

Degree Programme for Multilingual Management Assistants, Pasila Campus

[Profile](#) | [Key learning outcomes](#) | [Professional growth](#) | [Annual themes](#)

Name of qualification:	Bachelor of Business Administration (BBA), the Finnish title of tradenomi
Level of qualification:	Bachelor's degree
ECTS credits:	210 ECTS credits
Official length of programme:	3.5 years
Mode of study	Full-time day programme <ul style="list-style-type: none">• See Degree Regulations >>• See assessment process >>
Assessment:	
Programme requirements:	Studies according to the curriculum, Work placement, Bachelor's thesis and Maturity test
General arrangements for the accreditation of prior learning:	See Haaga-Helia's general arrangements of the accreditation of prior learning >> Universities of Applied Sciences Act 932/2014, Section 25
Admission requirements:	<ul style="list-style-type: none">• Before applying see the admission criteria at www.studyinfo.fi!• Non-Degree studies in Haaga-Helia >>• Master's Degree: Degree Programme in International Business Management, Helsinki Pasila >> Degree Programme in Communication Management, Helsinki Pasila >>
Access to further study:	<ul style="list-style-type: none">• University studies
Internationalization:	The daily work of the students is all about operating in multicultural teams. They are supervised by staff representing several nationalities. The commissions they get from companies familiarize them with various markets and ways of doing business. They can also go an exchange, do work placement abroad or participate in international development projects. The most appropriate time for the exchange is the 4 th semester.
Employment opportunities after graduation:	Learning with business life opens up doors for the students and helps them develop their networks already during the studies. This makes it easier for graduates to find jobs both in Finland and abroad.
Cooperation with working life and with other associates:	From the beginning of the studies learning takes place in real-life projects closely related to the needs of business and working life. Students work on a variety of assignments commissioned by business companies. Learning is work and work is learning.

Profile of the Degree Programme for Multilingual Management Assistants

The Degree Programme for Multilingual Management Assistants prepares students for different roles in organisational administration. The skills set is built on a core of business studies and strong and diverse language skills.

The programme provides students with a broad set of skills, enabling them to function in roles requiring initiative and a proactive approach. The emphasis is on multiculturalism, languages, good service ethic and organisational skills.

Key learning outcomes of the Programme

The Degree Programme for Multilingual Management Assistants prepares students for a range of roles in business administration. Multi-skilled administrative professionals who are able to operate flexibly in international contexts and have an interest in professional development are always in demand.

The competencies of management assistant graduates are divided into three subsets as follows:

- Business competence
- Communication, information retrieval and analysis competence
- Organisational skills and service competence

In addition to offering relevant business knowledge and skills required of management assistants, the programme equips students to design and deliver different types of events and projects.

Language skills as well as communication and interpersonal skills are given particular emphasis in this programme.

Professional growth

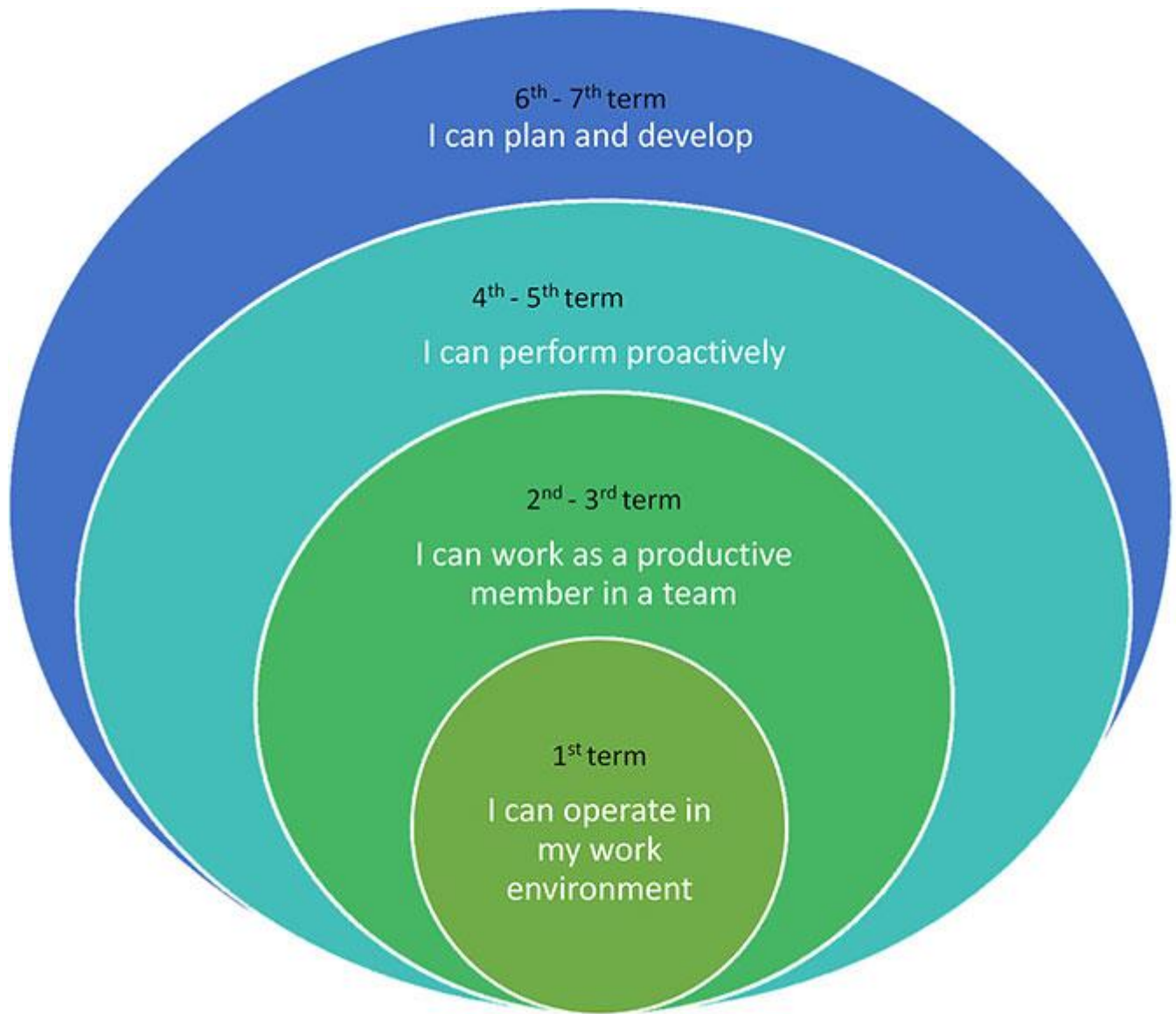
On completion of the programme, students are equipped to perform their roles with initiative and a proactive approach, supporting and contributing to the workplace community. Ongoing professional growth throughout the programme helps students become innovative developers and problem-solvers in their chosen work environment.

The programme prepares students for roles such as management assistants and coordinators, HR coordinators, project assistants, marketing assistants and office managers.

Combined with administrative work experience, the degree offers excellent career prospects in a range of different organisations.

Annual themes

In the Degree Programme for Multilingual Management Assistants, students' professional growth is represented by the following themes over the academic terms:



In the first academic year, the core studies focus on the role, tasks and different work environments of management assistants and on learning about the tools used in the work environment. In the second academic year, students gain in-depth understanding of the management assistant's role in supporting the workplace community and senior management and they continue to develop their teamwork and workplace community skills. In the third and fourth academic year, students work on developing a progressive and innovative approach and broadly apply their skills and knowledge in an authentic workplace environment. Students work on developing their competence in their chosen path of expertise, choosing from the following options:

- Entrepreneurship
- Leadership and HR
- Marketing, Sales and Service
- Meetings Industry
- Organisational Communication

The information below applies to the students who have started their studies autumn 2016 or after.

- [Structure, Content and Extent of the Degree Programme >>](#)
- [Course List, Finnish students >>](#)
- [Course List, foreign students >>](#)

- [Recommended Study Schedule, Finnish students >>](#)
- [Recommended Study Schedule, foreign students >>](#)
- [Student's Professional Development >>](#)
- [Language Studies >>](#)
- [Contact Information >>](#)

The information below applies to the students who have started their studies before autumn 2016.

- [Structure, Content and Extent of the Degree Programme >>](#)
- [Course List, Finnish students >>](#)
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- [Recommended Study Schedule, Finnish students >>](#)
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The information below applies to the students who have started their studies before autumn 2014.

- [Structure, Content and Extent of the Degree Programme, Curriculum 2010 >>](#)
- [Course List, Finnish students, Curriculum 2010 >>](#)
- [Course List, foreign students, Curriculum 2010 >>](#)
- [Recommended Study Schedule, Finnish students, Curriculum 2010 >>](#)
- [Recommended Study Schedule, foreign students, Curriculum 2010 >>](#)
- [Student's Professional Development, Curriculum 2010 >>](#)
- [Language Studies, Curriculum 2010 >>](#)

Contact Information

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Course List, Finnish 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	
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
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Bachelor's Thesis

Bachelor's Thesis/ Entrepreneurship	THE7LE101	15
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Bachelor's Thesis/ Leadership and HR	THE7LE102	15
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Bachelor's Thesis/ Meetings Industry	THE7LE103	15
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Bachelor's Thesis/ Marketing, Sales and Service	THE7LE104	15
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Bachelor's Thesis/Organisational Communication	THE7LE105	15
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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 käänösharjoituksia	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

Language Studies, Curriculum 2016

[Language studies 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.

Extent of Studies

In the Degree Programme for Multilingual Management Assistants Finnish students are required to study Finnish and English and two additional languages. Foreign students are required to study Finnish, English and one additional language. The languages available are Chinese, French, German, Russian, Spanish and Swedish.

