

Financial Administration and Reporting

- Code: ACC1LE026
- Extent: 8 ECTS (216 h)
- Timing: Semester 2*
- Language: English
- Level: core studies
- Type: compulsory

***Basics of Accounting 4 cr (ACC1LE026A)**

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)

(both parts are offered only in spring semesters)

Prerequisites

Business Networks WOR1LE001

Learning outcomes

Upon successful completion of the course, the student

- understands the basic regulatory framework of financial accounting.
- understands the division of financial administration into financial accounting and managerial accounting.
- has the skills required for basic double-entry bookkeeping and becomes versed with the key principles pertaining to the compilation of annual accounts.
- understands the basic principles pertaining to budgeting and cost accounting, and understands how to analyse profitability.
- knows the key tools used in financial and managerial accounting. This includes competence in spreadsheet analysis when solving various accounting related problems, e.g. the compilation of budgets and financial projections.
- understands and is able to perform basic business calculations.
- is able to take into consideration inflation and real changes.
- is able to calculate interests in several applications.
- is able to use spreadsheets for presentations and calculations; including graphics and databases.

Course contents

- Key tools used in financial and managerial accounting, including the use of spreadsheet analysis.
- Basic concepts of financial accounting and entry of business events into the accounts.
- Principles of good accounting and official accounts documentation.
- Managerial accounting, focusing on basics of cost accounting and pricing decisions.
- Course exercises, deepening the student's understanding of financial accounting and annual accounts, and also including exercises addressing profitability projections in the short-term.

Basics of Accounting 4 cr (ACC1LE026A)

- Bookkeeping entries
- VAT calculations
- Annual accounts compilation
- Mark-up pricing and accounting
- Budgeting

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)

- Percentage calculations
- Indices
- Exchange rates
- Interest rates
- Credits and loans
- Use of spreadsheet in mathematical problem solving
- Use of spreadsheets in presentations (including graphics)
- Use of database properties of spreadsheets

Cooperation with the business community and other organisations

The learning tasks are based on working life practices.

Teaching and learning methods

The course covers contact hours and exercises, totaling 215 hours of study.
Self-assessment of learning 1h.

Contact hours

Basics of Accounting

45 h (1 x 3 h/week)

Mathematics and Spreadsheets in Financial Administration

32 h (2 x 2 h/week)

Independent study: 139 h

Alternative completions

The course can be replaced by performing studies which are corresponding in terms of contents and extent in other programmes of HAAGA-HELIA.

Recognition of earlier acquired knowledge and skills (AHOT / EAKS)

If the student has the knowledge and skills, described in the course objectives and contents, acquired by his / her earlier studies and possible work experience, a preliminary examination can be arranged for him / her.

The student must inquire of the teacher about the preliminary examination and the exam must be agreed on during the first qualification week.

Teachers with the main responsibility for the course

Penelope Roux, Pasila Accounting
Juha Nurmonen, Pasila Mathematics and Spreadsheets

Course materials

Basics of Accounting 4 cr (ACC1LE026A):
Course handouts.

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B):
Pulkkinen - Holopainen, Business Mathematics
Course handouts

Assessment criteria

Basics of Accounting 4 cr (ACC1LE026B) scale 5-1

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">fully understands the concept of "a true and fair view" in accounting practice.has a good knowledge of a range of accounting ratios and KPIs.has a good understanding of management accounting practices including contribution margin simulations and budgeting.is able to apply the appropriate accounting conventions and methods to produce accurate P&L statements and Balance Sheets.is able to use accounting ratios and KPIs to analyse and interpret financial reports.is able to calculate with precision: contribution margins, break-even points and budgets and also apply appropriate pricing methods to goods and services.	<ul style="list-style-type: none">knows how to calculate gross margins and net profit.is familiar with some accounting ratios.understands the accounting cycle and is familiar with the financial statements prepared at the end of the accounting period.has a reasonable knowledge of management accounting practices including pricing methods, contribution margin analysis and budgeting.is able to explain and interpret the basic concepts and methods used in financial and management accounting.is able to select the appropriate methods for performing	<ul style="list-style-type: none">knows some of the basic concepts of accounting and can identify the different financial reports.understands double-entry bookkeeping and how VAT is calculated.has a basic knowledge of management accounting: fixed and variable costs, contribution margins, budgets and pricing.is able to book basic accounting transactions using double-entry bookkeeping, with and without VAT and can perform gross margin profitability calculations with some degree of accuracy.is able to demonstrate a basic

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| <p style="margin-left: 40px;">different accounting operations.</p> <ul style="list-style-type: none"> ▪ is able to prepare a trial balance and produce financial reports with a reasonable level of accuracy. ▪ is able to perform cost and pricing calculations, break-even analysis and prepare budgets with a reasonable level of accuracy. | <p>understanding of cost accounting methods.</p> |
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Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)/scale 5-1

5 excellent

3 good

1 satisfactory

The student:

- manages all the seven areas (tables, graphics, functions, indices, currencies, interest rates and loans) and understands their role in financial administration.
- is able to define verbally, symbolically and visually all the main concepts.
- is able to apply the concepts to broader contexts.
- is able to independently choose the right methods for calculations and presentations. Furthermore, the student can make accurate decisions for action based on the results of calculations and presentations.

The student:

- is verbally able to explain and interpret achieved results.
- can somewhat independently choose the right methods for calculating and collecting needed information.
- uses personal abilities in order to develop his/her own professional and personal competencies. Competence is not measured during this course.

The student:

- can apply spreadsheets and complete calculations in at least two of the following areas: tables, graphs, functions, indices, currencies, interest rates and loans.
- is able to identify key concepts in given tasks.
- has adopted principles of studying in a university of applied sciences, conducts him/herself well and has the right attitude towards work.
- performs in routine tasks.
- uses personal abilities in order to develop his/her own professional and personal competencies. Competence is not measured during this course.

- can work independently in an active, critical and analytical way in order to solve problems relating to financial administration in a broader context.
- uses personal abilities in order to develop his/her own professional and personal competencies. Competence is not measured during this course.

Basics of Accounting 4 cr (ACC1LE026A)

Examination 100%

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)

Exam 70 %

Exercises 30 %

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

Tehdyt toimenpiteet

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Learning outcomes

Upon successful completion of the course, the student

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- understands the division of financial administration into financial accounting and managerial accounting.
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- understands the basic principles pertaining to budgeting and cost accounting, and understands how to analyse profitability.
- knows the key tools used in financial and managerial accounting. This includes competence in spreadsheet analysis when solving various accounting related problems, e.g. the compilation of budgets and financial projections.
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Cooperation with the business community and other organisations

The learning tasks are based on working life practices.

Teaching and learning methods

The course covers contact hours and exercises, totaling 215 hours of study.
Self-assessment of learning 1h.

Contact hours

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Independent study: 139 h

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The course can be replaced by performing studies which are corresponding in terms of contents and extent in other programmes of HAAGA-HELIA.

Recognition of earlier acquired knowledge and skills (AHOT / EAKS)

If the student has the knowledge and skills, described in the course objectives and contents, acquired by his / her earlier studies and possible work experience, a preliminary examination can be arranged for him / her.

The student must inquire of the teacher about the preliminary examination and the exam must be agreed on during the first qualification week.

Teachers with the main responsibility for the course

Penelope Roux, Pasila Accounting
Juha Nurmonen, Pasila Mathematics and Spreadsheets

Course materials

Basics of Accounting 4 cr (ACC1LE026A):
Course handouts.

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B):
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Course handouts

Assessment criteria

Basics of Accounting 4 cr (ACC1LE026B) scale 5-1

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">fully understands the concept of "a true and fair view" in accounting practice.has a good knowledge of a range of accounting ratios and KPIs.has a good understanding of management accounting practices including contribution margin simulations and budgeting.is able to apply the appropriate accounting conventions and methods to produce accurate P&L statements and Balance Sheets.is able to use accounting ratios and KPIs to analyse and interpret financial reports.is able to calculate with precision: contribution margins, break-even points and budgets and also apply appropriate pricing methods to goods and services.	<ul style="list-style-type: none">knows how to calculate gross margins and net profit.is familiar with some accounting ratios.understands the accounting cycle and is familiar with the financial statements prepared at the end of the accounting period.has a reasonable knowledge of management accounting practices including pricing methods, contribution margin analysis and budgeting.is able to explain and interpret the basic concepts and methods used in financial and management accounting.is able to select the appropriate methods for performing	<ul style="list-style-type: none">knows some of the basic concepts of accounting and can identify the different financial reports.understands double-entry bookkeeping and how VAT is calculated.has a basic knowledge of management accounting: fixed and variable costs, contribution margins, budgets and pricing.is able to book basic accounting transactions using double-entry bookkeeping, with and without VAT and can perform gross margin profitability calculations with some degree of accuracy.is able to demonstrate a basic

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Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)/scale 5-1

5 excellent

The student:

- manages all the seven areas (tables, graphics, functions, indices, currencies, interest rates and loans) and understands their role in financial administration.
- is able to define verbally, symbolically and visually all the main concepts.
- is able to apply the concepts to broader contexts.
- is able to independently choose the right methods for calculations and presentations. Furthermore, the student can make accurate decisions for action based on the results of calculations and presentations.

3 good

The student:

- is verbally able to explain and interpret achieved results.
- can somewhat independently choose the right methods for calculating and collecting needed information.
- uses personal abilities in order to develop his/her own professional and personal competencies. Competence is not measured during this course.

1 satisfactory

The student:

- can apply spreadsheets and complete calculations in at least two of the following areas: tables, graphs, functions, indices, currencies, interest rates and loans.
- is able to identify key concepts in given tasks.
- has adopted principles of studying in a university of applied sciences, conducts him/herself well and has the right attitude towards work.
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- can work independently in an active, critical and analytical way in order to solve problems relating to financial administration in a broader context.
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Examination 100%

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Exam 70 %

Exercises 30 %

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Self-assessment of learning 1h.

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Independent study: 139 h

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The student must inquire of the teacher about the preliminary examination and the exam must be agreed on during the first qualification week.

Teachers with the main responsibility for the course

Penelope Roux, Pasila Accounting
Juha Nurmonen, Pasila Mathematics and Spreadsheets

Course materials

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Course handouts.

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B):
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Course handouts

Assessment criteria

Basics of Accounting 4 cr (ACC1LE026B) scale 5-1

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">fully understands the concept of "a true and fair view" in accounting practice.has a good knowledge of a range of accounting ratios and KPIs.has a good understanding of management accounting practices including contribution margin simulations and budgeting.is able to apply the appropriate accounting conventions and methods to produce accurate P&L statements and Balance Sheets.is able to use accounting ratios and KPIs to analyse and interpret financial reports.is able to calculate with precision: contribution margins, break-even points and budgets and also apply appropriate pricing methods to goods and services.	<ul style="list-style-type: none">knows how to calculate gross margins and net profit.is familiar with some accounting ratios.understands the accounting cycle and is familiar with the financial statements prepared at the end of the accounting period.has a reasonable knowledge of management accounting practices including pricing methods, contribution margin analysis and budgeting.is able to explain and interpret the basic concepts and methods used in financial and management accounting.is able to select the appropriate methods for performing	<ul style="list-style-type: none">knows some of the basic concepts of accounting and can identify the different financial reports.understands double-entry bookkeeping and how VAT is calculated.has a basic knowledge of management accounting: fixed and variable costs, contribution margins, budgets and pricing.is able to book basic accounting transactions using double-entry bookkeeping, with and without VAT and can perform gross margin profitability calculations with some degree of accuracy.is able to demonstrate a basic

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| <p>different accounting operations.</p> <ul style="list-style-type: none"> ▪ is able to prepare a trial balance and produce financial reports with a reasonable level of accuracy. ▪ is able to perform cost and pricing calculations, break-even analysis and prepare budgets with a reasonable level of accuracy. | <p>understanding of cost accounting methods.</p> |
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Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)/scale 5-1

5 excellent

3 good

1 satisfactory

The student:

- manages all the seven areas (tables, graphics, functions, indices, currencies, interest rates and loans) and understands their role in financial administration.
- is able to define verbally, symbolically and visually all the main concepts.
- is able to apply the concepts to broader contexts.
- is able to independently choose the right methods for calculations and presentations. Furthermore, the student can make accurate decisions for action based on the results of calculations and presentations.

The student:

- is verbally able to explain and interpret achieved results.
- can somewhat independently choose the right methods for calculating and collecting needed information.
- uses personal abilities in order to develop his/her own professional and personal competencies. Competence is not measured during this course.

The student:

- can apply spreadsheets and complete calculations in at least two of the following areas: tables, graphs, functions, indices, currencies, interest rates and loans.
- is able to identify key concepts in given tasks.
- has adopted principles of studying in a university of applied sciences, conducts him/herself well and has the right attitude towards work.
- performs in routine tasks.
- uses personal abilities in order to develop his/her own professional and personal competencies. Competence is not measured during this course.

- can work independently in an active, critical and analytical way in order to solve problems relating to financial administration in a broader context.
- uses personal abilities in order to develop his/her own professional and personal competencies. Competence is not measured during this course.

Basics of Accounting 4 cr (ACC1LE026A)

Examination 100%

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)

Exam 70 %

Exercises 30 %

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

Basics of Economics

- Code: ECO1LE004
- Extent: 3 ECTS (81 h)
- Timing: 2nd Semester*
- Language: English
- Level: core studies
- Type: compulsory

*the course is offered only in spring semesters

Prerequisites

None

Learning outcomes

The student

- understands the basic economic concepts
- is able to analyse the economic news information and explain the basic economic phenomena
- knows how to evaluate the economic performance of the national economy
- understands how the households and the companies make their rational decisions and what their implications on aggregate level are
- is able to use the different economic information sources.

Course contents

- Rational behaviour, opportunity cost
- Demand and supply
- Price formation
- Market structures and competition
- Economic growth, inflation, unemployment and interest rates and their interdependence
- Basic economic analysis of the performance of Finnish national economy
- The European Union and Finland
- Globalisation

The student studies both individually and in teams. Individual studies consist of the economic information and data collection (article portfolio), workshops, study of the textbook and the preparation for the lessons and the examination.

