall Chinese 2009: Level 2, Office of Chinese Language Council International

Handouts and materials provided by the teacher

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

5 (90%)

The student:

- is able to communicate fluently in basic business situations.
- masters well basic Chinese business vocabulary and phrases.
- not only masters the structures of the characters but can also apply the knowledge in learning new characters. She/He understands all the written characters demanded for the course.
- masters well one of the commonly used Chinese word processing tools.
- follows deadlines and instructions precisely.

3 (70%)

The student:

- is able to communicate well in basic business situations.
- masters basic Chinese business vocabulary and phrases.
- knows well the structures of the written characters and understands most of the written characters demanded for the course.
- masters the basics of one of the commonly used Chinese word processing tools.
- usually follows deadlines and instructions well.

1 (40%)

The student:

- is able to communicate on a limited basis in basic business situations.
- knows the most common Chinese business vocabulary and phrases.
- knows the basic structures of the written characters and understands only part of the written characters demanded.
- knows the basics of one of the commonly used Chinese word processing tools.
- doesn't follow deadlines and instructions very well.

Assessment components and their respective weights

Written exams 100 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

French Business Communication 1

(Francais des affaires 1)

- Code: FRE4LE101
- Extent: 3 cr (81 h)
- Timing: Semester 1
- Language: French/ English
- Competency level: A2
- Level: corel studies
- Type: elective*

*required of students who have chosen compulsory French

Starting level and linkage with other courses

Secondary school French (C/D) or equivalent.

Learning outcomes

Upon successful completion of the course, the student

- knows basics of French grammar and can use key French language structures
- understands some basics of Business French
- is able to have small-talks in ordinary situations
- can use various sources of information related to French language and society

Course contents

- French Grammar
- Oral exercises
- Basics of Business French vocabulary and concepts
- intercultural topics

Teaching and learning methods

Contact hours 32 h

Self-study 48 h

The assessment of one's own learning 1 h

Mandatory attendance 80 %

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test

One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher(s) responsible

Catherine Métivier, Pasila

Course materials

Grammaire progressive du français avec 600 exercices, nouvelle édition – niveau intermédiaire, Maïa Grégoire, Odile Thiévenaz, CLE international

Web-pages

Material provided by the teacher.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

5 (90%)

The student:

- has strong writing and speaking skills in French and a good basic knowledge of Business French.
- knows how to apply the learned skills acquired in practice in new situations.

3 (70%)

The student:

- has good writing and speaking skills in French and a good basic knowledge of Business French.
- his/her speaking and writing skills are good as far as constructions and pronunciation are concerned.
- has the readiness to apply in practice the skills learned.

1 (40%)

The student:

- has limited writing and speaking skills in French and a limited basic knowledge of Business French.
- his/her speaking and writing skills are passable as far as constructions and pronunciation are concerned.
- can partly apply the learned skills in practice in new situations.

Assessment components and their respective weights

Written exam in grammar, vocabulary and intercultural skills 50%

Oral exam 50%

Assignments

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

French Business Communication 2

(Français des affaires 2)

- Code: FRE4LE102
- Scope: 3 cr
- Timing: Semester 2
- Language: French/ English
- Competency level: A2
- Curricula 2014
- Course level: corel studies
- Course type: elective*
- *required of students who have chosen compulsory French

Starting level and linkage with other courses

The student has successfully completed French Business Communication 1 (FRE4LE101).

Learning objectives and assessment

Upon successful completion of the course, the student

- understands the basics of French Business Environment
- is able to communicate contact information by telephone
- knows the basics of French Business written communication

Grade 1

The student has limited skills in telephone communication and is partly capable of taking simple contact information. He/She has a limited command of the key concepts in Business French. The student knows some of the basics of Business Communication and is partly capable to write basic Business Documents.

Grade 3

The student has good skills in telephone communication and is partly capable of taking contact information. He/She has a command of the key concepts in Business French. The student knows well the basics of Business Communication and is partly capable to write basic Business Documents.

Grade 5

The student has strong skills in telephone communication and is fully capable of taking and communicating contact information. He/She has an excellent command of the key concepts in Business French and in written basic Business Communication.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Working life connections

The material is directly based on real documents and connected to French speaking organisations.

Internationality

The material is directly based on real documents and connected to French speaking organisations.

Course contents

French Grammar
Vocabulary and concepts for Business
Technique for telephone conversation
Written Business Communication

Learning methods

Contact lessons and final exams OR
Individual and pair assignments OR
Independent studies

The assessment of one's own learning 1 h

Assessment

Written exam on terminology of Business French Pass/Fail
Written exam for grammar and Business Communication 90 %
Oral exam for telephone conversation 10%
Assignments are done

Contact teachers

Catherine Métivier, Pasila

Course materials

Grammaire progressive du français avec 680 exercices, nouvelle édition – niveau intermédiaire, Maïa Grégoire, Odile Thiévenaz, CLE international
Web pages
Material provided by the teacher.

German Business Communication 1

(German Grammar /Deutsche Grammatik)

- Code: GER4LE101
- Extent: 3 ECTS (81 h)
- Timing: 1st semester*
- Language: German
- Competence level: A2
- Level: core studies
- Type: elective**

*the course is offered only in autumn semesters

**required of students with compulsory German

Starting level and linkage with other courses

Secondary school German or German for Beginners 1 (GER8LE080) and German for Beginners 2 (GER8LE030).

Learning outcomes

Upon successful completion of the course, the student

- is able to produce grammatically correct German
- can use various sources of information in German

Course contents

- German grammar
- Expansion of vocabulary.

Teaching and learning methods

Contact hours 28 h (2 h / week)

Independent study 48 h

Written exam 4 h

The assessment of one's own learning 1 h

Mandatory attendance 80 %

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher(s) responsible

Sirpa S. Bode, Pasila

Learning materials

Monika Reimann. Essential Grammar of German with Exercises. Max Hueber Verlag.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

5 (90 %)

The student:

- is able to use written (business related) German very well.
- is able to understand fluent messages in different (business life) situations. His/her comprehension of German correlates very well to the main learning goals of the course in written as well as in spoken language.
- masters German grammar and main vocabulary very well in (business related) German.

3 (70 %)

The student:

- is able to use written (business related) German quite well.
- is able to understand messages in different (business life) situations. His/her comprehension of German correlates well to the main learning goals of the course in written as well as in spoken language.
- masters German grammar and main vocabulary well in (business related) German.

1 (40 %)

The student ('s):

- is able to comprehensively use written (business related) German.
- understanding of messages in different (business life) situations is limited. His/her comprehension of German corresponds to the main learning goals of the course in written and in spoken language.
- is able to use German grammar and main vocabulary in (business related) German.

Assessment components and their respective weights

Written exam 80 %

Class participation incl. verb test 20 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

German Business Communication 2

(Deutsche Geschäftskommunikation, mündlich)

- Code: GER4LE102
- Extent: 3 ECTS (81 h)
- Timing: 2nd semester
- Language: German
- Competency level: A2
- Level: core studies
- Type: elective**

*the course is offered only in spring semesters

**required of students who have chosen compulsory German

Starting level and linkage with other courses

German Business Communication 1 (GER4LE101)

Learning outcomes

Upon successful completion of the course, the students will be able to use German language in simple business situations and to interact with other German-speakers being aware of the cultural differences.

Course contents

- Pronunciation and intonation exercises
- Training real life job situations where spoken German skills are required such as introduction, invitation, making an appointment, giving directions, small talk and telephone conversation.

Cooperation with the business community

Students make use of these skills in companies with connections to German-speaking countries.

Teaching and learning methods

Contact hours: 42 h

Mid-term examination after the 1st period, final exam at the end of the term.

Self-study: 38 h (incl. exams)

The assessment of one's own learning 1 h

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content e.g. with Language Portfolio. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher(s) responsible

Sirpa S. Bode, Pasila

Course materials

Material provided by the teacher

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

5 (90%)

The student:

- has developed oral skills at a high level of interactive communication.
- learns and practices different genres of discourse and, at the same time, s(he) is able to produce fairly fluent and understandable language.
- has acquired an extensive vocabulary in everyday situations and in professional settings.
- acts naturally in the environment where s(he) needs to use German.
- is able to present orally his/her own experiences.

3 (70%)

The student:

- speaks German with a certain correctness and s(he) also tries to overcome the language barrier by making use of body language and other forms of communication.
- makes an effort to improve his/her skills in the use of oral language and seeks simple solutions to explain more abstract terms.
- slowly learns the details of German grammar and also makes a great effort to reproduce and speak a coherent and comprehensible language to speakers of German.
- clearly expresses sentences in German speaking environments.
- is able to express modestly his/her personal experiences.

1 (40%)

The student:

- is having some difficulty in learning, but s(he) is moving towards improving her/his oral production.
- uses very short sentences and very basic language constructions.
- uses a discrete but understandable language for German speaking listeners.
- understands what is spoken in his/her environment and also makes short interventions to participate in the dialogue.
- makes an effort to express his/her experiences.

Assessment components and their respective weights

Oral exams 80 %

Class work 20 %

Mandatory attendance 80 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Russian Business Communication 1

(Деловой русский язык 1)

- Code: RUS4LE101
- Extent: 3 ECTS (81 h)
- Timing: 1st semester
- Language: Russian/English
- Competence level: A2
- Level: core studies
- Type: elective*

*required of students who have chosen compulsory Russian

Starting level and linkage with other courses

Intermediate Russian or equivalent skills.

Learning outcomes

Upon completion of the course, the students

- master the basics of Russian grammar using basic business Russian
- successfully manage everyday conversation during a business trip to Russia
- familiarize oneself with the city of Moscow
- familiarize oneself with the Russian Business Culture
- learn how to produce simple texts on familiar topics
- can use various sources of information related to Russia
- get used to multicultural working environments

Course contents

The course involves contact hours and independent study. The essential point in this course is rehearsing Russian basic grammar using basic business Russian. Contact hours focus on speaking situations during a business trip to Russia. The exercises encourage active participation and enhance the learning process. The course includes lots of weekly assignments.

- Basic language-use situations during a business trip
- Border formalities
- Checking in
- Business relations
- In the restaurant
- In the city
- In the theatre
- Being someone's guest
- Buying tickets
- Shopping
- In a taxi

Teaching and learning methods

Contact hours: 30 h (2 x 2 h / week)

Written and listening comprehension: 2 h

Independent study, weekly assignments and preparing for examination: 48 h

The assessment of one's own learning 1 h

Mandatory attendance 80 %

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test.

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher(s) responsible

Pirjo Salenius, Pasila

Course materials

Berditchevski, A. 2007. Lestnitsa - Steps, E. Weber Verlag.

Salenius – Lehmuskallio, Biznes-Grammatika. 2009. Edita. Helsinki.

Material given by the lecturer.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

5 (90%)

The student ('s):

- is able to use both everyday and business Russian very well.
- language is logical and understandable.
- comprehension of Russian correlates very well to the main learning goals of the course, both in professional and everyday communication situations.
- masters Russian grammar.
- follows deadlines and instructions precisely.

3 (70%)

The student ('s):

- is able to use both everyday and business Russian well.
- language is usually logical and for the most part understandable.
- main Russian constructions, basic vocabulary and some professional vocabulary are comprehended, but they could be improved upon.
- usually follows deadlines and instructions well.

1 (40%)

The student ('s):

- can use both everyday and business Russian on a limited basis.
- language is not always logical, and not everything is understandable.
- main Russian constructions, basic vocabulary and some professional vocabulary are partly comprehended, and there is much to be improved upon.
- doesn't follow deadlines and instructions very well.

Assessment components and their respective weights

Written examination and listening comprehension 90 %

Learning assignments 10 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Russian Business Communication 2

(Деловой русский язык 2)

- Code: RUS4LE102
- Scope: 3 ECTS
- Timing: 2nd semester
- Language: Russian
- Curriculum: 2014
- Course level: Core studies
- Course type: elective*
- *required of students who have chosen compulsory Russian

Starting level and linkage with other courses

Language level: A 2

Russian Business Communication 1

Learning objectives and assessment

Passed course is assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1

The student is able to communicate on a limited basis in Russian telephone conversations and agreeing on an appointment. He/she knows some of the Russian business culture and manages somehow in small talk situations. Language is not always logical, and not everything understandable. There is much to be improved upon.

Grade 3

The student is able to communicate quite well in Russian telephone conversations and agreeing on an appointment. He/she knows the Russian business culture and manages well in small talk situations. Language is usually logical and understandable. There is still a little bit to be improved upon.

Grade 5

The student is able to communicate fluently in Russian telephone conversations and agreeing on an appointment. He/she knows the Russian business culture and manages excellent in small talk situations. Language is logical and understandable and there is nearly anything to be improved upon.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

Requirements of Russian knowledge in working life are rehearsed in telephone conversations and small talk situations.

Internationality

Russian studies according the requirements of Finnish companies. The study group is usually multicultural.

Contents

Russian telephone culture, common expressions during phone conversations, Russian Business Culture, key Russian language structures

Learning methods

- A. Contact lessons and distant assignments and written and oral exam
 - B. Distant assignments and written and oral exam
- OR

The assessment of one's own learning 1 h

Assessment

Written exam and listening comprehension test 40 p.
Oral exam and listening comprehension test 50 p.
Distant assignments 10 p.
Max. 100 p.

Course teacher

Pirjo Salenius

Learning materials

Ojanen, Laurila-Hellman & Prokkola, 2011. Sekret uspeha 1. Helsingin kauppakorkeakoulu, Helsinki.
Salenius & Lehmuskallio, 2009. Biznes-grammatika. Edita. Helsinki.
Material given by the lecturer.

Spanish Business Communication 1

(Español de los negocios 1: Gramática española)

- Code: SPA4LE101
- Extent: 3 ECTS (81 h)
- Timing: 1st Semester
- Language: Spanish
- Competence level: A2
- Level: core studies
- Type: elective*

*required of students who have chosen compulsory Spanish

Starting level and linkage with other courses

Spanish for Beginners 1, 2 and 3 or equivalent, e.g. secondary school Spanish.

Learning outcomes

The course objective is to learn to use the most demanding of Spanish structures in different situations and learn the basic vocabulary of Business Spanish.

Upon successful completion of the course, the student

- understands texts written in ordinary language.
- knows the most demanding structures of language
- gains the skills to produce text on topics relating to basic vocabulary of Business Spanish and the cultures of different Spanish spoken countries

Lots of oral and written exercises. Practice in the use of the indicative and subjunctive in everyday situations, both orally and in writing. This course offers a solid foundation on Spanish grammar! Students write essays during the course.

Course contents

Focus on the:

- passive structures and singular subjects
- subjunctive and imperative
- different forms of the past tenses
- basic vocabulary of Business Spanish
- cultural differences in the Business life of the Latin America and Spain

Teaching and learning methods

The course consists of contact hours and independent study, totaling 81 hours of study time.

Contact hours 32 h (2x2 h/week) including a written examination 2 h

Independent study 46 h

Written exam 2 h

The assessment of one's own learning 1 h

Mandatory attendance 80 %

Class exercises must be completed before the exam.

Alternative ways to complete the course

One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher(s) responsible

Pedro Beltrán Herrera, Pasila

Course materials

Amate, Iñaki & Puranen, Pasi, 2010. Colegas – Työelämän espanja. Espanjan jatko-oppikirja. Kustannusosakeyhtiö Tammi, Helsinki: Chapters 1-6.

Additional reading:

Turk, Phil - Zollo Mike 2005, ¡Acción Gramática! A new Spanish grammar. 2nd edition, Hodder & Stoughton, London.

Mäkinen, Matti 2003. ¡Claro! Lyhyt espanjan kielioppi. Kustannusosakeyhtiö Tammi, Helsinki.

Mäkinen, Matti - Torvinen, Maarit 2003. ¡Claro! Harjoitukset. Kustannusosakeyhtiö Tammi, Helsinki.

Hämäläinen Tiina 2002. Espanjan kielioppi, Finn Lectura, Tampere.

Hämäläinen Taina - Virkkunen Sonja 2003. Espanjan kielioppi-harjoituskirja. Finn Lectura, Helsinki.

Web materials:

Español Uno and Dos guide, Finn Lectura and Taina Hämäläinen's Espanjan kieliopin harjoituksia, Finn Lectura.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

5 (90%)

The student:

- is able to use written business-related Spanish very well.
- is able to understand messages in different business life situations very well. His/her comprehension correlates very well to the main

3 (70%)

The student:

- is able to use written business-related Spanish well.
- is able to understand messages in different business situations well. His/her comprehension correlates well to the main learning goals of the

1 (40%)

The student:

- is able to somewhat use written business-related Spanish. The student's understanding of messages in different business life situations is limited. His/her comprehension corresponds somewhat to the main learning goals of the course in written and spoken Spanish.

- | | | |
|---|--|--|
| <p>learning goals of the course in written and spoken Spanish.</p> <ul style="list-style-type: none"> • masters Spanish grammar and the main vocabulary in business-related Spanish very well. | <p>course in written and spoken Spanish.</p> <ul style="list-style-type: none"> • masters Spanish grammar and the main vocabulary in business-related Spanish well. | <ul style="list-style-type: none"> • is able to use Spanish grammar and the main vocabulary to some degree in business-related Spanish. |
|---|--|--|

Assessment components and their respective weights

Written exam 80 %

Continuous assessments 20%

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Spanish Business Communication 2

(Español de los negocios 2)

- Code: SPA4LE102
- Scope: 3 ECTS
- Timing: 2nd Semester
- Language: Spanish
- Curriculum: OPS2014
- Course level: professional studies
- Course type: elective*
- *required of students who have chosen compulsory Spanish

Starting level and linkage with other courses

Competence level: B1

Spanish Business Communication 1 or equivalent studies.

Learning objectives and assessment

The course covers common business situations: presenting oneself in a company, accepting visitors, job interviews, making a CV, product presentations, company presentations, as well as fairly easy business texts. Students give an oral presentation on a company or product.

The course introduces students to Spanish business culture:

- cultural differences, corporate forms, organisation, commerce, finance, marketing, tourism, workplace culture
- products and services, Trade fair and sustainable development
- marketing, tourism, fairs and apply for work
- the trade relations between Finland and Spain

Distinctive features of written Spanish:

- spelling and use of punctuation
- business correspondence: offers, offer requests, orders, claims, invoicing and warehouse management
- PR letters: invitations, congratulations, thank you letters, condolences and sales letters
- Internal communications: invitations to meetings, minutes of meetings.

Grade 1

The student: has some difficulty in learning, but he or she is moving towards improving her/his knowledge of business Spanish. He/she uses very short sentences and very basic language constructions. He/she has limited vocabulary, but is understandable to native speakers. He/she understands what is spoken in his/her environment and also participates to some degree in it.

Grade 3

The student speaks Spanish with a certain correction and he/she also tries to overcome any language barriers by making use of body language and other forms of communication. He/she tries to improve her/his skills in the use of business Spanish and uses simpler language to explain more abstract concepts. He/she slowly learns business Spanish vocabulary and also makes a great effort to create coherent and comprehensible language when talking to native speakers. He/she expresses himself or herself in Spanish-speaking environments.

Grade 5

The student develops oral language with great skill and high level of interactive communication. He/she learns and practices different genres of discourse and, at the same time, he/she is able to reproduce fairly fluent and understandable spoken language. He/she acquires an extensive vocabulary in business communication in professional settings. He/she acts naturally in any environment where he/she needs to use Spanish on a high cultural level.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 – 3 – 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Internationality

The students' group is international.

Learning methods

Contact lessons

Individual, pair and team assignments

Independent studies

The assessment of one's own learning 1 h

Alternative ways to complete the course: one alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Assessment

Written exam 70 %

Continuous assessments 30 %

Class exercises must be completed before the exam.

Teacher responsible

Pedro Beltrán Herrera, Pasila

Course materials

Lindgren Kristina - Savinainen Pekka - Seppä Ritva 2008. Claves del Éxito: Liike-elämän espanjaa. Edita Publishing Oy, Helsinki.

Dictionaries: Spanish-Finnish, Spanish-English, Spanish-Swedish.

Business Planning

- Business Planning
- Code: BUS2LE101
- Extent: 6 ECTS (162 h)
- Timing: Semester 3*
- Language: English
- Level: professional studies
- Type: compulsory
- *the course is offered only in autumn semesters

Starting level and linkage with other courses

BUS1LE102 Business Processes

Learning objectives and assessment

Grade 1: The student:

- has limited skills in developing and in establishing a new business.
- has some knowledge about the basic theoretical frameworks, methods, tools and laws which are necessary in establishing a new business.
- has a moderate attitude towards learning through participation in teamwork and conducting assignments.

Grade 3: The student:

- has good entrepreneurial skills in developing and establishing a new business.
- has good knowledge of the basic theoretical frameworks, methods, tools and laws that are necessary in establishing a new business.
- has good attitude towards learning through participation in teamwork and conducting assignments.

Grade 5: The student:

- has excellent entrepreneurial skills in developing and in establishing both an innovative and viable new business.
- has excellent knowledge about the theoretical frameworks, relevant methods, tools and laws that are necessary in establishing a new business.
- has excellent attitude towards learning through self-initiative and continuous and supportive participation in teamwork and in conducting assignments.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) is granted based on separate instructions.

Working life connections

The course includes co-operation with companies and organizations.

Internationality

Cooperation between international organizations, universities and multicultural teams.

Contents

Preparation of business plans from the perspective of marketing, management, accounting, finance and law.

Development of product/service, concepts, business model, customer experiences and a business plan based on both external market/field research and internal resources.

Analysis of marketing opportunities and practices with which to achieve goals and succeed in the marketplace.

Trade law, company forms and legislation, choice of company form, formalities involved in setting up a company.

Budgeting (profit & loss account, funding, cash), break-even point calculations, pricing.

Learning methods

1. Contact lessons, workshops, assignments and the assessment of one's own learning.
2. Performance of an equivalent course elsewhere; the equivalence is assessed from the perspective of the learning objectives.

Assessment

Legal part of the business plan 25 %

Marketing part of the business plan 25 %

Accounting part of the business plan 25 %

Business operations part of the business plan 25 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Course teachers

Ulla Huovinen, Pasila

Kirsimarja Vahevaara, Pasila

Olli Laintila, Pasila

Learning materials

Zimmerer, Thomas W. - Scarborough, Norman M. 2002. Essentials of Entrepreneurship and Small Business Management.

Osterwalder and Pigneur, 2010. Business Model Generation: A handbook for visionaries, game changers, and challengers.

Other material delivered by the lecturers.

Communicating with Impact

Code: COM2LE101

Scope: 6 Credits

Timing: 3rd semester

Language: English

Curriculum: Curriculum 2014 fall

Course level: Core Studies

Course type: Compulsory

Starting level and linkage with other courses

Effective Communication in Organizations COM1LE101 and Professional Writing Skills ENG1LE101

Learning objectives and assessment

Grade 1

Student can describe how communications can be used to influence attitudes, images and perception and is able to present own ideas both verbally and in writing.

Grade 3

In addition to achieving the competences and skills for Grade 1, the student produce texts and other communications materials that aim to influence and make an impact on others. He /she can formulate and express opinions and arguments and deliver “elevator pitches” and similar speeches and plan communication at basic level.

Grade 5

In addition to achieving the mentioned competences and skills for Grade 3, the student can formulate and express opinions and arguments and deliver “elevator pitches” and similar speeches in an effective and persuasive way. The student is familiar with key concepts related to communications planning and can prepare a communication plan for He /she also makes consistent and active contribution to group work and demonstrates high level of activeness and motivation in completing tasks and assignments.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) takes place according to separate instructions provided by the lectures(s).

Working life connections

Possible projects and/or guest lecturers from different companies. Case studies from real life.

Internationality

Group work on intercultural communication. Possible guest lecturers from international companies, international project/student teams, international learning materials.

Learning methods

Project work

Team meetings & team work
Supporting lectures if needed

Assessment

Attendance and assignments 100 %. Team performance is evaluated based on the contribution to the team work and peer evaluation.

Course teacher(s)

Kristiina Åberg, Pasila
Mirka Sunimento, Pasila

Learning materials

Material provided by teachers during lectures and those in Moodle. Links, white papers, presentations, videos and business papers.

International Business Documents

Code: ENG2LE101

Extent: 3cr

Timing: 4th semester

Language: English

Level: Professional studies

Type: Compulsory

Starting level and linkage with other courses

Prerequisites: Effective Communication in Organisations, Professional Writing Skills

Learning objectives and assessment

Students learn how to write international business documents using polite phrasing, formal to semi-formal style and expand their knowledge of special business vocabulary and idioms related to international trade and transactions.

(1)

The documents written by the student can be sent to the recipient after several corrections and improvements to the documents have been made. The basic elements of the documents are in place but considerable improvement needs to be made at various levels of the language and layout.

(3)

The student can produce well-functional business documents following the principles of appropriate international English business communication. The documents written by the student meet the appropriate requirements at a good level. The language and style of the documents are very good in terms of vocabulary, tone, idiomatic expressions, grammar, style and layout. The student demonstrates a good knowledge of the concepts and terminology used in international trade.

(5)

The student can produce highly polished business documents following the principles of appropriate international English business communication. The documents written by the student meet the appropriate requirements at an excellent level. The language and style of the documents are very good in terms of vocabulary, tone, idiomatic expressions, grammar, style and layout. The student demonstrates an excellent knowledge of the concepts and terminology used in international trade.

Recognising and validating prior learning (RPL)

Accreditation of prior learning (APL) is observed on the course according to separate instructions.

Internationality

Exercises and assignments simulate real-life tasks required in working in the international corporate setting.

Contents

Principles of International Business Writing
Routine Business Letters and Documents
Content and style
Enquiries, Replies, Quotations, Orders and Complaints

Learning methods

Lectures, workshops 26 h
Independent study, collaborative learning, teamwork 53 h
Self-assessment of learning assignment (1 h)

Assessment

The Final Examination

Course Teacher

Ilpo Päiväläinen, Pasila

Learning materials

Taylor, Shirley. 2004/2012. Model Business Letter, E-mails & Other Business Documents.
The additional learning material will be provided by the lecturer.

English for Specific Purposes

Code: ENG2LE105

Scope: 6 ECTS

Timing: 7th semester

Language: English

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Compulsory

Starting level and linkage with other courses

Student has completed the basic and professional studies in English.

Contents

- English for Specific Purposes as a field of study
- The functioning and structure of the European Union
- The special vocabulary related to the European union, law and administration
- The special vocabulary related to companies and corporate operations
- The special vocabulary related to various fields of industry

Learning methods

Tutorials

Lectures, workshops teamwork, independent study

The assessment of one's own learning 1 h

Learning outcomes and assessment

A

The student will be able to identify and master the structure and functioning of the European Union as well as key vocabulary related to the EU.

The student will be able to identify and master special features of legislative and administrative language

B

The student recognises ESP as a special area of study.

The student has a thorough knowledge of vocabularies related to special fields

The student can identify and analyse various areas of English for Specific Purposes independently

Assessment components and their respective weights:

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

The course is evaluated on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 5 (Excellent):

The student masters terminology and vocabulary related to various fields of English for Specific Purposes

fluently and accurately.

The student is able to dissect and analyse various professional texts very fluently.

Grade 3 (Good):

The student has a good mastery of terminology and vocabulary related to various fields of English for Specific Purposes.

The student is able to dissect and analyse various professional texts well.

Grade 1 (Fair):

The student has a satisfactory mastery of terminology and vocabulary related to various fields of English for Specific Purposes.

The student is able to dissect and analyse various professional texts satisfactorily.

Internationality

International learning materials.

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Course teachers

Ilpo Päiväläinen, Pasila

Kristiina Åberg, Pasila

Learning materials

Learning materials provided by the lecturer.

Instruction

Kristiina Åberg, Senior Lecturer

kristiina.aberg@haaga-helia.fi

Spoken Communication in Finnish

- Code: FIN2LE101
- Extent: 3 cr (81 h)
- Timing: 3rd semester*
- Language: Finnish
- Level: Professional studies
- Type: Compulsory**

* the course is offered only during autumn semesters

** required of Finnish students in the Mubba programme

Starting level and linkage with other courses

Sufficient command of PowerPoint. Good Finnish skills.

Learning outcomes

Upon completion of the course, the student is able to

- practice his/her skills in managing various speech situations in business life
- prepare and give presentations, as well as express oneself clearly in a group
- give and receive constructive feedback on oral presentations
- act well as a listener and as a member of the audience

Course contents

The course focuses on factors that have an impact on oral expression, with plenty of practice both individually and in groups.

- Theory: analysis of situation, preparation, observation; types of speech situations, dialogue, argumentation, group dynamics
- Practice giving presentations on one's own: improvised speeches, presentations
- Practice in groups: panel discussions and debates
- Practical exercises and tips on planning and giving presentations, giving feedback and managing stage fright
- Observing yourself as a speaker or performer by writing a learning diary

Cooperation with the business community

The exercises simulate business life conditions.

Possible guest lecturers from different companies.

Teaching and learning methods

Focus is on practice individually and in groups.

Workshops 40 h

Independent study and teamwork, including learning diary 40 h

The assessment of one's own learning 1 h

Mandatory attendance 80 %.

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Teacher responsible

Sanna Kukkonen Pasila

Course materials

Material provided by the teacher

Assessment criteria

The course is evaluated on scale 1 to 5.

1 (40%)	3 (70%)	5 (90%)
<p>The student is able to:</p> <ul style="list-style-type: none">• take part in team communication situations in working life by showing interaction in standard communication situations.• listen to others, express her/his own opinion and argue her/his own point.• make a presentation in a clear voice and in understandable Finnish if her/his mother tongue is not Finnish and try to get in contact with the audience.• give peer feedback when asked.	<p>The student is able to:</p> <ul style="list-style-type: none">• work successfully in a flexible manner in team communication situations.• communicate actively, listen to others and argue her/his own point well.• plan well a suitable well-organized presentation by proportion, duration and demonstration.• speak correct spoken Finnish in a clear voice and have a good contact with the audience.• know how to control her/his possible stage fright.• give and utilize peer feedback.	<p>The student is able to:</p> <ul style="list-style-type: none">• express her/himself using dialogues in team communication situations and s/he is able to guide them successfully in a flexible manner.• listen actively to others and show her/his know-how by reasoning convincingly and arguing paying attention to other participants.• modify her/his working methods.• make presentations which are skillfully targeted and suitable for different communication situations and her/his own professional role.• speak correct and well-versed Finnish language, in a clear voice natural expression and contact with the audience.• manage/show excellent technical know-how.

		<ul style="list-style-type: none">• give peer feedback to others.• critically assess her/his own communication skills and develop through practice and feedback
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Assessment components and their respective weights

Exercises and learning diary 100 %
Active class participation

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Communicating in Finnish Business Environment

2

- Code: FIN2LE102
- Extent: 3 ECTS (81 h)
- Timing: 4th semester*
- Language: Finnish
- Level: Professional studies
- Type: Compulsory**

* the course is offered only during spring semesters

** required of Finnish students in the Mubba programme

Starting level and linkage with other courses

Mastering the rules of correct written Finnish, sufficient text processing skills (Word). Excellent Finnish skills if one's mother tongue is other than Finnish.

Learning outcomes

Upon completion of the course, the student is able to

- understand the importance of correct and suitable language in PR related events and documents
- recognise the structure and essential parts of Finnish PR documents
- assess the content and meaning of varying PR messages
- produce PR related texts and presentations
- formulate the message in a manner that promotes the company and/or minimizes harm to it
- manage corporate communications situations, including sensitive ones, in the appropriate style

Course contents

- Analysing PR and communication in Finnish business environment: e.g. websites, social media and traditional media
- Producing and improving PR messages: press releases, bulletins, invitations, congratulatory letters, thank you letters, greetings
- Practical exercises on representing the company in different situations

Cooperation with the business community

The exercises simulate business life conditions.

Possible guest lecturers from different companies.

Teaching and learning methods

Workshops and lectures 32 h

Independent study and teamwork 48 h

The assessment of one's own learning 1 h

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Teacher responsible

Sanna Kukkonen, Pasila

Course materials

Material provided by the teacher.

Assessment criteria

The course is evaluated on scale 1 to 5.

5 (90%)	3 (70%)	1 (40%)
<p>The student:</p> <ul style="list-style-type: none">• is able to evaluate and improve the PR communication of a company on the web and using different social media.• is able to independently plan and produce PR documents in Finnish, which are correct in appearance, phrasing and contents. S/he is able to manage the most demanding word processing tasks.• is able to communicate fluently, including suitable style and nuance, in different PR situations.• follows schedules well and is able to plan how to best use his/her own time. S/he shows	<p>The student:</p> <ul style="list-style-type: none">• is able to evaluate the PR communication of a company on the web and using different social media.• is able to independently produce basic PR documents in Finnish, which are of suitable quality be sent to the recipient in terms of appearance and phrasing.• is able to communicate with appropriate style and nuance for the target audience.• displays the proper ways of professional working and meets deadlines.• knows how to follow instructions and independently	<p>The student:</p> <ul style="list-style-type: none">• is able to communicate in very basic PR related situations.• is able to produce understandable PR documents and presentations and understands the varying purposes of different documents.• meets deadlines, follows instructions and participates in class.• follows instructions.

<p>initiative and is able to share his/her knowledge and give constructive feedback to others.</p> <ul style="list-style-type: none"> • is able to assess the contents, appearance and phrasing of documents, improve his/her working methods and seek new solutions. 	<p>apply his/her skills, as well as is able to give feedback to others.</p> <ul style="list-style-type: none"> • knows how to benefit from feedback and learn from mistakes. 	
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Assessment components and their respective weights

Active participation, class exercises 40 %

Course assignment(s) 40 %

Exam(s) 20 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Strategy in Business

Code: LEA2LE101

Scope: 3 ECTS (81 h)

Timing: 7th semester

Language: English

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Compulsory

Starting level and linkage with other courses

No prerequisites.

Contents

Strategy and its foundations: operating environment, stakeholders, mission and values

Strategy schools of thought by Mintzberg

Blue Ocean Strategy

Strategic planning, implementation and evaluation

Learning methods

The course covers contact hours and independent study, for a total of 81 hours of study time. Contact hours are generally 3 hours a week for 8 weeks (total 24 h). There will be a final exam during the final week. Independent study (56 hours) covers a course assignment, course literature and preparation for the final exam. The assessment of one's own learning 1 h.

In the course assignment, students compile a strategy report, addressing course topics, on a company either individually or as group work. In particular, the report is to address core issues pertaining to the company's strategy and the extent to which these are made use of in the company's strategic operations.

Learning outcomes and assessment

Assessment components and their respective weights:

Written exam 40 %

Team work and activity 60 %

Both of the above must be completed in order to receive a final mark for this course.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student:

has limited skills in developing strategy and in evaluating strategic performance.

has limited knowledge about the basic management theories.

has limited attitude towards learning through participation in teamwork and conducting assignments.

Grade 3:

The student:

has good skills in developing strategy and in evaluating strategic performance.

has good knowledge about the basic management theories.

has good attitude towards learning through participation in teamwork and conducting assignments.

Grade 5:

The student:

has excellent skills in developing strategy.

has excellent knowledge about the management theories and the latest trends of strategy and management.

has excellent attitude towards learning through continuous, supportive and initiative participation in teamwork and conducting assignments.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) is granted based on separate instructions.

Working life connections

Real case studies and examples of companies and organizations.

Internationality

Strategy frameworks and company examples are mainly from international business.

Course teacher

Olli Laintila

Learning materials

Handout material

Additional reading:

Minzberg H. - Ahlstrand B. - Lampel J, 1998. Strategy Safari. Prentice Hall.

W. Chan Kim - Renee Mauborgne. 2005. Blue Ocean Strategy.

Introduction to Thesis and Methods 1

- Course code: MET2LE101
- Extent: 2 ECTS credits
- Timing: 4th semester, 1st and 2nd periods
- Language: English
- Level: professional studies
- Type: compulsory

Starting level and linkage with other courses

Completion of the first three semesters of compulsory studies.
Course is completed before commencement of Bachelor's thesis work.

Learning outcomes and assessment criteria

This course trains students to identify, make decisions and report issues related to bachelor's thesis writing as follows:

- Drafting a study plan and schedule
- Getting acquainted with one research, development and innovation method
- Evaluation and reflektion
- Research ethics and criticism

All assignments, tasks and exam will be graded 0-5. The final grade is the average value.
The assessment criteria is presented on scale 1 to 3.

Grade 1

The student understands satisfactorily the structure and internal connections of different study parts, basic concepts and contents. The student understands the meaning of research ethics and source criticism as a vital part of research work. The student is able to carry out the tasks independently.

Grade 3

The student understands well the structure and internal connections of different study parts, basic concepts and contents. The student understands well the meaning of research ethics and source criticism as a vital part of research work. The student is able to carry out the tasks independently.

Grade 5

The student understands the structure and internal connections of different study parts, basic concepts and contents in an excellent manner. The student understands the meaning of research ethics and source criticism as a vital part of research work. The student is able to carry out the tasks independently.

The assessment of one's own learning 1 h

Recognising and validating prior learning

(RPL) Recognition of prior learning (RPL) is granted based on separate instructions.

Cooperation with the business community

Course is contextually driven by working life.

Teaching and learning methods

- a. Course is carried out in the Moodle learning environment. OR
- b. Student participates in research and development project

Teacher(s) responsible

Merja Drake, Pasila

Learning material

Course literature is based on on-line virtual material provided for the student in the Moodle learning environment. In addition, student will carry out data searches based on the study objectives.

Introduction to Thesis and Methods 2

Code: MET2LE102

Scope: 1 ECTS credits

Timing: 6th semester, 1st and 2nd periods

Language: English

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Compulsory

Starting level and linkage with other courses

- Completion of the first five semesters of the compulsory studies.
- Course is compiled virtually according to student's own researcher process.

Contents

This course trains student to carry out a thesis work and reporting thereby. As a result of the course, student has made the methodological part of thesis.

Learning methods

The course is carried out in the Moodle learning environment. In order to pass the course each student should set at least 26 hours aside for his/her own contribution of study.

The assessment of one's own learning 1 h

Learning outcomes and assessment

After completing the course a student will:

- have a preliminary understanding of basic research methods, processes and concepts and their relationships (Part 1)
- be able to organize his/her research, development and innovation processes as a project
- be able to apply a chosen qualitative, quantitative or procedural method
- understand different methods of data search and analysis, choose an appropriate one for the project and evaluate critically their usability
- be able to report with proper and correct language
- knows the basic principles of report writing and is able to produce proper text independently

Assessment components and their respective weights:

Completed research methods chapter in the final thesis where either qualitative, quantitative or procedural method has been applied.

The assessment of one's own learning does not influence the grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed online in WinhaOpaali.

Final report will be graded 0-5. Assessment criteria with a scale of 1 - 3 - 5.

Grade	5 (Excellent)	3 (Good)	1 (Satisfactory)
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Is familiar with the requirements, central concepts and their meanings with excellent output.	Is familiar with the requirements, central concepts and their meanings with good output.	Is familiar with the requirements, central concepts and their meanings with satisfactory output.
Masters research methods and understands their importance in active working life research.	Masters research methods and understands their importance in active working life research.	Masters research methods and understands their importance in active working life research.
Is able to work independently and apply research methods related to working life context.	Is able to work independently and apply research methods related to working life context.	Is able to work independently and apply research methods related to working life context.
Is able to carry out the tasks, reports and plans independently.	Is able to carry out the tasks, reports and plans independently.	Is able to carry out the tasks, reports and plans independently.

Working life connections

Course is contextually driven by working life.

Course teacher

Aarni Moisala, Pasila

Learning materials

Ghuri P.N. & Gronhaug K. 2005. Research Methods in Business Studies. A practical guide. Third edition or later. Prentice Hall. London

Yin R. 1995-2004. Case study research: design and methods. Thousand Oaks, Sage Publication

Assistant as Service Designer 1

- Code: SER2LE101
- Extent: 3 ECTS
- Semester: 2. semester
- Language: English
- Level: core studies
- Type: compulsory

Starting level and linkage with other courses

No prerequisites.

Learning outcomes

Upon completion of the course, the student

- knows the basic principles of event organizing and is able to operate in a corporate event as a team member
- knows business etiquette
- masters the key concepts of travel arrangements and understands the importance and practices of business travel
- knows records management
- is able to create documents for travel arrangements by using Excel

Course contents

- the process of event organizing
- non-verbal communication, introducing and presenting, interview situations, dressing to the occasion
- travel management, travel policy, travel expense
- archiving laws, records management, storing documents

Co-operation with the business community

Student will visit a company or an organization event for one working day.

The course includes company excursions and/or visiting lecturers from the world of work.

Teaching and learning methods

Contact hours 32 h, compulsory attendance 80 %

Business community, visiting an event 6 hours

Independent study 42 h

The assessment of one's own learning 1 h

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Teacher(s) responsible

Emilia Risu
Päivi Williams

Course materials

Material informed and/or provided by the teachers.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (40%)	3 (70 %)	5 (90 %)
Knowledge	The student has a satisfactory knowledge of events as a process, travel arrangements as well as documents, business etiquette and records management related to the field.	The student has a good knowledge of events as a process, travel arrangements as well as documents, business etiquette and records management related to the field.	The student has an excellent knowledge of events as a process, travel arrangements as well as documents, business etiquette and records management related to the field.
Skills	The student has satisfactory reporting, presentation and teamwork skills. The student has satisfactory attitude towards learning through continuous, supportive and initiative participation, including teamwork and conducting assignments	The student has good reporting, presentation and teamwork skills. The student has an good attitude towards learning through continuous, supportive and initiative participation, including teamwork and conducting assignments.	The student has excellent reporting, presentation and teamwork skills. The student has an excellent attitude towards learning through continuous, supportive and initiative participation, including teamwork and conducting assignments

Assessment components and their respective weights

Report
Exam
Learning assignments
Activity

Everybody signed up for the course is expected to attend contact hours and participate in active group discussions contributing to an interactive and successful outcome of the course. Continuous absence will influence the final grade and the compulsory attendance is 80%.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Assistant as Service Designer 2

Code: SER2LE102

Extent: 9 ECTS (243 hours)

Semester: 3rd semester

Language: English

Level: core studies

Type: compulsory

Starting level and linkage with other courses

Assistant as Service Designer 1 (SER2LE101)

Office Applications (TOO1LE101)

Effective Communication in Organisations (COM1LE101)

Professional Writing Skills (ENG1LE101)

Communicating with Impact (COM2LE101)

Learning Outcomes

After completing the course the student

- will be able to plan and arrange different types of meetings and will be knowledgeable about practical information and skills needed for arranging meetings, will be aware of the legislation in the field and will be able to master the appropriate tools.
- will be able to master team communication skills and will be able to use persuasive argumentation and negotiation skills and participate as an active member of a meeting
- will be able to master meeting practices in English.
- will be able to understand the meaning of a corporate meeting and understand the contents of an annual report in English.
- will understand the principles of teleconferencing.
- will be able to compile meeting documents in accordance with standard guidelines in English.
- will be able to produce presentations, understand the meaning of visual communications and to communicate statistical information.
- will be able to process and analyse information by using different application programs.
- will be aware of the principal sources of information in assistants' work and will be able to use and process information in various tasks and for different purposes.

Course Contents

- Meetings as tools in companies and organisations
- Vocabulary of meetings in English
- Team communication and negotiations skills
- Information retrieval and for the purposes of working life
- Become more confident Office365 user

Timetable

Check below.

Cooperation with the business community

On the course the aim is to arrange visits to companies arranging meeting and/or producing meeting services.

Teaching and learning methods

The course consists of contact lessons and self-study of app. 243 hours. The learning methods focus on students' self-directed team working skills. The students will practise meetings in simulations.

Attendance

Everybody signed up for the course is expected to attend contact hours and participate in active group discussions contributing to an interactive and successful outcome of the course. Continuous absence will influence the final grade.

Learning materials

Materials will be covered during the classes and will also be published in SharePoint and/or other platforms.

Course materials

Material informed and/or provided by the teachers.
Material prepared by the students as course work.

Recognition of prior learning

Students with extensive meeting experience can complete the course either wholly or in part by means of a demonstration and exam. The demonstration and exam will indicate the student's competencies in the field and also his/her ability to reflect upon these competencies.

The student is to contact the lecturer during the first enrolment period in the lecturer's consultation hours during which a plan for the alternative completion will be agreed upon with the teacher. At the first meeting, the student submits and presents his/her CV indicating his/her knowledge and competence in terms of the contents referred to in the learning objectives of the course.

The student will be responsible for adhering to the plan and reporting on its implementation. If the student fails to complete the course, any parts completed by means of demonstration cannot be transferred to the next course implementation. Any agreements made will similarly not be binding to the next teacher of the course.

Assessment

- Meetings as tools in companies and organisations 6 credits (grade 1–5)
- Vocabulary of meetings in English 1 credit (pass/fail)
- Use of different ICT tools 2 credits (pass/fail)

In order to pass the course, the student will collect points as follows in the Meetings as tools part of the course:

Item	Maximum points
Exam	40
Assignment 1 (founding documents)	5
Assignment 2 (notice and agenda)	10
Assignment 3 (minutes)	10
Assignment 4 (corporate excursion)	10
Assignment 5 (YTY-meeting attendance and memo)	10
Be present and active at the contact lessons	15

The total points to achieve are 100, and the student needs 50 points to pass the course.

5 = 90–100 points, 4 = 80–89 points, 3 = 70–79 points, 2 = 60–69 points, 1 = 50–59 points

The return all assignments should be in time and as instructed. Delayed assignments, too many absences and not participating in the outside contact lessons events will decrease the final grade. The student are to be present in the excursions (at least 2/3) and the YTY meeting arranged outside the contact lessons.

All parts of the course modules have to be passed during the term. There are two re-exams.

Assessment Criteria

5 (90%)

Knowledge:

The student is able to master practical knowledge, skills and legislation required for arranging meetings and is able to apply knowledge and skills to practice at an excellent level. The student is able to participate as member of the group at an excellent level.

The student is able to master meeting practices in English at an excellent level.

The student is able to retrieve information required in the assistants' work skilfully and is able to analyse, process and use information at an excellent level.

Skills:

All the assignments have been completed according to instructions and returned on time. The student is highly familiar with the sources used. The assignments are clearly completed and language used is immaculate.

The student has participated in almost all the lessons and visits. The student has been very active and constructive. The student has strongly contributed to the lessons by asking questions and making comments.

3 (70%)

Knowledge:

The student is able to master practical knowledge, skills and legislation required for arranging meetings and is able to apply knowledge and skills to practice at a good level. The student is able to participate as a member of the group mostly in an active manner.

The student has a good knowledge of meeting practices in English.
The student is able to retrieve, process and analyse information related to assistants' work.

Skills:

Most assignments have been completed according to instructions and returned on time. The student is familiar with the sources but the analysis is somewhat superficial and fragmentary to a certain degree. The student has participated in lessons and visits on a regular basis. Students' active participation has not been very strong. Questions and comments have remained occasional.

1 (40%)

Knowledge:

The student is able to master practical knowledge, skills and legislation required for arranging meetings and is able to apply knowledge and skills to practice at a satisfactory level. The student is able to participate as a member of the group occasionally.

The student has a satisfactory knowledge of and skills in meeting arrangements in English.

The student is able to retrieve information related to assistants' work by having guidance and is able to analyse, process and use information at a satisfactory level.

Skills:

Most assignments have been completed but the analysis remains rather weak. The student has limited familiarity with the sources used. The text contains factual errors.

The student has several absences and has been relatively passive during the lessons and has hardly contributed to the lessons.

[Contact teachers](#)

Anna-Maija Nordling, teacher
anna-maija.nordling(at)haaga-helia.fi
tel. 040 488 7229
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Heli Lankinen, teacher
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Karl Robbins, teacher
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Box: Pasila/269

[Timetable Autumn 2016 \(subject to change\)](#)

Week	Content/Lecture
week 34	<ul style="list-style-type: none">• Orientation to the course and working together.• Orientation to meetings• SharePoint rehearsal
week 35	<ul style="list-style-type: none">• Founding an association• Founding documents• POP-UP Meetings and legislation in corporates and associations• Writing formal texts

	<ul style="list-style-type: none"> • SharePoint content types; automating document creation in SharePoint
week 36	<ul style="list-style-type: none"> • Before the meeting • Standard SFS 2487 (reminder) and Word (reminder) • Notice and agenda of a meeting • Writing internal memos, agendas. • Creating the team site for the association
week 37	<ul style="list-style-type: none"> • The course of a meeting • How to handle topics, the types of comments • Small talk in meetings. • PowerPoint slide master and layouts
week 38	<ul style="list-style-type: none"> • Minutes, Voting and Election • Debating • Excel/PowerPoint
week 39	<ul style="list-style-type: none"> • Statutory meetings (associations and companies) • Annual reports and financial statements • Formal meetings: the AGM • Excel
week 40	<ul style="list-style-type: none"> • Corporate Visit • Presenting data: the language of trends • Using Skype for Business
week 41	<ul style="list-style-type: none"> • Guest speaker: Why AGM's are so important? • Group assignment W 43 introduction • Interaction and communication in meeting vs. negotiations • Review of the completed association sites in SharePoint
week 42	<ul style="list-style-type: none"> • INTENSIVE WEEK (no lessons)
week 43	<ul style="list-style-type: none"> • 2nd corporate visit: "Hotels and conference centers as meeting venue providers"
week 44	<ul style="list-style-type: none"> • Obligatory YTY-meeting participation Monday 31st October at 14–16 (individual notes taking) • Presentations from the 2nd corporate visit
week 45	<ul style="list-style-type: none"> • Group work in ordinary lessons: Writing the Minutes from YTY
week 46	<ul style="list-style-type: none"> • FAQ and Reminder for the exam
week 47	<ul style="list-style-type: none"> • Exam
week 48	<ul style="list-style-type: none"> • Corporate visit: Virtual meetings
week 49	<ul style="list-style-type: none"> • the 6th Dec: The Finnish Independence Day - no lessons
week 50	<ul style="list-style-type: none"> • Right answers and feedback on the exam, FAQ and wrap-up

Return date	Assignment
w 36	Assignment 1: Association founding documents (group assignment)
w 37	Assignment 2: Notice and agenda of a meeting (group and individual assignment)
w 38	Assignment 3: Minutes of a meeting (individual assignment)
Lessons w 44	Assignment 4: Presentation of the Corporate visit nr 2
TBI	Assignment 5: YTY-meeting memo (group assignment)

Assistant as Service Designer 3

- Assistant as Service Designer 3
- Code: SER2LE103
- Scope: 5 ECTS
- Timing: 4th semester
- Language: English
- Course level: Cores Studies
- Course type: Compulsory

Learning objectives

After completing the course the student

- will be able to organize a corporate business event independently and conceptualize it
- will be able to apply principles of good working practices as a member of work community
- will be able to practice and promote successful workplace communication
- will be able to participate as a member of a work community in a constructive manner in the multicultural contexts
- will be able to recognize the principle rights and responsibilities of the public administrative officer
- will be able to serve the clients of authorities in accordance with the principles of good administrative practice

Contents

- organizing a corporate business event in small groups
- developing workplace communication
- structure of public administration
- the legal position of a public administrative officer
- good administrative practices

Cooperation with the business community

A corporate business event will be executed in accordance with a corporate commission
Challenges created by workplace communication in an organisation

Teaching and learning methods

The course consists of team work, coaching in teams, contact lessons and independent study (134 h). The self-evaluation of learning (1 h)

The learning methods focus on students' self-directed team working skills. The students are divided into small teams, whereby group work will be carried out. The teams are responsible for finding their commission and the implementation of the event.

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Teachers responsible

Salla Juustila
Sampo Mielityinen
Mirka Sunimento

Learning materials

Learning materials provided by the lecturers.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1, 3 and 5.

Final grade 100% = 60% from the part of S. Juustila, 20% of the part of S. Mielityinen and 20% from the part of M. Sunimento

Knowledge

1

The student has some basic knowledge of the planning process of a corporate business event and of event concepts and communication. The student has basic knowledge of public administration.

3

The student has good knowledge of the planning process of a corporate business event and knows how to conceptualize events. The student is able to plan and apply marketing communication activities to support event objectives and implementation. The student has good knowledge of public administration.

5

The student is able to master practical knowledge of the planning process of a corporate business event and is able to apply the knowledge in conceptualizing events. The student is able to create fit for purpose and creative event marketing communication plans, tailored to the target audience and business objectives. The student has good knowledge of public administration and recognizes its relevance for business events.

Skills

1

The student can apply some basic skills, duties and working practices, under supervision, as part of a corporate business event organizing team

3

The student can apply and benefit from skills, duties and working practices, as part of team, in planning a corporate business event

5

The student is able to apply and benefit from skills, duties and working practices in organizing a corporate business event independently

Study and Career Planning

- Code: SER2LE110
- Extent: 2 ECTS (54 h)
- Timing: 1st - 4th semester
- Language: English
- Level: professional studies
- Type: compulsory

Starting level and linkage with other courses

No prerequisites

Learning outcomes

Upon successful completion of the course, the student

- understands the structure of their degree programme and the prerequisites for graduation
- is able to describe and present his/her skills and improvement
- understands his/her role as a UAS student
- is able to plan and monitor the progress of his/her studies on their way to becoming a professional management assistant
- graduates within 3,5 years

Course contents

- Personal study plans for each year
- Student counselling sessions
- Individual appointments with the student counsellor
- Cooperative YTY meetings, panels and theme days offered by the DP
- Info sessions on different topics, e.g. student exchange, work placement, thesis
- Choosing the area of specialisation
- The education and professional growth in the management assistant area
- Compiling a digital portfolio during the 4th semester
- Graduation plan
- Career plan

Cooperation with the business community

Visitors from various companies and organisations.

Teaching and learning methods

Contact hours 40 h

Interviews 2 h

Independent studies 12 h

The assessment of one's own learning 1 h

Teacher(s) responsible

Sanna Kukkonen, Pasila

Learning materials

Material provided by teacher/lecturer.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Assessment components and their respective weights

Attendance mandatory.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

ICT Applications for Business

- Code: TOO2LE101
- Scope: 6 ECTS
- Timing: 4th semester*
- Language: English
- Curriculum: Mubba 2014
- Course level: Professional Studies
- Course type: Compulsory
- *The course is offered only in spring semesters.

Starting level and linkage with other courses

Business Environment and the Assistant's Work, Office Applications, Business Processes

Learning objectives and assessment

Grade 1

S/he understands the role of enterprise resource planning (ERP) and customer relationship management (CRM) software in an organization.

S/he has command of some concepts but lacks a full understanding of how the ERP and CRM applications work.

S/he can satisfactorily depict business processes using MS Visio but is not able to solve more demanding tasks independently.

S/he has challenges on working according to schedule and / or in groups.

Grade 3

S/he has command of key ERP and CRM concepts and makes use of basic functionalities with purpose.

S/he has good time management skills and completes assignments on time.

Grade 5

S/he has command of key ERP and CRM concepts, has a solid grasp of software functionalities and knows how to apply them in practice.

S/he has strong skills and can independently use the applications to find new solutions.

S/he has excellent time management and group working skills and completes assignments on time.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

As part of the group assignment, students find an organization, which ERP/CRM implementation they will present to other course participants.

Internationality

ERP and CRM systems used in the course are internationally recognized.