Students must complete, besides the possible 10 credit points elementary studies, 15 credit points of core and professional studies in each of their chosen main languages (Chinese, English, French, German, Russian, Spanish, Swedish), where core studies account for 5 credit points, and professional studies for 10 credit points.

All Finnish students in the degree programme must complete 10 credit points of studies in Finnish. Foreign students must complete 20 credit points in Finnish.

It is recommended that the student chooses as her/his elective main languages only languages, in which he/she has at least the basic skills.

Students can apply to have another language than one of the aforementioned accepted as one of the main languages.

Elementary Studies

Students can begin their language studies by choosing a beginners course in one of the compulsory languages. Introductory courses are offered in Haaga-Helia in Chinese, Finnish as a Foreign Language, French, German, Russian and Spanish as free-choice studies if enough students enroll. Beginners' courses in Swedish and English are not offered.

Students who start their language studies at the elementary level should complete beginners' level during the first academic year.

Free-choice Language Studies

The student can include in her/his studies the following free-choice language studies:

- elementary courses
- extra language studies
- language studies which are not part of her/his compulsory language studies

The elementary language courses and the extra language courses are always included in the free-choice studies.

Swedish Studies

If students do not choose Swedish as one of their main languages, they then must complete 5 credit points of core studies in Swedish, Basic Business Swedish (written part SWE4LE201A and spoken part SWE4LE201B). This covers the proficiency in Swedish as a second language that is required by Finnish law from public servants that have a degree from an institute of higher education. The student's proficiency in Swedish is indicated in the degree diploma.

The aforementioned Swedish requirements do not apply to students who have completed their prior studies abroad or in a language other than Finnish or Swedish. Students must apply for exemption from Swedish studies in writing. The applications are to be submitted to the Degree Programme Director.

Recommended Study Schedule, Finnish students, Curriculum 2016

[Recommended study schedule 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	Course code	ECTS
1st Semester "I can operate in my work environment"		30
Business Environment	BUS1LE201	10
Effective Communication in Organisations	COM1LE101	5
Office Applications 1	TOO1LE201	5
<i>One from the following courses (first optional language). If Swedish is one optional language it is the first language choice A1:</i>		
Basic Business Swedish - written part (2,5cr)	SWE4LE201A	5
Basic Business Swedish - spoken part (2,5cr)	SWE4LE201B	
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
If Swedish is one optional language, free-choice studies		5
2nd Semester "I can work as a productive member in a team"		30
Business Processes	BUS1LE202	10
Finnish Business Communication 1	FIN1LE201	5
Office Applications 2	TOO1LE202	5
Professional Writing Skills	ENG1LE201	5
<i>One from the following courses (first optional language):</i>		
Chinese Business Communication 2	CHI4LE202	5
French Business Communication 2	FRE4LE202	5
German Business Communication 2	GER4LE202	5

Russian Business Communication 2	RUS4LE202	5
Spanish Business Communication 2	SPA4LE202	5
Swedish Business Communication	SWE4LE202	5
3rd Semester "I can work as a productive member in a team"		30
Assistant as Service Designer	SER2LE201	10
Business Planning	BUS2LE201	5
Communicating with Impact	COM2LE201	5
Finnish Business Communication 2	FIN2LE201	5
<i>One from the following courses (second optional language):</i>		
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
Basic Business Swedish	SWE4LE201A SWE4LE201B	5
4th Semester "I can perform proactively"		30
ICT Applications for Business 1	TOO2LE201	5
International Business Documents	ENG2LE201	5
Successful Event	SER2LE202	5
<i>One course from the following specialization areas:</i>		(5)
Entrepreneurship		
Optional course supporting entrepreneurship (to be agreed separately)		5
Leadership and HR		
HR Management	LEA4LE201	5
Marketing, Sales, and Service		
Marketing and Networks	MAR4LE201	5
Meetings Industry		
International Conferences and Congresses	SER4LE201	5

Organisational Communication

Building Communication Competence and Confidence [COM4LE201](#) 5

One from the following courses (first optional language): (5)

Chinese Business Environment [CHI4LE203](#) 5

French Business Environment [FRE4LE203](#) 5

German Business Environment [GER4LE203](#) 5

Russian Business Environment [RUS4LE203](#) 5

Latin American Business Environment [SPA4LE203](#) 5

Nordic Business Environment [SWE4LE203](#) 5

One from the following courses (second optional language): (5)

Chinese Business Communication 2 [CHI4LE202](#) 5

French Business Communication 2 [FRE4LE202](#) 5

German Business Communication 2 [GER4LE202](#) 5

Russian Business Communication 2 [RUS4LE202](#) 5

Spanish Business Communication 2 [SPA4LE202](#) 5

Swedish Business Communication [SWE4LE202](#) 5

5th Semester "I can perform proactively" 30

Work placement [PLA6LE201](#) 30

6th Semester "I can plan and develop" 30

ICT Applications for Business 2 [TOO2LE202](#) 5

One course from the following specialization areas: (5)

Entrepreneurship

Optional course supporting entrepreneurship (to be agreed separately) 5

Leadership and HR

HRM Project [LEA4LE202](#) 5

Meetings Industry

Events Management [SER4LE202](#) 5

Marketing, Sales, and Service

Creative Solutions in Marketing and Communications	MAR4LE202	5
Organisational Communication		
Creative Solutions in Marketing and Communications	COM4LE202	5
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
<i>One from the following courses (second optional language):</i>		(5)
Chinese Business Environment	CHI4LE203	5
French Business Environment	FRE4LE203	5
German Business Environment	GER4LE203	5
Latin American Business Environment	SPA4LE203	5
Nordic Business Environment	SWE4LE203	5
Russian Business Environment	RUS4LE203	5
7th Semester "I can plan and develop"		30
Languages for International Communication	COM2LE202	5
Strategic Business Development	BUS2LE202	5
Study and Career Planning	SER2LE203	2
Free-choice studies		18
Total		210

Recommended Study Schedule, foreign students, Curriculum 2016

[Recommended study schedule 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 Course code ECTS

1st Semester "I can operate in my work environment" 30

Business Environment [BUS1LE201](#) 10

Effective Communication in Organisations [COM1LE101](#) 5

Finnish for Beginners 1 [FIN1LE203](#) 5

Office Applications 1 [TOO1LE201](#) 5

One optional language from the following:

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

2nd Semester "I can work as a productive member in a team" 30

Business Processes [BUS1LE202](#) 10

Finnish for Beginners 2 [FIN1LE204](#) 5

Office Applications 2 [TOO1LE202](#) 5

Professional Writing Skills [ENG1LE201](#) 5

One optional language from the following:

Chinese Business Communication 2 [CHI4LE202](#) 5

French Business Communication 2 [FRE4LE202](#) 5

German Business Communication 2 [GER4LE202](#) 5

Russian Business Communication 2 [RUS4LE202](#) 5

Spanish Business Communication 2 [SPA4LE202](#) 5

3rd Semester "I can work as a productive member in a team"	30
Assistant as Service Designer	SER2LE201 10
Business Planning	BUS2LE201 5
Communicating with Impact	COM2LE201 5
Finnish for Work 1	FIN2LE202 5
<i>Free-choice studies</i>	5
4th Semester "I can perform proactively"	30
Finnish for Work 2	FIN2LE203 5
ICT Applications for Business 1	TOO2LE201 5
International Business Documents	ENG2LE201 5
Successful Event	SER2LE202 5
<i>One course from the following specialization areas:</i>	(5)
Entrepreneurship	
Optional course supporting entrepreneurship (to be agreed separately)	5
Leadership and HR	
HR Management	LEA4LE201 5
Marketing, Sales, and Service	
Marketing and Networks	MAR4LE201 5
Meetings Industry	
International Conferences and Congresses	SER4LE201 5
Organisational Communication	
Building Communication Competence and Confidence	COM4LE201 5
<i>One optional language from the following:</i>	(5)
Chinese Business Environment	CHI4LE203 5
French Business Environment	FRE4LE203 5
German Business Environment	GER4LE203 5
Russian Business Environment	RUS4LE203 5
Latin American Business Environment	SPA4LE203 5

5th Semester "I can perform proactively"	30
Work placement	PLA6LE201 30
6th Semester "I can plan and develop"	30
ICT Applications for Business 2	TOO2LE202 5
<i>One course from the following specialization areas:</i>	<i>(5)</i>
Entrepreneurship	
Optional course supporting entrepreneurship (to be agreed separately)	5
Leadership and HR	
HRM Project	LEA4LE202 5
Meetings Industry	
Events Management	SER4LE202 5
Marketing, Sales, and Service	
Creative Solutions in Marketing and Communications	MAR4LE202 5
Organisational Communication	
Creative Solutions in Marketing and Communications	COM4LE202 5
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
<i>Free-choice studies</i>	5
7th Semester "I can plan and develop"	30
Languages for International Communication	COM2LE202 5
Strategic Business Development	BUS2LE202 5
Study and Career Planning	SER2LE203 2
Free-choice studies	18
Total	210

Structure, Content and Extent of the Degree Programme, Curriculum 2016

[Structure, content and extent of the Degree Programme for students who have started their studies before autumn 2014 >>](#)

[Structure, content and extent of the Degree Programme for students who have started their studies in autumn 2016 or after >>](#)

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

The Degree Programme consists of core studies, professional studies, free-choice studies, work placement and the bachelor's thesis.

Finnish students have to complete one semester abroad either as an exchange student or in a work placement.