Cooperation with the business community and other organisations

The course involves external visitors from business/organizations and weekly market reviews of local/global economic developments.

International dimension

Due to the globalization and all the time expanding international businesses, most of the course topics have international dimensions by the definition.

Teaching and learning methods

Lectures and workshops 26 h
Presentations 4 h
Independent studies and team work 48 h
Examination 2 h
Self-assessment of learning 1 h

Alternative completions

The course can be replaced by completing a course with similar contents and extent in other degree programmes in HAAGA-HELIA or at another University.

Recognition of prior learning (RPL)

If a student thinks that s(he) has both the skills and experience of the above mentioned course contents and learning outcomes based on her/his earlier studies or work experience, there is a possibility for the student to prove that s(he) both understands and can apply the learning objectives by attending both to a) a written exam and b) an oral exam.

If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrollment week or latest when attending the first lecture.

Teacher with the main responsibility for the course

Olli Laintila, Pasila

Course materials

Parkin, Powell & Matthews. 2005. Economics. Harlow: Pearson Education Ltd.
Recommended sources
Course Handouts

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">masters excellently an evaluation of economic choices and their impact on both microeconomic and macroeconomic level.has an excellent knowledge about different	<ul style="list-style-type: none">can evaluate well economic choices and their impact on both microeconomic and macroeconomic level.has a good knowledge about basic economic frameworks/theories,	<ul style="list-style-type: none">has below average skills in evaluating economic choices and their impact on both microeconomic and macroeconomic level.has a below average knowledge about basic economic frameworks /theories,

economic
frameworks/theories,
policies
and analysis methods.

policies and analysis methods.

policies and analysis methods.

Examination 40 %
Activity and assignments 30 %
Team work 30 %

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

Spoken Business English

- Code: ENG1LE002
- Extent: 3 ECTS (81 h)
- Timing: Semester 2*
- Language: English
- Competence level: C1
- Level: professional studies
- Type: compulsory

*the course is offered only in the spring semester

Prerequisites

English Grammar (ENG1LE015) and Introduction to Business English (WOR1LE001A) or equivalent courses

Learning objectives

The student will:

- master English pronunciation and intonation
- be able to express herself fluently and precisely in different demanding professional and social situations in business life, including speaking effectively on the telephone

Course contents

Students learn during contact hours and by preparing at home for them. Students participate in group discussions and simulations, for which they prepare both at home and in class.

- pronunciation and intonation
- professional and social situations in business life
- argumentation and negotiation skills
- professional telephone skills

Teaching and learning methods

There are two contact hours per week, during which 80% attendance is required, and three hours of independent studies on average, most of which is for preparation of assignments and simulation exercises. The total number of hours required of students is 81 including a Self-assessment of learning assignment of 1 h. The length of the course is one semester.

Attendance requirement 80%

Teacher with the main responsibility for the course

Karl Robbins, Pasila

Course materials

Written materials provided by the teacher

Assessment criteria/scale 5-1.

5 excellent

The student:

- has very strong skills in the area of spoken English.
- can communicate very fluently in English and produce language that uses high levels of grammar, nearly always correctly. English that is spoken in a normal manner as it would be to native speakers is fully or nearly fully understood.
- can converse very fluently in a large number of areas, including those involving higher-level business concepts and in areas that would commonly be used by an assistant in everyday work.

3 good

The student:

- has good skills in the area of spoken English.
- can communicate fluently in English and produce language that uses standard English grammar, with occasional mistakes. English that is spoken in a normal manner as it would be to native speakers is mostly understood.
- can converse fairly fluently in a number of areas, including those involving general business topics and in areas that would be commonly used by an assistant in everyday work.

1 satisfactory

The student:

- has fair skills in the area of spoken English.
- can communicate somewhat fluently in English and produce language that uses standard English grammar, though with a fair number of mistakes. English that is spoken in a normal manner as it would be to native speakers is only partly understood.
- can converse in some areas, though not necessarily fluently, involving basic business topics and in areas that would be commonly used by an assistant in everyday work.

1/2 general level of English

1/2 classroom participation

Continuous assessment for both of these

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

English Grammar

- Code: ENG1LE015
- Extent: 3 ECTS (81 h)
- Timing: 1st Semester*
- Language: English
- Level: core studies
- Type: compulsory

*the course is offered only in autumn semesters

Starting level and prerequisites

Starting level: B2

Secondary school English or equivalent.

Learning objectives

The student will

- acquire a solid comprehension of English grammar
- acquire a foundation on which to build her/his vocabulary and grammatical skills independently after the course
- be able to identify the distinguishing features of business English
- be able to identify different registers of the language
- gain practice in using various reference materials, which provides her/him with a foundation on which to build her/his English skills after the course.

Course contents

- Basic English grammar
- Key features of business English
- Language use in different situations
- Use of reference material

Teaching and learning methods

The course covers 81 hours of study.

Contact hours: 30 h (2 h/week)

Independent studies: 48 h

Written exam: 2 h (at end of the course)

Self-assessment of learning 1h

Required attendance 80 %

Alternative completions

Completing the required assignments of the course and taking the course examination. The completion is assessed on the scale from 1 to 5.

Recognition of prior learning (RPL)

The student displays with the competence demonstration that s/he manages the course objectives and contents mentioned in the course description. The demonstration includes the assignments of the course and the course examination. It is possible to participate in the competence demonstration only once, and it must be agreed upon with the teacher in advance. The competence demonstration is assessed on the scale from 1 to 5.

Teacher with the main responsibility for the course

Karl Robbins, Pasila

Course materials

Hewings, M. Advanced Grammar in Use. Cambridge University Press
Course handouts provided by teacher.

Assessment criteria/scale 5-1

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none">is able to integrate high-level grammar into their written Englishis able to understand high-level grammatical concepts.can nearly always find grammatical errors in an English text.	<p>The student:</p> <ul style="list-style-type: none">is able to integrate proper grammar into their written Englishis able to understand most grammatical concepts.can usually find grammatical errors in an English text.	<p>The student:</p> <ul style="list-style-type: none">is able to sometimes integrate proper grammar into their written Englishis able to understand at least the most basic grammatical concepts.can find some grammatical errors in an English text.

Assessment criteria

Written exam 100%

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

Finnish Grammar and Linguistic Correctness

- Code: FIN1LE001
- Extent: 3 cr (81 h)
- Timing: 2nd Semester*
- Language: Finnish
- Level: core studies
- Type: compulsory**

*the course is offered only in spring semesters

**required of Finnish students in the Mubba programme

Prerequisites

Good Finnish skills.

Learning outcomes

Students acquire a firm command of Finnish grammar and essential aspects of usage.

Course contents

The course focuses on aspects of the Finnish language that will help students in issues of usage and in learning foreign languages. Focus is on correct usage.

- Nature and distinctive features of the Finnish language
- Basics of grammar
- Key aspects of usage
- Standard Finnish

Teaching and learning methods

Focus is on correct usage. The course includes an exam on grammar, an exam on usage and an elective written assignment.

The course involves 81 hours of study, including classroom and independent study. The contact hours number 32 (including exams) and independent study covers 48 hours of study.

Self-assessment of learning 1h.

Alternative completions

Completing the required assignments of the course and taking the course examination. The matter must be agreed upon with the teacher in advance. The completion is assessed on the scale from 1 to 5.

Recognition of prior learning (RPL)

The student displays with the competence demonstration that s/he manages the course objectives and contents mentioned in the course description. It is possible to participate in the competence demonstration only once, and it must be agreed upon with the teacher in advance. The competence demonstration is assessed on the scale from 1 to 5.

Teacher with the main responsibility for the course

Sanna Kukkonen, Pasila

Course materials

Kielitoimiston oikeinkirjoitusopas 2008: Salla Kankaanpää et al. Kotimaisten kielten tutkimuskeskuksen julkaisuja 147. Tampere. (Or other book on Finnish grammar)
Course handouts

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	
<ul style="list-style-type: none">understands the importance of the aspects and basics of Finnish grammar very well, and knows that this will help her/him in issues regarding the usage and learning of foreign languages.has a very good knowledge of the nature and distinctive features of the Finnish language.has excellent skills in producing standard Finnish, focusing on correct usage.masters the proper ways that a professional works and follows deadlines.knows how to use instructions independently and apply her/his skills.knows how to benefit from feedback and learn from mistakes.	<ul style="list-style-type: none">understands the importance of the aspects and basics of Finnish grammar, and knows that this will help her/him in issues regarding the usage and learning of foreign languages.has a good knowledge of the nature and distinctive features of the Finnish language.is able to produce standard Finnish, focusing on correct usage.masters the proper ways that a professional works and follows deadlines.knows how to use instructions independently and apply her/his skills.knows how to benefit from feedback and learn from mistakes.	The student: <ul style="list-style-type: none">understands the importance of the aspects and basics of Finnish grammar, and knows that this will help her/him in issues regarding the usage and learning of foreign languages.has a basic knowledge of the nature and distinctive features of the Finnish language.is able to produce standard Finnish, trying to focus on correct usage.follows deadlines and instructions and participates in work.knows how to follow instructions given to her/him.

Exam on grammar 25 %

Exam on usage 75 %

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

Producing Business Documents

- Code: INF1LE022
- Extent: 3 ECTS (81 h)
- Timing: 2nd Semester
- Language: English
- Level: core studies
- Type: compulsory

Prerequisites

Office Applications (WOR1LE001E)

Learning outcomes

Upon successful completion of the course, the student

- is able to produce technically skilful and correctly prepared business documents using the features and commands the MS Word 2010 offers
- can produce business documentation in accordance with the current key SFS standards
- can make effective use of the following features: templates, themes, styles, building blocks, tables, drawing tools, sections, tables of contents, and much more
- has the knowledge and skills to file and manage multiple documents rationally and efficiently
- has increased both his/her self-reliance, speed and efficiency in the use of computers and the MS Word 2010 application

Course contents

- Application of standard layouts to documents, SFS document standard
- Numbers, special characters and abbreviations in accordance with Finnish and English standards
- Use of MS Word 2010 building blocks, themes, styles, and templates.
- Creating document templates including styles, and building blocks,
- Using mail-merge functions for mass mailing.
- Working with long documents such as theses.
- Producing automatic tables of contents
- Creating and editing tables
- Linking pictures and graphs to documents .
- Using document properties.
- Protecting documents.
- Using comments and track changes features.

Cooperation with the business community and other organisations

The class exercises are based on real-life business communication and marketing.

Teaching and learning methods

Contact classes 32 h
Independent study 48 h
Self-assessment of learning 1 h

Recognition of prior learning

Recognition of prior learning is a process whereby, through assessment, credit is given to learning which has already been acquired in different ways, e.g. with earlier studies or working experience with MS Word 2010.

Student should contact the teacher after first-selection enrolment and agree how to demonstrate his/her knowledge and skills of MS Word 2010 use in business documents.

Contact teacher

Heli Lankinen, Pasila

Learning materials

Material and exercises provided by the lecturer.

Assessment criteria (Scale 5-1)

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">has a command of key concepts, has a solid grasp of word processing functionalities in business communication context and knows how to apply them in practice.has strong skills and can independently use the MS Word 2010 to find new solutions.has good time management skills and completes assignments on time.	<ul style="list-style-type: none">has a command of the MS Word 2010 key concepts in business communications context and makes use of basic functionalities with purpose.has good time management skills and completes assignments on time.	<ul style="list-style-type: none">has a command of some MS Word 2010 key concepts in business communications context.can satisfactorily complete basic tasks but needs assistance to solve more demanding tasks independently.

100 % Exam

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

also for course/module development. The assignment is completed online in WinhaOpaali.

Introduction to Business Law

- Code: LAW2LE045
- Extent: 3 ECTS (81 h)
- Timing: 2nd semester
- Language: English
- Level: core studies
- Type: compulsory

Prerequisites

No prerequisites.

Learning outcomes

Upon successful completion of the course, the student

- is able to recognize and analyze legal aspects of business
- is able to describe and apply basic rules of private law
- is able to describe the outline of legal proceedings
- is able to seek information on business law.

Course contents

- Basics of Finnish legal system
- Legal persons
- Contract law
- Tort law
- Marketing and consumer law
- Tenancy
- Debts
- Competition law
- Intellectual property rights
- Legal proceedings
- Legal information on the Web

Teaching and learning methods

The course comprises of contact hours, weekly assignments and exam.

Contact lessons and exam 32 h

Assignments and self-study 48 h

Self-assessment of learning 1 h

Alternative completions

A student who wishes to complete the entire course in an alternative way on the basis of her prior competences should consult the teacher.

Contact teachers

Learning materials

Surakka Aapo. 2005. Access to Finnish Law. WSOY.

Additional learning material will be delivered during the course using the Moodle learning environment.

Assessment criteria/scale 5-1.

5 excellent

The student is able to:

- recognize and analyze legal aspects of business, using appropriate legal concepts
- describe basic rules of private law and apply them independently to simple cases
- describe the outline of legal proceedings
- independently seek reliable information on business law

3 good

The student is able to:

- recognize and analyze the most important legal questions related to business
- describe basic rules of private law and roughly apply them independently to simple cases
- identify different legal proceedings and describe their main differences
- independently seek information on a predetermined topic from legal database

1 satisfactory

The student is able to:

- describe the most important legal questions related to business
- roughly apply predetermined rules of private law to simple cases
- identify different legal proceedings and their scope of application
- seek predetermined materials from legal databases

Exam 60 %

Assignments 40 %

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

Basic Business Swedish

(Introduktion till affärssvenska)

- Code: SWE1LE001
- Extent: 6 ECTS (162 h)
- Timing: 1st Semester
- Language: Swedish
- Level: core studies
- Type: compulsory

Prerequisites

Secondary school Swedish or corresponding proficiency

Learning outcomes

Proficiency level: B1

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

Upon successful completion of the course, the student

- can manage everyday working life situations in Swedish.
- has a command of basic Swedish grammar and business vocabulary.
- is able to handle telephone conversations and other oral situations in Swedish.
- is familiar with Nordic society and business culture

Course contents

The course reviews Swedish grammar and students do exercises relating to social situations in working life.