Learning methods

Contact lessons

Individual, pair and team assignments

Independent studies

The assessment of one's own learning 1 h

Assessment

Active course participation

Individual, pair and team assignments

Exam

Course teacher(s)

Heli Lankinen

Learning materials

Available at course site / Moodle.

Chinese Business Communication 3

(公关商业汉语)

- Code: CHI4LE103
- Extent: 3 ECTS (81 h)
- Timing: 3rd semester
- Language: Chinese/English
- Level: professional studies
- Type: elective*

* required of students with compulsory Chinese

Starting level and linkage with other courses

Chinese Business Communication 2

Learning outcomes

Target level: A2

Students acquire oral ability in PR communications by learning how to manage customer and business partner Guanxi-relationships in Finland and in China.

Course contents

The course handles the most usual PR communication situations in everyday life environment, such as:

- talking about the weather
- talking about habits
- money and currency
- travel and appointment communications
- making contact
- seeing the doctor
- Chinese public signs
- event poster

Teaching and learning methods

The course consists of contact hours, independent study and a final exam.

The assessment of one's own learning 1 h

Alternative ways to complete the course

Not attending the contact hours but doing the assignments and taking the final exam.

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each

student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher(s) responsible

Hai Guo, Pasila

Course materials

Great Wall Chinese 2009: Level 2-3, Office of Chinese Language Council International

Gu Feng 2009: Mandarin Teaching Toolbox, Volume 3, Confucius Institute at BCIT

Handouts and materials provided by the teacher

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Assessment components and their respective weights

Written exam 100 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Chinese Business Communication 4

(中国商业文化)

- Code: CHI4LE104
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: Chinese/English
- Level: professional studies
- Type: elective*

* required of students who have chosen compulsory Chinese

Starting level and linkage with other courses

Chinese Business Communication 3 (CHI4LE103); Or independently as a cultural course “Chinese Business Culture” as part of the online package “[Understanding Chinese Culture and Language](#)” (10 credits).

Learning outcomes

Target level: B1

After completing this course, the student will have a solid understanding of Chinese business culture and business etiquette. When encountering Chinese partners in different business circumstances, the student will have a relatively good knowledge of how to work as a “culture interpreter”.

Course contents

This course can be completed separately as a cultural course (2 cr) as part of the online package “Understanding Chinese Culture and Language” (10 credits). For language students, additional language lessons will be required to get the full credits.

The course covers the following areas:

- basic information about the Chinese business world
- economic role of ethnic overseas Chinese
- structure of Chinese culture
- Chinese way of thinking
- Chinese business etiquette in social life, communication, customer service and business relationship
- what are good to do and what should be avoided in maintaining Guanxi-relationship

The course consists of both language and cultural sessions. During the language sessions, the student will continue learning Chinese language skills, oral communication skills are especially emphasized. During the cultural sessions, the student will make on presentation on the given topic.

Teaching and learning methods

The course consists of contact hours and independent internet study based on Moodle.

The assessment of one’s own learning 1 h

Alternative ways to complete the course

Not attending the contact hours but doing the presentation and taking the final exam.

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher(s) responsible

Hai Guo, Pasila

Course materials

Meiru Liu 2006: Basic Business Chinese, Beijing University Press

Handouts and materials provided by the teacher

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Assessment components and their respective weights

Cultural assignments or the presentation 80%

Written exam 20 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Chinese Business Environment

(中国商业环境)

Code: CHI4LE105

Scope: 4 ECTS

Timing: 6th semester

Language: Chinese

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Elective*

**required of students who have chosen compulsory Chinese*

Starting level and linkage with other courses

Chinese Business Communication 4; Or independently as a cultural course as part of the online package "[Understanding Chinese Culture and Language](#)" (10 credits).

Contents

The first section of the course, "Introduction to the Chinese-speaking Areas", can be completed separately as a cultural course (2 cr) as part of the online package "Understanding Chinese Culture and Language" (10 credits). For language students, additional language lessons will be required to get the full credits.

The second section of the course is "Chinese Business Documents". For native Mandarin speakers, there will be a higher requirement and more learning materials. Therefore "Chinese Business Environment" is in total 5 credits instead of 4 for native speakers.

Introduction to the Chinese-speaking Areas:

- Introduction to the situations in different Chinese-speaking areas
- Economic life of the mainland China and overseas Chinese societies

Chinese Business Documents:

- PR and business letters: reading unknown Chinese characters, basic e-mails, invitations, congratulation, travel agenda/visiting program
- CV compilation

Learning methods

The course consists of contact hours and assignments.

Introduction to the Chinese-speaking Areas:

This part includes contact hours and independent study, lasts one and a half period.

Chinese Business Documents:

This part includes mainly independent study in Moodle, lasts half period.

Alternative ways to complete the course:

Not attending the contact hours but doing the presentation, assignments and taking the final exam.

Learning outcomes and assessment

Target level: B1

After completing the course, students will

- become familiar with the history, culture and economy of the Chinese-speaking areas including mainland China, Taiwan, Hong Kong, Singapore and Malaysia.
- be capable of talking about the general features of the Chinese economic life
- be able to understand basic PR documents with the help of Chinese computer programs
- be prepared to move on tasks involving trade with the Chinese-speaking areas

Assessment components and their respective weights:

Introduction to the Chinese-speaking Areas:

Cultural assignments or the presentation 80 %

Written examination 20 %

Chinese Business Documents:

Written tasks 100 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Recognising and linkage with other courses (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Course teacher

Hai Guo, Pasila

Learning materials

Meiru Liu 2006: Basic Business Chinese, Beijing University Press

Handouts and materials provided by the teacher

Chinese Language Project

Code: CHI4LE106

Scope: 3 ECTS

Timing: 4th-7th semester

Language: Chinese

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Elective*

**the project is compulsory in one of the main languages*

Learning methods

Attendance is compulsory in the introduction session. After that the project can be completed in individual way.

Learning outcomes and assessment

The aim of the course is that students are able to complete a project demonstrating good language skills and independent command of the language and culture in general. The project also enhances students' professional competencies.

Students plan and implement a language project on a business topic individually or in a group and in this way practice their language and project management skills. The topic of the project is agreed upon with the instructor and a representative from a company/organization, and an official project agreement will be signed between the students(s) and these persons. It is possible to do the project during the student internship or exchange.

Assessment criteria is pass/fail.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content.

Working life connections

The project should relate to real-life business and should also be commissioned by a company or other organization.

Internationality

The project supports the international strategy in partner organization.

Course teacher

Hai Guo, Pasila

Building Communication Competence and Confidence

Code: COM4LE104

Scope: 3 Credits

Timing: 4th semester

Language: English

Curriculum: Curriculum 2014 Spring

Course level: Advanced studies

Course type: Elective

Starting level and linkage with other courses

Effective Communication in Organizations COM1LE101 and Communication with Impact 2 or COM1LE101 or matching communication competence and skills acquired by other means.

Learning objectives and assessment

Grade 1

Student is able to describe and differentiate different communication skills needed in working life and is self-aware and is to recognize own strengths and weaknesses related to those. He /she is able to name and describe communication as a profession in the current business environment.

Grade 3

In addition to achieving the competences and skills for Grade 1, the student can set targets and actively seeks to develop own communications. He /She can apply conceptual thinking into to course assignments and activities.

Grade 5

In addition to achieving the mentioned competences and skills for Grade 3, the student actively seeks and is able to give and receive feedback in a constructive manner. He /she has proactive and positive attitude, takes responsibility and contributes to group work in an excellent manner and demonstrates high level of activeness and motivation in completing tasks and assignments.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) takes place according to separate instructions provided by the course lecturers(s) or advisor(s).

Working life connections

Possible projects and/or guest lecturers from different companies. Case studies from real life.

Internationality

Possible guest lecturers from international companies, international project/student teams, international learning materials.

Content

Communication skills in working life and work communities
Setting targets and modifying communication according to context
Strengthening interpersonal communication competences
Communication as profession

Learning methods

Combination of project work, team work and assignments, individual work and supporting lectures and workshops. Individual completion or studyfication of the course needs to be separately discussed and agreed with the teacher / advisor.

Assessment

Attendance and assignments 100 %.

Course teacher(s)

Heta-Liisa Malkavaara
Mirka Sunimento, Pasila

Learning materials

Material provided by teachers and students such as online material, white papers, presentations, videos and business papers.

Creating Visual Corporate Messages

Code: COM4LE102

Scope: 3 ECTS

Timing: 4th/7th semester

Language: English

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Elective

Starting level and linkage with other courses

No prerequisites.

Contents

To be confirmed.

Learning methods

To be confirmed.

The assessment of one's own learning 1 h

Learning outcomes and assessment

Upon completion of the course, the student learns to

- identify elements of storytelling in texts
- build stories based on the material produced by work communities
- combine text and visual information as a graphic entities
- visualize corporate strategic core messages
- make use of appropriate software and publishing environments

Assessment components and their respective weights:

To be confirmed.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

To be confirmed.

Working life connections

To be confirmed:

Course teacher(s)

To be confirmed.

Learning materials

To be confirmed.

Creative Solutions in Marketing and Communications

Code: MAR4LE103/COM4LE103

Scope: 6 ECTS

Timing: 6th semester

Language: English

Curriculum: Mubba 2014

Course level: Joint Professional Studies

Course type: Elective

Starting level and linkage with other courses

The student has successfully completed the Basic Studies (Business Environment and the Assistant's Work & Business Processes / Assistentin työ ja yrityksen toiminta tutuksi & Yrityksen prosessit and Työelämän tuloksellinen viestintä / Effective Communication in Organisations, Viestinnällä vaikuttaminen / Communicating with Impact).

Contents

The course is implemented as a project. The students work in project teams according to client brief and team assignments specified by the instructors in the beginning of the course. Supporting lectures company visits and team meetings will be arranged throughout the course.

Learning methods

Project work

Team meetings & team work

Consultation sessions with the instructors and / or with the client

Supporting lectures if needed

Learning objectives and assessment

Upon successful completion of the course, the student

- learns to apply marketing and communications knowledge into practice with a help of a client project or assignment which concentrates on creating innovative solutions for the commissioning party.
- learns to act and work professionally in a project team.
- understands the importance of customer understanding and orientation.

Assessment components and their respective weights:

Attendance and presentations of the project and its findings 100 %

Team performance is evaluated based on the contribution to the project.

Team assignments, presentations and activity are evaluated when assessing the overall performance by the teams. If low attendance/lower contribution to the project individual grade can be lower than the team grade.

The representative of the client company/organization, students and instructors will all participate in the evaluation of the project.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

Student can apply some marketing and communications knowledge into practice
Student can only partly work professionally in a project team
Student can only partly understand the task and customer expectations
Student can collect and share relevant materials and participate on group discussions.
Student is able to present the results of the project to the target organization.

Grade 3:

Student can apply marketing and communications knowledge into practice.
Student can work professionally in a project team.
Student understands the task and customer expectations.
Student can collect and share relevant materials and participate on group discussions.
Student is able to present the results of the project and provide some grounds for the solutions and development ideas for the target organisation

Grade 5:

Student can apply very well marketing and communications knowledge into practice.
Student works professionally and actively in a project team.
Student can internalize the task and meet customer expectations.
Student can collect and share relevant materials and participate on group discussions.
Student is able to present fluently and comprehensively the results of the project and provide grounds for the solutions and development ideas for the target organisation in a consistent way.

Recognising and validating prior learning (RPL)

Student having strong experience in marketing and corporate communications can possible replace the course by proving the required knowledge by writing a career story with supporting portfolio and presenting it to the instructor and students of the course. If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrolment week or latest when attending the first lecture.

Working life connections

Project for the client company.

Internationality

Many of the projects are assigned by the international companies.

Course teachers

Heta-Liisa Malkavaara, Pasila
Mia-Maria Salmi, Pasila

Learning materials

Confirmed in the beginning of the project.

English Language Project

Code: ENG4LE106

Scope: 3 ECTS

Timing: 4th-7th semester

Language: English

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Elective*

**the project is compulsory in one of the main languages*

Learning methods

Attendance is compulsory in the introduction session. After that the project can be completed in individual way.

Learning outcomes and assessment

The aim of the course is that students are able to complete a project demonstrating good language skills and independent command of the language and culture in general. The project also enhances students' professional competencies.

Students plan and implement a language project on a business topic individually or in a group and in this way practice their language and project management skills. The topic of the project is agreed upon with the instructor and a representative from a company/organization, and an official project agreement will be signed between the students(s) and these persons. It is possible to do the project during the student internship or exchange.

Assessment criteria is pass/fail.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content.

Working life connections

The project should relate to real-life business and should also be commissioned by a company or other organization.

Internationality

The project supports the international strategy in partner organization.

Course teacher

Karl Robbins, Pasila

French Business Communication 3

(Approfondissement en français des affaires)

- Code: FRE4LE103
- Scope: 3 cr
- Timing: Semester 3
- Language: French/ English
- Competency level: B1
- Curricula 2014
- Course level: professional studies
- Course type: elective*
- *required of students who have chosen compulsory French

Starting level and linkage with other courses

The student has successfully completed French Business Communication 1 (FRE4LE101) and French Business Communication 2 (FRE4LE102).

Learning objectives and assessment

Upon successful completion of the course, the student

- understands the French working environment
- understands the concepts linked to French business life
- understands cultural differences and can implement this knowledge into practical situations.
- knows basics of PR-french
- is able to write more demanding Business documents
- knows how to find information about enterprises

Grade 1

The student has limited skills in telephone communication and manages short and simple professional conversations by phone. He/She has limited understanding of the French working environment. He/She knows only the basics of French Business and PR Communication and needs support to write Business and PR documents.

Grade 3

The student has good skills in telephone communication and manages a professional conversation by phone. He/She has a good command of key concepts in Business French and understands to some extent the French working environment on a cultural basis. He/She can in certain cases write Business and PR documents independently and successfully.

Grade 5

The student has strong skills in telephone communication and is fully capable of maintaining a professional conversation by phone. He/She has an excellent command of key concepts in Business French and understands fully the French working environment on a cultural basis. He/She can write Business and PR documents independently and successfully.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Working life connections

The material is directly based on real documents and connected to French speaking organisations.

Internationality

The material is directly based on real documents and connected to French speaking organisations.

Course contents

Vocabulary and concepts of the French economy and business life
Case studies and information retrieval
Business and Pr letters
Invitations and programmes layout
Telephone conversation

Learning methods

Contact lessons and final exams OR
Individual and pair assignments OR
Independent studies

The assessment of one's own learning 1 h

Assessment

Written exam for French vocabulary and terminology of business P/F
Written exam for Business letters and documents 60 %
Oral examination (telephone conversation) 40%
Assignments are done

Contact teachers

Catherine Métivier, Pasila

Course materials

Web pages
Material provided by the teacher.

French Business Communication 4

- Code: FRE4LE104
- Scope: 3 cr
- Timing: Semester 4
- Language: French/ English
- Competency level: B1
- Curricula 2014
- Course level: professional studies
- Course type: elective*
- *required of students who have chosen compulsory French

Starting level and linkage with other courses

The student has successfully completed French Business Communication 1 (FRE4LE101), French Business Communication 2 (FRE4LE102) and French Business Communication 3 (FRE4LE103)

Learning objectives and assessment

Upon successful completion of the course, the student

- understands cultural differences between Finland and France
- is able to talk about Finland to French people

Grade 1

The student knows the French and Finnish societies somewhat and recognizes the main cultural differences. He/She has a limited capability to speak of Finland.

Grade 3

The student knows both the French and Finnish societies. He/She understands the main cultural differences which lead to different behavior in each culture, and is able to some extent to take into consideration perceptions when dealing with these countries. He/She can speak of Finland by showing relevant intercultural aspects.

Grade 5

The student knows well both the French and Finnish societies. He/She understands the cultural differences which leads to different behaviors in each culture, and is able to take into consideration these perceptions when dealing with these countries. He/She can speak of Finland by showing excellent intercultural knowledge and awareness.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Working life connections

The material and assignments are based on real situations connected to French speaking people and organisations.

Internationality

The course aims at putting French and Finnish Cultures in contact.

Course contents

French civilization and activities
Oral presentations on Finnish civilization
Information retrieval

Learning methods

Contact lessons, assignments and final exams OR
Independent studies

The assessment of one's own learning 1 h

Assessment

Written exam on French/Finnish cultures and societies 100 %
Oral presentation P/F
Assignments are done

Contact teachers

Catherine Métivier, Pasila

Course materials

Web pages
Material provided by the teacher.

French Business Environment

Code: FRE4LE105

Scope: 4 ECTS

Timing: 6th semester

Language: French/English

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Elective*

Competency level: B2

**required of students who have chosen compulsory French*

Starting level and linkage with other courses

The student has successfully completed French Business Communication 1 (FRE4LE101), French Business Communication 2 (FRE4LE102), French Business Communication 3 (FRE4LE103), French Business Communication 4 and the Work Placement

Contents

French medias: newspapers, television, radio and internet

Information retrieval

Exercises for listening and reading comprehension

Oral presentation of the organization where the work placement was done

Learning methods

Contact lessons, assignments oral presentation and final exams OR

The assessment of one's own learning 1 h

Learning outcomes and assessment

Upon successful completion of the course, the student

- understands French society
- is able to find and understand information
- knows how to make a presentation to a French speaking audience
- has taken in the French terminology and concepts of business life.

Assessment components and their respective weights:

Exam for reading and listening comprehension 60 %

Oral presentation 40 %

Assignments are done

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student shows limited skills in understanding spoken and written news on Economics and work life,

and is only partly able to put into practice the skills acquired. She/He shows to some extent cultural knowledge when using sources and understands only simple documents. She/He has limited speaking skills for making a presentation of one's enterprise or organization.

Grade 3:

The student shows good skills in understanding spoken and written news on Economics and work life, knows the relevant vocabulary and the main concepts and is able to put into practice the skills acquired. She/He shows to some extent cultural knowledge when using sources and understanding easier documents and is able to forward reliably the information. She/He is able to make a presentation of one's enterprise or organization

Grade 5:

The student shows excellent skills in understanding spoken and written news on Economics and work life, knows well the vocabulary and the concepts and is able to put into practice the skills acquired. She/He shows excellent cultural knowledge when using sources and understanding the documents and is able to forward reliably the information. She/He is able to make a presentation of one's enterprise or organization independently, professionally and successfully.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Working life connections

The material and assignments are based on real situations connected to French speaking people and organisations.

Internationality

The course aims at developing the ability to work with French speaking work organizations and clients.

Course teacher

Catherine Métivier, Pasila

Learning materials

Web pages

Material provided by the teacher.

French Language Project

Code: FRE4LE106

Scope: 3 ECTS

Timing: 4th-7th semester

Language: French

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Elective*

**the project is compulsory in one of the main languages*

Learning methods

Attendance is compulsory in the introduction session. After that the project can be completed in individual way.

Learning outcomes and assessment

The aim of the course is that students are able to complete a project demonstrating good language skills and independent command of the language and culture in general. The project also enhances students' professional competencies.

Students plan and implement a language project on a business topic individually or in a group and in this way practice their language and project management skills. The topic of the project is agreed upon with the instructor and a representative from a company/organization, and an official project agreement will be signed between the students(s) and these persons. It is possible to do the project during the student internship or exchange.

Assessment criteria is pass/fail.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content.

Working life connections

The project should relate to real-life business and should also be commissioned by a company or other organization.

Internationality

The project supports the international strategy in partner organization.

Course teacher

Catherine Métivier, Pasila

German Business Communication 3

(PR Deutsch: Persönliche Briefe)

- Code: GER4LE103
- Extent: 3 ECTS (81 h)
- Timing: 3rd Semester*
- Language: German
- Competence level: B1
- Level: professional studies
- Type: elective**

*the course is offered only in autumn semesters

**required of students with compulsory German

Starting level and linkage with other courses

German Business Communication 1 (GER4LE101), German Business Communication 2 (GER4LE102)
None for native speakers

Learning outcomes

Upon completion of the course, the students

- become versed in common PR correspondence expressions and style
- are able to write linguistically correct PR correspondence
- can operate in typical social business occasions

Course contents

The course focuses on PR letters in German, including review of vocabulary and common expressions. The exam is at the end of the term.

The course involves the writing of PR letters as homework. The letters are then corrected on the basis of teacher feedback and added into portfolio.

PR letters such as

- invitations
- congratulatory letters
- thank you letters
- letters relating to travel.

In addition a CV is written.

Cooperation with the business community

Class material originates from real companies.

Teaching and learning methods

Contact hours 30 h

Independent study, writing and correcting PR letters and preparation for the exam 48 h

Written exam 2 h

The assessment of one's own learning 1 h

Alternative ways to complete the course

Completing all course work and taking the final exam, without attending the actual contact hours.

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher(s) responsible

Sirpa S. Bode, Pasila

Course materials

Material provided by the teacher.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

5 (90%)

The student:

- can write the standard business letter very well.
- communicates very well, is able to choose appropriate style and produces correct language.
- is able to apply during the course acquired skills and can use dictionaries and other sources of information well. The use of vocabulary and phrases is versatile and fluent.
- can write accurate messages that are ready to send.

3 (70 %)

The student:

- can write the standard business letter well.
- communicates well, is able to generally choose appropriate style and produces mostly correct language.
- is able to write understandable and correct messages using basis phrases related to the topic.
- is able to use dictionaries and other sources of information.
- can write messages that are for the most part

1 (40%)

The student:

- can write the standard business letter fairly well.
- communicates fairly well, is able to sometimes choose appropriate style and produces somewhat correct language. Grammatical aspects of the language need to be worked on. Messages are for the most part understandable, but they need to be carefully corrected and cannot be sent as written.

accurate and ready to
send.

Assessment components and their respective weights

Written exam 50 %

Portfolio including assignments 50 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

German Business Communication 4

(Deutsche Geschäftskorrespondenz)

- Code: GER4LE104
- Extent: 3 ECTS (81 h)
- Timing: 4th Semester*
- Language: German
- Competence level: B1-B2
- Level: professional studies
- Type: elective**

*the course is offered only in spring semesters

**required of students with compulsory German

Starting level and linkage with other courses

German Business Communication 1 (GER4LE101), German Business Communication 2 (GER4LE102), German Business Communication 3 (GER4LE103)

For native speakers: German Business Communication 3 (GER4LE103)

Learning outcomes

Upon completion of the course, the students

- become proficient in producing linguistically correct business correspondence in German
- produce a presentation on a company
- will be able to operate in support functions related to international sales and purchasing processes and administration

Course contents

Business correspondence including

- inquiries
- offers
- orders
- quotations

Cooperation with the business community

Sample correspondence partly from real companies.

Teaching and learning methods

Contact hours 30 h

Independent study, writing correspondence and preparation for exam 48 h

Written exam 2 h

The assessment of one's own learning 1 h

Alternative ways to complete the course

Completing all course work and taking the final exam, without attending the actual contact hours.

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher(s) responsible

Sirpa S. Bode, Pasila

Course materials

Material provided by the teacher.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

5 (90 %)

The student:

- can write the standard business letter very well.
- communicates very well, is able to choose appropriate style and produces correct language.
- is able to apply during the course acquired skills and can use dictionaries and other sources of information well. The use of vocabulary and phrases is versatile and fluent.
- can write accurate messages that are ready to send.

3 (70 %)

The student:

- can write the standard business letter well.
- communicates well, is able to generally choose appropriate style and produces mostly correct language.
- is able to write understandable and correct messages using basic phrases related to the topic.
- is able to use dictionaries and other sources of information.
- can write messages that are for the most part accurate and ready to send.

1 (40 %)

The student:

- can write the standard business letter fairly well.
- communicates fairly well, is able to sometimes choose appropriate style and produces somewhat correct language. Grammatical aspects of the language need to be worked on. Messages are for the most part understandable, but they need to be carefully corrected and cannot be sent as written.

Assessment components and their respective weights

Written exam 80 %

Class participation 20 % (incl. 6 letters, 2 vocabulary tests, mid-term test)

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

German Business Environment

(Wirtschaftskommunikation im deutschsprachigen Europa)

Code: GER4LE105

Scope: 4 ECTS (108 h)

Timing: 6th semester*

Language: German

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Elective**

Competence level: B2

**the course is offered only in the autumn*

***required of students with compulsory German*

Starting level and linkage with other courses

German Business Communication 1 (GER4LE101),
German Business Communication 2 (GER4LE102),
German Business Communication 3 (GER4LE103),
German Business Communication 4 (GER4LE104)

For native speakers:

German Business Communication 3 (GER4LE103),
German Business Communication 4 (GER4LE104)

Contents

This course consists of two parts:

- 1) Media Communication in German (2 ECTS)
- 2) German-speaking Europe (2 ECTS)

In the first part of the course “Media Communication in German” student

- familiarizes him/herself with various economic texts in German by e.g. reading, doing comprehension exercises, translating, and summarising them.

In the second part of the course “German-speaking Europe” student

- familiarizes him/herself with the geography, economics, and political systems of the German-speaking countries,
- learns to understand the importance of the business culture and small talk

Learning methods

Media Communication in German

Contact hours 21 h

Self-study 30 h

Written exam 2 h

The assessment of one’s own learning 1 h

German-speaking Europe
Contact hours 24 h incl. presentations
Self-study 27 h
Written exam 2 h
Self-assessment of learning 1 h
80 % mandatory attendance

Learning outcomes and assessment

Upon successful completion of the course, the student

- has improved his/her German business vocabulary and knowledge of key grammatical issues used in media
- will be able to read, understand, analyze, and summarize business related articles
- has familiarized him/herself with distinctive features of the German business environment
- gained proficiency in making business conversation to the extent that he understands his/her counterpart and can answer questions presented to him/her
- will be able to review company operations
- will be able to his/her cultural and language expertise in demanding communication situations

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Grade 5 (90 %)

The student:

- understands challenging economic news of his/her field and is able to summarize their main contents successfully. (S)he knows widely the vocabulary concerning the enterprise and it's financial situation.
- is able to apply acquired skills in practice in an excellent way.
- is able to use sources of information versatily and critically to support his/her work and shows excellent cultural knowledge when using sources.
- adapts easily to the cultural content and is able to share his/her professional knowledge and skills with others.

Grade 3 (70 %)

The student:

- understands economic news of his/her field and is able to summarize their main contents logically. (S)he knows quite widely the vocabulary concerning the enterprise and it's financial situation.
- is able to apply the acquired skills in practice well.
- is able to use sources of information independently to support his/her work and shows cultural knowledge when using sources.
- adapts well to the cultural content and is able to share his/her professional knowledge and skills with others.

Grade 1 (40 %)

The student:

- understands economic news of his/her field and is able to name their main points. His/her use of the vocabulary concerning the enterprise and it's financial situation is limited.
- is able to apply the acquired skills in practice inadequately.
- is able to use sources of information to support his/her work and shows cultural knowledge when using sources.
- is able to share his/her professional knowledge and skills with others in a limited way.

Assessment components and their respective weights:

Media Communication in German

Written exam 70 %
Class participation and exercises 30 %

German-speaking Europe
Written exam 50%
Class participation and oral presentations 50 %

Media Communication in German 50 %
German-speaking Europe 50 %
Both of the above must be successfully completed

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Working life connections

Documents originate from media and real companies/organisations.

Course teacher

Sirpa S. Bode, Pasila

Learning materials

Class handouts, newspaper articles, company press releases, and other company materials.

German Language Project

Code: GER4LE106

Scope: 3 ECTS

Timing: 4th-7th semester

Language: German

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Elective*

**the project is compulsory in one of the main languages*

Learning methods

Attendance is compulsory in the introduction session. After that the project can be completed in individual way.

Learning outcomes and assessment

The aim of the course is that students are able to complete a project demonstrating good language skills and independent command of the language and culture in general. The project also enhances students' professional competencies.

Students plan and implement a language project on a business topic individually or in a group and in this way practice their language and project management skills. The topic of the project is agreed upon with the instructor and a representative from a company/organization, and an official project agreement will be signed between the students(s) and these persons. It is possible to do the project during the student internship or exchange.

Assessment criteria is pass/fail.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content.

Working life connections

The project should relate to real-life business and should also be commissioned by a company or other organization.

Internationality

The project supports the international strategy in partner organization.

Course teacher

Sirpa S. Bode, Pasila

HR Management

HR Management

Code: LEA4LE101

Extent: 3 ECTS

Timing: 4th or 7th semester

Language: English

Curriculum Mubba/Assi 2014

Level: Professional studies

Type: Elective Professional Study

Starting level and linkage with other courses

No prerequisites.

Learning objectives and assessment

Grade 1: The student:

- has sufficient knowledge of Organizational Behavior and HRM and is able to search and apply the knowledge in the course assignments.
- is able to discuss and present topics on the field both virtually and in group situations.
- is able to apply the course contents and use central references in reporting

Grade 3: The student:

- has good knowledge of Organizational Behavior and HRM and is able to search and apply the knowledge in the course assignments in an appropriate way.
- is able to discuss and present topics on the field well both virtually and in group situations.
- is able to apply well the course contents and use relevant references in reporting.

Grade 5: The student:

- has excellent knowledge of Organizational Behavior and HRM and is able to search and apply the knowledge in the course assignments critically and analytically.
- is able to discuss and present topics on the field fluently and comprehensively virtually and in group situations.
- is able to apply the course contents and use relevant references professionally in reporting.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) is granted based on separate instructions.

Working life connections

The course includes co-operation with local companies and organizations.

Internationality

Cooperation between multicultural teams and organizations.

Contents

Change Management

Individuals and groups at work place

Job attitudes and engagement

Performance Management

Well-being at work

Learning methods and Assessment

a. Lessons, workshops and course assignments

b. A practical project agreed with the teacher, and a written report reflecting with the course literature

Participation and contribution to course assignments, presentations and work on lessons

or

A practical project and a written report reflecting with the course literature

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Course teachers

Eija Kärnä, Pasila

Olli Laintila, Pasila

Learning materials

Handout material

HRM literature:

Bratton J. & Gold J. 2012, 5th ed. (or older). Human resource management: theory and practice. Palgrave Mcmillan, New York.

Dessler, G. 2011. 6th ed. (or older). A framework for human resource management / Gary Dessler. Pearson Education, Upper Saddle River (NJ).

Robbins, S. P. & Judge, T. A. 2016, 13th ed., global ed. (or older). Essentials of organizational behavior. Pearson Education. Harlow.

HR Practices

Code: LEA4LE102

Scope: 3 ECTS (81 h)

Timing: 4th/7th semester

Language: English

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Elective

Starting level and linkage with other courses

No prerequisites.

Contents

- the trends shaping human resource
- basics of job analysis
- personnel planning, recruiting and selection
- training and developing employees
- compensation and reward systems
- Qualitative research methods (project)

Learning methods

Contact lessons

Workshops

Case studies

Research and development oriented learning

Individual and/or team assignments and presentations

The assessment of one's own learning 1 h

Learning outcomes and assessment

Upon successful completion of the course, the student

- has gained an overview of the operative human resource practices
- is able to illustrate the human resource responsibilities
- is able to collect and utilize job analysis information
- has gained an overview of the recruitment and selection process
- can explain why and how to recruit a more diverse workforce
- can explain the purpose and process of employee orientation
- is able to develop and use different training and development techniques and programs
- recognizes and can apply various compensation and rewards systems
- is able to apply qualitative research methods to an HR-related problem
- has developed skills to analyse human resource

Assessment components and their respective weights:

Assignment (+ presentation) 50 %

Active and purposeful participation in contact lessons 50 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	Grade 1 (40 %)	Grade 3 (70 %)	Grade 5 (90 %)
Knowledge	The student has limited knowledge of the operative HR practices and poorly understands the basic tasks of HR.	The student has good knowledge of the operative HR practices and poorly understands the basic tasks of HR.	The student has excellent knowledge of the operative HR practices and understands very well the basic tasks of HR.
Skills	The student has great difficulties in choosing appropriate tools, methods, and frameworks that are relevant to analyzing and presenting HR processes and practices.	The student has good skills in choosing appropriate tools, methods, and frameworks that are relevant to analyzing and presenting HR processes and practices.	The student has excellent skills in choosing the appropriate tools, methods, and frameworks that are relevant to analyzing and presenting HR processes and practices.
Competence	The student poorly applies the concepts, tools, and theories related to HR processes and practices.	The student is able to apply the learned concepts, tools, and theories to HR processes and practices.	The student can fully apply the learned concepts, tools, and theories to HR processes and practices.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Working life connections

Company cases and/or company guest speakers, company visits.
Qualitative research project for a case organization.

Internationality

Cases of companies with international dimensions.

Course teacher

Eija Kärnä, Pasila
Olli Laintila, Pasila

Learning materials

Human Resource Management, Gary Dessler, (Pearson, Twelfth edition).

HRM Project

Code: LEA4LE103

Scope: 6 ECTS (162 h)

Timing: 6th semester

Language: English

Curriculum: Mubba/Assi 2014

Course level: Professional Studies

Course type: Elective*

**Compulsory for students majoring in Leadership and HR*

Starting level and linkage with other courses

No prerequisites.

Contents

Running of a client project that can be e.g. development and implementation of a strategic plan related to HRM issues, planning of and carrying out HRM processes and teamwork development.

The course is implemented as a professionally managed project. The students work in project teams according to client brief and team assignments specified by the advisor in the beginning of the course.

Supporting lectures and team meetings will be arranged throughout the course.

Learning methods

Meetings with project partners, team work with the assignments, presentations in group and for the commissioning party, reporting of the results.

Learning outcomes and assessment

Assessment components:

Active contribution individually and in team on the project management, cooperation and co-creating with the client organization, reflecting the topic with relevant literature, reporting and presentations.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student:

has some knowledge of HRM issues and is able to apply the knowledge in the work-based project.

can offer some solutions and/or development ideas for the target organisation.

is able to present the results of the project to the target organization.

is able to work in a project and in cooperation with the partners.

Grade 3:

The student:

has knowledge of HRM issues and is able to apply the knowledge in the work-based project.

is able to search and apply information in the project work.

can offer solutions and/or development ideas for the target organization based on the project objectives.

is able to present the results of the project and provide some grounds for the solutions and development ideas for the target organisation.

is able to work well in a project and in good cooperation with the partners.

Grade 5:

The student:

has excellent knowledge of HRM issues and is able to apply the knowledge in the work-based project.

is able to search and apply information critically and analytically in the project work.

can offer versatile and creative solutions and/or development ideas for the target organisation based on the project objectives.

is able to present fluently and comprehensively the results of the project and provide grounds for the solutions and development ideas for the target organisation in a consistent way.

is able to work professionally in a project and in excellent cooperation with the partners.

Recognising and validating prior learning (RPL)

Student having experience of a similar project related to the management orientation can possibly replace the course by proving the required knowledge by writing a case of that specific project with supporting portfolio and presenting it to the instructor and students of the course. If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrolment week or latest when attending the first lecture.

Working life connections

The course includes co-operation with local companies and organizations.

Internationality

Cooperation between multicultural teams and organizations.

Course teachers

Eija Kärnä, Pasila

Olli Laintila, Pasila

Learning materials

Literature, data and other related materials to the project.

Recommended literature:

A Guide to the Project Management Body of Knowledge: Fourth Edition (PMBOK Guide). Project Management Institute. 2008

Armstrong, M. 2014, 13th ed. (or older). Armstrong's handbook of human resource management practice / Michael Armstrong and Stephen Taylor. London : Kogan Page.

Boxall, P. & Purcell, J. 2011, 3rd ed. (or older). Strategy and human resource management. Basingstoke, Palgrave Macmillan, 2011.

Customer Orientation and Service

Code: MAR4LE102

Scope: 3 ECTS

Timing: 7th semester

Language: English

Curriculum: Mubba 2014

Course level: Joint Professional Studies

Course type: Elective

Starting level and linkage with other courses

The student has successfully completed the Basic Studies (Business Environment and the Assistant's Work & Business Processes / Assistentin työ ja yrityksen toiminta tutuksi & Yrityksen prosessit).

Learning methods

The course is mainly virtual including two classroom meetings (Introduction & Final presentations).

Course platform: Moodle

The course can be replaced by taking a similar (content and scope) course in Haaga-Helia or other university.

Learning outcomes and assessment

Upon successful completion of the course, the student

- understands, why customer orientation and service are emphasized in today's business.
- understands, how customer orientation and service create competitive advantage.
- knows how to apply learnings for two case companies.

Assessment components and their respective weights:

Pre-assignment (individual) 30 %

Team work 70 %

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

Student can only partly understand, why customer orientation and service are emphasized in today's business and how to both create and capture competitive advantage.

Student can only partly apply learnings into practice.

Grade 3:

Student understands, why customer orientation and service are emphasized in today's business and how to both create and capture competitive advantage.

Student can apply learnings into practice.

Grade 5:

Student has excellent understanding, why customer orientation and service are emphasized in today's business and how to both create and capture competitive advantage.

Student can apply learnings into practice in creative way.

Recognising and validating prior learning (RPL)

Student having strong experience in developing customer orientation and service can possibly replace the course by proving the required knowledge by writing a career story with supporting portfolio and presenting it to the instructor and students of the course. If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrolment week or latest when attending the first lecture.

Working life connections

Case companies

Internationality

International case companies

Course teachers

Katri Jakosuo

Mia-Maria Salmi

Learning materials

To be confirmed in the beginning of the course.

Marketing and Networks

Code: MAR4LE101

Scope: 3 ECTS

Timing: 4th or 7th semester

Language: English

Curriculum: curriculum 2014 fall

Course level: Joint Professional Studies

Course type: elective

Starting level and linkage with other courses

The student has successfully completed the Basic Studies (Business Environment and the Assistant's Work & Business Processes / Assistentin työ ja yrityksen toiminta tutuksi & Yrityksen prosessit).

Learning objectives and assessment

Upon successful completion of the course, the student

- knows how to assist the marketing management in the planning and implementation of integrated marketing communication activities.
- knows the modern marketing communications methods and channels.
- understands the importance of integration of marketing, communications and sales.
- knows how to collaborate with different stakeholders within marketing communications e.g. with advertising, media and PR agencies.
- knows how to identify problems, search information and share knowledge in a tutorial group
- can act and discuss professionally in a tutorial team

Grade 1

Student can partly understand the marketing planning process.

Student can somehow understand the importance of integration of marketing, communications and sales.

Student can only partly identify different stakeholders in marketing communications industry,

Student can only partly identify problems, collect and share relevant materials and participate on group discussions

Grade 3

Student knows the marketing planning process and the modern marketing communications methods.

Student understands the importance of integration of marketing, communications and sales.

Student knows some stakeholders in marketing communications industry and understands how to collaborate with them.

Student can identify problems, collect and share relevant materials and participate on group discussions.

Grade 5

Student knows very well the marketing planning process and the modern marketing communications methods.

Student internalized the importance of integration of marketing, communications and sales.

Student can identify the different stakeholders in marketing communications industry and fully understands how to collaborate with them.

Student can identify problems, collect and share relevant materials and participate on group discussions in highly professional level.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

Student having strong experience in planning and implementation of marketing communications activities and working with different stakeholders can possibly replace the course by proving the required knowledge by writing a career story with supporting portfolio and presenting it to the instructor and students of the course. If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrolment week or latest when attending the first lecture.

Working life connections

Guest lecturers and/or company visits.
Assignments/triggers are based on real life examples.

Internationality

Most of the triggers are representing international companies and cases.

Learning methods

Students attend PBL tutorials and lectures once a week. Lectures and company visits support self-study and tutorial work.

Tutorials 16 h

Preparations for tutorial 32 h

Individual work 32 h

The assessment of one's own learning 1 h

The course can be replaced by taking a similar (content and scope) course in Haaga-Helia or other university.

Assessment

Tutorial group and individual performance 50 %

Individual performance/assignments/exam 50 %

Course teacher(s)

Mia-Maria Salmi, Pasila

Learning materials

Moodle/Handout materials

Fill, C. 2009 (or newer). Marketing Communications. Interactivity, communities and content. 5th ed. Pearson/Prentice Hall.

De Pelsmacker, P. & Geuens, M. & van den Bergh, J. 2007 (or newer). Marketing Communications: A European Perspective. 3rd ed. Pearson/Prentice Hall.

Moriarty, S. & Mitchell, N. & Wells, W. 2012. Advertising & IMC, Principles and Practice

Creative Solutions in Marketing and Communications

Code: MAR4LE103/COM4LE103

Scope: 6 ECTS

Timing: 6th semester

Language: English

Curriculum: Mubba 2014

Course level: Joint Professional Studies

Course type: Elective

Starting level and linkage with other courses

The student has successfully completed the Basic Studies (Business Environment and the Assistant's Work & Business Processes / Assistentin työ ja yrityksen toiminta tutuksi & Yrityksen prosessit and Työelämän tuloksellinen viestintä / Effective Communication in Organisations, Viestinnällä vaikuttaminen / Communicating with Impact).

Contents

The course is implemented as a project. The students work in project teams according to client brief and team assignments specified by the instructors in the beginning of the course. Supporting lectures company visits and team meetings will be arranged throughout the course.

Learning methods

Project work

Team meetings & team work

Consultation sessions with the instructors and / or with the client

Supporting lectures if needed

Learning outcomes and assessment

Upon successful completion of the course, the student

- learns to apply marketing and communications knowledge into practice with a help of a client project or assignment which concentrates on creating innovative solutions for the commissioning party.
- learns to act and work professionally in a project team.
- understands the importance of customer understanding and orientation.

Assessment components and their respective weights:

Attendance and presentations of the project and its findings 100 %

Team performance is evaluated based on the contribution to the project.

Team assignments, presentations and activity are evaluated when assessing the overall performance by the teams. If low attendance/lower contribution to the project individual grade can be lower than the team grade.

The representative of the client company/organization, students and instructors will all participate in the evaluation of the project.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

Student can apply some marketing and communications knowledge into practice
Student can only partly work professionally in a project team
Student can only partly understand the task and customer expectations
Student can collect and share relevant materials and participate on group discussions.
Student is able to present the results of the project to the target organization.

Grade 3:

Student can apply marketing and communications knowledge into practice.
Student can work professionally in a project team.
Student understands the task and customer expectations.
Student can collect and share relevant materials and participate on group discussions.
Student is able to present the results of the project and provide some grounds for the solutions and development ideas for the target organisation

Grade 5:

Student can apply very well marketing and communications knowledge into practice.
Student works professionally and actively in a project team.
Student can internalize the task and meet customer expectations.
Student can collect and share relevant materials and participate on group discussions.
Student is able to present fluently and comprehensively the results of the project and provide grounds for the solutions and development ideas for the target organisation in a consistent way.

Recognising and validating prior learning (RPL)

Student having strong experience in marketing and corporate communications can possible replace the course by proving the required knowledge by writing a career story with supporting portfolio and presenting it to the instructor and students of the course. If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrolment week or latest when attending the first lecture.

Working life connections

Project for the client company.

Internationality

Many of the projects are assigned by the international companies.

Course teachers

Heta-Liisa Malkavaara, Pasila
Mia-Maria Salmi, Pasila

Learning materials

Confirmed in the beginning of the project.

Russian Business Communication 3

(Деловой русский язык 3)

- Code: RUS4LE103
- Scope: 3 ECTS
- Timing: 3rd semester
- Language: Russian
- Curriculum: 2014
- Course level: professional studies
- Course type: elective*

*required of students who have chosen compulsory Russian

Starting level and linkage with other courses

Language level: B 1
Russian Business Communication 2

Learning objectives and assessment

Passed course is assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1

The student has some difficulty in learning, but he or she is moving towards improving her/his knowledge of business Russian, uses very short sentences and very basic language constructions, has limited vocabulary, but is understandable to native speakers, understands what is spoken to her/him and also participates to some degree in the conversation.

Grade 3

The student speaks Russian quite well and he/she also tries to improve her/his skills in the use of business Russian, knows quite widely business Russian vocabulary and also makes a great effort to create coherent and comprehensible language when talking to native speakers, expresses himself or herself quite well in Russian-speaking environments.

Grade 5

The student develops oral language with great skill and high level of interactive communication. He/she is able to reproduce fairly fluent and understandable spoken language and acquires an extensive vocabulary in business communication in professional settings.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

Simulations of various business encounters in Russian.

Internationality

Russian studies according the requirements of Finnish companies. The study group is usually multicultural.

Contents

The course involves contact hours and independent study. Contact hours focus on practice of speech situations typical to a business trip to Russia and for the Russian business culture and business etiquette. The exercises encourage active participation and enhance the learning process.

Business Russian situations:

- Presenting one's company
- Receiving guests
- Fairs
- Product presentations
- At a restaurant
- Evening program
- Business culture cases

Learning methods

- A. Contact lessons, assignments and oral exam OR
- B. Oral exam and assignments

The assessment of one's own learning 1 h

Assessment

Oral exam 60 %
Assignments 20 %
Class participation 20 %

Course teacher

Learning materials

Ojanen - Laurila-Hellman Prokkola. 2000. Sekret uspeha 1. Helsingin kauppakorkeakoulu, Helsinki.
Berditchevski, 2008, Potshemu eto proizoshlo? Riga, Retorika A
Additional material provided by the teacher.

Russian Business Communication 4

(Деловой русский язык 4)

- Code: RUS4LE104
- Scope: 3 ECTS
- Timing: 4th semester
- Language: Russian
- Curriculum: 2014
- Course level: professional studies
- Course type: elective*
- *required of students who have chosen compulsory Russian

Starting level and linkage with other courses

Language level: B 1

Russian Business Communication 3

Learning objectives and assessment

Passed course is assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1

The student can write the standard business letter fairly well. He/she communicates fairly well, is able to sometimes choose appropriate style and produces somewhat correct language. Grammatical aspects of the language need to be worked on. Messages are for the most part understandable, but they need to be carefully corrected and cannot be sent as written.

Grade 3

The student can write the standard business letter well. He/she communicates is able to generally choose appropriate style and produces mostly understandable and correct messages using basis phrases related to the topic. Messages are for the most part accurate and ready to send, though it is recommended that they should be checked.

Grade 5

The student can write the standard business letter very well. He/she communicates f and is able to choose appropriate style and is able to apply during the course acquired skills in writing accurate messages using versatile vocabulary and phrases. Messages are ready to send.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

Students are introduced to the practices of Finnish companies in their Russian correspondence.

Internationality

Russian studies according the requirements of Finnish companies. The study group is usually multicultural.

Contents

Structure of Russian business letters, invitations, thank you letters, congratulations, condolences, covering letters, travel correspondence, confirmations, offer requests, offers, orders, claims, reminders. Participles and the passive voice

Learning methods

A. Contact lessons and portolios and written exam OR
B. Portfolios and written exam

The assessment of one's own learning 1 h

Assessment

Written test 30 %

Final written exam 50 %

Two portfolios with business letters 20 %

Max. 100 p.

Course teacher

Pirjo Salenius

Learning materials

Salenius, Venäjänkielinen liikeviestintä, 2014, Promentor (digital material)

Additional material provided by the teacher: Salenius. 1997. Liikekirjeet venäjäksi. Edita.

Russian Business Environment

(Русский язык в сфере бизнеса)(Кг((Р

Code: RUS4LE105

Scope: 4 ECTS

Timing: 6th semester

Language: Russian

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Elective*

**required of students who have chosen compulsory Russian*

Starting level and linkage with other courses

Language level: B 2

Russian Business Communication 4

Contents

The course is divided into two parts: Contract Texts in Russian Trade and Assistant's Job in Russian Trade. The course involves contact hours and weekly assignments.

Contract Texts in Russian Trade (first period):

Structure and main contents of Russian contracts and participles and the passive voice

Assistant's Job in Russian Trade (second period):

Simulated job application situations, compilation of Europass-Language passport and CV, presentation of one's organisation, presentation of one's job description, presentation of business in Finland, Trade between Russia and Finland

Learning methods

Contract Texts in Russian Trade:

A. Contact lessons and written exam OR

B. Written exam

Assistant's Job in Russian Trade:

A. Contact lessons, distant assignments and oral exam OR

B. Distant assignments and oral exam and portfolio

The assessment of one's own learning 1 h

Learning outcomes and assessment

Assessment components and their respective weights:

Contract Texts in Russian Trade:

Written test 100 %

Assistant's Job in Russian Trade:
Final oral exam 50 %
Distant assignments 20 %
Active participating in classes 30 p.

Max. 100 p.

Contract Texts in Russian Trade comprises 50 % and Assistant's Job in Russian Trade 50 % of the overall grade. Both parts must be successfully completed.

Passed course is assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student understands a Russian purchase agreement to some extent and is able to name it's main points. He/she knows the vocabulary concerning agreements in a limited way and is able to apply during the course acquired skills to business messages only adequately.

The student manages in simulated job application situations and presenting one's job description. He/she knows Finnish and Russian economics and the trade between our countries. There is still much to be improved upon to be able to work in Russian trade.

Grade 3:

The student understands main points of a Russian purchase agreement and is able to summarize it's contents logically. He/she knows the vocabulary concerning agreements well and is able to apply during the course acquired skills to business messages quite well. The student manages in simulated job application situations and presents logically one's job description. He/she knows Finnish and Russian economics and the trade between our countries. There is a little bit to be improved upon to be able to work in Russian trade.

Grade 5:

The student understands main points of a Russian purchase agreement and is able to summarize it's contents successfully. He/she knows the vocabulary concerning agreements very well and is able to apply during the course acquired skills to practice on a high level. The student manages in simulated job application situations and presents fluently one's job description. He/she knows Finnish and Russian economics and the trade between our countries. He/she is ready to work in Russian trade.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

Students are introduced to the practices of Finnish companies concerning their Russian agreements. During Assistant's Job in Russian Trade: Company visits.

Internationality

Russian studies according the requirements of Finnish companies. The study group is usually multicultural.

Course teachers

Pirjo Salenius and a native teacher

Learning materials

Salenius, P., 2000. Sopimukset venäjäksi. Helia. (Contract Texts in Russian Trade)
Material provided by the teacher. (Assistant's Job in Russian Trade)

Russian Language Project

Code: RUS4LE106

Scope: 3 ECTS

Timing: 4th-7th semester

Language: Russian

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Elective*

**the project is compulsory in one of the main languages*

Learning outcomes and assessment

The aim of the course is that students are able to complete a project demonstrating good language skills and independent command of the language and culture in general. The project also enhances students' professional competencies.

Students plan and implement a language project on a business topic individually or in a group and in this way practice their language and project management skills. The topic of the project is agreed upon with the instructor and a representative from a company/organization, and an official project agreement will be signed between the students(s) and these persons. It is possible to do the project during the student internship or exchange.

Assessment criteria is pass/fail.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content.

Working life connections

The project should relate to real-life business and should also be commissioned by a company or other organization.

Internationality

The project supports the international strategy in partner organization.

Course teacher

Pirjo Salenius, Pasila

International Conferences and Congresses

- Code: SER4LE101
- Extent: 3 ECTS
- Semester: 4th or 7th semester
- Language: English
- Level: Professional studies
- Type: Elective Professional Study

Starting level and linkage with other courses

No prerequisites.

Learning outcomes

Upon completion of the course, the student

- has an understanding of the impact of a conference or congress on the destination and the industry
- identifies the various types and elements of an international conference and congress
- can perform basic duties as part of a congress organizing team in the planning process
- can compare and benefit from the partners and service providers in the network
- identifies the global business trends in the conference and congress industry

Course contents

- the development and significance of the conference and congress industry
- concepts, terminology and various types of conferences and congresses
- the elements and process of conference and congress planning and organizing
- cooperation with the various partners and the service network
- global business trends

Co-operation with the business community

The course includes conference, company or venue visits/duties.

And/or visiting lecturers from the industry.

Teaching and learning methods

Contact hours 32 h

Business community, visiting a conference on partner, min. 6 hours

Independent study 42 h

Assessment of one's own learning 1 h

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Teacher(s) responsible

Nina Niemi

Course materials

Material informed and/or provided by the teachers.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

5 (90%)	3 (70%)	1 (40%)
<p>The student:</p> <ul style="list-style-type: none">• has a good knowledge and can critically analyze the impact of a conference or congress on the destination and the industry• can identify, describe and apply the various types and elements of an international conference and congress, and has abilities to design an organization team• can independently and professionally perform basic duties as part of a congress organizing team in the planning process• can compare and benefit from the partners and service providers in the network• can critically analyze and provide suggestions of how to apply some global business trends in the conference and congress industry	<p>The student:</p> <ul style="list-style-type: none">• has knowledge and can explain the impact of a conference or congress on the destination and the industry• can identify and discuss the main types and elements of an international conference and congress• can apply some basic skills and duties, as part of a congress organizing team in the planning process• able to differentiate and compare partners and service providers in the network• able to search for, and provide examples global business trends in the conference and congress industry	<p>The student:</p> <ul style="list-style-type: none">• has some knowledge of the impact of a conference or congress on the destination and the industry• can name some types and elements of an international conference and congress• can apply some basic skills and duties, under supervision, as part of a congress organizing team in the planning process• can list partners and service providers in the network• able to repeat some global business trends in the conference and congress industry

Assessment components and their respective weights

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Meeting Design

Code: SER4LE102

Scope: 3 ECTS (81 h)

Timing: 7th semester

Language: English

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Elective

Contents

On the course, the guidelines and procedures for a successful meeting will be outlined and established and The Meeting Design™ will be used to help to set up meetings and effective meeting procedures.

Learning methods

- Lectures and guidance by the lecturer
- Learning by doing, learning and sharing knowledge and expertise in teams
- Independent and supervised project work

Learning outcomes and assessment

Upon completion of the course, the student

- is able to identify the characteristics of a successful and efficient meeting
- is able to understand the various areas of successful meetings and their importance
- is able to operate with internal and external stakeholders of the company in a customer-oriented manner from the perspective of the principles of designing meetings
- is able to plan, implement and evaluate a successful meeting in terms of costs, time and contents

Assessment components and their respective weights:

To be confirmed.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

To be confirmed.

Working life connections

The course has strong connections with the business community. The assignments and examples are related to authentic meetings organised in working life and business contexts. The course can possibly include visits to companies or guest speakers from companies.

Course teacher(s)

To be announced later.

Learning materials

To be confirmed.

Events Management

Code: SER4LE103

Scope: 6 ECTS (162 h)

Timing: 6th semester

Language: English

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Elective

Contents

- event planning, implementation and evaluation

Learning outcomes and assessment

Upon completion of the course, the student

- is able to identify the characteristics of a successful and well-functioning event
- understands the meaning and purpose of event management
- understands the theory related to event management and how to apply it in practice
- is familiar with the planning and implementation processes of event management, and is able to operate with different stakeholders in a customer-oriented manner
- understands the different levels of events and meetings as well as related specific features within the field of event management
- understands various factors, agents and roles related to event management within practical and theoretical framework
- is able to design, implement and evaluate a successful event
- is aware of risks related to event planning and its implementation.

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Working life connections

The course has strong connections with the business community; the tasks and examples are related to events organised in business and working life contexts. The course can possibly include visits to companies specialised in organizing events or guest lecturers from companies.

Teaching and learning methods

- Lectures and guidance by the lecturer
- Learning by doing, learning and sharing knowledge and expertise in teams
- Independent and supervised project work

The assessment of one's own learning 1 h

Course teacher

to be announced later

Learning materials

to be confirmed

Spanish Business Communication 3

(Español de los negocios 3)

- Code: SPA4LE103
- Scope: 3 ECTS
- Timing: 3rd Semester
- Language: Spanish
- Curriculum: OPS2014
- Course level: professional studies
- Course type: elective*
- *required of students who have chosen compulsory Spanish

Starting level and linkage with other courses

Competence level: B1

Spanish Business Communication 1 or equivalent studies.

