

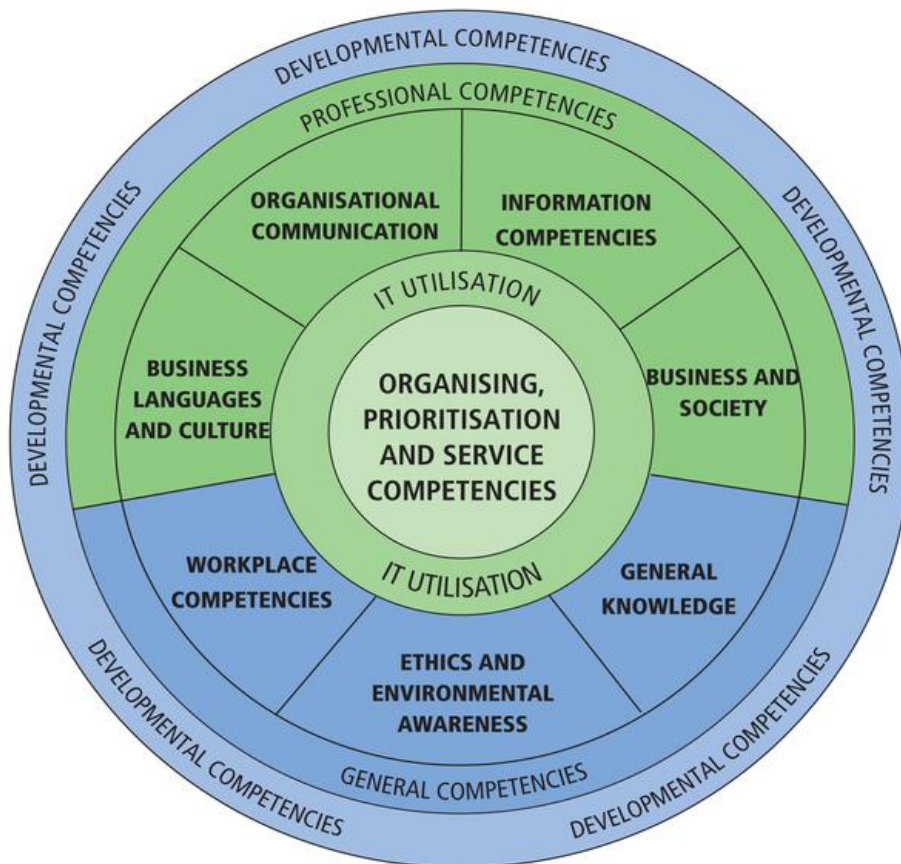
# Degree Programme for Multilingual Management Assistants, Pasila

[DP for Multilingual Management Assistants in a nutshell](#) | [Profile of the DP](#) | [Key learning outcomes](#) | [Professional growth](#) | [Semester themes](#) | [Curriculum](#)

## Degree Programme for Multilingual Management Assistants in a nutshell

<b>Name of qualification:</b>	Bachelor of Business Administration (BBA), the Finnish title of tradenomi
<b>Level of qualification:</b>	Bachelor's degree
<b>ECTS credits:</b>	210 ECTS credits
<b>Official length of programme:</b>	3.5 years
<b>Mode of study</b>	Full-time day programme
<b>Assessment:</b>	<ul style="list-style-type: none"> <li>• See <a href="#">Degree Regulations</a> &gt;&gt;</li> <li>• See assessment process &gt;&gt;</li> </ul>
<b>Programme requirements:</b>	Studies according to the curriculum, Work placement, Bachelor's thesis and Maturity test
<b>General arrangements for the accreditation of prior learning:</b>	<a href="#">See HAAGA-HELIA's general arrangements of the accreditation of prior learning &gt;&gt;</a>
<b>Admission requirements:</b>	Act of Polytechnics 9.5.2003/351 20§ <ul style="list-style-type: none"> <li>• <a href="#">See admission criteria 2013</a></li> </ul>
<b>Access to further study:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Non-Degree studies in HAAGA-HELIA &gt;&gt;</a></li> <li>• Master's Degree: <a href="#">Degree Programme in International Business Management, Helsinki Pasila &gt;&gt;</a></li> <li>• University studies</li> </ul>

## Profile of the Degree Programme for Multilingual Management Assistants



## Key learning outcomes of the Degree Programme

The Degree Programme for Multilingual Management Assistants supports the professional growth of student on the path towards becoming fully-competent expert of Management Assistant's work.

### General competencies of Multilingual Management Assistant graduates

#### *Developmental competencies*

- initiative and critical mindset
- quality improvement
- anticipating the future
- application of theory into practice
- creative problem solving

#### *Workplace competencies*

- working independently

- teamwork
- interaction and cooperation
- networking
- entrepreneurial attitude
- presentation skills

#### *Ethics and environmental awareness*

- ethics of responsible business and public administration
- principles of sustainable development

#### *General knowledge*

- general awareness: current events, literature, art, politics

### **Professional competencies of Multilingual Management Assistant graduates**

#### *Organising, prioritisation and service competencies*

- service attitude
- situational awareness
- performance quality decisions
- prioritisation decisions
- company events
- meetings

#### *Business language and culture*

- knowledge of different cultures and communicating and working with people from different cultures
- business etiquette

#### *Mother tongue Finnish*

- excellent written and oral Finnish skills as required in business life and public administration
- very good written and oral English skills as required in business life and public administration
- good proficiency in two other languages as required in business life and public administration

#### *Mother tongue other than Finnish*

- very good written and oral English skills as required in business life and public administration
- good written and oral skills in Finnish and one other language as required in business life and public administration

#### *Organisational communication*

- implementation and development of workplace communications
- establishing and maintaining contact with partners and other stakeholders

*Business and society*

- principles of financial administration, operations management and leadership
- customer focus and profitability
- norms governing business life and corporate safety and security
- societal structures

*Information competencies*

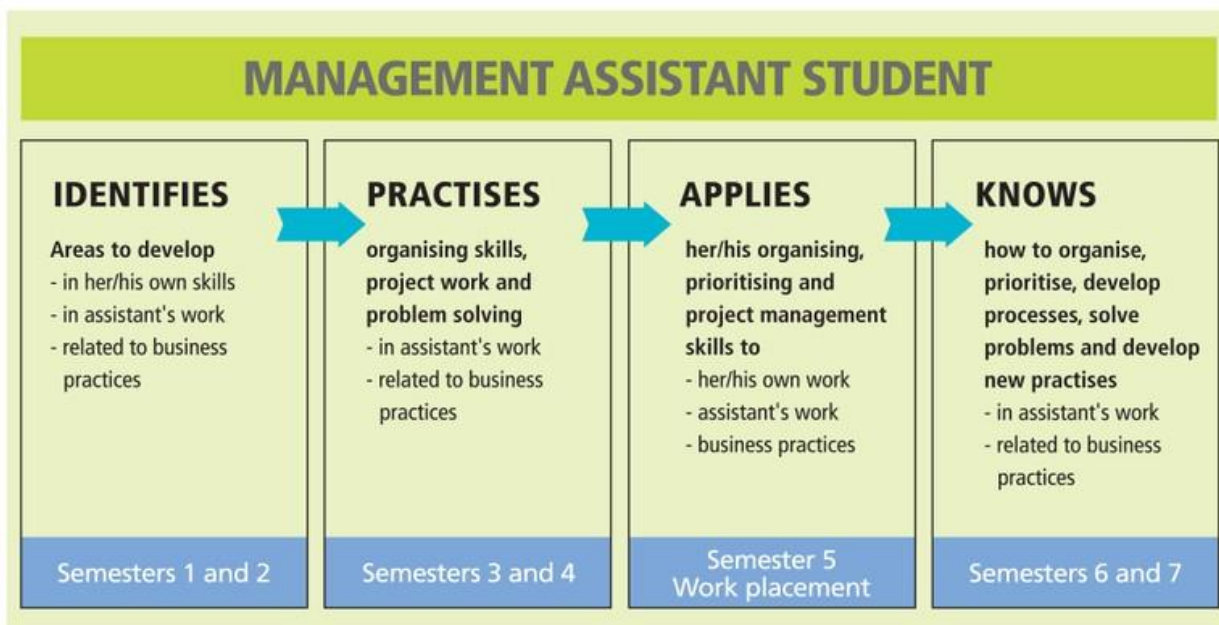
- the value of information and knowledge
- seeking, retrieving, assessing and refining of information
- document management and archiving

**Professional growth**

The goal of the professional growth of the Degree Programme students is to adopt the researching and developing working method.