The topics covered

- Grammar (written part of the course)
- Telephone conversations (oral part of the course)
- Oral presentations on Nordic affairs (oral part of the course)
- Conversation in working life contexts, for example company visits (oral part of the course)
- Vocabulary (written and oral part of the course)

Cooperation with the business community

Company presentation materials and visiting lecturer/company visit/seminar

International dimension

Nordisk stig partners and Hanaholmen – Kulturcentrum för Sverige och Finland

Teaching and learning methods

The course spans two periods and consists of a written and oral part. The written and oral parts are taught separately each week, with 2 h/week reserved for the written part and 3 h/week for the oral part. The course covers contact hours, exercises, computer-assisted exercises and other assignments, totaling 162 h. Students prepare a language portfolio and engage in investigative and development oriented learning.

Contact hours 78 h (30 h written part, 48 h oral part)

Self-study 80 h (50 h written part, 30 h oral part)

Written exam 2 h, oral exam 1 h

Self-assessment of learning 1 h

Students must attend at least 80% of classes in oral part.

Alternative completions

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

Recognition of prior learning (RPL)

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

Contact teachers

Sirpa Kajarinne, Haaga (oral part)

Marjaana Halsas, Pasila (oral part)

Marketta Keisu, Pasila (written part)

Learning materials

Keisu, M. 2013. Svenska språkets strukturer för ledningsassistenter (written part)

Halsas, M. & Svensson, J. Muntlig språkfärdighet i affärlivet (oral part)

Other computer-assisted learning materials

Internet

Newspaper articles

All basic materials can be downloaded from Moodle.

Assessment criteria: oral part/scale 5-1.

5 excellent

The student:

- develops oral language with great skill and high level of interactive business communication.
- learns and practices central

3 good

The student:

- speaks Swedish quite fluently and is able to manage orally in business interactions.
- masters quite well the

1 satisfactory

The student:

- understands and develops limited oral language in normal spoken interactions and simple

- | | | |
|---|--|---|
| <p>parts of spoken business Swedish and is able to produce fluent oral language in business interactions.</p> <ul style="list-style-type: none"> ▪ masters the common business vocabulary and the language in phone conversations. ▪ is also able to orally present a company or other organization | <p>common business vocabulary and the language in phone conversations.</p> <ul style="list-style-type: none"> ▪ is also able to orally present a company or other organization if needed. | <p>business situations.</p> <ul style="list-style-type: none"> ▪ masters the most common basic business vocabulary and the language in phone conversations. ▪ can discuss something about business life and very shortly present a company or other organization if needed. |
|---|--|---|

Assessment criteria: written part/scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

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

The student:

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

The student:

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

Written part:

Written exam 80 %

Class participation and assignments 20 %

Oral part:

Oral exam 50 %

Class participation and assignments 50 %

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

Business Networks

- Code: WOR1LE001
- Extent: 18 ECTS (486 h)
- Semester: 1*
- Language: English
- Level: core studies
- Type: compulsory

*The course is offered only in autumn semesters.

Prerequisites

No prerequisites.

Learning outcomes

Students become familiar with business principles, business communications and business practices common to working life.

Upon successful completion of the course, students

- have broadened their English vocabulary
- are familiar with key business and economics concepts and terminology in English
- understand the role of marketing in companies
- are familiar with different markets and marketing environments as well as key marketing stakeholders
- understand the significance of customer-focus in business activities
- are familiar with how companies and other organisations act and cooperate in networks
- know how companies should act in order to reach their objectives and be profitable
- understand the management assistant's role in organisations and networks
- are familiar with the management assistant's job profile, tasks and competence requirements
- have the skills to develop the interpersonal relationships that are required in networks and are knowledgeable of professional ethics
- know how to work in teams in projects
- understand the value of information and knowledge
- are familiar with key information sources and are able to assess them with a critical mindset
- have the skills to produce standard documents that include images and tables
- know how to make on-screen presentations and refine numerical data
- have the computer skills required in working life and have learned the 10-finger typing system
- are familiar with the significance of communication for organisations
- know how to recognise and organise the practices of organisational communication.

Course contents

Introduction to Business English (2 ECTS)
Introduction to Marketing (3 ECTS)

Organisations and Leadership (5 ECTS)
Introduction to Information Retrieval (2 ECTS)
Office Applications (4 ECTS)
Purpose and Practices in Organisational Communication (2 ECTS)

More detailed information on the above parts of the course is provided in the relevant course descriptions.

Cooperation with the business community and other organisations

The course includes a practical company project, during which students acquire, analyse, document information relating to a real case organisation and write a report on this. The course includes visits to companies, guest lectures by company representatives and cooperation with the alumni assistant.

Teaching and learning methods

The course makes use of an investigative and developmental approach to learning, with emphasis on independent study and an analytical and creative approach to learning.

The course covers 486 hours of study, covering contact hours, teamwork and self-study.

Contact hours 200 h, averaging 12 h a week throughout the semester.

Self-study 83 h

Self-assessment of learning 1 h

Recognition of prior learning (RPL)

A competence demonstration is organised before the start of semester.

Contact teachers

Ulla Björklund, Pasila (Introduction to Information Retrieval)

Olli Laintila, Pasila (Introduction to Marketing, Organisations and Leadership)

Heli Lankinen, Pasila (Office Applications)

Ilpo Päiväläinen, Pasila (Introduction to Business English)

Mirka Sunimento, Pasila (Purpose and Practices in Organisational Communication)

Each part of the course has one or several teachers, who make up the student counselling team.

Course materials

Introduction to Business English:

The material and other reference material to be informed later.

Introduction to Business Administration:

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

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

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

Assessment

Introduction to Business English

Vocabulary tests, assignments and presentations 100 %

Introduction to Marketing

Exam and participation 50 %

Company Project 50 %

Organisations and Leadership

Exam and participation 50 %

Company Project 50 %

Introduction to Information Retrieval

Exam 50 %

Activity and assignments 50 %

Purpose and Practices in Organisational Communication

Exam or assignment 60 %

Company Project 40 %

Office Applications

Exam and participation 70 %

Company Project 30 %

Assessment criteria/Introduction to Business English, scale 5-1.

5 excellent

The student:

- has knowledge of business vocabulary and concepts at an advanced level. He/she demonstrates knowledge of idiomatic business English.
- is able to apply terminology and concepts of business English to various written and spoken communication contexts very fluently.

3 good

The student:

- has an intermediate knowledge of business vocabulary and concepts. The student demonstrates good skills at producing good written and spoken communication.
- is able to explain the meaning of business concepts using more elaborate vocabulary than at an elementary level.

1 satisfactory

The student:

- has a basic knowledge of business vocabulary and concepts used in business situations. The level of the written and spoken communication of the student is at a passable level.
- is able to describe and explain business vocabulary in a basic manner.

Assessment criteria/Introduction to Marketing, scale 5-1.

5 excellent

The student:

- has excellent marketing, business analysis, reporting and project management skills.
- has an excellent knowledge about the marketing theories, concepts, planning and analysing methods.
- has an excellent attitude towards learning through continuous, supportive and initiative participation in teamwork and

3 good

The student:

- has good marketing, business analysis, reporting and project management skills.
- knows well the basic marketing theories, concepts, planning and analysing methods.
- has a good attitude towards learning through

1 satisfactory

The student:

- has below average marketing, business analysis, reporting and project management skills.
- has a below average knowledge about the basic marketing theories and concepts.
- has a below average attitude towards learning

conducting assignments.

participation in teamwork and conducting assignments.

through participation in teamwork and conducting assignments.

Assessment criteria/Organisations and Leadership, scale 5-1.

5 excellent

The student:

- has excellent business analysis, reporting and project management skills.
- has an excellent knowledge about the business administration, management concepts and business analysis methods.
- has an excellent attitude towards learning through continuous, supportive and initiative participation in teamwork and conducting assignments.

3 good

The student:

- has good business analysis, reporting and project management skills.
- knows well the basic business administration, management concepts and business analysis methods.
- has a good attitude towards learning through participation in teamwork and conducting assignments.

1 satisfactory

The student:

- has below average business analysis, reporting and project management skills.
- has a below average knowledge about the basic business administration and management concepts.
- has a below average attitude towards learning through participation in teamwork and conducting assignments.

Assessment criteria/Introduction to Information Retrieval, scale 5-1.

5 excellent

The student:

- has an excellent command of key concepts of information retrieval and understands the value of reliable information.
- gathers very actively new knowledge and shares it with others. Gives constructive comments to other presentations.
- participates very actively in lessons, discussions and group works.

3 good

The student:

- has a command of most concepts of information retrieval and realizes that information should be trustworthy.
- produces a good presentation, shares it with others and comments other presentations.
- participates in lessons but is not very active.

1 satisfactory

The student('s):

- can complete basic tasks of information retrieval and knows the basic concepts.
- gathers new information and presents it to others.
- participation is inadequate but fulfills the minimum criteria.

Assessment criteria/Office Applications, scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- has a command of key concepts, has a solid grasp of software functionalities and knows how to apply them in practice.
- has strong skills and can independently use the applications to find new solutions.
- has good time management skills and completes assignments on time.

The student:

- has a command of key concepts and makes use of basic functionalities with purpose.
- has good time management skills and completes assignments on time.

The student:

- has a command of some concepts but lacks a full understanding of how the applications work.
- can satisfactorily complete basic tasks but is not able to solve more demanding tasks independently.

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

Elective core studies

Chinese Business Communication

- Code: CHI4LE002
- Extent: 3 ECTS (81 h)
- Timing: 1st or 3rd semester
- Language: Chinese/English
- Level: core studies
- Type: elective*

* required of students who have chosen compulsory Chinese

Prerequisites

Starting level: A1

Chinese for Beginners (CHI8LE004), Intermediate Chinese (CHI8LE005) and Spoken Communication in Chinese (CHI4LE009) or equivalent study of 12 credits in Chinese language.

Learning outcomes

Target level: A2

Students acquire the skills to

- master basic Chinese business vocabulary and expressions
- manage superficial conversation in everyday economic life
- take part in discussion with familiar business topics
- use the most common Chinese language learning assistant programs

Course contents

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

- simple everyday business conversation
- ways of addressing customers and business partners
- business companies, positions, rank and business card
- business work unit, location and phone number
- business work experience
- different ways of travelling in a city
- ordering dishes in a Chinese restaurant

Cooperation with the business community and other organisations

The course simulates real business situations as much as possible.

Teaching and learning methods

The course consists of contact hours and independent study, totalling 81 hours of study time.
Two written exams
Self-assessment of learning 1h

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test
One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Meiru Liu 2006: Basic Business Chinese, Beijing University Press

Great Wall Chinese 2009: Level 2, Office of Chinese Language Council International
Handouts and materials provided by the teacher

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">masters the basic business Chinese and everyday Chinese expressions. (S)He produces correct language.is able to apply acquired skills during the course and can use dictionaries and other sources of information. The use of vocabulary and phrases is versatile and fluent.masters well one of the commonly used Chinese word processing tools.	<ul style="list-style-type: none">masters mostly well basic business Chinese and everyday Chinese expressions.produces mostly correct language.is able to use dictionaries and other sources of information. The use of vocabulary and phrases is appropriate and relatively fluent.masters relatively well one of the commonly used Chinese word processing tools.	<ul style="list-style-type: none">can just manage in basic business Chinese and everyday Chinese expressions. The grammatical and vocabulary aspects of the language need to be worked on. The expressions and messages are mainly understandable but they need to be corrected carefully.knows the basics of one of the commonly used Chinese word processing tools.

Written exams: 100 %

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

Spoken Communication in Chinese

- Code: CHI4LE009
- Extent: 3 ECTS (81 h)
- Timing: 1st or 3rd Semester
- Language: English/Chinese
- Level: core studies
- Type: elective*

* but required of students who have chosen compulsory Chinese

Prerequisites

Target level: A1.3

Chinese for Beginners and Intermediate Chinese, or three semesters of beginner level Chinese.

Learning outcomes

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

After the course, students will:

- achieve the proficiency of the five Mandarin tones
- master the whole Pinyin system
- feel easy in communications concerning everyday life situations
- be able to read and write common characters seen in public places in China

Course contents

During the course, students will learn the following skills:

- getting acquainted with a new person
- introducing oneself and others
- asking about prices and purchasing
- asking about ages
- telling about one's own home, present life situation, friends and foreign language skills
- talking about likes and dislikes, sports and hobbies etc.
- sing one or two Chinese songs

Teaching and learning methods

Interactive classroom activities

Individual and pair work

Self-assessment of learning 1h

Oral and written final exams

Alternative ways to complete the course

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

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

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Gu Feng 2009: Mandarin Teaching Toolbox, Volume 2, Confucius Institute at BCIT
Great Wall Chinese 2009: Level 1, Office of Chinese Language Council International

Assessment criteria/scale 5-1.

5 excellent

The student is able to:

- express her/himself using dialogues in pair-work communication situations
- listen actively to others and show her/his ideas and paying attention to other participants
- modify her/his working methods
- speak correct and well-versed Chinese with good command of tones
- give peer feedback to others
- critically assess her/his own communication skills and develop through practice and feedback.

3 good

The student is able to:

- work successfully in a flexible manner in pair-work communication situations
- communicate actively, listen to others and express her/his own ideas well
- speak correct spoken Chinese with a relatively good command of tones
- give and utilize peer feedback.

1 satisfactory

The student is able to:

- take part in pair-work communication situations by showing interaction in standard communication situations
- listen to others, express her/his own ideas
- speak understandable spoken Chinese with obvious mistakes in grammar and tones
- give peer feedback if asked.

Oral exam: 80%

Written exam: 20%

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

Basic Business French 1

(initiation au français des affaires 1)

- Code: FRE4LE005
- Extent: 3 ECTS (81 h)
- Timing: 1st Semester
- Language: French/ English
- Competence level: A2
- Level: core studies
- Type: elective*
*required of students who have chosen compulsory French

Prerequisites

Secondary school French (C/D) or equivalent.