Learning objectives and assessment

The course covers common business situations: presenting oneself in a company, accepting visitors, job interviews, making a CV, product presentations, company presentations, as well as fairly easy business texts. Students give an oral presentation on a company or product.

The course introduces students to Spanish business culture:

- cultural differences, corporate forms, organisation, commerce, finance, marketing, tourism, workplace culture
- products and services, Trade fair and sustainable development
- marketing, tourism, fairs and apply for work
- the trade relations between Finland and Spain

Distinctive features of written Spanish:

- spelling and use of punctuation
- business correspondence: offers, offer requests, orders, claims, invoicing and warehouse management
- PR letters: invitations, congratulations, thank you letters, condolences and sales letters
- Internal communications: invitations to meetings, minutes of meetings.

Grade 1

The student: has some difficulty in learning, but he or she is moving towards improving her/his knowledge of business Spanish. He/she uses very short sentences and very basic language constructions. He/she has limited vocabulary, but is understandable to native speakers. He/she understands what is spoken in his/her environment and also participates to some degree in it.

Grade 3

The student speaks Spanish with a certain correction and he/she also tries to overcome any language barriers by making use of body language and other forms of communication. He/she tries to improve her/his skills in the use of business Spanish and uses simpler language to explain more abstract concepts. He/she slowly learns business Spanish vocabulary and also makes a great effort to create coherent and comprehensible language when talking to native speakers. He/she expresses himself or herself in Spanish-speaking environments.

Grade 5

The student develops oral language with great skill and high level of interactive communication. He/she learns and practices different genres of discourse and, at the same time, he/she is able to reproduce fairly fluent and understandable spoken language. He/she acquires an extensive vocabulary in business communication in professional settings. He/she acts naturally in any environment where he/she needs to use Spanish on a high cultural level.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 – 3 – 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Internationality

The students' group is international.

Learning methods

Contact lessons

Individual, pair and team assignments

Independent studies

The assessment of one's own learning 1 h

Alternative ways to complete the course: one alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Assessment

Written exam 70 %

Continuous assessments 30 %

Class exercises must be completed before the exam.

Teacher responsible

Pedro Beltrán Herrera, Pasila

Course materials

Lindgren Kristina - Savinainen Pekka - Seppä Ritva 2008. Claves del Éxito: Liike-elämän espanjaa. Edita Publishing Oy, Helsinki.

Dictionaries: Spanish-Finnish, Spanish-English, Spanish-Swedish.

Spanish Business Communication 4

(Español de los negocios 4)

- Code: SPA4LE104
- Scope: 3 ECTS
- Timing: 4th Semester
- Language: Spanish
- Curriculum: OPS2014
- Course level: professional studies
- Course type: elective*
- *required of students who have chosen compulsory Spanish

Starting level and linkage with other courses

Competence level: B1

Spanish Business Communication 1 or equivalent studies.

Learning objectives and assessment

The course covers common business situations: presenting oneself in a company, accepting visitors, job interviews, making a CV, product presentations, company presentations, as well as fairly easy business texts. Students give an oral presentation on a company or product.

The course introduces students to Spanish business culture:

- cultural differences, corporate forms, organisation, commerce, finance, marketing, tourism, workplace culture
- products and services, Trade fair and sustainable development
- marketing, tourism, fairs and apply for work
- the trade relations between Finland and Spain

Distinctive features of written Spanish:

- spelling and use of punctuation
- business correspondence: offers, offer requests, orders, claims, invoicing and warehouse management
- PR letters: invitations, congratulations, thank you letters, condolences and sales letters
- Internal communications: invitations to meetings, minutes of meetings.

Grade 1

The student: has some difficulty in learning, but he or she is moving towards improving her/his knowledge of business Spanish. He/she uses very short sentences and very basic language constructions. He/she has limited vocabulary, but is understandable to native speakers. He/she understands what is spoken in his/her environment and also participates to some degree in it.

Grade 3

The student speaks Spanish with a certain correction and he/she also tries to overcome any language barriers by making use of body language and other forms of communication. He/she tries to improve her/his skills in the use of business Spanish and uses simpler language to explain more abstract concepts. He/she slowly learns business Spanish vocabulary and also makes a great effort to create coherent and comprehensible language when talking to native speakers. He/she expresses himself or herself in Spanish-speaking environments.

Grade 5

The student develops oral language with great skill and high level of interactive communication. He/she learns and practices different genres of discourse and, at the same time, he/she is able to reproduce fairly fluent and understandable spoken language. He/she acquires an extensive vocabulary in business communication in professional settings. He/she acts naturally in any environment where he/she needs to use Spanish on a high cultural level.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 – 3 – 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Internationality

The students' group is international.

Learning methods

Contact lessons

Individual, pair and team assignments

Independent studies

The assessment of one's own learning 1 h

Alternative ways to complete the course: one alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Assessment

Written exam 70 %

Continuous assessments 30 %

Class exercises must be completed before the exam.

Teacher responsible

Pedro Beltrán Herrera, Pasila

Course materials

Lindgren Kristina - Savinainen Pekka - Seppä Ritva 2008. Claves del Éxito: Liike-elämän espanjaa. Edita Publishing Oy, Helsinki.

Dictionaries: Spanish-Finnish, Spanish-English, Spanish-Swedish.

Latin American Business Environment

(Entorno empresarial latinoamericano)

Code: SPA4LE105

Scope: 4 ECTS

Timing: 6th semester

Language: Spanish

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Elective*

**required of students who have chosen compulsory Spanish*

Starting level and linkage with other courses

Competence level: B2

Spanish Business Communication 1 and 2 or equivalent studies.

Learning methods

The options that are appropriate for the course:

Contact lessons

Individual, pair and team assignments

Independent studies

The assessment of one's own learning 1 h

Alternative ways to complete the course: one alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Learning outcomes and assessment

The course objective is to understand the special characteristics of Latin America and Spain: differences in geography, history, and social and economic life.

The course is divided to two parts:

- 1) Latin America's and Spain's history, society and current affairs
- 2) Spanish Newspaper Texts: distinctive features and style of Spanish newspapers and preparations of reviews and summaries relating to these.

During the course the student seeks information through various media regarding the relations between Finland, Spain and Latin America.

The contents of the course are:

- history, society, economy and current situation of Latin America and Spain
- free Trade Agreements with Latin America: NAFTA, Mercosur, etc.
- the specific characteristics of the Hispanic press: style, features and journalistic criticism.

Assessment components and their respective weights:

Written exam 70 %

Continuous assessments 30 %

Class exercises must be completed before the exam.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student understands economic news of his/her field and is able to name their main points. His/her use of the vocabulary concerning enterprises and economic situations is limited. He/she is able to apply during the course acquired skills in practice only adequately. He/she is able to use sources of information to support his/her work and shows some cultural knowledge when using sources. He/she is able to share his/her professional knowledge and skills with others in a limited manner.

Grade 3:

The student understands economic news in his/her field and is able to summarize its main contents logically. He/she knows vocabulary concerning enterprises and economic situations well. He/she is able to apply during the course acquired skills in practice well. He/she is able to use sources of information independently to support his/her work and shows cultural knowledge when using sources. He/she adapts to cultural content fairly well and is able to share his/her professional knowledge and skills with others.

Grade 5:

The student understands challenging economic news in his/her field and is able to summarize its main contents successfully. He/she is able to apply during the course acquired skills in practice on a high level. He/she is able to use sources of information in a versatile and critical way to support his/her work and shows excellent cultural knowledge when using sources. He/she adapts cultural to content well and is able to share his/her professional knowledge and skills with others.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Internationality

The students' group is international.

Course teacher

Pedro Beltrán Herrera, Pasila

Learning materials

Vásquez, Germán & Marínez Díaz, Nelson 2009. Historia de América Latina. SGEL, Madrid.
Masoliver, Joaquín & Vidales, Carlos 2009. América Latina. Samfundslitteratur. Gylling.
Ángeles Albert, Maria & Ardanaz, Francisco 2009. Hispanoamérica, ayer y hoy: historia y arte, demografía, economía, instituciones, tradiciones. SGEL. Madrid.
Newspapers in Spanish on line: El País, El Mundo, La Vanguardia, Cambio16, El Clarín y El Mercurio.

Spanish Language Project

Code: SPA4LE106

Scope: 3 ECTS

Timing: 4th-7th semester

Language: Spanish

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Elective*

**the project is compulsory in one of the main languages*

Learning methods

Attendance is compulsory in the introduction session. After that the project can be completed in individual way.

Learning outcomes and assessment

The aim of the course is that students are able to complete a project demonstrating good language skills and independent command of the language and culture in general. The project also enhances students' professional competencies.

Students plan and implement a language project on a business topic individually or in a group and in this way practice their language and project management skills. The topic of the project is agreed upon with the instructor and a representative from a company/organization, and an official project agreement will be signed between the students(s) and these persons. It is possible to do the project during the student internship or exchange.

Assessment criteria is pass/fail.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content.

Working life connections

The project should relate to real-life business and should also be commissioned by a company or other organization.

Internationality

The project supports the international strategy in partner organization.

Course teacher

Pedro Beltrán Herrera, Pasila

Swedish Business Communication 1

- Course name: SWE4LE101
- Scope: 3 ECTS
- Timing: 3rd semester
- Language: Swedish
- Curriculum: OPS2014
- Course level: professional studies
- Course type: elective (required of students with compulsory Swedish)

Starting level and linkage with other courses

Basic Business Swedish (SWE1LE001)

Learning objectives and assessment

Students gain a thorough understanding of the status of companies and business practices in the Nordic countries, and become capable of managing everyday situations in Swedish, both oral and written. The course includes discussions on the status of companies in the Nordic Countries, simulation of various business situations, review of business practices and culture, as well as discussions on the forms and styles of business communications. The course focuses on case studies and also involves a lot of spoken exercises.

- Nordic trade
- commerce situations
- customer bulletins
- requests for quotation
- quotation
- sales letters
- orders and order confirmations
- complaints and letters of adjustment
- telephone Swedish in commerce situations

Grade 1

The student has a satisfactory command of key skills and concepts in written and oral business communication in Nordic business culture. The student has understanding of the importance of different styles in communication and can apply the learned samples in practice. The student has a basic command of vocabulary in business communication. Regarding content, structure and grammar, messages are simpler but mostly understandable.

Grade 3

The student has a command of key skills and concepts in written and oral business communication in Nordic business culture and can apply the learned skills in practice. The student is able to choose and validate the appropriate style for a given situation and culture. The student is able to create businesslike messages by using the key vocabulary in business communication. The student produces adequate and coherent, grammatically mostly correct language. Messages could be often used in working life directly.

Grade 5

The student has a solid command of key skills and concepts in written and oral business communication in Nordic business culture and can apply the learned skills in practice. The student is able to choose and critically evaluate issues of a given situation and culture in an appropriate style. The student is able to use business vocabulary in a varied way and is able to apply other skills learned in working life and during

this course. The student produces fluent, coherent and grammatically correct language. Messages could be used in working life directly.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Working life connections

Students interview people in companies about the company's communications or send a questionnaire to a Nordic company.

Learning methods

The course covers contact lessons, written and oral exercises, independent studies and other assignments.

The assessment of one's own learning 1 h.

Assessment

Written exam 50 %

Spoken exam and class participation 30 %

Written assignments 20 %

Course teachers

Marketta Keisu, Pasila
(Marjaana Halsas, Pasila)

Learning materials

Keisu, M. Affärskommunikation - teori och skriftliga övningar

Keisu, M. Affärskommunikation - muntliga övningar

Other handouts provided by the teacher

All basic materials can be downloaded from Moodle or Sharepoint.

Swedish Business Communication 2

- Code: SWE4LE102
- Number of credits: 3 ECTS
- Timing: 4th semester
- Language: Swedish
- Curriculum: 2014
- Course level: Professional Studies
- Course type: elective*
- *required of students who have chosen compulsory Swedish

Starting level and linkage with other courses

Secondary school Swedish or corresponding proficiency

Learning objectives and assessment

Grade 1

The student has basic written and spoken communication skills in trip and congress correspondence policy. He/she understands the different registers of PR-communication and has knowledge about the most common terminology. Messages are mostly understandable.

Grade 3

The student has good written and spoken communication skills to plan trips and congresses. He/she can identify and use different kind of professional register in PR-communication and can use the terminology in right situations. Messages are ready to use.

Grade 5

The student has excellent written and spoken communication skills to plan trips and congresses. He/she can easily identify and use different kind of professional register in PR-communication and can use the terminology in right situations. The language is fluent and logical and messages are ready to use.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Working life connections

A visiting lecturer from a company and participating in a Seminar

Internationality

Nordic learning materials

Learning methods

- a. Contact lessons and assignments
- b. Individual, pair and team assignments and various amount of contact lessons
- c. Independent studies and exam

The assessment of one's own learning 1 h

Assessment

Written exam 80%

Written assignments 20%

Course teacher(s)

Marketta Keisu, Pasila

Marjaana Halsas, Pasila

Learning materials

Halsas, M. & Rönkä, I. 2008. PR-svenska. Other learning material from the teacher.

Nordic Business Environment

(Norden som affärsområde)

Code: SWE4LE105

Scope: 4 ECTS

Timing: 6th semester

Language: Swedish

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Elective*

**required of students who have chosen compulsory Swedish*

Starting level and linkage with other courses

Secondary school Swedish or corresponding proficiency

Learning methods

- a. Contact lessons and assignments and a workshop
- b. Assignments and various amount of contact lessons and a workshop
- c. Independent studies and a workshop

The assessment of one's own learning 1 h

Learning outcomes and assessment

Assessment components and their respective weights:

Written exam and written assignments 50%

Spoken workshop and spoken assignments 50%

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1:

The student understands financial news and reports and is able to summarize their main points. She/he uses vocabulary concerning an enterprise and its financial situation in some limited manner. He/she is able to adequately apply during the course acquired skills to practice and is also able to use various sources of information and is able to share her/his professional knowledge with others in a limited manner.

She/he is able to participate in meetings and conversations in business interactions.

Grade 3:

The student understands and is able to discuss financial news and reports and is able to summarize their main contents. He/she has a good knowledge of vocabulary concerning an enterprise and its financial situation. He/she is able to apply well during the course acquired skills to practice and is able to use sources of information independently and is able to share her/his professional knowledge and skill with others well. She/he is able to master meetings and conversations in business interactions

Grade 5:

The student understands and is able to discuss in depth challenging financial news and reports, and is able to summarize their main contents in detail. She/he has a wide knowledge of vocabulary concerning an enterprise and its financial situation. She/he is able to use sources of information successfully and adapts to cultural content very well and is also able to share his/her professional knowledge and skills with others very well. She/he is able to master meetings and conversations on higher levels in business interactions.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Working life connections

Company presentation materials, interviews, visiting lecturer from a company and seminars.

Internationality

Nordic learning materials

Course teachers

Marjaana Halsas, Pasila
Britt-Marie Carlsson, Pasila

Learning materials

All basic material can be downloaded in Moodle and/or Sharepoint

Swedish Language Project

Code: SWE4LE106

Scope: 3 ECTS

Timing: 4th-7th semester

Language: Swedish

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Elective*

*the project is compulsory in one of the main languages

Learning methods

Attendance is compulsory in the introduction session. After that the project can be completed in individual way.

Learning outcomes and assessment

The aim of the course is that students are able to complete a project demonstrating good language skills and independent command of the language and culture in general. The project also enhances students' professional competencies.

Students plan and implement a language project on a business topic individually or in a group and in this way practice their language and project management skills. The topic of the project is agreed upon with the instructor and a representative from a company/organization, and an official project agreement will be signed between the students(s) and these persons. It is possible to do the project during the student internship or exchange.

Assessment criteria is pass/fail.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content.

Working life connections

The project should relate to real-life business and should also be commissioned by a company or other organization.

Internationality

The project supports the international strategy in partner organization.

Course teachers

Marketta Keisu, Pasila

Marjaana Halsas, Pasila

StartUp School - Developing Entrepreneurial Mindset

Course name: StartUp School – Developing Entrepreneurial Mindset

Code: **WOR8HH022**

Scope: 5 ECTS (135 h)

Timing: 1.-7. semester

Language: English or Finnish

Course level: Professional Studies (or Free-choice)

Course type: Elective (or Free-choice)

Details of implementation and enrolment, please, see <http://startupschool.fi/what-we-offer/courses/>

Starting level and linkage with other courses

You should have a business idea to work with before entering this course.

Learning objectives

You will analyse yourself as an entrepreneur and learn to understand entrepreneurial lifestyle. By taking the first steps to define and develop the idea towards feasible business, you will start building your own entrepreneurial path. You also analyse and start to extend your entrepreneurial network during this course.

Recognizing and validating prior learning (RPL)

Accreditation of prior learning is applied on the course according to separate instructions. Please contact startupschool@haaga-helia.fi.

Working life connections

You develop and describe your own business idea and validate it with potential customers.

Internationality

Internationality is visible through the assignments, meetings and group discussions.

Content

- Me as an Entrepreneur
- Entrepreneurship as a lifestyle
- Customer problem and value proposition
- Idea description and prototype creation

- Network analysis and interview of the entrepreneur
- Cost structure and revenue streams
- Pitching your idea to the entrepreneurial society

Learning methods

Two f-2-f meetings, independent assignments, discussions and comments to the other students and pitching your idea.

Assessment criteria

You work independently, return your assignments, and discuss actively and develop your business idea during the course. Course assessment is on a scale of 1 to 5. The assessment criteria is on a scale of 1-3-5.

Grading/ Components	1	3	5
Self-leadership	Student understands own strengths and development areas. He/she identifies own entrepreneurial vision.	+ Based on self-analysis and discussions with others, student recognizes where he needs help and can build his activities based on this analysis.	+ Student creates a realistic and personal entrepreneur development plan and starts to implement it.
Communication and networks	Student describes his own network and recognizes for whom (stakeholders) he needs to communicate the business idea.	+ Student identifies the communication needs related to each stakeholder.	+ Student prepares communication plan to support the implementation of the business idea and justifies the need for those.
Idea development	Student takes the first customer contacts to test the idea and vision. Student describes customer problem, solution and value proposition of the idea.	+ Student tests and develops the idea further based on the customer feedback. + Student analyses and describes the business model of the idea	+ Student creates, describes and justifies the business idea as feasible business case, pitch and justify it to the other students.
Team work	Contribution in the group discussions active and student gives feedback to the others.	+ Student participates in the group discussions actively and helps other students with their challenges.	+ Student participates to the group discussion in Impressive way and contributes to the other students and share new ideas to the other students' work.

Teachers responsible

Päivi Williams

Course material

Available on Claned <https://app.claned.com>

StartUp School - Idea Contest

Code: WOR8HH029

Scope: 3 ECTS (81 h)

Timing: 1.-7. semester

Language: English or Finnish depending on the event

Course level: Professional studies (or Free-choice)

Course type: Elective (or Free-choice)

Details of implementation and enrollment, please, see <http://startupschool.fi/what-we-offer/courses/>

Starting level and linkage with other courses

No prerequisites.

Learning objectives and assessment

One of two options:

- Present your original business idea in a local, national or international competition and develop it based on the feedback.
- Contribute actively to develop peer students' ideas further.

Recognising and validating prior learning (RPL)

Accreditation of prior learning is applied on the course, according to separate instructions. Please contact startupschool@haaga-helia.fi

Working life connections

Course is run in co-operation with experienced entrepreneurs and business developers.

Internationality

Depending on the student's idea and team.

Course contents

Student can complete the course either by participating in the Idea Contest event organized by StartUp School, or by participating in other Idea Contest type of events organized by another stakeholder (e.g.

NewCo Helsinki, Aaltoes etc.).

In the Idea Contest organized by StartUp School, the student has two alternatives to get the 3 credit points.

Option 1: Apply to the event with your own idea

- Selected students participate in pre-pitching
- Selected students participate in co-creation & pitching final
- Do post-assignment: evaluation of the learning during the event

Option 2: Participate in co-creation of peer students' ideas

- Participate in co-creation and support in pitching final
- Do post-assignment: evaluation of the learning during the event

If you are participating in the event organized by another stakeholder, always check the suitability and required assignments before signing up to the event from StartUp School (startupschool@haaga-helia.fi). Examples of the events: Startup Weekend and Aalto TeamUp.

Learning methods

Depending on the way of participation (described above).

Assessment criteria

The course is graded on the scale 1-5. Assessment criteria from GLOBBA Competence Grid.

Grading/ Components	1-2	3-4	5
Knowledge	You know the key concepts within the course's scope, but are yet to develop the general view and the big picture of the subject matter.	You know the key concepts well and can explain how the theories and models function and the tools are used. You have a general view of the subject matter.	You have a strong command of the key and related concepts. You can critically evaluate theories, models and tools. You can demonstrate explicit knowledge of the subject matter, and how it relates to other disciplines.

Skills	You can complete given tasks and assignments with assistance. You need to develop how to apply knowledge.	You complete given tasks and assignments independently. You apply knowledge in hands-on business related situations. You can critique your own practice and identify ways to improve.	You apply knowledge in demanding business related situations. You can prioritize and critically select tools and methods for solving complex problems in the subject matter.
Competence	You demonstrate some ability to perform skills and have basic knowledge, but you have difficulty to manage without assistance.	You demonstrate sufficient ability to perform skills and have basic to good knowledge. You can perform independently, but you have some challenges in passing on your skills and knowledge to others. You have an interest in professional development.	You execute skills with natural proficiency and you have detailed and explicit knowledge. You can perform independently and you are also able and actively willing to help others develop and pass on your skills. You have an attitude of continuous professional development.

Teachers responsible

Please contact startupschool@haaga-helia.fi

Course materials

Depending on the organizer.

StartUp School - Pitching Camp

Code: WOR8HH023

Scope: 3 ECTS (81 h)

Timing: 1.-7. semester

Language: English or Finnish

Course level: Professional Studies (or Free-choice)

Course type: Elective (or Free-choice)

Details of implementation and enrollment, please, see <http://startupschool.fi/what-we-offer/courses/>

Starting level and linkage with other courses

Student has successfully either completed the StartUp School Developing Entrepreneurial Mindset (WOR8HH022) course, or she/he has shown equivalent competences in some other way (including developing a business plan).

Learning objectives and assessment

Student can present her/his business idea clearly and effectively to the audience according to the timeframes. Student is able to communicate the uniqueness of the idea. She/he will develop the business idea and the pitch further based on the feedback. Student is able to give feedback and develop networks with other entrepreneurs and stakeholders.

During this course, student will:

- Practice pitching
- Practice presentation skills
- Train peer support, feedback and networking
- Practice target setting and working under pressure

Recognizing and validating prior learning (RPL)

Accreditation of prior learning is applied on the course according to separate instructions. Please contact startupschool@haaga-helia.fi.

Working life connections

Co-operation with experienced entrepreneurs and business developers is involved.

Internationality

Internationality is visible through the assignments.

Contents

Student will participate in a pitching workshop where she/he will practice and develop pitching. Student will give feedback to the other students and improve her/his pitching during the workshop.

The workshop has two pitching rounds where coaches will evaluate the effectiveness and clarity of the idea presentation.

Learning methods

Pre-assignment

Intensive pitching workshop

Post-assignment

Assessment

Course assessment is on a scale of 1 to 5. The assessment criteria is on scale 1-3-5. Assessment criteria is from GLOBBA Competence Grid.

Grading/ Components	1-2	3-4	5
Knowledge	You know the key concepts within the course's scope, but are yet to develop the general view and the big picture of the subject matter.	You know the key concepts well and can explain how the theories and models function and the tools are used. You have a general view of the subject matter.	You have a strong command of the key and related concepts. You can critically evaluate theories, models and tools. You can demonstrate explicit knowledge of the subject matter, and how it relates to other disciplines.
Skills	You can complete given tasks and assignments with assistance. You need to develop how to apply knowledge.	You complete given tasks and assignments independently. You apply knowledge in hands-on business related situations. You can critique your own	You apply knowledge in demanding business related situations. You can prioritize and critically select tools and methods for solving complex problems in the subject matter.

		practice and identify ways to improve.	
Competence	You demonstrate some ability to perform skills and have basic knowledge, but you have difficulty to manage without assistance.	You demonstrate sufficient ability to perform skills and have basic to good knowledge. You can perform independently, but you have some challenges in passing on your skills and knowledge to others. You have an interest in professional development.	You execute skills with natural proficiency and you have detailed and explicit knowledge. You can perform independently and you are also able and actively willing to help others develop and pass on your skills. You have an attitude of continuous professional development.

Course teacher

Timo-Pekka Uotila

Course materials

Course materials are provided with the pre- and post-assignments, and during the camp.

Work-based Project

Code: BUS8LE001

Scope: 1-6 ECTS

Timing: 1st-7th semester

Language: English, Finnish

Curriculum:

Course level: Basic Studies

Course type: Free-choice Studies

Starting level and linkage with other courses

No prerequisites.

Contents

During the course, students participate to the planning and execution of a corporate project.

Learning methods

Participating to the project

Report

The assessment of one's own learning 1 h

By enrolling to this course the student commits to take part in a project offered to her/him.

Learning outcomes and assessment

Upon completion of the course, students are able to operate in a corporate project individually or as a team member.

Assessment:

Pass/fail

The assessment of one's own learning does not influence the grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed online in WinhaOpaali.

Working life connections

Project for a client organization.

Internationality

The project might be done for an international organization or project.

Course teacher

To be announced later

Learning materials

Material from the client organization.

Basic Chinese 1

- Code: CHI8LE002
- Extent: 3 cr (80 h)
- Timing: Semester 2-7 (autumn)
- Language: English/Chinese
- Level: core studies
- Type: free-choice

Prerequisites

No prerequisites.

Learning outcomes

Students

- learn about 60 basic Chinese characters
- become proficient in basic Chinese grammar
- learn to say hello in different ways
- know how to introduce oneself by stating one's name, nationality, and language skills, etc.
- can have a short small talk with a Chinese-speaking person.

Course contents

Chinese is one of the official languages of the UN. It is also the most spoken language in the world, used in Mainland China, Hong Kong, Taiwan, Singapore and also to a great extent in Malaysia and the business world of South-East Asia. The Chinese language has had a great impact on East Asian culture. Thousands of Chinese characters have been borrowed into the Japanese language, and about 65% of Korean words have their origin in Chinese.

Contrary to general understanding, Chinese is not difficult to learn. Chinese grammar is very simple. The verbs do not conjugate, the words are short, i.e. mostly of one or two syllables. Learning the Chinese characters takes time, but the graphic writing system is very interesting. The art of writing characters, i.e. calligraphy, is itself one of the most esteemed art forms in East Asia.

- Pinyin-system
- five tones
- basic vocabulary in everyday conversation
- Chinese characters

Teaching and learning methods

Two intensive contact sessions (2 x 4 hours) for spoken language, and independent study over HAAGA-HELIA's e-learning portal Moodle. Initial meeting at the start of the course. Students must have a computer with a sound card, microphone and internet at their disposal.

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test

One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Multimedia materials in Moodle

Assessment criteria

Course assignments 100 %

Chinese for Beginners

(初级汉语)

- Code: CHI8LE004
- Scope: 5 ECTS
- Timing: Semester 1
- Language: English/Chinese
- Curriculum: 2016
- Course level: Basic studies / Core studies
- Course type: elective*

* but required of students who have chosen compulsory Chinese

Prerequisites

Starting level: 0 (No prerequisites)

Learning outcomes

Target level: A1

Students

- know how to distinguish and pronounce the five tones in Mandarin Chinese
- get familiar with the Pinyin transliteration system
- know how to introduce themselves by stating their name, nationality, language skills, etc.
- can carry on some short superficial small talk
- get familiar with basic Chinese grammar
- learn the basics of reading and writing the most common Chinese characters

Course contents

- the four main tones and the 5th toneless one
- the consonants and vowels of the Pinyin transliteration system
- vocabulary and sentence types from everyday conversation
- basic grammar rules on verbs, adjectives, sentence structure, etc.
- about 100 basic Chinese characters

Chinese is the most spoken language in the world and one of the official languages of the UN. It is used officially in mainland China, Hong Kong, Taiwan, and Singapore. It is also used in Malaysia and the business world of Southeast Asia to a large extent. The Chinese language has had a great impact on East Asian languages and cultures. Thousands of Chinese characters have been borrowed by the Japanese language, and about 65% of Korean words have their origin in Chinese.

Contrary to what many people believe, Chinese is not that difficult to learn. For example, the grammar is quite simple, the verbs are not conjugated and most words are short – only one or two syllables. Learning the Chinese characters takes time, but the graphic writing system is extremely interesting. The art of writing characters, i.e. calligraphy, is itself one of the most esteemed art forms in East Asia.

According to the latest language research made by the Chinese Ministry of Education in 2007, only 581 characters make up 80% of common Chinese texts. And if you know 934 characters, for whatever you might wish to read in Chinese, you can already recognize 90% of the characters.

Teaching and learning methods

Interactive classroom activities

Individual and pair work

Internet learning at least 30%

Mid-term and final exams

Alternative ways to complete the course

Not attending the contact hours but doing the assignments and taking the final exam.

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none"> • is able to understand simple oral and written messages and transmit them successfully to the recipient. Speaking and writing skills are excellent as far as constructions and/or pronunciation is concerned. • knows how to apply the learned skills in practice on simple constructions in new situations. 	<p>The student:</p> <ul style="list-style-type: none"> • is often able to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are good as far as constructions and/or pronunciation is concerned. • has readiness to apply the learned skills in practice on simple constructions in new situations. 	<p>The student:</p> <ul style="list-style-type: none"> • has limited capability to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are passable as far as constructions and/or pronunciation is concerned. • is able to recognize simple constructions and frequently used expressions in different situations.

Teacher with the main responsibility for the course

Hai Guo

Course materials

Hai Guo & YLE 2009: BBC Real Chinese/Kiinaa matkailijoille, Finnlectura (lesson 1-4)

Gu Feng 2009: Mandarin Teaching Toolbox, Volume 1, Confucius Institute at BCIT

Wu Zhongwei 2003: Contemporary Chinese, Sinolingua (only the pinyin exercise book)
Hai Guo 2010: Multimedia English materials based on “Matka Kiinan kieleen ja kulttuuriin”

Assessment criteria

Mid-term 50% and final exam 50%

Intermediate Chinese

(中级汉语)

Code: CHI8LE005

Scope: 5 ECTS

Timing: 2nd semester

Language: English/Chinese

Curriculum: Mubba 2016

Course level: Basic Studies/Free-choice Studies

Course type: Elective*

**but required of students who have chosen compulsory Chinese*

Starting level and linkage with other courses

Starting level: A1.1

Chinese for Beginners, or one semester of beginning level Chinese

Learning methods

Interactive classroom activities

Individual and pair work

Internet learning 50%

Alternative ways to complete the course:

Not attending the contact hours but doing the assignments and taking the final exam.

Learning outcomes and assessment

Target level: A1.2

Students

- master all the elements of Pinyin transliteration system
- become proficient in the five tones
- learn diversified vocabularies and grammar skills in spoken language expressions for everyday situations
- master the basics of reading and writing Chinese characters

Course contents

- consonants and vowels of the Pinyin system
- telling the time, hobbies and everyday routines
- telling about one's family
- survival level language skills in everyday life situations in a tee house, café, bar, restaurant, shop, etc.
- survival level language skills in traveling situations such as buying train and plane tickets, asking for directions, etc.
- grammar rules for creating different types of sentences
- different kinds of question sentences and their answers

Assessment components and their respective weights:

Final examination: 100%

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 5 (Excellent)	Grade 3 (Good)	Grade 1 (Satisfactory)
<p>The student:</p> <ul style="list-style-type: none">• is able to understand simple oral and written messages and transmit them successfully to the recipient. Speaking and writing skills are excellent as far as constructions and/or pronunciation is concerned.• knows how to apply the learned skills in practice on simple constructions in new situations.	<p>The student:</p> <ul style="list-style-type: none">• is often able to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are good as far as constructions and/or pronunciation is concerned.• has readiness to apply the learned skills in practice on simple constructions in new situations.	<p>The student:</p> <ul style="list-style-type: none">• has limited capability to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are passable as far as constructions and/or pronunciation is concerned.• is able to recognize simple constructions and frequently used expressions in different situations.

[Recognising and validating prior learning \(RPL\)](#)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

[Course teacher](#)

Hai Guo

[Learning materials](#)

Hai Guo & YLE 2009: BBC Real Chinese/Kiinaa matkailijoille, Finnlectura (lesson 5-10)

Gu Feng 2009: Mandarin Teaching Toolbox, Volume 2, Confucius Institute at BCIT

Contemporary Finnish Literature

Code: FIN8LE001

Scope: 3 ECTS

Timing: Semester 4-7

Language: Finnish/English

Course level: Professional Studies

Course type: Free-choice Studies

Competence level: B2

Prerequisites

Taking the exam requires excellent Finnish skills and knowledge of the basic terms of literary research in Finnish.

Learning outcomes

Students cultivate their skills in understanding Finnish: vocabulary, Finnish society and culture.

Course contents

The course covers four contemporary Finnish novels. The course is completed through independent study (81 h).

Students read 4 novels in Finnish and take an exam on them.

Teaching and learning methods

The course involves a written exam and 81 hours of independent study including self-assessment of learning assignment of 1 hour.

Teacher with the main responsibility for the course

Sanna Kukkonen, Pasila

Course materials

Students read four novels, one of each category:

- a. Antti Holma: Järjestäjä tai Maria Turtschaninoff: Maresi. Punaisen luostarin kronikoita
- b. Venla Hiidensalo: Karhunpesä tai Tommi Kinnunen: Lopotti
- c. Juha Itkonen: Palatkaa perhoset tai Riikka Pulkkinen: Paras mahdollinen maailma
- d. Jussi Valtonen: He eivät tiedä mitä tekevät tai Riikka Ala-harja: Maihinnousu

Assessment criteria/ scale 5-1

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 5 - 3 - 1.

Grade 5 (Excellent)

Grade 3 (Good)

Grade 1 (Satisfactory)

The student:

- has read all the required books and is able to demonstrate that by interpreting the texts, discussing the different elements and giving relevant examples.
- understands fully the basic literary concepts and uses them correctly.

The student:

- has read all the required books and is able to demonstrate that.
- is partly able to interpret the texts according to the assignment and gives some examples, which aren't always relevant.
- understands partly the basic literary concepts and uses some of them correctly.

The student:

- may have read all the required books but is not able to demonstrate that.
- is able to interpret some aspects of the texts according to the assignment and he/she may give few examples.
- has limited understanding and usage of the basic literary concepts.

Written exam 100 %.

In order to pass the course, students must answer at least three of the four exam questions. Full points can be received only by answering all four questions.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used for course/module development.

Cultural Portfolio of German-speaking Europe

(Kulturportfolio vom deutschsprachigen Europa)

Code: GER8LE070

Scope: 3 ECTS

Timing: 1st-7th semester

Language: German/English

Course level: Professional Studies

Course type: Free-choice Studies

Competence level: A2-B2

Please note: Student can work on his/her portfolio from the first up to the seventh semester!

Starting level and linkage with other courses

Min. A2

Learning methods

Student agrees upon his visit beforehand by e-mail and receives instructions for his report. Student keeps account on his hours used for visits, report writing, meetings with teacher and corrections. Approximately 10 reports are written during the course which are corrected based on teacher's feedback and collected into a portfolio. Only one book review can be written.

This course involves 81 hours independent work including the assessment of one's own learning 1 h

Learning outcomes and assessment

After completing the course student

- has broadened his vocabulary
- has improved his understanding of grammar
- finds it easier to express himself in German
- is aware of the German-speaking cultural activities in Helsinki area
- Course contents

Student familiarizes himself with German-speaking cultural activities offered in Helsinki area. He visits different German or German-speaking institutes, organisations, restaurants/cafes, watches films, etc. and reports about them in writing. Each report is controlled, corrected and feedback is given personally.

Assessment components:

Evaluation is based on language use; ability to use vocabulary and structures, fluency and logic of text. Last report is a self-assessment.

The self-assessment doesn't influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for the development of the courses/modules. The assignment is completed on an electronic form.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 5 (Excellent, min. 90 %):

The student:

- can demonstrate a thorough knowledge of German-speaking cultural life in Helsinki area.
- is also able to show autonomy in locating appropriate sources of information.
- is able to express himself/herself fluently using a wide range of vocabulary and consistently accurate grammatical structures.

Grade 3 (Good, min. 70 %):

The student:

- can demonstrate a good knowledge of German-speaking cultural life in Helsinki area.
- is also able to locate information from different sources
- is able to express himself/herself well using a range of vocabulary and accurate grammatical structures.

Grade 1 (Satisfactory, min. 50 %):

The student:

- can demonstrate a basic knowledge and understanding of German-speaking cultural life in Helsinki area.
- is also able to summarise information from different sources
- is able to express himself/herself using a basic range of appropriate vocabulary and grammatical structures.

Working life connections

Visits to and/or from different companies, institutes or organisations, e.g. Goethe-Institut, Deutsch-Finnische Handelskammer, Deutsche Bibliothek, Deutsche Botschaft, Deutsche Schule.

Course teacher

Sirpa S. Bode, Pasila

Learning materials

To be agreed individually with teacher.

Cultural Portfolio of German-speaking Europe

(Kulturportfolio vom deutschsprachigen Europa)

Code: GER8LE070

Scope: 3 ECTS

Timing: 1st-7th semester

Language: German/English

Course level: Professional Studies

Course type: Free-choice Studies

Competence level: A2-B2

Please note: Student can work on his/her portfolio from the first up to the seventh semester!

Starting level and linkage with other courses

Min. A2

Learning methods

Student agrees upon his visit beforehand by e-mail and receives instructions for his report. Student keeps account on his hours used for visits, report writing, meetings with teacher and corrections. Approximately 10 reports are written during the course which are corrected based on teacher's feedback and collected into a portfolio. Only one book review can be written.

This course involves 81 hours independent work including the assessment of one's own learning 1 h

Learning outcomes and assessment

After completing the course student

- has broadened his vocabulary
- has improved his understanding of grammar
- finds it easier to express himself in German
- is aware of the German-speaking cultural activities in Helsinki area
- Course contents

Student familiarizes himself with German-speaking cultural activities offered in Helsinki area. He visits different German or German-speaking institutes, organisations, restaurants/cafes, watches films, etc. and reports about them in writing. Each report is controlled, corrected and feedback is given personally.

Assessment components:

Evaluation is based on language use; ability to use vocabulary and structures, fluency and logic of text. Last report is a self-assessment.

The self-assessment doesn't influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for the development of the courses/modules. The assignment is completed on an electronic form.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 5 (Excellent, min. 90 %):

The student:

- can demonstrate a thorough knowledge of German-speaking cultural life in Helsinki area.
- is also able to show autonomy in locating appropriate sources of information.
- is able to express himself/herself fluently using a wide range of vocabulary and consistently accurate grammatical structures.

Grade 3 (Good, min. 70 %):

The student:

- can demonstrate a good knowledge of German-speaking cultural life in Helsinki area.
- is also able to locate information from different sources
- is able to express himself/herself well using a range of vocabulary and accurate grammatical structures.

Grade 1 (Satisfactory, min. 50 %):

The student:

- can demonstrate a basic knowledge and understanding of German-speaking cultural life in Helsinki area.
- is also able to summarise information from different sources
- is able to express himself/herself using a basic range of appropriate vocabulary and grammatical structures.

Working life connections

Visits to and/or from different companies, institutes or organisations, e.g. Goethe-Institut, Deutsch-Finnische Handelskammer, Deutsche Bibliothek, Deutsche Botschaft, Deutsche Schule.

Course teacher

Sirpa S. Bode, Pasila

Learning materials

To be agreed individually with teacher.

German for Beginners 1

(Deutsch für Anfänger 1)

- Code: GER8LE080
- Extent: 6 ECTS (162 h)
- Timing: Semester 1-7
- Language: German and English
- Competence level: A1
- Level: core studies
- Type: free-choice

Prerequisites

No prerequisites

Learning outcomes

Students

- acquire a solid grasp of German grammar
- are able to use German in everyday situations, both oral and written.

Course contents

German grammar, vocabulary pronunciation and everyday and business conversation practice.

- Key aspects of German grammar
- Everyday and business vocabulary

Teaching and learning methods

Contact hours 60 h (4 h/week)

Independent study, assignments and preparing for exam 97 h

Written exams 4 h

Self-assessment of learning 1 h

Teacher with the main responsibility for the course

Sirpa S. Bode, Pasila

Course materials

Paul Goggle & Heiner Schenke: Willkommen! a first course in German. Hodder education.

Assessment criteria/scale 5-1.

5 excellent

- Student understands simple oral and written messages

3 good

- Student is often able to understand simple oral and written messages and to

1 satisfactory

- Student sometimes understands simple oral and written messages and is able

and can forward them successfully to the recipient	forward them to the recipient	to forward some of them to the recipient
<ul style="list-style-type: none"> • Speaking and writing simple language structures and/or pronunciation are very good • Student can use learned new items in simple structures and language use situations 	<ul style="list-style-type: none"> • Speaking and writing simple language structures and/or pronunciation are good • Student is often able to use learned new items in simple structures and language use situations 	<ul style="list-style-type: none"> • Speaking and writing simple language structures and/or pronunciation are poor • Student recognizes learned new items in simple structures and language use situations

Assessment criteria

Mandatory attendance 80 %

Written exam 80 %

Class participation 20 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

German for Beginners 2

(Deutsch für Anfänger 2)

- Code: GER8LE030
- Extent: 3 cr (81 h)
- Timing: Semester 1-7
- Language: German
- Competence level: A1
- Level: core studies
- Type: free-choice

Prerequisites

German for Beginners 1(GER8LE080) or equivalent.

Learning outcomes

A solid grasp of basic German grammar. Students are prepared for the compulsory German courses in the Degree Programme for Multilingual Management Assistants.

Course contents

German grammar, vocabulary, pronunciation and everyday and business conversation practice.

- Key aspects of German grammar
- Everyday and business vocabulary

The course contents of this course are the same than of German for Beginners, but the themes are covered in more depth.

Teaching and learning methods

Contact hours 30 h (2 h/week)

Independent study, assignments and preparing for exam 48 h

Written exam 2 h

Self-assessment of learning 1 h

Teacher with the main responsibility for the course

Sirpa S. Bode, Pasila

Course materials

Paul Goggle & Heiner Schenke: Willkommen! a first course in German. Hodder education.

In addition: Riitta Louhimo & Johanna Toivonen: Spielend leicht. Saksan kieliopin kertaus- ja harjoituskirja. Finn Lectura & lecturer's handouts.

Assessment criteria/scale 5-1.

5 excellent

3 good

1 satisfactory

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> • Student usually understands simple and diverse oral and written messages and is able to forward them successfully to the recipient • Speaking and writing language structures and/or pronunciation are very good • Student can use learned new items in new, diverse language use situations | <ul style="list-style-type: none"> • Student often understands simple and diverse oral and written messages and is able to forward them to the recipient • Speaking and writing language structures and/or pronunciation are good • Student is often able to use learned new items in familiar, diverse language use situations | <ul style="list-style-type: none"> • Student sometimes understands simple and diverse oral and written messages and is able to forward some of them to the recipient • Speaking and writing language structures and/or pronunciation are poor • Student can use learned new items in simple language use situations |
|--|--|--|

Assessment criteria

Written exam 80 %

Class participation 20 %

Mandatory attendance 80 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Portfolio of Finnish Culture in German

(Kulturportfolio über Finnland)

Code: GER8LE107

Extent: 3 ECTS (81 h)

Timing: 1st-7th semester

Language: German / English

Competence level: C2+ (native speakers)

Level: Professional studies

Type: Compulsory for native speakers with compulsory German

Prerequisites

German native speaker.

Learning outcomes

After completing the course student

- has broadened his knowledge of Finland and the Finnish culture
- is aware of the cultural differences between Finland and Germany and is able to analyse them

Course contents

Student familiarizes himself with Finland and the Finnish culture. He visits different events, institutes, organisations, restaurants/cafes, watches films, etc. and reports about them in writing. Each report is controlled, corrected and feedback is given personally. Student can work on his portfolio from the first up to the seventh semester.

Cooperation with the business community

Visits to and/or from different companies, institutes or organisations.

Teaching and learning methods

Student agrees upon his visit beforehand by e-mail and receives instructions for his report. Student keeps account on his hours used for visits, report writing, meetings with teacher and corrections. Approximately 10 reports are written during the course which are corrected based on teacher's feedback and collected into a portfolio.

This course involves 80 hours independent work.

Self-assessment of learning 1 h.

Contact teachers

Sirpa S. Bode, Pasila

Learning materials

Swallow, Deborah: Culture Shock! Finland: A Survival Guide to Customs and Etiquette.
Further material to be agreed individually with teacher.

Assessment criteria/scale 5-1.

5 excellent (min. 90 %)	3 good (min. 70 %)	1 satisfactory (min. 50%)
<p>The student:</p> <ul style="list-style-type: none">• can demonstrate a thorough knowledge of life in Finland and a good understanding of the topical issues in the chosen areas.• is also able to show autonomy in locating appropriate sources of information and in using information in a versatile and critical way.• can demonstrate excellent skills in the organisation, presentation and critical analysis of the main trends or issues in each of the chosen topics.• can support his/her ideas effectively with relevant examples from his/her own knowledge and experience.	<p>The student:</p> <ul style="list-style-type: none">• can demonstrate a good knowledge of life in Finland and an understanding of some issues in the chosen areas.• is also able to locate information from different sources and shows some ability to analyse this information in a critical way.• can support some of his/her ideas using examples from his/her own knowledge or experience.• is able to express his/her ideas well using academic language and a range of vocabulary and accurate grammatical structures.	<p>The student:</p> <ul style="list-style-type: none">• can demonstrate a basic knowledge and understanding of life in Finland.• is also able to summarise information from different sources and has a limited ability to analyse relevant information.• is able to organise and present his/her ideas and shows a basic level of skill in the interpretation of the main trends.• can use examples to illustrate his/her main points.• is able to express his/her ideas using an acceptable level of academic German and a basic range of appropriate vocabulary and grammatical structures.

Assessment criteria

Evaluation is based on reports. Last report is a self-assessment.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Learning to Write a Better Thesis

- Code: MET8LE001
- Extent: 1 cr (27 hours)
- Timing: 3.-7. semester
- Language: English
- Level: Professional studies
- Type: Free-choice

Prerequisites

The student has a basic mastery of English grammar and can write longer texts incorporating academic themes related to their own research.

Learning outcomes

Upon completion of the course, the student is able to:

- create a text incorporating the research from their thesis
- write such a text using high-level grammar
- make such a text comprehensible to those who will read it
- be able to express the results of their research clearly and in proper English

Course contents

- improving one's own text through reworking and editing it
- finding and correcting grammar mistakes in texts
- understanding and implementing the basic features of academic writing through practice
- reading theses of others to understand the academic style expected

Cooperation with the business community

Improved writing of a thesis can be carried over to formal writing done later in an organization.

International dimension

Many theses will deal with organizations of an international nature.

Teaching and learning methods

Lectures and workshops 10 hours

Independent study and teamwork 17 hours

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Teacher responsible

Karl Robbins, Pasila

Course materials

To be provided by the instructor

Assessment criteria

The course is evaluated on scale 1 to 5.

5	3	1
The student is able to produce texts accurately reflecting the results of their research. These texts are written using formal English and are free of most grammatical and stylistic errors. The texts are clear, concise and can be understood by someone who is somewhat familiar with the research area in question.	The student is able to produce texts generally reflecting the results of their research. These texts are written in somewhat formal English and have some grammatical and stylistic errors. The texts are for the most part clear, fairly concise and can be understood fairly well by someone familiar with the research area in question.	The student is able to produce texts that more or less reflect the results of their research. These texts use someone simpler language than that expected of a formal paper and have quite a few grammatical and stylistic errors. The texts are only somewhat clear or concise, and may present difficulties in being understood by someone familiar with the research area in question.

Assessment components

Classroom participation 50%

Assignments 50%

Cyrillic Word Processing and Transliteration

(Obrabotka teksta na kirillitse i transliteratsija)

- Code: RUS8LE110
- Scope: 3 ECTS
- Timing: 1. – 7. semester
- Language: Russian/English
- Curriculum: 2014
- Course level: professional studies
- Course type: free-choice (online course)*
- *required of students who have chosen compulsory Russian

Starting level and linkage with other courses

Language level: A 2

Basic Russian 1 and 2 or equal knowledge

Learning objectives and assessment

Passed course is assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1

The student is able to partly copy Russian texts. He/she masters the standard Russian business letter and can apply this knowledge somewhat to assignments. (S)he knows either the Finnish or international transliteration system to some extent and finds some of the needed information concerning Russian on the Internet.

Grade 3

The student is able to copy Russian texts well. He/she masters the standard Russian business letter and can apply this knowledge to assignments well. (S)he knows either the Finnish or international transliteration system well and can find nearly all needed information concerning Russian on the Internet.

Grade 5

The student is able to copy Russian texts very well. He/she masters the standard Russian business letter and can apply this knowledge to assignments very well. (S)he knows either the Finnish or international transliteration system very well and can find important information concerning Russian on the Internet.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

Course texts are edited versions of actual business correspondence.

Internationality

Russian studies according the requirements of Finnish companies.

Contents

Cyrillic text processing: writing exercises and document standards in Russian

Transliteration: Finnish or international transliteration standards

Search for information: using the Russian searching tools

Learning methods

A. Weekly assignments and final written exam OR

B. Final exam

The assessment of one's own learning 1 h

Assessment

Final written exam 65 p.

Weekly assignments 35 p.

Max. 100 p. OR

Final written exam 100 p.

Course teacher

Pirjo Salenius

Learning materials

Salenius, P. Cyrillic text processing and transliteration, in Moodle.

Russian Linguistic Correctness

(Osnovy kultury russkoi retshi)

Code: RUS8LE011

Scope 3 ECTS

Timing: 3rd-7th semester

Language: Russian

Curriculum:

Course level: Professional Studies

Course type: Compulsory*

**required of students who have chosen compulsory Russian*

Starting level and linkage with other courses

Good skills in Russian.

Contents

Contact hours focus on the basics of Russian linguistic correctness and texts dealing with it.

- Literature and/or lectures concerning Russian linguistic correctness

Learning methods

The course consists of contact hours and the reading of literature - a total of 81 h.

Alternative 1

Contact hours (initial meeting): 2 h

Independent study (reading of literature): 76 h

Written examination: 2 h

Self-assessment of learning: 1 h

Alternative 2

Contact hours (initial meeting): 2 h

Lectures and course assignments: 20 h

Independent study (reading of literature): 56 h

Written exam: 2 h

Self-assessment of learning: 1 h

The realisation of alternative 2 is to be confirmed yearly.

Learning outcomes

The student masters the basics of Russian linguistic correctness.

Assessment components and their respective weights:

Written examination 100 %

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 5 (90 %)

- The student has a full command of the basics of Russian grammar and usage. S/he clearly understands the rules of the language and speaks and writes in accordance with these rules. The student also has a clear understanding of modern Russian stylistics. S/he has a command of usage in official contexts and its special features. S/he can converse successfully in various business situations.

Grade 3 (70 %)

- The student has a satisfactory command of the basics of Russian grammar and usage. S/he generally understands of the rules of the language but makes some mistakes in speech and writing. The student also has an understanding of modern Russian stylistics. S/he has a satisfactory command of usage in official contexts and is generally aware of its special features. S/he can converse satisfactorily in different business situations.

Grade 1 (40 %)

- The student has a passing command of the basics of Russian grammar and usage. S/he is not fully aware of the rules of the language and makes lots of mistakes in speech and writing. The student has a passing understanding of modern Russian stylistics. S/he is not able to communicate correctly in official contexts and has a limited understanding of the special features of official usage. S/he can converse passingly in different business situations.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

[Working life connections](#)

The course looks into linguistic correctness in business life.

[Course teacher](#)

Oleg Matossov, Pasila

[Learning materials](#)

Koltunova 2002. Jazyk i delovoe obshtshenie. Ekonomitsheskaja literatura. Moskva.

Maksimova 2002. Russki jazyk i kultura retshi. Gardariksi. Moskva.

Tshernjak 2002. Russki jazyk i kultura retshi. Vyshaja shkola. Moskva.

Berditchevski, Solovjova 2002. Russki jazyk. Sfery obshtshenija. Moskva.

Material provided by the lecturer (alternative 2)

Self-assessment of the Learning Environment in Management Assistant Education

- Code: INS8LE101
- Extent: 1 ECTS (27 h)
- Timing: 1st-7th semester
- Language: English
- Level: Core studies
- Type: Free-choice

Starting level and linkage with other courses

Student is a degree student of Degree Programme for Multilingual Management Assistants and familiar with the curriculum of the degree programme.

Learning goals and assessment

Upon completion of the course, the student

- Understands the importance of quality management in Haaga-Helia context
- Recognizes the key elements of quality in student's operational environment
- Is able to evaluate the role and effect of feedback for development processes
- Is able to contribute to the making of development plan both individually and as a member of a group

Course contents

- Topics to be covered in the course include:
- Quality management in Haaga-Helia from student point of view
- Quality management system and processes in Haaga-Helia
- Haaga-Helia student feedback process and forums

Cooperation with the business community

Contribution to Mubba internal audit carried out during autumn 2015. Audit is part of an external audit of Haaga-Helia Quality process that will take place in February 2017. Therefore the commissioning party for this course is Degree Programme for Multilingual Management Assistants.

International dimension

The course includes evaluation themes that have international dimension.

Teaching and learning methods

- Contact lessons 2 hours (introductory workshop)
- Independent studies 24 hours
- Self assessment 1 hour

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Teacher responsible

Mirka Sunimento

e-mail Mirka. Sunimento(at)haaga-helia.fi

Course material

- Haaga-Helian Internet
- Ekstranet MyNet
- Material provided by the teacher

Assessment Criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 – 3 – 5.

Components	1	3	5
Knowledge	Has limited understanding of quality management.	Has good understanding of the basic elements of quality management processes, purpose and structure. Understands the meaning of quality management in the given operating environment	Has very good understanding of basic elements of quality management processes, purpose and structure. Understands the meaning and role of quality management in the given operating environment
Skills	Understands the role of quality management in the given operating environment. Using existing support material, is able to identify development areas	Is capable of using support materials in assessing and justifying specific evaluation areas.	Is capable of using support materials in assessing and justifying quality management as a whole.
	Is able to contribute to the making of development plan.	Is able to make a development plan for the areas under evaluation.	Is able to make a development plan for the areas under evaluation.
Competence	Little contribution to group work	Reasonable contribution to group work	Excellent contribution to group work. Positive and proactive attitude.