Degree Programme for Multilingual Management Assistants, **Finnish students** ECTS

Core studies	55*
Compulsory core studies	45*
Elective language studies (2 languages à 5 cr)*	10
Professional studies	87
Compulsory professional studies	57
Elective language studies (2 languages à 10 cr)	20
Specialised professional studies	10
Free-choice studies	23*
Work Placement	30
Bachelor's thesis	15
Total	210

* If Swedish is not one of the two main languages, the student has to study two other main languages. In this case, compulsory Swedish studies (Basic Business Swedish 5cr: written part 2,5cr and Basic Business Swedish spoken part 2,5cr) are included in his/her compulsory core studies. Hence, the amount of core studies is 60 credits and the number of free-choice credits is 18.

Degree Programme for Multilingual Management Assistants, **foreign students**** ECTS

Core studies	55
Compulsory core studies	50

Elective language studies (1 language)	5
Professional studies	82
Compulsory professional studies	62
Elective language studies (1 language à 10 cr)	10
Specialised professional studies	10
Free-choice studies	28
Work Placement	30
Bachelor's thesis	15
Total	210

** Finnish is compulsory for all foreign students and they will include 20 cr of Finnish in their studies. The student's Finnish skills will be tested.

Student's Professional Development, Curriculum 2016

[Student's professional development for students who have started their studies before autumn 2016 >>](#)

[Student's professional development for students who have started their studies before autumn 2014 >>](#)

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

In the DP for Multilingual Management Assistants the student can choose their advanced professional studies from the following alternatives:

- Entrepreneurship
- Leadership and HR
- Marketing, Sales and Service
- Meetings Industry
- Organisational Communication

The courses of these specialisation areas are offered only, if there are enough students enrolled for the implementation.

Professional studies amount at least to 10 credit points from the chosen specialisation area. Furthermore, it is recommended that the student chooses her/his free-choice studies to support the chosen specialisation area.

Entrepreneurship

The aim of the Entrepreneurship specialisation area is that the student

- starts to develop her/his entrepreneurial path
- learns to test her/his ability to act as an entrepreneur
- realizes meaning of attitude, knowledge, skills, networks and experience
- can utilize modern business development methods for her/his own someone else's business idea
- learns sales methods required to sell her/his idea to investors, customers and other key stakeholders

Entrepreneurship	ECTS	Code	Semester
Compulsory Studies			
Developing Entrepreneurial Mindset	5	WOR8HH010	4
Optional course supporting entrepreneurship (to be agreed separately)	5		6
Work Placement			
Assignments in Entrepreneurship	30	PLA6LE201	5
Bachelor's Thesis			
Bachelor's Thesis in Entrepreneurship	15	THE7LE101	6

Leadership and HR

The aim of the leadership and HR specialisation area is that the student

- knows the purpose, content and the main processes of Human Resource Management
- understands the behavior of an employee as both an individual and as a group member within the organization
- understands Human Resource Management and leadership issues from different points of view and how they should be aligned and executed with organization's strategy
- is able to take part in conversations concerning the values, culture, social responsibility, ethics and morals of a company
- is able to collect relevant information about the organization and its environment to support the decision-making process.

Leadership and HR	ECTS Code	Semester
Compulsory Studies		
HR Management	5	LEA4LE201 4
HRM Project	5	LEA4LE202 6
Work Placement		
Assignments in Leadership and HR	30	PLA6LE201 5
Bachelor's Thesis		
Bachelor's Thesis in Leadership and HR	15	THE7LE102 6

Marketing, Sales and Service

The aim of the Marketing, Sales and Service specialization area is that the student

- knows how to act in all situations, with a customer orientation
- knows the purpose of marketing, sales and service in the organisation
- is knowledgeable of marketing mix and knows how to apply them in practice
- knows the product planning and marketing communications planning processes and how to apply them in practice
- is aware of the marketing planning process, and is able to work with different players in the marketing planning and implementation field
- is able to analyse marketing from a strategic perspective
- understands the importance of internal marketing, particularly in specialist organisations
- understands how their own expertise can be utilised on a commercial level.

Students who major in marketing, sales and Service are encouraged to take free-choice studies not only from their own degree programme but also from International Business offerings.

Marketing, Sales and Service	ECTS Code	Semester
Compulsory Studies		
Marketing and Networks	5	MAR4LE201 4
Creative Solutions in Marketing and Communications	5	MAR4LE202 6
Work Placement		
Assignments in Marketing, Sales and Service	30	PLA6LE201 5
Bachelor's Thesis		
Bachelor's Thesis in Marketing, Sales and Service	15	THE7LE104 6

Meetings Industry

The aim of the Meetings Industry specialisation area is that the student

- understands the meaning and purpose of event management for the company
- understands the theory of event management and how to apply it in practice
- is able to work in a customer-oriented manner with internal and external stakeholders from the point of view of corporate event management
- is familiar with the event planning process and is able to work with the planning and implementation with the stakeholders involved in this process
- understands the different levels of events and meetings within the field of event management as well as related specific features
- understands the factors, actors and roles related to event management
- is able to design, implement and evaluate a successful event
- is able to evaluate the success of event planning and its implementation

Meetings Industry	ECTS Code	Semester
Compulsory Studies		
International Conferences and Congresses	5	SER4LE201 4
Events Management	5	SER4LE202 6
Work Placement		
Assignments in Meetings Industry	30	PLA6LE201 5
Bachelor's Thesis		
Bachelor's Thesis in Meetings Industry	15	THE7LE103 6

Organisational Communication

The aim of the organisational communication specialisation area is that the student

- understands the role and importance of communication to business and is able to deploy, assess and develop work place communication as well as stakeholder communication
- is able to develop own expertise through communication skills and competences
- acquires tools and methods for diverse communication tasks and professions
- is able to create fit for purpose solutions for reputation, marketing and brand related communication challenges in the digital era

Organisational Communication	ECTS Code	Semester
Compulsory Studies		
Building Communication Competence and Confidence	5	COM4LE201 4
Creative Solutions in Marketing and Communications	5	COM4LE202 6
Work Placement		
Assignments in Organisational Communication	30	PLA6LE201 5
Bachelor's Thesis		
Bachelor's Thesis in Organisational Communication	15	THE7LE105 6

Curriculum 2014

Student's Professional Development, Curriculum 2014

[Student's professional development 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.

In the DP for Multilingual Management Assistants the student can choose their advanced professional studies from the following alternatives:

- Entrepreneurship
- Leadership and HR
- Marketing, Sales and Service
- Meetings Industry
- Organisational Communication

The courses of these specialisation areas are offered only, if there are enough students enrolled for the implementation.

Professional studies amount at least to 12 credit points so that the student completes

- a. all 12 credit points from the chosen specialisation area
- b. 9 credit points from the chosen specialisation area and 3 credit points from some other specialisation area the programme offers

Furthermore, it is recommended that the student chooses her/his free-choice studies to support the chosen specialisation area.

Entrepreneurship

The aim of the Entrepreneurship specialisation area is that the student

- starts to develop her/his entrepreneurial path
- learns to test her/his ability to act as an entrepreneur
- realizes meaning of attitude, knowledge, skills, networks and experience
- can utilize modern business development methods for her/his own someone else's business idea
- learns sales methods required to sell her/his idea to investors, customers and other key stakeholders

Entrepreneurship	ECTS Code	Semester
Compulsory Studies		
Developing Entrepreneurial Mindset	3	WOR8HH010 4/ 7
Idea contest/ Bootcamp	3	WOR8HH012/ WOR8HH004 4/ 7

Elective Studies

Optional course from Marketing, Sales, and Service

Optional course supporting entrepreneurship (to be agreed separately)

Work Placement

Assignments in Entrepreneurship	30	PLA6LE003	5
Bachelor's Thesis			
Bachelor's Thesis in Entrepreneurship	15	THE7LE101	6

Leadership and HR

The aim of the leadership and HR specialisation area is that the student

- knows the purpose, content and the main processes of Human Resource Management
- understands the behavior of an employee as both an individual and as a group member within the organization
- understands Human Resource Management and leadership issues from different points of view and how they should be aligned and executed with organization's strategy
- is able to take part in conversations concerning the values, culture, social responsibility, ethics and morals of a company
- is able to collect relevant information about the organization and its environment to support the decision-making process.

Leadership and HR	ECTS	Code	Semester
Compulsory Studies			
HRM Project	6	LEA4LE103	6
Elective Studies			
HR Management	3	LEA4LE101	4/ 7
HR Practices	3	LEA4LE102	4/ 7
Work Placement			
Assignments in Leadership and HR	30	PLA6LE003	5
Bachelor's Thesis			
Bachelor's Thesis in Leadership and HR	15	THE7LE102	6

Marketing, Sales and Service

The aim of the Marketing, Sales and Service specialization area is that the student

- knows how to act in all situations, with a customer orientation
- knows the purpose of marketing, sales and service in the organisation
- is knowledgeable of marketing mix and knows how to apply them in practice
- knows the product planning and marketing communications planning processes and how to apply them in practice
- is aware of the marketing planning process, and is able to work with different players in the marketing planning and implementation field
- is able to analyse marketing from a strategic perspective
- understands the importance of internal marketing, particularly in specialist organisations
- understands how their own expertise can be utilised on a commercial level.