Learning outcomes

Upon successful completion of the course, the student

- understands some basics of Business French
- is able to have small-talks in ordinary situations
- knows basics of French grammar

Course contents

- French Grammar
- Oral exercises
- Basics of Business French vocabulary and concepts

Teaching and learning methods

Contact hours 32 h

Self-study 48 h

Self-assessment of learning 1 h

Mandatory attendance 80 %

Alternative ways to complete the course

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

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

2) Recognition of prior learning

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

Contact teachers

Catherine Métivier, Pasila

Course materials

Grammaire progressive du français avec 600 exercices, nouvelle édition – niveau intermédiaire, Maïa Grégoire, Odile Thiévenaz, CLE international

Web-pages

Material provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student</p> <ul style="list-style-type: none">has strong writing and speaking skills in French and a good basic knowledge of Business French.knows how to apply the learned skills acquired in practice in new situations.	<p>The student:</p> <ul style="list-style-type: none">has good writing and speaking skills in French and a good basic knowledge of Business French. His/her speaking and writing skills are good as far as constructions and pronunciation are concerned.has the readiness to apply in practice the skills learned.	<p>The student:</p> <ul style="list-style-type: none">has limited writing and speaking skills in French and a limited basic knowledge of Business French. His/her speaking and writing skills are passable as far as constructions and pronunciation are concerned.can partly apply the learned skills in practice in new situations.

Assessment criteria

Written exam in grammar and vocabulary 50%

Oral exam 50%

Assignments

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

Basic Business French 2

(initiation au français des affaires 2)

- Code: FRE4LE006
 - Extent: 3 ECTS (81 h)
 - Timing: Semester 2
 - Language: French/ English
 - Competence level: A2
 - Level: core studies
 - Type: elective*
- *required of students who have chosen compulsory French

Prerequisites

Basic Business French 1 (FRE4LE005) or equivalent course.

Learning outcomes

Upon successful completion of the course, the student

- understands the basics of French Business Environment
- knows the basics of telephone communication
- knows the basics of French Business written communication

Course contents

- French Grammar
- Telephone conversation
- Basics on French terminology of Business
- Written Business Communication

Teaching and learning methods

Contact hours 32 h

Self-study 48 h

Self-assessment of learning 1 h

Mandatory Attendance 80 %

Alternative ways to complete the course

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

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

2) Recognition of prior learning

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

student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teachers

Catherine Métivier, Pasila

Course materials

Grammaire progressive du français avec 600 exercices, nouvelle édition – niveau intermédiaire, Maia Grégoire, Odile Thiévenaz, CLE international

Web-pages

Material provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student has:</p> <ul style="list-style-type: none"> ▪ strong skills in telephone communication and is fully capable of taking contact information. ▪ an excellent command of the key concepts in Business French and in written Business Communication. 	<p>The student has:</p> <ul style="list-style-type: none"> ▪ good skills in telephone communication and is partly capable of taking contact information. ▪ has a command of the key concepts in Business French. The student knows well the basics of Business Communication and is partly capable to write Business Documents. 	<p>The student has:</p> <ul style="list-style-type: none"> ▪ limited skills in telephone communication and is partly capable of taking simple contact information. ▪ a limited command of the key concepts in Business French. The student knows some of the basics of Business Communication and is partly capable to write Business Documents.

Tehdyt toimenpiteet

Written exam for French vocabulary and terminology of business

Written exam in grammar and business letters 70 %

Telephone conversation exam 30 %

Assignments

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

Spoken Communication in Business German

(Deutsche Geschäftskommunikation, mündlich)

- Code: GER4LE007
- Extent: 3 ECTS (81 h)
- Timing: 2nd Semester
- Language: German
- Level: core studies
- Type: elective**

*the course is offered only in spring semesters

**required of students who have chosen compulsory German

Prerequisites

Competency level A2

German Grammar (GER4LE064).

Learning outcomes

Upon successful completion of the course, the student acquires sufficient skills to

- function in a German speaking working environment
- carry on an everyday conversation and express oneself clearly
- present oneself and others
- answer questions relating to oneself and present questions to others.

Course contents

- Pronunciation and intonation exercises
- Training real life job situations where spoken German skills are required such as telephone conversations and small talk

Cooperation with the business community and other organisations

Students make use of these skills in companies with connections to German-speaking countries.

Teaching and learning methods

The course comprises contact hours and exercises and involve both independent and supervised study.

Contact hours: 48 h

Mid-term examination after the 1st period. Oral exam at the end of the term.

Self-study: 32 h

Self-assessment of learning: 1 h

Mandatory attendance 80 %

Recognition of prior learning

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

Teacher with the main responsibility for the course

Heidemarie Aapro-Mattila, Pasila

Tesi Binder, Pasila

Course materials

Material provided by the teacher

Assessment criteria/scale 5-1.

5 excellent

The student:

- has developed oral skills at a high level of interactive communication.
- learns and practises different genres of discourse and, at the same time, s(he) is able to produce fairly fluent and understandable language.
- has acquired an extensive vocabulary in everyday situations and in professional settings.
- acts naturally in the environment where s(he) needs to use German.
- is able to present orally his/her own experiences.

3 good

The student:

- speaks German with a certain correctness and s(he) also tries to overcome the language barrier by making use of body language and other forms of communication.
- makes an effort to improve his/her skills in the use of oral language and seeks simple solutions to explain more abstract terms.
- slowly learns the details of German grammar and also makes a great effort to reproduce and speak a coherent and comprehensible language to speakers of German.
- clearly expresses sentences in

1 satisfactory

The student:

- is having some difficulty in learning, but s(he) is moving towards improving her/his oral production.
- uses very short sentences and very basic language constructions.
- uses a discrete but understandable language for German speaking listeners.
- understands what is spoken in his/her environment and also makes short interventions to participate in the dialogue.
- makes an effort to express his/her experiences.

- German speaking environments.
- is able to express modestly his/her personal experiences.

Tehdyt toimenpiteet

Oral exam 80 %
Class work 20 %

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

Tehdyt toimenpiteet

German Grammar

(Deutsche Grammatik)

- Code: GER4LE064
- Extent: 3 ECTS (81 h)
- Timing: 1st semester*
- Language: German
- Competence level: A2
- Level: core studies
- Type: elective**

*the course is offered only in autumn semesters

**required of students with compulsory German

Prerequisites

Secondary school German or German for Beginners 1 (GER8LE080) and German for Beginners 2 (GER8LE030).

Learning outcomes

Upon successful completion of the course, the student

- is able to produce grammatically correct German

Course contents

- German grammar
- Expansion of vocabulary.

Teaching and learning methods

Contact hours 30 h (2 h / week)

Independent study 46 h

Written exam 4 h

Self-assessment of learning 1 h

Mandatory attendance 80 %

Recognition of prior learning

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

Contact teacher

Sirpa S. Bode, Pasila

Learning materials

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

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student ('s):
<ul style="list-style-type: none">▪ is able to use written (business related) German very well.▪ is able to understand fluent messages in different (business life) situations. His/her comprehension of German correlates very well to the main learning goals of the course in written as well as in spoken language.▪ masters German grammar and main vocabulary very well in (business related) German.	<ul style="list-style-type: none">▪ is able to use written (business related) German quite well.▪ is able to understand messages in different (business life) situations. His/her comprehension of German correlates well to the main learning goals of the course in written as well as in spoken language.▪ masters German grammar and main vocabulary well in (business related) German.	<ul style="list-style-type: none">▪ is able to comprehensively use written (business related) German.▪ understanding of messages in different (business life) situations is limited. His/her comprehension of German corresponds to the main learning goals of the course in written and in spoken language.▪ is able to use German grammar and main vocabulary in (business related) German.

Written exam 90 %

Class participation incl. verb test 10 %

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

Tehdyt toimenpiteet

Basic Business Russian 1

(Osnovy delovogo russkogo jazyka)

- Code: RUS4LE070
- Extent: 3 ECTS (81 h)
- Timing: 1st semester
- Language: Russian
- Competence level: A2
- Level: core studies
- Type: elective*

*required of students who have chosen compulsory Russian

Prerequisites

Intermediate Russian or equivalent skills.

Learning outcomes

Students acquire a proficiency that enables them to

- master the basics of Russian grammar using basic business Russian
- successfully manage everyday conversation during a business trip to Russia
- familiarize oneself with the city of Moscow
- familiarize oneself with the Russian Business Culture
- learn how to produce simple texts on familiar topics
- use dictionaries for supporting their working
- get used to multicultural working environments.

Course contents

The course involves contact hours and independent study. The essential point in this course is rehearsing Russian basic grammar using basic business Russian. Contact hours focus on speaking situations during a business trip to Russia. The exercises encourage active participation and enhance the learning process. The course includes lots of weekly assignments.

- Basic language-use situations during a business trip
- Border formalities
- Checking in
- Business relations
- In the restaurant
- In the city
- In the theatre
- Being someone's guest
- Buying tickets
- Shopping
- In a taxi

Teaching and learning methods

Contact hours: 30 h (2 x 2 h / week)

Written and listening comprehension: 2 h

Independent study, weekly assignments and preparing for examination: 48 h

Self-assessment of learning: 1 h

Mandatory attendance 80 %

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test.

Recognition of prior learning

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

Teacher with the main responsibility for the course

Pirjo Salenius, Pasila

Course materials

Berditchevski, A. 2007. Lestnitsa - Steps, E. Weber Verlag.

Salenius – Lehmuskallio, Biznes-Grammatika. 2009. Edita. Helsinki.

Material given by the lecturer.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student ('s):</p> <ul style="list-style-type: none">▪ is able to use both everyday and business Russian very well.▪ language is logical and understandable.▪ comprehension of Russian correlates very well to the main learning goals of the course, both in professional and everyday communication situations.▪ masters Russian grammar.▪ follows deadlines and	<p>The student ('s):</p> <ul style="list-style-type: none">▪ is able to use both everyday and business Russian well.▪ language is usually logical and for the most part understandable.▪ main Russian constructions, basic vocabulary and some professional vocabulary are comprehended, but they could be improved upon.▪ usually follows deadlines	<p>The student ('s):</p> <ul style="list-style-type: none">▪ can use both everyday and business Russian on a limited basis.▪ language is not always logical, and not everything is understandable.▪ main Russian constructions, basic vocabulary and some professional vocabulary are partly comprehended, and there is much to be improved upon.▪ doesn't follow deadlines

instructions precisely.	and instructions well.	and instructions very well.
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Written examination and listening comprehension 90 %

Vocabulary tests and learning assignments 10 %

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

Basic Business Russian 2

(Osnovy delovogo russkogo jazyka 2)

- Code: RUS4LE005
- Extent: 3 ECTS (81 h)
- Timing: 2nd semester
- Language: Russian
- Competence level: A 2
- Level: core studies
- Type: elective*

*required of students who have chosen compulsory Russian

Prerequisites

Basic Business Russian 1 (RUS4LE070)

Learning outcomes

Students acquire the skills to

- master basic telephone phrases
- arrange appointments
- take part in discussion with familiar topic
- express one's opinions and plans
- master basic Russian grammar

Course contents

The course involves contact hours and independent study. The exercises encourage active participation and enhance the learning process. Also the basic Russian grammar is rehearsed. The course includes weekly assignments and two more comprehensive assignments.

- Russian telephone culture
- Common expressions during phone conversations
- Russian Business Culture
- Russian Grammar

Teaching and learning methods

The course is comprised of 3 contact hours a week, exercises, distance assignments and a written and an oral examination, totaling 81 hours of study.

The course will continue for two periods.

Contact hours: 44 h (3 h/week for a period)

Written examination and listening comprehension: 2 h (at the end of the first period)

Oral examination and listening comprehension: 2 h (at the end of the second period)

Independent study (weekly assignments, distance assignments and preparing for exam): 32 h

Self-assessment of learning 1 h.

Mandatory attendance 80 %

Recognition of prior learning

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

Contact teacher

Pirjo Salenius, Pasila

Learning materials

Ojanen - Laurila-Hellman Prokkola 2011. Sekret uspeha 1. Helsingin kauppakorkeakoulu, Helsinki.
Lehmuskallio & Salenius. 2009. Biznes-Russian.
Material given by the lecturer.

Assessment criteria/scale 5-1.

5 excellent

The student(s):

- is able to communicate fluently in Russian in basic business-trip situations.
- masters well basic Russian business vocabulary and phrases, including vocabulary used in telephone conversations.
- follows deadlines and instructions precisely.

3 good

The student(s):

- is able to communicate well in Russian in basic business trip-related situations.
- masters basic Russian business vocabulary and phrases, including vocabulary used in telephone conversations.
- usually follows deadlines and instructions well.

1 satisfactory

The student(s):

- is able to communicate on a limited basis in Russian in basic business trip-related situations.
- masters the most common basic Russian business vocabulary and phrases, including the most basic vocabulary used in telephone conversations.
- doesn't follow deadlines and instructions very well.

Written examination and listening comprehension 40 %

Oral examination and listening comprehension 50 %

Distance assignments 10 %

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

Spoken Spanish in Practice

(Español oral en situaciones prácticas)

- Code: SPA4LE070
- Extent: 3 ECTS (81 h)
- Timing: 2nd Semester
- Language: Spanish
- Competence level: A2
- Level: Core studies
- Type: Elective*

*required of students with compulsory Spanish

Prerequisites

Spanish Grammar (SPA4LE008) or equivalent studies

Learning outcomes

The course objective is to use the language in business situations. Knowing the cultural differences and business vocabulary

Upon successful completion of the course, the student

- should be able to interact with other Spanish-speakers in every Spanish-speaking country, being aware of the cultural and vocabulary differences
- should also be able to use the language in a formal way in business situations
- will learn to know the Spanish society and ways of life.

Course contents

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

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

- the use of oral language in different business situations
- cultural aspects of the Spanish society

Teaching and learning methods

The course consists of contact hours and independent study, totaling 81 hours of study time.