As a part of the course Assessment of Professional Growth and Career Planning (SLF2LE080) the student collects a digital portfolio. In this work the student makes use of the yearly growth goals of the professional growth. The portfolio describes the development of the professional expertise.

**Semester themes**



## **Curriculum**

### **Core Studies 56 cr (Finnish students)/59 cr (foreign students)**

Core studies are completed during the first academic year. They are either compulsory or elective (Chinese, English, Finnish, French, German, Russian, Spanish, Swedish). They provide students with a basic understanding of the degree programme's key areas of emphasis.

The 'learning by developing' working method appears in the core studies so, that the student is able to recognise the development targets in the organisations and is also able to reflect her/his own learning and skills.

### **Professional Studies 87 cr (Finnish students)/78 (foreign students)**

Professional studies deepen the student's expertise in the management assistant's core and professional areas. Students choose their advanced professional studies from the following alternatives: Organisational Communication, Organisations, Leadership and HR or Marketing. Professional studies amount to at least 7 credit points. Some professional studies courses are offered only if enough students sign up for them.

The 'learning by developing' working method appears in the professional studies so, that the student is able to develop the processes related to assistant's work. The student is also able to develop her/his critical thinking and problem solving skills to produce new ideas in her/his own professional field and produce realizable solutions for them.

### **Free-choice Studies 22 cr (Finnish students)/28 cr (foreign students)**

Free-choice studies should be chosen in such a way that they complement the student's advanced professional and language studies. Other studies completed at HAAGA-HELIA or Finnish or foreign universities and polytechnics can be as free-choice studies.

### **Work Placement 30 cr**

Work placement is compulsory for all students and is equivalent to 30 credit points (100 full working days). Work placement usually commences after the second year of studies, i.e. after the completion of 120 credit points. It is completed without interruption in companies, public organisations, or similar organisations in Finland or abroad.

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

Management assistant/secretarial work as well as employment supporting the student's studies is accepted as part of the work placement requirement.

### **Bachelor's Thesis 15 cr**

Theses are primarily completed as commissioned works for companies or other organisations. During thesis work, students familiarise themselves with a topic in their area of specialisation and

complete an analysis, development project or similar pertaining to it. Through thesis work, students gain valuable skills for the development of their competencies as multilingual management assistants.

In her/his thesis process the student applies the 'learning by developing' working method in solving the problems of the company or organisation.

After handing in the thesis, the student takes a maturity test (see Maturity test).

## **Maturity Test**

In the Degree Programme for Multilingual Management Assistants, students are required to write a maturity test based on the thesis, which demonstrates the student's grasp of the subject area studied. Students who completed comprehensive school or upper secondary school in Finland and completed studies in Finnish or Swedish as a mother tongue are required to write the maturity test in Finnish/Swedish. Students who completed comprehensive school or upper secondary school with mother-tongue studies in a language other than Finnish or Swedish, or completed corresponding education abroad write the maturity test in the language of the degree programme. The maturity test can be written on all common re-examination dates. Students have to enrol for the test through their advisor at least one week before the test date. The time reserved for the test is 135 minutes.

- [Structure, Content and Extent of the DP >>](#)
- [Courses, Finnish students >>](#)
- [Courses, foreign students >>](#)
- [Recommended Study Schedule, Finnish students >>](#)
- [Recommended Study Schedule, foreign students >>](#)
- [Language studies >>](#)
- [Study Paths >>](#)

# Degree Programme for Multilingual Management Assistants, joint application 2013

From this page you can read details about admission. Please read the admission criteria from [Applying through the joint application system 2013-page](#).

Other useful information like frequently asked questions, Applicant's Guide, Admissions offices of all UAS in Finland etc., you can read from [Information for Applicants](#) -page.

- campus: Pasila
- title: tradenomi (Bachelor of Business Administration), 210 credit points (ECTS)
- student intake: 40
- online application form: [www.admissions.fi](http://www.admissions.fi)
- application period from 7th January to 12th February 2013. Online application closes at 4.15 pm Finnish time (+2 hrs GMT) on 12th February 2013
- invitation letters are posted on 15 March 2013
- entrance examination will be held on 15 - 16 April 2013 in Pasila Campus
- application results will be sent by post by 16 July 2013 at the latest
- studies begin in August 2013
- [application statistics](#)

## Entrance examination

The entrance examination is a two-day event and will take place on 15 - 16 April 2013.

The following entrance examination criteria are applied:

Aptitude test	Max 100 points
English written test	Pass/Fail
English interview	Pass/Fail
One other written language test	Pass/Fail
Total	Max 100 points

The entrance examination is degree-related and cannot be replaced by any other entrance examination.

- The aptitude test is obligatory for all applicants and has a maximum of 100 points. The aptitude test includes written tests and an interview. If the applicant gets a grade of 14 points or lower in the aptitude test, she/he cannot be accepted into the programme.
- The English interview is obligatory for all applicants and will be evaluated as pass/fail.
- The entrance examination includes tests in two languages. The written language tests (English and one of the following languages: Chinese, French, German, Russian, Spanish, Swedish or Finnish (Finnish for foreign students only) are obligatory for all applicants. The written English test and the other written language test will be evaluated as pass/fail.

- If the applicant fails one or both of the written language tests or the English interview, she/he cannot be accepted into the programme.

Note! DP for Multilingual Management Assistants does not arrange entrance examinations abroad. The results of the entrance examination in DP in Multilingual Management Assistants is not transferable to any other degree programmes in HAAGA-HELIA or other schools. Scores received in other Universities of Applied Sciences in Finland or abroad are not transferable/ accepted to this programme either!

HAAGA-HELIA does use discretionary admissions.

## **Language studies**

In addition to English, all applicants must have at least a basic knowledge (usually about three years' studies) in one of the following languages: Chinese, French, German, Russian, Spanish, Swedish or Finnish (Finnish for foreign students only). An English test and a test in another language are both obligatory for all applicants in the entrance examination. If, for example, an applicant has taken three years of Spanish in high school, or if it is the applicant's native language, s/he should take the other language test in Spanish.