Students broaden their expertise in marketing, sales and service by taking the following elective, advanced studies in marketing: Creative Solutions in Marketing and Communications (6 ECTS) and Marketing and Networks (3 ECTS) and/or Customer Orientation and Service (3 ECTS). These courses are taught every other semester in English every other in Finnish. Students who major in marketing, sales and Service are encouraged to take free-choice studies not only from their own degree programme but also from International Business offerings

Marketing, Sales and Service	ECTS	Code	Semester
Compulsory Studies			
Creative Solutions in Marketing and Communications	6	MAR4LE103	6
Elective Studies			
Customer Orientation and Service	3	MAR4LE102	4/ 7
Marketing and Networks	3	MAR4LE101	4/ 7
Work Placement			
Assignments in Marketing, Sales and Service	30	PLA6LE003	5
Bachelor's Thesis			
Bachelor's Thesis in Marketing, Sales and Service	15	THE7LE104	6

Meetings Industry

The aim of the Meetings Industry specialisation area is that the student

- understands the meaning and purpose of event management for the company
- understands the theory of event management and how to apply it in practice
- is able to work in a customer-oriented manner with internal and external stakeholders from the point of view of corporate event management
- is familiar with the event planning process and is able to work with the planning and implementation with the stakeholders involved in this process
- understands the different levels of events and meetings within the field of event management as well as related specific features
- understands the factors, actors and roles related to event management
- is able to design, implement and evaluate a successful event
- is able to evaluate the success of event planning and its implementation

Meetings Industry	ECTS	Code	Semester
Compulsory Studies			
Events Management	6	SER4LE103	6
Elective Studies			
International Conferences and Congresses	3	SER4LE101	4/ 7
Meeting Design	3	SER4LE102	4/ 7
Work Placement			
Assignments in Meetings Industry	30	PLA6LE003	5
Bachelor's Thesis			
Bachelor's Thesis in Meetings Industry	15	TTHE7LE104	6

Organisational Communication

The aim of the organisational communication specialisation area is that the student

- understands the role and importance of communication to business and is able to deploy, assess and develop work place communication as well as stakeholder communication
- is able to develop own expertise through communication skills and competences
- acquires tools and methods for diverse communication tasks and professions
- is able to create fit for purpose solutions for reputation, marketing and brand related communication challenges in the digital era

Organisational Communication	ECTS	Code	Semester
Compulsory Studies			
Creative Solutions in Marketing and Communications	6	COM4LE103	6
Elective Studies			
Building Communication Competence and Confidence	3	COM4LE104	4/ 7
Creating Visual Corporate Messages	3	COM4LE102	4/ 7
Work Placement			
Assignments in Organisational Communication	30	PLA6LE003	5
Bachelor's Thesis			
Bachelor's Thesis in Organisational Communication	15	TTHE7LE104	6

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

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
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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

Language Studies, Curriculum 2014

[Language studies 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.

Extent of Studies

In the Degree Programme for Multilingual Management Assistants Finnish students are required to study Finnish and English and two additional languages. Foreign students are required to study Finnish, English and one additional language. The languages available are Chinese, French, German, Russian, Spanish and Swedish.

Students must complete, besides the possible 9 credit points elementary studies, 16 credit points of core and professional studies in each of their chosen main languages (Chinese, English, French, German, Russian, Spanish, Swedish), where core studies account for 6 credit points, and professional studies for 10 credit points.

Additionally, the student has to complete a language project (3 credit points) in either English or in one of her/his elective languages.

All Finnish students in the degree programme must complete 12 credit points of studies in Finnish. Foreign students must complete 22 credit points in Finnish.

It is recommended that the student chooses as her/his elective main languages only languages, in which he/she has at least the basic skills.

Students can apply to have another language than one of the aforementioned accepted as one of the main languages.

Language proficiency objectives

The foreign language proficiency objectives are that students:

- are able to communicate orally as required in business life and culture (e.g. telephone language and corporate presentations)
- are able to communicate fluently in writing in demanding professional contexts (e.g. meeting documents, PR letters and other corporate communications)
- have acquired solid presentation skills and are aware of non-verbal communications.

Starting Levels and Proficiency Objectives

The study of English is started at level B2 of the common European framework (see Common European Framework of Reference for Languages: Learning, Teaching, Assessment, 2001). The study of Swedish is started at level B1. The core studies in Chinese, French, German, Russian and Spanish, are started at level A2.

The student who has studied the language (Chinese, French, German, Spanish, Russian) in upper secondary school/high school or who has reached equivalent skills in it starts the studies at the core level.

The objective for English is level C1. and Swedish is level C1 of the common European framework. The objective for French, German, Russian and Spanish studies is level B2 in the common European framework. The objective for Chinese is level B1.

Foreign students start their Finnish studies at elementary level. The objective for Finnish studies is level B2.

The European language learning, teaching and evaluation general framework is used when determining both the starting and target levels for language studies in the DP for Multilingual Management Assistants. These two levels for students beginning their basic-level language studies are as follows:

	Starting level	Target level
Chinese	A1	B1
English	B2	C1
French	A2	B2
German	A2	B2
Russian	A2	B2
Spanish	A2	B2
Swedish	B1	C1

Elementary Studies

Students can begin their language studies by choosing a beginners course in one of the compulsory languages. Introductory courses are offered in Chinese, Finnish as a Foreign Language, French, German, Russian and Spanish as free-choice studies if enough students enroll. Beginners' courses in Swedish and English are not offered.

Students who start their language studies at the elementary level should complete beginners' level during the first semester. It is recommended that the intermediate level is taken during the second semester, at the same time that the student begins his or her studies in Business Communication 1 course in the chosen language.

The elementary English or Swedish courses are not offered in the DP for Multilingual Management Assistants.

Free-choice Language Studies

The student can include in her/his studies the following free-choice language studies:

- * elementary courses
- * extra language studies
- * language studies which are not part of her/his compulsory language studies (16/19)

The elementary language courses and the extra language courses are always included in the free-choice studies.

Swedish Studies

If students do not choose Swedish as one of their main languages, they then must complete 6 credit points of core studies in Swedish, Basic Business Swedish 1 (SWE1LE101) and Basic Business Swedish 2 (SWE1LE102). These courses cover the proficiency in Swedish as a second language that is required by Finnish law from public servants that have a degree from an institute of higher education. The student's proficiency in Swedish is indicated in the degree diploma.

The aforementioned Swedish requirements do not apply to students who have completed their prior studies abroad or in a language other than Finnish or Swedish. Students must apply for exemption from Swedish studies in writing. The applications are to be submitted to the Degree Programme Director.

Students who have completed their secondary school in Swedish do not need to take Swedish up to 6 credit points if they intend to write their maturity test in Swedish and apply for this right from the Degree Programme Director. Students who speak Swedish as their mother tongue can choose Swedish as one of their compulsory languages. In such a case, however, they must complete their Swedish studies according to the programme for native Swedish speakers (see below).

From autumn 2016 onwards the students who speak Chinese, English, French, German, Russian, Spanish or Swedish as their mother tongue, shall have the same learning outcomes as the other students. Thus, they will study the same language courses than the other students. The students agree with the teachers how to demonstrate their competence / complete the course.

Recommended Study Schedule, Finnish students, Curriculum 2014

[Recommended study schedule 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	Course code	ECTS
1st Semester "Learn and work in a new environment"		30
Introduction to the Assistant's Work		
Business Environment and the Assistant's Work	BUS1LE101	10
Office Applications	TOO1LE101	6
Communication in Business		
Effective Communication in Organisations	COM1LE101	5
Finnish Language Proficiency	FIN1LE101	3
<i>Two of the following languages (à 3 cr x 2):</i>		(6)
Basic Business Swedish 1	SWE1LE101	3
Chinese Business Communication 1	CHI4LE101	3
French Business Communication 1	FRE4LE101	3
German Business Communication 1	GER4LE101	3
Russian Business Communication 1	RUS4LE101	3
Spanish Business Communication 1	SPA4LE101	3
2nd Semester "Put it all into practice"		30
Management Assistant in Business		
Business Processes	BUS1LE102	12
Assistant as Service Designer 1	SER2LE101	3
Assistant & Networks		
Professional Writing Skills	ENG1LE101	6
Communicating in Finnish Business Environment 1	FIN1LE102	3
<i>Two of the following languages (à 3 cr x 2):</i>		(6)

Basic Business Swedish 2	SWE1LE102	3
Chinese Business Communication 2	CHI4LE102	3
French Business Communication 2	FRE4LE102	3
German Business Communication 2	GER4LE102	3
Russian Business Communication 2	RUS4LE102	3
Spanish Business Communication 2	SPA4LE102	3

3rd Semester "Put it all into practice" 30

Assistant as an Active Team Member

Business Planning	BUS2LE101	6
Assistant as Service Designer 2	SER2LE102	9

Face-to-face and Online Interaction

Communicating with Impact	COM2LE101	6
Spoken Communication in Finnish	FIN2LE101	3
<i>Two of the following languages (à 3 cr x 2):</i>		(6)
Chinese Business Communication 3	CHI4LE103	3
French Business Communication 3	FRE4LE103	3
German Business Communication 3	GER4LE103	3
Russian Business Communication 3	RUS4LE103	3
Spanish Business Communication 3	SPA4LE103	3
Swedish Business Communication 1	SWE4LE101	3

4th Semester "Work together" 30

Towards Specialist Roles

<i>One course from the following specialization areas:</i>		(3)
Entrepreneurship		
Developing Entrepreneurial Mindset	WOR8HH010	3
Idea contest/ Boot Camp	WOR8HH012/ WOR8HH004	3
Optional course from Marketing, Sales, and Service		3
Optional course supporting entrepreneurship (to be agreed separately)		3