Contact hours 48 h (1 x 3h / week) including two oral exams 2 x 2 h =4 h

Self-study 32 h

Self-assessment of learning 1 h

Mandatory attendance 80 %

Class exercises must be completed before the oral exams.

Recognition of prior learning

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

Contact teacher

Pedro Beltrán Herrera, Pasila

Learning materials

To be provided by the lecturer at the beginning of the course.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">develops spoken language with great skill and a high level of interactive communication.learns and practices different genres of discourse and, at the same time, he/she is able to reproduce fluent and understandable spoken Spanish.acquires an extensive vocabulary for everyday situations and professional settings.acts naturally in any environment where he/she needs to use Spanish at a high cultural level.is able to orally present his/her personal experiences.	<ul style="list-style-type: none">speaks Spanish that needs some correction and he/she also tries to overcome any language barriers by making use of body language and other forms of communication.tries to improve her/his skills in the use of spoken Spanish and uses simple vocabulary to explain more abstract concepts.slowly learns the details of Spanish grammar and also makes a great effort to reproduce coherent and comprehensible Spanish to native speakers.expresses sentences clearly in Spanish-speaking environments.is able to express his/her	<ul style="list-style-type: none">has some difficulty in learning, he or she is moving towards improving her/his knowledge of business Spanish.uses very short sentences and very basic language constructions. He/she has limited vocabulary, but is understandable to native speakers.understands what is spoken in his/her environment and also participates to some degree in it.makes an effort to express his/her personal experiences.

personal
experiences to some degree.

Oral exam 70 %
Oral assignments 30 %

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

Spanish Grammar

(Gramática española)

- Code: SPA4LE008
- Extent: 3 ECTS (81 h)
- Timing: 1st Semester
- Language: Spanish
- Competence level: A2
- Level: core studies
- Type: elective*

*required of students who have chosen compulsory Spanish

Prerequisites

Intermediate Spanish or equivalent, e.g. secondary school Spanish.

Learning outcomes

The course objective is to learn to use the most demanding of Spanish structures in different situations and learn the basic vocabulary of Business Spanish.

Upon successful completion of the course, the student

- understands texts written in ordinary language.
- knows the most demanding structures of language
- gains the skills to produce text on topics relating to basic vocabulary of Business Spanish and the cultures of different Spanish spoken countries

Lots of oral and written exercises. Practice in the use of the indicative and subjunctive in everyday situations, both orally and in writing. This course offers a solid foundation on Spanish grammar! Students write essays during the course.

Course contents

Focus on the:

- passive structures and singular subjects
- subjunctive, imperative and future
- different forms of the subjunctive and conditionals
- basic vocabulary of Business Spanish

Teaching and learning methods

The course consists of contact hours and independent study, totaling 81 hours of study time.

Contact hours 32 h (2x2 h/week) including a written examination 2 h

Independent study 48 h

Self-assessment of learning 1 h

Mandatory attendance 80 %

Class exercises must be completed before the exam.

Alternative ways to complete the course

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

Recognition of prior learning

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

Contact teacher

Pedro Beltrán Herrera, Pasila

Course materials

Amate, Iñaki & Puranen, Pasi, 2010. Colegas – Työelämän espanja. Espanjan jatko-oppikirja. Kustannusosakeyhtiö Tammi, Helsinki.

Additional reading:

Turk, Phil - Zollo Mike 2005, ¡Acción Gramática! A new Spanish grammar. 2nd edition, Hodder & Stoughton, London.

Mäkinen, Matti 2003. ¡Claro! Lyhyt espanjan kielioppi. Kustannusosakeyhtiö Tammi, Helsinki.

Mäkinen, Matti - Torvinen, Maarit 2003. ¡Claro! Harjoitukset. Kustannusosakeyhtiö Tammi, Helsinki.

Hämäläinen Tiina 2002. Espanjan kielioppi, Finn Lectura, Tampere.

Hämäläinen Taina - Virkkunen Sonja 2003. Espanjan kielioppi-harjoituskirja. Finn Lectura, Helsinki.

Web materials:

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

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">is able to use written business-related Spanish very well.is able to understand messages in different business life situations very well. His/her comprehension correlates very well to the main learning goals of the course in written and spoken	<ul style="list-style-type: none">is able to use written business-related Spanish well.is able to understand messages in different business situations well.His/her comprehension correlates well to the main learning goals of the course in written and spoken	<ul style="list-style-type: none">is able to somewhat use written business-related Spanish. The student's understanding of messages in different business life situations is limited. His/her comprehension corresponds somewhat to the main learning

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> ▪ Spanish. masters Spanish grammar and the main vocabulary in business-related Spanish very well. | <ul style="list-style-type: none"> ▪ Spanish. masters Spanish grammar and the main vocabulary in business-related Spanish well. | <ul style="list-style-type: none"> ▪ goals of the course in written and spoken Spanish. is able to use Spanish grammar and the main vocabulary to some degree in business-related Spanish. |
|---|--|---|

Written exam 80 %
 Continuous assessments 20%

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

PR Swedish

(PR-svenska)

- Code: SWE4LE063
- Extent: 3 ECTS (81 h)
- Timing: 2nd Semester*
- Language: Swedish
- Competency level: B2
- Level: professional studies
- Type: elective**

*the course is offered only in spring semesters

**required of students with compulsory Swedish

Prerequisites

Basic Business Swedish (SWE1LE001)

Learning outcomes

Upon successful completion of the course, the student understands how to effectively manage customer and other stakeholder relationships. The students

- is able to plan and organize trips and congresses
- knows how to write different kind of letters and other messages
- is capable to communicate properly in Nordic Business Culture

Course contents

The course discusses Nordic business culture and communications, and provides plenty of practice in formulating business communications in various registers.

- Invitations
- Congratulations
- Greetings
- Covering letters
- Travel communications
- Congress invitations and programmes
- Applying for a job.

Cooperation with the business community and other organisations

Possibly a visiting lecturer from a company.

Teaching and learning methods

Contact hours 30 h

Independent study 48 h

Exam 2 h

Self-assessment of learning 1 h

Alternative completions

The course can in some very special cases be completed either as a contact lesson based implementation or as a partly virtual based implementation if needed (this much be discussed with the teacher).

Contact teachers

Marjaana Halsas, Pasila
Marketta Keisu, Pasila

Learning materials

Halsas, M. & Rönkä, I. 2008. PR-svenska
Other learning material from the teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">▪ has a solid command of key skills and concepts in written and oral PR-communication in Nordic business culture and can apply them in practice.▪ is able to choose and evaluate a style appropriate for different situations and cultures.▪ is able to use PR-vocabulary in various ways and to apply other skills learned in working life and during this course.▪ produces fluent, coherent and grammatically correct language. Messages could be directly used in working life.	<ul style="list-style-type: none">▪ has a command of key skills and concepts in written and oral PR-communication in Nordic business culture and can apply them in practice.▪ is able to choose and evaluate a style appropriate for different situations.▪ is able to create businesslike PR-messages by using the key vocabulary.▪ produces quite adequate and coherent, grammatically correct language. Messages could often be directly used in	<ul style="list-style-type: none">▪ has a satisfactory command of key skills and concepts in written and oral PR-communication in Nordic business culture.▪ has an understanding of the importance of different styles in communication and can apply the learned samples in practice.▪ has a basic command of PR-vocabulary. Messages are simpler but regarding content, structure and grammar they can mostly be understood.

working life.

Written exam 80 %
Assignments 20 %

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

Professional Studies

Compulsory professional studies

Cultures in Contact

- Code: CUL2LE001
- Extent: 3 ECTS (81 h)
- Timing: 7th Semester
- Language: English
- Level: professional studies
- Type: compulsory

Prerequisites

No prerequisites.

Learning objectives

The student will

- become familiar with cultural layers and differences
- understand the different dimensions of culture
- know how culture influences on human behaviour
- understand the impact of globalisation, ethics and risk on local cultures.

Course contents

- Cultures as a concept
- The layers of culture
- Cultural differences
- Globalisation & ethics & risk

Cooperation with the business community and other organisations

This course will help prepare students to work in a multicultural work environment and gain a broader perspective regarding relevant issues.

Teaching and learning methods

The course covers 81 hours of study.
Contact hours: 30 h (2 hours/week)
Independent studies: 48 hours
Written exam: 2 hours (at end of the course)
Self-assessment of learning: 1 hour
Required attendance: 80 %

Teacher with the main responsibility for the course

Karl Robbins, Pasila

Course materials

Course material will be provided by the teacher.

Assessment criteria

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none"> ▪ has a solid understanding of intercultural issues and understands how to handle herself or himself successfully in relevant situations. ▪ has a broad perspective in this area and understands well the critical issues involved in intercultural issues. 	<p>The student:</p> <ul style="list-style-type: none"> ▪ has a fairly understanding of intercultural issues and somewhat understands how to handle herself or himself successfully in relevant situations. ▪ has a fairly broad perspective in this area and somewhat understands the critical issues involved in intercultural issues. 	<p>The student:</p> <ul style="list-style-type: none"> ▪ has a weak, though passable understanding of intercultural issues and understands the very basics how to handle herself or himself successfully in relevant situations. ▪ has a somewhat limited perspective in this area and understands only the basic facts involved in intercultural issues.

Class participation and assignments 50%
Final exam 50%

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

Tehdyt toimenpiteet

Online Communication

- Code: COM2LE050
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: English
- Level: professional studies
- Type: Compulsory
- Curriculum: MUBBA10

Starting level and linkage with other courses

Good computer skills.

Learning outcomes

Upon successful completion of the course, the student

- can write pages with html
- understands the web site structure and design process.
- can design a website and implement it with Adobe Dreamweaver
- knows special features when writing for the Net

Course contents

- basics HTML and CSS
- Web site structure basics
- Web design basics
- Dreamweaver basics: HTML templates,
- Working with images

Teaching and learning methods

Contact hours 32 h (1x 4 h / week)

Independent studies 48 h

Self-assessment of learning 1h

Contact hours contain five weekly four hour workshops of hands-on assignments preparing the student for the small web site implementation. Last two sessions are reserved for the web site implementation.

Recognition of prior learning (RPL)

Recognition of prior learning is a process whereby, through assessment, credit is given to learning which has already been acquired in different ways, e.g. with earlier studies or working experience with HTML, CSS, and Adobe Dreamweaver.

Student should contact the teacher after first-selection and agree how to demonstrate his/her knowledge and skills of HTML, CSS, and Adobe Dreamweaver.

Teacher responsible

Heli Lankinen, Pasila

Course materials

Material given by the teacher available at Moodle.

Assessment criteria/scale 5-1.

5 excellent

The student:

- has a command of key concepts, has a solid grasp of HTML, CSS functionalities in business communication context and knows how to apply them in practice using Adobe Dreamweaver editor.
- has strong skills and can independently use the tools to find new solutions.
- has good time management skills and completes assignments on time.

3 good

The student:

- has a command of the HTML, CSS and Adobe Dreamweaver key concepts in business communications context and makes use of basic functionalities with purpose.
- has good time management skills and completes assignments on time.

1 satisfactory

The student:

- has a command of some HTML, CSS and Adobe Dreamweaver key concepts in business communications context.
- can satisfactorily complete basic tasks but needs assistance to solve more demanding tasks independently.

Final project: 80 %

Active participation to the workshops: 20 %

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

Organisational Communication Management

- Code: COM2LE062
- Extent: 3 ECTS (81 h)
- Timing: 3rd semester
- Language: English
- Level: Professional studies
- Type: Compulsory
- Curriculum: MUBBA10

Prerequisites

Purpose and Practices in Organisational Communications (WOR1LE001F)

Learning outcomes

Upon completion of this course, the student

- will be able to comprehend key communication theories and practices within an organisational framework
- will appreciate the patterns and challenges of organisational communication
- will understand the complexities of international and inter-cultural communication as it applies to organisations
- will understand the tactics required to better engage employees and customers
- will be able to produce a basic communication plan
- will be aware of various emerging technologies that can be applied to organisational communication management
- will better appreciate his/her role as a team member and as an active communicator within a work organisation

Course contents

The course is mainly organised as a small-group project. Each group will choose, describe and analyse a typical communication challenge within a contemporary organisation. Each group will then submit a report and give an oral presentation. Topics to be covered in the course include:

- key communication theories/perspectives
- patterns and challenges of organisational communication
- formal and informal communication
- internal and external communication
- international and inter-cultural communication
- communication tools
- communication planning
- employee and customer engagement
- emerging technologies for effective organisational communication

Cooperation with the business community

Students are encouraged to relate their studies and assessment requirements to real-life situations. Therefore students should expect some cooperation with the business community and other organisations such as government and non-profit bodies, especially with their group project.

International dimension

All study materials and approaches are applicable in international contexts. Students themselves form multicultural teams.

Teaching and learning methods

Lectures, teamwork, team coaching and presentations: 32 h (mandatory attendance 70 %)

Independent study: 48 hours.

Self-assessment of learning 1h

Recognition of prior learning (APL)

Depending on the requirements of the teacher, prior learning may be partially accepted.

Responsible teacher

Mark Badham

Learning materials

Gillis, Tamara. 2011. The IABC Handbook of Organizational Communication: A Guide to Internal Communication, Public Relations, Marketing and Leadership (J-P International Association of Business Communicators). Jossey-Bass.

May, Steve. 2013. Case Studies in Organizational Communication: Ethical Perspectives and Practices. Sage.

Miller, Katherine. 2011. Organisational Communication: Approaches and Processes. Cengage Learning.

Journal articles will be supplied by the teacher prior to course commencement.