Work Placement

Code: PLA6LE101

Scope: 30 ECTS (800 h)

Timing: 5th semester

Language: English/one of student's compulsory languages

Curriculum: Mubba 2014

Course level: Professional Studies

Course type: Compulsory

[Starting level and linkage with other courses](#)

Finnish Students:

Business Environment and the Assistant's Work (BUS1LE101)

Business Processes (BUS1LE102)

Business Planning (BUS2LE101)

Office Applications (TOO1LE101)

ICT Applications for Business (TOO2LE101)

Assistant as Service Designer 1 (SER2LE101)

Assistant as Service Designer 2 (SER2LE102)

Assistant as Service Designer 3 (SER2LE103)

Effective Communication in Organisations (COM1LE101)

Communicating with Impact (COM2LE101)

Professional Writing Skills (ENG1LE101)

International Business Documents (ENG2LE101)

Finnish Language Proficiency (FIN1LE101)

Communication in Finnish Business Environment 1 (FIN1LE102)

Spoken Communication in Finnish (FIN2LE101)

Introduction to Thesis and Methods 1 (MET2LE101)

Foreign students:

Business Environment and the Assistant's Work (BUS1LE101)

Business Processes (BUS1LE102)

Business Planning (BUS2LE101)

Office Applications (TOO1LE101)

ICT Applications for Business (TOO2LE101)

Assistant as Service Designer 1 (SER2LE101)

Assistant as Service Designer 2 (SER2LE102)

Assistant as Service Designer 3 (SER2LE103)

Effective Communication in Organisations (COM1LE101)

Communicating with Impact (COM2LE101)

Professional Writing Skills (ENG1LE101)

International Business Documents (ENG2LE101)

Introduction to Thesis and Methods 1 (MET2LE101)

Finnish for Beginners 1 (FIN1LE103)

Finnish for Beginners 2 (FIN1LE104)

Finnish for Working Life 1 (FIN2LE030)

Finnish for Working Life 2 (FIN2LE031)

Contents

Students take on tasks of the management assistant in a company or other organisation. This provides students with an opportunity to use and further develop their skills in areas including multicultural communication, information technology as well as in business and administration.

Work placement covers 100 days of work in a company or organisation in Finland or abroad. The aim is that students take on a broad range of tasks relating to the management assistants profession. During the semester, the students will meet a few evenings with their thesis counselors and spend one full day at school within the frame of a mid-term seminar. In addition, during this time students should seek a commission for their thesis and get approval for their thesis topic and plan in one of the areas below:

Entrepreneurship (THE7LE101)
HR and Leadership (THE7LE102)
Meeting Industry (THE7LE103)
Marketing, Sales and Services (THE7LE104)
Organisational Communication (THE7LE105)

Learning outcomes and assessment

Upon successful completion of the course, the student

- understands the job of a management assistant
- can transfer theoretical knowledge into practice
- understands how companies operate in practice
- knows how to make use of the information available to him/her
- has adopted a professional identity of an assistant

Assessment:

Students are assessed on the basis of their work placement report, which has to be returned to the advisor with a copy of their testimonial attached. In the report, students place special emphasis on evaluating their own learning process and the skills they have acquired during their studies and work placement. Pass/fail, no grade is given.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her prior work experience related to assistant work by returning job testimonials and the written report.

Working life connections

Open work placement positions are usually posted on Haaga-Helia's website. In addition, some employers contact the work placement coordinator directly, who then notifies of these positions via e-mail and on notice boards.

Each year Haaga-Helia strives to organise an info session that will provide information about the work placement application process as well as provide tips on how to prepare for interviews. The annual Haaga-Helia recruitment events are also excellent forums to make contacts with potential employers as well as learn about their application procedures.

Course teacher

Catherine Métivier, Pasila (work placement in Finland and abroad)

Bachelor's Thesis

THE7LE101 (thesis, Entrepreneurship)
THE7LE102 (thesis, HR and Leadership)
THE7LE103 (thesis, Meetings Industry)
THE7LE104 (thesis, Marketing, Sales and Service)
THE7LE105 (thesis, Organisational Communication)
Scope: 15 ECTS
Timing: 5th-6th semester
Language: English
Curriculum: Mubba 2016/Mubba 2014
Course level: Thesis
Course type: Compulsory

Starting level and linkage with other courses

The thesis process starts on 5th semester during the work placement by searching a suitable topic. The student studies Thesis and Methods information package in Moodle according to instructions given by Thesis advisor.

Contents

Choice of thesis topic in 5th semester
Thesis and Methods information package and test in Moodle
Preparation of thesis plan in the end of 5th semester or during the first period of the 6th semester
Thesis report and publication in the end of the 6th semester
Participation in group counselling and presentations with the thesis supervisor as agreed
Maturity examination

Learning methods

Individual counselling
Working papers
Seminars/group counselling
Individual work

Thesis and Methods test in Moodle

Learning outcomes and assessment

The student gains practice in independent work and working with company staff and other partners in development projects. The student also gains practice in handling big projects and communicating his/her matter with clarity.

Upon successful completion of the thesis, the student

- is able to identify possible development targets in companies and other organisations.
- knows how to find information on a given topic, and categorise and analyse it.
- knows how to order and read research studies, and news relating to them.
- is able to meet set deadlines and negotiate changes if needed.
- has a command of project work.

- knows how to write a clear report on his or her results, adhering to document standards.

The assessment criteria are the following:

Research-oriented thesis:

- Thesis topic, objective and delimitation: significance and current relevance, thesis objective and delimitation
- Thesis framework: framework: the sufficiency and quality of sources, use of sources, concept definition
- Research methods: choice of methods, description of methods, use of concepts, collection and analysis of data
- Results and discussion: correspondence between objectives and results, applicability of the results, conclusions, reliability of the study
- Written expression: consistency and balance, coherence and readability, adherence to guidelines on report writing.
- Process management and use of advising: planning, implementation, adherence to timetable, assessment of one's own work, communication with thesis advisor

Product-oriented thesis

- Thesis topic, objective and delimitation: significance and current relevance, thesis objective and delimitation
- Thesis framework: framework: the sufficiency and quality of sources, use of sources, concept definition
- Project planning: planning, implementation
- Project results: presentation of the project and its assessment, applicability and or novelty of the results, analysis and conclusions
- Written expression: consistency and balance, coherence and readability, adherence to guidelines on report writing.
- Process management and use of advising: planning, implementation, adherence to timetable, assessment of one's own work, communication with thesis advisor

Portfolio thesis

- Thesis topic, objective and delimitation: significance and current relevance, thesis objective and delimitation
- Thesis framework: framework: the sufficiency and quality of sources, use of sources, concept definition
- Thesis planning: planning, implementation
- Results: portfolio presentation and assessment, portfolio applicability and or novelty value analysis and conclusions
- Written expression: consistency and balance, coherence and readability, adherence to guidelines on report writing.
- Process management and use of advising: planning, implementation, adherence to timetable, assessment of one's own work, communication with thesis advisor

Results and process management are weighted by two in evaluation.

The thesis is graded on the scale 1-5. The thesis is assessed by the primary thesis supervisor and another examiner. The Haaga-Helia evaluation criteria are published in MyNet.

The maturity examination is assessed with regards to both content and language as pass/fail.

Working life connections

The aim is that theses are commissioned by companies or other organizations. The student usually combines his/her work placement and thesis.

Course teachers

Entrepreneurship: Olli Laintila

Organisations, Leadership and HR: Olli Laintila

Meetings Industry: Eeva Särkilahti, Varpu Jaskara

Marketing: Olli Laintila

Organisational Communication: Mirka Sunimento

Learning materials

Thesis instructions in MyNet

Student agrees on the thesis topic and methodology literature with his or her thesis supervisor.

Course list, foreign students, Curriculum 2014

[Course list for students who have started their studies before autumn 2014 >>](#)

The information below applies to the students who start their studies in autumn 2014 or after.

Degree Programme for Multilingual Management Assistants	Code	ECTS
Core studies		
Compulsory core studies		
Business Environment and the Assistant's Work	BUS1LE101	10
Business Processes	BUS1LE102	12
Effective Communication in Organisations	COM1LE101	5
Professional Writing Skills	ENG1LE101	6
Finnish for Beginners 1	FIN1LE103	6
Finnish for Beginners 2	FIN1LE104	6
Office Applications	TOO1LE101	6
Elective core studies		
Chinese Business Communication 1	CHI4LE101	3
Chinese Business Communication 2	CHI4LE102	3
French Business Communication 1	FRE4LE101	3
French Business Communication 2	FRE4LE102	3
German Business Communication 1	GER4LE101	3
German Business Communication 2	GER4LE102	3
Russian Business Communication 1	RUS4LE101	3
Russian Business Communication 2	RUS4LE102	3
Spanish Business Communication 1	SPA4LE101	3
Spanish Business Communication 2	SPA4LE102	3
Professional Studies		
Compulsory professional studies		
Business Planning	BUS2LE101	6
Communicating with Impact	COM2LE101	6
International Business Documents	ENG2LE101	3
English for Specific Purposes	ENG2LE105	6
Finnish for Working Life 1	FIN2LE030	3
Finnish for Working Life 2	FIN2LE031	3
Business Finnish for International Students	FIN2LE110	4
Strategy in Business	LEA2LE101	3
Introduction to Thesis and Methods 1	MET2LE101	2
Introduction to Thesis and Methods 2	MET2LE102	1
Assistant as Service Designer 1	SER2LE101	3
Assistant as Service Designer 2	SER2LE102	9

Assistant as Service Designer 3	SER2LE103	5
Study and Career Planning	SER2LE110	2
ICT Applications for Business	TOO2LE101	6
Elective professional studies		
Chinese Business Communication 3	CHI4LE103	3
Chinese Business Communication 4	CHI4LE104	3
Chinese Business Environment	CHI4LE105	4
Chinese Language Project	CHI4LE106	3
Building Communication Competence and Confidence	COM4LE104	3
Creating Visual Corporate Messages	COM4LE102	3
Creative Solutions in Marketing and Communications	COM4LE103	6
English Language Project	ENG4LE106	3
French Business Communication 3	FRE4LE103	3
French Business Communication 4	FRE4LE104	3
French Business Environment	FRE4LE105	4
French Language Project	FRE4LE106	3
German Business Communication 3	GER4LE103	3
German Business Communication 4	GER4LE104	3
German Business Environment	GER4LE105	4
German Language Project	GER4LE106	3
HR Management	LEA4LE101	3
HR Practices	LEA4LE102	3
HRM Project	LEA4LE103	6
Customer Orientation and Service	MAR4LE102	3
Marketing and Networks	MAR4LE101	3
Creative Solutions in Marketing and Communications	MAR4LE103	6
Russian Business Communication 3	RUS4LE103	3
Russian Business Communication 4	RUS4LE104	3
Russian Business Environment	RUS4LE105	4
Russian Language Project	RUS4LE106	3
International Conferences and Congresses	SER4LE101	3
Meeting Design	SER4LE102	3
Events Management	SER4LE103	6
Spanish Business Communication 3	SPA4LE103	3
Spanish Business Communication 4	SPA4LE104	3
Latin American Business Environment	SPA4LE105	4
Spanish Language Project	SPA4LE106	3
Developing Entrepreneurial Mindset	WOR8HH010	3
Idea contest / Boot Camp	WOR8HH012/ WOR8HH004	3

Free-choice Studies (see available courses in [curriculum 2016](#))

Work-based Project	BUS8LE001	1-6
Basic Chinese 1	CHI8LE002	3
Chinese for Beginners	CHI8LE004	6
Intermediate Chinese	CHI8LE005	3
Contemporary Finnish Literature	FIN8LE001	3
Cultural Portfolio of German-speaking Europe	GER8LE070	3
German for Beginners 1	GER8LE080	6
German for Beginners 2	GER8LE030	3
Portfolio of Finnish Culture in German	GER8LE107	3
Learning to Write a Better Thesis	MET8LE001	1
Cyrillic Word - processing and transliteration	RUS8LE037	3
Russian Linguistic Correctness	RUS8LE011	3
Self-assessment of the Learning Environment in Management Assistant Education	INS8LE101	1
Work Placement		
Work Placement	PLA6LE101	30
Bachelor's Thesis		
Bachelor's Thesis/ Entrepreneurship	THE7LE101	15
Bachelor's Thesis/ Leadership and HR	THE7LE102	15
Bachelor's Thesis/ Meetings Industry	THE7LE103	15
Bachelor's Thesis/ Marketing, Sales and Service	THE7LE104	15
Bachelor's Thesis/Organisational Communication	THE7LE105	15

Finnish for Beginners 1

- Code: FIN1LE103
- Extent: 6 cr (162 h)
- Timing: 1st semester
- Language: English and Finnish
- Level: Core studies
- Type: Compulsory

Starting level and linkage with other courses

Starting level 0, target level A1 in Finnish.

No previous studies are required. This course is to be finished before taking any other studies in Finnish for foreigners.

Learning outcomes

Upon completion of the course, the student is able to

- understand elementary Finnish
- express him/herself in everyday situations and tell about his/her life, family, appearance and feelings
- at some level understand and describe the basic facts of the Finnish culture and the Finnish language

Course contents

- Pronunciation
- Greetings, introducing oneself: nationality, family
- Numbers, prices
- Expressions of time
- Weather
- Days of the week, months, seasons of the year
- To have, to have not
- Verb conjugation in present tense, types 1 - 5
- Basic adjectives, colours
- Asking questions with question words and with the question suffix

Cooperation with the business community

Possible guest lecturers from different companies.

International dimension

Possible guest lecturers from international companies. International learning materials.

Teaching and learning methods

Lessons: exercises individually, in pairs or groups 66 h

Independent study: exercise, assignments and preparation 95 h

The assessment of one's own learning 1h

Recognition of prior learning (RPL)

All Mubba degree students with any prior skills in the Finnish language start their Finnish studies by participating in the entry level test. Based on the test results, each student will be instructed to the adequate course, and courses below the student's starting level will be marked in Winha.

Teacher(s) responsible

Sanna Kukkonen, Pasila

Course materials

Gehring, S. & Heinzmann, S. 2010. Suomen mestari 1. Suomen kielen oppikirja aikuisille. Finn Lectura. Helsinki. Chapters 1 - 5.

Other material provided by teacher.

Assessment criteria

The course is evaluated on scale 1 to 5.

5 (90%)

The student:

- is able to understand simple oral and written messages and transmit them successfully to the recipient. Speaking and writing skills are excellent as far as constructions and/or pronunciation is concerned.
- knows how to apply the learned skills in practice on simple constructions in new situations.

3 (70%)

The student:

- is often able to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are good as far as constructions and/or pronunciation is concerned.
- has readiness to apply the learned skills in practice on simple constructions in new situations.

1 (40%)

The student:

- has limited capability to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are passable as far as constructions and/or pronunciation is concerned.
- is able to recognize simple constructions and frequently used expressions in different situations.

Assessment components and their respective weights

Attendance mandatory.

Active participation in lessons 20%

Small tests and/or assignments 10%

Final examination 70%

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Finnish for Beginners 2

- Code: FIN1LE104
- Extent: 6 cr (162 h)
- Timing: 2nd semester
- Language: English and Finnish
- Level: Core studies
- Type: Compulsory

Starting level and linkage with other courses

The student has successfully completed the course Finnish for Beginners 1 FIN1LE013 or acquired this level in the entry level test in Finnish.

Learning outcomes

The student

- Yis able to tell about his/her home
- Ycan tell about his/her work
- Yis able to plan a trip and a party
- Yis able to make a short presentation in Finnish
- Yis able to produce simple connected text on topics that are familiar or of personal interest
- Yhas deepened his/her knowledge of the Finnish culture and language

Course contents

- Consonant gradation and other changes (in the stem) of nouns and verbs
- Different types of nouns: nominative plural, local cases
- Expressing one's opinion
- Postpositions
- Imperative mood
- Existential clause
- Inflection of the personal and demonstrative pronouns
- Use of the partitive case: uncountable words
- Basics of the object
- Ordinal numbers
- Subordinate clauses and conjunctions
- Vocabulary: furniture, tourism, travelling, means of transportation, food, parties, work and occupation
- Elementary features of spoken language

Cooperation with the business community

Possible guest lecturers from different companies.

International dimension

Possible guest lecturers from international companies. International learning materials.

Teaching and learning methods

Lessons: exercises individually, in pairs or groups 66 h

Independent study: exercise, assignments and preparation 95 h

The assessment of one's own learning 1h

Recognition of prior learning (RPL)

All Mubba degree students with any prior skills in the Finnish language start their Finnish studies by participating in the entry level test. Based on the test results, each student will be instructed to the adequate course, and courses below the student's starting level will be marked in Winha.

Teacher(s) responsible

Sanna Kukkonen, Pasila

Course materials

Gehring, S. & Heinzmann, S. 2010. Suomen mestari 1. Suomen kielen oppikirja aikuisille. Finn Lectura. Helsinki. Chapters 6 - 9.

Other material provided by teacher.

Assessment criteria

The course is evaluated on scale 1 to 5.

5 (90%)

The student:

- usually understands well the basic structures and vocabulary in everyday situations and in short everyday-related texts.
- is able to apply the learned skills and communicate independently in familiar and new situations.

3 (70%)

The student:

- understands the basic structures and vocabulary in familiar everyday situations and some short texts.
- is able to apply the learned skills and communicate in most familiar everyday situations.

1 (40%)

The student:

- understands some basic structures and vocabulary in familiar everyday situations and some basic elements in short texts.
- is able to apply some of the learned skills and communicate in some everyday situations.

Assessment components and their respective weights

Attendance mandatory.

Active participation in lessons 20%

Small tests and/or assignments 10%

Final examination 70%

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Finnish for Working Life 1

- Code: FIN2LE030
- Extent: 3 ECTS (81 h)
- Timing: 3rd semester
- Language: Finnish
- Target level: A2
- Level: Professional studies
- Type: Compulsory

Prerequisites

Finnish for Beginners 1 and 2 or equivalent level in the proficiency test.

Learning outcomes

Upon successful completion of the course, the student

- can tell about his/her past and introduce his/her own culture or other topics of interest
- is able to make a presentation in Finnish
- has got improved vocabulary and speaking skills, and also the knowledge of Finnish grammar
- gets basic information and skills considering work life in Finnish

Course contents

- Conjunctions
- Object
- Conditional mood
- Past tense: forms and use
- 3. infinitive
- Writing emails in Finnish
- Getting acquainted with current topics by using newspapers and other media

Teaching and learning methods

Contact hours 32 h

Independent studies 48 h

The assessment of one's own learning 1 h

Oral and written exercises individually and in pairs, group work.

Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results.

Teacher responsible

Sanna Kukkonen, Pasila

Learning materials

Gehring, S.& Heinzmann, S. 2012. Suomen mestari 2. Suomen kielen oppikirja aikuisille. Finn Lectura. Helsinki.

Other material provided by teacher.

Assessment criteria

5 (90%)	3 (70%)	1 (40%)
The student:	The student:	The student:
<ul style="list-style-type: none">• has a good command of standard oral and written Finnish on general topics.• is able to communicate in most situations he/she is likely to encounter.	<ul style="list-style-type: none">• has a satisfactory command of standard oral and written Finnish on general topics.• is able to communicate in many of the situations he/she is likely to encounter.	<ul style="list-style-type: none">• has a passable command of standard oral and written Finnish on general topics.• is able to communicate in some of the situations he/she is likely to encounter.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Finnish for Working Life 2

- Code: FIN2LE031
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: Finnish
- Target level: B1
- Level: Professional studies
- Type: Compulsory

Prerequisites

Finnish for Beginners, Intermediate Finnish and Finnish for Working life or equivalent level in the proficiency test.

Learning outcomes

Upon successful completion of the course, the student

- has learned how to apply for a job in Finland
- has basic knowledge of formal telephone conversations in Finnish
- is familiar with current topics in the business field through (simplified) newspaper articles and other up-to-date sources

Course contents

- Perfect and pluperfect tense -> forms and use of all tenses
- Plural forms of nouns (i plural)
- Comparison of adjectives
- Texts and conversation about current topics
- Studies, work experience
- CV
- Job interview
- Presentation or oral summary

Teaching and learning methods

Contact hours 32 h

Independent studies 48 h

The assessment of one's own learning 1 h

Oral and written exercises individually and in pairs, group work.

Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results.

Teacher responsible

to be confirmed later

Learning materials

Kuparinen, K. & Tapaninen, T. 2008. Hyvin menee! 2. Suomea aikuisille. Otava. Helsinki.

Other material provided by teacher.

Assessment criteria/scale 5-1.

5 (90%)	3 (70%)	1 (40%)
<ul style="list-style-type: none">• The student has a good command of standard oral and written Finnish on general and some field-specific topics.• The student is able to communicate in most situations he/she is likely to encounter. He/she is able to search for and apply for a job in Finnish independently.	<ul style="list-style-type: none">• The student has a satisfactory command of standard oral and written Finnish on general and some field-specific topics.• The student is able to communicate in many situations he/she is likely to encounter. He/she is able to search for and apply for a job in Finnish independently.	<ul style="list-style-type: none">• The student has a passable command of standard oral and written Finnish on general and some field-specific topics.• The student is able to communicate in some situations he/she is likely to encounter. He/she is able to search for and apply for a job in Finnish independently.

Assessment components and their respective weights

Active participation in lessons 10 %

Written and Oral assignments 50 %

Final Examination 40 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Course list, Finnish students, Curriculum 2010

The information below applies to the students who have started their studies before autumn 2014.

Degree Programme for Multilingual Management Assistants	Code	ECTS
Core studies		
Compulsory core studies		
<i>Financial Administration and Reporting</i>	ACC1LE026	(8)
Basics of Accounting	ACC1LE026A	4
Mathematics and Spreadsheet in Financial Administration	ACC1LE026B	4
Basics of Economics	ECO1LE004	3
Spoken Business English	ENG1LE002	3
English Grammar	ENG1LE015	3
Finnish Grammar and Linguistic Correctness	FIN1LE001	3
Producing Business Documents	INF1LE022	3
Introduction to Business Law	LAW2LE045	3
Basic Business Swedish	SWE1LE001	6
<i>Business Networks:</i>	WOR1LE001	(18)
Introduction to Business English	WOR1LE001A	2
Introduction to Marketing	WOR1LE001B	3
Organisations and Leadership	WOR1LE001C	5
Introduction to Information Retrieval	WOR1LE001D	2
Office Applications	WOR1LE001E	4
Purpose and Practices of Organisational Communication	WOR1LE001F	2
Elective core studies		
Chinese Business Communication	CHI4LE002	3
Spoken Communication in Chinese	CHI4LE009	3
Basic Business French 1	FRE4LE005	3
Basic Business French 2	FRE4LE006	3
Spoken Communication in Business German	GER4LE007	3
German Grammar	GER4LE064	3
Basic Business Russian 1	RUS4LE070	3
Basic Business Russian 2	RUS4LE005	3
Spoken Spanish in Practice	SPA4LE070	3
Spanish Grammar	SPA4LE008	3
PR Swedish	SWE4LE063	3
Professional Studies		
Compulsory professional studies		
Cultures in Contact	CUL2LE001	3
Online Communication	COM2LE050	3
Organisational Communication Management	COM2LE062	3
<i>Corporate Public Relations</i>	COM2LE070	(7)
Business Events and Etiquette	COM2LE070A	2

Business Event Project	COM2LE070B	2
PR English	COM2LE070C	3
<i>English Business and Financial Communication:</i>	ENG2LE040	(5)
English Business Documents and Knowledge of the Economy	ENG2LE040A	3
EU Studies	ENG2LE040B	2
Finnish Business Documents	FIN2LE024	5
Spoken Communication in Finnish	FIN2LE025	4
Processing Information and Managing Documents	INF2LE020	3
Administrative and Labour Law	LAW2LE046	3
Meetings and Travel Management	LEA2LE060	5
Strategic Management and Corporate Social Responsibility	LEA2LE071	3
<i>Research Practices:</i>	MET2LE030	(5)
Introduction to Research	MET2LE030A	2
Research Methods and Academic Writing	MET2LE030B	3
<i>Assessment of Professional Growth and Career Planning:</i>	SLF2LE080	(3)
Career Planning 1	SLF2LE080A	1
Career Planning 2	SLF2LE080B	1
Career Planning 3	SLF2LE080C	1
Business Operations and Entrepreneurship	WOR2LE001	6
Elective professional studies		
Assessing and Planning Organisational Communication	COM4LE002	3
Work-based Project on Organisations and Publicity	COM4LE006	4
PR Chinese	CHI4LE003	3
Chinese Business Culture	CHI4LE004	3
Language project in Chinese	CHI4LE050	2
Economic Life of the Chinese-speaking Areas	CHI4LE015	4
Language Project in English	ENG4LE050	2
French Working Environment and PR French	FRE4LE007	3
French and Finnish Cultures in Contact	FRE4LE008	3
French Media and Communication	FRE4LE030	4
Language Project in French	FRE4LE050	2
German Business Communication	GER4LE002	3
Business Communication in German-speaking Europe	GER4LE040	4
Language Project in German	GER4LE050	2
PR German	GER4LE068	3
People at Work	LEA4LS080	3
Work-based Project on HRM	LEA4LS081	4
Marketing and Networks	MAR4LE006	3
Work-based Project on Marketing	MAR4LE007	4
Russian Business Documents	RUS4LE042	3
<i>Russian Business Environment</i>	RUS4LE030	(4)
Contract Texts in Russian Trade	RUS4LE030A	2
Assistant's Job in Russian Trade	RUS4LE030B	2

Spoken Communication in Business Russian	RUS4LE041	3	
Language Project in Russian	RUS4LE050	2	
Spanish Business Communication	SPA4LE010	3	
Spanish Business Documents	SPA4LE046	3	
Language Project in Spanish	SPA4LE050	2	
Business and Society in Latin America	SPA4LE055	4	
Swedish Business Communication	SWE4LE041	3	
Spoken and Written Business Swedish	SWE4LE050	4	
Language Project in Swedish	SWE4LE051	2	
Free-choice Studies			
Chinese for Beginners	CHI8LE004	6	
Intermediate Chinese	CHI8LE005	3	
Contemporary Finnish Literature	FIN8LE001		3
German for Beginners 1	GER8LE080	6	
German for Beginners 2	GER8LE030	3	
Cultural Portfolio of German-speaking Europe	GER8LE070	3	
German Literature	GER8LE071	3	
Nordisk Handel	IBU8LS005	6	
International Business Law	LAW8LS041	3	
Russian Linguistic Correctness	RUS8LE011	3	
Cyrillic Word - processing and transliteration	RUS8LE037	3	
Self-assessment of the Learning Environment in Management Assistant Education	INS8LE101	1	
Work Placement			
Work Placement	PLA6LE003		30
Bachelor's Thesis			
Bachelor's Thesis/Marketing	THE7LE002	15	
Bachelor's Thesis/Organisations, Leadership and HR	THE7LE023	15	
Bachelor's Thesis/Organisational Communication	THE7LE025	15	

Financial Administration and Reporting

- Code: ACC1LE026
- Extent: 8 ECTS (216 h)
- Timing: Semester 2*
- Language: English
- Level: core studies
- Type: compulsory

***Basics of Accounting 4 cr (ACC1LE026A)**

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)

(both parts are offered only in spring semesters)

Prerequisites

Business Networks WOR1LE001

Learning outcomes

Upon successful completion of the course, the student

- understands the basic regulatory framework of financial accounting.
- understands the division of financial administration into financial accounting and managerial accounting.
- has the skills required for basic double-entry bookkeeping and becomes versed with the key principles pertaining to the compilation of annual accounts.
- understands the basic principles pertaining to budgeting and cost accounting, and understands how to analyse profitability.
- knows the key tools used in financial and managerial accounting. This includes competence in spreadsheet analysis when solving various accounting related problems, e.g. the compilation of budgets and financial projections.
- understands and is able to perform basic business calculations.
- is able to take into consideration inflation and real changes.
- is able to calculate interests in several applications.
- is able to use spreadsheets for presentations and calculations; including graphics and databases.

Course contents

- Key tools used in financial and managerial accounting, including the use of spreadsheet analysis.
- Basic concepts of financial accounting and entry of business events into the accounts.
- Principles of good accounting and official accounts documentation.
- Managerial accounting, focusing on basics of cost accounting and pricing decisions.
- Course exercises, deepening the student's understanding of financial accounting and annual accounts, and also including exercises addressing profitability projections in the short-term.

Basics of Accounting 4 cr (ACC1LE026A)

- Bookkeeping entries
- VAT calculations
- Annual accounts compilation
- Mark-up pricing and accounting
- Budgeting

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)

- Percentage calculations
- Indices
- Exchange rates
- Interest rates
- Credits and loans
- Use of spreadsheet in mathematical problem solving
- Use of spreadsheets in presentations (including graphics)
- Use of database properties of spreadsheets

Cooperation with the business community and other organisations

The learning tasks are based on working life practices.

Teaching and learning methods

The course covers contact hours and exercises, totaling 215 hours of study.
Self-assessment of learning 1h.

Contact hours

Basics of Accounting

45 h (1 x 3 h/week)

Mathematics and Spreadsheets in Financial Administration

32 h (2 x 2 h/week)

Independent study: 139 h

Alternative completions

The course can be replaced by performing studies which are corresponding in terms of contents and extent in other programmes of HAAGA-HELIA.

Recognition of earlier acquired knowledge and skills (AHOT / EAKS)

If the student has the knowledge and skills, described in the course objectives and contents, acquired by his / her earlier studies and possible work experience, a preliminary examination can be arranged for him / her.

The student must inquire of the teacher about the preliminary examination and the exam must be agreed on during the first qualification week.

Teachers with the main responsibility for the course

Penelope Roux, Pasila	Accounting
Juha Nurmonen, Pasila	Mathematics and Spreadsheets

Course materials

Basics of Accounting 4 cr (ACC1LE026A):
Course handouts.

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B):
Pulkkinen - Holopainen, Business Mathematics
Course handouts

Assessment criteria

Basics of Accounting 4 cr (ACC1LE026B) scale 5-1

5 excellent

The student:

- fully understands the concept of "a true and fair view" in accounting practice.
- has a good knowledge of a range of accounting ratios and KPIs.
- has a good understanding of management accounting practices including contribution margin simulations and budgeting.
- is able to apply the appropriate accounting conventions and methods to produce accurate P&L statements and Balance Sheets.
- is able to use accounting ratios and KPIs to analyse and interpret financial reports.
- is able to calculate with precision: contribution margins, break-even points and budgets and also apply appropriate pricing methods to goods and services.

3 good

The student:

- knows how to calculate gross margins and net profit.
- is familiar with some accounting ratios.
- understands the accounting cycle and is familiar with the financial statements prepared at the end of the accounting period.
- has a reasonable knowledge of management accounting practices including pricing methods, contribution margin analysis and budgeting.
- is able to explain and interpret the basic concepts and methods used in financial and management accounting.
- is able to select the appropriate methods for performing different accounting operations.
- is able to prepare a trial balance and produce financial reports with a

1 satisfactory

The student:

- knows some of the basic concepts of accounting and can identify the different financial reports.
- understands double-entry bookkeeping and how VAT is calculated.
- has a basic knowledge of management accounting: fixed and variable costs, contribution margins, budgets and pricing.
- is able to book basic accounting transactions using double-entry bookkeeping, with and without VAT and can perform gross margin profitability calculations with some degree of accuracy.
- is able to demonstrate a basic understanding of cost accounting methods.

- reasonable level of accuracy.
- is able to perform cost and pricing calculations, break-even analysis and prepare budgets with a reasonable level of accuracy.

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)/scale 5-1

5 excellent

3 good

1 satisfactory

The student:

- manages all the seven areas (tables, graphics, functions, indices, currencies, interest rates and loans) and understands their role in financial administration.
- is able to define verbally, symbolically and visually all the main concepts.
- is able to apply the concepts to broader contexts.
- is able to independently choose the right methods for calculations and presentations. Furthermore, the student can make accurate decisions for action based on the results of calculations and presentations.
- can work independently in an active, critical and analytical way in order to solve problems relating to financial administration in a broader context.
- uses personal abilities in order to develop his/her own professional and personal competencies.

The student:

- is verbally able to explain and interpret achieved results.
- can somewhat independently choose the right methods for calculating and collecting needed information.
- uses personal abilities in order to develop his/her own professional and personal competencies. Competence is not measured during this course.

The student:

- can apply spreadsheets and complete calculations in at least two of the following areas: tables, graphs, functions, indices, currencies, interest rates and loans.
- is able to identify key concepts in given tasks.
- has adopted principles of studying in a university of applied sciences, conducts him/herself well and has the right attitude towards work.
- performs in routine tasks.
- uses personal abilities in order to develop his/her own professional and personal competencies. Competence is not measured during this course.

Competence is not measured during this course.

Basics of Accounting 4 cr (ACC1LE026A)

Examination 100%

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)

Exam 70 %

Exercises 30 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Basics of Economics

- Code: ECO1LE004
- Extent: 3 ECTS (81 h)
- Timing: 2nd Semester*
- Language: English
- Level: core studies
- Type: compulsory

*the course is offered only in spring semesters

Prerequisites

None

Learning outcomes

The student

- understands the basic economic concepts
- is able to analyse the economic news information and explain the basic economic phenomena
- knows how to evaluate the economic performance of the national economy
- understands how the households and the companies make their rational decisions and what their implications on aggregate level are
- is able to use the different economic information sources.

Course contents

- Rational behaviour, opportunity cost
- Demand and supply
- Price formation
- Market structures and competition
- Economic growth, inflation, unemployment and interest rates and their interdependence
- Basic economic analysis of the performance of Finnish national economy
- The European Union and Finland
- Globalisation

The student studies both individually and in teams. Individual studies consist of the economic information and data collection (article portfolio), workshops, study of the textbook and the preparation for the lessons and the examination.

Cooperation with the business community and other organisations

The course involves external visitors from business/organizations and weekly market reviews of local/global economic developments.

International dimension

Due to the globalization and all the time expanding international businesses, most of the course topics have international dimensions by the definition.

Teaching and learning methods

Lectures and workshops 26 h

Presentations 4 h

Independent studies and team work 48 h

Examination 2 h

Self-assessment of learning 1 h

Alternative completions

The course can be replaced by completing a course with similar contents and extent in other degree programmes in HAAGA-HELIA or at another University.

Recognition of prior learning (RPL)

If a student thinks that s(he) has both the skills and experience of the above mentioned course contents and learning outcomes based on her/his earlier studies or work experience, there is a possibility for the student to prove that s(he) both understands and can apply the learning objectives by attending both to a) a written exam and b) an oral exam.

If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrollment week or latest when attending the first lecture.

Teacher with the main responsibility for the course

Olli Laintila, Pasila

Course materials

Parkin, Powell & Matthews. 2005. Economics. Harlow: Pearson Education Ltd.

Recommended sources

Course Handouts

Assessment criteria/scale 5-1.

5 excellent

The student:

- masters excellently an evaluation of economic choices and their impact on both microeconomic and macroeconomic level.
- has an excellent knowledge about different economic frameworks/theories,

3 good

The student:

- can evaluate well economic choices and their impact on both microeconomic and macroeconomic level.
- has a good knowledge about basic economic frameworks/theories, policies and analysis methods.

1 satisfactory

The student:

- has below average skills in evaluating economic choices and their impact on both microeconomic and macroeconomic level.
- has a below average knowledge about basic economic frameworks /theories, policies and analysis methods.

policies
and analysis methods.

Examination 40 %

Activity and assignments 30 %

Team work 30 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Spoken Business English

- Code: ENG1LE002
- Extent: 3 ECTS (81 h)
- Timing: Semester 2*
- Language: English
- Competence level: C1
- Level: professional studies
- Type: compulsory

*the course is offered only in the spring semester

Prerequisites

English Grammar (ENG1LE015) and Introduction to Business English (WOR1LE001A) or equivalent courses

Learning objectives

The student will:

- master English pronunciation and intonation
- be able to express herself fluently and precisely in different demanding professional and social situations in business life, including speaking effectively on the telephone

Course contents

Students learn during contact hours and by preparing at home for them. Students participate in group discussions and simulations, for which they prepare both at home and in class.

- pronunciation and intonation
- professional and social situations in business life
- argumentation and negotiation skills
- professional telephone skills

Teaching and learning methods

There are two contact hours per week, during which 80% attendance is required, and three hours of independent studies on average, most of which is for preparation of assignments and simulation exercises. The total number of hours required of students is 81 including a Self-assessment of learning assignment of 1 h. The length of the course is one semester.

Attendance requirement 80%

Teacher with the main responsibility for the course

Karl Robbins, Pasila

Course materials

Written materials provided by the teacher

Assessment criteria/scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- has very strong skills in the area of spoken English.
- can communicate very fluently in English and produce language that uses high levels of grammar, nearly always correctly. English that is spoken in a normal manner as it would be to native speakers is fully or nearly fully understood.
- can converse very fluently in a large number of areas, including those involving higher-level business concepts and in areas that would commonly be used by an assistant in everyday work.

The student:

- has good skills in the area of spoken English.
- can communicate fluently in English and produce language that uses standard English grammar, with occasional mistakes. English that is spoken in a normal manner as it would be to native speakers is mostly understood.
- can converse fairly fluently in a number of areas, including those involving general business topics and in areas that would be commonly used by an assistant in everyday work.

The student:

- has fair skills in the area of spoken English.
- can communicate somewhat fluently in English and produce language that uses standard English grammar, though with a fair number of mistakes. English that is spoken in a normal manner as it would be to native speakers is only partly understood.
- can converse in some areas, though not necessarily fluently, involving basic business topics and in areas that would be commonly used by an assistant in everyday work.

1/2 general level of English

1/2 classroom participation

Continuous assessment for both of these

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

English Grammar

- Code: ENG1LE015
- Extent: 3 ECTS (81 h)
- Timing: 1st Semester*
- Language: English
- Level: core studies
- Type: compulsory

*the course is offered only in autumn semesters

Starting level and prerequisites

Starting level: B2

Secondary school English or equivalent.

Learning objectives

The student will

- acquire a solid comprehension of English grammar
- acquire a foundation on which to build her/his vocabulary and grammatical skills independently after the course
- be able to identify the distinguishing features of business English
- be able to identify different registers of the language
- gain practice in using various reference materials, which provides her/him with a foundation on which to build her/his English skills after the course.

Course contents

- Basic English grammar
- Key features of business English
- Language use in different situations
- Use of reference material

Teaching and learning methods

The course covers 81 hours of study.

Contact hours: 30 h (2 h/week)

Independent studies: 48 h

Written exam: 2 h (at end of the course)

Self-assessment of learning 1h

Required attendance 80 %

Alternative completions

Completing the required assignments of the course and taking the course examination. The completion is assessed on the scale from 1 to 5.

Recognition of prior learning (RPL)

The student displays with the competence demonstration that s/he manages the course objectives and contents mentioned in the course description. The demonstration includes the assignments of the course and the course examination. It is possible to participate in the competence demonstration only once, and it must be agreed upon with the teacher in advance. The competence demonstration is assessed on the scale from 1 to 5.

Teacher with the main responsibility for the course

Karl Robbins, Pasila

Course materials

Hewings, M. Advanced Grammar in Use. Cambridge University Press
Course handouts provided by teacher.

Assessment criteria/scale 5-1

5 excellent

The student:

- is able to integrate high-level grammar into their written English
- is able to understand high-level grammatical concepts.
- can nearly always find grammatical errors in an English text.

3 good

The student:

- is able to integrate proper grammar into their written English
- is able to understand most grammatical concepts.
- can usually find grammatical errors in an English text.

1 satisfactory

The student:

- is able to sometimes integrate proper grammar into their written English
- is able to understand at least the most basic grammatical concepts.
- can find some grammatical errors in an English text.

Assessment criteria

Written exam 100%

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Finnish Grammar and Linguistic Correctness

- Code: FIN1LE001
- Extent: 3 cr (81 h)
- Timing: 2nd Semester*
- Language: Finnish
- Level: core studies
- Type: compulsory**

*the course is offered only in spring semesters

**required of Finnish students in the Mubba programme

Prerequisites

Good Finnish skills.

Learning outcomes

Students acquire a firm command of Finnish grammar and essential aspects of usage.

Course contents

The course focuses on aspects of the Finnish language that will help students in issues of usage and in learning foreign languages. Focus is on correct usage.

- Nature and distinctive features of the Finnish language
- Basics of grammar
- Key aspects of usage
- Standard Finnish

Teaching and learning methods

Focus is on correct usage. The course includes an exam on grammar, an exam on usage and an elective written assignment.

The course involves 81 hours of study, including classroom and independent study. The contact hours number 32 (including exams) and independent study covers 48 hours of study.

Self-assessment of learning 1h.

Alternative completions

Completing the required assignments of the course and taking the course examination. The matter must be agreed upon with the teacher in advance. The completion is assessed on the scale from 1 to 5.

Recognition of prior learning (RPL)

The student displays with the competence demonstration that s/he manages the course objectives and contents mentioned in the course description. It is possible to participate in the competence demonstration only once, and it must be agreed upon with the teacher in advance. The competence demonstration is assessed on the scale from 1 to 5.

Teacher with the main responsibility for the course

Sanna Kukkonen, Pasila

Course materials

Kielitoimiston oikeinkirjoitusopas 2008: Salla Kankaanpää et al. Kotimaisten kielten tutkimuskeskuksen julkaisuja 147. Tampere. (Or other book on Finnish grammar)

Course handouts

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">understands the importance of the aspects and basics of Finnish grammar very well, and knows that this will help her/him in issues regarding the usage and learning of foreign languages.has a very good knowledge of the nature and distinctive features of the Finnish language.has excellent skills in producing standard Finnish, focusing on correct usage.masters the proper ways that a professional works and follows deadlines.knows how to use instructions independently and apply her/his skills.knows how to benefit from feedback and learn from mistakes.	<ul style="list-style-type: none">understands the importance of the aspects and basics of Finnish grammar, and knows that this will help her/him in issues regarding the usage and learning of foreign languages.has a good knowledge of the nature and distinctive features of the Finnish language.is able to produce standard Finnish, focusing on correct usage.masters the proper ways that a professional works and follows deadlines.knows how to use instructions independently and apply her/his skills.knows how to benefit from feedback and learn from mistakes.	<ul style="list-style-type: none">understands the importance of the aspects and basics of Finnish grammar, and knows that this will help her/him in issues regarding the usage and learning of foreign languages.has a basic knowledge of the nature and distinctive features of the Finnish language.is able to produce standard Finnish, trying to focus on correct usage.follows deadlines and instructions and participates in work.knows how to follow instructions given to her/him.

Exam on grammar 25 %

Exam on usage 75 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Producing Business Documents

- Code: INF1LE022
- Extent: 3 ECTS (81 h)
- Timing: 2nd Semester
- Language: English
- Level: core studies
- Type: compulsory

Prerequisites

Office Applications (WOR1LE001E)

Learning outcomes

Upon successful completion of the course, the student

- is able to produce technically skilful and correctly prepared business documents using the features and commands the MS Word 2010 offers
- can produce business documentation in accordance with the current key SFS standards
- can make effective use of the following features: templates, themes, styles, building blocks, tables, drawing tools, sections, tables of contents, and much more
- has the knowledge and skills to file and manage multiple documents rationally and efficiently
- has increased both his/her self-reliance, speed and efficiency in the use of computers and the MS Word 2010 application

Course contents

- Application of standard layouts to documents, SFS document standard
- Numbers, special characters and abbreviations in accordance with Finnish and English standards
- Use of MS Word 2010 building blocks, themes, styles, and templates.
- Creating document templates including styles, and building blocks,
- Using mail-merge functions for mass mailing.
- Working with long documents such as theses.
- Producing automatic tables of contents
- Creating and editing tables
- Linking pictures and graphs to documents .
- Using document properties.
- Protecting documents.
- Using comments and track changes features.

Cooperation with the business community and other organisations

The class exercises are based on real-life business communication and marketing.

Teaching and learning methods

Contact classes 32 h

Independent study 48 h

Self-assessment of learning 1 h

Recognition of prior learning

Recognition of prior learning is a process whereby, through assessment, credit is given to learning which has already been acquired in different ways, e.g. with earlier studies or working experience with MS Word 2010.

Student should contact the teacher after first-selection enrolment and agree how to demonstrate his/her knowledge and skills of MS Word 2010 use in business documents.

Contact teacher

Heli Lankinen, Pasila

Learning materials

Material and exercises provided by the lecturer.

Assessment criteria (Scale 5-1)

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">• has a command of key concepts, has a solid grasp of word processing functionalities in business communication context and knows how to apply them in practice.• has strong skills and can independently use the MS Word 2010 to find new solutions.• has good time management skills and completes assignments on time.	<ul style="list-style-type: none">• has a command of the MS Word 2010 key concepts in business communications context and makes use of basic functionalities with purpose.• has good time management skills and completes assignments on time.	<ul style="list-style-type: none">• has a command of some MS Word 2010 key concepts in business communications context.• can satisfactorily complete basic tasks but needs assistance to solve more demanding tasks independently.

100 % Exam

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Introduction to Business Law

- Code: LAW2LE045
- Extent: 3 ECTS (81 h)
- Timing: 2nd semester
- Language: English
- Level: core studies
- Type: compulsory

Prerequisites

No prerequisites.

Learning outcomes

Upon successful completion of the course, the student

- is able to recognize and analyze legal aspects of business
- is able to describe and apply basic rules of private law
- is able to describe the outline of legal proceedings
- is able to seek information on business law.

Course contents

- Basics of Finnish legal system
- Legal persons
- Contract law
- Tort law
- Marketing and consumer law
- Tenancy
- Debts
- Competition law
- Intellectual property rights
- Legal proceedings
- Legal information on the Web

Teaching and learning methods

The course comprises of contact hours, weekly assignments and exam.

Contact lessons and exam 32 h

Assignments and self-study 48 h

Self-assessment of learning 1 h

Alternative completions

A student who wishes to complete the entire course in an alternative way on the basis of her prior competences should consult the teacher.

Contact teachers

Sampo Mielityinen, Pasila

Learning materials

Surakka Aapo. 2005. Access to Finnish Law. WSOY.

Additional learning material will be delivered during the course using the Moodle learning environment.

Assessment criteria/scale 5-1.

5 excellent

3 good

1 satisfactory

The student is able to:

The student is able to:

- recognize and analyze legal aspects of business, using appropriate legal concepts
- describe basic rules of private law and apply them independently to simple cases
- describe the outline of legal proceedings
- independently seek reliable information on business law

- recognize and analyze the most important legal questions related to business
- describe basic rules of private law and roughly apply them independently to simple cases
- identify different legal proceedings and describe their main differences
- independently seek information on a predetermined topic from legal database

The student is able to:

- describe the most important legal questions related to business
- roughly apply predetermined rules of private law to simple cases
- identify different legal proceedings and their scope of application
- seek predetermined materials from legal databases

Exam 60 %

Assignments 40 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Basic Business Swedish

(Introduktion till affärssvenska)

- Code: SWE1LE001
- Extent: 6 ECTS (162 h)
- Timing: 1st Semester
- Language: Swedish
- Level: core studies
- Type: compulsory

Prerequisites

Secondary school Swedish or corresponding proficiency

Learning outcomes

Proficiency level: B1

The aim of the course is that students achieve oral and written proficiency in basic business Swedish as required in working life.

Upon successful completion of the course, the student

- can manage everyday working life situations in Swedish.
- has a command of basic Swedish grammar and business vocabulary.
- is able to handle telephone conversations and other oral situations in Swedish.
- is familiar with Nordic society and business culture

Course contents

The course reviews Swedish grammar and students do exercises relating to social situations in working life.

The topics covered

- Grammar (written part of the course)
- Telephone conversations (oral part of the course)
- Oral presentations on Nordic affairs (oral part of the course)
- Conversation in working life contexts, for example company visits (oral part of the course)
- Vocabulary (written and oral part of the course)

Cooperation with the business community

Company presentation materials and visiting lecturer/company visit/seminar

International dimension

Nordisk stig partners and Hanaholmen – Kulturcentrum för Sverige och Finland

Teaching and learning methods

The course spans two periods and consists of a written and oral part. The written and oral parts are taught separately each week, with 2 h/week reserved for the written part and 3 h/week for the oral part. The course covers contact hours, exercises, computer-assisted exercises and other assignments, totaling 162 h. Students prepare a language portfolio and engage in investigative and development oriented learning.

Contact hours 78 h (30 h written part, 48 h oral part)

Self-study 80 h (50 h written part, 30 h oral part)

Written exam 2 h, oral exam 1 h

Self-assessment of learning 1 h

Students must attend at least 80% of classes in oral part.

Alternative completions

One alternative available to students in some special cases is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Recognition of prior learning (RLP)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher(s) no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teachers

Sirpa Kajarinne, Haaga (oral part)

Marjaana Halsas, Pasila (oral part)

Marketta Keisu, Pasila (written part)

Learning materials

Keisu, M. 2013. Svenska språkets strukturer för ledningsassistenter (written part)

Halsas, M. & Svensson, J. Muntlig språkfärdighet i affärlivet (oral part)

Other computer-assisted learning materials

Internet

Newspaper articles

All basic materials can be downloaded from Moodle.

Assessment criteria: oral part/scale 5-1.

5 excellent

The student:

- develops oral language with great skill and high level of interactive business communication.

3 good

The student:

- speaks Swedish quite fluently and is able to manage orally in business interactions.

1 satisfactory

The student:

- understands and develops limited oral language in normal spoken interactions and

- learns and practices central parts of spoken business Swedish and is able to produce fluent oral language in business interactions.
 - masters the common business vocabulary and the language in phone conversations.
 - is also able to orally present a company or other organization
- masters quite well the common business vocabulary and the language in phone conversations.
 - is also able to orally present a company or other organization if needed.
- simple business situations.
 - masters the most common basic business vocabulary and the language in phone conversations.
 - can discuss something about business life and very shortly present a company or other organization if needed.

Assessment criteria: written part/scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- is able to comprehensively use everyday Swedish language and is managing well everyday tasks in Swedish at work.
- is able to understand fluent messages that concern topical issues and business life.
- produces clear and consistent messages, and he/she is able to choose the style that is appropriate to the situation.
- masters well Swedish grammar and the central vocabulary in business Swedish.

The student:

- is able to independently use everyday Swedish language and is managing most of the everyday tasks at work in Swedish.
- is able to understand messages that concern topical issues and business life.
- produces often clear and consistent messages, and he/she is able to choose the style that is commonly appropriate to the situation.
- masters Swedish grammar and the central vocabulary in business Swedish.

The student:

- is able to use everyday Swedish language and is managing simple and routine-like everyday tasks at work in Swedish.
- is able to understand simple texts that concern topical issues and business life.
- is able to produce simple messages that are understandable concerning the grammar.
- masters the central vocabulary in business Swedish.

Written part:

Written exam 80 %

Class participation and assignments 20 %

Oral part:

Oral exam 50 %

Class participation and assignments 50 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Business Networks

- Code: WOR1LE001
- Extent: 18 ECTS (486 h)
- Semester: 1*
- Language: English
- Level: core studies
- Type: compulsory

*The course is offered only in autumn semesters.

Prerequisites

No prerequisites.

Learning outcomes

Students become familiar with business principles, business communications and business practices common to working life.

Upon successful completion of the course, students

- have broadened their English vocabulary
- are familiar with key business and economics concepts and terminology in English
- understand the role of marketing in companies
- are familiar with different markets and marketing environments as well as key marketing stakeholders
- understand the significance of customer-focus in business activities
- are familiar with how companies and other organisations act and cooperate in networks
- know how companies should act in order to reach their objectives and be profitable
- understand the management assistant's role in organisations and networks
- are familiar with the management assistant's job profile, tasks and competence requirements
- have the skills to develop the interpersonal relationships that are required in networks and are knowledgeable of professional ethics
- know how to work in teams in projects
- understand the value of information and knowledge
- are familiar with key information sources and are able to assess them with a critical mindset
- have the skills to produce standard documents that include images and tables
- know how to make on-screen presentations and refine numerical data
- have the computer skills required in working life and have learned the 10-finger typing system
- are familiar with the significance of communication for organisations
- know how to recognise and organise the practices of organisational communication.

Course contents

Introduction to Business English (2 ECTS)

Introduction to Marketing (3 ECTS)

Organisations and Leadership (5 ECTS)

Introduction to Information Retrieval (2 ECTS)

Office Applications (4 ECTS)

Purpose and Practices in Organisational Communication (2 ECTS)

More detailed information on the above parts of the course is provided in the relevant course descriptions.

Cooperation with the business community and other organisations

The course includes a practical company project, during which students acquire, analyse, document information relating to a real case organisation and write a report on this. The course includes visits to companies, guest lectures by company representatives and cooperation with the alumni assistant.

Teaching and learning methods

The course makes use of an investigative and developmental approach to learning, with emphasis on independent study and an analytical and creative approach to learning.

The course covers 486 hours of study, covering contact hours, teamwork and self-study.

Contact hours 200 h, averaging 12 h a week throughout the semester.

Self-study 83 h

Self-assessment of learning 1 h

Recognition of prior learning (RPL)

A competence demonstration is organised before the start of semester.

Contact teachers

Ulla Björklund, Pasila (Introduction to Information Retrieval)

Olli Laintila, Pasila (Introduction to Marketing, Organisations and Leadership)

Heli Lankinen, Pasila (Office Applications)

Ilpo Päiväläinen, Pasila (Introduction to Business English)

Mirka Sunimento, Pasila (Purpose and Practices in Organisational Communication)

Each part of the course has one or several teachers, who make up the student counselling team.

Course materials

Introduction to Business English:

The material and other reference material to be informed later.

Introduction to Business Administration:

Griffin, R.W. & Ebert, R. J. 2003. Business. Eighth edition. New Jersey: Prentice Hall.

Haasio, A. 2009 Management Assistant's Guide to Information seeking.

Classroom materials and other materials informed and distributed by the teachers.

Assessment

Introduction to Business English

Vocabulary tests, assignments and presentations 100 %

Introduction to Marketing

Exam and participation 50 %

Company Project 50 %

Organisations and Leadership

Exam and participation 50 %

Company Project 50 %

Introduction to Information Retrieval

Exam 50 %

Activity and assignments 50 %

Purpose and Practices in Organisational Communication

Exam or assignment 60 %

Company Project 40 %

Office Applications

Exam and participation 70 %

Company Project 30 %

Assessment criteria/Introduction to Business English, scale 5-1.

5 excellent

The student:

- has knowledge of business vocabulary and concepts at an advanced level. He/she demonstrates knowledge of idiomatic business English.
- is able to apply terminology and concepts of business English to various written and spoken communication contexts very fluently.

3 good

The student:

- has an intermediate knowledge of business vocabulary and concepts. The student demonstrates good skills at producing good written and spoken communication.
- is able to explain the meaning of business concepts using more elaborate vocabulary than at an elementary level.

1 satisfactory

The student:

- has a basic knowledge of business vocabulary and concepts used in business situations. The level of the written and spoken communication of the student is at a passable level.
- is able to describe and explain business vocabulary in a basic manner.

Assessment criteria/Introduction to Marketing, scale 5-1.

5 excellent

The student:

- has excellent marketing, business analysis, reporting and project management skills.
- has an excellent knowledge about the marketing theories, concepts, planning and analysing methods.
- has an excellent attitude towards learning through continuous, supportive and initiative participation in teamwork and conducting assignments.

3 good

The student:

- has good marketing, business analysis, reporting and project management skills.
- knows well the basic marketing theories, concepts, planning and analysing methods.
- has a good attitude towards learning through participation in teamwork and conducting assignments.