Leadership and HR		
HR Management	LEA4LE101	3
Marketing, Sales, and Service		
Marketing and Networks	MAR4LE101	3
Meetings Industry		
International Conferences and Congresses	SER4LE101	3
Organisational Communication		
Building Communication Competence and Confidence	COM4LE104	3
Introduction to Thesis and Methods 1	MET2LE101	2
Assistant as Organiser and Coordinator		
Assistant as Service Designer 3	SER2LE103	5
ICT Applications for Business	TOO2LE101	6
Study and Career Planning	SER2LE110	2
International Business Communication		
International Business Documents	ENG2LE101	3
Communicating in Finnish Business Environment 2	FIN2LE102	3
<i>Two of the following languages (à 3 cr x 2):</i>		(6)
Chinese Business Communication 4	CHI4LE104	3
French Business Communication 4	FRE4LE104	3
German Business Communication 4	GER4LE104	3
Russian Business Communication 4	RUS4LE104	3
Spanish Business Communication 4	SPA4LE104	3
Swedish Business Communication 2	SWE4LE102	3
5th Semester "Work together"		30
Work placement	PLA6LE101	30
6th Semester "Evaluate and Develop"		30
Towards Specialist Roles		
<i>One course (two from the Entrepreneurship path) from the following specialization areas:</i>		(6)

Entrepreneurship (à 3 cr)	
Developing Entrepreneurial Mindset	WOR8HH010 3
Idea contest/ Boot Camp	WOR8HH012/ WOR8HH004 3
Optional course from Marketing, Sales, and Service	
Optional course supporting entrepreneurship (to be agreed separately)	
Leadership and HR	
HRM Project	LEA4LE103 6
Meetings Industry	
Events Management	SER4LE103 6
Marketing, Sales, and Service	
Creative Solutions in Marketing and Communications	MAR4LE103 6
Organisational Communication	
Creative Solutions in Marketing and Communications	COM4LE103 6
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
Introduction to Thesis and Methods 2	MET2LE102 1
International Business Environment	(8)
<i>Two of the following languages (à 4 cr x 2):</i>	
Chinese Business Environment	CHI4LE105 4
French Business Environment	FRE4LE105 4
German Business Environment	GER4LE105 4
Latin American Business Environment	SPA4LE105 4
Nordic Business Environment	SWE4LE105 4
Russian Business Environment	RUS4LE105 4

7th Semester "Evaluate and Develop" 30

Towards Specialist Roles

Strategy in Business [LEA2LE101](#) 3

One course from the following specialization areas: (3)

Entrepreneurship

Developing Entrepreneurial Mindset [WOR8HH010](#) 3

Idea contest/ Boot Camp [WOR8HH012/](#)
[WOR8HH004](#) 3

Optional course from Marketing, Sales, and Service 3

Optional course supporting entrepreneurship (to be agreed separately) 3

Leadership and HR

HR Practices [LEA4LE102](#) 3

Marketing, Sales, and Service

Customer Orientation and Service [MAR4LE102](#) 3

Meetings Industry

Meeting Design [SER4LE102](#) 3

Organisational Communication

Creating Visual Corporate Messages [COM4LE102](#) 3

International Business Environment

English for Specific Purposes [ENG2LE105](#) 6

One of the following languages: (3)

Chinese Language Project [CHI4LE106](#) 3

English Language Project [ENG4LE106](#) 3

French Language Project [FRE4LE106](#) 3

German Language Project [GER4LE106](#) 3

Russian Language Project [RUS4LE106](#) 3

Spanish Language Project [SPA4LE106](#) 3

Swedish Language Project [SWE4LE106](#) 3

Free-choice studies 15

Recommended Study Schedule, foreign students, Curriculum 2014

[Recommended study schedule 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	Course code	ECTS
1st Semester "Learn and work in a new environment"		30
Introduction to the Assistant's Work		
Business Environment and the Assistant's Work	BUS1LE101	10
Office Applications	TOO1LE101	6
Communication in Business		
Effective Communication in Organisations	COM1LE101	5
Finnish for Beginners 1	FIN1LE103	6
<i>One of the following languages:</i>		
Chinese Business Communication 1	CHI4LE101	3
French Business Communication 1	FRE4LE101	3
German Business Communication 1	GER4LE101	3
Russian Business Communication 1	RUS4LE101	3
Spanish Business Communication 1	SPA4LE101	3
2nd Semester "Put it all into practice"		30
Management Assistant in Business		
Business Processes	BUS1LE102	12
Assistant as Service Designer 1	SER2LE101	3
Assistant & Networks		
Professional Writing Skills	ENG1LE101	6
Finnish for Beginners 2	FIN1LE104	6
<i>One of the following languages:</i>		
Chinese Business Communication 2	CHI4LE102	3

French Business Communication 2	FRE4LE102	3
German Business Communication 2	GER4LE102	3
Russian Business Communication 2	RUS4LE102	3
Spanish Business Communication 2	SPA4LE102	3
3rd Semester "Put it all into practice"		30
Assistant as an Active Team Member		
Business Planning	BUS2LE101	6
Assistant as Service Designer 2	SER2LE102	9
Face-to-face and Online Interaction		
Communicating with Impact	COM2LE101	6
Finnish for Working Life 1	FIN2LE030	3
<i>One of the following languages:</i>		
Chinese Business Communication 3	CHI4LE103	3
French Business Communication 3	FRE4LE103	3
German Business Communication 3	GER4LE103	3
Russian Business Communication 3	RUS4LE103	3
Spanish Business Communication 3	SPA4LE103	3
Free-choice Studies		3
4th Semester "Work together"		30
Towards Specialist Roles		
<i>One course from the following specialization areas:</i>		(3)
Entrepreneurship		
Developing Entrepreneurial Mindset	WOR8HH010	3
Idea contest/ Boot Camp	WOR8HH012/ WOR8HH004	3
Optional course from Marketing, Sales, and Service		3
Optional course supporting entrepreneurship (to be agreed separately)		3
Leadership and HR		
HR Management	LEA4LE101	3

Marketing, Sales, and Service		
Marketing and Networks	MAR4LE101	3
Meetings Industry		
International Conferences and Congresses	SER4LE101	3
Organisational Communication		
Building Communication Competence and Confidence	COM4LE104	3
Introduction to Thesis and Methods 1	MET2LE101	2
Assistant as Organiser and Coordinator		
Assistant as Service Designer 3	SER2LE103	5
ICT Applications for Business	TOO2LE101	6
Study and Career Planning	SER2LE110	2
International Business Communication		
International Business Documents	ENG2LE101	3
Finnish for Working Life 2	FIN2LE031	3
<i>One of the following languages:</i>		
Chinese Business Communication 4	CHI4LE104	3
French Business Communication 4	FRE4LE104	3
German Business Communication 4	GER4LE104	3
Russian Business Communication 4	RUS4LE104	3
Spanish Business Communication 4	SPA4LE104	3
Free-choice Studies		3
5th Semester "Work together"		30
Work placement	PLA6LE101	30
6th Semester "Evaluate and Develop"		30
Towards Specialist Roles		
<i>One course (two from the Entrepreneurship path) from the following specialization areas:</i>		(6)
Entrepreneurship (à 3 cr)		
Developing Entrepreneurial Mindset	WOR8HH010	3

Idea contest/ Boot Camp	WOR8HH012/ WOR8HH004	3
Optional course from Marketing, Sales, and Service		
Optional course supporting entrepreneurship (to be agreed separately)		
Leadership and HR		
HRM Project	LEA4LE103	6
Meetings Industry		
Events Management	SER4LE103	6
Marketing, Sales, and Service		
Creative Solutions in Marketing and Communications	MAR4LE103	6
Organisational Communication		
Creative Solutions in Marketing and Communications	COM4LE103	6
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
Introduction to Thesis and Methods 2	MET2LE102	1
International Business Environment		
Business Finnish for International Students	FIN2LE110	4
<i>One of the following languages:</i>		
Chinese Business Environment	CHI4LE105	4
French Business Environment	FRE4LE105	4
German Business Environment	GER4LE105	4
Latin American Business Environment	SPA4LE105	4
Russian Business Environment	RUS4LE105	4
7th Semester "Evaluate and Develop"		30
Towards Specialist Roles		

Strategy in Business	LEA2LE101	3
<i>One course from the following specialization areas:</i>		(3)
Entrepreneurship		
Developing Entrepreneurial Mindset	WOR8HH010	3
Idea contest/ Boot Camp	WOR8HH012/ WOR8HH004	3
Optional course from Marketing, Sales, and Service		3
Optional course supporting entrepreneurship (to be agreed separately)		3
Leadership and HR		
HR Practices	LEA4LE102	3
Marketing, Sales, and Service		
Customer Orientation and Service	MAR4LE102	3
Meetings Industry		
Meeting Design	SER4LE102	3
Organisational Communication		
Creating Visual Corporate Messages	COM4LE102	3
International Business Environment		
English for Specific Purposes	ENG2LE105	6
<i>One of the following languages:</i>		
Chinese Language Project	CHI4LE106	3
English Language Project	ENG4LE106	3
French Language Project	FRE4LE106	3
German Language Project	GER4LE106	3
Russian Language Project	RUS4LE106	3
Spanish Language Project	SPA4LE106	3
Swedish Language Project	SWE4LE106	3
Free-choice studies		15
Total		210

Structure, Content and Extent of the Degree Programme, Curriculum 2014

Curriculum development is in progress; therefore the curricula are subject to change. This applies to students beginning their studies in fall 2016.

[Structure, content and extent of the Degree Programme 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.

The Degree Programme consists of core studies, professional studies, free-choice studies, work placement and the bachelor's thesis.

Finnish students have to complete one semester abroad either as an exchange student or in a work placement.