## **Further information**

For further information please contact:

HAAGA-HELIA University of Applied Sciences  
Admissions office  
Ratapihantie 13  
00520 Helsinki  
Finland

Tel. +358 (0)400 230409 9am - 3pm Finnish time (+2 hrs GMT)



# Application statistics

## Application statistics of DP for Multilingual Management Assistants, Pasila campus

Studies begins	Number of applicants, first preference / all	Student intake	The lowest accepted score before the exam/ max score	The lowest accepted score after the exam
August 2013	180/401	40	all eligible applicants	
August 2012	138/364	40	all eligible applicants	Admission group 1, 65.53 Admission group 2, 52.00
August 2011	150/409	65	all eligible applicants	Admission group 1, 43.50 Admission group 2, 36.00
August 2010	127/295	54	all eligible applicants	Admission group 1, 47.20 Admission group 2, 42.00
August 2009	153/393	54	all eligible applicants	Admission group 1, 54.60 Admission group 2, 33.00
August 2008	148/424	54	all eligible applicants	Admission group 1, 56.40 Admission group 2, 30.00
August 2007	138/335	36	all eligible applicants	Admission group 1, 64.00 Admission group 2, 30.00

- Admission group 1, Admission on the basis of total of points for school performance and the entrance examination
- Admission group 2, Admission on the basis of the entrance examination
- 50 % of the applicants will be admitted on the basis of the combined points for both previous school performance and the entrance examination and, 50 % on the basis of the entrance examination only. If study places become available later, applicants on the waiting list will be admitted based on their admission points.

# Structure, Content and Extent of the Degree Programme

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

\* 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, <b>Foreign students**</b>	ECTS

<b>Core studies</b>	<b>59</b>
Compulsory core studies	53
Elective language studies (1 language)	6
<b>Professional studies</b>	<b>78</b>
Compulsory professional studies	59
Elective language studies (1 language à 10 op + 2 cr language project)	12
Specialised professional studies	7
<b>Free-choice studies</b>	<b>28</b>
<b>Work Placement</b>	<b>30</b>
<b>Bachelor's thesis</b>	<b>15</b>
<b>Total</b>	<b>210</b>

\*\* 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.

# Courses, Finnish students

Degree Programme for Multilingual Management Assistants	Code	ECTS
<b>Core studies</b>		
Compulsory core studies		
<i>Financial Administration and Reporting</i>	<a href="#">ACC1LE026</a>	(8)
Basics of Accounting	<a href="#">ACC1LE026A</a>	4
Mathematics and Spreadsheet in Financial Administration	<a href="#">ACC1LE026B</a>	4
Basics of Economics	<a href="#">ECO1LE004</a>	3
Spoken Business English	<a href="#">ENG1LE002</a>	3
English Grammar	<a href="#">ENG1LE015</a>	3
Finnish Grammar and Linguistic Correctness	<a href="#">FIN1LE001</a>	3
Producing Business Documents	<a href="#">INF1LE022</a>	3
Introduction to Business Law	<a href="#">LAW2LE045</a>	3
Basic Business Swedish	<a href="#">SWE1LE001</a>	6
<i>Business Networks:</i>	<a href="#">WOR1LE001</a>	(18)
Introduction to Business English	<a href="#">WOR1LE001A</a>	2
Introduction to Marketing	<a href="#">WOR1LE001B</a>	3
Organisations and Leadership	<a href="#">WOR1LE001C</a>	5
Introduction to Information Retrieval	<a href="#">WOR1LE001D</a>	2
Office Applications	<a href="#">WOR1LE001E</a>	4
Purpose and Practices of Organisational Communication	<a href="#">WOR1LE001F</a>	2
Elective core studies		
Chinese Business Communication	<a href="#">CHI4LE002</a>	3

Spoken Communication in Chinese	<a href="#">CHI4LE009</a>	3
Basic Business French 1	<a href="#">FRE4LE005</a>	3
Basic Business French 2	<a href="#">FRE4LE006</a>	3
Spoken Communication in Business German	<a href="#">GER4LE007</a>	3
German Grammar	<a href="#">GER4LE064</a>	3
Basic Business Russian 1	<a href="#">RUS4LE070</a>	3
Basic Business Russian 2	<a href="#">RUS4LE005</a>	3
Spoken Spanish in Practice	<a href="#">SPA4LE070</a>	3
Spanish Grammar	<a href="#">SPA4LE008</a>	3
PR Swedish	<a href="#">SWE4LE063</a>	3
<b>Professional Studies</b>		
Compulsory professional studies		
Cultures in Contact	<a href="#">CUL2LS001</a>	3
Online Communication	<a href="#">COM2LE050</a>	3
Organisational Communication Management	<a href="#">COM2LE062</a>	3
<i>Corporate Public Relations</i>	<a href="#">COM2LE070</a>	(7)
Business Events and Etiquette	<a href="#">COM2LE070A</a>	2
Business Event Project	<a href="#">COM2LE070B</a>	2
PR English	<a href="#">COM2LE070C</a>	3
<i>English Business and Financial Communication:</i>	<a href="#">ENG2LE040</a>	(5)
English Business Documents and Knowledge of the Economy	<a href="#">ENG2LE040A</a>	3
EU Studies	<a href="#">ENG2LE040B</a>	2
Finnish Business Documents	<a href="#">FIN2LE024</a>	5

Spoken Communication in Finnish	<a href="#">FIN2LE025</a>	4
Processing Information and Managing Documents	<a href="#">INF2LE020</a>	3
Administrative and Labour Law	<a href="#">LAW2LE046</a>	3
Meetings and Travel Management	<a href="#">LEA2LE060</a>	5
Strategic Management and Corporate Social Responsibility	<a href="#">LEA2LE071</a>	3
<i>Research Practices:</i>	<a href="#">MET2LE030</a>	(5)
Introduction to Research	<a href="#">MET2LE030A</a>	2
Research Methods and Academic Writing	<a href="#">MET2LE030B</a>	3
<i>Assessment of Professional Growth and Career Planning:</i>	<a href="#">SLF2LE080</a>	(3)
Career Planning 1	<a href="#">SLF2LE080A</a>	1
Career Planning 2	<a href="#">SLF2LE080B</a>	1
Career Planning 3	<a href="#">SLF2LE080C</a>	1
Business Operations and Entrepreneurship	<a href="#">WOR2LE001</a>	6
Elective professional studies		
Assessing and Planning Organisational Communication	<a href="#">COM4LE002</a>	3
Work-based Project on Organisations and Publicity	<a href="#">COM4LE006</a>	4
PR Chinese	<a href="#">CHI4LE003</a>	3
Chinese Business Culture	<a href="#">CHI4LE004</a>	3
Language project in Chinese	<a href="#">CHI4LE050</a>	2
Economic Life of the Chinese-speaking Areas	<a href="#">CHI4LE015</a>	4
Language Project in English	<a href="#">ENG4LE050</a>	2
French Working Environment and PR French	<a href="#">FRE4LE007</a>	3
French and Finnish Cultures in Contact	<a href="#">FRE4LE008</a>	3

French Media and Communication	<a href="#">FRE4LE030</a>	4
Language Project in French	<a href="#">FRE4LE050</a>	2
German Business Communication	<a href="#">GER4LE002</a>	3
Business Communication in German-speaking Europe	<a href="#">GER4LE040</a>	4
Language Project in German	<a href="#">GER4LE050</a>	2
PR German	<a href="#">GER4LE068</a>	3
People at Work	<a href="#">LEA4LS080</a>	3
Work-based Project on HRM	<a href="#">LEA4LS081</a>	4
Marketing and Networks	<a href="#">MAR4LE006</a>	3
Work-based Project on Marketing	<a href="#">MAR4LE007</a>	4
Russian Business Documents	<a href="#">RUS4LE042</a>	3
<i>Russian Business Environment</i>	<a href="#">RUS4LE030</a>	(4)
Contract Texts in Russian Trade	<a href="#">RUS4LE030A</a>	2
Assistant's Job in Russian Trade	<a href="#">RUS4LE030B</a>	2
Spoken Communication in Business Russian	<a href="#">RUS4LE041</a>	3
Language Project in Russian	<a href="#">RUS4LE050</a>	2
Spanish Business Communication	<a href="#">SPA4LE010</a>	3
Spanish Business Documents	<a href="#">SPA4LE046</a>	3
Language Project in Spanish	<a href="#">SPA4LE050</a>	2
Business and Society in Latin America	<a href="#">SPA4LE055</a>	4
Swedish Business Communication	<a href="#">SWE4LE041</a>	3
Spoken and Written Business Swedish	<a href="#">SWE4LE050</a>	4
Language Project in Swedish	<a href="#">SWE4LE051</a>	2