Other literature approved by the teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">▪ accurately and comprehensively weaves a variety of communication theories and practices into hypothetical situations and to his/her own project/work situation.▪ accurately and comprehensively	<ul style="list-style-type: none">▪ applies key communication theories and practices within an organisational framework to new contexts.▪ refers to challenges and	<ul style="list-style-type: none">▪ identifies a limited range of communication theories and practices.▪ displays a limited understanding of aspects of international and intercultural

<p>weaves a variety of challenges and issues relating to international and intercultural communication, internal and external communication, and employee and customer engagement within his/her own project/work situation.</p> <ul style="list-style-type: none"> ▪ can produce and apply a comprehensive and realistic communications plan to accurately meet an organisation's needs. ▪ applies a wide range of very appropriate communication tools to given situations. ▪ works very competently on his/her project and communicates professionally and eloquently with others. ▪ comprehensively applies problem identification, analysis and solving at a high standard 	<p>issues relating to international and intercultural communication, internal and external communication, and employee and customer engagement.</p> <ul style="list-style-type: none"> ▪ can produce and apply a communications plan to suit an organisation's needs. ▪ is able to apply a wide range of communication tools to given situations. ▪ shows an aptitude to work unsupervised on his/her project. ▪ can confidently apply problem identification, analysis and solving at a standard level 	<p>communication, internal and external communication, and employee and customer engagement.</p> <ul style="list-style-type: none"> ▪ can list elements of a communications audit and communications plan. ▪ is able to apply a limited range of communication tools to given situations. With difficulty and under strict supervision, the student works on his/her project. Problem identification, analysis and solving is at a basic level.
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Participation in group discussions 10 %

Teamwork, oral and written presentation 60 %

Examination 30 %

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

Corporate Public Relations

- Code: COM2LE070
- Extent: 7 ECTS (189 h)
- Timing: 3rd semester
- Language: English
- Level: professional studies
- Type: compulsory

Prerequisites

English Grammar (ENG1LE015) and Introduction to Business English (WOR1LE001A)

Learning outcomes

Upon successful completion of the course, the student

- is aware of business manners and etiquette in various cultures
- knows how to arrange successful social corporate events in an international environment
- is able to plan and implement a corporate event including the whole process from the invitation to the conclusion and feedback session concerning the event
- knows how to produce professional English PR communications in the proper structure and style
- is aware of differences in communication practices within the Anglo-Saxon region

Course contents

The course comprises three parts: Business Events and Etiquette (COM2LE070A) 2 ECTS, Business Event Project (COM2LE070B) 2 ECTS, and PR English (COM2LE070C) 3 ECTS.

The parts above build the student's skills in the following areas

- Professional domestic and international manners and etiquette at various corporate events
- How to plan and implement a corporate event
- Written English communications in the following areas: personnel matters and CVs, invitations and other goodwill letters and messages, thank-you letters, travel and appointment correspondence

Cooperation with the business community

Business Event Project is implemented for and commissioned by a company or an organization. The course includes company excursions and/or visiting lecturers from the world of work.

Teaching and learning methods

Business events and etiquette 54 h:
Contact hours and examination 32 h, compulsory attendance 70 %
Self-study 21 h
Self-assessment of learning 1h

Business Event Project 54 h:
Implementation and documentation of the event 53 h
Self-assessment of learning 1h

PR English 81 h:
Contact hours and examination 26-28 h, compulsory attendance 80 %
Self-study 52-54 h
Self-assessment of learning 1h

Recognition of prior learning (RPL)

The student displays with the competence demonstration that s/he manages the course objectives and contents mentioned in the course description. The student contacts the teachers (Business Events & Etiquette, Event Project and PR English) during the pre-enrollment period before the course is implemented. The student displays her/his competence in various parts of the course by course related documentation, eg a portfolio. In PR English the competence demonstration includes an examination.

Contact teachers

Nina Ståhls, Pasila (BUSINESS EVENT PROJECT & BUSINESS EVENTS AND ETIQUETTE)
Ilpo Päiväläinen, Pasila (PR ENGLISH, BUSINESS EVENT PROJECT)

Learning materials

Business events and etiquette:
Shone, Anton. Successful Event Management. A Practical Handbook
Various publications on manners and etiquette
Material prepared by the students as course work
Material provided by the lecturer

PR English:
Taylor, Shirley. 2004 or later. Model Business Letters, E-mails & other Business Documents. FT Prentice Hall
Material provided by the lecturer

Assessment criteria/Business events and etiquette/scale 5-1.

5 excellent	3 good	1 satisfactory
<ul style="list-style-type: none">The student knows how to independently prepare an invitation, covering both its look and content, providing relevant information to the recipient. S/he is aware of the proper dress code and table etiquette even for the most formal of occasions.	<ul style="list-style-type: none">The student knows how to prepare an invitation that is appropriate both in terms of look and content.S/he knows how to prepare seating	<ul style="list-style-type: none">The student knows how to prepare an invitation in accordance with instructions provided. S/he understands how and why invitations differ for different kinds of events.

<ul style="list-style-type: none"> ▪ S/he knows how to organise seating arrangements, the seating map as well as glass and menu cards. ▪ S/he knows how to prepare and present a presentation on the topic. S/he organises a visit for his/her group. ▪ S/he demonstrates punctuality and proper time management. S/he has internalised the importance of proper etiquette in different situations. S/he does not disturb others when they are working and shares her own ideas and experiences with others. 	<p>arrangements, following the instructions provided by a model.</p> <ul style="list-style-type: none"> ▪ S/he approaches matters with a professional attitude and meets deadlines. ▪ S/he knows how to prepare and present a presentation relating to course contents. ▪ S/he is punctual, helpful and considerate of others. 	<ul style="list-style-type: none"> ▪ S/he knows how to prepare and present a presentation for the group. ▪ S/he follows instructions provided. ▪ S/he meets deadlines for the most part and participates in class/group work.
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Assessment criteria/Business event project/scale 5-1.

5 excellent	3 good	1 satisfactory
<ul style="list-style-type: none"> ▪ The student knows how to plan and execute an accomplishable event/happening, either independently or within a group. S/he displays a command of project management tools. The project binder contains documents such as invitations, programmes, memorandums that are flawless with regard to look and content. ▪ S/he knows how to assess the risks and opportunities relating to an event. S/he knows how to prepare a list of responsibilities. ▪ S/he is punctual and knows how to organise his/her time. S/he shows initiative and shares her expertise and knowledge with others. S/he knows how to communicate professionally with the 	<ul style="list-style-type: none"> ▪ The student knows how to plan and execute a corporate event in accordance with instructions provided, either independently or within a group. ▪ S/he writes texts of proper style and tone of voice (e.g. invitations), taking into account recipient needs and commissioning party objectives. ▪ S/he approaches matters with a professional attitude 	<ul style="list-style-type: none"> ▪ The student knows how to follow instructions when organising corporate events. ▪ S/he knows how to prepare invitations and other written materials in accordance with instructions provided. ▪ S/he meets deadlines, follows instructions and

<p>commissioning party and other stakeholders.</p> <ul style="list-style-type: none"> ▪ His/her project binder offers a complete template for similar occasions. ▪ S/he receives excellent feedback from the commissioning party. 	<p>and meets deadlines.</p> <ul style="list-style-type: none"> ▪ S/he receives good feedback from the commissioning party. 	<p>participates in event planning and execution.</p> <ul style="list-style-type: none"> ▪ The corporate event is executed.
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Assessment criteria/PR English/scale 5-1.

5 excellent	3 good	1 satisfactory
<ul style="list-style-type: none"> ▪ The student can produce highly polished business documents following the principles of appropriate international English business communication. ▪ The documents written by the student meet the appropriate requirements at an excellent level so that they can be sent to the recipient. ▪ The language and style of the documents are very good in terms of vocabulary, tone, idiomatic expressions, grammar, style and layout. 	<ul style="list-style-type: none"> ▪ The documents written by the student can be sent to the recipient after the appropriate corrections have been made to the documents. ▪ The documents meet the required standards: vocabulary and idioms are mostly correct. ▪ There are elements of language that need to be corrected but these errors do not lead to misunderstandings; the various elements of the documents such as structures, style and layout are mostly used appropriately. 	<ul style="list-style-type: none"> ▪ The documents written by the student can be sent to the recipient after several corrections and improvements to the documents have been made. ▪ The basic elements of the documents are in place but considerable improvement need to be made at various levels of the language and layout.

Business Events and Etiquette:

Presentations and Reports, Examination 100 %

Business Event Project:

Workshops and Report on Business Event Project 100 %

PR English:

Final examination 100 %

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

English Business and Financial Communication

- Code: ENG2LE040
- Extent: 5 ECTS (132 h)
- Timing: Semester 4 and 6*
- Language: English
- Competence level: C1
- Level: professional studies
- Type: compulsory

*English Business Documents is offered only in spring semesters and Knowledge of the EU and the Economy only in autumn semesters.

Prerequisites

English Grammar, Introduction to Business English and PR English.

Learning outcomes

The student

- becomes aware of the English business environment to the extent that she/he has the capability to produce fluent business communications in English using the right style and vocabulary
- gains a command of the terminology used in the EU and its institutions
- acquires business terminology and concepts crucial for the comprehension and analysis of demanding business texts.

Course contents

The course is divided into two parts:

1) English Business Documents and Knowledge of the Economy: This part is intended for the 4th semester of studies: vocabulary and idioms are practiced with the help of model letters; clarity and style are practiced with the help of writing techniques for the purpose. The topics covered are:

- enquiries
- replies and quotations
- orders
- payment
- complaints and adjustments

2) EU Studies: This part is intended for the 6th semester. The course contents include general knowledge of the EU in addition to addressing current EU issues in the media. Class/independent exercises comprise terminology exercises and other learning assignments. The students also compile a team work assignment on an EU issue. The topics covered are:

- structure, history and key features of the EU
- central EU related terminology and concepts
- EU economic policy

Teaching and learning methods

The course covers contact hours and exercises, a total of 132 hours.

1) English Business Documents and Knowledge of the Economy:

This part comprises class and exercises (including demonstration of skills) as well as independent study of course material. This part covers 81 hours of study.

Contact hours: 32 h (2 h/week), in which students compile a reference manual on business communications on the basis of what is learned during the course.

Written exam: 2 h (at end of term)

Independent studies: 46 h

Self-assessment of learning: 1h

2) EU Studies:

This part comprises classes, exercises and assignments. It involves 54 hours of independent study, inclusive of both classroom and independent study. This part is completed in one term.

Contact hours: 24 h (2 h/week)

Written exam: 2 h (at the end of the term)

Independent study, translation exercises and learning assignments, and preparation for the final exam: 27 h.

Self-assessment of learning: 1h

Recognition of prior learning (RPL)

The student displays with the competence demonstration that s/he manages the course objectives and contents mentioned in the course description. The student contacts the teacher during the pre-enrollment period before the course is implemented. The student displays her/his competence in various parts of the course by course related documentation, e.g. a portfolio. In English Business Documents the competence demonstration includes an examination.

Teacher with the main responsibility for the course

Kristiina Åberg, Pasila (EU Studies)

Ilpo Päiväläinen, Pasila (English Business Documents)

Course materials

Taylor, Shirley. Model Business Letters, E-mails and Other Business Documents, (unit 2). FT. Prentice Hall. 2004.

EU publications, current materials on business and the economy.

Assessment criteria/EU Studies scale 5-1.

5 excellent

The student:

- masters to a great extent the roles and functions of the EU institutions, as well

3 good

The student:

- has acquired the essential knowledge of the roles and

1 satisfactory

The student:

- has acquired a basic knowledge of the main EU institutions, their

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> as the history of the EU, and uses related terminology fluently. ▪ has also acquired an excellent knowledge of the Eurozone and the EU's economic policy/situation and terminology. | <ul style="list-style-type: none"> functions of the EU institutions, as well as the Eurozone, and can use the key terminology related thereto. | <ul style="list-style-type: none"> functions, as well as the Eurozone. ▪ can use specialized terminology related to the EU well enough to communicate basic facts about the EU. |
|--|---|---|

English Business Documents:

Written exam, compulsory assignments

Knowledge of the EU and the Economy:

Written exam, assignments and team work

The English Business Documents and Knowledge of the Economy part will form 60 % and EU Studies 40 % of the final grade. Students must pass both parts of the course.

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

Tehdyt toimenpiteet

Finnish Business Documents

- Code: FIN2LE024
- Extent: 5 cr (133 h)
- Timing: Semester 3*
- Language: Finnish
- Level: professional studies
- Type: compulsory**

*the course is offered only in autumn semesters

**required of Finnish students in the Mubba programme

Prerequisites

Sufficient text processing skills (Word). Good Finnish skills if one's mother tongue is other than Finnish.

Learning outcomes

Students

- become familiar with a company's written communications
- gain the competence to manage corporate communications situations, including sensitive ones, in the appropriate style.

Course contents

The course focuses on writing techniques and various corporate communications situations, including practice in writing corporate communications documents.

- Text production techniques
- Business letters: offer requests, offers, orders, notification letters and replies to them, press releases, applications, rejection letters, memorandums
- PR messages: invitations, congratulatory letters, thank you letters, greetings
- Recruitment: job applications, curriculum vitae

Cooperation with the business community and other organisations

The course makes use of company materials.

Teaching and learning methods

Emphasis is on writing practice. There is also a course assignment.

The course involves 133 hours of study, which covers both classroom and independent study. Contact hours number 56 hours and independent study 76 hours.

Self-assessment of learning 1h.

Recognition of prior learning (RPL)

The student displays with the competence demonstration that s/he manages the course contents mentioned in the course description. It is possible to participate in the competence demonstration only once, and it

must be agreed upon with the teacher in advance. The competence demonstration is assessed on the scale from 1 to 5.

Teacher with the main responsibility for the course

Sanna Kukkonen, Pasila

Course materials

Material provided by the teacher

Assessment criteria/scale 5-1.

5 excellent

The student:

- is able to independently plan and write documents and texts in Finnish, which are correct in appearance, phrasing and contents. S/he is able to manage the most demanding word processing tasks.
- is able to write documents and texts fluently, including suitable style and nuance, for different communication situations in working life.
- follows schedules well and is able to plan how to best use his/her own time. S/he shows initiative and is able to share his/her knowledge and give feedback to others.
- is able to assess the contents, appearance and phrasing of documents, improve his/her working methods and seek new solutions.

3 good

The student:

- is able to independently write basic documents in Finnish, which are of suitable quality be sent to the recipient in terms of appearance and phrasing.
- is able to write texts with appropriate style and nuance for the target audience.
- displays the proper ways of professional working and meets deadlines.
- knows how to follow instructions and independently apply his/her skills.
- knows how to benefit from feedback and learn from mistakes.