Degree Programme for Multilingual Management Assistants, Finnish students	ECTS
Core studies	57*
Compulsory core studies	45
Elective language studies (2 languages à 6 cr)*	12*
Professional studies	93
Compulsory professional studies	58
Elective language studies (2 languages à 10 op + 3 cr language project)	23
Specialised professional studies	12
Free-choice studies	15*
Work Placement	30
Bachelor's thesis	15
Total	210

* If Swedish is not one of the two main languages, the student has to study two other main languages. In this case, compulsory Swedish studies (Basic Business Swedish 1 & 2, 6 cr) are included in his/her free-choice studies, ie the number of free-choice credits is 9.

Degree Programme for Multilingual Management Assistants, Foreign students**	ECTS
Core studies	57
Compulsory core studies	51
Elective language studies (1 language)	6
Professional studies	87
Compulsory professional studies	62
Elective language studies (1 language à 10 op + 3 cr language project)	13
Specialised professional studies	12
Free-choice studies	21
Work Placement	30
Bachelor's thesis	15
Total	210

** Finnish is compulsory for all foreign students and they will include 22 cr of Finnish in their studies. The student's Finnish skills will be tested.

Curriculum 2010

Student's Professional Development, Curriculum 2010

The information below applies to the students who have started their studies before autumn 2014.

In the DP for Multilingual Management Assistants the student can choose their advanced professional studies from the following three alternatives: Marketing, Organisational Communication or Organisations, Leadership and HR. The courses of these specialisation areas are offered only, if there are enough students enrolled for the implementation. Professional studies amount at least to 7 credit points.

It is recommended that the student chooses her/his free-choice studies to support the chosen specialisation area.

Organisational Communication

The objectives of compulsory communication studies are that students:

- are aware of the structures and practices of organisational communication
- have familiarised themselves with the recent research and models of organisational communication
- know how to communicate and transform information into a format suitable to the recipient
- know how to manage stakeholder communication and affect corporate image
- know how to assess and plan organisational communication
- are able to work efficiently in cooperation with commissioning organisations

A further objective is that students have a basic understanding of Finnish, European non-European cultures. Students should be aware of how culture influences thought and communication practices, and have the skills required to work in multi-cultural organisations and networks.

The elective, advanced studies in communication, i.e. Assessing and Planning Organisational Communication (3 ECTS) and Work-based Project on Organisations and Publicity (4 ECTS), are both taught in English. Students who major in organisational communication are encouraged to take free-choice studies not only from their own degree programme but also from the ASSI, HELI, GLOBBA and/or other degree programmes at HAAGA-HELIA. Students broaden their communication expertise through free-choice studies as well as through writing a thesis on a specialised topic in organisational communication.

Organisational Communication	ECTS	Code	Semester
Compulsory Studies			
Purpose and Practices of Organisational Communication	2	WOR1LE001F	1
Organisational Communication Management	3	COM2LE062	3
Corporate Public Relations	7	COM2LE070	3
Online Communication	3	COM2LE050	4
Cultures in Contact	3	CUL2LS001	7
Elective Studies			
Assessing and Planning Organisational Communication	3	COM4LE002	4
Work-based Project on Organisations and Publicity	4	COM4LE006	6
Free-choice Studies eg.			

Lehtitaiton ja visuaalisen journalismin perusteet	4	JOU1KJ034	4-7
Joukkoviestintä 1	3	COM1KJ013	4-7
Joukkoviestintä 2	3	COM1KJ015	4-7
Verkkojulkaiseminen	3	JOU1KJ033	4-7
Intercultural Business Communication	5	COM4LI086	1-7
Corporate Communication	9	COM4LI088	1-7
Work Placement			
Assignments in Organisational Communication	30	PLA6LE003	5
Bachelor's Thesis			
Bachelor's Thesis in Organisational Communication	15	THE7LE025	6-7

Marketing

The objectives of compulsory marketing studies are that students:

- know how to act in all situations, with a customer orientation
- are knowledgeable of marketing tools and know how to apply them in practice
- are aware of the special characteristics of the marketing of services and the marketing planning process, and are able to work with different players in the marketing planning and implementation field
- are able to analyse marketing from a strategic perspective
- understand the importance of internal marketing, particularly in specialist organisations
- understand how their own expertise can be utilised on a commercial level.

Students broaden their expertise in marketing by taking the following elective, advanced studies in marketing: Marketing and Networks (3 ECTS) and Work-based Project on Marketing (4 ECTS). These courses are both taught in English. Students who major in marketing are encouraged to take free-choice studies not only from their own degree programme but also from International Business offerings.

Marketing	ECTS	Code	Semester
Compulsory Studies			
Introduction to Marketing	3	WOR1LE001B	1
Business Operations and Entrepreneurship	6	WOR2LE001	3
Elective Studies			
Marketing and Networks	3	MAR4LE006	4
Work-based Project on Marketing	4	MAR4LE007	6
Free-choice Studies eg.			
International Service Marketing	3	MAR4LH009	
Strategic Business-to-Business Relationship Management	6	MAR3LF002	
Business-to-Business Selling and Sales Management in Global Markets	3	MAR3LF003	
Work Placement			
Assignments in Marketing	30	PLA6LS003	5
Bachelor's Thesis			
Bachelor's Thesis in Marketing	15	THE7LE002	6-7

Organisations, Leadership and HR

The competence of the support for the management is based on a wide understanding of organisations and leadership.

The goal of the Organisations, Leadership and HR studies, which are compulsory for all the students, is that students:

- know the terms and processes of the strategic working and also the different organisation and company forms
- understand how the Net economy operates, know problems concerning the internationalisation of a company and are able to take part in conversations concerning the values, culture, social responsibility, ethics and morals of a company
- understand the meaning of competence management and methods in a learning and developing organisation
- understand leadership from different points of view and understand the behavior of an employee as both an individual and as a group member within the organisation
- are able to collect relevant information about the organisation and its environment to support the decision-making process.

The student who has specialised in Organisations, Leadership and HR completes the courses People at Work and Work-based Project in HR and writes her/his thesis in this area. The student can widen her/his competences in that area by selecting free-choice studies in the area of human resource management.

Organisations, Leadership and HR	ECTS	Code	Semester
Compulsory Studies			
Organisations and Leadership	5	WOR1LE001C	1
Business Operations and Entrepreneurship	6	WOR2LE001	3
Strategic Management and Corporate Social Responsibility	3	LEA2LE071	7
Elective Studies			
People at Work	3	LEA4LS080	4
Work-based Project on HRM	4	LEA4LS081	6
Free-choice Studies eg.			
Työpsykologia	3	LEA8LS036	4-7
Yrityksen liikematkustus	5	LEA8LS075	4-7
Principles of Leadership	3	LEA4LI068	4-7
Essentials of Team Leadership	3	LEA4LI069	4-7
Work Placement			
Assignments in the area of organisations leadership and HR	30	PLA6LS003	5
Bachelor's Thesis			
Bachelor's Thesis in Organisations Leadership and HR	15	THE7LE023	6-7

The DP for Multilingual Management Assistants provides good entrepreneurial skills

Students get the basic skills to act as an entrepreneur in their core and professional studies. In the course Business Operations and Entrepreneurship (WOR2LE001) students make a business plan. The teachers and the coordinator of the business incubator encourage the entrepreneurial-minded students to move in the 4th semester to HAAGA-HELIA's business incubator. In the best case, the student can complete the work placement in her/his own company and write the thesis for this company. The field of the thesis and

the specialisation can be any of the specialised fields of the DP for Multilingual Management Assistants, i.e. Marketing, Organisational Communication or Organisations, Leadership and HR. A student can work in the business incubator until the end of her/his studies. A student gets credit points for her/his work in the business incubator, which are counted as free choice courses.

Entrepreneurship	ECTS Code		Semester
Compulsory studies			
Business Networks	18	WOR1LE001	1
Business Operations and Entrepreneurship	6	WOR2LE001	3
Elective studies			
Specialisation studies in one of the following: Marketing, Organisational Communication, Organisationsl Leadership and HR.	7		4-7
Free-choice studies			
StartUp School	1-		4-7
Work Placement			
In ones's own company	30	PLA6LE003	5
Bachelor's Thesis			
The thesis topic connected to one's own company	15	THE7LE002; THE7LE023; THE7LE025	6-7

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
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Bachelor's Thesis

Bachelor's Thesis/Marketing	THE7LE002	15
Bachelor's Thesis/Organisations, Leadership and HR	THE7LE023	15

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
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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

Language Studies, Curriculum 2010

The information below applies to the students who have started their studies before autumn 2014.

Extent of Studies

In the Degree Programme for Multilingual Management Assistants Finnish students are required to study Finnish and English and two additional languages. Foreign students are required to study Finnish, English and one additional language. The languages available are Chinese, French, German, Russian, Spanish and Swedish.

Students must complete, besides the possible 9 credit points elementary studies, 16 credit points of core and professional studies in each of their chosen main languages (Chinese, English, French, German, Russian, Spanish, Swedish), where core studies account for 6 credit points, and professional studies for 10 credit points.

Additionally, the student has to complete a language project (2 credit points) in either English or in one of her/his elective languages.

All Finnish students in the degree programme must complete 12 credit points of studies in Finnish. Foreign students must complete 22 credit points in Finnish.

Students can apply to have another language than one of the aforementioned accepted as one of the main languages.

It is recommended that the student chooses as her/his elective main languages only languages, in which he/she has at least the basic skills. However, it is possible to start one compulsory language from the elementary level.

Language proficiency objectives

The foreign language proficiency objectives are that students:

- are able to communicate orally as required in business life and culture (e.g. telephone language and corporate presentations)
- are able to communicate fluently in writing in demanding professional contexts (e.g. meeting documents, PR letters and other corporate communications)
- have acquired solid presentation skills and are aware of non-verbal communications.