<b>Free-choice Studies</b>		
Intercultural Awareness 2	<a href="#">CUL8LE025</a>	4
Chinese for Beginners	<a href="#">CHI8LE004</a>	6
Intermediate Chinese	<a href="#">CHI8LE005</a>	3
Contemporary Finnish Literature	<a href="#">FIN8LE001</a>	3
German for Beginners 1	<a href="#">GER8LE080</a>	6
German for Beginners 2	<a href="#">GER8LE030</a>	3
Economy, Culture and Partnership in the Heart of Europe (excursion)	<a href="#">GER8LE072</a>	3
Cultural Portfolio of German-speaking Europe	<a href="#">GER8LE070</a>	3
German Literature	<a href="#">GER8LE071</a>	3
European Integration	<a href="#">IBU8HO001</a>	5
Nordisk Handel	<a href="#">IBU8LS005</a>	6
Enterprise Resource Planning for Management Assistants	<a href="#">INF8LE031</a>	3
International Business Law	<a href="#">LAW8LS041</a>	3
International Congresses and Conferences	<a href="#">LEA8LS050</a>	3
Russian Linguistic Correctness	<a href="#">RUS8LE011</a>	3
Cyrillic Word - processing and transliteration	<a href="#">RUS8LE037</a>	3
Spanish Society and Culture	<a href="#">SPA4LE019</a>	3
Assistant as a Power User of Office Applications	<a href="#">TOO8LE020</a>	3
<b>Work Placement</b>		
Work Placement	<a href="#">PLA6LE003</a>	30
<b>Bachelor's Thesis</b>		
Bachelor's Thesis/Marketing	<a href="#">THE7LE002</a>	15



Bachelor's Thesis/Organisations, Leadership and HR	<a href="#">THE7LE023</a>	15
Bachelor's Thesis/Organisational Communication	<a href="#">THE7LE025</a>	15

# Courses, foreign students

Degree Programme for Multilingual Management Assistants	Code	ECTS
<b>Core studies</b>		
Compulsory core studies		
<i>Financial Administration and Reporting</i>	<a href="#">ACC1LE026</a>	(8)
Basics of Accounting	<a href="#">ACC1LE026A</a>	4
Mathematics and Spreadsheet in Financial Administration	<a href="#">ACC1LE026B</a>	4
Basics of Economics	<a href="#">ECO1LE004</a>	3
Spoken Business English	<a href="#">ENG1LE002</a>	3
English Grammar	<a href="#">ENG1LE015</a>	3
Finnish for Beginners	<a href="#">FIN1LE002</a>	6
Intermediate Finnish	<a href="#">FIN1LE003</a>	6
Producing Business Documents	<a href="#">INF1LE022</a>	3
Introduction to Business Law	<a href="#">LAW2LE045</a>	3
<i>Business Networks:</i>	<a href="#">WOR1LE001</a>	(18)
Introduction to Business English	<a href="#">WOR1LE001A</a>	2
Introduction to Marketing	<a href="#">WOR1LE001B</a>	3
Organisations and Leadership	<a href="#">WOR1LE001C</a>	5
Introduction to Information Retrieval	<a href="#">WOR1LE001D</a>	2
Office Applications	<a href="#">WOR1LE001E</a>	4
Purpose and Practices of Organisational Communication	<a href="#">WOR1LE001F</a>	2
Elective core studies		
Chinese Business Communication	<a href="#">CHI4LE002</a>	3

Spoken Communication in Chinese	<a href="#">CHI4LE009</a>	3
Basic Business French 1	<a href="#">FRE4LE005</a>	3
Basic Business French 2	<a href="#">FRE4LE006</a>	3
Spoken Communication in Business German	<a href="#">GER4LE007</a>	3
German Grammar	<a href="#">GER4LE064</a>	3
Basic Business Russian 1	<a href="#">RUS4LE070</a>	3
Basic Business Russian 2	<a href="#">RUS4LE005</a>	3
Spoken Spanish in Practice	<a href="#">SPA4LE070</a>	3
Spanish Grammar	<a href="#">SPA4LE008</a>	3
<b>Professional Studies</b>		
Compulsory professional studies		
Cultures in Contact	<a href="#">CUL2LS001</a>	3
Online Communication	<a href="#">COM2LE050</a>	3
Organisational Communication Management	<a href="#">COM2LE062</a>	3
<i>Corporate Public Relations</i>	<a href="#">COM2LE070</a>	(7)
Business Events and Etiquette	<a href="#">COM2LE070A</a>	2
Business Event Project	<a href="#">COM2LE070B</a>	2
PR English	<a href="#">COM2LE070C</a>	3
<i>English Business and Financial Communication:</i>	<a href="#">ENG2LE040</a>	(5)
English Business Documents and Knowledge of the Economy	<a href="#">ENG2LE040A</a>	3
EU Studies	<a href="#">ENG2LE040B</a>	2
Finnish for Working Life 1	<a href="#">FIN2LE030</a>	3
Finnish for Working Life 2	<a href="#">FIN2LE031</a>	3

Business Oriented Finnish	<a href="#">FIN2LE032</a>	4
Processing Information and Managing Documents	<a href="#">INF2LE020</a>	3
Administrative and Labour Law	<a href="#">LAW2LE046</a>	3
Meetings and Travel Management	<a href="#">LEA2LE060</a>	5
Strategic Management and Corporate Social Responsibility	<a href="#">LEA2LE071</a>	3
Research Practices:	<a href="#">MET2LE030</a>	(5)
Introduction to Research	<a href="#">MET2LE030A</a>	2
Research Methods and Academic Writing	<a href="#">MET2LE030B</a>	3
<i>Assessment of Professional Growth and Career Planning:</i>	<a href="#">SLF2LE080</a>	(3)
Career Planning 1	<a href="#">SLF2LE080A</a>	1
Career Planning 2	<a href="#">SLF2LE080B</a>	1
Career Planning 3	<a href="#">SLF2LE080C</a>	1
Business Operations and Entrepreneurship	<a href="#">WOR2LE001</a>	6
Elective professional studies		
Assessing and Planning Organisational Communication	<a href="#">COM4LE002</a>	3
Work-based Project on Organisations and Publicity	<a href="#">COM4LE006</a>	4
PR Chinese	<a href="#">CHI4LE003</a>	3
Chinese Business Culture	<a href="#">CHI4LE004</a>	3
Language project in Chinese	<a href="#">CHI4LE050</a>	2
Economic Life of the Chinese-speaking Areas	<a href="#">CHI4LE015</a>	4
Language Project in English	<a href="#">ENG4LE050</a>	2
Language Project in Finnish	<a href="#">FIN4LE050</a>	2
French Working Environment and PR French	<a href="#">FRE4LE007</a>	3