1 satisfactory

The student:

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

Writing exercises, class participation 60 %
Course assignment 40 %
Case presentation in pairs

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

Spoken Communication in Finnish

- Code: FIN2LE025
- Extent: 4 ECTS (107 h)
- Timing: 4th Semester*
- Language: Finnish
- Level: professional studies
- Type: compulsory**

*the course is offered only in spring semesters

**required of Finnish students in the Mubba programme

Prerequisites

Sufficient command of PowerPoint. Good Finnish skills.

Learning outcomes

Students

- practice their skills in managing various speech situations in business life
- are able to prepare and give presentations, as well as express oneself clearly in a group.

Course contents

The course focuses on factors that have an impact on oral expression, with plenty of practice both individually and in groups.

- Theory: analysis of situation, preparation, observation; types of speech situations, dialogue, argumentation, group dynamics
- Practice giving presentations on one's own: improvised speeches, company presentations, presentations on Finnish culture
- Practice in groups: panel discussions and debates

Cooperation with business community and other organisations

The exercises simulate business life conditions.

Teaching and learning methods

Focus is on practice individually and in groups.

The course involves 107 hours of study, including classroom and independent study. The contact hours number 42 (including exams) and independent study covers 64 hours of study.

Self-assessment of learning 1h.

Mandatory attendance 80 %.

Recognition of prior learning (RPL)

The student displays with the competence demonstration that s/he manages the course contents mentioned in the course description. It is possible to participate in the competence demonstration only once, and it must be agreed upon with the teacher in advance. The competence demonstration is assessed on the scale from 1 to 5.

Teacher with the main responsibility for the course

Sanna Kukkonen, Pasila

Course materials

Material provided by the teacher

Assessment criteria/scale 5-1.

5 excellent

The student is able to:

- express her/himself using dialogues in team communication situations and s/he is able to guide them successfully in a flexible manner.
- listen actively to others and show her/his know-how by reasoning convincingly and arguing paying attention to other participants.
- modify her/his working methods.
- make presentations which are skillfully targeted and suitable for different communication situations and her/his own professional role.
- speak correct and well-versed Finnish language, in a clear voice, natural expression and contact with the audience.
- manage/show excellent technical

3 good

The student is able to:

- work successfully in a flexible manner in team communication situations.
- communicate actively, listen to others and argue her/his own point well.
- plan well a suitable well-organized presentation by proportion, duration and demonstration.
- speak correct spoken Finnish in a clear voice and have a good contact with the audience.
- know how to control her/his possible stage fright.
- give and utilize peer feedback.

1 satisfactory

The student is able to:

- take part in team communication situations in working life by showing interaction in standard communication situations.
- listen to others, express her/his own opinion and argue her/his own point.
- make a presentation in a clear voice and in understandable Finnish if her/his mother tongue is not Finnish and try to get in contact with the audience.
- give peer feedback if asked.

know-how.

- give peer feedback to others.
- critically assess her/his own communication skills and develop through practice and feedback

Exercises 100 %

Active class participation

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

Processing Information and Managing Documents

- Code: INF2LE020
- Extent: 3 ECTS (81 h)
- Timing: 4th semester*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in spring semesters in Mubba but the same course is offered in autumn semesters in Assi.

Prerequisites

Office Applications / Työvälineohjelmistot

Learning outcomes

Upon successful completion of the course, the student

- knows the basic concepts and principles of digital document management.
- knows how to use SharePoint to enable collaboration and knowledge management in an organization.
- understands the integration of SharePoint and Office 2010.
- has improved his/her ability to manage documents, to communicate efficiently, to design and plan surveys, and to coordinate meetings and projects.
- knows how to use online material to learn new software features.

Course contents

- SharePoint structure and key concepts
 - Libraries
 - Metadata
 - Lists
 - Collaboration tools
 - Permissions and user management

Teaching and learning methods

Contact hours 32 hours (1 x 4 h/week)

Independent study 48 h

Self-assessment of learning 1 h

Contact hours contain six weekly four hour workshops of hands-on assignment covering course topics. Last sessions are reserved for the final project implementation.

Recognition of prior learning (RPL)

Recognition of prior learning is a process whereby, through assessment, credit is given to learning which has already been acquired in different ways, e.g. with earlier studies or working experience with SharePoint.

Student should contact the teacher after first-selection and agree how to demonstrate his/her knowledge and skills of SharePoint use.

Teacher responsible

Heli Lankinen, Pasila

Course materials

Material will be created collectively during the course. All material will be published using the course SharePoint site.

Assessment criteria/scale 5-1.

5 excellent

The student:

- has a command of key concepts, has a solid grasp of SharePoint functionalities and knows how to apply them in practice.
- has strong skills and can independently use the document management system to find new solutions.
- has good time management skills and completes assignments on time.

3 good

The student:

- has a command of the SharePoint key concepts and makes use of basic functionalities with purpose.
- has good time management skills and completes assignments on time.

1 satisfactory

The student:

- has a command of some concepts but lacks a full understanding of how the document management systems work.
- can satisfactorily complete basic tasks but needs assistance to solve more demanding tasks independently.

Final Project 70 %

Participation and completion of weekly assignments 30 %

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

Administrative and Labour Law

- Code: LAW2LE046
- Extent: 3 ECTS (81 h)
- Timing: 3rd semester
- Language: English
- Level: professional studies
- Type: compulsory

Prerequisites

Introduction to Business Law (LAW2LE045) or equivalent

Learning outcomes

Upon successful completion of the course, the student

- knows the key statutes regulating public administration and employee's legal position.
- knows the basic principles, rules, and processes of administrative and labour law.
- is able to seek information on administrative and labour law.

Course contents

- The basic concepts and principles of labour law
- Employer and employee organizations
- Employee's rights and obligations concerning e.g. salary, working hours, holidays, occupational safety, and privacy
- Resolution of labour conflicts
- The operating principles and organization of government
- Legal status of the individual and its protection
- The legislative process
- The basic principles and processes of public administration

Teaching and learning methods

The Administrative Law part of the course comprises of self-study in e-learning environment, weekly assignments and a final exam. The Labour Law part of the course comprises of contact hours, weekly assignments and a final exam.

Contact hours 16 h

Self-study 64 h

Self-assessment of learning 1 h

Alternative completions

A student who wishes to complete the entire course in an alternative way on the basis of her prior competences should consult the teacher.

Contact teachers

Sampo Mielityinen, Pasila

Learning materials

Labour Law:

Äimälä, M. – Åström, J. – Rautiainen, H. – Nyysölä, M. 2008 or 2005. Finnish Labour Law in Practice. WSOY, Helsinki.; or
Suviranta, A. J. 2000. Labour Law in Finland. Kluwer.; or
Surakka, A. 2005. Access to Finnish Law. WSOY, Helsinki.

Administrative Law:

Laine, M. 2006. Access to Finnish Public Law. WSOY Oppikirjat.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student is able to	The student is able to	The student is able to
<ul style="list-style-type: none">describe basic rules of administrative and labour law and apply them independently to simple casesindependently describe the implementation of labour law and the structure of Finnish public administrationindependently seek reliable information on administrative and labour law	<ul style="list-style-type: none">describe basic rules of administrative and labour law and roughly apply them independently to simple casesapproximately describe the implementation of labour law and the structure of Finnish public administrationindependently seek information on a predetermined topic from legal database	<ul style="list-style-type: none">roughly apply predetermined rules of administrative and labour law to simple casesidentify the most important implementation procedures of labour law and the central parts of Finnish public administrationseek predetermined materials related to public administration and labour law from legal databases

Tehdyt toimenpiteet

Written exam 75 %
Assignments 25 %

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

Tehdyt toimenpiteet

Meetings and Travel Management

- Code: LEA2LE060
- Extent: 5 ECTS (135 h)
- Timing: 4th semester
- Language: English
- Level: Professional studies
- Type: Compulsory

Prerequisites

Office Applications (WOR1LE001E)
Finnish Business Documents (FIN2LE024)
Corporate Public Relations (COM2LE070)

Learning outcomes

The aim of the course is to provide students with an overall understanding about the organisation of meetings, ranging from practical matters, legislation and required document standards through to the principles of business travel management and the use of business travel services from the management assistant's point of view.

Upon successful completion of the course, the student

- knows how to prepare standard meeting documents.
- has the knowledge and skills required for the organisation of meetings, including legislation.
- has a command of meeting practices.
- has a command of the Government travelling regulations understands the link between meetings and business travel.
- understands the principles of company travel administration.
- is familiar with the role of the travel expert in companies and other organisations.

Course contents

- Meeting legislation
- Meeting arrangements
- Meeting procedures
- The roles of participants in meetings

- Virtual meetings
- Meeting document standards

- Company travel guidelines and government travelling regulations
- The company travel expert's job

Cooperation with the business community

Visits to meeting services providers.

Teaching and learning methods

Contact hours or webinars 48 h + excursions 3 h

Self-study 83 h

Self-assessment of learning 1 h

The course emphasises self-study and teamwork. Meeting techniques are practiced by means of simulated meeting exercises. Meeting documents are produced in teams. Students are divided into small teams throughout the course.

Students are expected to participate in at least 75 % of the contact hours.

A passing grade requires that all parts of the course are successfully completed.

Recognition of prior learning (RPL)

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

In this case student has to contact the teacher during the pre-enrolment, during which a plan for the alternative completion will be agreed with the teacher. The student brings his/hers describing CV to the first meeting. In the CV the student can emphasize his/hers competencies, which (s)he wants to demonstrate according to the learning outcomes of the course.

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

Contact teachers

Rita Kosonen, Pasila

Leena Aitto-Oja, Pasila

Learning materials

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

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">▪ knows how to prepare excellent standard meeting documents in English.▪ has excellent skills required for the organisation of meetings, including a grasp of legislative aspects, and knows how to	<ul style="list-style-type: none">▪ knows how to prepare good standard meeting documents in English.▪ has good skills required for the organisation of meetings, including a grasp of legislative aspects, and knows how to apply what was learned in practice well.▪ has a good command of	<ul style="list-style-type: none">▪ knows how to prepare passing standard meeting documents in English.▪ has passing skills required for the organisation of meetings, including a grasp of legislative aspects, and knows how to

<p>apply what was learned in practice with excellence.</p> <ul style="list-style-type: none"> ▪ has an excellent command of meeting practices in English. ▪ has an excellent command of key travel arrangement principles in English and understands the relationship between meetings and business travel. ▪ has an excellent understanding of key business travel administration principles as well as of the role of the travel expert in an organisation. ▪ completed all assignments according to instructions and submitted them on time. ▪ was diligent in familiarising himself/herself with source literature. Reports were clear and fluent. ▪ attended nearly all classes and visits to outside organisations. ▪ was active and constructive, and actively asked questions and gave comments in class. 	<p>meeting practices in English.</p> <ul style="list-style-type: none"> ▪ has a good command of key travel arrangement principles in English and understands the relationship between meetings and business travel. ▪ has a good understanding of key business travel administration principles as well as of role of the travel expert in an organisation. ▪ completes most assignments according to instructions and submits on time. ▪ familiarised himself/herself with source literature, but the analysis remained somewhat cursory. Reports were readable. ▪ regularly attended classes and visits to outside organisations. ▪ was somewhat active and constructive, and at times asked questions and gave comments in class. 	<p>apply what was learned in practice passingly.</p> <ul style="list-style-type: none"> ▪ has a passing command of meeting practices in English. ▪ has a passing command of key travel arrangement principles in English and understands the relationship between meetings and business travel. ▪ has a passing understanding of key business travel administration principles as well as of role of the travel expert in an organisation. ▪ completes most assignments following instructions but only passingly: source literature was hardly consulted and text contained errors. Text was not written cohesively. ▪ did not attend many classes. ▪ was rather passive and hardly participated in class.
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Exam 60 %
Assignments 40 %

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

Strategic Management and Corporate Social Responsibility

- Code: LEA2LE071
- Extent: 3 ECTS (81 h)
- Timing: 7th semester*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in autumn semesters

Prerequisites

No prerequisites

Learning outcomes

After completing this course, the student will be able to

- understand and use the key concepts pertaining to strategic management
- analyse the strategic work of top management
- work together with top management
- understand organisation as a whole.

Course contents

- Strategy and its foundations: operating environment, stakeholders, mission and values
- Strategy schools of thought
- Blue Ocean Strategy
- Strategic planning, implementation and evaluation

Cooperation with the business community

The course involves a writing of a strategy report of a chosen company. In addition, there will be an external lecturer representing a chosen line of business and its strategic management.

International dimension

International megatrends such as sustainability and corporate social responsibility are examples of the main themes of the course.

Teaching and learning methods

The course covers contact hours and independent study, for a total of 81 hours of study time. Contact hours are generally 3 hours a week for 8 weeks (total 24 h). There will be a final exam during the final week. Independent study (56 hours) covers a course assignment, course literature and preparation for the final exam. Self-assessment of learning 1 h.

In the course assignment, students compile a strategy report, addressing course topics, on a company either

individually or as group work. In particular, the report is to address core issues pertaining to the company's strategy and the extent to which these are made use of in the company's strategic operations.

Alternative completions

The course can be replaced by completing a course with similar contents and extent in other degree programmes in HAAGA-HELIA or at another University.

Recognition of prior learning (RPL)

If a student thinks that s(he) has both the skills and experience of the above mentioned course contents and learning outcomes based on her/his earlier studies or work experience, there is a possibility for the student to prove that s(he) both understands and can apply the learning objectives by attending both to a) a written exam and b) an oral exam.

If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrollment week or latest when attending the first lecture."