1 satisfactory

The student:

- has below average marketing, business analysis, reporting and project management skills.
- has a below average knowledge about the basic marketing theories and concepts.
- has a below average attitude towards learning through participation in teamwork and conducting assignments.

Assessment criteria/Organisations and Leadership, scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- has excellent business analysis, reporting and project management skills.
- has an excellent knowledge about the business administration, management concepts and business analysis methods.
- has an excellent attitude towards learning through continuous, supportive and initiative participation in teamwork and conducting assignments.

The student:

- has good business analysis, reporting and project management skills.
- knows well the basic business administration, management concepts and business analysis methods.
- has a good attitude towards learning through participation in teamwork and conducting assignments.

The student:

- has below average business analysis, reporting and project management skills.
- has a below average knowledge about the basic business administration and management concepts.
- has a below average attitude towards learning through participation in teamwork and conducting assignments.

Assessment criteria/Introduction to Information Retrieval, scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- has an excellent command of key concepts of information retrieval and understands the value of reliable information.
- gathers very actively new knowledge and shares it with others. Gives constructive comments to other presentations.
- participates very actively in lessons, discussions and group works.

The student:

- has a command of most concepts of information retrieval and realizes that information should be trustworthy.
- produces a good presentation, shares it with others and comments other presentations.
- participates in lessons but is not very active.

The student('s):

- can complete basic tasks of information retrieval and knows the basic concepts.
- gathers new information and presents it to others.
- participation is inadequate but fulfills the minimum criteria.

Assessment criteria/Office Applications, scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- has a command of key concepts, has a solid grasp of software functionalities and knows how to apply them in practice.

The student:

- has a command of key concepts and makes use of basic functionalities with purpose.
- has good time management skills and

The student:

- has a command of some concepts but lacks a full understanding of how the applications work.

- has strong skills and can independently use the applications to find new solutions.
- has good time management skills and completes assignments on time.

completes assignments on time.

- can satisfactorily complete basic tasks but is not able to solve more demanding tasks independently.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Chinese Business Communication

- Code: CHI4LE002
- Extent: 3 ECTS (81 h)
- Timing: 1st or 3rd semester
- Language: Chinese/English
- Level: core studies
- Type: elective*

* required of students who have chosen compulsory Chinese

Prerequisites

Starting level: A1

Chinese for Beginners (CHI8LE004), Intermediate Chinese (CHI8LE005) and Spoken Communication in Chinese (CHI4LE009) or equivalent study of 12 credits in Chinese language.

Learning outcomes

Target level: A2

Students acquire the skills to

- master basic Chinese business vocabulary and expressions
- manage superficial conversation in everyday economic life
- take part in discussion with familiar business topics
- use the most common Chinese language learning assistant programs

Course contents

The course prepares students with basic language skills in common everyday business situations. Learning materials cover for example the following items:

- simple everyday business conversation
- ways of addressing customers and business partners
- business companies, positions, rank and business card
- business work unit, location and phone number
- business work experience
- different ways of travelling in a city
- ordering dishes in a Chinese restaurant

Cooperation with the business community and other organisations

The course simulates real business situations as much as possible.

Teaching and learning methods

The course consists of contact hours and independent study, totalling 81 hours of study time.

Two written exams

Self-assessment of learning 1h

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test

One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Meiru Liu 2006: Basic Business Chinese, Beijing University Press

Great Wall Chinese 2009: Level 2, Office of Chinese Language Council International
Handouts and materials provided by the teacher

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none">masters the basic business Chinese and everyday Chinese expressions. (S)He produces correct language.is able to apply acquired skills during the course and can use dictionaries and other sources of information. The use of vocabulary and phrases is versatile and fluent.masters well one of the commonly used Chinese word processing tools.	<p>The student:</p> <ul style="list-style-type: none">masters mostly well basic business Chinese and everyday Chinese expressions.produces mostly correct language.is able to use dictionaries and other sources of information. The use of vocabulary and phrases is appropriate and relatively fluent.masters relatively well one of the commonly used Chinese word processing tools.	<p>The student:</p> <ul style="list-style-type: none">can just manage in basic business Chinese and everyday Chinese expressions. The grammatical and vocabulary aspects of the language need to be worked on. The expressions and messages are mainly understandable but they need to be corrected carefully.knows the basics of one of the commonly used Chinese word processing tools.

Written exams: 100 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is

completed online in WinhaOpaali.

Spoken Communication in Chinese

- Code: CHI4LE009
- Extent: 3 ECTS (81 h)
- Timing: 1st or 3rd Semester
- Language: English/Chinese
- Level: core studies
- Type: elective*

* but required of students who have chosen compulsory Chinese

Prerequisites

Target level: A1.3

Chinese for Beginners and Intermediate Chinese, or three semesters of beginner level Chinese.

Learning outcomes

The purpose of this course is to practice and learn spoken language skills involving everyday situations.

After the course, students will:

- achieve the proficiency of the five Mandarin tones
- master the whole Pinyin system
- feel easy in communications concerning everyday life situations
- be able to read and write common characters seen in public places in China

Course contents

During the course, students will learn the following skills:

- getting acquainted with a new person
- introducing oneself and others
- asking about prices and purchasing
- asking about ages
- telling about one's own home, present life situation, friends and foreign language skills
- talking about likes and dislikes, sports and hobbies etc.
- sing one or two Chinese songs

Teaching and learning methods

Interactive classroom activities

Individual and pair work

Self-assessment of learning 1h

Oral and written final exams

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test

One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Gu Feng 2009: Mandarin Teaching Toolbox, Volume 2, Confucius Institute at BCIT
Great Wall Chinese 2009: Level 1, Office of Chinese Language Council International

Assessment criteria/scale 5-1.

5 excellent

The student is able to:

- express her/himself using dialogues in pair-work communication situations
- listen actively to others and show her/his ideas and paying attention to other participants
- modify her/his working methods
- speak correct and well-versed Chinese with good command of tones
- give peer feedback to others
- critically assess her/his own communication skills and develop through practice and feedback.

3 good

The student is able to:

- work successfully in a flexible manner in pair-work communication situations
- communicate actively, listen to others and express her/his own ideas well
- speak correct spoken Chinese with a relatively good command of tones
- give and utilize peer feedback.

1 satisfactory

The student is able to:

- take part in pair-work communication situations by showing interaction in standard communication situations
- listen to others, express her/his own ideas
- speak understandable spoken Chinese with obvious mistakes in grammar and tones
- give peer feedback if asked.

Oral exam: 80%

Written exam: 20%

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Basic Business French 1

(Initiation au français des affaires 1)

- Code: FRE4LE005
 - Extent: 3 ECTS (81 h)
 - Timing: 1st Semester
 - Language: French/ English
 - Competence level: A2
 - Level: core studies
 - Type: elective*
- *required of students who have chosen compulsory French

Prerequisites

Secondary school French (C/D) or equivalent.

Learning outcomes

Upon successful completion of the course, the student

- understands some basics of Business French
- is able to have small-talks in ordinary situations
- knows basics of French grammar

Course contents

- French Grammar
- Oral exercises
- Basics of Business French vocabulary and concepts

Teaching and learning methods

Contact hours 32 h

Self-study 48 h

Self-assessment of learning 1 h

Mandatory attendance 80 %

Alternative ways to complete the course

1) Not attending the contact hours but doing the coursework and taking the test

One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

2) Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teachers

Catherine Métivier, Pasila

Course materials

Grammaire progressive du français avec 600 exercices, nouvelle édition – niveau intermédiaire, Maïa Grégoire, Odile Thiévenaz, CLE international

Web-pages

Material provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent

3 good

1 satisfactory

The student

- has strong writing and speaking skills in French and a good basic knowledge of Business French.
- knows how to apply the learned skills acquired in practice in new situations.

The student:

- has good writing and speaking skills in French and a good basic knowledge of Business French. His/her speaking and writing skills are good as far as constructions and pronunciation are concerned.
- has the readiness to apply in practice the skills learned.

The student:

- has limited writing and speaking skills in French and a limited basic knowledge of Business French. His/her speaking and writing skills are passable as far as constructions and pronunciation are concerned.
- can partly apply the learned skills in practice in new situations.

Assessment criteria

Written exam in grammar and vocabulary 50%

Oral exam 50%

Assignments

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Basic Business French 2

(Initiation au français des affaires 2)

- Code: FRE4LE006
 - Extent: 3 ECTS (81 h)
 - Timing: Semester 2
 - Language: French/ English
 - Competence level: A2
 - Level: core studies
 - Type: elective*
- *required of students who have chosen compulsory French

Prerequisites

Basic Business French 1 (FRE4LE005) or equivalent course.

Learning outcomes

Upon successful completion of the course, the student

- understands the basics of French Business Environment
- knows the basics of telephone communication
- knows the basics of French Business written communication

Course contents

- French Grammar
- Telephone conversation
- Basics on French terminology of Business
- Written Business Communication

Teaching and learning methods

Contact hours 32 h

Self-study 48 h

Self-assessment of learning 1 h

Mandatory Attendance 80 %

Alternative ways to complete the course

1) Not attending the contact hours but doing the coursework and taking the test

One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

2) Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teachers

Catherine Métivier, Pasila

Course materials

Grammaire progressive du français avec 600 exercices, nouvelle édition – niveau intermédiaire, Maïa Grégoire, Odile Thiévenaz, CLE international

Web-pages

Material provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent

The student has:

- strong skills in telephone communication and is fully capable of taking contact information.
- an excellent command of the key concepts in Business French and in written Business Communication.

3 good

The student has:

- good skills in telephone communication and is partly capable of taking contact information.
- has a command of the key concepts in Business French. The student knows well the basics of Business Communication and is partly capable to write Business Documents.

1 satisfactory

The student has:

- limited skills in telephone communication and is partly capable of taking simple contact information.
- a limited command of the key concepts in Business French. The student knows some of the basics of Business Communication and is partly capable to write Business Documents.

Written exam for French vocabulary and terminology of business

Written exam in grammar and business letters 70 %

Telephone conversation exam 30 %

Assignments

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Spoken Communication in Business German

(Deutsche Geschäftskommunikation, mündlich)

- Code: GER4LE007
- Extent: 3 ECTS (81 h)
- Timing: 2nd Semester
- Language: German
- Level: core studies
- Type: elective**

*the course is offered only in spring semesters

**required of students who have chosen compulsory German

Prerequisites

Competency level A2

German Grammar (GER4LE064).

Learning outcomes

Upon successful completion of the course, the student acquires sufficient skills to

- function in a German speaking working environment
- carry on an everyday conversation and express oneself clearly
- present oneself and others
- answer questions relating to oneself and present questions to others.

Course contents

- Pronunciation and intonation exercises
- Training real life job situations where spoken German skills are required such as telephone conversations and small talk

Cooperation with the business community and other organisations

Students make use of these skills in companies with connections to German-speaking countries.

Teaching and learning methods

The course comprises contact hours and exercises and involve both independent and supervised study.

Contact hours: 48 h

Mid-term examination after the 1st period. Oral exam at the end of the term.

Self-study: 32 h

Self-assessment of learning: 1 h

Mandatory attendance 80 %

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content eg. with Language Portfolio. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher with the main responsibility for the course

Heidemarie Aapro-Mattila, Pasila

Tesi Binder, Pasila

Course materials

Material provided by the teacher

Assessment criteria/scale 5-1.

5 excellent

The student:

- has developed oral skills at a high level of interactive communication.
- learns and practises different genres of discourse and, at the same time, s(he) is able to produce fairly fluent and understandable language.
- has acquired an extensive vocabulary in everyday situations and in professional settings.
- acts naturally in the environment where s(he) needs to use German.
- is able to present orally his/her own experiences.

3 good

The student:

- speaks German with a certain correctness and s(he) also tries to overcome the language barrier by making use of body language and other forms of communication.
- makes an effort to improve his/her skills in the use of oral language and seeks simple solutions to explain more abstract terms.
- slowly learns the details of German grammar and also makes a great effort to reproduce and speak a coherent and comprehensible language to speakers of German.
- clearly expresses sentences in German speaking environments.

1 satisfactory

The student:

- is having some difficulty in learning, but s(he) is moving towards improving her/his oral production.
- uses very short sentences and very basic language constructions.
- uses a discrete but understandable language for German speaking listeners.
- understands what is spoken in his/her environment and also makes short interventions to participate in the dialogue.
- makes an effort to express his/her experiences.

- is able to express modestly his/her personal experiences.

Oral exam 80 %

Class work 20 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

German Grammar

(Deutsche Grammatik)

- Code: GER4LE064
- Extent: 3 ECTS (81 h)
- Timing: 1st semester*
- Language: German
- Competence level: A2
- Level: core studies
- Type: elective**

*the course is offered only in autumn semesters

**required of students with compulsory German

Prerequisites

Secondary school German or German for Beginners 1 (GER8LE080) and German for Beginners 2 (GER8LE030).

Learning outcomes

Upon successful completion of the course, the student

- is able to produce grammatically correct German

Course contents

- German grammar
- Expansion of vocabulary.

Teaching and learning methods

Contact hours 28 h (2 h / week)

Independent study 48 h

Written exam 4 h

The assessment of one's own learning 1 h

Mandatory attendance 80 %

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teacher

Sirpa S. Bode, Pasila

Learning materials

Monika Reimann. Essential Grammar of German with Exercises. Max Hueber Verlag.

Assessment criteria/scale 5-1.

5 excellent

The student:

- is able to use written (business related) German very well.
- is able to understand fluent messages in different (business life) situations. His/her comprehension of German correlates very well to the main learning goals of the course in written as well as in spoken language.
- masters German grammar and main vocabulary very well in (business related) German.

3 good

The student:

- is able to use written (business related) German quite well.
- is able to understand messages in different (business life) situations. His/her comprehension of German correlates well to the main learning goals of the course in written as well as in spoken language.
- masters German grammar and main vocabulary well in (business related) German.

1 satisfactory

The student ('s):

- is able to comprehensively use written (business related) German.
- understanding of messages in different (business life) situations is limited. His/her comprehension of German corresponds to the main learning goals of the course in written and in spoken language.
- is able to use German grammar and main vocabulary in (business related) German.

Written exam 90 %

Class participation incl. verb test 10 %

The assessment of one's own learning does not influence the grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed online in WinhaOpaali.

Basic Business Russian 1

(Osnovy delovogo russkogo jazyka)

- Code: RUS4LE070
- Extent: 3 ECTS (81 h)
- Timing: 1st semester
- Language: Russian
- Competence level: A2
- Level: core studies
- Type: elective*

*required of students who have chosen compulsory Russian

Prerequisites

Intermediate Russian or equivalent skills.

Learning outcomes

Students acquire a proficiency that enables them to

- master the basics of Russian grammar using basic business Russian
- successfully manage everyday conversation during a business trip to Russia
- familiarize oneself with the city of Moscow
- familiarize oneself with the Russian Business Culture
- learn how to produce simple texts on familiar topics
- use dictionaries for supporting their working
- get used to multicultural working environments.

Course contents

The course involves contact hours and independent study. The essential point in this course is rehearsing Russian basic grammar using basic business Russian. Contact hours focus on speaking situations during a business trip to Russia. The exercises encourage active participation and enhance the learning process. The course includes lots of weekly assignments.

- Basic language-use situations during a business trip
- Border formalities
- Checking in
- Business relations
- In the restaurant
- In the city
- In the theatre
- Being someone's guest
- Buying tickets
- Shopping
- In a taxi

Teaching and learning methods

Contact hours: 30 h (2 x 2 h / week)

Written and listening comprehension: 2 h

Independent study, weekly assignments and preparing for examination: 48 h

Self-assessment of learning: 1 h

Mandatory attendance 80 %

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test.

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher with the main responsibility for the course

Pirjo Salenius, Pasila

Course materials

Berditchevski, A. 2007. Lestnitsa - Steps, E. Weber Verlag.

Salenius – Lehmuskallio, Biznes-Grammatika. 2009. Edita. Helsinki.

Material given by the lecturer.

Assessment criteria/scale 5-1.

5 excellent

The student ('s):

- is able to use both everyday and business Russian very well.
- language is logical and understandable.
- comprehension of Russian correlates very well to the main learning goals of the course, both in professional and everyday communication situations.
- masters Russian grammar.
- follows deadlines and instructions precisely.

3 good

The student ('s):

- is able to use both everyday and business Russian well.
- language is usually logical and for the most part understandable.
- main Russian constructions, basic vocabulary and some professional vocabulary are comprehended, but they could be improved upon.
- usually follows deadlines and instructions well.

1 satisfactory

The student ('s):

- can use both everyday and business Russian on a limited basis.
- language is not always logical, and not everything is understandable.
- main Russian constructions, basic vocabulary and some professional vocabulary are partly comprehended, and there is much to be improved upon.
- doesn't follow deadlines and instructions very well.

Written examination and listening comprehension 90 %

Vocabulary tests and learning assignments 10 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Basic Business Russian 2

(Osnovy delovogo russkogo jazyka 2)

- Code: RUS4LE005
- Extent: 3 ECTS (81 h)
- Timing: 2nd semester
- Language: Russian
- Competence level: A 2
- Level: core studies
- Type: elective*

*required of students who have chosen compulsory Russian

Prerequisites

Basic Business Russian 1 (RUS4LE070)

Learning outcomes

Students acquire the skills to

- master basic telephone phrases
- arrange appointments
- take part in discussion with familiar topic
- express one's opinions and plans
- master basic Russian grammar

Course contents

The course involves contact hours and independent study. The exercises encourage active participation and enhance the learning process. Also the basic Russian grammar is rehearsed. The course includes weekly assignments and two more comprehensive assignments.

- Russian telephone culture
- Common expressions during phone conversations
- Russian Business Culture
- Russian Grammar

Teaching and learning methods

The course is comprised of 3 contact hours a week, exercises, distance assignments and a written and an oral examination, totaling 81 hours of study.

The course will continue for two periods.

Contact hours: 44 h (3 h/week for a period)

Written examination and listening comprehension: 2 h (at the end of the first period)

Oral examination and listening comprehension: 2 h (at the end of the second period)

Independent study (weekly assignments, distance assignments and preparing for exam): 32 h

Self-assessment of learning 1 h.

Mandatory attendance 80 %

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teacher

Pirjo Salenius, Pasila

Learning materials

Ojanen - Laurila-Hellman Prokkola 2011. Sekret uspeha 1. Helsingin kauppakorkeakoulu, Helsinki.

Lehmuskallio & Salenius. 2009. Biznes-Russian.

Material given by the lecturer.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student('s):	The student('s):	The student('s):
<ul style="list-style-type: none">• is able to communicate fluently in Russian in basic business-trip situations.• masters well basic Russian business vocabulary and phrases, including vocabulary used in telephone conversations.• follows deadlines and instructions precisely.	<ul style="list-style-type: none">• is able to communicate well in Russian in basic business trip-related situations.• masters basic Russian business vocabulary and phrases, including vocabulary used in telephone conversations.• usually follows deadlines and instructions well.	<ul style="list-style-type: none">• is able to communicate on a limited basis in Russian in basic business trip-related situations.• masters the most common basic Russian business vocabulary and phrases, including the most basic vocabulary used in telephone conversations.• doesn't follow deadlines and instructions very well.

Written examination and listening comprehension 40 %

Oral examination and listening comprehension 50 %

Distance assignments 10 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Spoken Spanish in Practice

(Español oral en situaciones prácticas)

- Code: SPA4LE070
- Extent: 3 ECTS (81 h)
- Timing: 2nd Semester
- Language: Spanish
- Competence level: A2
- Level: Core studies
- Type: Elective*

*required of students with compulsory Spanish

Prerequisites

Spanish Grammar (SPA4LE008) or equivalent studies

Learning outcomes

The course objective is to use the language in business situations. Knowing the cultural differences and business vocabulary

Upon successful completion of the course, the student

- should be able to interact with other Spanish-speakers in every Spanish-speaking country, being aware of the cultural and vocabulary differences
- should also be able to use the language in a formal way in business situations
- will learn to know the Spanish society and ways of life.

Course contents

The first part of the course will deal with everyday situations such as the use of the telephone formally and informally, setting meetings, eating out, planning a trip, shopping etc. Spoken language expressions used in the present day Spanish.

In the second part we will practice negotiations and discuss current topics related to Spain and learn the use of formal language and discuss about Spanish society, celebrations, ways of life and government. The topics of the courses are:

- the use of oral language in different business situations
- cultural aspects of the Spanish society

Teaching and learning methods

The course consists of contact hours and independent study, totaling 81 hours of study time.

Contact hours 48 h (1 x 3h / week) including two oral exams 2 x 2 h =4 h

Self-study 32 h

Self-assessment of learning 1 h

Mandatory attendance 80 %

Class exercises must be completed before the oral exams.

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teacher

Pedro Beltrán Herrera, Pasila

Learning materials

To be provided by the lecturer at the beginning of the course.

Assessment criteria/scale 5-1.

5 excellent

The student:

- develops spoken language with great skill and a high level of interactive communication.
- learns and practices different genres of discourse and, at the same time, he/she is able to reproduce fluent and understandable spoken Spanish.
- acquires an extensive vocabulary for everyday situations and professional settings.
- acts naturally in any environment where he/she needs to use Spanish at a high cultural level.
- is able to orally present his/her personal experiences.

3 good

The student:

- speaks Spanish that needs some correction and he/she also tries to overcome any language barriers by making use of body language and other forms of communication.
- tries to improve her/his skills in the use of spoken Spanish and uses simple vocabulary to explain more abstract concepts.
- slowly learns the details of Spanish grammar and also makes a great effort to reproduce coherent and comprehensible Spanish to native speakers.
- expresses sentences clearly in Spanish-speaking environments.
- is able to express his/her personal

1 satisfactory

The student:

- has some difficulty in learning, he or she is moving towards improving her/his knowledge of business Spanish.
- uses very short sentences and very basic language constructions. He/she has limited vocabulary, but is understandable to native speakers.
- understands what is spoken in his/her environment and also participates to some degree in it.
- makes an effort to express his/her personal experiences.

experiences to some
degree.

Oral exam 70 %

Oral assignments 30 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Spanish Grammar

(Gramática española)

- Code: SPA4LE008
- Extent: 3 ECTS (81 h)
- Timing: 1st Semester
- Language: Spanish
- Competence level: A2
- Level: core studies
- Type: elective*

*required of students who have chosen compulsory Spanish

Prerequisites

Intermediate Spanish or equivalent, e.g. secondary school Spanish.

Learning outcomes

The course objective is to learn to use the most demanding of Spanish structures in different situations and learn the basic vocabulary of Business Spanish.

Upon successful completion of the course, the student

- understands texts written in ordinary language.
- knows the most demanding structures of language
- gains the skills to produce text on topics relating to basic vocabulary of Business Spanish and the cultures of different Spanish spoken countries

Lots of oral and written exercises. Practice in the use of the indicative and subjunctive in everyday situations, both orally and in writing. This course offers a solid foundation on Spanish grammar! Students write essays during the course.

Course contents

Focus on the:

- passive structures and singular subjects
- subjunctive, imperative and future
- different forms of the subjunctive and conditionals
- basic vocabulary of Business Spanish

Teaching and learning methods

The course consists of contact hours and independent study, totaling 81 hours of study time.

Contact hours 32 h (2x2 h/week) including a written examination 2 h

Independent study 48 h

Self-assessment of learning 1 h

Mandatory attendance 80 %

Class exercises must be completed before the exam.

Alternative ways to complete the course

One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teacher

Pedro Beltrán Herrera, Pasila

Course materials

Amate, Iñaki & Puranen, Pasi, 2010. Colegas – Työelämän espanja. Espanjan jatko-oppikirja. Kustannusosakeyhtiö Tammi, Helsinki.

Additional reading:

Turk, Phil - Zollo Mike 2005, ¡Acción Gramática! A new Spanish grammar.

2nd edition, Hodder & Stoughton, London.

Mäkinen, Matti 2003. ¡Claro! Lyhyt espanjan kielioppi. Kustannusosakeyhtiö Tammi, Helsinki.

Mäkinen, Matti - Torvinen, Maarit 2003. ¡Claro! Harjoitukset. Kustannusosakeyhtiö Tammi, Helsinki.

Hämäläinen Tiina 2002. Espanjan kielioppi, Finn Lectura, Tampere.

Hämäläinen Taina - Virkkunen Sonja 2003. Espanjan kielioppi-harjoituskirja. Finn Lectura, Helsinki.

Web materials:

Español Uno and Dos guide, Finn Lectura and Taina Hämäläinen's Espanjan kieliopin harjoituksia, Finn Lectura.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none">• is able to use written business-related Spanish very well.• is able to understand messages in different business life situations very well. His/her comprehension correlates very well to the main learning goals of the course in written and	<p>The student:</p> <ul style="list-style-type: none">• is able to use written business-related Spanish well.• is able to understand messages in different business situations well. His/her comprehension correlates well to the main learning goals of the course in written and	<p>The student:</p> <ul style="list-style-type: none">• is able to somewhat use written business-related Spanish. The student's understanding of messages in different business life situations is limited. His/her comprehension corresponds somewhat to the main learning

- spoken Spanish.
- masters Spanish grammar and the main vocabulary in business-related Spanish very well.

- spoken Spanish.
- masters Spanish grammar and the main vocabulary in business-related Spanish well.

- goals of the course in written and spoken Spanish.
- is able to use Spanish grammar and the main vocabulary to some degree in business-related Spanish.

Written exam 80 %

Continuous assessments 20%

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

PR Swedish

(PR-svenska)

- Code: SWE4LE063
- Extent: 3 ECTS (81 h)
- Timing: 2nd Semester*
- Language: Swedish
- Competency level: B2
- Level: professional studies
- Type: elective**

*the course is offered only in spring semesters

**required of students with compulsory Swedish

Prerequisites

Basic Business Swedish (SWE1LE001)

Learning outcomes

Upon successful completion of the course, the student understands how to effectively manage customer and other stakeholder relationships. The students

- is able to plan and organize trips and congresses
- knows how to write different kind of letters and other messages
- is capable to communicate properly in Nordic Business Culture

Course contents

The course discusses Nordic business culture and communications, and provides plenty of practice in formulating business communications in various registers.

- Invitations
- Congratulations
- Greetings
- Covering letters
- Travel communications
- Congress invitations and programmes
- Applying for a job.

Cooperation with the business community and other organisations

Possibly a visiting lecturer from a company.

Teaching and learning methods

Contact hours 30 h

Independent study 48 h

Exam 2 h

Self-assessment of learning 1 h

Alternative completions

The course can in some very special cases be completed either as a contact lesson based implementation or as a partly virtual based implementation if needed (this much be discussed with the teacher).

Contact teachers

Marjaana Halsas, Pasila

Marketta Keisu, Pasila

Learning materials

Halsas, M. & Rönkä, I. 2008. PR-svenska

Other learning material from the teacher.

Assessment criteria/scale 5-1.

5 excellent

The student:

- has a solid command of key skills and concepts in written and oral PR-communication in Nordic business culture and can apply them in practice.
- is able to choose and evaluate a style appropriate for different situations and cultures.
- is able to use PR-vocabulary in various ways and to apply other skills learned in working life and during this course.
- produces fluent, coherent and grammatically correct language. Messages could be directly used in working life.

3 good

The student:

- has a command of key skills and concepts in written and oral PR-communication in Nordic business culture and can apply them in practice.
- is able to choose and evaluate a style appropriate for different situations.
- is able to create businesslike PR-messages by using the key vocabulary.
- produces quite adequate and coherent, grammatically correct language. Messages could often be directly used in working life.

1 satisfactory

The student:

- has a satisfactory command of key skills and concepts in written and oral PR-communication in Nordic business culture.
- has an understanding of the importance of different styles in communication and can apply the learned samples in practice.
- has a basic command of PR-vocabulary. Messages are simpler but regarding content, structure and grammar they can mostly be understood.

Written exam 80 %
Assignments 20 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Cultures in Contact

- Code: CUL2LE001
- Extent: 3 ECTS (81 h)
- Timing: 7th Semester
- Language: English
- Level: professional studies
- Type: compulsory

Prerequisites

No prerequisites.

Learning objectives

The student will

- become familiar with cultural layers and differences
- understand the different dimensions of culture
- know how culture influences on human behaviour
- understand the impact of globalisation, ethics and risk on local cultures.

Course contents

- Cultures as a concept
- The layers of culture
- Cultural differences
- Globalisation & ethics & risk

Cooperation with the business community and other organisations

This course will help prepare students to work in a multicultural work environment and gain a broader perspective regarding relevant issues.

Teaching and learning methods

The course covers 81 hours of study.

Contact hours: 30 h (2 hours/week)

Independent studies: 48 hours

Written exam: 2 hours (at end of the course)

Self-assessment of learning: 1 hour

Required attendance: 80 %

Teacher with the main responsibility for the course

Karl Robbins, Pasila

Course materials

Course material will be provided by the teacher.

Assessment criteria

5 (90%)

The student:

- has a solid understanding of intercultural issues and understands how to handle herself or himself successfully in relevant situations.
- has a broad perspective in this area and understands well the critical issues involved in intercultural issues.

3 (70%)

The student:

- has a fairly understanding of intercultural issues and somewhat understands how to handle herself or himself successfully in relevant situations.
- has a fairly broad perspective in this area and somewhat understands the critical issues involved in intercultural issues.

1 (40%)

The student:

- has a weak, though passable understanding of intercultural issues and understands the very basics how to handle herself or himself successfully in relevant situations.
- has a somewhat limited perspective in this area and understands only the basic facts involved in intercultural issues.

Class participation and assignments 50%

Final exam 50%

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Online Communication

- Code: COM2LE050
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: English
- Level: professional studies
- Type: Compulsory
- Curriculum: MUBBA10

Starting level and linkage with other courses

Good computer skills.

Learning outcomes

Upon successful completion of the course, the student

- can write pages with html
- understands the web site structure and design process.
- can design a website and implement it with Adobe Dreamweaver
- knows special features when writing for the Net

Course contents

- basics HTML and CSS
- web site structure basics
- web design basics
- Dreamweaver basics: HTML templates,
- working with images

Teaching and learning methods

Contact hours 32 h (1x 4 h / week)

Independent studies 48 h

Self-assessment of learning 1h

Contact hours contain five weekly four hour workshops of hands-on assignments preparing the student for the small web site implementation. Last two sessions are reserved for the web site implementation.

Recognition of prior learning (RPL)

Recognition of prior learning is a process whereby, through assessment, credit is given to learning which has already been acquired in different ways, e.g. with earlier studies or working experience with HTML, CSS, and Adobe Dreamweaver.

Student should contact the teacher after first-selection and agree how to demonstrate his/her knowledge and skills of HTML, CSS, and Adobe Dreamweaver.

Teacher responsible

Heli Lankinen, Pasila

Course materials

Material given by the teacher available at Moodle.

Assessment criteria/scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- has a command of key concepts, has a solid grasp of HTML, CSS functionalities in business communication context and knows how to apply them in practice using Adobe Dreamweaver editor.
- has strong skills and can independently use the tools to find new solutions.
- has good time management skills and completes assignments on time.

The student:

- has a command of the HTML, CSS and Adobe Dreamweaver key concepts in business communications context and makes use of basic functionalities with purpose.
- has good time management skills and completes assignments on time.

The student:

- has a command of some HTML, CSS and Adobe Dreamweaver key concepts in business communications context.
- can satisfactorily complete basic tasks but needs assistance to solve more demanding tasks independently.

Final project: 80 %

Active participation to the workshops: 20 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Organisational Communication Management

- Code: COM2LE062
- Extent: 3 ECTS (81 h)
- Timing: 3rd semester
- Language: English
- Level: Professional studies
- Type: Compulsory
- Curriculum: MUBBA10

Prerequisites

Purpose and Practices in Organisational Communications (WOR1LE001F)

Learning outcomes

Upon completion of this course, the student

- will be able to comprehend key communication theories and practices within an organisational framework
- will appreciate the patterns and challenges of organisational communication
- will understand the complexities of international and inter-cultural communication as it applies to organisations
- will understand the tactics required to better engage employees and customers
- will be able to produce a basic communication plan
- will be aware of various emerging technologies that can be applied to organisational communication management
- will better appreciate his/her role as a team member and as an active communicator within a work organisation

Course contents

The course is mainly organised as a small-group project. Each group will choose, describe and analyse a typical communication challenge within a contemporary organisation. Each group will then submit a report and give an oral presentation. Topics to be covered in the course include:

- key communication theories/perspectives
- patterns and challenges of organisational communication
- formal and informal communication
- internal and external communication
- international and inter-cultural communication
- communication tools
- communication planning
- employee and customer engagement
- emerging technologies for effective organisational communication

Cooperation with the business community

Students are encouraged to relate their studies and assessment requirements to real-life situations. Therefore students should expect some cooperation with the business community and other organisations such as government and non-profit bodies, especially with their group project.

International dimension

All study materials and approaches are applicable in international contexts. Students themselves form multicultural teams.

Teaching and learning methods

Lectures, teamwork, team coaching and presentations: 32 h (mandatory attendance 70 %)

Independent study: 48 hours.

Self-assessment of learning 1h

Recognition of prior learning (APL)

Depending on the requirements of the teacher, prior learning may be partially accepted.

Responsible teacher

Mirka Sunimento, Pasila

Learning materials

Gillis, Tamara. 2011. *The IABC Handbook of Organizational Communication: A Guide to Internal Communication, Public Relations, Marketing and Leadership* (J-P International Association of Business Communicators). Jossey-Bass.

May, Steve. 2013. *Case Studies in Organizational Communication: Ethical Perspectives and Practices*. Sage.

Miller, Katherine. 2011. *Organisational Communication: Approaches and Processes*. Cengage Learning.

Journal articles will be supplied by the teacher prior to course commencement.

Other literature approved by the teacher.

Assessment criteria/scale 5-1.

5 excellent

The student:

- accurately and comprehensively weaves a variety of communication theories and practices into hypothetical situations and to his/her own project/work situation.
- accurately and comprehensively weaves a variety of challenges and issues relating to international and intercultural communication, internal and

3 good

The student:

- applies key communication theories and practices within an organisational framework to new contexts.
- refers to challenges and issues relating to international and intercultural communication, internal and external

1 satisfactory

The student:

- identifies a limited range of communication theories and practices.
- displays a limited understanding of aspects of international and intercultural communication, internal and external communication, and employee and customer engagement.

- external communication, and employee and customer engagement within his/her own project/work situation.
- can produce and apply a comprehensive and realistic communications plan to accurately meet an organisation's needs.
 - applies a wide range of very appropriate communication tools to given situations.
 - works very competently on his/her project and communicates professionally and eloquently with others.
 - comprehensively applies problem identification, analysis and solving at a high standard

- communication, and employee and customer engagement.
- can produce and apply a communications plan to suit an organisation's needs.
 - is able to apply a wide range of communication tools to given situations.
 - shows an aptitude to work unsupervised on his/her project.
 - can confidently apply problem identification, analysis and solving at a standard level

- can list elements of a communications audit and communications plan.
- is able to apply a limited range of communication tools to given situations. With difficulty and under strict supervision, the student works on his/her project. Problem identification, analysis and solving is at a basic level.

Participation in group discussions 10 %

Teamwork, oral and written presentation 60 %

Examination 30 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Corporate Public Relations

- Code: COM2LE070
- Extent: 7 ECTS (189 h)
- Timing: 3rd semester
- Language: English
- Level: professional studies
- Type: compulsory

Prerequisites

English Grammar (ENG1LE015) and Introduction to Business English (WOR1LE001A)

Learning outcomes

Upon successful completion of the course, the student

- is aware of business manners and etiquette in various cultures
- knows how to arrange successful social corporate events in an international environment
- is able to plan and implement a corporate event including the whole process from the invitation to the conclusion and feedback session concerning the event
- knows how to produce professional English PR communications in the proper structure and style
- is aware of differences in communication practices within the Anglo-Saxon region

Course contents

The course comprises three parts: Business Events and Etiquette (COM2LE070A) 2 ECTS, Business Event Project (COM2LE070B) 2 ECTS, and PR English (COM2LE070C) 3 ECTS.

The parts above build the student's skills in the following areas

- Professional domestic and international manners and etiquette at various corporate events
- How to plan and implement a corporate event
- Written English communications in the following areas: personnel matters and CVs, invitations and other goodwill letters and messages, thank-you letters, travel and appointment correspondence

Cooperation with the business community

Business Event Project is implemented for and commissioned by a company or an organization. The course includes company excursions and/or visiting lecturers from the world of work.

Teaching and learning methods

Business events and etiquette 54 h:

Contact hours and examination 32 h, compulsory attendance 80 %

Self-study 21 h

The assessment of one's own learning 1h

Business Event Project 54 h:

Implementation and documentation of the event 53 h

The assessment of one's own learning 1 h

PR English 81 h:

Contact hours and examination 26-28 h, compulsory attendance 80 %

Self-study 52-54 h

The assessment of one's own learning 1 h

Recognition of prior learning (RPL)

The student displays with the competence demonstration that s/he manages the course objectives and contents mentioned in the course description. The student contacts the teachers (Business Events & Etiquette, Event Project and PR English) during the pre-enrollment period before the course is implemented. The student displays her/his competence in various parts of the course by course related documentation, eg a portfolio. In PR English the competence demonstration includes an examination.

Contact teachers

Nina Niemi, Pasila (BUSINESS EVENT PROJECT & BUSINESS EVENTS AND ETIQUETTE)
Ilpo Päiväläinen, Pasila (PR ENGLISH, BUSINESS EVENT PROJECT)

Learning materials

Business events and etiquette:

Shone, Anton. Successful Event Management. A Practical Handbook

Various publications on manners and etiquette

Material prepared by the students as course work

Material provided by the lecturer

PR English:

Taylor, Shirley. 2004 or later. Model Business Letters, E-mails & other Business Documents. FT Prentice Hall

Material provided by the lecturer

Assessment criteria/Business events and etiquette/scale 5-1.

5 excellent

- The student knows how to independently prepare an invitation, covering both its look and content, providing relevant information to the recipient. S/he is aware of the proper dress code and table etiquette even for the most formal of occasions.
- S/he knows how to organise seating arrangements, the seating map as well as glass and menu cards.
- S/he knows how to prepare and present a presentation on the topic. S/he organises a visit for his/her group.

3 good

- The student knows how to prepare an invitation that is appropriate both in terms of look and content.
- S/he knows how to prepare seating arrangements, following the instructions provided by a model.
- S/he approaches matters with a

1 satisfactory

- The student knows how to prepare an invitation in accordance with instructions provided. S/he understands how and why invitations differ for different kinds of events.
- S/he knows how to prepare and present a presentation for the group.
- S/he follows instructions provided.
- S/he meets deadlines for the most part and

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> • S/he demonstrates punctuality and proper time management. S/he has internalised the importance of proper etiquette in different situations. S/he does not disturb others when they are working and shares her own ideas and experiences with others. | <ul style="list-style-type: none"> • professional attitude and meets deadlines. • S/he knows how to prepare and present a presentation relating to course contents. • S/he is punctual, helpful and considerate of others. | <ul style="list-style-type: none"> • participates in class/group work. |
|--|---|---|

Assessment criteria/Business event project/scale 5-1.

5 excellent

- The student knows how to plan and execute an accomplishable event/happening, either independently or within a group. S/he displays a command of project management tools. The project binder contains documents such as invitations, programmes, memorandums that are flawless with regard to look and content.
- S/he knows how to assess the risks and opportunities relating to an event. S/he knows how to prepare a list of responsibilities.
- S/he is punctual and knows how to organise his/her time. S/he shows initiative and shares her expertise and knowledge with others. S/he knows how to communicate professionally with the commissioning party and other stakeholders.
- His/her project binder offers a complete template for similar occasions.
- S/he receives excellent feedback from the commissioning party.

3 good

- The student knows how to plan and execute a corporate event in accordance with instructions provided, either independently or within a group.
- S/he writes texts of proper style and tone of voice (e.g. invitations), taking into account recipient needs and commissioning party objectives.
- S/he approaches matters with a professional attitude and meets deadlines.
- S/he receives good feedback from the commissioning party.

1 satisfactory

- The student knows how to follow instructions when organising corporate events.
- S/he knows how to prepare invitations and other written materials in accordance with instructions provided.
- S/he meets deadlines, follows instructions and participates in event planning and execution.
- The corporate event is executed.

Assessment criteria/PR English/scale 5-1.

5 excellent

- The student can produce highly polished business documents following the principles of appropriate international

3 good

- The documents written by the student can be sent to the recipient after the appropriate corrections have been made to the documents.

1 satisfactory

- The documents written by the student can be sent to the recipient after several corrections and improvements to the

5 excellent

- English business communication.
- The documents written by the student meet the appropriate requirements at an excellent level so that they can be sent to the recipient.
- The language and style of the documents are very good in terms of vocabulary, tone, idiomatic expressions, grammar, style and layout.

3 good

- The documents meet the required standards: vocabulary and idioms are mostly correct.
- There are elements of language that need to be corrected but these errors do not lead to misunderstandings; the various elements of the documents such as structures, style and layout are mostly used appropriately.

1 satisfactory

- documents have been made.
- The basic elements of the documents are in place but considerable improvement need to be made at various levels of the language and layout.

Business Events and Etiquette:

Presentations and Reports, Examination 100 %

Business Event Project:

Workshops and Report on Business Event Project 100 %

PR English:

Final examination 100 %

The assessment of one's own learning does not influence the grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed online in WinhaOpaali.

English Business and Financial Communication

- Code: ENG2LE040
- Extent: 5 ECTS (132 h)
- Timing: Semester 4 and 6*
- Language: English
- Competence level: C1
- Level: professional studies
- Type: compulsory

*English Business Documents is offered only in spring semesters and Knowledge of the EU and the Economy only in autumn semesters.

Prerequisites

English Grammar, Introduction to Business English and PR English.

Learning outcomes

The student

- becomes aware of the English business environment to the extent that she/he has the capability to produce fluent business communications in English using the right style and vocabulary
- gains a command of the terminology used in the EU and its institutions
- acquires business terminology and concepts crucial for the comprehension and analysis of demanding business texts.

Course contents

The course is divided into two parts:

1) English Business Documents and Knowledge of the Economy: This part is intended for the 4th semester of studies: vocabulary and idioms are practiced with the help of model letters; clarity and style are practiced with the help of writing techniques for the purpose. The topics covered are:

- enquiries
- replies and quotations
- orders
- payment
- complaints and adjustments

2) EU Studies: This part is intended for the 6th semester. The course contents include general knowledge of the EU in addition to addressing current EU issues in the media. Class/independent exercises comprise terminology exercises and other learning assignments. The students also compile a team work assignment on an EU issue. The topics covered are:

- structure, history and key features of the EU
- central EU related terminology and concepts
- EU economic policy

Teaching and learning methods

The course covers contact hours and exercises, a total of 132 hours.

1) English Business Documents and Knowledge of the Economy:

This part comprises class and exercises (including demonstration of skills) as well as independent study of course material. This part covers 81 hours of study.

Contact hours: 32 h (2 h/week), in which students compile a reference manual on business communications on the basis of what is learned during the course.

Written exam: 2 h (at end of term)

Independent studies: 46 h

Self-assessment of learning: 1h

2) EU Studies:

This part comprises classes, exercises and assignments. It involves 54 hours of independent study, inclusive of both classroom and independent study. This part is completed in one term.

Contact hours: 24 h (2 h/week)

Written exam: 2 h (at the end of the term)

Independent study, translation exercises and learning assignments, and preparation for the final exam: 27 h.

Self-assessment of learning: 1h

Recognition of prior learning (RPL)

The student displays with the competence demonstration that s/he manages the course objectives and contents mentioned in the course description. The student contacts the teacher during the pre-enrollment period before the course is implemented. The student displays her/his competence in various parts of the course by course related documentation, e.g. a portfolio. In English Business Documents the competence demonstration includes an examination.

Teacher with the main responsibility for the course

Kristiina Åberg, Pasila (EU Studies)

Ilpo Päiväläinen, Pasila (English Business Documents)

Course materials

Taylor, Shirley. Model Business Letters, E-mails and Other Business Documents, (unit 2). FT. Prentice Hall. 2004.

EU publications, current materials on business and the economy.

Assessment criteria/EU Studies scale 5-1.

5 (90%)	3 (70%)	1 (40%)
The student:	The student:	The student:
<ul style="list-style-type: none">masters to a great extent the roles and functions of the EU institutions, as well as the history of the EU, and uses related terminology fluently.	<ul style="list-style-type: none">has acquired the essential knowledge of the roles and functions of the EU institutions, as well as the Eurozone,	<ul style="list-style-type: none">has acquired a basic knowledge of the main EU institutions, their functions, as well as the Eurozone.

- has also acquired an excellent knowledge of the Eurozone and the EU's economic policy/situation and terminology.
- and can use the key terminology related thereto.
- can use specialized terminology related to the EU well enough to communicate basic facts about the EU.

English Business Documents:

Written exam, compulsory assignments

Knowledge of the EU and the Economy:

Written exam, assignments and team work

The English Business Documents and Knowledge of the Economy part will form 60 % and EU Studies 40 % of the final grade. Students must pass both parts of the course.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Spoken Communication in Finnish

- Code: FIN2LE025
- Extent: 4 ECTS (107 h)
- Timing: 4th Semester*
- Language: Finnish
- Level: professional studies
- Type: compulsory**

*the course is offered only in spring semesters

**required of Finnish students in the Mubba programme

Prerequisites

Sufficient command of PowerPoint. Good Finnish skills.

Learning outcomes

Students

- practice their skills in managing various speech situations in business life
- are able to prepare and give presentations, as well as express oneself clearly in a group.

Course contents

The course focuses on factors that have an impact on oral expression, with plenty of practice both individually and in groups.

- Theory: analysis of situation, preparation, observation; types of speech situations, dialogue, argumentation, group dynamics
- Practice giving presentations on one's own: improvised speeches, company presentations, presentations on Finnish culture
- Practice in groups: panel discussions and debates

Cooperation with business community and other organisations

The exercises simulate business life conditions.

Teaching and learning methods

Focus is on practice individually and in groups.

The course involves 107 hours of study, including classroom and independent study. The contact hours number 42 (including exams) and independent study covers 64 hours of study.

Self-assessment of learning 1h.

Mandatory attendance 80 %.

Recognition of prior learning (RPL)

The student displays with the competence demonstration that s/he manages the course contents mentioned in the course description. It is possible to participate in the competence demonstration only once, and it

must be agreed upon with the teacher in advance. The competence demonstration is assessed on the scale from 1 to 5.

Teacher with the main responsibility for the course

Sanna Kukkonen, Pasila

Course materials

Material provided by the teacher

Assessment criteria/scale 5-1.

5 excellent

3 good

1 satisfactory

The student is able to:

- express her/himself using dialogues in team communication situations and s/he is able to guide them successfully in a flexible manner.
- listen actively to others and show her/his know-how by reasoning convincingly and arguing paying attention to other participants.
- modify her/his working methods.
- make presentations which are skillfully targeted and suitable for different communication situations and her/his own professional role.
- speak correct and well-versed Finnish language, in a clear voice, natural expression and contact with the audience.
- manage/show excellent technical know-how.
- give peer feedback to others.
- critically assess her/his own communication skills and

The student is able to:

- work successfully in a flexible manner in team communication situations.
- communicate actively, listen to others and argue her/his own point well.
- plan well a suitable well-organized presentation by proportion, duration and demonstration.
- speak correct spoken Finnish in a clear voice and have a good contact with the audience.
- know how to control her/his possible stage fright.
- give and utilize peer feedback.

The student is able to:

- take part in team communication situations in working life by showing interaction in standard communication situations.
- listen to others, express her/his own opinion and argue her/his own point.
- make a presentation in a clear voice and in understandable Finnish if her/his mother tongue is not Finnish and try to get in contact with the audience.
- give peer feedback if asked.

develop
through practice and
feedback

Exercises 100 %
Active class participation

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Processing Information and Managing Documents

- Code: INF2LE020
- Extent: 3 ECTS (81 h)
- Timing: 4th semester*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in spring semesters in Mubba but the same course is offered in autumn semesters in Assi.

Prerequisites

Office Applications / Työvälineohjelmistot

Learning outcomes

Upon successful completion of the course, the student

- knows the basic concepts and principles of digital document management.
- knows how to use SharePoint to enable collaboration and knowledge management in an organization.
- understands the integration of SharePoint and Office 2013.
- has improved his/her ability to manage documents, to communicate efficiently, to design and plan surveys, and to coordinate meetings and projects.
- knows how to use online material to learn new software features.

Course contents

- SharePoint structure and key concepts
- libraries
- metadata
- lists
- collaboration tools
- permissions and user management

Teaching and learning methods

Contact hours 32 hours (1 x 4 h/week)

Independent study 48 h

Self-assessment of learning 1 h

Contact hours contain six weekly four hour workshops of hands-on assignment covering course topics. Last sessions are reserved for the final project implementation.

Recognition of prior learning (RPL)

Recognition of prior learning is a process whereby, through assessment, credit is given to learning which has already been acquired in different ways, e.g. with earlier studies or working experience with SharePoint.

Student should contact the teacher after first-selection and agree how to demonstrate his/her knowledge and skills of SharePoint use.

Teacher responsible

Heli Lankinen, Pasila

Course materials

Material will be created collectively during the course. All material will be published using the course SharePoint site.

Assessment criteria/scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- has a command of key concepts, has a solid grasp of SharePoint functionalities and knows how to apply them in practice.
- has strong skills and can independently use the document management system to find new solutions.
- has good time management skills and completes assignments on time.

The student:

- has a command of the SharePoint key concepts and makes use of basic functionalities with purpose.
- has good time management skills and completes assignments on time.

The student:

- has a command of some concepts but lacks a full understanding of how the document management systems work.
- can satisfactorily complete basic tasks but needs assistance to solve more demanding tasks independently.

Final Project 70 %

Participation and completion of weekly assignments 30 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Administrative and Labour Law

- Code: LAW2LE046
- Extent: 3 ECTS (81 h)
- Timing: 3rd semester
- Language: English
- Level: professional studies
- Type: compulsory

Prerequisites

Introduction to Business Law (LAW2LE045) or equivalent

Learning outcomes

Upon successful completion of the course, the student

- knows the key statutes regulating public administration and employee's legal position.
- knows the basic principles, rules, and processes of administrative and labour law.
- is able to seek information on administrative and labour law.

Course contents

- The basic concepts and principles of labour law
- Employer and employee organizations
- Employee's rights and obligations concerning e.g. salary, working hours, holidays, occupational safety, and privacy
- Resolution of labour conflicts
- The operating principles and organization of government
- Legal status of the individual and its protection
- The legislative process
- The basic principles and processes of public administration

Teaching and learning methods

The Administrative Law part of the course comprises of self-study in e-learning environment, weekly assignments and a final exam. The Labour Law part of the course comprises of contact hours, weekly assignments and a final exam.

Contact hours 16 h

Self-study 64 h

Self-assessment of learning 1 h

Alternative completions

A student who wishes to complete the entire course in an alternative way on the basis of her prior competences should consult the teacher.

Contact teachers

Sampo Mielityinen, Pasila

Learning materials

Labour Law:

Äimälä, M. – Åström, J. – Rautiainen, H. – Nyysölä, M. 2008 or 2005. Finnish Labour Law in Practice. WSOY, Helsinki.; or
Suviranta, A. J. 2000. Labour Law in Finland. Kluwer.; or
Surakka, A. 2005. Access to Finnish Law. WSOY, Helsinki.

Administrative Law:

Laine, M. 2006. Access to Finnish Public Law. WSOY Oppikirjat.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student is able to	The student is able to	The student is able to
<ul style="list-style-type: none">describe basic rules of administrative and labour law and apply them independently to simple casesindependently describe the implementation of labour law and the structure of Finnish public administrationindependently seek reliable information on administrative and labour law	<ul style="list-style-type: none">describe basic rules of administrative and labour law and roughly apply them independently to simple casesapproximately describe the implementation of labour law and the structure of Finnish public administrationindependently seek information on a predetermined topic from legal database	<ul style="list-style-type: none">roughly apply predetermined rules of administrative and labour law to simple casesidentify the most important implementation procedures of labour law and the central parts of Finnish public administrationseek predetermined materials related to public administration and labour law from legal databases

Written exam 75 %

Assignments 25 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Meetings and Travel Management

- Code: LEA2LE060
- Extent: 5 ECTS (135 h)
- Timing: 4th semester
- Language: English
- Level: Professional studies
- Type: Compulsory

Prerequisites

Office Applications (WOR1LE001E)
Finnish Business Documents (FIN2LE024)
Corporate Public Relations (COM2LE070)

Learning outcomes

The aim of the course is to provide students with an overall understanding about the organisation of meetings, ranging from practical matters, legislation and required document standards through to the principles of business travel management and the use of business travel services from the management assistant's point of view.

Upon successful completion of the course, the student

- knows how to prepare standard meeting documents.
- has the knowledge and skills required for the organisation of meetings, including legislation.
- has a command of meeting practices.
- has a command of the Government travelling regulations understands the link between meetings and business travel.
- understands the principles of company travel administration.
- is familiar with the role of the travel expert in companies and other organisations.

Course contents

- Meeting legislation
- Meeting arrangements
- Meeting procedures
- The roles of participants in meetings

- Virtual meetings
- Meeting document standards

- Company travel guidelines and government travelling regulations
- The company travel expert's job

Cooperation with the business community

Visits to meeting services providers.

Teaching and learning methods

Contact hours or webinars 48 h + excursions 3 h

Self-study 83 h

Self-assessment of learning 1 h

The course emphasises self-study and teamwork. Meeting techniques are practiced by means of simulated meeting exercises. Meeting documents are produced in teams. Students are divided into small teams throughout the course.

Students are expected to participate in at least 75 % of the contact hours.

A passing grade requires that all parts of the course are successfully completed.

Recognition of prior learning (RPL)

Students with extensive meeting and travel administration experience can complete the course either wholly or in part by means of a demonstration and exam. The demonstration and exam will indicate the student's competencies in the field and also his/her ability to reflect upon these competencies.

In this case student has to contact the teacher during the pre-enrolment, during which a plan for the alternative completion will be agreed with the teacher. The student brings his/hers describing CV to the first meeting. In the CV the student can emphasize his/hers competencies, which (s)he wants to demonstrate according to the learning outcomes of the course.

The student will be responsible for adhering to the plan and reporting on its implementation. If the student fails to complete the course, any parts completed by means of demonstration cannot be transferred to the next course implementation. Any agreements made will similarly not be binding to the next teacher of the course.

Contact teachers

Rita Kosonen, Pasila

Learning materials

Classroom materials and other materials informed and distributed by the teacher.

Assessment criteria/scale 5-1.

5 excellent

The student:

- knows how to prepare excellent standard meeting documents in English.
- has excellent skills required for the organisation of meetings, including a grasp of legislative aspects, and knows how to apply what was learned in practice with excellence.

3 good

The student:

- knows how to prepare good standard meeting documents in English.
- has good skills required for the organisation of meetings, including a grasp of legislative aspects, and knows how to apply what was learned in practice well.