French and Finnish Cultures in Contact	<a href="#">FRE4LE008</a>	3
French Media and Communication	<a href="#">FRE4LE030</a>	4
Language Project in French	<a href="#">FRE4LE050</a>	2
German Business Communication	<a href="#">GER4LE002</a>	3
Business Communication in German-speaking Europe	<a href="#">GER4LE040</a>	4
Language Project in German	<a href="#">GER4LE050</a>	2
PR German	<a href="#">GER4LE068</a>	3
People at Work	<a href="#">LEA4LS080</a>	3
Work-based Project on HRM	<a href="#">LEA4LS081</a>	4
Marketing and Networks	<a href="#">MAR4LE006</a>	3
Work-based Project on Marketing	<a href="#">MAR4LE007</a>	4
Russian Business Documents	<a href="#">RUS4LE042</a>	3
<i>Russian Business Environment</i>	<a href="#">RUS4LE030</a>	(4)
Contract Texts in Russian Trade	<a href="#">RUS4LE030A</a>	2
Assistant's Job in Russian Trade	<a href="#">RUS4LE030B</a>	2
Spoken Communication in Business Russian	<a href="#">RUS4LE041</a>	3
Language Project in Russian	<a href="#">RUS4LE050</a>	2
Spanish Business Communication	<a href="#">SPA4LE010</a>	3
Spanish Business Documents	<a href="#">SPA4LE046</a>	3
Language Project in Spanish	<a href="#">SPA4LE050</a>	2
Business and Society in Latin America	<a href="#">SPA4LE055</a>	4
Language Project in Swedish	<a href="#">SWE4LE051</a>	2
<b>Language Studies for the Students Following the Native Speaker's Curricula</b>		

International Business Chinese	CHI4LE006	3
Introduction to Chinese-speaking Areas	<a href="#">CHI4LE005A</a>	3
Advanced Business Chinese	<a href="#">CHI4LE007</a>	3
British Studies	<a href="#">ENG8LE001</a>	3
Finnish Society and Business	ENG8LE020	7
Knowledge of Finland and the Nordic Countries	<a href="#">FRE8LE070</a>	6
Portfolio of Finnish Culture	<a href="#">GER8LE060</a>	3
Translation Exercises from Finnish into Spanish	SPA8LE012	3
Portfolio on Finland in Spanish	<a href="#">SPA8LE040</a>	3
<b>Free-choice Studies</b>		
Intercultural Awareness 2	<a href="#">CUL8LE025</a>	4
Chinese for Beginners	<a href="#">CHI8LE004</a>	6
Intermediate Chinese	<a href="#">CHI8LE005</a>	3
Meetings in Finnish	<a href="#">FIN8LE008</a>	3
Contemporary Finnish Literature	<a href="#">FIN8LE001</a>	3
German for Beginners 1	<a href="#">GER8LE080</a>	6
German for Beginners 2	<a href="#">GER8LE030</a>	3
Cultural Portfolio of German-speaking Europe	<a href="#">GER8LE070</a>	3
German Literature	<a href="#">GER8LE071</a>	3
European Integration	<a href="#">IBU8HO001</a>	5
Introduction to European Union	<a href="#">LAW8LE021</a>	3
Nordisk Handel	<a href="#">IBU8LS005</a>	6
International Business Law	<a href="#">LAW8LS041</a>	3

International Congresses and Conferences	<a href="#">LEA8LS050</a>	3
Russian Linguistic Correctness	<a href="#">RUS8LE011</a>	3
Cyrillic Word - processing and transliteration	<a href="#">RUS8LE037</a>	3
Spanish Society and Culture	<a href="#">SPA4LE019</a>	3
Assistant as a Power User of Office Applications	<a href="#">TOO8LE020</a>	3
<b>Work Placement</b>		
Work Placement	<a href="#">PLA6LE003</a>	30
<b>Bachelor's Thesis</b>		
Bachelor's Thesis/Marketing	<a href="#">THE7LE002</a>	15
Bachelor's Thesis/Organisations, Leadership and HR	<a href="#">THE7LE023</a>	15
Bachelor's Thesis/Organisational Communication	<a href="#">THE7LE025</a>	15

# Recommended Study Schedule, Finnish students

Degree Programme for Multilingual Management Assistants	Course code	ECTS
<b>1st Semester</b>		<b>30</b>
English Grammar	<a href="#">ENG1LE015</a>	3
Basic Business Swedish	<a href="#">SWE1LE001</a>	6
<i>One of the following languages (à 3 cr)*:</i>		<i>(3)</i>
Spanish Grammar	<a href="#">SPA4LE008</a>	3
Spoken Communication in Chinese	<a href="#">CHI4LE009</a>	3
Basic Business French 1	<a href="#">FRE4LE005</a>	3
German Grammar	<a href="#">GER4LE064</a>	3
Basic Business Russian 1	<a href="#">RUS4LE070</a>	3
<i>Business Networks:</i>	<a href="#">WOR1LE001</a>	<i>(18)</i>
Introduction to Business English	<a href="#">WOR1LE001A</a>	2
Introduction to Marketing	<a href="#">WOR1LE001B</a>	3
Organisations and Leadership	<a href="#">WOR1LE001C</a>	5
Introduction to Information Retrieval	<a href="#">WOR1LE001D</a>	2
Office Applications	<a href="#">WOR1LE001E</a>	4
Purpose and Practices of Organisational Communication	<a href="#">WOR1LE001F</a>	2
<b>2nd Semester</b>		<b>30</b>
Spoken Business English	<a href="#">ENG1LE002</a>	3
Finnish Grammar and Linguistic Correctness	<a href="#">FIN1LE001</a>	3



Producing Business Documents	<a href="#">INF1LE022</a>	3
Basics of Economics	<a href="#">ECO1LE004</a>	3
<i>Two of the following languages (à 3 cr)*:</i>		(6)
Spoken Spanish in Practice	<a href="#">SPA4LE070</a>	3
Chinese Business Communication	<a href="#">CHI4LE002</a>	3
Basic Business French 2	<a href="#">FRE4LE006</a>	3
PR Swedish	<a href="#">SWE4LE063</a>	3
Spoken Communication in Business German	<a href="#">GER4LE007</a>	3
Basic Business Russian 2	<a href="#">RUS4LE005</a>	3
Introduction to Business Law	<a href="#">LAW2LE045</a>	3
<i>Financial Administration and Reporting</i>	<a href="#">ACC1LE026</a>	(8)
Basics of Accounting	<a href="#">ACC1LE026A</a>	4
Mathematics and Spreadsheet in Financial Administration	<a href="#">ACC1LE026B</a>	4
<i>Assessment of Professional Growth and Career Planning:</i>	<a href="#">SLF2LE080</a>	(3)
Career Planning 1	<a href="#">SLF2LE080A</a>	1
<b>3rd Semester</b>		<b>30</b>
Finnish Business Documents	<a href="#">FIN2LE024</a>	5
<i>Two of the following languages (à 3 cr):</i>		(6)
Spanish Business Communication	<a href="#">SPA4LE010</a>	3
PR Chinese	<a href="#">CHI4LE003</a>	3
French Working Environment and PR French	<a href="#">FRE4LE007</a>	3
Swedish Business Communication	<a href="#">SWE4LE041</a>	3
PR German	<a href="#">GER4LE068</a>	3