Starting Levels and Proficiency Objectives

The study of English is started at level B2 of the common European framework (see Common European Framework of Reference for Languages: Learning, Teaching, Assessment, 2001). The study of Swedish is started at level B1. The core studies in Chinese, French, German, Russian and Spanish, are started at level A2.

The student who has studied the language (Chinese, French, German, Spanish, Russian) in upper secondary school/high school or who has reached equivalent skills in it starts the studies at the core level.

The objective for English is level C1. and Swedish is level C1 of the common European framework. The objective for French, German, Russian and Spanish studies is level B2 in the common European framework. The objective for Chinese is level B1.

Foreign students start their Finnish studies at elementary level. The objective for Finnish studies is level B2.

The European language learning, teaching and evaluation general framework is used when determining both the starting and target levels for language studies in the DP for Multilingual Management Assistants. These two levels for students beginning their basic-level language studies are as follows:

	Starting level	Target level
English	B2	C1
Spanish	A2	B2
Chinese	A1	B1
French	A2	B2
Swedish	B1	C1
German	A2	B2
Russian	A2	B2

Elementary Studies

Students can begin their language studies by choosing a beginners course in one of the compulsory languages. Introductory courses are offered in Chinese, Finnish (for foreign students), French, German, Russian and Spanish as free-choice studies if enough students enroll. Beginners' courses in Swedish and English are not offered.

Students who start their language studies at the elementary level should complete beginners' level during the first semester. It is recommended that the intermediate level is taken during the second semester, at the same time that the student begins his or her studies in grammar and the structure of language. It is also recommended that intermediate level be taken in conjunction with grammar on part of those students who have studied the language but have not had sufficient practice with it afterwards.

The elementary English or Swedish courses are not offered in the DP for Multilingual Management Assistants.

Free-choice Language Studies

The student can include in her/his studies the following free-choice language studies:

- * elementary courses
- * extra language studies
- * language studies which are not part of her/his compulsory language studies (16/18)

The elementary language courses and the extra language courses are always included in the free-choice studies.

It is not recommended to start at the same time two new languages from the elementary level.

Swedish Studies

If students do not choose Swedish as one of their main languages, they then must complete 6 credit points of core studies in Swedish, Basic Business Swedish (SWE1LE001). This course covers the proficiency in Swedish as a second language that is required by Finnish law from public servants that have a degree from an institute of higher education. The student's proficiency in Swedish is indicated in the degree diploma.

The aforementioned Swedish requirements do not apply to students who have completed their prior studies abroad or in a language other than Finnish or Swedish. Students must apply for exemption from Swedish studies in writing. The applications are to be submitted to the Manager of the Degree Programme.

Students who have completed their secondary school in Swedish do not need to take Swedish up to 6 credit points if they intend to write their maturity test in Swedish and apply for this right from the Manager of the Degree Programme. Students who speak Swedish as their mother tongue can choose Swedish as one of their compulsory languages. In such a case, however, they must complete their Swedish studies according to the programme for native Swedish speakers (see below).

Students who speak Chinese, English, French, German, Russian, Spanish or Swedish as their mother tongue follow the language curricula given below.

Students starting their studies in autumn 2014 or after will follow a new curriculum that will be updated to this website during spring 2014.

Students who speak English as their mother tongue

ECTS Code

PR English	3 cr	COM2LE070C
English Business and Financial Communication	5 cr	ENG2LE040
British Studies	3 cr	ENG8LE001
Finnish Society and Business	5 cr	ENG8LE020
Language Project in English	2 cr	ENG4LE050
Total	18 cr	

Students who speak Spanish as their mother tongue

Portfolio on Finland in Spanish	3 cr	SPA8LE040
Translation Exercises from Finnish to Spanish	3 cr	SPA8LS012
Spanish Business Communication	3 cr	SPA4LE010
Spanish Business Documents	3 cr	SPA4LE046
Part Spanish Newspaper Texts in the course Business and Society in Latin America	2 cr	SPA4LE055
Language Project in Spanish	2 cr	SPA4LE050
Total	16 cr	

Students who speak Chinese as their mother tongue

International Business Chinese	3 cr	CHI4LE006
Advanced Business Chinese	3 cr	CHI4LE007
Chinese Business Culture	3 cr	CHI4LE004
The part Chinese Business Documents in the course Economic Life of the Chinese-speaking Areas	2 cr	CHI4LE015

Introduction to Chinese-speaking Areas	3 cr	CHI4LE005A
Language Project in Chinese	2 cr	CHI4LE050
Total	16 cr	
Students who speak French as their mother tongue		
Basic Business French 2	3 cr	FRE4LE006
French Working Environment and PR French	3 cr	FRE4LE007
Knowledge of Finland and the Nordic Countries	6 cr	FRE8LE070
Half of the course French Media and Communication	2 cr	FRE4LE030
Language Project in French	2 cr	FRE4LE050
Total	16 cr	
Students who speak Swedish as their mother tongue		
PR Swedish / One 3 ECTS online course from Norden-network at Finnish Online University of Applied Sciences	3 cr	SWE4LE063
Written part of the course Spoken and Written Business Swedish	2 cr	SWE4LE050
Swedish Business Communication	3 cr	SWE4LE041
Nordisk Handel	6 cr	IBU8LS005
Language Project in Swedish	2 cr	SWE4LE051
Total	16 cr	
Students who speak German as their mother tongue		
German Business Communication	3 cr	GER4LE002
PR German	3 cr	GER4LE068
Business Communication in German-speaking Europe	4 cr	GER4LE040
German Literature	3 cr	GER8LE071
Portfolio of Finnish Culture	3 cr	GER8LE060
Total	16 cr	
Students who speak Russian as their mother tongue		
Cyrillic Word - processing and transliteration	3 cr	RUS8LE037
Russian Business Documents	3 cr	RUS4LE042
Russian Linguistic Correctness	3 cr	RUS8LE011
Part of the course Russian Business Environment: Assistant's Job in Russian Trade	2 cr	RUS4LE030B
Corporate Communications in Russian	3 cr	RUS4LE047
Language Project in Russian	2 cr	RUS4LE050
Total	16 cr	

*** If a language project is included in the native language speaker's curricula, the student has to complete a language project also in another language.**

Recommended Study Schedule, 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	Course code	ECTS
1st Semester		30
English Grammar	ENG1LE015	3
Basic Business Swedish	SWE1LE001	6
<i>One of the following languages (à 3 cr)*:</i>		(3)
Spanish Grammar	SPA4LE008	3
Spoken Communication in Chinese	CHI4LE009	3
Basic Business French 1	FRE4LE005	3
German Grammar	GER4LE064	3
Basic Business Russian 1	RUS4LE070	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
2nd Semester		30
Spoken Business English	ENG1LE002	3
Finnish Grammar and Linguistic Correctness	FIN1LE001	3
Producing Business Documents	INF1LE022	3
Basics of Economics	ECO1LE004	3
<i>Two of the following languages (à 3 cr)*:</i>		(6)

Spoken Spanish in Practice	SPA4LE070	3
Chinese Business Communication	CHI4LE002	3
Basic Business French 2	FRE4LE006	3
PR Swedish	SWE4LE063	3
Spoken Communication in Business German	GER4LE007	3
Basic Business Russian 2	RUS4LE005	3
Introduction to Business Law	LAW2LE045	3
<i>Financial Administration and Reporting</i>	ACC1LE026	(8)
Basics of Accounting	ACC1LE026A	4
Mathematics and Spreadsheet in Financial Administration	ACC1LE026B	4
<i>Assessment of Professional Growth and Career Planning:</i>	SLF2LE080	(3)
Career Planning 1	SLF2LE080A	1
3rd Semester		30
Finnish Business Documents	FIN2LE024	5
<i>Two of the following languages (à 3 cr):</i>		(6)
Spanish Business Communication	SPA4LE010	3
PR Chinese	CHI4LE003	3
French Working Environment and PR French	FRE4LE007	3
Swedish Business Communication	SWE4LE041	3
PR German	GER4LE068	3
Spoken Communication in Business Russian	RUS4LE041	3
<i>Corporate Public Relations</i>	COM2LE070	(7)
Business Events and Etiquette	COM2LE070A	2
Business Event Project	COM2LE070B	2
PR English	COM2LE070C	3
Administrative and Labour Law	LAW2LE046	3
Business Operations and Entrepreneurship	WOR2LE001	6
Organisational Communication Management	COM2LE062	3

4th Semester		30
<i>English Business and Financial Communication:</i>	ENG2LE040	(5)
English Business Documents and Knowledge of the Economy	ENG2LE040A	3
<i>One of the following languages:</i>		(3)
Spanish Business Documents	SPA4LE046	3
Chinese Business Culture	CHI4LE004	3
French and Finnish Cultures in Contact	FRE4LE008	3
German Business Communication	GER4LE002	3
Russian Business Documents	RUS4LE042	3
Spoken Communication in Finnish	FIN2LE025	4
Meetings and Travel Management	LEA2LE060	5
Processing Information and Managing Documents	INF2LE020	3
<i>Research Practices:</i>	MET2LE030	(5)
Introduction to Research	MET2LE030A	2
Online Communication	COM2LE050	3
<i>One of the following specialised studies:</i>		
<i>Organisational Communication:</i>		
Assessing and Planning Organisational Communication	COM4LE002	3
<i>Marketing:</i>		
Marketing and Networks	MAR4LE006	3
<i>Organisations Leadership and HR:</i>		
People at Work	LEA4LS080	3
<i>Assessment of Professional Growth and Career Planning:</i>	SLF2LE080	(3)
Career Planning 2	SLF2LE080B	1
<i>Free-choice studies</i>		3/0*
5th Semester		30
Work placement	PLA6LE003	30
6th Semester		30