1 satisfactory

The student:

- knows how to prepare passing standard meeting documents in English.
- has passing skills required for the organisation of meetings, including a grasp of legislative aspects, and knows how to apply

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> • has an excellent command of meeting practices in English. • has an excellent command of key travel arrangement principles in English and understands the relationship between meetings and business travel. • has an excellent understanding of key business travel administration principles as well as of the role of the travel expert in an organisation. • completed all assignments according to instructions and submitted them on time. • was diligent in familiarising himself/herself with source literature. Reports were clear and fluent. • attended nearly all classes and visits to outside organisations. • was active and constructive, and actively asked questions and gave comments in class. | <ul style="list-style-type: none"> • has a good command of meeting practices in English. • has a good command of key travel arrangement principles in English and understands the relationship between meetings and business travel. • has a good understanding of key business travel administration principles as well as of role of the travel expert in an organisation. • completes most assignments according to instructions and submits on time. • familiarised himself/herself with source literature, but the analysis remained somewhat cursory. Reports were readable. • regularly attended classes and visits to outside organisations. • was somewhat active and constructive, and at times asked questions and gave comments in class. | <p>what was learned in practice passingly.</p> <ul style="list-style-type: none"> • has a passing command of meeting practices in English. • has a passing command of key travel arrangement principles in English and understands the relationship between meetings and business travel. • has a passing understanding of key business travel administration principles as well as of role of the travel expert in an organisation. • completes most assignments following instructions but only passingly: source literature was hardly consulted and text contained errors. Text was not written cohesively. • did not attend many classes. • was rather passive and hardly participated in class. |
|---|--|---|

Exam 60 %

Assignments 40 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Strategic Management and Corporate Social Responsibility

- Code: LEA2LE071
- Extent: 3 ECTS (81 h)
- Timing: 7th semester*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in autumn semesters

Prerequisites

No prerequisites

Learning outcomes

After completing this course, the student will be able to

- understand and use the key concepts pertaining to strategic management
- analyse the strategic work of top management
- work together with top management
- understand organisation as a whole.

Course contents

- Strategy and its foundations: operating environment, stakeholders, mission and values
- Strategy schools of thought
- Blue Ocean Strategy
- Strategic planning, implementation and evaluation

Cooperation with the business community

The course involves a writing of a strategy report of a chosen company. In addition, there will be an external lecturer representing a chosen line of business and its strategic management.

International dimension

International megatrends such as sustainability and corporate social responsibility are examples of the main themes of the course.

Teaching and learning methods

The course covers contact hours and independent study, for a total of 81 hours of study time. Contact hours are generally 3 hours a week for 8 weeks (total 24 h). There will be a final exam during the final week. Independent study (56 hours) covers a course assignment, course literature and preparation for the final exam. Self-assessment of learning 1 h.

In the course assignment, students compile a strategy report, addressing course topics, on a company

either individually or as group work. In particular, the report is to address core issues pertaining to the company's strategy and the extent to which these are made use of in the company's strategic operations.

Alternative completions

The course can be replaced by completing a course with similar contents and extent in other degree programmes in HAAGA-HELIA or at another University.

Recognition of prior learning (RPL)

If a student thinks that s(he) has both the skills and experience of the above mentioned course contents and learning outcomes based on her/his earlier studies or work experience, there is a possibility for the student to prove that s(he) both understands and can apply the learning objectives by attending both to a) a written exam and b) an oral exam.

If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrollment week or latest when attending the first lecture."

Contact teachers

Olli Laintila, Pasila

Learning materials

Minzberg H. - Ahlstrand B. - Lampel J, 1998. Strategy Safari. Prentice Hall.
W. Chan Kim - Renee Mauborgne. 2005. Blue Ocean Strategy.

Assessment criteria/scale 5-1.

5 excellent

The student

- has excellent skills in developing strategy
- has an excellent knowledge about the management theories and the latest trends of strategy and management
- has an excellent attitude towards learning through continuous, supportive and initiative participation in teamwork and conducting assignments

3 good

The student

- has good skills in developing strategy and in evaluating strategic performance
- has a good knowledge about the basic management theories
- has a good attitude towards learning through participation in teamwork and conducting assignments

1 satisfactory

The student

- has below average skills in developing strategy and in evaluating strategic performance
- has below average knowledge about the basic management theories
- has a below average attitude towards learning through participation in teamwork and conducting assignments

Written exam 60 %

Course assignment 40 %

Both of the above must be completed in order to receive a final mark for this course.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Research Practices

- Code: MET2LE030
- Extent: 5 ECTS (135 h)
- Timing: 4. and 6. semester
- Language: English
- Level: professional studies
- Type: compulsory

Prerequisites

Completion of the first three semesters of compulsory studies.

Learning outcomes

The study module is divided into two parts, which are arranged into separate courses as follows:

- Introduction to Research (MET2LE030A, 2 ECTS) is offered during the 4th semester of studies
- Research Methods and Academic Writing (MET2LE030B, 3 ECTS) is offered during the 6th semester of studies

Introduction to Research (MET2LE030A)

After completing this course, the student will

- understand the structure of the bachelor's thesis
- know the central concepts of the bachelor's thesis
- be prepared to organize his/her own research/development process as a project (i.e. develop a research plan and a timetable)
- be familiar with the issues of research ethics and source criticism
- have enough knowledge to write his/her bachelor's thesis according to HAAGA-HELIA's content guidelines and layout standards and also know the required techniques.

Research Methods and Academic Writing (MET2LE030B)

After completing this course, the student will

- understand diverse kinds of research methods as well as their sub-elements and possible areas of application
- be able to organize his/her own research/development process as a project
- be able to use qualitative, quantitative and procedural research methods in regular work situations (i.e. be able to critically follow media, answer to research surveys and acquire research results & make use of them in his/her own work)
- be familiar with different ways of collecting data and searching research material as well as analyzing them
- be able to choose a suitable research method for his/her bachelor's thesis and apply the chosen qualitative, quantitative or procedural method in his/her bachelor's thesis correctly
- be able to critically evaluate his/her own applications
- be able to report his/her thesis work correctly
- know/be able to use the basic linguistic and stylistic elements of academic writing
- be able to independently produce text that is suited for a bachelor's thesis.

Course contents

Introduction to Research (MET2LE030A)

The course introduces a student to the world of doing a bachelor's thesis and reporting it.

- Structure of a bachelor's thesis
- Central concepts of a thesis
- Research process(e.g. research plan and scheduling)
- Evaluation
- Research ethics and source criticism

Research Methods and Academic Writing (MET2LE030B)

The course introduces and trains a student to the world of doing a bachelor's thesis, research methods and reporting his/her own research (i.e. bachelor's thesis)

The student accomplishes the module of reporting a bachelor's thesis.

Cooperation with the business community and other organisations

The course provides students with skills that allow them to complete a bachelor's thesis for a company or other organisation.

Teaching and learning methods

The course is completed in Moodle. In order to pass the course the student should set at least 135 hours aside for his/her own study, including 1 hour for assessment of one's own learning.

Alternative way of completing the course

Students can complete the course by choosing 'online only' which means completing the course through Moodle.

Teachers with the main responsibility for the course

Introduction to Research (MET2LE030A)

Aarni Moisala, Porvoo

Research Methods and Academic Writing (MET2LE030B)

Aarni Moisala, Porvoo (Research Methods)

Karl Robbins, Pasila (Academic Writing)

Course materials

Introduction to Research (MET2LE030A)

Bell, J. Doing your research project. A Guide for First-time Researchers in Education and Social Science, third or newer edition. Glasgow: Open University Press, 1999. PART I: Preparing the ground (Introduction - the review of the literature; pages 1 -112, in 4th edition 2005)

Writing your bachelor's thesis: contents and methods. 2012. HAAGA-HELIA guidelines.

Writing reports at HAAGA-HELIA: preparing the layout and citing sources. 2012. HAAGA-HELIA

guidelines.

Materials given during the course (e.g. in Moodle)

Research Methods and Academic Writing (MET2LE030B)

Levine, D. & Stephan D. Even You Can Learn Statistics. A guide for everyone who has ever been afraid of statistics. Upper Sandler River: Pearson 2005 or newer.

Bell, J. Doing your research project. A Guide for First-time Researchers in Education and Social Science, third or newer edition. Glasgow: Open University Press, 1999.

Silverman, D. Doing qualitative research. A practical handbook. London: Sage 2000 or newer.

Swales & Feak. Academic Writing for Graduate Students, the University of Michigan Press. USA 1994 or newer.

Jordan, R. Academic Writing Course. Nelson ELT. London 2002

Writing your bachelor's thesis: contents and methods. 2012. HAAGA-HELIA guidelines.

Writing reports at HAAGA-HELIA: preparing the layout and citing sources. 2012. HAAGA-HELIA guidelines

Materials given during the course (e.g. in Moodle)

Assessment criteria/Introduction to Research/scale 5-1.

5 (90%)

3 (70%)

1 (40%)

The student:

- displays excellent understanding of the basic components of the bachelor's thesis work. S/he is well aware of the central issues concerning research ethics and source criticism and fully understands their significance for the research work.
- is extremely well prepared to organize his/her own research or development process as a project. S/he uses different sources of information elegantly and combines others' ideas with her/his own thinking creatively. S/he appreciates the role of a researcher.
- completes all learning assignments diligently done and on time. S/he is highly competent to write his/her bachelor's thesis according to all HAAGA-HELIA's guidelines. Language of the report is fluent and all her/his writings are well-structured and clear.

The student:

- displays good understanding of the basic components of the bachelor's thesis work. S/he is aware of the central issues concerning research ethics and source criticism.
- is well prepared to organize his/her own research or development process as a project. S/he uses different sources of information and can combine others' ideas with his/her own thinking.
- completes all learning assignments properly and on time. S/he is competent to write his/her bachelor's thesis according to all HAAGA-HELIA's guidelines. Language of her/his final report is good and the report is clear and easy to read.

The student:

- displays limited understanding of the basic components of the bachelor's thesis work. S/he has limited knowledge of (and/or superficial attitude to) research ethics and source criticism.
- is prepared to organize his/her own research or development process as a project. S/he relies much on external sources of information and does not much combine her/his own thinking with others' ideas.
- completes all learning assignments. S/he is able to write his/her bachelor's thesis according to HAAGA-HELIA's guidelines. Language of her/his final report is readable and the report acceptable.

Assessment criteria/Research Methods and Academic Writing/scale 5-1.

5 (90%)

3 (70%)

1 (40%)

The student:

- knows extremely well the requirements of the bachelor's thesis and contents of the central concepts. S/he masters the research methods and understands their significance for working life.
- can work independently and successfully apply research methods connected to research in her/his own work.
- can set tasks, write reports and make a research plan independently. Linguistically, s/he can write her/his thesis fluently and in an excellent academic manner.

The student:

- knows well the requirements of the bachelor's thesis and contents of the central concepts and masters the main research methods. S/he understands the significance of research as it applies to working life.
- can work independently and apply research methods in her/his own work.
- can set tasks, write reports and make a research plan with very little supervision. Linguistically, s/he can write a solid thesis in an academic manner.

The student:

- knows the requirements of the bachelor's thesis, contents of the central concepts and main research methods.
- can apply research methods under supervision in her/his own work.
- can set tasks, write reports and make a research plan under supervision. Linguistically, s/he can write an adequate thesis.

Assessment criteria

Introduction to Research (MET2LE030A)

Final report 50 % and exam 50 % (both parts will be graded 0 – 5; 0 = fail).

Research Methods and Academic Writing (MET2LE030B)

Research Methods:

Written assignments 50 % and exam 50 % (both parts will be graded 0 – 5; 0 = fail).

Academic Writing:

Written assignments 60 % (will be graded pass/fail) and exam 40 %.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Assessment of Professional Growth and Career Planning

- Code: SLF2LE080
- Extent: 3 ECTS (81h)
- Timing: 2nd, 4th and 7th semester
- Language: English
- Level: professional studies
- Type: compulsory

Prerequisites

No prerequisites

Learning outcomes

Upon successful completion of the course, the student

- understands the structure of their degree programme and the prerequisites for graduation
- understands his/her role as a polytechnic student
- is able to plan and monitor the progress of his/her studies on their way to becoming a professional management assistant

Course contents

- Personal study plans
- Student counselling sessions
- Individual interviews with the student counsellor
- Cooperative meetings (YTY-kokous)
- Planning and monitoring the progress of the language studies, free-choice studies etc.
- Choosing the area of specialisation
- Social aspects of studying
- Student exchange abroad, work placement abroad, or other studies that support international awareness
- The education and professional growth in the management assistant area
- Career plan
- Compiling a digital portfolio

Cooperation with the business community

Visitors from various companies and organisations.

Teaching and learning methods

Contact hours 40 h

Interviews 2 h

Independent studies 38 h

Self-assessment of learning 1 h

Contact teacher

Sanna Kukkonen, Pasila

Learning materials

Material provided by teacher/lecturer.

Assessment criteria

Attendance mandatory.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Business Operations and Entrepreneurship

- Code: WOR2LE001
- Extent: 6 ECTS (162 h)
- Timing: Semester 3*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in autumn semesters, in autumn 2014 mainly during week 43.

Prerequisites

Organisations and Leadership (WOR1LE001C)
Introduction to Business Law (LAW2LE045)
Financial Administration and Reporting (ACC1LE026)

Learning outcomes

After completing this course students will

- appreciate the significance of entrepreneurship, profitability and practical business planning activities for small business success
- understand key aspects of company law, the factors that affect the choice of company form, and can assess the viability of setting up a new business enterprise
- know how to measure the financial feasibility of a start-up using several tools and understand the meaning of budgeting and cash-flow analysis.

Course contents

Students develop and prepare business plans from the perspective of marketing, management, accounting, finance and law.

- Development of business models, customer experiences and a business plan based on both external market/field research and internal resources
- Analysis of marketing opportunities and practices with which to achieve goals and succeed in the marketplace
- Trade law, company forms and legislation, choice of company form, formalities involved in setting up a company
- Budgeting (profit & loss account, funding, cash), break-even point calculations, pricing.

Cooperation with the business community

There will be assignments for the students to visit local companies. In addition, there will be external lecturers representing chosen lines of business from the Uusimaa-Helsinki region.

International dimension

Growing international business trends, such as sustainable business models, web based social marketing and e-commerce will be part of the course material.

Teaching and learning methods

Fall 2014 the course will be implemented together with HAAGA-HELIA's Innovation Challenge course:

- Kick-off meetings September 8th and 9th 2014, 9-16
- First pitch for the client October 17th 2014, 9-16
- Final pitch November 10th 2014, 9-16
- Team assignments and meetings weekly, consultations
- Finance meetings

The assessment of one's own learning 1 h

Contact teachers

Huovinen Ulla, Pasila (LAW)
Laintila Olli, Pasila (BUSINESS)
Penelope Roux, Pasila (FINANCE)

Learning materials

Zimmerer, Thomas W. - Scarborough, Norman M. 2002. Essentials of Entrepreneurship and Small Business Management

Other material delivered by the lecturers

Assessment criteria/scale 5-1.

5 excellent

3 good

1 satisfactory

The student has:

- excellent entrepreneurial skills in developing and in establishing both an innovative and viable business.
- excellent knowledge about the theoretical frameworks, relevant methods, tools and laws that are necessary in establishing a business.
- an excellent attitude towards learning through self-initiative and continuous and supportive participation in teamwork and in conducting assignments.

The student has:

- good entrepreneurial skills in developing and establishing a business.
- a good knowledge of the basic theoretical frameworks, methods, tools and laws that are necessary in establishing a business.
- a good attitude towards learning through participation in teamwork and conducting assignments.

The student's:

- level of skill in developing and in establishing a business, is below average.
- knowledge about the basic theoretical frameworks, methods, tools and laws which are necessary in establishing a business, is below average.
- attitude towards learning through participation in teamwork and conducting assignments, is below average.

Legal part
Marketing part
Accounting part
Business operations part

The assessment of one's own learning does not influence the grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed online in WinhaOpaali.

Assessing and Planning Organisational Communication

- Code: COM4LE002
- Extent: 3 ECTS (81 h)
- Timing: 4th Semester
- Language: English
- Level: professional studies
- Type: compulsory*

* required of students majoring in Organisational Communication

Prerequisites

Purpose and practices of Organisational Communication, Organisational Communication Management

Learning outcomes

The student

- learns to assess communication with the help of appropriate tools.
- learns to know how to plan organisational communication.

Course contents

- Outlining effective communication
- Assessing organisational communication: trends, targets and tools
- Planning organisational communication: elements and tools for strategical and operational planning

Cooperation with the business community and other organisations

- The course is based on a professional and a real-life approach towards organisational communication.
- Possibly a visit to a communication agency or visitors from companies/ communication agencies

Teaching and learning methods

- Introductions/lectures, team work during the contact hours, workshops and case assignments
- Contact hours: 5 sessions (à 4 lessons in a row)
- Independent study and independent assignment: assessing and developing communication for a real-life organisation (56 h)
- The assessment of one's own learning 1 h

Recognition of prior learning (RPL)

Experience of practical communication research or analysis at work: the documentation of the experience must be agreed with the advisor. RPL must be negotiated before the course with the advisor.

Teacher with the main responsibility for the course

Heta-Liisa Malkavaara, Pasila

Course materials

Juholin, E. 2010. Arvioi ja paranna! Viestinnän mittaamisen opas. Infor Oy.
Other material provided or advised by the teacher.

Assessment criteria/scale 5-1.

5 (90%)

3 (70%)

1 (40%)

The student:

- is able to show that the content of the course is well understood and internalized.
- is able to link theoretical knowledge into practical know-how and application (case assignments).
- is able to choose and express essential viewpoints in relation to the subject of the course.
- is able to deliver appropriate and logical text which carefully explains the target, methods, findings and conclusions related to the assignment in question.

The student:

- is able to show that the content of the course is mainly understood and internalized.
- is able to deliver appropriate and logical text which mainly explains the target, methods, findings and conclusions related to the assignment in question.

The student:

- is able to show that some topics of the course are somewhat understood.
- is able to make some kind of communication assessment/plan but it may have a weak connection to the course contents.
- follows only some instructions concerning the assignments.

Assessment: Required assignment 100%. Active participation will be considered a bonus in the assessment.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Work-based Project on Organisations and Publicity

- Code: COM4LE006
- Extent: 4 ECTS (108 h)
- Timing: 6th Semester
- Language: English
- Level: professional studies
- Type: elective*
- Curriculum: MUBBA10

* required of students majoring in Organisational Communication

Prerequisites

Purpose and Practices of Organisational Communication (WOR1LE001F), Organisational Communication Management (COM2LE062), Assessing and Planning Organisational Communication (COM4LE002)

Learning outcomes

The course is organized as a genuine client project for a particular organisation. The aim of the course is to study relevant issues and practices related to image or stakeholder relations of this organisation. The students will learn to gather, analyze and report information for the client as well as produce practical improvements for communication.

Course contents

The main focal area is the analysis of the perceived image of an organisation. The analysis can be based on e.g. the communicational outcomes of the commissioning organisation.

Cooperation with the business community and other organisations

The course will be organised as a practical project or similar assignment.

Teaching and learning methods

A genuine and supervised client project
The assessment of one's own learning 1 h
Mandatory attendance 80 %

Recognition of prior learning (RPL)

Documentation on an independent and demanding communication-related work-life project which is focused on developing communication practices. The work must be completed before the course. RPL must be negotiated with the advisor before the course.

Teacher with the main responsibility for the course

Heta-Liisa Malkavaara, Pasila

Course materials

Material provided by the client and/or material distributed or advised during contact hours

Assessment criteria/scale 5-1.

5 (90%)

3 (70%)

1 (40%)

The student:

- has excellent knowledge of the theory related to the work-based project and is able to apply the knowledge cooperation to the practical tasks.
- is able to search and apply information critically and analytically to the project work.
- can offer versatile and creative solutions and/or development ideas for the target organisation based on the project objectives.
- is able to present fluently and comprehensively the results of the project and provide grounds for the solutions and development ideas for the target organisation in a consistent way.
- is able to work professionally in a project and in excellent cooperation with the partners.

The student:

- has knowledge of the theory related to the work-based project and is able to apply the knowledge cooperation to the practical tasks.
- is able to search and apply information to the project work.
- can offer solutions and/or development ideas for the target organization based on the project objectives.
- is able to present the results of the project and provide some grounds for the solutions and development ideas for the target organisation.
- is able to work well in a project and in good cooperation with the partners.

The student:

- has some knowledge of the theory related to the work-based project.
- can offer some solutions and/or development ideas for the target organisation.
- is able to present the results of the project to the target organization.
- is able to work in a project and in cooperation with the partners.

Attendance and presentation of the project and its findings 100 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

PR Chinese

- Code: CHI4LE003
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: Chinese/English
- Level: professional studies
- Type: elective*

* required of students with compulsory Chinese

Prerequisites

Chinese Business Communication

Learning outcomes

Target level: A2

Students acquire oral fluency in PR communications by learning how to manage customer and business partner Guanxi-relationships in Finland and in China.

Course contents

The course handles the most usual PR communication situations in everyday business environment, such as:

- talking about the weather
- talking about habits
- money and currency
- travel and appointment communications
- making contact
- seeing the doctor
- Chinese public signs
- event poster

Cooperation with the business community and other organisations

The course simulates real business cases as much as possible.

Teaching and learning methods

Independent study, weekly assignments

Self-assessment of learning 1h

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test

One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

The teacher with main responsibility for the course

Hai Guo, Pasila

Course materials

Great Wall Chinese 2009: Level 3, Office of Chinese Language Council International
Gu Feng 2009: Mandarin Teaching Toolbox, Volume 3, Confucius Institute at BCIT
Handouts and materials provided by the teacher

Assessment criteria/scale 5-1.

5 excellent

The student:

- masters well the vocabulary and phrases used in common PR-communication situations. In her/his expressions there are no obvious grammatical errors.
- can apply the skills learned during the course. S(he) can make full use of dictionaries, online tools and other resources.

3 good

The student:

- manages relatively well using the vocabulary and phrases in common PR-communication situations. In her/his expressions there are grammatical errors but they do not lead to misunderstandings.
- can apply the skills learned during the course. S(he) can make use of dictionaries, online tools and other resources.

1 satisfactory

The student:

- masters parts of the vocabulary and phrases in common PR-communication situations. In her/his expressions there are grammatical and other errors, which sometime leads to misunderstandings.
- can use most of the skills learned during the course. S(he) knows how to use dictionaries, online tools and other resources.

Written exam 100 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Chinese Business Culture

- Code: CHI4LE004
- Extent: 3 cr (81 h)
- Timing: 4th semester
- Language: Chinese/English
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Chinese

Prerequisites

Starting level: A2

PR Chinese (CHI4LE003)

Learning outcomes

Target level: B1

After completing this course, the student will have a solid understanding of Chinese business culture and business etiquette. When encountering Chinese partners in different business circumstances, the student will have a relatively good knowledge of how to work as a “culture interpreter”.

Course contents

The course covers the following areas:

- basic information about the Chinese business world
- economic role of ethnic overseas Chinese
- deep structure of Chinese culture
- Chinese way of thinking
- Chinese business etiquette in social life, communication, customer service and business relationship
- what are good to do and what should be avoided in maintaining Guanxi-relationship

The course consists of both language and cultural sessions. During the language sessions, the student will continue learning Chinese language skills and oral communication skills are especially emphasized. During the cultural sessions, the student will make a presentation both in English and in Chinese on a given topic. The student will get help in preparing for the Chinese presentation.

Cooperation with the business community and other organisations

Finnish companies doing business in Chinese-speaking countries and Chinese companies in Finland.

Teaching and learning methods

The course consists of contact hours, internet study based on Moodle and independent study, totalling 80 hours of study time.

Self-assessment of learning 1h

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test

One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Great Wall Chinese 2009: Level 4-5, Office of Chinese Language Council International

Meiru Liu 2006: Basic Business Chinese, Beijing University Press

Handouts and materials provided by the teacher

Assessment criteria/scale 5-1.

5 (90%)

The student:

- is able to modify her/his working methods properly and apply skills acquired during the course in practice in an excellent way.
- is able to make a presentation which is skillfully targeted and suitable for the communication situation. (S)he speaks Chinese with only a few obvious mistakes, in a clear voice with natural expression and contact with the audience. (S)he knows the demanded business vocabulary concerning the presentation topic.
- is able to use sources of information diversely and critically to support his/her work and shows excellent cultural knowledge when using sources.

3 (70%)

The student:

- is able to modify her/his working methods and apply skills acquired during the course in practice in a satisfactory way.
- is able to make a presentation which is well targeted and suitable for the communication situation. (S)he speaks Chinese with obvious mistakes but the mistakes do not bother the understanding of her/his expressions. (S)he knows most of the demanded business vocabulary concerning the presentation topic.
- is able to use sources of information independently to support his/her work and shows good cultural knowledge when using sources.

1 (40%)

The student:

- is able to modify her/his working methods and apply skills acquired during the course in practice in a limited way.
- is able to make a presentation which is suitable for the communication situation. (S)he speaks Chinese with mistakes, which sometimes bother the understanding of her/his expressions. (S)he knows only parts of the demanded business vocabulary concerning the presentation topic.
- is able to use sources of information to support his/her work and shows cultural knowledge when using sources.
- is able to share his/her professional knowledge and

- adapts the cultural content deeply and is able to share his/her professional knowledge and skills to others.

- adapts the cultural content well and is able to share his/her professional knowledge and skills to others.

skills to others in a limited manner.

Oral presentation: 80%

Written exam: 20%

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Language Project in Chinese

- Code: CHI4LE050
- Extent: 2 ECTS (54 h)
- Timing: from 4th to 7th semester
- Language: Chinese
- Target level: B2
- Level: Professional studies
- Type: Compulsory (the project is compulsory in one of the main languages)

Learning outcomes

The aim of the course is that students are able to complete a project demonstrating good writing skills and independent command of the Chinese language and culture. The project also enhances students' professional competencies.

Course contents

Students plan and implement a language project on a business topic in a group, and in this way practice their language and project management skills.

The topic of the project is agreed upon with the instructor and a representative from a company/organization. The topic should differ from the topic that students address in their theses.

Cooperation with the business community

The project topic should relate to real-life business and should also be commissioned by a company or other organisation. The project should also be of benefit to the commissioning company or organisation.

Teaching and learning methods

Attendance is compulsory in the introduction session which is held prior to the project. Students then present their project plan. They report on the progress of the project and present the final report to the instructor at dates agreed upon with the instructor.

Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Independent study: 54 h

Recognition of prior learning (RPL)

The student may display that s/he manages the course objectives and contents mentioned in the course description. S/he displays her/his competence by a portfolio and by a demonstration of skills together with a separate description concerning her/his previous experience in a language project. The student must agree upon this in person with the teacher two weeks prior to the implementation of the project at the latest.

Contact teachers

Hai Guo, Pasila

Learning materials

Reference literature and materials received from the commissioning company/organisation

Assessment criteria

Pass/Fail

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Economic Life of Chinese Speaking Areas

- Code: CHI4LE015
- Extent: 4 ECTS (108 h)*
- Timing: 7th Semester
- Language: Chinese
- Level: professional studies
- Type: elective**

* 5 ECTS (135 h) for native Mandarin speakers

** required of students who have chosen compulsory Chinese

Prerequisites

Chinese Business Communication (CHI4LE002), PR Chinese (CHI4LE003) and Chinese Business Culture (CHI4LE004)

Learning objectives

Target level: B1

After completing the course, students will

- become familiar with the history, culture and economy of the Chinese-speaking areas including mainland China, Taiwan, Hong Kong, Singapore and Malaysia
- be capable of talking about the general features of the Chinese economic life
- be able to understand basic PR and business documents with the help of Chinese computer programs
- become aware of the styles and formats used in Chinese business documents
- be prepared to move on tasks involving trade with the Chinese-speaking areas

Course contents

The course is divided into two parts: Introduction to the Chinese-speaking Areas (2 ECTS) and Chinese Business Documents (2 ECTS). For native Mandarin speakers, there will be a higher requirement and more learning materials. Therefore Introduction to the Chinese-speaking Areas is 3 ECTS instead of 2 ECTS for native speakers. The course involves contact hours and weekly assignments.

Introduction to the Chinese-speaking Areas:

- Introduction to the situations in different Chinese-speaking areas
- Economic life of the mainland China and overseas Chinese societies

Chinese Business Documents:

- PR and business letters: reading unknown Chinese characters, basic e-mails, invitations, thank you letters, congratulations, travel agenda/visiting programme, inquiries and orders
- CV compilation

Cooperation with the business community and other organizations

Finnish companies doing business in Chinese-speaking countries and Chinese companies in Finland.

Teaching and learning methods

The course consists of contact hours and assignments.

Introduction to the Chinese-speaking Areas (2 / 3 ECTS):

This part covers 53 hours of study, including contact hours and independent study. This part lasts one period.

Self-assessment of learning 1h

Chinese Business Documents (2 ECTS):

This part covers 53 hours of study, including contact hours and independent study. This part lasts one period.

For native speakers this part covers 134 h of study and is 3 ECTS.

Self-assessment of learning 1h

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Great Wall Chinese 2009: Level 5-6, Office of Chinese Language Council International
Handouts and materials provided by the teacher

Assessment criteria

Introduction to the Chinese-speaking Areas:

Oral presentations: 80 %

Written examination: 20 %

Chinese Business Documents:

Written tasks: 100 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Language Project in English

- Code: ENG4LE050
- Extent: 2 ECTS (54 h)
- Timing: from 4th to 7th semester
- Language: English
- Target level: C1
- Level: Professional studies
- Type: Compulsory (the project is compulsory in one of the main languages)

Learning outcomes

The aim of the course is that students are able to complete a project demonstrating good writing skills and independent command of the English language and culture. The project also enhances students' professional competencies.

Course contents

Students plan and implement a language project on a business topic in a group, and in this way practice their language and project management skills.

The topic of the project is agreed upon with the instructor and a representative from a company/organization. The topic should differ from the topic that students address in their theses.

Cooperation with the business community

The project topic should relate to real-life business and should also be commissioned by a company or other organisation. The project should also be of benefit to the commissioning company or organisation.

Teaching and learning methods

Attendance is compulsory in the introduction session which is held prior to the project. Students then present their project plan. They report on the progress of the project and present the final report to the instructor at dates agreed upon with the instructor.

Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Independent study: 54 h including Self-assessment of learning 1 h

Recognition of prior learning (RPL)

The student may display that s/he manages the course objectives and contents mentioned in the course description. S/he displays her/his competence by a portfolio and by a demonstration of skills together with a separate description concerning her/his previous experience in a language project. The student must agree upon this in person with the teacher two weeks prior to the implementation of the project at the latest.

Contact teachers

Karl Robbins, Pasila

Learning materials

Reference literature and materials received from the commissioning company/organisation

Assessment criteria

Pass/Fail

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

French Working Environment and PR French

(le monde de l'entreprise française et la communication écrite professionnelle)

- Code: FRE4LE007
- Extent: 3 ECTS (81 h)
- Timing: Semester 3
- Language: French/ English
- Competency level: B1
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory French

Prerequisites

Basic Business French 2

Learning outcomes

Upon successful completion of the course, the student

- understands the French working environment
- understands the concepts linked to French business life
- understands cultural differences and can implement this knowledge into practical situations.
- knows basics of PR-french
- is able to write more demanding Business documents
- knows how to find information about enterprises

Course contents

- vocabulary and concepts of the French economy and business life
- Case studies and searching of information
- Business and PR-letters
- invitations and programmes layout
- telephone conversation

Teaching and learning methods

Contact hours 32 h

Self-study 48 h

The assessment of one's own learning 1 h

Mandatory attendance 80 %

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test

One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teachers

Catherine Métivier, Pasila

Course materials

Web-pages

Material provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none">• has strong skills in telephone communication and is fully capable of maintaining a professional conversation by phone.• has an excellent command of key concepts in Business French and understands fully the French working environment on a cultural basis.• can write Business and PR documents independently and successfully.	<p>The student:</p> <ul style="list-style-type: none">• has good skills in telephone communication and manages a professional conversation by phone.• has an excellent command of key concepts in Business French and understands to some extent the French working environment on a cultural basis.• can in certain cases write Business and PR documents independently and successfully.	<p>The student:</p> <ul style="list-style-type: none">• has limited skills in telephone communication and manages short and simple professional conversations by phone.• has limited understanding of the French working environment.• knows only the basics of French Business and PR Communication and needs support to write Business and PR documents.

Written exam for French vocabulary and terminology of business

Written exam for Business letters and PR documents 60 %

Telephone conversation exam 40 %

Assignments

The assessment of one's own learning does not influence the grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed online in WinhaOpaali.

French and Finnish Cultures in Contact

(cours de civilisation française et finnoise)

- Code: FRE4LE008
- Extent: 3 ECTS (81 h)
- Timing: 4th Semester
- Language: French/ English
- Competence level: B1
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory French

Prerequisites

Basic Business French 1 and 2.
French Working Environment and PR French

Learning outcomes

Upon successful completion of the course, the student

- understands cultural differences between Finland and France.
- is able to talk about Finland in French

Course contents

- French civilization
- oral presentations on Finnish civilization
- practice of small-talk situations
- searching of information

Teaching and learning methods

Contact hours 32 h

Self-study 49 h

The assessment of one's own learning 1 h

Mandatory attendance 80 %

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teacher

Catherine Métivier, Pasila

Course materials

Web-pages

Material provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent

The student:

- knows well both the French and Finnish societies.
- understands the cultural differences which leads to different behaviors in each culture, and is able to take into consideration these perceptions when dealing with these countries.
- can speak of Finland by showing excellent intercultural knowledge and awareness.

3 good

The student:

- knows both the French and Finnish societies.
- understands the main cultural differences which lead to different behavior in each culture, and is able to some extent to take into consideration perceptions when dealing with these countries.
- can speak of Finland by showing relevant intercultural aspects.

1 satisfactory

The student:

- knows the French and Finnish societies somewhat and recognizes the main cultural differences.
- has a limited capability to speak of Finland.

Written exam on French and Finnish Societies 100%

Oral presentation

Assignments

The assessment of one's own learning does not influence the grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed online in WinhaOpaali.

French Media and Communication

(les médias français et la présentation d'entreprises)

- Code: FRE4LE030
- Extent: 4 ECTS (108 h)
- Timing: 7th Semester
- Language: French/ English
- Competence level: B2
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory French

Prerequisites

Basic Business French 1 and 2
French Working Environment and PR French
French and Finnish Cultures in Contact
Work Placement

Learning outcomes

Upon successful completion of the course, the student

- understands French society for business purpose
- is able to find information
- knows how to make a presentation to a French speaking audience
- has taken in the French terminology and concepts of business life.

Course contents

- French medias: newspapers, television, radio and internet
- exercises for listening and reading comprehension
- oral presentation of the organization where work placement was done
- short report in French on one's Business plan

Teaching and learning methods

Contact hours 48 h

Self-study 59 h

The assessment of one's own learning 1 h

Mandatory attendance 80 %

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teacher

Catherine Métivier, Pasila

Course materials

Web-pages

Material provided by the teacher.

Assessment criteria/scale 5-1.

5 (90%)

3 (70%)

1 (40%)

The student:

- shows excellent skills in understanding spoken and written news on Economics and work life, knows well the vocabulary and the concepts and is able to put into practice the skills acquired.
- shows excellent cultural knowledge when using sources and understanding the documents and is able to forward reliably the information.
- is able to make a presentation of one's enterprise or organization independently, professionally and successfully.

The student:

- shows good skills in understanding spoken and written news on Economics and work life, knows the relevant vocabulary and the main concepts and is able to put into practice the skills acquired.
- shows to some extent cultural knowledge when using sources and understanding easier documents and is able to forward reliably the information.
- is able to make a presentation of one's enterprise or organization

The student:

- shows limited skills in understanding spoken and written news on Economics and work life, and is only partly able to put into practice the skills acquired.
- shows to some extent cultural knowledge when using sources and understands only simple documents.
- has limited speaking skills for making a presentation of one's enterprise or organization.

Exam for reading and listening comprehension 50%

Oral presentation 30%

Written business plan in French 20%

Assignments

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Language Project in French

- Code: FRE4LE050
- Extent: 2 ECTS (54 h)
- Timing: from 4th to 7th semester
- Language: French
- Target level: B2
- Level: Professional studies
- Type: Compulsory (the project is compulsory in one of the main languages)

Learning outcomes

The aim of the course is that students are able to complete a project demonstrating good writing skills and independent command of the French language and culture. The project also enhances students' professional competencies.

Course contents

Students plan and implement a language project on a business topic in a group, and in this way practice their language and project management skills.

The topic of the project is agreed upon with the instructor and a representative from a company/organization. The topic should differ from the topic that students address in their theses.

Cooperation with the business community

The project topic should relate to real-life business and should also be commissioned by a company or other organisation. The project should also be of benefit to the commissioning company or organisation.

Teaching and learning methods

Attendance is compulsory in the introduction session which is held prior to the project. Students then present their project plan. They report on the progress of the project and present the final report to the instructor at dates agreed upon with the instructor.

Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Independent study: 53 h

The assessment of one's own learning 1 h

Recognition of prior learning (RPL)

The student may display that s/he manages the course objectives and contents mentioned in the course description. S/he displays her/his competence by a portfolio and by a demonstration of skills together with a separate description concerning her/his previous experience in a language project. The student must agree upon this in person with the teacher two weeks prior to the implementation of the project at the latest.

Contact teachers

Catherine Métivier, Pasila

Learning materials

Reference literature and materials received from the commissioning company/organisation

Assessment criteria

Pass/Fail

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

German Business Communication

(Deutsche Geschäftskorrespondenz)

- Code: GER4LE002
- Extent: 3 ECTS (81 h)
- Timing: 4th Semester*
- Language: German
- Competence level: B1-B2
- Level: professional studies
- Type: elective**

*the course is offered only in spring semesters

**required of students with compulsory German

Prerequisites

German Grammar (GER4LE064)

For native speakers: PR German (GER4LE068)

Learning outcomes

Students become proficient in producing linguistically correct business correspondence in German.

Course contents

Business correspondence including

- inquiries
- offers
- orders
- quotations.

Cooperation with the business community and other organisations

Sample correspondence partly from real companies.

Teaching and learning methods

Contact hours 30 h

Independent study, writing correspondence and preparation for exam 48 h

Written exam 2 h

Self-assessment of learning 1 h

Alternative ways to complete the course

Completing all course work and taking the final exam, without attending the actual contact hours.

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher with the main responsibility for the course

Sirpa S. Bode, Pasila

Course materials

Material provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

The student:

- can write the standard business letter very well.
- communicates very well, is able to choose appropriate style and produces correct language.
- is able to apply during the course acquired skills and can use dictionaries and other sources of information well. The use of vocabulary and phrases is versatile and fluent.
- can write accurate messages that are ready to send.

- can write the standard business letter well.
- communicates well, is able to generally choose appropriate style and produces mostly correct language.
- is able to write understandable and correct messages using basis phrases related to the topic.
- is able to use dictionaries and other sources of information.
- can write messages that are for the most part accurate and ready to send.

The student:

- can write the standard business letter fairly well.
- communicates fairly well, is able to sometimes choose appropriate style and produces somewhat correct language. Grammatical aspects of the language need to be worked on. Messages are for the most part understandable, but they need to be carefully corrected and cannot be sent as written.

Written exam 80 %

Class participation 20 % (incl. 6 letters, 2 vocabulary tests, mid-term test)

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Business Communication in German-speaking Europe

(Wirtschaftskommunikation im deutschsprachigen Europa)

- Code: GER4LE040
- Extent: 4 ECTS (108 h)
- Timing: 7th semester*
- Language: German
- Competence level: B2
- Level: professional studies
- Type: elective**

* the course is offered only in the autumn

**required of students with compulsory German

Prerequisites

German Grammar (GER4LE064),
Spoken Communication in Business German (GER4LE007), PR German (GER4LE068) and
German Business Communication (GER4LE002)

For native speakers: PR German (GER4LE068) and German Business Communication (GER4LE002)

Learning outcomes

Upon successful completion of the course, the student

- has improved his/her German business vocabulary and knowledge of key grammatical issues used in media
- is able to read, understand, analyze, and summarize business related articles
- has familiarized him/herself with distinctive features of the German business environment
- gained proficiency in making business conversation to the extent that he understands his/her counterpart and can answer questions presented to him/her

Course contents

This course consists of two parts:

- 1) Media Communication in German in the 4th period (2 ECTS)
- 2) German-speaking Europe in the 5th period (2 ECTS)

In the first part of the course “Media Communication in German” student familiarizes him/herself with various economic texts in German by e.g. reading, doing comprehension exercises, translating, and summarising them.

In the second part of the course “German-speaking Europe” student

- familiarizes him/herself with the geography, economics, and political systems of the German-speaking countries,
- learns to understand the importance of the business culture and small talk

Cooperation with the business community

Documents originate from media and real companies/organisations.

Teaching and learning methods

Media Communication in German

Contact hours 21 h

Self-study 30 h

Written exam 2 h

The assessment of one's own learning 1 h

German-speaking Europe

Contact hours 24 h incl. presentations

Self-study 27 h

Written exam 2 h

Self-assessment of learning 1 h

80 % mandatory attendance

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teachers

Sirpa S. Bode, Pasila

Learning materials

Class handouts, newspaper articles, company press releases, and other company materials.

Assessment criteria/scale 5-1.

5 excellent

The student:

- understands challenging economic news of his/her field and is able to summarize their main contents successfully. (S)he knows widely the vocabulary concerning the enterprise and it's financial situation.

3 good

The student:

- understands economic news of his/her field and is able to summarize their main contents logically. (S)he knows quite widely the vocabulary concerning the enterprise and it's financial situation.
- is able to apply the acquired skills in practice well.

1 satisfactory

The student:

- understands economic news of his/her field and is able to name their main points. His/her use of the vocabulary concerning the enterprise and it's financial situation is limited.
- is able to apply the acquired skills in practice inadequately.

- is able to apply acquired skills in practice in an excellent way.
 - is able to use sources of information versatily and critically to support his/her work and shows excellent cultural knowledge when using sources.
 - adapts easily to the cultural content and is able to share his/her professional knowledge and skills with others.
- is able to use sources of information independently to support his/her work and shows cultural knowledge when using sources.
 - adapts well to the cultural content and is able to share his/her professional knowledge and skills with others.
- is able to use sources of information to support his/her work and shows cultural knowledge when using sources.
 - is able to share his/her professional knowledge and skills with others in a limited way.

Media Communication in German

Written exam 70 %

Class participation and exercises 30 %

German-speaking Europe

Written exam 50%

Class participation and oral presentations 50 %

Media Communication in German 50 %

German-speaking Europe 50 %

Both of the above must be successfully completed

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Language Project in German

- Code: GER4LE050
- Extent: 2 ECTS (54 h)
- Timing: from 4th to 7th semester
- Language: German
- Target level: B2
- Level: Professional studies
- Type: Compulsory (the project is compulsory in one of the main languages)

Learning outcomes

The aim of the course is that students are able to complete a project demonstrating good writing skills and independent command of the German language and culture. The project also enhances students' professional competencies.

Course contents

Students plan and implement a language project on a business topic in a group, and in this way practice their language and project management skills.

The topic of the project is agreed upon with the instructor and a representative from a company/organization. The topic should differ from the topic that students address in their theses.

Cooperation with the business community

The project topic should relate to real-life business and should also be commissioned by a company or other organisation. The project should also be of benefit to the commissioning company or organisation.

Teaching and learning methods

Attendance is compulsory in the introduction session which is held prior to the project. Students then present their project plan. They report on the progress of the project and present the final report to the instructor at dates agreed upon with the instructor.

Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Independent study: 53 h

Self-assessment of learning: 1 h

Recognition of prior learning (RPL)

The student may display that s/he manages the course objectives and contents mentioned in the course description. S/he displays her/his competence by a portfolio and by a demonstration of skills together with a separate description concerning her/his previous experience in a language project. The student must agree upon this in person with the teacher two weeks prior to the implementation of the project at the latest.

Contact teachers

Sirpa S. Bode, Pasila

Learning materials

Reference literature and materials received from the commissioning company/organisation

Assessment criteria

Pass/Fail

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

PR German

(Persönliche Briefe)

- Code: GER4LE068
- Extent: 3 ECTS (81 h)
- Timing: 3rd Semester*
- Language: German
- Competence level: B1
- Level: professional studies
- Type: elective**

*the course is offered only in autumn semesters

**required of students with compulsory German

Prerequisites

German Grammar (GER4LE064)

none for native speakers

Learning outcomes

Students

- become versed in common PR correspondence expressions and style
- are able to write linguistically correct PR correspondence.

Course contents

The course focuses on PR letters in German, including review of vocabulary and common expressions.

The exam is at the end of the term.

The course involves the writing of PR letters as homework. The letters are then corrected on the basis of teacher feedback and added into portfolio.

PR letters such as

- invitations
- congratulatory letters
- thank you letters
- letters relating to travel.

In addition a CV is written.

Cooperation with the business community and other organisations

Class material originates from real companies.

Teaching and learning methods

Contact hours 30 h

Independent study, writing and correcting PR letters and preparation for the exam 48 h

Written exam 2 h

Self-assessment of learning 1 h

Alternative ways to complete the course

Completing all course work and taking the final exam, without attending the actual contact hours.

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teacher

Sirpa S. Bode, Pasila

Course materials

Material provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent

The student:

- can write the standard business letter very well.
- communicates very well, is able to choose appropriate style and produces correct language.
- is able to apply during the course acquired skills and can use dictionaries and other sources of information well. The use of vocabulary and phrases is versatile and fluent.
- can write accurate messages that are ready to send.

3 good

The student:

- can write the standard business letter well.
- communicates well, is able to generally choose appropriate style and produces mostly correct language.
- is able to write understandable and correct messages using basis phrases related to the topic.
- is able to use dictionaries and other sources of information.

1 satisfactory

The student:

- can write the standard business letter fairly well.
- communicates fairly well, is able to sometimes choose appropriate style and produces somewhat correct language. Grammatical aspects of the language need to be worked on. Messages are for the most part understandable, but they need to be carefully corrected and cannot be sent as written.

- can write messages that are for the most part accurate and ready to send.

Written exam 50 %

Portfolio including assignments 50 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

People at Work

- Code: LEA4LS080
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: English
- Level: Professional studies
- Type: Elective*

*required of Assi and Mubba students majoring in Organisations, Leadership and HR

Prerequisites

No prerequisites.

Learning outcomes

Upon successful completion of the course, the student

- understands the behavior of people at work both as individuals and groups
- knows about human resource management practices such as recruitment, development and motivation
- has knowledge of things essential to well being of employees and is able to take them into consideration in her own work

Course contents

- Leadership
- Individuals and groups at work place
- Human Resource Management
- Well being at work.

Cooperation with the business community

Data for group assignment is collected in some organization.

Teaching and learning methods

Contact hours 24-32 h

Self-study 48-56 h.

Self-assessment of learning 1 h

Contact teachers

Eija Kärnä, Pasila
Olli Laintila, Pasila

Learning materials

Handout material

Additional readings:

Bratton J. & Gold J. 2007. Human resource management: theory and practice. 4th ed. New York: Palgrave Mcmillan.

Robbins S. P. & Judge T. A. 2009. Organizational behavior. 13th ed. Upper Saddle River (NJ): Pearson Education.

Assessment criteria/scale 5-1.

5 (90%)	3 (70%)	1 (40%)
<p>The student:</p> <ul style="list-style-type: none">• has excellent knowledge of the theory related to Organizational Behavior and Leadership and is able to search and apply the knowledge in the course assignments critically and analytically.• is able to discuss and present topics on the field fluently and comprehensively virtually and in group situations.• is able to apply the course contents and use relevant references in a written report work professionally.	<p>The student:</p> <ul style="list-style-type: none">• has good knowledge of the theory related to Organizational Behavior and Leadership and is able to search and apply the knowledge in the course assignments in an appropriate way.• is able to discuss and present topics on the field well both virtually and in group situations.• is able to apply well the course contents and use relevant references in a written report work.	<p>The student:</p> <ul style="list-style-type: none">• has sufficient knowledge of the theory related to Organizational Behavior and Leadership and is able to search and apply the knowledge in the course assignments.• is able to discuss and present topics on the field both virtually and in group situations.• is able to apply the course contents and use central references in a written report work.

Participation and contribution to work on lessons 50 %

Assignments and presentations 50 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Work-based Project on HRM

- Code: LEA4LS081
- Extent: 4 ECTS (108)
- Timing: 6 th semester
- Language: English
- Level: Professional studies
- Type: Elective*

* Compulsory for Assi and Mubba students majoring in Organisations, Leadership and HR

Prerequisites

Assi:

Organisaatiot ja johtaminen (WOR1LS001C)

Yrittäjyys ja liiketoiminta (WOR2LS001)

Mubba:

Organisations and Leadership (WOR1LE001C)

Business Operations and Entrepreneurship (WOR2LE001)

Learning outcomes

Upon successful completion of the course, the student

- learns to apply management theory into practice through client projects or assignments
- learns to gather, analyze and report information to the client
- learns to act and work professionally in a project team

The course also aims to support Bachelors' Thesis process.

Course contents

Running of a client project that can be e.g. development and implementation of a strategic plan, planning of and carrying out strategic processes and teamwork development.

Supporting theory based on project specification

The course is implemented as a project. The students work in project teams according to client brief and team assignments specified by the advisor in the beginning of the course. Supporting lectures and team meetings will be arranged throughout the course.

Cooperation with the business community

The course is based on cooperation with the commissioning party.

Teaching and learning methods

Contact hours 42 (including the supervised small group cooperation)

Self study hours 65 (including independent data gathering and analyzing as part of the small group cooperation.)

Self-assessment of learning 1 h

80 % attendance required

Recognition of prior learning (RPL)

Student having experience of a similar project related to the management orientation can possibly replace the course by proving the required knowledge by writing a case of that specific project with supporting portfolio and presenting it to the instructor and students of the course. If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrolment week or latest when attending the first lecture.

Contact teachers

Eija Kärnä, Pasila
Olli Laintila, Pasila

Learning materials

Literature and data related to the project.

Teams choose individually the theory literature for the project report.

A Guide to the Project Management Body of Knowledge: Fourth Edition (PMBOK Guide) Project Management Institute. 2008

Barney, J.B. 2007. Gaining and Sustaining Competitive Advantage. Third edition. First published 1997, Pearson, Prentice Hall.

Carpenter, M.A. & Sanders, W.G. 2007. Strategic Management. A Dynamic Perspective. Concepts and Cases. Pearson, Prentice Hall.

Hitt, M., Ireland R.D., Hoskisson R.E. 2005. Strategic Management. Competitiveness and Globalization. Thomson. South-Western.

Assessment criteria/scale 5-1.

5 (90%)

3 (70%)

1 (40%)

The student:

- has excellent knowledge of the theory related to the work-based project and is able to apply the knowledge cooperation to the practical tasks.
- is able to search and apply information critically and analytically to the project work.
- can offer versatile and creative solutions and/or development ideas for the target organisation based on the project objectives.
- is able to present fluently and comprehensively the results of the project and provide grounds for the solutions and development ideas for the target organisation in a consistent way.

The student:

- has knowledge of the theory related to the work-based project and is able to apply the knowledge cooperation to the practical tasks.
- is able to search and apply information to the project work.
- can offer solutions and/or development ideas for the target organization based on the project objectives.
- is able to present the results of the project and provide some grounds for the solutions and development ideas for the target organisation.
- is able to work well in a project and in good

The student:

- has some knowledge of the theory related to the work-based project.
- can offer some solutions and/or development ideas for the target organisation.
- able to present the results of the project to the target organization.
- is able to work in a project and in cooperation with the partners.

- is able to work professionally in a project and in excellent cooperation with the partners.

100 % contribution to the project incl. project management, report and presentation

The members of the team will get the same grade.

The representative of the client company/organization, students and advisor will all participate on the evaluation of the project. Active participation on client project and on client presentation is compulsory.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form..

Marketing and Networks

- Code: MAR4LE006
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: English
- Level: Professional studies
- Type: Elective*

* required of Assi and Mubba students majoring in Marketing

Starting level and linkage with other courses

Assi:

Organisaatiot ja johtaminen (WOR1LS001C)

Markkinoinnin perusteet (WOR1LS001B)

Yrittäjyys ja liiketoiminta (WOR2LS001)

Mubba:

Organisations and Leadership (WOR1LE001C)

Introduction to Marketing (WOR1LE001B)

Business Operations and Entrepreneurship (WOR2LE001)

Learning outcomes

Upon successful completion of the course, the student

- knows how to assist the marketing management in the planning and implementation of marketing communication activities
- knows how to collaborate with different stakeholders within marketing communications e.g. with advertising, media and PR agencies
- understands the importance of sales and customer oriented approach in business

Course contents

- planning and implementation of marketing communication activities
- new trends in marketing communication
- agency cooperation
- customer orientation, sales and service

Cooperation with the business community

Guest lecturers and/or company visits. Assignments/triggers are based on real life examples.

International dimension

Most of the triggers are representing international companies and cases.

Teaching and learning methods

Students attend PBL tutorials and lectures once a week. Lectures support self-study and tutorial work.

Tutorials 8 h

Lectures 16 h

Self-study 56 h

The assessment of one's own learning 1 h

100 % attendance required on tutorials

Alternative completions

The course can be replaced by completing a course with similar contents and extent in other degree programs in HAAGA-HELIA or at another university.

Recognition of prior learning (RPL)

Student having strong experience in planning and implementation of marketing communications activities and working with different stakeholders can possibly replace the course by proving the required knowledge by writing a career story with supporting portfolio and presenting it to the instructor and students of the course. If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrolment week or latest when attending the first lecture.

Teacher responsible

Mia-Maria Salmi, Pasila

Course materials

Handout material.

Supporting literature:

Fill C. 2009. Marketing Communications Interactivity, Communities and Content

Hackley, C. 2010. Advertising & Promotion, an Integrated Marketing Communications Approach. Sage.

Jobber, D. 2009. Selling and Sales Management. Pearson.

Moriarty, S. & Mitchell, N. & Wells, W. 2012. Advertising & IMC: Principles & Practice. Harlow.

Pelsmacker P, Geuens M & Van den Bergh J 2007. Marketing Communications, A European Perspective. Harlow. Pearson Education.

Powell, H. 2009. The Advertising Handbook. London Routledge

Assessment criteria/scale 5-1.

5 (90%)

3 (70%)

1 (40%)

The student:

- has an excellent understanding of the planning and implementing of the marketing communications activities in an organization.

The student:

- has a good understanding of the planning and implementing of the marketing communications activities in the organization.
- understands how to work and communicate with organisations and customers.

The student:

- has a fair understanding of the planning and implementing of the marketing communications activities in the organization.

- fully understands how to work and communicate with organizations and customers.
 - can identify problems well, apply theory to the learning tasks, collect and use information in an analytic and critical way.
 - can generate many ideas applicable to the learning tasks.
 - can work very professionally in a team.
- can identify problems, apply some theories to the learning tasks, collect and use information in a relevant way.
 - can generate some ideas applicable to the learning task.
 - can work professionally in a team.
- has a basic knowledge how to work and communicate with organisations and customers.
 - can identify some problems, collect and use information related to the learning tasks.
 - can work in a team.