Spoken Communicatin in Business Russian	<a href="#">RUS4LE041</a>	3
<i>Corporate Public Relations</i>	<a href="#">COM2LE070</a>	(7)
Business Events and Etiquette	<a href="#">COM2LE070A</a>	2
Business Event Project	<a href="#">COM2LE070B</a>	2
PR English	<a href="#">COM2LE070C</a>	3
Administrative and Labour Law	<a href="#">LAW2LE046</a>	3
Business Operations and Entrepreneurship	<a href="#">WOR2LE001</a>	6
Organisational Communication Management	<a href="#">COM2LE062</a>	3
<b>4th Semester</b>		<b>30</b>
<i>English Business and Financial Communication:</i>	<a href="#">ENG2LE040</a>	(5)
English Business Documents and Knowledge of the Economy	<a href="#">ENG2LE040A</a>	3
<i>One of the following languages:</i>		(3)
Spanish Business Documents	<a href="#">SPA4LE046</a>	3
Chinese Business Culture	<a href="#">CHI4LE004</a>	3
French and Finnish Cultures in Contact	<a href="#">FRE4LE008</a>	3
German Business Communication	<a href="#">GER4LE002</a>	3
Russian Business Documents	<a href="#">RUS4LE042</a>	3
Spoken Communication in Finnish	<a href="#">FIN2LE025</a>	4
Meetings and Travel Management	<a href="#">LEA2LE060</a>	5
Processing Information and Managing Documents	<a href="#">INF2LE020</a>	3
<i>Research Practices:</i>	<a href="#">MET2LE030</a>	(5)
Introduction to Research	<a href="#">MET2LE030A</a>	2
Online Communication	<a href="#">COM2LE050</a>	3

<i>One of the following specialised studies:</i>		
<i>Organisational Communication:</i>		
Assessing and Planning Organisational Communication	<a href="#">COM4LE002</a>	3
<i>Marketing:</i>		
Marketing and Networks	<a href="#">MAR4LE006</a>	3
<i>Organisations Leadership and HR:</i>		
People at Work	<a href="#">LEA4LS080</a>	3
<i>Assessment of Professional Growth and Career Planning:</i>	<a href="#">SLF2LE080</a>	(3)
Career Planning 2	<a href="#">SLF2LE080B</a>	1
<i>Free-choice studies</i>		3/0*
<b>5th Semester</b>		<b>30</b>
Work placement	<a href="#">PLA6LE003</a>	30
<b>6th Semester</b>		<b>30</b>
<i>English Business and Financial Communication:</i>	<a href="#">ENG2LE040</a>	(5)
EU Studies	<a href="#">ENG2LE040B</a>	2
<i>One of the following language projects:</i>		
Language Project in English	<a href="#">ENG4LE050</a>	2
Language Project in Spanish	<a href="#">SPA4LE050</a>	2
Language Project in Chinese	<a href="#">CHI4LE050</a>	2
Language Project in French	<a href="#">FRE4LE050</a>	2
Language Project in Swedish	<a href="#">SWE4LE051</a>	2
Language Project in German	<a href="#">GER4LE050</a>	2
Language Project in Russian	<a href="#">RUS4LE050</a>	2

<i>Research Practices:</i>	<a href="#">MET2LE030</a>	(5)
Research Methods and Academic Writing	<a href="#">MET2LE030B</a>	3
<i>One of the following specialised studies:</i>		
<i>Organisational Communication:</i>		
Work-based Project on Organisations and Publicity	<a href="#">COM4LE006</a>	4
<i>Marketing:</i>		
Work-based Project on Marketing	<a href="#">MAR4LE007</a>	4
<i>Organisations, Leadership and HR:</i>		
Work-based Project on HRM	<a href="#">LEA4LS081</a>	4
<i>One of the following specialisation areas in Bachelor's Thesis:</i>		
Bachelor's Thesis, Organisational Communication	<a href="#">THE7LE025</a>	10
Bachelor's Thesis, Marketing	<a href="#">THE7LE002</a>	10
Bachelor's Thesis, Organisations, Leadership and HR	<a href="#">THE7LE023</a>	10
<i>Free-choice studies</i>		9
<b>7th Semester</b>		<b>30</b>
Cultures in Contact	<a href="#">CUL2LS001</a>	3
<i>Two of the following languages:</i>		(8)
Business and Society in Latin America	<a href="#">SPA4LE055</a>	4
Economic Life of the Chinese-speaking Areas	<a href="#">CHI4LE015</a>	4
French Media and Communication	<a href="#">FRE4LE030</a>	4
Spoken and Written Business Swedish	<a href="#">SWE4LE050</a>	4
Business Communication in German-speaking Europe	<a href="#">GER4LE040</a>	4
<i>Russian Business Environment</i>	<a href="#">RUS4LE030</a>	(4)

Contract Texts in Russian Trade	<a href="#">RUS4LE030A</a>	2
Assistant's Job in Russian Trade	<a href="#">RUS4LE030B</a>	2
Strategic Management and Corporate Social Responsibility	<a href="#">LEA2LE071</a>	3
<i>Assessment of Professional Growth and Career Planning:</i>	<a href="#">SLF2LE080</a>	(3)
Career Planning 3	<a href="#">SLF2LE080C</a>	1
<i>One of the following specialisation areas in Bachelor's Thesis:</i>		
Bachelor's Thesis, Organisational Communication	<a href="#">THE7LE025</a>	5
Bachelor's Thesis, Marketing	<a href="#">THE7LE002</a>	5
Bachelor's Thesis, Organisations, Leadership and HR	<a href="#">THE7LE023</a>	5
<i>Free-choice studies</i>		10
<b>Total</b>		<b>210</b>

# Recommended Study Schedule, foreign students

Degree Programme for Multilingual Management Assistants	Course code	ECTS
<b>1st Semester</b>		<b>30</b>
English Grammar	<a href="#">ENG1LE015</a>	3
Finnish for Beginners	<a href="#">FIN1LE002</a>	6
<i>One of the following languages:</i>		
Spanish Grammar	<a href="#">SPA4LE008</a>	3
Spoken Communication in Chinese	<a href="#">CHI4LE009</a>	3
Basic Business French 1	<a href="#">FRE4LE005</a>	3
German Grammar	<a href="#">GER4LE064</a>	3
Basic Business Russian 1	<a href="#">RUS4LE070</a>	3
<i>Business Networks:</i>	<a href="#">WOR1LE001</a>	(18)
Introduction to Business English	<a href="#">WOR1LE001A</a>	2
Introduction to Marketing	<a href="#">WOR1LE001B</a>	3
Organisations and Leadership	<a href="#">WOR1LE001C</a>	5
Introduction to Information Retrieval	<a href="#">WOR1LE001D</a>	2
Office Applications	<a href="#">WOR1LE001E</a>	4
Purpose and Practices of Organisational Communication	<a href="#">WOR1LE001F</a>	2
<b>2nd Semester</b>		<b>30</b>
Spoken Business English	<a href="#">ENG1LE002</a>	3
Intermediate Finnish	<a href="#">FIN1LE003</a>	6
Producing Business Documents	<a href="#">INF1LE022</a>	3

<i>One of the following languages:</i>		(3)
Spoken Spanish in Practice	<a href="#">SPA4LE070</a>	3
Chinese Business Communication	<a href="#">CHI4LE002</a>	3
Basic Business French 2	<a href="#">FRE4LE006</a>	3
Spoken Communication in Business German	<a href="#">GER4LE007</a>	3
Basic Business Russian 2	<a href="#">RUS4LE005</a>	3
Introduction to Business Law	<a href="#">LAW2LE045</a>	3
Basics of Economics	<a href="#">ECO1LE004</a>	3
<i>Financial Administration and Reporting</i>	<a href="#">ACC1LE026</a>	(8)
Basics of Accounting	<a href="#">ACC1LE026A</a>	4
Mathematics and Spreadsheet in Financial Administration	<a href="#">ACC1LE026B</a>	4
<i>Assessment of Professional Growth and Career Planning:</i>	<a href="#">SLF2LE080</a>	(3)
Career Planning 1	<a href="#">SLF2LE080A</a>	1
<b>3rd Semester</b>		<b>30</b>
Finnish for Working Life 1	<a href="#">FIN2LE030</a>	3
<i>One of the following languages:</i>		
Spanish Business Communication	<a href="#">SPA4LE010</a>	3
PR Chinese	<a href="#">CHI4LE003</a>	3
French Working Environment and PR French	<a href="#">FRE4LE007</a>	3
PR German	<a href="#">GER4LE068</a>	3
Spoken Communication in Business Russian	<a href="#">RUS4LE041</a>	3
<i>Corporate Public Relations</i>	<a href="#">COM2LE070</a>	(7)
Business Events and Etiquette	<a href="#">COM2LE070A</a>	2