<i>English Business and Financial Communication:</i>	ENG2LE040	(5)
EU Studies	ENG2LE040B	2
<i>One of the following language projects:</i>		
Language Project in English	ENG4LE050	2
Language Project in Spanish	SPA4LE050	2
Language Project in Chinese	CHI4LE050	2
Language Project in French	FRE4LE050	2
Language Project in Swedish	SWE4LE051	2
Language Project in German	GER4LE050	2
Language Project in Russian	RUS4LE050	2
<i>Research Practices:</i>	MET2LE030	(5)
Research Methods and Academic Writing	MET2LE030B	3
<i>One of the following specialised studies:</i>		
<i>Organisational Communication:</i>		
Work-based Project on Organisations and Publicity	COM4LE006	4
<i>Marketing:</i>		
Work-based Project on Marketing	MAR4LE007	4
<i>Organisations, Leadership and HR:</i>		
Work-based Project on HRM	LEA4LS081	4
<i>One of the following specialisation areas in Bachelor's Thesis:</i>		
Bachelor's Thesis, Organisational Communication	THE7LE025	10
Bachelor's Thesis, Marketing	THE7LE002	10
Bachelor's Thesis, Organisations, Leadership and HR	THE7LE023	10
<i>Free-choice studies</i>		9
7th Semester		30
Cultures in Contact	CUL2LE001	3
<i>Two of the following languages:</i>		
Business and Society in Latin America	SPA4LE055	4

Economic Life of the Chinese-speaking Areas	CHI4LE015	4
French Media and Communication	FRE4LE030	4
Spoken and Written Business Swedish	SWE4LE050	4
Business Communication in German-speaking Europe	GER4LE040	4
<i>Russian Business Environment</i>	RUS4LE030	(4)
Contract Texts in Russian Trade	RUS4LE030A	2
Assistant's Job in Russian Trade	RUS4LE030B	2
Strategic Management and Corporate Social Responsibility	LEA2LE071	3
<i>Assessment of Professional Growth and Career Planning:</i>	SLF2LE080	(3)
Career Planning 3	SLF2LE080C	1
<i>One of the following specialisation areas in Bachelor's Thesis:</i>		
Bachelor's Thesis, Organisational Communication	THE7LE025	5
Bachelor's Thesis, Marketing	THE7LE002	5
Bachelor's Thesis, Organisations, Leadership and HR	THE7LE023	5
<i>Free-choice studies</i>		10
Total		210

Recommended Study Schedule, 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	Course code	ECTS
1st Semester		30
English Grammar	ENG1LE015	3
Finnish for Beginners	FIN1LE002	6
<i>One of the following languages:</i>		
Spanish Grammar	SPA4LE008	3
Spoken Communication in Chinese	CHI4LE009	3
Basic Business French 1	FRE4LE005	3
German Grammar	GER4LE064	3
Basic Business Russian 1	RUS4LE070	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
2nd Semester		30
Spoken Business English	ENG1LE002	3
Intermediate Finnish	FIN1LE003	6
Producing Business Documents	INF1LE022	3
<i>One of the following languages:</i>		
Spoken Spanish in Practice	SPA4LE070	3

Chinese Business Communication	CHI4LE002	3
Basic Business French 2	FRE4LE006	3
Spoken Communication in Business German	GER4LE007	3
Basic Business Russian 2	RUS4LE005	3
Introduction to Business Law	LAW2LE045	3
Basics of Economics	ECO1LE004	3
<i>Financial Administration and Reporting</i>	ACC1LE026	(8)
Basics of Accounting	ACC1LE026A	4
Mathematics and Spreadsheet in Financial Administration	ACC1LE026B	4
<i>Assessment of Professional Growth and Career Planning:</i>	SLF2LE080	(3)
Career Planning 1	SLF2LE080A	1
3rd Semester		30
Finnish for Working Life 1	FIN2LE030	3
<i>One of the following languages:</i>		
Spanish Business Communication	SPA4LE010	3
PR Chinese	CHI4LE003	3
French Working Environment and PR French	FRE4LE007	3
PR German	GER4LE068	3
Spoken Communication in Business Russian	RUS4LE041	3
<i>Corporate Public Relations</i>	COM2LE070	(7)
Business Events and Etiquette	COM2LE070A	2
Business Event Project	COM2LE070B	2
PR English	COM2LE070C	3
Administrative and Labour Law	LAW2LE046	3
Business Operations and Entrepreneurship	WOR2LE001	6
Organisational Communication Management	COM2LE062	3
<i>Free-choice studies</i>		5
4th Semester		30

Finnish for Working Life 2	FIN2LE031	3
<i>English Business and Financial Communication:</i>	ENG2LE040	(5)
English Business Documents and Knowledge of the Economy	ENG2LE040A	3
<i>One of the following languages:</i>		
Spanish Business Documents	SPA4LE046	3
Chinese Business Culture	CHI4LE004	3
French and Finnish Cultures in Contact	FRE4LE008	3
German Business Communication	GER4LE002	3
Russian Business Documents	RUS4LE042	3
Meetings and Travel Management	LEA2LE060	5
Processing Information and Managing Documents	INF2LE020	3
<i>Research Practices:</i>	MET2LE030	(5)
Introduction to Research	MET2LE030A	2
Online Communication	COM2LE050	3
<i>One of the following specialised studies:</i>		
<i>Organisational Communication:</i>		
Assessing and Planning Organisational Communication	COM4LE002	3
<i>Marketing:</i>		
Marketing and Networks	MAR4LE006	3
<i>Organisational Leadership and HR:</i>		
People at Work	LEA4LS080	3
<i>Assessment of Professional Growth and Career Planning:</i>	SLF2LE080	(3)
Career Planning 2	SLF2LE080B	1
<i>Free-choice studies</i>		4
5th Semester		30
Work placement	PLA6LE003	30
6th Semester		30
<i>English Business and Financial Communication:</i>	ENG2LE040	(5/7)

EU Studies	ENG2LE040B	2
Business Oriented Finnish	FIN2LE032	4
<i>One of the following language projects:</i>		
Language Project in English	ENG4LE050	2
Language Project in Spanish	SPA4LE050	2
Language Project in Chinese	CHI4LE050	2
Language Project in French	FRE4LE050	2
Language Project in Swedish	SWE4LE051	2
Language Project in German	GER4LE050	2
Language Project in Russian	RUS4LE050	2
<i>Research Practices:</i>	MET2LE030	(5)
Research Methods and Academic Writing	MET2LE030B	3
<i>One of the following specialised studies:</i>		
<i>Organisational Communication:</i>		
Work-based Project on Organisations and Publicity	COM4LE006	4
<i>Marketing:</i>		
Work-based Project on Marketing	MAR4LE007	4
<i>Organisations, Leadership and HR:</i>		
Work-based project on HRM	LEA4LS081	4
<i>One of the following specialisation areas in Bachelor's Thesis:</i>		
Bachelor's Thesis, Organisational Communication	THE7LE025	10
Bachelor's Thesis, Marketing	THE7LE002	10
Bachelor's Thesis, Organisations, Leadership and HR	THE7LE023	10
<i>Free-choice studies</i>		5
7th Semester		30
Cultures in Contact	CUL2LE001	3
<i>One of the following languages:</i>		
Business and Society in Latin America	SPA4LE055	4

Economic life of Chinese-speaking Areas	CHI4LE015	4
French Media and Communication	FRE4LE030	4
Business Communication in German-speaking Europe	GER4LE040	4
<i>Russian Business Environment</i>	RUS4LE030	(4)
Contract Texts in Russian Trade	RUS4LE030A	2
Assistant's Job in Russian Trade	RUS4LE030B	2
Strategic Management and Corporate Social Responsibility	LEA2LE071	3
<i>Assessment of Professional Growth and Career Planning:</i>	SLF2LE080	(3)
Career Planning 3	SLF2LE080C	1
<i>One of the following specialisation areas in Bachelor's Thesis:</i>		
Bachelor's Thesis, Organisational Communication	THE7LE025	5
Bachelor's Thesis, Marketing	THE7LE002	5
Bachelor's Thesis, Organisations, Leadership and HR	THE7LE023	5
<i>Free-choice studies</i>		14
Total		210

Structure, Content and Extent of the Degree Programme, Curriculum 2010

The information below applies to the students who have started their studies before autumn 2014.

The Degree Programme consists of core studies, professional studies, free-choice studies, work placement and the bachelor's thesis.

Finnish students have to complete one semester abroad either as an exchange student or in a work placement.

Degree Programme for Multilingual Management Assistants, Finnish students	ECTS
Core studies	56*
Compulsory core studies	50
Elective language studies (2 languages à 3 cr)*	6*
Professional studies	87
Compulsory professional studies	58
Elective language studies (2 languages à 10 op + 2 cr language project)	22
Specialised professional studies	7
Free-choice studies	22*
Work Placement	30
Bachelor's thesis	15
Total	210

* If Swedish is not one of the two main languages, the student has to study two other main languages. In this case, compulsory Swedish studies (Basic Business Swedish 6 cr) are included in his/her free-choice studies, ie the number of free-choice credits is 16.

Degree Programme for Multilingual Management Assistants, Foreign students**	ECTS
Core studies	59
Compulsory core studies	53

Elective language studies (1 language)	6
Professional studies	78
Compulsory professional studies	59
Elective language studies (1 language à 10 op + 2 cr language project)	12
Specialised professional studies	7
Free-choice studies	28
Work Placement	30
Bachelor's thesis	15
Total	210

** Finnish is compulsory for all foreign students and they will include 22 cr of Finnish in their studies. The student's Finnish skills will be tested. The student shall start her/his Finnish studies from the level established in the test.