Tutorial performance (includes self, peer and external assessment) 50 %
 Examination or individual assignment 50 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Work-based Project on Marketing

- Code: MAR4LE007
- Extent: 4 ECTS (108 h)
- Timing: 6th semester
- Language: English
- Level: Professional studies
- Type: Elective*

*required of Assi and Mubba students majoring in Marketing

Starting level and linkage with other courses

Assi:

Organisaatiot ja johtaminen (WOR1LS001C)

Markkinoinnin perusteet (WOR1LS001B)

Yrittäjyys ja liiketoiminta (WOR2LS001)

Mubba:

Organisations and Leadership (WOR1LE001C)

Introduction to Marketing (WOR1LE001B)

Business Operations and Entrepreneurship (WOR2LE001)

Learning outcomes

The student

- learns to apply marketing theory into practice through client project or assignment which concentrates on marketing, for example on brand management or marketing communication
- learns to act and work professionally in a project team

Course contents

The course is implemented as a project. The students work in project teams according to client brief and team assignments specified by the teacher in the beginning of the course. Supporting lectures and team meetings will be arranged throughout the course.

Cooperation with the business community

Project for the client company

International dimension

Many of the projects are assigned by the international companies.

Teaching and learning methods

32 h lectures and team meetings

75 h team work, other possible consultation sessions and self-study

The assessment of one's own learning 1 h

80 % attendance required

Recognition of prior learning (RPL)

Student having experience of a similar project related to the marketing communications and/or brand management can possibly replace the course by proving the required knowledge by writing a case of that specific project with supporting portfolio and presenting it to the instructor and students of the course. If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrolment week or latest when attending the first lecture.

Teacher responsible

Mia-Maria Salmi, Pasila

Course materials

Handout material

Literature and other material specified according to the client brief

Materials related to the client organisation

Assessment criteria/scale 5-1.

5 (90%)

3 (70%)

1 (40%)

The student:

- has excellent knowledge of the theory related to the work-based project and is able to apply the knowledge cooperation to the practical tasks.
- is able to search and apply information critically and analytically to the project work.
- can offer versatile and creative solutions and/or development ideas for the target organisation based on the project objectives.
- is able to present fluently and comprehensively the results of the project and provide grounds for the solutions and development ideas for the target organisation in a consistent way.
- is able to work professionally in a project and in excellent cooperation with the partners.

The student:

- has knowledge of the theory related to the work-based project and is able to apply the knowledge cooperation to the practical tasks.
- is able to search and apply information to the project work.
- can offer solutions and/or development ideas for the target organization based on the project objectives.
- is able to present the results of the project and provide some grounds for the solutions and development ideas for the target organisation.
- is able to work well in a project and in good cooperation with the partners.

The student:

- has some knowledge of the theory related to the work-based project.
- can offer some solutions and/or development ideas for the target organisation.
- is able to present the results of the project to the target organization.
- is able to work in a project and in cooperation with the partners.

Team assessment:

Attendance and presentations of the project and its findings 100 %

Team performance is evaluated based on the contribution to the project.

Team assignments, presentations and activity are evaluated when assessing the overall performance by the teams. If low attendance/lower contribution to the project individual grade can be lower than the team grade.

The representative of the client company/organization, students and teacher will all participate in the evaluation of the project.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Russian Business Documents

(Kommertšeskaja korrespondentsija russkogo jazyka)

- Code: RUS4LE042
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: Russian
- Competence level: B1
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Russian

Prerequisites

Core studies/native speaker.

Learning outcomes

Students

- become versed with the structure of Russian business letters, including their standard format
- are able to write clear PR and business correspondence using Cyrillic text processing tools
- learn the significance of written communications to companies
- can choose the appropriate medium through which to send such communication material.

Course contents

The course is divided into two parts: PR communications and business letters. There will be contact hours and weekly assignments. Students also compile a portfolio containing an example of each type of document discussed during the two parts of the course.

- structure of Russian business letters
- invitations, thank you letters, congratulations, condolences
- covering letters, travel correspondence, confirmations, offer requests, offers, orders, claims, reminders
- participles and the passive voice

Cooperation with the business community and other organizations

Students are introduced to the practices Finnish companies employ in their Russian correspondence.

Teaching and learning methods

The course involves contact hours (2 h / week) and independent study, totaling 81 hours of study time. The course will continue during two periods.

Contact hours: 28 h (2 h / week, lasting two periods)

Test: 2 h (at the end of the first period)

Final written exam: 2 h (at the end of the second period)

Independent study (weekly assignments, compilation of portfolio and preparing for exam): 48 h
The assessment of one's own learning 1 h

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content using a portfolio and taking part in a test. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teacher

Pirjo Salenius, Pasila
Oleg Matossov (Russian students), Pasila

Course materials

Binder, Kärnä, Métivier, Salenius, Savinainen, Solonen, Taimio & Åberg. 2006. Liikeviestinnän käsikirja - Viestit vaihtoon 7 kielellä. Edita.

Additional material provided by the teacher: Salenius. 1997. Liikekirjeet venäjäksi. Edita.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">• can write the standard business letter very well.• communicates very well, is able to choose appropriate style and produces correct language.• is able to apply during the course• acquired skills and can use dictionaries and other sources of information well. The use of vocabulary and phrases is versatile and fluent.• The student can write accurate messages that are ready to send.	<ul style="list-style-type: none">• can write the standard business letter well.• communicates well, is able to generally choose appropriate style and produces mostly correct language.• is able to write understandable and correct messages using basis phrases related to the topic.• is able to use dictionaries and other sources of information.• can write messages that are for the most part accurate and ready to send, though it is recommended that they be checked.	<ul style="list-style-type: none">• can write the standard business letter fairly well.• communicates fairly well, is able to sometimes choose appropriate style and produces somewhat correct language. Grammatical aspects of the language need to be worked on. Messages are for the most part understandable, but they need to be carefully corrected and cannot be sent as written.

- follows deadlines and instructions precisely.
- usually follows deadlines and instructions well.
- doesn't follow deadlines and instructions very well.

Test 30 %

Final written exam 50 %

Portfolio 20 %

The assessment of one's own learning does not influence the grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed online in WinhaOpaali.

Russian Business Environment

(Russki jazyk v sfere biznesa)

- Code: RUS4LE030
- Extent: 4 ECTS (108 h)
- Timing: Semester 7
- Language: Russian/Finnish
- Level: professional studies
- Competence level: B 2
- Type: elective*

*required of students who have chosen compulsory Russian

*required of native students if they have chosen compulsory Russian

Prerequisites

Spoken Communication in Business Russian (RUS4LE041) and Written Communication in Business Russian (RUS4LE039) or native speaker.

Learning outcomes

Students

- gain the competence to understand the key points of contracts written in the Russian language
- understand and learn to write clear messages relating to contracts
- become aware of the style used in contracts
- know how to act in job-seeking situations
- are capable of presenting their organization and job description
- are capable of talking about Finnish economic life
- get familiarized with trade between Russia and Finland
- are prepared to move on tasks involving trade with Russia

Course contents

The course is divided into two parts: Contract Texts in Russian Trade(RUS4LE030A) and Assistant's Job in Russian Trade (RUS4LE030B). The course involves contact hours and weekly assignments.

Contract Texts in Russian Trade (first period):

- Structure and main contents of Russian contracts
- Participles and the passive voice

Assistant's Job in Russian Trade (second period):

- Simulated job application situations
- Compilation of Europass-Language passport and CV
- Presentation of one's organisation
- Presentation of one's job description
- Presentation of business in Finland
- Trade between Russia and Finland

Cooperation with the business community and other organizations

During Assistant's Job in Russian Trade: Company visits.

Teaching and learning methods

Contact hours and assignments, totaling 108 hours of study.

Contract Texts in Russian Trade (2 ECTS):

This part covers 54 hours of study, inclusive of contact hours and independent study. This part lasts the first period.

Contact hours: 21 h (3 h/week)

Written examination: 3 h (at the end of the term)

Independent study, weekly assignments, course assignment and preparing for exam: 29 h

Self-assessment of learning: 1 h

Assistant's Job in Russian Trade (2 ECTS):

This part covers 54 hours of study, inclusive of contact hours and independent study. This part lasts the second period.

Contact hours: 21 h (3 h/week).

Oral examination: 2 h (at the end of the period)

Independent study, weekly assignments, course assignment and preparing for exam: 30 h.

The assessment of one's own learning 1 h

80 % mandatory attendance during this part.

Alternative ways to complete the course

Contract Texts in Russian Trade:

taking the test

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent professional language skills relating to the course objectives and content using a portfolio and giving oral presentation and taking a test. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teachers with the main responsibility for the course

Pirjo Salenius, Pasila

Oleg Matossov, Pasila

Course materials

Salenius, P., 2000. Sopimukset venäjäksi. Helia. (Contract Texts in Russian Trade)

Material provided by the teacher. (Assistant's Job in Russian Trade)

Assessment criteria/scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- understands the main points in a Russian purchase agreement and is able to summarize its contents successfully.
- knows vocabulary concerning agreements very well.
- is able to apply during the course acquired skills to communication concerning agreements on a high level.
- is able to use sources of information in a versatile way to support his/her work.
- follows deadlines and instructions precisely.

The student:

- understands the main points in a Russian purchase agreement and is able to summarize its contents logically.
- knows the vocabulary concerning agreements well.
- is able to apply during the course acquired skills to practice.
- is able to use sources of information independently to support his/her work.
- usually follows deadlines and instructions well.

The student:

- understands a Russian purchase agreement to some extent and is able to name its main points.
- knows the vocabulary concerning agreements in a limited way and is able to apply during the course acquired skills to practice only adequately.
- doesn't follow deadlines and instructions very well.

Contract Texts in Russian Trade :
Written examination 100 %

Assistant's Job in Russian Trade:
Oral examination 50 %
Distance assignment 20 %
Class participation 30 %

Contract Texts in Russian Trade comprises 50 % and Assistant's Job in Russian Trade 50 % of the overall grade. Both parts must be successfully completed (except native speakers).

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Spoken Communication in Business Russian

(Praktika delovoi retshi)

- Code: RUS4LE041
- Extent: 3 cr (81 h)
- Timing: Semester 3
- Language: Russian
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Russian

Prerequisites

Compulsory studies in Russian.

Learning outcomes

Students

- can communicate orally in Russian in common business situations
- get the ability to engage in conversation with a native Russian with ease.

Course contents

The course involves contact hours and independent study. Contact hours focus on practice of speech situations typical to a business trip to Russia both individually and in teams. The exercises encourage active participation and enhance the learning process. The course includes weekly assignments and two more comprehensive assignments.

Business Russian situations:

- Presenting one's company
- Receiving guests
- Fairs
- Product presentations

Cooperation with the business community and other organisations

Simulations of various business encounters in Russian.

Teaching and learning methods

The course is comprised of contact hours (3 h / week), exercises, assignments and an examination, totaling 81 hours of study.

Contact hours: 46 h (3 h/week during two periods)

Oral exam: 2 h (at end of the semester)

Independent study (weekly assignments, course assignments and preparing for exam): 32 h

Self-assessment of learning: 1 h

Mandatory attendance 80 %

Teacher with the main responsibility for the course

Oleg Matossov

Course materials

Ojanen - Laurila-Hellman Prokkola. 2000. Sekret uspeha 1. Helsingin kauppakorkeakoulu, Helsinki.

Assessment criteria

Oral exam 60 %

Assignments 20 %

Class participation 20 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Language Project in Russian

- Code: RUS4LE050
- Extent: 2 ECTS (54 h)
- Timing: from 4th to 7th semester
- Language: Russian
- Target level: B2
- Level: Professional studies
- Type: Compulsory (the project is compulsory in one of the main languages)

Learning outcomes

The aim of the course is that students are able to complete a project demonstrating good writing skills and independent command of the Russian language and culture. The project also enhances students' professional competencies.

Course contents

Students plan and implement a language project on a business topic in a group, and in this way practice their language and project management skills.

The topic of the project is agreed upon with the instructor and a representative from a company/organization. The topic should differ from the topic that students address in their theses.

Cooperation with the business community

The project topic should relate to real-life business and should also be commissioned by a company or other organisation. The project should also be of benefit to the commissioning company or organisation.

Teaching and learning methods

Attendance is compulsory in the introduction session which is held prior to the project. Students then present their project plan. They report on the progress of the project and present the final report to the instructor at dates agreed upon with the instructor.

Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Independent study: 53 h

Self-assessment of learning: 1 h

Recognition of prior learning (RPL)

The student may display that s/he manages the course objectives and contents mentioned in the course description. S/he displays her/his competence by a portfolio and by a demonstration of skills together with a separate description concerning her/his previous experience in a language project. The student must agree upon this in person with the teacher two weeks prior to the implementation of the project at the latest.

Contact teachers

Oleg Matossov, Pasila
Pirjo Salenius, Pasila

Learning materials

Reference literature and materials received from the commissioning company/organisation

Assessment criteria

Pass/Fail

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Spanish Business Communication

(Español de los negocios)

- Code: SPA4LE010
- Extent: 3 ECTS (81 h)
- Timing: Semester 3
- Language: Spanish
- Competence level: B1
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Spanish

Prerequisites

Spoken Spanish in Practice (SPA4LE070)

Learning outcomes

The course objective is to know the characteristic of business life in Spain as well as trade relations between Finland and Spain

Upon successful completion of the course, the student

- learns the distinctive features of doing business in Spanish
- acquires the skills to use Spanish flexibly and efficiently in various social contexts, as well as in one's studies and in professional contexts
- will make a Europass CV in Spanish.
- knows how to do a presentation about a company
- knows how to present products or services at a fair
- makes a portfolio on their oral and written tasks

Course contents

The course covers common business situations: presenting oneself in a company, accepting visitors, job interviews, making a CV, product presentations, company presentations, as well as fairly easy business texts. Students give an oral presentation on a company or product.

The course introduces students to Spanish business culture:

- cultural differences, corporate forms, organisation, commerce, finance, marketing, tourism, workplace culture
- products and services, Trade fair, sustainable development and logistics
- marketing, tourism, fairs and apply for work
- the trade relations between Finland and Spain

Teaching and learning methods

The course consists of contact hours and independent study, totaling 81 hours of study time. Contact hours 48 h (1 x 3h / week) including two written exams 2 h + 2 h = 4 h

Self-study 32 h
Self-assessment of learning 1 h
Mandatory attendance 80 %
Class exercises must be completed before the written exams.

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teacher

Pekka Savinainen, Pasila

Learning materials

Lindgren Kristina - Savinainen Pekka - Seppä Ritva 2008. Claves del Éxito: Liike-elämän espanjaa. Edita Publishing Oy, Helsinki.
Dictionaries: Spanish-Finnish, Spanish-English, Spanish-Swedish.

Assessment criteria/scale 5-1.

5 excellent

The student:

- develops oral language with great skill and high level of interactive communication.
- learns and practices different genres of discourse and, at the same time, he/she is able to reproduce fairly fluent and understandable spoken language.
- acquires an extensive vocabulary in business communication in professional settings.
- acts naturally in any environment where he/she needs to use Spanish on a high cultural level.

3 good

The student:

- speaks Spanish with a certain correction and he/she also tries to overcome any language barriers by making use of body language and other forms of communication.
- tries to improve her/his skills in the use of business Spanish and uses simpler language to explain more abstract concepts.
- slowly learns business Spanish vocabulary and also makes a great effort to create coherent and comprehensible language when talking to native speakers.

1 satisfactory

The student:

- has some difficulty in learning, but he or she is moving towards improving her/his knowledge of business Spanish.
- uses very short sentences and very basic language constructions.
- has limited vocabulary, but is understandable to native speakers.
- understands what is spoken in his/her environment and also participates to some degree in it.

- expresses himself or herself in Spanish-speaking environments.

Written exams 70 %

Class assignments 30 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Spanish Business Documents

(Correspondencia comercial en español)

- Code: SPA4LE046
- Extent: 3 ECTS (81 h)
- Timing: Semester 4
- Language: Spanish
- Competence level: B1
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Spanish

Prerequisites

Spanish Business Communication (SPA4LE010) or equivalent.

Learning outcomes

Students

- acquire the skills to produce clear, logical and detailed business texts on complex business matters
- are able to write business letters and PR letters in Spanish
- know letter standards, business and PR correspondence in Spanish, as well as meeting documents
- The course focuses on written communication skills in various business contexts. Business correspondence is practiced via e-mail with a partner polytechnic, or among HAAGA-HELIA students.

Course contents

Distinctive features of written Spanish:

- spelling and use of punctuation
- business correspondence: offers, offer requests, orders, claims, invoicing and warehouse management
- PR letters: invitations, congratulations, thank you letters, condolences and sales letters
- internal communications: invitations to meetings, minutes of meetings
- in-class simulation of meetings.

Teaching and learning methods

The course consists of contact hours and independent study, totaling 81 hours of study time.

Contact hours 28 h (2h/week)

Two written exams 2 x 2 h = 4 h

Independent study 48 h

Self-assessment of learning 1 h

Course exercises must be completed before the exams.

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each

student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher with the main responsibility for the course

Pedro Beltrán Herrera, Pasila

Course materials

Lindgren Kristina - Savinainen Pekka - Seppä Ritva 2008. Claves del Éxito: Liike-elämän espanjaa: Chapter 5, Edita Publishing Oy, Helsinki.
Dictionaries: Spanish-Finnish, Spanish-English, Spanish-Swedish.

Binder, Kärnä, Métivier, Miestamo, Salenius, Savinainen, Solonen, Taimio & Åberg 2007. Liikeviestinnän käsikirja - Viestit vaihtoon 7 kielellä. Edita. Helsinki.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">• can write the standard business letter very well.• communicates very well, is able to choose appropriate style and produces correct language.• is able to apply during the course acquired skills and can use dictionaries and other sources of information well. The use of vocabulary and phrases is versatile and fluent.• can write accurate messages that are ready to send.	<ul style="list-style-type: none">• can write the standard business letter well.• communicates well, is able to generally choose appropriate style and produces mostly correct language.• is able to write understandable and correct messages using basis phrases related to the topic.• is able to use dictionaries and other sources of information.• can write messages that are for the most part accurate and ready to send, though it is recommended that they be checked.	<ul style="list-style-type: none">• can write the standard business letter fairly well.• communicates fairly well, is able to sometimes choose appropriate style and produces somewhat correct language. Grammatical aspects of the language need to be worked on. Messages are for the most part understandable but they need to be carefully corrected. Messages written by the student cannot be sent as written.

Written exam 70 %

Exercises 30 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Language Project in Spanish

- Code: SPA4LE050
- Extent: 2 ECTS (54 h)
- Timing: from 4th to 7th semester
- Language: Spanish
- Target level: B2
- Level: Professional studies
- Type: Compulsory (the project is compulsory in one of the main languages)

Learning outcomes

The aim of the course is that students are able to complete a project demonstrating good writing skills and independent command of the Spanish language and culture. The project also enhances students' professional competencies.

Course contents

Students plan and implement a language project on a business topic in a group, and in this way practice their language and project management skills.

The topic of the project is agreed upon with the instructor and a representative from a company/organization. The topic should differ from the topic that students address in their theses.

Cooperation with the business community

The project topic should relate to real-life business and should also be commissioned by a company or other organisation. The project should also be of benefit to the commissioning company or organisation.

Teaching and learning methods

Attendance is compulsory in the introduction session which is held prior to the project. Students then present their project plan. They report on the progress of the project and present the final report to the instructor at dates agreed upon with the instructor.

Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Independent study: 53 h

Self-assessment of learning: 1 h

Recognition of prior learning (RPL)

The student may display that s/he manages the course objectives and contents mentioned in the course description. S/he displays her/his competence by a portfolio and by a demonstration of skills together with a separate description concerning her/his previous experience in a language project. The student must agree upon this in person with the teacher two weeks prior to the implementation of the project at the latest.

Contact teachers

Pedro Beltrán Herrera, Pasila

Learning materials

Reference literature and materials received from the commissioning company/organisation

Assessment criteria

Pass/Fail

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Business and Society in Latin America

(Economía y sociedad latinoamericanas)

- Code: SPA4LE055
- Extent: 4 ECTS (108 h)
- Timing: 7th Semester
- Language: Spanish
- Competence level: B2
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Spanish

Prerequisites

Spanish Business Communication (SPA4LE010) and Spanish Business Documents (SPA4LE046)

Learning outcomes

The course objective is to understand the special characteristics of Latin America: differences in geography, history, and social and economic life.

Upon successful completion of the course, the student

- becomes familiar with the distinctive features of Latin America: geographical differences, history, as well as economy, society and government
- acquires the skills to prepare presentations on the basis of information gathered from various oral and written sources
- can comprehend difficult Spanish texts, communicate their ideas fluently, as well as write summaries of newspaper articles in Spanish.

Course contents

The course is divided to two parts:

Latin America's history, society and current affairs

Spanish Newspaper Texts: distinctive features and style of Spanish newspapers and preparations of reviews and summaries relating to these.

During the course the student seeks information through various media regarding the relations between Finland, Spain and Latin America.

The contents of the course are:

- history, society, economy and current situation of Latin America
- free Trade Agreements with Latin America: NAFTA, MERCOSUR, etc.
- the specific characteristics of the Hispanic press: style, features and journalistic criticism.

Teaching and learning methods

The course consists of contact hours and exercises, totaling 108 hours of study time.

Latin America: this part covers 54 h, including class and independent study, and spans the length of one period.

Contact hours 24 h (3 h / week)

Written exam 2 h.

Oral presentation

Self-study, exercises and preparation for exam 27,5 h

Spanish Newspaper Texts: this part covers 54 h, including class and independent study. This part spans the length of one period.

Contact hours 24 h (3 h / week)

Written examination 2 h

Self-study, exercises and preparation for examination 27,5 h

Self-assessment of learning 1 h

Class exercises must be completed before the examinations.

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teacher

Pedro Beltrán Herrera, Pasila

Learning materials

Vásquez, Germán & Marínez Díaz, Nelson 2009. Historia de América Latina. SGEL, Madrid.
Masoliver, Joaquín & Vidales, Carlos 2009. América Latina. Samfundslitteratur. Gylling.
Ángeles Albert, Maria & Ardanaz, Francisco 2009. Hispanoamérica, ayer y hoy: historia y arte, demografía,

Assessment criteria/scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- understands challenging economic news in his/her field and is able to summarize its main contents successfully.
- is able to apply during the course acquired skills in practice on a high level.
- is able to use sources of information in a versatile and critical way to support his/her work and shows excellent cultural

The student:

- understands economic news in his/her field and is able to summarize its main contents logically.
- knows vocabulary concerning enterprises and economic situations well.
- is able to apply during the course acquired skills in practice well.

The student:

- understands economic news of his/her field and is able to name their main points. His/her use of the vocabulary concerning enterprises and economic situations is limited.
- is able to apply during the course acquired skills in practice only adequately.

- | | | |
|--|--|--|
| <p>knowledge when using sources.</p> <ul style="list-style-type: none"> • adapts cultural to content well and is able to share his/her professional knowledge and skills with others. | <ul style="list-style-type: none"> • is able to use sources of information independently to support his/her work and shows cultural knowledge when using sources. • adapts to cultural content fairly well and is able to share his/her professional knowledge and skills with others. | <ul style="list-style-type: none"> • is able to use sources of information to support his/her work and shows some cultural knowledge when using sources. • is able to share his/her professional knowledge and skills with others in a limited manner. |
|--|--|--|

Written exams 70 %

Written and oral exercises 30 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Swedish Business Communication

(Affärskommunikation)

- Code: SWE4LE041
- Extent: 3 ECTS (81 h)
- Timing: 3rd semester*
- Language: Swedish
- Level: professional studies
- Type: elective**

*the course is offered only in autumn semesters

**required of students with compulsory Swedish

Prerequisites

Starting level: B1

Basic Business Swedish (SWE1LE001)

Learning outcomes

Target level: B2

Students gain a thorough understanding of the status of companies and business practices in the Nordic countries, and become capable of managing everyday situations in Swedish, both oral and written.

Course contents

The course includes discussions on the status of companies in the Nordic Countries, simulation of various business situations, review of business practices and culture, as well as discussions on the forms and styles of business communications. The course focuses on case studies and also involves a lot of spoken exercises. The course is recommended also for students who have not chosen Swedish as one of their main languages.

- Nordic trade
- commerce situations
- customer bulletins
- requests for quotation
- quotation
- sales letters
- orders and order confirmations
- complaints and letters of adjustment
- telephone Swedish.

Cooperation with the business community and other organisations

Students interview people in companies about the company's communications or send a questionnaire to a Nordic company.

Teaching and learning methods

Contact hours 30 h

Independent study 14 h

Writing business letters and portfolio 15 h

Interview and report 4 h

Preparing for exam 15 h

Exam and feedback 2 h

Self-assessment of learning 1 h

Teachers with the main responsibility for the course

Marketta Keisu, Pasila

Sirpa Kajarinne, Haaga

Course materials

Keisu, M. 2013. Affärskommunikation - teori och skriftliga övningar

Keisu, M. 2010. Affärskommunikation - muntliga övningar

Other handouts provided by the teacher

Assessment criteria/scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- has a solid command of key skills and concepts in written and oral business communication in Nordic business culture and can apply the learned skills in practice.
- is able to choose and critically evaluate issues of a given situation and culture in an appropriate style.
- is able to use business vocabulary in a varied way and is able to apply other skills learned in working life and during this course.
- produces fluent, coherent and grammatically correct language.

The student:

- has a command of key skills and concepts in written and oral business communication in Nordic business culture and can apply the learned skills in practice.
- is able to choose and validate the appropriate style for a given situation and culture.
- is able to create businesslike messages by using the key vocabulary in business communication.
- produces adequate and coherent, grammatically mostly correct language. Messages could be often used in working life directly.

The student:

- has a satisfactory command of key skills and concepts in written and oral business communication in Nordic business culture.
- has understanding of the importance of different styles in communication and can apply the learned samples in practice.
- has a basic command of vocabulary in business communication. Regarding content, structure and grammar, messages are simpler but mostly understandable.

Messages could be used in
working life directly.

Written exam 50 %

Spoken exam and class participation 30 %

Written assignments 20 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Spoken and Written Business Swedish

- Code: SWE4LE050
- Extent: 4 ECTS (108 h)
- Timing: 7th semester
- Language: Swedish
- Competence level C1
- Level: Professional studies
- Type: optional

Prerequisites

Basic Business Swedish (SWE1LE001) and PR Swedish (SWE4LE063)

Learning outcomes

Upon successful completion of the course, the student

- understands how to write various types of messages and documents pertaining to doing business and managing business in Nordic countries.
- is able to manage internal and external communications in Swedish
- knows how to make report and presentations in demanding business situations
- acquire the skills required in managing corporate communications pertaining to personnel and finance

Course contents

In part focusing on written skills emphasis is on the Nordic business environment, organizational communication, meeting practices and corporate finance and writing different kind of documents on these themes. Students also write a portfolio of a business area in cooperation with some partner organizations.

In part focusing on oral skills there will be practice with presentations, group discussions, simulated business negotiations and meeting and recruitment events.

- annual report (written part)
- various publications (written part)
- corporate and public sector administration texts (written part)
- meeting documents (written part)
- internal bulletins (written part)
- companies and organizations in Nordic content (spoken and written part)
- press conferences (spoken part)
- meetings, negotiations and presentations (spoken part)

Cooperation with the business community

A portfolio of a business area in cooperation with our Nordic partner organizations

Teaching and learning methods

The course lasts one semester and includes two parts (a written and a spoken part), in which the students learn to develop earlier learned skills and implement those skills in practice. The written part will include 2 h / week during one whole semester, and the spoken part will include 2,5-3 h / week during one period.

Contact hours 46 h
Self-study and assignments 61 h
The assessment of one's own learning 1 h
In the spoken part mandatory attendance 80%

Alternative completions

One alternative available to students in some special cases is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Recognition of prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teachers

Marjaana Halsas, Pasila

Learning materials

Halsas, M. 2009. Ekonomiska texter och dokument (a course handout)
Carlsson, B-M & Halsas, M. & Lehtoviita K. 2009. Muntlig rapportering (a course handout)

All basic material can be downloaded from Moodle.

Assessment criteria, written part/scale 5-1.

5 excellent

The student:

- understands challenging financial news and reports in depth and is able to summarize their main contents in detail.
- has a wide knowledge of vocabulary concerning an enterprise and its financial situation.
- is able to use sources of information successfully.
- adapts to cultural content very well and is able to share his/her

3 good

The student:

- understands challenging financial news and reports and is able to summarize their main contents.
- has a good knowledge of vocabulary concerning an enterprise and its financial situation.
- is able to apply well during the course acquired skills to practice and is able to use sources of information independently.

1 satisfactory

The student:

- understands financial news and reports and is able to summarize their main points.
- uses vocabulary concerning an enterprise and its financial situation in some limited manner.
- is able to adequately apply during the course acquired skills to practice and is also able to use various sources of information.
- is able to share her/his professional

professional knowledge and skills with others very well.

- is able to share her/his professional knowledge and skill with others well.

knowledge with others in a limited manner.

Assessment criteria, spoken part/scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- understands and is able to discuss in depth challenging financial news and reports, and is able to summarize their main contents in detail.
- has a wide knowledge of vocabulary concerning an enterprise and its financial situation.
- is able to use sources of information successfully.
- adapts to cultural content very well and is also able to share his/her professional knowledge and skills with others very well.
- is able to master meetings and conversations on higher levels in business interactions.

The student:

- understands and is able to discuss financial news and reports and is able to summarize their main contents.
- has a good knowledge of vocabulary concerning an enterprise and its financial situation.
- is able to apply well during the course acquired skills to practice and is able to use sources of information independently.
- is able to share her/his professional knowledge and skill with others well.
- is able to master meetings and conversations in business interactions.

The student:

- understands financial news and reports and is able to summarize orally their main points.
- uses vocabulary concerning an enterprise and its financial situation in some limited manner.
- is able to adequately apply during the course acquired skills to practice and is also able to use various sources of information.
- is able to share her/his professional knowledge with others in a limited manner.
- is able to participate in meetings and conversations in business interactions.

Written part:

Exam 70 %

Assignments 30 %

Spoken part:

Oral exam 40 %

Assignments 30 %

Class participation 30 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Language Project in Swedish

- Code: SWE4LE051
- Extent: 2 ECTS (54 h)
- Timing: from 4th to 7th semester
- Language: Swedish
- Target level: B2
- Level: Professional studies
- Type: Compulsory (the project is compulsory in one of the main languages)

Learning outcomes

The aim of the course is that students are able to complete a project demonstrating good writing skills and independent command of the Swedish language and culture. The project also enhances students' professional competencies.

Course contents

Students plan and implement a language project on a business topic in a group, and in this way practice their language and project management skills.

The topic of the project is agreed upon with the instructor and a representative from a company/organization. The topic should differ from the topic that students address in their theses.

Cooperation with the business community

The project topic should relate to real-life business and should also be commissioned by a company or other organisation. The project should also be of benefit to the commissioning company or organisation.

Teaching and learning methods

Attendance is compulsory in the introduction session which is held prior to the project. Students then present their project plan. They report on the progress of the project and present the final report to the instructor at dates agreed upon with the instructor.

Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Independent study: 54 h

Self-assessment of learning: 1 h

Recognition of prior learning (RPL)

The student may display that s/he manages the course objectives and contents mentioned in the course description. S/he displays her/his competence by a portfolio and by a demonstration of skills together with a separate description concerning her/his previous experience in a language project. The student must agree upon this in person with the teacher two weeks prior to the implementation of the project at the latest.

Contact teachers

Marjaana Halsas, Pasila

Learning materials

Reference literature and materials received from the commissioning company/organisation

Assessment criteria

Pass/Fail

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Chinese for Beginners

(初级汉语)

- Code: CHI8LE004
- Scope: 5 ECTS
- Timing: Semester 1
- Language: English/Chinese
- Curriculum: 2016
- Course level: Basic studies / Core studies
- Course type: elective*

* but required of students who have chosen compulsory Chinese

Prerequisites

Starting level: 0 (No prerequisites)

Learning outcomes

Target level: A1

Students

- know how to distinguish and pronounce the five tones in Mandarin Chinese
- get familiar with the Pinyin transliteration system
- know how to introduce themselves by stating their name, nationality, language skills, etc.
- can carry on some short superficial small talk
- get familiar with basic Chinese grammar
- learn the basics of reading and writing the most common Chinese characters

Course contents

- the four main tones and the 5th toneless one
- the consonants and vowels of the Pinyin transliteration system
- vocabulary and sentence types from everyday conversation
- basic grammar rules on verbs, adjectives, sentence structure, etc.
- about 100 basic Chinese characters

Chinese is the most spoken language in the world and one of the official languages of the UN. It is used officially in mainland China, Hong Kong, Taiwan, and Singapore. It is also used in Malaysia and the business world of Southeast Asia to a large extent. The Chinese language has had a great impact on East Asian languages and cultures. Thousands of Chinese characters have been borrowed by the Japanese language, and about 65% of Korean words have their origin in Chinese.

Contrary to what many people believe, Chinese is not that difficult to learn. For example, the grammar is quite simple, the verbs are not conjugated and most words are short – only one or two syllables. Learning the Chinese characters takes time, but the graphic writing system is extremely interesting. The art of writing characters, i.e. calligraphy, is itself one of the most esteemed art forms in East Asia.

According to the latest language research made by the Chinese Ministry of Education in 2007, only 581 characters make up 80% of common Chinese texts. And if you know 934 characters, for whatever you might wish to read in Chinese, you can already recognize 90% of the characters.

Teaching and learning methods

Interactive classroom activities

Individual and pair work

Internet learning at least 30%

Mid-term and final exams

Alternative ways to complete the course

Not attending the contact hours but doing the assignments and taking the final exam.

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none"> • is able to understand simple oral and written messages and transmit them successfully to the recipient. Speaking and writing skills are excellent as far as constructions and/or pronunciation is concerned. • knows how to apply the learned skills in practice on simple constructions in new situations. 	<p>The student:</p> <ul style="list-style-type: none"> • is often able to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are good as far as constructions and/or pronunciation is concerned. • has readiness to apply the learned skills in practice on simple constructions in new situations. 	<p>The student:</p> <ul style="list-style-type: none"> • has limited capability to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are passable as far as constructions and/or pronunciation is concerned. • is able to recognize simple constructions and frequently used expressions in different situations.

Teacher with the main responsibility for the course

Hai Guo

Course materials

Hai Guo & YLE 2009: BBC Real Chinese/Kiinaa matkailijoille, Finnlectura (lesson 1-4)

Gu Feng 2009: Mandarin Teaching Toolbox, Volume 1, Confucius Institute at BCIT

Wu Zhongwei 2003: Contemporary Chinese, Sinolingua (only the pinyin exercise book)
Hai Guo 2010: Multimedia English materials based on “Matka Kiinan kieleen ja kulttuuriin”

Assessment criteria

Mid-term 50% and final exam 50%

Intermediate Chinese

(中级汉语)

Code: CHI8LE005

Scope: 5 ECTS

Timing: 2nd semester

Language: English/Chinese

Curriculum: Mubba 2016

Course level: Basic Studies/Free-choice Studies

Course type: Elective*

**but required of students who have chosen compulsory Chinese*

Starting level and linkage with other courses

Starting level: A1.1

Chinese for Beginners, or one semester of beginning level Chinese

Learning methods

Interactive classroom activities

Individual and pair work

Internet learning 50%

Alternative ways to complete the course:

Not attending the contact hours but doing the assignments and taking the final exam.

Learning outcomes and assessment

Target level: A1.2

Students

- master all the elements of Pinyin transliteration system
- become proficient in the five tones
- learn diversified vocabularies and grammar skills in spoken language expressions for everyday situations
- master the basics of reading and writing Chinese characters

Course contents

- consonants and vowels of the Pinyin system
- telling the time, hobbies and everyday routines
- telling about one's family
- survival level language skills in everyday life situations in a tee house, café, bar, restaurant, shop, etc.
- survival level language skills in traveling situations such as buying train and plane tickets, asking for directions, etc.
- grammar rules for creating different types of sentences
- different kinds of question sentences and their answers

Assessment components and their respective weights:

Final examination: 100%

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 5 (Excellent)	Grade 3 (Good)	Grade 1 (Satisfactory)
<p>The student:</p> <ul style="list-style-type: none">• is able to understand simple oral and written messages and transmit them successfully to the recipient. Speaking and writing skills are excellent as far as constructions and/or pronunciation is concerned.• knows how to apply the learned skills in practice on simple constructions in new situations.	<p>The student:</p> <ul style="list-style-type: none">• is often able to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are good as far as constructions and/or pronunciation is concerned.• has readiness to apply the learned skills in practice on simple constructions in new situations.	<p>The student:</p> <ul style="list-style-type: none">• has limited capability to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are passable as far as constructions and/or pronunciation is concerned.• is able to recognize simple constructions and frequently used expressions in different situations.

[Recognising and validating prior learning \(RPL\)](#)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

[Course teacher](#)

Hai Guo

[Learning materials](#)

Hai Guo & YLE 2009: BBC Real Chinese/Kiinaa matkailijoille, Finnlectura (lesson 5-10)

Gu Feng 2009: Mandarin Teaching Toolbox, Volume 2, Confucius Institute at BCIT

Contemporary Finnish Literature

Code: FIN8LE001

Scope: 3 ECTS

Timing: Semester 4-7

Language: Finnish/English

Course level: Professional Studies

Course type: Free-choice Studies

Competence level: B2

Prerequisites

Taking the exam requires excellent Finnish skills and knowledge of the basic terms of literary research in Finnish.

Learning outcomes

Students cultivate their skills in understanding Finnish: vocabulary, Finnish society and culture.

Course contents

The course covers four contemporary Finnish novels. The course is completed through independent study (81 h).

Students read 4 novels in Finnish and take an exam on them.

Teaching and learning methods

The course involves a written exam and 81 hours of independent study including self-assessment of learning assignment of 1 hour.

Teacher with the main responsibility for the course

Sanna Kukkonen, Pasila

Course materials

Students read four novels, one of each category:

- a. Antti Holma: Järjestäjä tai Maria Turtschaninoff: Maresi. Punaisen luostarin kronikoita
- b. Venla Hiidensalo: Karhunpesä tai Tommi Kinnunen: Lopotti
- c. Juha Itkonen: Palatkaa perhoset tai Riikka Pulkkinen: Paras mahdollinen maailma
- d. Jussi Valtonen: He eivät tiedä mitä tekevät tai Riikka Ala-harja: Maihinnousu

Assessment criteria/ scale 5-1

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 5 - 3 - 1.

Grade 5 (Excellent)

Grade 3 (Good)

Grade 1 (Satisfactory)

The student:

- has read all the required books and is able to demonstrate that by interpreting the texts, discussing the different elements and giving relevant examples.
- understands fully the basic literary concepts and uses them correctly.

The student:

- has read all the required books and is able to demonstrate that.
- is partly able to interpret the texts according to the assignment and gives some examples, which aren't always relevant.
- understands partly the basic literary concepts and uses some of them correctly.

The student:

- may have read all the required books but is not able to demonstrate that.
- is able to interpret some aspects of the texts according to the assignment and he/she may give few examples.
- has limited understanding and usage of the basic literary concepts.

Written exam 100 %.

In order to pass the course, students must answer at least three of the four exam questions. Full points can be received only by answering all four questions.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used for course/module development.

German for Beginners 1

(Deutsch für Anfänger 1)

- Code: GER8LE080
- Extent: 6 ECTS (162 h)
- Timing: Semester 1-7
- Language: German and English
- Competence level: A1
- Level: core studies
- Type: free-choice

Prerequisites

No prerequisites

Learning outcomes

Students

- acquire a solid grasp of German grammar
- are able to use German in everyday situations, both oral and written.

Course contents

German grammar, vocabulary pronunciation and everyday and business conversation practice.

- Key aspects of German grammar
- Everyday and business vocabulary

Teaching and learning methods

Contact hours 60 h (4 h/week)

Independent study, assignments and preparing for exam 97 h

Written exams 4 h

Self-assessment of learning 1 h

Teacher with the main responsibility for the course

Sirpa S. Bode, Pasila

Course materials

Paul Goggle & Heiner Schenke: Willkommen! a first course in German. Hodder education.

Assessment criteria/scale 5-1.

5 excellent

- Student understands simple oral and written messages

3 good

- Student is often able to understand simple oral and written messages and to

1 satisfactory

- Student sometimes understands simple oral and written messages and is able

<p>and can forward them successfully to the recipient</p> <ul style="list-style-type: none"> • Speaking and writing simple language structures and/or pronunciation are very good • Student can use learned new items in simple structures and language use situations 	<p>forward them to the recipient</p> <ul style="list-style-type: none"> • Speaking and writing simple language structures and/or pronunciation are good • Student is often able to use learned new items in simple structures and language use situations 	<p>to forward some of them to the recipient</p> <ul style="list-style-type: none"> • Speaking and writing simple language structures and/or pronunciation are poor • Student recognizes learned new items in simple structures and language use situations
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Assessment criteria

Mandatory attendance 80 %

Written exam 80 %

Class participation 20 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

German for Beginners 2

(Deutsch für Anfänger 2)

- Code: GER8LE030
- Extent: 3 cr (81 h)
- Timing: Semester 1-7
- Language: German
- Competence level: A1
- Level: core studies
- Type: free-choice

Prerequisites

German for Beginners 1(GER8LE080) or equivalent.

Learning outcomes

A solid grasp of basic German grammar. Students are prepared for the compulsory German courses in the Degree Programme for Multilingual Management Assistants.

Course contents

German grammar, vocabulary, pronunciation and everyday and business conversation practice.

- Key aspects of German grammar
- Everyday and business vocabulary

The course contents of this course are the same than of German for Beginners, but the themes are covered in more depth.

Teaching and learning methods

Contact hours 30 h (2 h/week)

Independent study, assignments and preparing for exam 48 h

Written exam 2 h

Self-assessment of learning 1 h

Teacher with the main responsibility for the course

Sirpa S. Bode, Pasila

Course materials

Paul Goggle & Heiner Schenke: Willkommen! a first course in German. Hodder education.
In addition: Riitta Louhimo & Johanna Toivonen: Spielend leicht. Saksan kieliopin kertaus- ja harjoituskirja. Finn Lectura & lecturer's handouts.

Assessment criteria/scale 5-1.

5 excellent

3 good

1 satisfactory

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> • Student usually understands simple and diverse oral and written messages and is able to forward them successfully to the recipient • Speaking and writing language structures and/or pronunciation are very good • Student can use learned new items in new, diverse language use situations | <ul style="list-style-type: none"> • Student often understands simple and diverse oral and written messages and is able to forward them to the recipient • Speaking and writing language structures and/or pronunciation are good • Student is often able to use learned new items in familiar, diverse language use situations | <ul style="list-style-type: none"> • Student sometimes understands simple and diverse oral and written messages and is able to forward some of them to the recipient • Speaking and writing language structures and/or pronunciation are poor • Student can use learned new items in simple language use situations |
|--|--|--|

Assessment criteria

Written exam 80 %

Class participation 20 %

Mandatory attendance 80 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Cultural Portfolio of German-speaking Europe

(Kulturportfolio vom deutschsprachigen Europa)

Code: GER8LE070

Scope: 3 ECTS

Timing: 1st-7th semester

Language: German/English

Course level: Professional Studies

Course type: Free-choice Studies

Competence level: A2-B2

Please note: Student can work on his/her portfolio from the first up to the seventh semester!

Starting level and linkage with other courses

Min. A2

Learning methods

Student agrees upon his visit beforehand by e-mail and receives instructions for his report. Student keeps account on his hours used for visits, report writing, meetings with teacher and corrections. Approximately 10 reports are written during the course which are corrected based on teacher's feedback and collected into a portfolio. Only one book review can be written.

This course involves 81 hours independent work including the assessment of one's own learning 1 h

Learning outcomes and assessment

After completing the course student

- has broadened his vocabulary
- has improved his understanding of grammar
- finds it easier to express himself in German
- is aware of the German-speaking cultural activities in Helsinki area
- Course contents

Student familiarizes himself with German-speaking cultural activities offered in Helsinki area. He visits different German or German-speaking institutes, organisations, restaurants/cafes, watches films, etc. and reports about them in writing. Each report is controlled, corrected and feedback is given personally.

Assessment components:

Evaluation is based on language use; ability to use vocabulary and structures, fluency and logic of text. Last report is a self-assessment.

The self-assessment doesn't influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for the development of the courses/modules. The assignment is completed on an electronic form.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 5 (Excellent, min. 90 %):

The student:

- can demonstrate a thorough knowledge of German-speaking cultural life in Helsinki area.
- is also able to show autonomy in locating appropriate sources of information.
- is able to express himself/herself fluently using a wide range of vocabulary and consistently accurate grammatical structures.

Grade 3 (Good, min. 70 %):

The student:

- can demonstrate a good knowledge of German-speaking cultural life in Helsinki area.
- is also able to locate information from different sources
- is able to express himself/herself well using a range of vocabulary and accurate grammatical structures.

Grade 1 (Satisfactory, min. 50 %):

The student:

- can demonstrate a basic knowledge and understanding of German-speaking cultural life in Helsinki area.
- is also able to summarise information from different sources
- is able to express himself/herself using a basic range of appropriate vocabulary and grammatical structures.

Working life connections

Visits to and/or from different companies, institutes or organisations, e.g. Goethe-Institut, Deutsch-Finnische Handelskammer, Deutsche Bibliothek, Deutsche Botschaft, Deutsche Schule.

Course teacher

Sirpa S. Bode, Pasila

Learning materials

To be agreed individually with teacher.

German Literature

(Deutschsprachige Schönliteratur)

- Code: GER8LE071
- Extent: 3 ECTS (81 h)
- Timing: Semester 4-7
- Language: German
- Competence level: B2
- Level: professional studies
- Type: free-choice

Prerequisites

Taking the exam requires strong German skills.

Learning outcomes

Students build their skills in understanding and interpreting novels in the German language.

Course contents

The course covers four key novels from Germany, Austria and Switzerland. The course is completed through independent study (81 hours). Written exam.

Students read novels in German and take an exam on them.

Teaching and learning methods

The course involves a written exam and 80 hours of independent study.
Self-assessment of learning 1 h

Teacher with the main responsibility for the course

Sirpa S. Bode, Pasila

Course materials

Thomas Mann: Tristan
Thomas Mann: Der Tod in Venedig
Franz Kafka: Die Verwandlung
Heinrich Böll: Nicht nur zur Weihnachtszeit

Assessment criteria/scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- has read all the required books and is able to demonstrate that

The student:

The student:

- by interpreting the texts, discussing the different elements and giving relevant examples.
- understands fully the basic literary concepts and uses them correctly.
- has read all the required books and is able to demonstrate that.
- is partly able to interpret the texts according to the assignment and gives some examples, which aren't always relevant.
- understands partly the basic literary concepts and uses some of them correctly.
- may have read all the required books but is not able to demonstrate that.
- is able to interpret some aspects of the texts according to the assignment and he/she may give few examples.
- has limited understanding and usage of the basic literary concepts.

Assessment criteria

Written exam 100 %

Students must answer at least three of four exam questions. Minimum requirement is 50 %. Full points can be received only by answering all four questions.

Retakes are possible only for those who have taken the initial exam.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Nordisk Handel

- Tunnus: IBU8LS005
- Laajuus: 6 op (162 h)
- Ajoitus: 4.-7. lukukausi
- Opetuskieli: ruotsi
- Opintojakson taso: ammattiopinnot
- Opintojakson tyyppi: vapaasti valittava

Lähtötaso

Hyvä ruotsin kielen taito

Oppimistavoitteet

Tavoite on, että opiskelija

- oppii tuntemaan pohjoismaista liike-elämää, yrityskulttuuria ja yhteistyömahdollisuuksia
- ymmärtää organisaatioiden ja yritysten toimintaa ja kaupankäynnin erikoispiirteitä Pohjolassa
- kehittää ruotsin kielen suullista ja kirjallista taitoaan käytännössä
- kiinnostuu mahdollisuuksista toimia pohjoismaisessa yhteistyössä

Sisältö

- opintokäyntejä yrityksissä ja organisaatioissa pääkaupunkiseudulla
- opintomatka Ruotsiin tai muuhun pohjoismaahan, jonka järjestelyihin koko ryhmä osallistuu
- haastattelututkimus kohdeyrityksissä ryhmän valitsemista aiheista (riippuen HAAGA-HELIAN meneillään olevista muista projekteista ja painopistealueista).

Opetus- ja oppimismenetelmät

Osallistujat harjoittavat suullista ja kirjallista kielitaitoaan käytännön tilanteissa opintokäynneillä.

Opiskelijat

- keskustelevat yrityskäynneistä ja matkajärjestelyistä (Moodle).
- osallistuvat keskusteluihin ryhmän tapaamisissa ja yrityskäynneillä.
- raportoivat yrityskäynneistä kirjallisesti.
- esittelevät haastattelututkimushankkeitaan ja -tuloksiaan

Oman oppimisen arviointi 1 h

Vastuopettajat

Marjaana Halsas, Pasila
Kirsi Lehtoviita, Haaga

Oppimateriaali

Opetusmoniste. Ajankohtaisia lehti- ja verkkoartikkeleita sekä yritysten omaa materiaalia.

Arviointi

Kirjalliset suoritteet (projektitutkimus, raportit, sekä verkkokeskustelut) 40 %

Suullinen kielitaito kurssilla annetun näytön mukaisesti 40 %

Aktiivisuus kurssilla 20 %

Oman oppimisen arviointitehtävä ei vaikuta arvosanan muodostukseen. Tehtävä on kaikille opintojaksoille/-kokonaisuuksille yhteinen ja vastauksia käytetään myös opintojakson/-kokonaisuuden kehittämiseen. Tehtävä tehdään WinhaOpaalissa.

International Business Law

- Code: LAW8LS041
- Extent: 3 ECTS (81 h)
- Timing: 4th-7th semester
- Language: English
- Level: Free choice studies
- Type: Optional

Prerequisites

Introduction to Law or equivalent (e.g. LAW1LS004, LAW1LE019, LAW2LS045).

Learning outcomes

Upon successful completion of the course, the student

- knows the structure of the legal regulation of international business
- is able to describe and apply central rules governing international trade
- knows the various legal documents related to international trade
- is able to communicate with experts by using the right legal terminology of international business
- is able to seek information on legal aspects of international business

Course contents

- International trade co-operation and regulation (WTO, EU competition law)
- Sources of international business law
- Different ways of organizing multinational enterprise
- Obligations of the contracting parties in international trade
- Model contracts
- Financing and securities law
- Transportation law
- Dispute settlement

Teaching and learning methods

Contact lessons 6 h

Assignments and self-study in virtual learning environment 75 h

Alternative completions

A student who wishes to complete the entire course in an alternative way on the basis of her prior competences should consult the teacher.

Contact teachers

Sampo Mielityinen, Pasila

Learning materials

August Ray. 2009. International business law: text, cases, and readings. Fifth edition. Pearson Education, Upper Saddle River.

Additional learning material will be delivered during the course using the Moodle learning environment.

Assessment criteria

Assignments 100 %

Russian Linguistic Correctness

(Osnovy kultury russkoi retshi)

Code: RUS8LE011

Scope 3 ECTS

Timing: 3rd-7th semester

Language: Russian

Curriculum:

Course level: Professional Studies

Course type: Compulsory*

**required of students who have chosen compulsory Russian*

Starting level and linkage with other courses

Good skills in Russian.

Contents

Contact hours focus on the basics of Russian linguistic correctness and texts dealing with it.

- Literature and/or lectures concerning Russian linguistic correctness

Learning methods

The course consists of contact hours and the reading of literature - a total of 81 h.

Alternative 1

Contact hours (initial meeting): 2 h

Independent study (reading of literature): 76 h

Written examination: 2 h

Self-assessment of learning: 1 h

Alternative 2

Contact hours (initial meeting): 2 h

Lectures and course assignments: 20 h

Independent study (reading of literature): 56 h

Written exam: 2 h

Self-assessment of learning: 1 h

The realisation of alternative 2 is to be confirmed yearly.

Learning outcomes

The student masters the basics of Russian linguistic correctness.

Assessment components and their respective weights:

Written examination 100 %

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 5 (90 %)

- The student has a full command of the basics of Russian grammar and usage. S/he clearly understands the rules of the language and speaks and writes in accordance with these rules. The student also has a clear understanding of modern Russian stylistics. S/he has a command of usage in official contexts and its special features. S/he can converse successfully in various business situations.

Grade 3 (70 %)

- The student has a satisfactory command of the basics of Russian grammar and usage. S/he generally understands of the rules of the language but makes some mistakes in speech and writing. The student also has an understanding of modern Russian stylistics. S/he has a satisfactory command of usage in official contexts and is generally aware of its special features. S/he can converse satisfactorily in different business situations.

Grade 1 (40 %)

- The student has a passing command of the basics of Russian grammar and usage. S/he is not fully aware of the rules of the language and makes lots of mistakes in speech and writing. The student has a passing understanding of modern Russian stylistics. S/he is not able to communicate correctly in official contexts and has a limited understanding of the special features of official usage. S/he can converse passingly in different business situations.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

[Working life connections](#)

The course looks into linguistic correctness in business life.

[Course teacher](#)

Oleg Matossov, Pasila

[Learning materials](#)

Koltunova 2002. Jazyk i delovoe obshtshenie. Ekonomitsheskaja literatura. Moskva.

Maksimova 2002. Russki jazyk i kultura retshi. Gardariksi. Moskva.

Tshernjak 2002. Russki jazyk i kultura retshi. Vyshaja shkola. Moskva.

Berditchevski, Solovjova 2002. Russki jazyk. Sfery obshtshenija. Moskva.

Material provided by the lecturer (alternative 2)

Cyrillic Word Processing and Transliteration

(Obrabotka teksta na kirillitse i transliteratsija)

- Code: RUS8LE110
- Scope: 3 ECTS
- Timing: 1. – 7. semester
- Language: Russian/English
- Curriculum: 2014
- Course level: professional studies
- Course type: free-choice (online course)*
- *required of students who have chosen compulsory Russian

Starting level and linkage with other courses

Language level: A 2
Basic Russian 1 and 2 or equal knowledge

Learning objectives and assessment

Passed course is assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1

The student is able to partly copy Russian texts. He/she masters the standard Russian business letter and can apply this knowledge somewhat to assignments. (S)he knows either the Finnish or international transliteration system to some extent and finds some of the needed information concerning Russian on the Internet.

Grade 3

The student is able to copy Russian texts well. He/she masters the standard Russian business letter and can apply this knowledge to assignments well. (S)he knows either the Finnish or international transliteration system well and can find nearly all needed information concerning Russian on the Internet.

Grade 5

The student is able to copy Russian texts very well. He/she masters the standard Russian business letter and can apply this knowledge to assignments very well. (S)he knows either the Finnish or international transliteration system very well and can find important information concerning Russian on the Internet.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

Course texts are edited versions of actual business correspondence.

Internationality

Russian studies according the requirements of Finnish companies.

Contents

Cyrillic text processing: writing exercises and document standards in Russian

Transliteration: Finnish or international transliteration standards

Search for information: using the Russian searching tools

Learning methods

A. Weekly assignments and final written exam OR

B. Final exam

The assessment of one's own learning 1 h

Assessment

Final written exam 65 p.