Business Event Project	<a href="#">COM2LE070B</a>	2
PR English	<a href="#">COM2LE070C</a>	3
Administrative and Labour Law	<a href="#">LAW2LE046</a>	3
Business Operations and Entrepreneurship	<a href="#">WOR2LE001</a>	6
Organisational Communication Management	<a href="#">COM2LE062</a>	3
<i>Free-choice studies</i>		5
<b>4th Semester</b>		<b>30</b>
Finnish for Working Life 2	<a href="#">FIN2LE031</a>	3
<i>English Business and Financial Communication:</i>	<a href="#">ENG2LE040</a>	(5)
English Business Documents and Knowledge of the Economy	<a href="#">ENG2LE040A</a>	3
<i>One of the following languages:</i>		
Spanish Business Documents	<a href="#">SPA4LE046</a>	3
Chinese Business Culture	<a href="#">CHI4LE004</a>	3
French and Finnish Cultures in Contact	<a href="#">FRE4LE008</a>	3
German Business Communication	<a href="#">GER4LE002</a>	3
Russian Business Documents	<a href="#">RUS4LE042</a>	3
Meetings and Travel Management	<a href="#">LEA2LE060</a>	5
Processing Information and Managing Documents	<a href="#">INF2LE020</a>	3
<i>Research Practices:</i>	<a href="#">MET2LE030</a>	(5)
Introduction to Research	<a href="#">MET2LE030A</a>	2
Online Communication	<a href="#">COM2LE050</a>	3
<i>One of the following specialised studies:</i>		
<i>Organisational Communication:</i>		



Assessing and Planning Organisational Communication	<a href="#">COM4LE002</a>	3
<i>Marketing:</i>		
Marketing and Networks	<a href="#">MAR4LE006</a>	3
<i>Organisational Leadership and HR:</i>		
People at Work	<a href="#">LEA4LS080</a>	3
<i>Assessment of Professional Growth and Career Planning:</i>	<a href="#">SLF2LE080</a>	(3)
Career Planning 2	<a href="#">SLF2LE080B</a>	1
<i>Free-choice studies</i>		4
<b>5th Semester</b>		<b>30</b>
Work placement	<a href="#">PLA6LE003</a>	30
<b>6th Semester</b>		<b>30</b>
<i>English Business and Financial Communication:</i>	<a href="#">ENG2LE040</a>	(5/7)
EU Studies	<a href="#">ENG2LE040B</a>	2
Business Oriented Finnish	<a href="#">FIN2LE032</a>	4
<i>One of the following language projects:</i>		
Language Project in English	<a href="#">ENG4LE050</a>	2
Language Project in Spanish	<a href="#">SPA4LE050</a>	2
Language Project in Chinese	<a href="#">CHI4LE050</a>	2
Language Project in French	<a href="#">FRE4LE050</a>	2
Language Project in Swedish	<a href="#">SWE4LE051</a>	2
Language Project in German	<a href="#">GER4LE050</a>	2
Language Project in Russian	<a href="#">RUS4LE050</a>	2
<i>Research Practices:</i>	<a href="#">MET2LE030</a>	(5)

Research Methods and Academic Writing	<a href="#">MET2LE030B</a>	3
<i>One of the following specialised studies:</i>		
<i>Organisational Communication:</i>		
Work-based Project on Organisations and Publicity	<a href="#">COM4LE006</a>	4
<i>Marketing:</i>		
Work-based Project on Marketing	<a href="#">MAR4LE007</a>	4
<i>Organisations, Leadership and HR:</i>		
Work-based project on HRM	<a href="#">LEA4LS081</a>	4
<i>One of the following specialisation areas in Bachelor's Thesis:</i>		
Bachelor's Thesis, Organisational Communication	<a href="#">THE7LE025</a>	10
Bachelor's Thesis, Marketing	<a href="#">THE7LE002</a>	10
Bachelor's Thesis, Organisations, Leadership and HR	<a href="#">THE7LE023</a>	10
<i>Free-choice studies</i>		5
<b>7th Semester</b>		<b>30</b>
Cultures in Contact	<a href="#">CUL2LE001</a>	3
<i>One of the following languages:</i>		
Business and Society in Latin America	<a href="#">SPA4LE055</a>	4
Economic life of Chinese-speaking Areas	<a href="#">CHI4LE015</a>	4
French Media and Communication	<a href="#">FRE4LE030</a>	4
Business Communication in German-speaking Europe	<a href="#">GER4LE040</a>	4
<i>Russian Business Environment</i>	<a href="#">RUS4LE030</a>	(4)
Contract Texts in Russian Trade	<a href="#">RUS4LE030A</a>	2
Assistant's Job in Russian Trade	<a href="#">RUS4LE030B</a>	2

Strategic Management and Corporate Social Responsibility	<a href="#">LEA2LE071</a>	3
<i>Assessment of Professional Growth and Career Planning:</i>	<a href="#">SLF2LE080</a>	(3)
Career Planning 3	<a href="#">SLF2LE080C</a>	1
<i>One of the following specialisation areas in Bachelor's Thesis:</i>		
Bachelor's Thesis, Organisational Communication	<a href="#">THE7LE025</a>	5
Bachelor's Thesis, Marketing	<a href="#">THE7LE002</a>	5
Bachelor's Thesis, Organisations, Leadership and HR	<a href="#">THE7LE023</a>	5
<i>Free-choice studies</i>		14
<b>Total</b>		<b>210</b>

# Language Studies

## 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:

	<b>Starting level</b>	<b>Target level</b>
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.**

<b>Students who speak English as their mother tongue</b>	<b>ECTS</b>	<b>Code</b>
PR English	3 cr	<a href="#">COM2LE070C</a>
English Business and Financial Communication	5 cr	<a href="#">ENG2LE040</a>
British Studies	3 cr	<a href="#">ENG8LE001</a>
Finnish Society and Business	7 cr	ENG8LE020
Language Project in English	2 cr	<a href="#">ENG4LE050</a>
Total	18 cr	
<b>Students who speak Spanish as their mother tongue</b>		
Portfolio on Finland in Spanish	3 cr	<a href="#">SPA8LE040</a>
Translation Exercises from Finnish into Spanish	3 cr	SPA8LE012

Spanish Business Communication	3 cr	<a href="#">SPA4LE010</a>
Spanish Business Documents	3 cr	<a href="#">SPA4LE046</a>
Part Spanish Newspaper Texts in the course Business and Society in Latin America	2 cr	<a href="#">SPA4LE055</a>
Language Project in Spanish	2 cr	<a href="#">SPA4LE050</a>
Total	16 cr	
<b>Students who speak Chinese as their mother tongue</b>		
International Business Chinese	3 cr	CHI4LE006
Advanced Business Chinese	3 cr	<a href="#">CHI4LE007</a>
Chinese Business Culture	3 cr	<a href="#">CHI4LE004</a>
The part Chinese Business Documents in the course Economic Life of the Chinese-speaking Areas	2 cr	<a href="#">CHI4LE015</a>
Introduction to Chinese-speaking Areas	3 cr	<a href="#">CHI4LE005A</a>
Language Project in Chinese	2 cr	<a href="#">CHI4LE050</a>
Total	16 cr	
<b>Students who speak French as their mother tongue</b>		
Basic Business French 2	3 cr	<a href="#">FRE4LE006</a>
French Working Environment and PR French	3 cr	<a href="#">FRE4LE007</a>
Knowledge of Finland and the Nordic Countries	6 cr	<a href="#">FRE8LE070</a>
Half of the course French Media and Communication	2 cr	<a href="#">FRE4LE030</a>
Language Project in French	2 cr	<a href="#">FRE4LE050</a>
Total	16 cr	
<b>Students who speak Swedish as their mother tongue</b>		
PR Swedish / One 3 ECTS online course from Norden-network at Finnish Online University of Applied Sciences	3 cr	<a href="#">SWE4LE063</a>

Written part of the course Spoken and Written Business Swedish	2 cr	<a href="#">SWE4LE050</a>
Swedish Business Communication	3 cr	<a href="#">SWE4LE041</a>
Nordisk Handel	6 cr	<a href="#">IBU8LS005</a>
Language Project in Swedish	2 cr	<a href="#">SWE4LE051</a>
Total	16 cr	
<b>Students who speak German as their mother tongue</b>		
German Business Communication	3 cr	<a href="#">GER4LE002</a>
PR German	3 cr	<a href="#">GER4LE068</a>
Business Communication in German-speaking Europe	4 cr	<a href="#">GER4LE040</a>
German Literature	3 cr	<a href="#">GER8LE071</a>
Portfolio of Finnish Culture	3 cr	<a href="#">GER8LE060</a>
Total	16 cr	
<b>Students who speak Russian as their mother tongue</b>		
Cyrillic Word - processing and transliteration	3 cr	<a href="#">RUS8LE037</a>
Russian Business Documents	3 cr	<a href="#">RUS4LE042</a>
Russian Linguistic Correctness	3 cr	<a href="#">RUS8LE011</a>
Part of the course Russian Business Environment: Assistant's Job in Russian Trade	2 cr	<a href="#">RUS4LE030B</a>
Corporate Communications in Russian	3 cr	<a href="#">RUS4LE047</a>
Language Project in Russian	2 cr	<a href="#">RUS4LE050</a>
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.**



# Study Paths

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 publicity and reputation
- know how to plan and develop 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 CR) and Work-based Project on Organisations and Publicity (4 CR), 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
<b>Compulsory Studies</b>			
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
<b>Elective Studies</b>			

Assessing and Planning Organisational Communication	3	COM4LE002	4
Work-based Project on Organisations and Publicity	4	COM4LE006	6
<b>Free-choice Studies eg.</b>			
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
<b>Work Placement</b>			
Assignments in Organisational Communication	30	PLA6LE003	5
<b>Bachelor's Thesis</b>			
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 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 CR) and Work-based Project on Marketing (4 CR). 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
<b>Compulsory Studies</b>			
Introduction to Marketing	3	WOR1LE001B	1
Business Operations and Entrepreneurship	6	WOR2LE001	3

<b>Elective Studies</b>			
Marketing and Networks	3	MAR4LE006	4
Work-based Project on Marketing	4	MAR4LE007	6
<b>Free-choice Studies eg.</b>			
International Service Marketing	3	MAR4LH009	
Successful Event	6	MAR3LF005	
Strategic Business-to-Business Relationship Management	6	MAR3LF002	
Business-to-Business Selling and Sales Management in Global Markets	3	MAR3LF003	
<b>Work Placement</b>			
Assignments in Marketing	30	PLA6LS003	5
<b>Bachelor's Thesis</b>			
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 Organisational 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
<b>Compulsory Studies</b>			
Organisations and Leadership	5	WOR1LE001C	1

Business Operations and Entrepreneurship	6	WOR2LE001	3
Strategic Management and Corporate Social Responsibility	3	LEA2LE071	7
<b>Elective Studies</b>			
People at Work	3	LEA4LS080	4
Work-based Project on HRM	4	LEA4LS081	6
<b>Free-choice Studies eg.</b>			
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
<b>Work Placement</b>			
Assignments in the area of organisations leadership and HR	30	PLA6LS003	5
<b>Bachelor's Thesis</b>			
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 Organisational 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
<b>Compulsory studies</b>			
Business Networks	18	WOR1LE001	1
Business Operations and Entrepreneurship	6	WOR2LE001	3
<b>Elective studies</b>			

Specialisation studies in one of the following: Marketing, Organisational Communication, Organisationsl Leadership and HR.	7		4-7
<b>Free-choice studies</b>			
StartUp School	1-		4-7
<b>Work Placement</b>			
In ones's own company	30	PLA6LE003	5
<b>Bachelor's Thesis</b>			
The thesis topic connected to one's own company	15	THE7LE002; THE7LE023; THE7LE025	6-7

# Career Stories

**Oanh Nguyen, Degree Programme for Multilingual Management Assistants, 2009**

## **What was the best thing in your studies?**

The best thing was the extremely international atmosphere. I think this facilitates multicultural interaction and the possibility to use other languages. Nowadays both of these things are important in work life.

## **Why would you recommend to apply to study at HAAGA-HELIA?**

I would recommend you to study there because of their versatile curriculum. HAAGA-HELIA also offers a very comprehensive university network with other countries.

## **Tell us about your current job description?**

I work at the Consulate General of Finland in Hong Kong. I am in charge of the Financial Administration. Additionally, I am in charge of granting visas, passports and residence permits to Finland. I work in close co-operation with the Finnish Immigration Service and the Ministry for Foreign Affairs.

## **How did you get you current job?**

After my graduation I was chosen through CIMO to work at the Finnish Trade Centre, Finpro in Hong Kong for six months as a trainee. After this I received a job offer from the Consulate General.

## **In which kind of posts do you hope to get in the future?**

In the future I hope I could get even more involved with exporting Finnish know-how abroad, especially to the South-East Asian countries.

## **What career hints would you give to students studying your field?**

I cannot emphasize enough the importance the period of practical training! I did my practical training at the Finnish elevator company Kone, where I also did my thesis. This training period opened entirely new opportunities for me. Therefore my career advice for you would be that start planning it already with your first practical training post.

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## **Katri Gerkman, Degree Programme for Multilingual Management Assistants, 2009**

### **What was the best thing in your studies?**

I liked the fact that our studies were very versatile. There were a variety of basic studies, very extensive language courses and you got to choose your comprehensive studies according to your own interests. I particularly appreciated the fact that most of our language teachers had the language they taught as a mother tongue.



### **Why would you recommend to apply to study at HAAGA-HELIA?**

HAAGA-HELIA is a big institution with long traditions in different fields. This will give them an edge in what they are doing and helps them to deliver what they promise. It also provides you with more options to choose for your free-choice studies. You can study subjects that you are interested in and build your future career from year one of your studies.

### **Tell us about your current job description?**

I work as a secretary to the Head of Unit in the public sector. My daily activities include preparing meeting files for my supervisor, keeping track of correspondence, organising and taking part into meetings, screening agenda items and taking care of HR issues for the whole unit. I have also financial responsibilities to support our Head of Unit. As more than 50 per cent of our staff is foreigners, I also help them with whatever questions they might have concerning the day-to-day life in Finland.

### **How did you get your current job?**

I worked here as an interim after my graduation for 8.5 months through Manpower, did a little detour in the private sector for seven months (first project assistant and then assistant to the Managing Director) and came back as a temporary agent mid-May.

### **In which kind of posts do you hope to get in the future?**

I think I have found my perfect post for the time-being. I get to work as a Management Assistant in an international environment.

### **What career hints would you give to students studying your field?**

Keep your eyes and ears open. You never know where you might find a hint for your future job. Be open for new experiences: it might surprise.

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