Weekly assignments 35 p.

Max. 100 p. OR

Final written exam 100 p.

Course teacher

Pirjo Salenius

Learning materials

Salenius, P. Cyrillic text processing and transliteration, in Moodle.

Self-assessment of the Learning Environment in Management Assistant Education

- Code: INS8LE101
- Extent: 1 ECTS (27 h)
- Timing: 1st-7th semester
- Language: English
- Level: Core studies
- Type: Free-choice

Starting level and linkage with other courses

Student is a degree student of Degree Programme for Multilingual Management Assistants and familiar with the curriculum of the degree programme.

Learning goals and assessment

Upon completion of the course, the student

- Understands the importance of quality management in Haaga-Helia context
- Recognizes the key elements of quality in student's operational environment
- Is able to evaluate the role and effect of feedback for development processes
- Is able to contribute to the making of development plan both individually and as a member of a group

Course contents

- Topics to be covered in the course include:
- Quality management in Haaga-Helia from student point of view
- Quality management system and processes in Haaga-Helia
- Haaga-Helia student feedback process and forums

Cooperation with the business community

Contribution to Mubba internal audit carried out during autumn 2015. Audit is part of an external audit of Haaga-Helia Quality process that will take place in February 2017. Therefore the commissioning party for this course is Degree Programme for Multilingual Management Assistants.

International dimension

The course includes evaluation themes that have international dimension.

Teaching and learning methods

- Contact lessons 2 hours (introductory workshop)
- Independent studies 24 hours
- Self assessment 1 hour

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Teacher responsible

Mirka Sunimento

e-mail Mirka. Sunimento(at)haaga-helia.fi

Course material

- Haaga-Helian Internet
- Ekstranet MyNet
- Material provided by the teacher

Assessment Criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 – 3 – 5.

Components	1	3	5
Knowledge	Has limited understanding of quality management.	Has good understanding of the basic elements of quality management processes, purpose and structure. Understands the meaning of quality management in the given operating environment	Has very good understanding of basic elements of quality management processes, purpose and structure. Understands the meaning and role of quality management in the given operating environment
Skills	Understands the role of quality management in the given operating environment. Using existing support material, is able to identify development areas	Is capable of using support materials in assessing and justifying specific evaluation areas.	Is capable of using support materials in assessing and justifying quality management as a whole.
	Is able to contribute to the making of development plan.	Is able to make a development plan for the areas under evaluation.	Is able to make a development plan for the areas under evaluation.
Competence	Little contribution to group work	Reasonable contribution to group work	Excellent contribution to group work. Positive and proactive attitude.

Work Placement

- Code: PLA6LE003
- Extent: 30 ECTS (810 h)
- Timing: 5th Semester
- Language: English/one of student's compulsory languages
- Level: professional studies
- Type: compulsory

Prerequisites

Business Networks (WOR1LE001)
Producing Business Documents (INF1LE022)
Financial Administration and Reporting (ACC1LE026)
Finnish Business Documents (FIN2LE024)
Corporate Public Relations (COM2LE070)
English Business Documents and Knowledge of the Economy (ENG2LE040A)
Meetings and Travel Management (LEA2LE060)
Business language skills in German, French, Spanish, Swedish, Russian or Chinese.

Foreign students:

Finnish for Beginners (FIN1LE002)
Intermediate Finnish (FIN1LE003)
Finnish for Working Life 1 (FIN2LE030)
Finnish for Working Life 2 (FIN2LE031)

Learning outcomes

Upon successful completion of the course, the student

- understands the job of a management assistant
- can transfer theoretical knowledge into practice
- understands how companies operate in practice
- knows how to make use of the information available to him/her
- has adopted a professional identity of an assistant

Course contents

Students take on tasks of the management assistant in a company or other organisation. This provides students with an opportunity to use and further develop their skills in areas including multicultural communication, information technology as well as in business and administration.

Work placement covers 100 days of work in a company or organisation in Finland or abroad. The aim is that students take on a broad range of tasks relating to the management assistants profession. During the semester, the students will meet a few evenings with their thesis counselors and spend one full day at school within the frame of a mid-term seminar.

In addition, during this time students should seek a commission for their thesis and get approval for their thesis topic and plan in one of the areas below:

Organisational Communication (THE7LE025)
Marketing (THE7LE002)
Organisation, Leadership and HR (THE7LE023)

Business cooperation

Open work placement positions are usually posted on jobstep.net, to which there is a link on HAAGA-HELIA's website. In addition, some employers contact the work placement coordinator directly, who then notifies of these positions via e-mail and on notice boards.

Each year HAAGA-HELIA strives to organise an info session that will provide information about the work placement application process as well as provide tips on how to prepare for interviews. The annual HAAGA-HELIA recruitment events are also excellent forums to make contacts with potential employers as well as learn about their application procedures.

Advisors

Catherine Métivier (work placement in Finland and abroad)

Assessment criteria

Students are assessed on the basis of their work placement report, which has to be returned to the advisor with a copy of their testimonial attached. In the report, students place special emphasis on evaluating their own learning process and the skills they have acquired during their studies and work placement. Pass/fail, no grade is given.

Bachelor's Thesis

- Code:

THE7LE025 (thesis in Organisational Communication)

THE7LE002 (thesis in Marketing)

THE7LE023 (thesis in Organisations, Leadership and HR)

- Extent: 15 ECTS (405 h)
- Timing: 5-7th semester
- Language: English
- Level: thesis
- Type: compulsory

Prerequisites

The student completes Introduction to Research (MET2LE030A), which is part one of Research Practices, in the 4th semester. Thesis work is also supported by Research Methods and Academic Writing (MET2LE030B), which is part two of Research Practices studies, and completed in the 6th semester. The student is expected to complete these courses as scheduled, in the 4th and 6th semester.

The student can start the thesis process at any time during the studies by putting together a Portfolio thesis. More information about this new thesis format from the Thesis Coordinator, Mia-Maria Salmi.

Learning outcomes

The student gains practice in independent work and working with company staff and other partners in development projects. The student also gains practice in handling big projects and communicating his/her matter with clarity.

Upon successful completion of the thesis, the student

- is able to identify possible development targets in companies and other organisations.
- knows how to find information on a given topic, and categorise and analyse it.
- knows how to order and read research studies, and news relating to them.
- is able to meet set deadlines and negotiate changes if needed.
- has a command of project work.
- knows how to write a clear report on his or her results, adhering to document standards.

Course contents

- Choice of thesis topic and writing topic analysis in 5th semester
- Preparation of thesis plan during the first period of the 6th semester
- Thesis report and publication at the start of the 7th semester
- Participation in group counselling and presentations with the thesis supervisor as agreed, over the course of the 5th, 6th and 7th semester
- Maturity examination

Cooperation with the business community

The aim is that theses are commissioned by companies or other organisations. The student usually combines his/her work placement and thesis.

Teaching and learning methods

- Individual counselling
- Working papers
- Seminars/group counselling
- Individual work

Contact teachers

Organisations, Leadership and HR:

Olli Laintila, Pasila

Marketing:

Olli Laintila, Pasila

Organisational Communication:

Merja Drake, Pasila/ Mirka Sunimento, Pasila

Abstract in English:

Karl Robbins

Learning materials

Thesis instructions in MyNet

The student agrees on the thesis topic and methodology literature with his or her thesis supervisor.

Bell, J. Doing Your Research Project, a Guide for First-Time Researchers in Education and Social Science. 3rd edition. Open University Press, Berkshire and New York.

Gertnesner, H. 2001. Project Management. Assistance Approach to Planning, Scheduling and Controlling, John Wiley and Sons.

Proctor, T. Essentials of Marketing Research. Prentice-Hall.

Schurich J. 2001. Research Method in the Postmodern, Routledge Falmer, London.

Yin, R. Case Study Research: Design and Methods. Sage.

Aaltola, J. ja Valli, R. 2001. Ikkunoita tutkimusmetodeihin I - II. PS-kustannus. Jyväskylä.

Alasuutari, P. Laadullinen tutkimus. Vastapaino.

Anttila, P. 2005. Ilmaisu, teos, tekeminen ja tutkiva toiminta. Artefakta 16. Akatiimi oy. Hamina.

Eskola, J. & Suoranta, J. Johdatus laadulliseen tutkimukseen. Vastapaino.

Hakala, J. 2004. Opinnäyteopas ammattikorkeakouluille. Gaudeamus. Tammer-Paino Oy. Tampere.

Heikkilä, T. Tilastollinen tutkimus. Edita.

Hirsjärvi, S. Remes P., Sajavaara P. 1997 (or newer edition). Tutki ja kirjoita. Tammerpaino Oy. Tampere.

Hirsjärvi, S. & Hurme, H. Tutkimushaastattelu: teemahaastattelun teoria ja käytäntö. Yliopistopaino.

Holopainen, M. & Pulkkinen, P. Tilastotieteen perusteet. WSOY.

Vilkkä, H. ja Airaksinen, T. 2003. Toiminnallinen opinnäytetyö. Gummerus kirjapaino. Jyväskylä.

Assessment criteria

The thesis is graded on the scale 1-5. The thesis is assessed by the primary thesis supervisor and another examiner.

The assessment criteria are the following:

Research-oriented thesis

- Thesis topic and objectives: significance and current relevance, research questions, scope and objectives, relevance of topic to companies/organisations
- Thesis framework: sources, background research, concept definition, use of sources
- Research methods: choice of methods, collection and analysis of data
- Results: correspondence of objectives and results, reliability and validity of results, usability and/or novelty of results, analysis and conclusions
- Written expression: balance and consistency, coherence and readability, adherence to report guidelines.
- Thesis process management: planning, implementation, analysis

Product-oriented thesis

- Thesis topic and objectives: significance and current relevance, thesis assignment, scope and objectives, relevance of topic to companies/organisations
- Thesis framework: sources, background research, concept definition, use of sources
- Project planning and implementation
- The product: presentation and assessment of product, usability and/or novelty of results, analysis and conclusions
- Written expression: balance and consistency, coherence and readability, adherence to report guidelines.
- Thesis process management: planning, implementation, analysis

The maturity examination is assessed with regard to both content and language as pass/fail.

Course list, foreign students, Curriculum 2010

The information below applies to the students who have started their studies before autumn 2014.

Degree Programme for Multilingual Management Assistants	Code	ECTS
Core studies		
Compulsory core studies		
<i>Financial Administration and Reporting</i>	ACC1LE026	(8)
Basics of Accounting	ACC1LE026A	4
Mathematics and Spreadsheet in Financial Administration	ACC1LE026B	4
Basics of Economics	ECO1LE004	3
Spoken Business English	ENG1LE002	3
English Grammar	ENG1LE015	3
Finnish for Beginners	FIN1LE002	6
Intermediate Finnish	FIN1LE003	6
Producing Business Documents	INF1LE022	3
Introduction to Business Law	LAW2LE045	3
<i>Business Networks:</i>	WOR1LE001	(18)
Introduction to Business English	WOR1LE001A	2
Introduction to Marketing	WOR1LE001B	3
Organisations and Leadership	WOR1LE001C	5
Introduction to Information Retrieval	WOR1LE001D	2
Office Applications	WOR1LE001E	4
Purpose and Practices of Organisational Communication	WOR1LE001F	2
Elective core studies		
Chinese Business Communication	CHI4LE002	3
Spoken Communication in Chinese	CHI4LE009	3
Basic Business French 1	FRE4LE005	3
Basic Business French 2	FRE4LE006	3
Spoken Communication in Business German	GER4LE007	3
German Grammar	GER4LE064	3
Basic Business Russian 1	RUS4LE070	3
Basic Business Russian 2	RUS4LE005	3
Spoken Spanish in Practice	SPA4LE070	3
Spanish Grammar	SPA4LE008	3
Professional Studies		
Compulsory professional studies		
Cultures in Contact	CUL2LE001	3
Online Communication	COM2LE050	3
Organisational Communication Management	COM2LE062	3
<i>Corporate Public Relations</i>	COM2LE070	(7)

Business Events and Etiquette	COM2LE070A	2
Business Event Project	COM2LE070B	2
PR English	COM2LE070C	3
<i>English Business and Financial Communication:</i>	ENG2LE040	(5)
English Business Documents and Knowledge of the Economy	ENG2LE040A	3
EU Studies	ENG2LE040B	2
Finnish for Working Life 1	FIN2LE030	3
Finnish for Working Life 2	FIN2LE031	3
Business Oriented Finnish	FIN2LE032	4
Processing Information and Managing Documents	INF2LE020	3
Administrative and Labour Law	LAW2LE046	3
Meetings and Travel Management	LEA2LE060	5
Strategic Management and Corporate Social Responsibility	LEA2LE071	3
Research Practices:	MET2LE030	(5)
Introduction to Research	MET2LE030A	2
Research Methods and Academic Writing	MET2LE030B	3
<i>Assessment of Professional Growth and Career Planning:</i>	SLF2LE080	(3)
Career Planning 1	SLF2LE080A	1
Career Planning 2	SLF2LE080B	1
Career Planning 3	SLF2LE080C	1
Business Operations and Entrepreneurship	WOR2LE001	6
Elective professional studies		
Assessing and Planning Organisational Communication	COM4LE002	3
Work-based Project on Organisations and Publicity	COM4LE006	4
PR Chinese	CHI4LE003	3
Chinese Business Culture	CHI4LE004	3
Language project in Chinese	CHI4LE050	2
Economic Life of the Chinese-speaking Areas	CHI4LE015	4
Language Project in English	ENG4LE050	2
Language Project in Finnish	FIN4LE050	2
French Working Environment and PR French	FRE4LE007	3
French and Finnish Cultures in Contact	FRE4LE008	3
French Media and Communication	FRE4LE030	4
Language Project in French	FRE4LE050	2
German Business Communication	GER4LE002	3
Business Communication in German-speaking Europe	GER4LE040	4
Language Project in German	GER4LE050	2
PR German	GER4LE068	3
People at Work	LEA4LS080	3
Work-based Project on HRM	LEA4LS081	4
Marketing and Networks	MAR4LE006	3
Work-based Project on Marketing	MAR4LE007	4
Russian Business Documents	RUS4LE042	3

<i>Russian Business Environment</i>	RUS4LE030	(4)
Contract Texts in Russian Trade	RUS4LE030A	2
Assistant's Job in Russian Trade	RUS4LE030B	2
Spoken Communication in Business Russian	RUS4LE041	3
Language Project in Russian	RUS4LE050	2
Spanish Business Communication	SPA4LE010	3
Spanish Business Documents	SPA4LE046	3
Language Project in Spanish	SPA4LE050	2
Business and Society in Latin America	SPA4LE055	4
Language Project in Swedish	SWE4LE051	2
Language Studies for the Students Following the Native Speaker's Curricula		
International Business Chinese	CHI4LE006	3
Introduction to Chinese-speaking Areas	CHI4LE005A	3
Advanced Business Chinese	CHI4LE007	3
British Studies	ENG8LE001	3
Finnish Society and Business	ENG8LE020	7
Knowledge of Finland and the Nordic Countries	FRE8LE070	6
Portfolio of Finnish Culture	GER8LE060	3
Translation Exercises from Finnish into Spanish	SPA8LE012	3
Portfolio on Finland in Spanish	SPA8LE040	3
Free-choice Studies		
Chinese for Beginners	CHI8LE004	6
Intermediate Chinese	CHI8LE005	3
Contemporary Finnish Literature	FIN8LE001	3
German for Beginners 1	GER8LE080	6
German for Beginners 2	GER8LE030	3
Cultural Portfolio of German-speaking Europe	GER8LE070	3
German Literature	GER8LE071	3
Nordisk Handel	IBU8LS005	6
International Business Law	LAW8LS041	3
Russian Linguistic Correctness	RUS8LE011	3
Cyrillic Word - processing and transliteration	RUS8LE037	3
Self-assessment of the Learning Environment in Management Assistant Education	INS8LE101	1
Work Placement		
Work Placement	PLA6LE003	30
Bachelor's Thesis		
Bachelor's Thesis/Marketing	THE7LE002	15
Bachelor's Thesis/Organisations, Leadership and HR	THE7LE023	15
Bachelor's Thesis/Organisational Communication	THE7LE025	15

Finnish for Beginners

- Code: FIN1LE002
- Extent: 6 ECTS (162 h)
- Timing: 1st semester
- Language: English and Finnish
- Target level: A1
- Level: Core studies
- Type: Compulsory

Prerequisites

No prerequisites

Learning outcomes

Upon successful completion of the course, the student

- understands elementary Finnish language
- is able to express him/herself in everyday situations and tell about his/her life, family, appearance and feelings
- has knowledge of the basic facts of the Finnish culture and the Finnish language

Course contents

- Pronunciation
- Greetings, introducing oneself
- Nationalities
- Numbers, prices
- What time is it?
- Conjugation of the verb 'olla'
- Weather
- Days of the week, months, seasons of the year
- Family
- To have, to have not
- Verb conjugation in present tense, types 1 - 5
- Basic adjectives, colours
- Asking questions with question words and with the question suffix
- The genitive and partitive case of nouns

Teaching and learning methods

Contact hours 66 h

Independent studies 95 h

Self-assessment of learning 1 h

Oral and written exercises individually and in pairs, group work.

Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results, and reach the minimum amount of credits (22 cr.) in the Finnish language at his/her own level of competence.

Teacher responsible

Sanna Kukkonen, Pasila

Learning materials

Gehring, S. & Heinzmann, S. 2010. Suomen mestari 1. Suomen kielen oppikirja aikuisille. Finn Lectura. Helsinki. Chapters 1 - 5.

Other material provided by teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
	The student:	The student:
The student: <ul style="list-style-type: none">• is able to understand simple oral and written messages and transmit them successfully to the recipient. Speaking and writing skills are excellent as far as constructions and/or pronunciation is concerned.• knows how to apply the learned skills in practice on simple constructions in new situations.	<ul style="list-style-type: none">• is often able to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are good as far as constructions and/or pronunciation is concerned.• has readiness to apply the learned skills in practice on simple constructions in new situations.	<ul style="list-style-type: none">• has limited capability to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are passable as far as constructions and/or pronunciation is concerned.• is able to recognize simple constructions and frequently used expressions in different situations.

Attendance mandatory.

Active participation in lessons 20%

Small tests and/or assignments 10%

Final examination 70%

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Intermediate Finnish

- Code: FIN1LE003
- Extent: 6 ECTS (162 h)
- Timing: 2nd semester
- Language: Finnish and English
- Target level: A1
- Level: Core studies
- Type: Compulsory

Prerequisites

Finnish for Beginners or equivalent level in the proficiency test.

Learning outcomes

Upon successful completion of the course, the student

- is able to tell about his/her home
- can tell about his/her work
- is able to plan a trip and a party
- is able to make a short presentation in Finnish
- is able to produce simple connected text on topics that are familiar or of personal interest
- has deepened his/her knowledge of the Finnish culture and language

Course contents

- Consonant gradation and other changes (in the stem) of nouns and verbs
- Different types of nouns: nominative plural, local cases
- Expressing one's opinion
- Postpositions
- Imperative mood
- Existential clause
- Inflection of the personal and demonstrative pronouns
- Use of the partitive case: uncountable words
- Basics of the object
- Ordinal numbers
- Subordinate clauses and conjunctions
- Vocabulary: furniture, tourism, travelling, means of transportation, food, parties, work and occupation
- Elementary features of spoken language

Teaching and learning methods

Contact hours 66 h

Independent studies 95 h

Self-assessment of learning 1 h

Oral and written exercises individually and in pairs, group work.

Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results, and reach the minimum amount of credits (22 cr.) in the Finnish language at his/her own level of competence.

Teacher responsible

Sanna Kukkonen, Pasila

Learning materials:

Gehring, S. & Heinzmann, S. 2010. Suomen mestari 1. Suomen kielen oppikirja aikuisille. Finn Lectura. Helsinki. Chapters 6 - 9.

Other material provided by teacher.

Assessment criteria/scale 5-1.

5 excellent

The student:

- usually understands well the basic structures and vocabulary in everyday situations and in short everyday-related texts.
- is able to apply the learned skills and communicate independently in familiar and new situations.

3 good

The student:

- understands the basic structures and vocabulary in familiar everyday situations and some short texts.
- is able to apply the learned skills and communicate in most familiar everyday situations.

1 satisfactory

The student:

- understands some basic structures and vocabulary in familiar everyday situations and some basic elements in short texts.
- is able to apply some of the learned skills and communicate in some everyday situations.

Attendance mandatory.

Active participation in lessons 20 %

Small tests and/or assignments 10 %

Final examination 70 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Finnish for Working Life 1

- Code: FIN2LE030
- Extent: 3 ECTS (81 h)
- Timing: 3rd semester
- Language: Finnish
- Target level: A2
- Level: Professional studies
- Type: Compulsory

Prerequisites

Finnish for Beginners 1 and 2 or equivalent level in the proficiency test.

Learning outcomes

Upon successful completion of the course, the student

- can tell about his/her past and introduce his/her own culture or other topics of interest
- is able to make a presentation in Finnish
- has got improved vocabulary and speaking skills, and also the knowledge of Finnish grammar
- gets basic information and skills considering work life in Finnish

Course contents

- Conjunctions
- Object
- Conditional mood
- Past tense: forms and use
- 3. infinitive
- Writing emails in Finnish
- Getting acquainted with current topics by using newspapers and other media

Teaching and learning methods

Contact hours 32 h

Independent studies 48 h

The assessment of one's own learning 1 h

Oral and written exercises individually and in pairs, group work.

Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results.

Teacher responsible

Sanna Kukkonen, Pasila

Learning materials

Gehring, S.& Heinzmann, S. 2012. Suomen mestari 2. Suomen kielen oppikirja aikuisille. Finn Lectura. Helsinki.

Other material provided by teacher.

Assessment criteria

5 (90%)	3 (70%)	1 (40%)
The student:	The student:	The student:
<ul style="list-style-type: none">• has a good command of standard oral and written Finnish on general topics.• is able to communicate in most situations he/she is likely to encounter.	<ul style="list-style-type: none">• has a satisfactory command of standard oral and written Finnish on general topics.• is able to communicate in many of the situations he/she is likely to encounter.	<ul style="list-style-type: none">• has a passable command of standard oral and written Finnish on general topics.• is able to communicate in some of the situations he/she is likely to encounter.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Finnish for Working Life 2

- Code: FIN2LE031
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: Finnish
- Target level: B1
- Level: Professional studies
- Type: Compulsory

Prerequisites

Finnish for Beginners, Intermediate Finnish and Finnish for Working life or equivalent level in the proficiency test.

Learning outcomes

Upon successful completion of the course, the student

- has learned how to apply for a job in Finland
- has basic knowledge of formal telephone conversations in Finnish
- is familiar with current topics in the business field through (simplified) newspaper articles and other up-to-date sources

Course contents

- Perfect and pluperfect tense -> forms and use of all tenses
- Plural forms of nouns (i plural)
- Comparison of adjectives
- Texts and conversation about current topics
- Studies, work experience
- CV
- Job interview
- Presentation or oral summary

Teaching and learning methods

Contact hours 32 h

Independent studies 48 h

The assessment of one's own learning 1 h

Oral and written exercises individually and in pairs, group work.

Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results.

Teacher responsible

to be confirmed later

Learning materials

Kuparinen, K. & Tapaninen, T. 2008. Hyvin menee! 2. Suomea aikuisille. Otava. Helsinki.

Other material provided by teacher.

Assessment criteria/scale 5-1.

5 (90%)	3 (70%)	1 (40%)
<ul style="list-style-type: none">• The student has a good command of standard oral and written Finnish on general and some field-specific topics.• The student is able to communicate in most situations he/she is likely to encounter. He/she is able to search for and apply for a job in Finnish independently.	<ul style="list-style-type: none">• The student has a satisfactory command of standard oral and written Finnish on general and some field-specific topics.• The student is able to communicate in many situations he/she is likely to encounter. He/she is able to search for and apply for a job in Finnish independently.	<ul style="list-style-type: none">• The student has a passable command of standard oral and written Finnish on general and some field-specific topics.• The student is able to communicate in some situations he/she is likely to encounter. He/she is able to search for and apply for a job in Finnish independently.

Assessment components and their respective weights

Active participation in lessons 10 %

Written and Oral assignments 50 %

Final Examination 40 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Business Oriented Finnish

- Code: FIN2LE032
- Extent: 4 ECTS (108 h)
- Timing: 6th semester
- Language: Finnish
- Target level: B2
- Level: professional studies
- Type: compulsory

Prerequisites

Finnish for Beginners, Intermediate Finnish and Finnish for Working Life 1 and 2 or equivalent level in the proficiency test.

Learning outcomes

Upon successful completion of the course, the student

- is able to communicate in Finnish in basic business situations
- is able to read simple economic texts in Finnish
- acquires the skills to produce clear and logical business texts on simple business matters
- is able to write basic business letters and PR letters in Finnish

Course contents

- Cultural differences, corporate forms, organisations, commerce, finance, marketing, tourism, workplace culture
- Business correspondence
- PR letters
- Internal communications
- Telephone Finnish
- Grammar: comparison of adjectives, non-finite clauses

Teaching and learning methods

Contact hours 48 h

Independent studies 59 h

The assessment of one's own learning 1 h

Oral and written exercises individually and in pairs, group work.

Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results.

Teacher responsible

Sanna Kukkonen, Pasila

Learning materials

Material provided by teacher.

Assessment criteria/scale 5-1.

5 (90%)	3 (70%)	1 (40%)
<ul style="list-style-type: none">• The student understands well the essential parts of business-related texts in both the written and oral form.• The student has a very good command of business vocabulary, and he/she is able to produce business or PR texts in Finnish independently.	<ul style="list-style-type: none">• The student understands the essential parts of business-related texts in both the written and oral form.• The student has a fairly good command of business vocabulary, and he/she is able to produce business or PR texts in Finnish when assisted.	<ul style="list-style-type: none">• The student understands the main points of business-related texts in both the written and oral form.• The student has a satisfactory command of business vocabulary, and he/she is able to produce business or PR texts in Finnish with several corrections, when assisted substantially.

Assessment criteria

Active participation in lessons 10 %

Written and oral assignments 50 %

Final exam 40 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Language Project in Finnish

- Code: FIN4LE050
- Extent: 2 ECTS (54 h)
- Timing: from 4th to 7th semester
- Language: Finnish
- Target level: B2
- Level: Professional studies
- Type: Compulsory (the project is compulsory in one of the main languages)

Learning outcomes

The aim of the course is that students are able to complete a project demonstrating good writing skills and independent command of the Finnish language and culture. The project also enhances students' professional competencies.

Course contents

Students plan and implement a language project on a business topic in a group, and in this way practice their language and project management skills.

The topic of the project is agreed upon with the instructor and a representative from a company/organization. The topic should differ from the topic that students address in their theses.

Cooperation with the business community

The project topic should relate to real-life business and should also be commissioned by a company or other organisation. The project should also be of benefit to the commissioning company or organisation.

Teaching and learning methods

Attendance is compulsory in the introduction session which is held prior to the project. Students then present their project plan. They report on the progress of the project and present the final report to the instructor at dates agreed upon with the instructor.

Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Independent study: 54 h

Recognition of prior learning (RPL)

The student may display that s/he manages the course objectives and contents mentioned in the course description. S/he displays her/his competence by a portfolio and by a demonstration of skills together with a separate description concerning her/his previous experience in a language project. The student must agree upon this in person with the teacher two weeks prior to the implementation of the project at the latest.

Contact teachers

Sanna Kukkonen, Pasila

Learning materials

Reference literature and materials received from the commissioning company/organisation

Assessment criteria

Pass/Fail

International Business Chinese

- Code: CHI4LE006
- Extent: 3 cr (80 h)
- Timing: Semester 1
- Language: Chinese
- Level: professional studies
- Type: elective*

* required of students who have chosen compulsory Chinese

Prerequisites

Native speaker

Learning objectives

Students

- get familiar with typical Chinese business vocabulary and expressions
- understand the nuance of the conversations and texts in special business fields
- carry out fluent and professional discussions with different business topics
- read and write business e-mail messages

Course contents

This course is a special course only for native mandarin speakers or to those, who have lived and worked in China for over 3 years. It prepares students for the usage of professional business Chinese terminologies, standard formats and styles. Learning materials cover for example the following items:

- inquiry
- negotiation over price
- credit check
- placing order
- reaching agreement
- methods of payment
- customs declaration and clearance
- commodity inspection
- insurance
- claim and compensation
- writing business e-mail messages using Chinese word-processing programs such as Windows IME, and Google Pinyin, as well as online translation and other assistant programs.

Cooperation with the business community and other organizations

Finnish companies doing business in Chinese-speaking countries and Chinese companies in Finland.

Teaching and learning methods

Independent study (no contact hours)

Written exam

Self-assessment of learning 1h

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Zhang Taiping 2003. International Business Chinese Course. Beijing University Press.

And other hand-outs

Assessment criteria

5 (90%)

3 (70%)

1 (40%)

The student:

- is able to understand independently all the terminology and nuance of the business documents and texts covered in the course. She/he is able to manage the most demanding activities in word processing and other internet and mobile phone tools, which help in the understanding and creating of the demanded Chinese business documents.
- create professional business documents and texts including suitable style and nuance for the target of the organization and the recipient for different communication situations of working life.
- follows schedules well and is able to plan how to best use her/his own time.
- is able to assess critically the contents, appearance and phrasing of documents and improve working methods and new solutions.

The student:

- is able to understand independently most of the terminology and nuance of the business documents and texts covered in the course. She/he is able to use the word processing and other internet and mobile phone tools, which help in the understanding and creating of the demanded Chinese business documents.
- is able to create business documents and texts in terms of style and nuance for the target of the organization and the need of the recipient.
- masters the proper ways of professional working and follows deadlines.
- knows how to use instructions independently and apply her/his skills.
- knows how to benefit from feedback and learn from mistakes.

The student:

- is able to understand independently over half of the business documents and texts covered in the course. She/he is able to use the basic functions of the word processing and other internet and mobile phone tools.
- is able to draw up understandable documents and she/he understands the meaning and the differences of various documents.
- follows deadlines and knows how to follow instructions given to her/him.

Written exam 100 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Chinese Business Environment

- Code: CHI4LE005
- Extent: 5 ECTS (135 h)
- Timing: 6th and 7th Semester
- Language: Chinese
- Level: professional studies
- Type: elective*

* required of students who have chosen compulsory Chinese

Prerequisites

Starting level: B1

Chinese Business Communication (CHI4LE002), PR Chinese (CHI4LE003) and Chinese Business Culture (CHI4LE004)

Learning outcomes

Students

- become familiar with the history, culture and economy of the Chinese-speaking areas including mainland China, Taiwan, Hong Kong, Singapore, Malaysia.
- are capable of talking about the general features of the Chinese economic life
- are able to write clear PR and business documents using a Chinese word-processing program
- become aware of the styles and formats used in Chinese business documents
- are prepared to move on tasks involving trade with the Chinese-speaking areas

Course contents

The course is divided into two parts: Introduction to the Chinese-speaking Areas (CHI4LE005A) and Chinese Business Documents (CHI4LE005B). The course involves contact hours and weekly assignments.

Introduction to the Chinese-speaking Areas (6th semester):

- Introduction to the situations in different Chinese-speaking areas
- Economic life of the mainland China and overseas Chinese societies

Chinese Business Documents (7th semester)

- PR letters: invitations, thank you letters, apologies, congratulations, condolences
- Business letters: travel correspondence, travel agenda, confirmations, offer requests, offers, orders, powers of attorney
- CV compilation

Cooperation with the business community and other organisations

Finnish companies doing business in Chinese-speaking countries and Chinese companies in Finland.

Teaching and learning methods

The course consists of contact hours and assignments, totalling 135 hours of study.

Introduction to the Chinese-speaking Areas (3 ECTS):

This part covers 81 hours of study, inclusive of contact hours and independent study. This part lasts one semester.

Contact hours 32 h (2 h/week)

Written exam 2 h (at end of term)

Oral presentation

Independent study, exercises and preparation for exam 46 h

Self-assessment of learning 1 h

Chinese Business Documents (2 ECTS):

This part covers 54 hours of study, including contact hours and independent study. This part lasts one period.

Contact hours 24 h (3 h/week)

Written examination 2 h (at the end of the period)

Independent study, exercises and preparation for examination 27 h

Self-assessment of learning 1 h

Class exercises must be completed before the examinations.

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test

One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Great Wall Chinese 2009: Level 5-6, Office of Chinese Language Council International

Handouts and materials provided by the teacher

Assessment criteria/Chinese Business Documents/scale 5-1.

5 excellent

The student:

- is able to understand independently all the basic

3 good

The student:

- is able to understand independently

1 satisfactory

The student:

- is able to understand independently

documents and texts covered in the course and is able to write some of them. She/he is able to manage the most demanding activities in word processing and other internet and mobile phone tools, which help in the understanding and creating of the basic Chinese business documents.

- is able to understand and write documents and texts including suitable style and nuance for the target of the organization and the recipient for different communication situations of working life.
- follows schedules well and is able to plan how to best use her/his own time. She/he shows initiative and is able to share her/his know-how and peer feedback to others.
- is able to assess critically the contents, appearance and phrasing of documents and improve working methods and new solutions.

most of the basic documents and texts covered in the course and is able to write some of them. She/he is able to use the word processing and other internet and mobile phone tools, which help in the understanding and creating of the basic Chinese business documents.

- is able to understand and write suitable texts in terms of style and nuance for the target of the organization and the need of the recipient.
- masters the proper ways of professional working and follows deadlines.
- knows how to use instructions independently and apply her/his skills.
- knows how to benefit from feedback and learn from mistakes.

over half of the basic documents in Chinese and write some of them by using Word programs and the Chinese standard for documents.

- is able to draw up understandable documents and she/he understands the meaning and the differences of various documents.
- follows deadlines and instructions and participates in working.
- knows how to follow instructions given to her/him.

Assessment criteria/Introduction to Chinese-speaking Areas/scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

The student:

The student:

- is able to make a presentation which is skillfully targeted and suitable for the communication situation. (S)he speaks Chinese with only a few obvious mistakes, in a clear voice with natural expression and contact with the audience. (S)he knows the demanded vocabulary concerning the presentation topic.
- is able to use sources of information versatility and critically to support his/her work and shows excellent cultural knowledge when using sources.
- adapts the cultural content deeply and is able to share his/her professional knowledge and skills to others.
- is able to make a presentation which is well targeted and suitable for the communication situation. (S)he speaks Chinese with obvious mistakes but the mistakes do not bother the understanding of her/his expressions. (S)he knows most of the demanded vocabulary concerning the presentation topic.
- is able to use sources of information independently to support his/her work and shows good cultural knowledge when using sources.
- adapts the cultural content well and is able to share his/her professional knowledge and skills to others.
- is able to make a presentation which is suitable for the communication situation. (S)he speaks Chinese with mistakes, which sometimes bother the understanding of her/his expressions. (S)he knows only parts of the demanded vocabulary concerning the presentation topic.
- is able to use sources of information to support his/her work and shows cultural knowledge when using sources.
- is able to share his/her professional knowledge and skills to others in a limited manner.

Introduction to the Chinese-Speaking Areas:

Written examination 60 %

Class activity 10 %

Oral presentations 30 %

Chinese Business Documents:

Written examination 50 %

Class activity 20 %

Written tasks 30 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Advanced Business Chinese

- Code: CHI4LE007
- Extent: 3 ECTS (81 h)
- Timing: 2nd Semester
- Language: Chinese
- Level: core studies
- Type: elective*

* required of students who have chosen compulsory Chinese

Prerequisites

Native speaker

International Business Chinese CHI4LE006

Learning outcomes

Students

- are able to understand and use highly specialized Chinese business terms and expressions
- understand demanding business texts like contracts and certificates
- read and write advanced level business e-mail messages
- are able to do independent research and write a report on a given topic

Course contents

The course involves the study of highly advanced business Chinese terminologies.

Students are supposed to be able to demonstrate their knowledge of business Chinese by writing a report on a given business topic. Learning materials cover for example the following items:

- applying to establish an office in China
- opening an account
- negotiating prices
- concluding a transaction
- checking the contract
- quota and tariff
- processing with designated brands
- cargo insurance
- applying for a patent
- tendering

Cooperation with the business community and other organizations

Finnish companies doing business in Chinese-speaking countries and Chinese companies in Finland.

Teaching and learning methods

Independent study

Research and a report

Self-assessment of learning 1h

Recognition of prior learning

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. This must be agreed upon with the teacher no later than two weeks before the course begins. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Huang Weizhi 2002. Business Chinese. Sinolingua.
Guan Daoxiong 2003. Practical Business Chinese Reader

Assessment criteria/scale 5-1.

5 (90%)

The student:

- is able to make a comprehensive research and assess critically the materials she/he collected for the demanded essay/report, which is skillfully targeted and suitable for the given situation. The student is able to understand independently all the terminology and nuance of the business documents and texts covered in the course. She/he is able to manage the most demanding activities in word processing and other internet and mobile phone tools, which help in the understanding and creating of the demanded Chinese business documents.
- is able to create professional business documents and texts including suitable style and nuance for the target of the organization and the recipient for different communication situations of working life.
- follows schedules well and is able to plan how to best use her/his own time.

3 (70%)

The student:

- is able to make a satisfactory research and assess rather critically the materials she/he collected for the demanded essay/report, which is well targeted and suitable for the given situation. The student is able to understand independently most of the terminology and nuance of the business documents and texts covered in the course. She/he is able to use the word processing and other internet and mobile phone tools, which help in the understanding and creating of the demanded Chinese business documents.
- is able to create business documents and texts in terms of style and nuance for the target of the organization and the need of the recipient.
- masters the proper ways of professional working and follows deadlines.
- knows how to use instructions independently and apply her/his skills.

1 (40%)

The student:

- is able to make a research and write an essay/report suitable for the given situation. The student is able to understand independently over half of the business documents and texts covered in the course. She/he is able to use the basic functions of the word processing and other internet and mobile phone tools.
- is able to draw up understandable documents and she/he understands the meaning and the differences of various documents.
- follows deadlines and knows how to follow instructions given to her/him.

- knows how to benefit from feedback and learn from mistakes.

Written exam 30 %

Essay/report 70%

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

British Studies

- Code: ENG8LE001
- Extent: 3 ECTS (81 hours including tutorials)
- Timing: 1st to 7th Semester
- Language: English
- Level: professional studies
- Type: compulsory for native speakers

Learning outcomes

Students taking this course will

- broaden their knowledge of British society today and become more aware of the UK as a business environment and deepen their understanding of British ways.
- understand some of the cultural differences between Finnish and British work environments.
- improve their academic research skills and fluency and accuracy in written communication

Course contents

This course presents aspects of British culture and society relevant to working with British people at home and abroad. The particular topics are:

- Citizenship
- Social and Economic aspects of life in Britain
- Social media
- Work environments, trends in working life
- Innovation and entrepreneurship

Cooperation with the business community

Visit to a Finnish company, institute or organisation. Interviews.

Teaching and learning methods

This is a self-directed research and portfolio course where the student submits a series of reports, reviews, articles and essays about different topics of modern life in Britain. Each topic will be agreed in advance with the teacher; the preliminary drafts will be discussed with the teacher and the final draft will be collected in the portfolio.

Self-assessment of learning 1h

Teacher with the main responsibility for the course

Penelope Roux, Pasila

Course material

To be agreed with the teacher

5 excellent

3 good

1 satisfactory

The student

The student

- can demonstrate a thorough knowledge of life in modern Britain and a good understanding of the topical issues in the chosen areas.
- is also able to show autonomy in locating appropriate sources of information and in using information in a versatile and critical way.
- can demonstrate excellent skills in the organisation, presentation and critical analysis of the main trends or issues in each of the chosen topics.
- can support his/her ideas effectively with relevant examples from his/her own knowledge and experience.
- is able to express his/her ideas fluently using sustained academic language including a wide range of vocabulary and consistently accurate grammatical structures.

- can demonstrate a good knowledge of life in modern Britain and an understanding of some issues in the chosen areas.
- is also able to locate information from different sources and shows some ability to analyse this information in a critical way.
- can support some of his/her ideas using examples from his/her own knowledge or experience.
- is able to express his/her ideas well using academic language and a range of vocabulary and accurate grammatical structures.

The student:

- can demonstrate a basic knowledge and understanding of life in modern Britain.
- is also able to summarise information from different sources and has a limited ability to analyse relevant information.
- is able to organise and present his/her ideas and shows a basic level of skill in the interpretation of the main trends.
- can use examples to illustrate his/her main points.
- is able to express his/her ideas using an acceptable level of academic English and a basic range of appropriate vocabulary and grammatical structures.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Finnish Society and Business

- Code: ENG8LE020
- Extent: 5 ECTS (135 h)
- Timing: second through sixth Semester
- Language: English
- Competence level: native speaker
- Level: core studies
- Type: compulsory

Prerequisites

This course is only for native speakers of English.

Learning outcomes

Upon successful completion of the course, the student will:

- understand the range of issues in Finnish society that impact the handling of business in Finland
- understand how general business practices impact Finnish society
- understand how Finnish society impacts general business practices
- understand how general business practices and general aspects of Finnish society can work together harmoniously
- be able to write about such themes for a professional environment
- be able to present the findings of their research in this area using a PowerPoint presentation
- be able to analyze trends and characteristics in this area
- be able to make comparisons in these areas between Finland and their home country.

Course contents

- Given a choice of five topics, the student will choose at least three of them, do the necessary scholarly research and write a report, which is to have a length of not less than 5,000 words. (This is a total for all of the topics together, not the length for each one.)
- The topics to choose from are the following: 1) Work 2) Education 3) CSR 4) The “Nordic welfare state” model and 5) Leisure and family.
- The student will then give a PowerPoint presentation to the two teachers responsible, covering this material. This will follow the 10-20-30 system of Guy Kawasaki: 10 slides, a 20-minute presentation and a size 30 font.
- There will not be any contact hours for this course, other than the giving of the PowerPoint presentation.

Cooperation with the business community and other organisations

The learning tasks are based on working life practices that will help the student better understand how these issues might be handled differently in Finland from how they are in their native country.

Teaching and learning methods

The course involves self-study and writing, totaling 134 hours of study.
Self-assessment of learning 1h.

Alternative completions

There are no alternative ways to complete this course.

Teachers with the main responsibility for the course

Olli Laintila and Karl Robbins

Course materials

Students do their own research for this course and may use whatever materials they find useful.

Assessment criteria

5 excellent

The student:

- fully understands the concepts involved in doing business in Finnish society.
- fully understands how these might differ from their native country.
- has an excellent grasp of how to analyze the issues involved in these areas and draw appropriate conclusions as to what actions to take in light of them.
- fully understands how the various factors involved in these areas relate to each other and impact each other.
- is able to write about such issues on a level that would be expected among professionals in the field.

3 good

The student:

- understands fairly well the concepts involved in doing business in Finnish society.
- understands fairly well how these might differ from their native country.
- has a good grasp of how to analyze the issues involved in these areas and draw appropriate conclusions as to what actions to take in light of them.
- understands fairly well how the various factors involved in these areas relate to each other and impact each other.
- is able to write about such issues on a level that would be understood by professionals in the field.

1 satisfactory

The student:

- understands to a limited extent the concepts involved in doing business in Finnish society.
- understands to a limited extent how these might differ from their native country.
- has a basic grasp of how to analyze the issues involved in these areas and draw appropriate conclusions as to what actions to take in light of them.
- understands to a limited extent how the various factors involved in these areas relate to each other and impact each other.
- is able to write about such issues on a level that would be understood, though perhaps with some difficulty, by professionals in the field.

Written report: 2/3

PowerPoint presentation: 1/3

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Knowledge of Finland and the Nordic Countries

(connaissance de la Finlande et des pays nordiques)

- Code: FRE8LE070
- Extent: 6 ECTS (162 h)
- Timing: Semester 1-7
- Language: French
- Competency level: C2
- Level: professional studies
- Type: elective*

*required of French native speaking students

Prerequisites

This course is exclusively for French native speaking students.

Learning outcomes

Upon successful completion of the course, the student

- understands Finnish and Nordic societies
- is able to talk about history, geography, economy, politics and culture of Finland and other Nordic countries.
- understands Finnish mentality and values
- is able to work in a Finnish working environment

Course contents

Literature on history, geography, society, culture, politics and economy of Finland and the Nordic countries.

Teaching and learning methods

Self-study 161 h

The assessment of one's own learning 1 h

Contact teachers

Catherine Métivier, Pasila

Course materials

La Finlande, Michel Cabouret, édition Karthala, 2005

Web pages on Sweden and Norway provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- knows well both the Finnish and the Nordic societies. He/she understands the cultural differences which lead to different behaviours in each culture, and is able to take into consideration those perceptions when dealing with Nordic people.
- shows excellent intercultural knowledge and awareness.

The student:

- knows both the Finnish and the Nordic societies. He/she understands the main cultural differences which lead to different behaviours in each culture, and is able to in some extent to take into consideration those perceptions when dealing with Nordic people.
- shows relevant intercultural knowledge and awareness.

The student:

- know somehow the Finnish and the Nordic societies and recognises the main cultural differences.
- has limited capability to speak of the Finnish and the Nordic societies.

Written exam on Finland 50 %

Written exam on Sweden and Norway 50 %

The assessment of one's own learning does not influence the grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed online in WinhaOpaali.

Portfolio of Finnish Culture

(Kulturportfolio über Finnland)

- Code: GER8LE060
- Extent: 3 ECTS (81 h)
- Timing: 1st-7th semester
- Language: German / English
- Competence level: C2+ (native speakers)
- Level: Professional studies
- Type: Compulsory for native speakers with compulsory German

Prerequisites

German native speaker.

Learning outcomes

After completing the course student

- has broadened his knowledge of Finland and the Finnish culture
- is aware of the cultural differences between Finland and Germany and is able to analyse them

Course contents

Student familiarizes himself with Finland and the Finnish culture. He visits different events, institutes, organisations, restaurants/cafes, watches films, etc. and reports about them in writing. Each report is controlled, corrected and feedback is given personally. Student can work on his portfolio from the first up to the seventh semester.

Cooperation with the business community

Visits to and/or from different companies, institutes or organisations.

Teaching and learning methods

Student agrees upon his visit beforehand by e-mail and receives instructions for his report. Student keeps account on his hours used for visits, report writing, meetings with teacher and corrections. Approximately 10 reports are written during the course which are corrected based on teacher's feedback and collected into a portfolio.

This course involves 80 hours independent work.
Self-assessment of learning 1 h.

Contact teachers

Sirpa S. Bode, Pasila

Learning materials

Swallow, Deborah: Culture Shock! Finland: A Survival Guide to Customs and Etiquette.
Further material to be agreed individually with teacher.

Assessment criteria/scale 5-1.

5 excellent

The student:

- can demonstrate a thorough knowledge of life in Finland and a good understanding of the topical issues in the chosen areas.
- is also able to show autonomy in locating appropriate sources of information and in using information in a versatile and critical way.
- can demonstrate excellent skills in the organisation, presentation and critical analysis of the main trends or issues in each of the chosen topics.
- can support his/her ideas effectively with relevant examples from his/her own knowledge and experience.

3 good

The student:

- can demonstrate a good knowledge of life in Finland and an understanding of some issues in the chosen areas.
- is also able to locate information from different sources and shows some ability to analyse this information in a critical way.
- can support some of his/her ideas using examples from his/her own knowledge or experience.
- is able to express his/her ideas well using academic language and a range of vocabulary and accurate grammatical structures.

1 satisfactory

The student:

- can demonstrate a basic knowledge and understanding of life in Finland.
- is also able to summarise information from different sources and has a limited ability to analyse relevant information.
- is able to organise and present his/her ideas and shows a basic level of skill in the interpretation of the main trends.
- can use examples to illustrate his/her main points.
- is able to express his/her ideas using an acceptable level of academic German and a basic range of appropriate vocabulary and grammatical structures.

Assessment criteria

Evaluation is based on reports. Last report is a self-assessment.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Translation exercises from Finnish to Spanish

(Ejercicios de traducción del finés al español)

- Code: SPA8LS012
- Extent: 3 ECTS (81 h)
- Timing: 3rd-7th Semester
- Language: Finnish/Spanish
- Competence level: B1
- Level: core studies
- Type: free-choice

Prerequisites

Good Spanish skills. One year Spanish studies in HAAGA-HELIA.

Learning outcomes

Students acquire a firm command of Spanish grammar and essential aspects of translation from Finnish to Spanish.

Course contents

The course focuses on aspects of the Spanish language that will help students in issues of translation. Focus is on correct usage.

- Basics of grammar
- Key aspects of translation
- Standard Spanish and use of bibliography in translation

Teaching and learning methods

The course includes an exam on translation from Finnish to Spanish and written assignments.

The course involves 81 hours of study, including classroom and independent study. The contact hours number 16 (including exam) and independent study covers 64 hours of study. Self-assessment of learning 1 h.

Alternative completions

Completing the required assignments of the course and taking the course examination. The matter must be agreed upon with the teacher in advance. The completion is assessed on the scale from 1 to 5.

Recognition of prior learning (RPL)

The student displays with the competence demonstration that s/he manages the course objectives and contents mentioned in the course description. It is possible to participate in the competence demonstration only once, and it must be agreed upon with the teacher in advance. The competence demonstration is assessed on the scale from 1 to 5.

Teacher with the main responsibility for the course

Pekka Savinainen, Pasila

Course materials

Course handouts

Assessment criteria/scale 5-1.

5 excellent

The student:

- understands the importance of the aspects and basics of Spanish grammar very well, and knows that this will help her/him in issues regarding the translation.
- has a very good knowledge of the nature and distinctive features of the Spanish language.
- has excellent skills in producing standard Spanish, focusing on correct usage.

3 good

The student:

- understands the importance of the aspects and basics of Spanish grammar, and knows that this will help her/him in issues regarding the translation.
- has a good knowledge of the nature and distinctive features of the Spanish language.
- is able to produce standard Spanish, focusing on correct usage.

1 satisfactory

The student:

- understands the importance of the aspects and basics of Spanish grammar, and knows that this will help her/him in issues regarding translation.
- has a basic knowledge of the nature and distinctive features of the Spanish language.
- is able to produce standard Spanish, trying to focus on correct usage.

Exam on translation 100 %

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Portfolio on Finland in Spanish

(El portafolio sobre Finlandia en español)

- Code: SPA8LE040
- Extent: 3 ECTS (81 h)
- Timing: 1st-7th semester
- Language: Spanish
- Competence level: C2
- Level: Professional studies
- Type: Compulsory for native speakers

Learning outcomes

After completing the course student

- has broadened his vocabulary and Spanish structures by writing reports
- has improved his understanding of Finnish cultural differences in business
- is aware of Finland as a business environment

Course contents

Student familiarizes himself/herself with Finnish cultural activities offered in Helsinki area. He/she visits different Finnish institutes, organisations and enterprises and reports about them in writing reports in his/her portfolio. Each report is controlled, corrected and feedback is given personally. Student can work on his portfolio from the first up to the seventh semester.

Cooperation with the business community

Visits to different Finnish companies, institutes or organisations.

Teaching and learning methods

Student agrees upon his visit beforehand by e-mail and receives instructions for his/her report. Student keeps account on his hours used for visits, report writing, meetings with teacher and corrections. Approximately 10 reports are written during the course which are corrected based on teacher's feedback and collected into a portfolio. Only one book review can be written.

This course involves 80 hours of independent work.
Self-assessment of learning 1 h.

Contact teacher

Pekka Savinainen, Pasila

Learning materials

To be agreed individually with teacher.

5 excellent

3 good

1 satisfactory

The student:

- understands challenging economic news of his/her field and is able to summarize its main contents successfully.
- knows vocabulary concerning enterprises and the economic situation in Finland very well.
- is able to apply during the course acquired skills to practice on a high level.
- is able to use sources of information in a versatile and critical way to support his/her work and shows very good cultural knowledge when using sources.
- adapts to cultural content very well and is able to share his/her professional knowledge and skills with others well.

The student:

- understands economic news of his/her field and is able to summarize its main contents logically.
- knows vocabulary concerning enterprises and the economic situation in Finland well.
- is able to apply during the course acquired skills to practice well.
- is able to use sources of information independently to support his/her work and shows good cultural knowledge when using sources.
- adapts to cultural content well and is able to share his/her professional knowledge and skills with others.

The student:

- understands economic news of his/her field and knows its main points.
- knows vocabulary concerning enterprises and the economic situation in Finland to some extent.
- is able to apply during the course acquired skills to practice only adequately.
- is able to use sources of information to support his/her work and shows some cultural knowledge when using sources.
- is able to share his/her professional knowledge and skills with others to some extent.

Evaluation is based on language use; ability to use vocabulary and structures, fluency and logic of text. Last report is a self-assessment.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Portfolio on Finland in Spanish

(El portafolio sobre Finlandia en español)

- Code: SPA8LE040
- Extent: 3 ECTS (81 h)
- Timing: 1st-7th semester
- Language: Spanish
- Competence level: C2
- Level: Professional studies
- Type: Compulsory for native speakers

Learning outcomes

After completing the course student

- has broadened his vocabulary and Spanish structures by writing reports
- has improved his understanding of Finnish cultural differences in business
- is aware of Finland as a business environment

Course contents

Student familiarizes himself/herself with Finnish cultural activities offered in Helsinki area. He/she visits different Finnish institutes, organisations and enterprises and reports about them in writing reports in his/her portfolio. Each report is controlled, corrected and feedback is given personally. Student can work on his portfolio from the first up to the seventh semester.

Cooperation with the business community

Visits to different Finnish companies, institutes or organisations.

Teaching and learning methods

Student agrees upon his visit beforehand by e-mail and receives instructions for his/her report. Student keeps account on his hours used for visits, report writing, meetings with teacher and corrections. Approximately 10 reports are written during the course which are corrected based on teacher's feedback and collected into a portfolio. Only one book review can be written.

This course involves 80 hours of independent work.
Self-assessment of learning 1 h.

Contact teacher

Pekka Savinainen, Pasila

Learning materials

To be agreed individually with teacher.

5 excellent

3 good

1 satisfactory

The student:

- understands challenging economic news of his/her field and is able to summarize its main contents successfully.
- knows vocabulary concerning enterprises and the economic situation in Finland very well.
- is able to apply during the course acquired skills to practice on a high level.
- is able to use sources of information in a versatile and critical way to support his/her work and shows very good cultural knowledge when using sources.
- adapts to cultural content very well and is able to share his/her professional knowledge and skills with others well.

The student:

- understands economic news of his/her field and is able to summarize its main contents logically.
- knows vocabulary concerning enterprises and the economic situation in Finland well.
- is able to apply during the course acquired skills to practice well.
- is able to use sources of information independently to support his/her work and shows good cultural knowledge when using sources.
- adapts to cultural content well and is able to share his/her professional knowledge and skills with others.

The student:

- understands economic news of his/her field and knows its main points.
- knows vocabulary concerning enterprises and the economic situation in Finland to some extent.
- is able to apply during the course acquired skills to practice only adequately.
- is able to use sources of information to support his/her work and shows some cultural knowledge when using sources.
- is able to share his/her professional knowledge and skills with others to some extent.

Evaluation is based on language use; ability to use vocabulary and structures, fluency and logic of text. Last report is a self-assessment.

The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