Contact teachers

Olli Laintila, Pasila

Learning materials

Minzberg H. - Ahlstrand B. - Lampel J, 1998. Strategy Safari. Prentice Hall.
W. Chan Kim - Renee Mauborgne. 2005. Blue Ocean Strategy.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student</p> <ul style="list-style-type: none"> ▪ has excellent skills in developing strategy ▪ has an excellent knowledge about the management theories and the latest trends of strategy and management ▪ has an excellent attitude towards learning through continuous, supportive and initiative participation in teamwork and conducting assignments 	<p>The student</p> <ul style="list-style-type: none"> ▪ has good skills in developing strategy and in evaluating strategic performance ▪ has a good knowledge about the basic management theories ▪ has a good attitude towards learning through participation in teamwork and conducting assignments 	<p>The student</p> <ul style="list-style-type: none"> ▪ has below average skills in developing strategy and in evaluating strategic performance ▪ has below average knowledge about the basic management theories ▪ has a below average attitude towards learning through participation in teamwork and conducting assignments

Written exam 60 %

Course assignment 40 %

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

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

Research Practices

- Code: MET2LE030
- Extent: 5 ECTS (135 h)
- Timing: 4. and 6. semester
- Language: English
- Level: professional studies
- Type: compulsory

Prerequisites

Completion of the first three semesters of compulsory studies.

Learning outcomes

The study module is divided into two parts, which are arranged into separate courses as follows:

- Introduction to Research (MET2LE030A, 2 ECTS) is offered during the 4th semester of studies
- Research Methods and Academic Writing (MET2LE030B, 3 ECTS) is offered during the 6th semester of studies

Introduction to Research (MET2LE030A)

After completing this course, the student will

- understand the structure of the bachelor's thesis
- know the central concepts of the bachelor's thesis
- be prepared to organize his/her own research/development process as a project (i.e. develop a research plan and a timetable)
- be familiar with the issues of research ethics and source criticism
- have enough knowledge to write his/her bachelor's thesis according to HAAGA-HELIA's content guidelines and layout standards and also know the required techniques.

Research Methods and Academic Writing (MET2LE030B)

After completing this course, the student will

- understand diverse kinds of research methods as well as their sub-elements and possible areas of application
- be able to organize his/her own research/development process as a project
- be able to use qualitative, quantitative and procedural research methods in regular work situations (i.e. be able to critically follow media, answer to research surveys and acquire research results & make use of them in his/her own work)
- be familiar with different ways of collecting data and searching research material as well as analyzing them

- be able to choose a suitable research method for his/her bachelor's thesis and apply the chosen qualitative, quantitative or procedural method in his/her bachelor's thesis correctly
- be able to critically evaluate his/her own applications
- be able to report his/her thesis work correctly

- know/be able to use the basic linguistic and stylistic elements of academic writing

- be able to independently produce text that is suited for a bachelor's thesis.

Course contents

Introduction to Research (MET2LE030A)

The course introduces a student to the world of doing a bachelor's thesis and reporting it.

- Structure of a bachelor's thesis
- Central concepts of a thesis
- Research process(e.g. research plan and scheduling)
- Evaluation
- Research ethics and source criticism

Research Methods and Academic Writing (MET2LE030B)

The course introduces and trains a student to the world of doing a bachelor's thesis, research methods and reporting his/her own research (i.e. bachelor's thesis)

The student accomplishes the module of reporting a bachelor's thesis.

Cooperation with the business community and other organisations

The course provides students with skills that allow them to complete a bachelor's thesis for a company or other organisation.

Teaching and learning methods

The course is completed in Moodle. In order to pass the course the student should set at least 135 hours aside for his/her own study, including 1 hour for Self-assessment of learning assignment.

Alternative way of completing the course

Students can complete the course by choosing 'online only' which means completing the course through Moodle.

Teachers with the main responsibility for the course

Introduction to Research (MET2LE030A)

Leena Tanner, Pasila

Research Methods and Academic Writing (MET2LE030B)

Leena Tanner, Pasila (Research Methods)
to be announced later (Academic Writing)

Course materials

Introduction to Research (MET2LE030A)

Bell, J. Doing your research project. A Guide for First-time Researchers in Education and Social Science, third or newer edition. Glasgow: Open University Press, 1999. PART I: Preparing the ground (Introduction - the review of the literature; pages 1 -112, in 4th edition 2005)
Writing your bachelor's thesis: contents and methods. 2012. HAAGA-HELIA guidelines.
Writing reports at HAAGA-HELIA: preparing the layout and citing sources. 2012. HAAGA-HELIA guidelines.
Materials given during the course (e.g. in Moodle)

Research Methods and Academic Writing (MET2LE030B)

Levine, D. & Stephan D. Even You Can Learn Statistics. A guide for everyone who has ever been afraid of statistics. Upper Sandler River: Pearson 2005 or newer.
Bell, J. Doing your research project. A Guide for First-time Researchers in Education and Social Science, third or newer edition. Glasgow: Open University Press, 1999.
Silverman, D. Doing qualitative research. A practical handbook. London: Sage 2000 or newer.
Swales & Feak. Academic Writing for Graduate Students, the University of Michigan Press. USA 1994 or newer.
Jordan, R. Academic Writing Course. Nelson ELT. London 2002
Writing your bachelor's thesis: contents and methods. 2012. HAAGA-HELIA guidelines.
Writing reports at HAAGA-HELIA: preparing the layout and citing sources. 2012. HAAGA-HELIA guidelines
Materials given during the course (e.g. in Moodle)

Assessment criteria/Introduction to Research/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">displays excellent understanding of the basic components of the bachelor's thesis work. S/he is well aware of the central issues concerning research ethics and source criticism and fully understands their significance for the research work.is extremely well prepared to organize his/her own research or development process as a project. S/he uses different sources of information elegantly and combines others' ideas with her/his own thinking creatively. S/he appreciates the role of a researcher.completes all learning assignments diligently done and on time. S/he is highly	<ul style="list-style-type: none">displays good understanding of the basic components of the bachelor's thesis work. S/he is aware of the central issues concerning research ethics and source criticism.is well prepared to organize his/her own research or development process as a project. S/he uses different sources of information and can combine others' ideas with his/her own thinking.completes all learning assignments properly and on time. S/he is competent to write his/her bachelor's	<ul style="list-style-type: none">displays limited understanding of the basic components of the bachelor's thesis work. S/he has limited knowledge of (and/or superficial attitude to) research ethics and source criticism.is prepared to organize his/her own research or development process as a project. S/he relies much on external sources of information and does not much combine her/his own thinking with others' ideas.completes all learning assignments. S/he is able to write his/her bachelor's thesis according to

competent to write his/her bachelor's thesis according to all HAAGA-HELIA's guidelines. Language of the report is fluent and all her/his writings are well-structured and clear.

thesis according to all HAAGA-HELIA's guidelines. Language of her/his final report is good and the report is clear and easy to read.

HAAGA-HELIA's guidelines. Language of her/his final report is readable and the report acceptable.

Assessment criteria/Research Methods and Academic Writing/scale 5-1.

5 excellent

The student:

- knows extremely well the requirements of the bachelor's thesis and contents of the central concepts. S/he masters the research methods and understands their significance for working life.
- can work independently and successfully apply research methods connected to research in her/his own work.
- can set tasks, write reports and make a research plan independently. Linguistically, s/he can write her/his thesis fluently and in an excellent academic manner.

3 good

The student:

- knows well the requirements of the bachelor's thesis and contents of the central concepts and masters the main research methods. S/he understands the significance of research as it applies to working life.
- can work independently and apply research methods in her/his own work.
- can set tasks, write reports and make a research plan with very little supervision. Linguistically, s/he can write a solid thesis in an academic manner.

1 satisfactory

The student:

- knows the requirements of the bachelor's thesis, contents of the central concepts and main research methods.
- can apply research methods under supervision in her/his own work.
- can set tasks, write reports and make a research plan under supervision. Linguistically, s/he can write an adequate thesis.

Assessment criteria

Introduction to Research (MET2LE030A)

Final report 50 % and exam 50 % (both parts will be graded 0 – 5; 0 = fail).

Research Methods and Academic Writing (MET2LE030B)

Research Methods:

Written assignments 50 % and exam 50 % (both parts will be graded 0 – 5; 0 = fail).

Academic Writing:

Written assignments 60 % (will be graded pass/fail) and exam 40 %.

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

Assessment of Professional Growth and Career Planning

- Code: SLF2LE080
- Extent: 3 ECTS (81h)
- Timing: 2nd, 4th and 7th semester
- Language: English
- Level: professional studies
- Type: compulsory

Prerequisites

No prerequisites

Learning outcomes

Upon successful completion of the course, the student

- understands the structure of their degree programme and the prerequisites for graduation
- understands his/her role as a polytechnic student
- is able to plan and monitor the progress of his/her studies on their way to becoming a professional management assistant

Course contents

- Personal study plans
- Student counselling sessions
- Individual interviews with the student counsellor
- Cooperative meetings (YTY-kokous)
- Planning and monitoring the progress of the language studies, free-choice studies etc.
- Choosing the area of specialisation
- Social aspects of studying
- Student exchange abroad, work placement abroad, or other studies that support international awareness
- The education and professional growth in the management assistant area
- Career plan
- Compiling a digital portfolio

Cooperation with the business community

Visitors from various companies and organisations.

Teaching and learning methods

Contact hours 40 h
Interviews 2 h

Independent studies 38 h
Self-assessment of learning 1 h

Contact teacher

Sanna Kukkonen, Pasila

Learning materials

Material provided by teacher/lecturer.

Assessment criteria

Attendance mandatory.

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

Business Operations and Entrepreneurship

- Code: WOR2LE001
- Extent: 6 ECTS (162 h)
- Timing: Semester 3*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in autumn semesters, in autumn 2013 mainly during week 43.

Prerequisites

Organisations and Leadership (WOR1LE001C)
Introduction to Business Law (LAW2LE045)
Financial Administration and Reporting (ACC1LE026)

Learning outcomes

After completing this course students will

- appreciate the significance of entrepreneurship, profitability, clear practices and business plans for small business success
- understand key aspects of company law, the factors that affect the choice of company form, and can assess the viability of setting up a new business enterprise
- know how to measure the profitability of a start-up using several tools and understand the meaning of budgeting and cash-flow analysis.

Course contents

Students prepare business plans from the perspective of marketing, management, accounting, finance and law.

- The significance of entrepreneurship and networking, formulating a business plan, the business environment and risk analysis, planning personnel resources
- Marketing opportunities and practices with which to achieve goals and succeed in the marketplace
- Trade law, company forms and legislation, choice of company form, formalities involved in setting up a company
- Budgeting (Profit & loss account, Balance sheet, Cash), break-even point calculations, pricing.

Cooperation with the business community

There will be assignments for the students for to visit local companies. In addition, there will be external lecturers representing chosen lines of business from the Uusimaa-Helsinki region.

International dimension

Growing international business trends, such as sustainable business models, web based social marketing and e-commerce will be part of the course material.

Teaching and learning methods

The course consists of:

- individual pre-assignment (to be released in August)
- pre-meeting during week 36
- group assignments
- contact hours during intensive week 43 from Monday to Friday from 9 am to 4 pm
- reporting
- final meeting with presentations during week 46

Self-assessment of learning 1 h

Contact teachers

Huovinen Ulla, Pasila (LAW)
Laintila Olli, Pasila (BUSINESS)
Penelope Roux, Pasila (FINANCE)

Learning materials

Zimmerer, Thomas W. - Scarborough, Norman M. 2002. Essentials of Entrepreneurship and Small Business Management
Other material delivered by the lecturers

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student has:	The student has:	The student's:
<ul style="list-style-type: none">▪ excellent entrepreneurial skills in developing and in establishing both an innovative and viable business.▪ excellent knowledge about the theoretical frameworks, relevant methods, tools and laws that are necessary in establishing a business.▪ an excellent attitude towards	<ul style="list-style-type: none">▪ good entrepreneurial skills in developing and establishing a business.▪ a good knowledge about basic economic frameworks/theories, policies and methods of analysis.▪ a good knowledge of the basic theoretical frameworks, methods, tools and laws that are necessary in establishing a business.	<ul style="list-style-type: none">▪ level of skill in developing and in establishing a business, is below average.▪ knowledge about the basic theoretical frameworks, methods, tools and laws which are necessary in establishing a business, is below average.▪ attitude towards learning through participation in teamwork and conducting

learning through self-initiative and continuous and supportive participation in teamwork and in conducting assignments.

- a good attitude towards learning through participation in teamwork and conducting assignments.

assignments, is below average.

Tehdyt toimenpiteet

Legal part of the business plan 25 %
Marketing part of the business plan 25 %
Accounting part of the business plan 25 %
Business operations part of the business plan 25 %

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

Elective professional studies

Assessing and Planning Organisational Communication

- Code: COM4LE002
- Extent: 3 ECTS (81 h)
- Timing: 4th Semester
- Language: English
- Level: professional studies
- Type: compulsory*

* required of students majoring in Organisational Communication

Prerequisites

Purpose and practices of Organisational Communication, Organisational Communication Management

Learning outcomes

The student

- learns to assess communication with the help of appropriate tools. The focus of the course is on assessing communication.
- learns to know how to plan organisational communication.

Course contents

- Categories of strategic and operational communication
- Definitions for effective communication
- Assessing organisational communication: What, why and how to assess?
- Planning organisational communication: elements and tools for strategical and operational planning

Cooperation with the business community and other organisations

- The course is based on a professional and a real-life approach towards organisational communication.
- Real-life examples and a real-life assignment.

Teaching and learning methods

Introductions/lectures, team work during the contact hours, workshops and case assignments

Contact lessons: 6 sessions

Independent study: case assignment: assessing and planning communication for a real-life organisation

Self-assessment of learning 1h

Mandatory attendance 50% (3 out of 6 sessions)

Recognition of prior learning (RPL)

Written proof of participating in practical communication research at work; this project must be completed before the course. RPL must be negotiated before the course with the advisor.

Teacher with the main responsibility for the course

Heta-Liisa Malkavaara, Pasila

Course materials

Fombrum, C. 2003. Fame & Fortune: How successful companies build winning reputations. Prentice Hall.
Juholin, E. 2010. Arvioi ja paranna! Viestinnän mittaamisen opas. Infor Oy.
Smith, Ronald D. 2002. Strategic Planning for Public Relations. New Jersey: Lawrence Erlbaum Associates.
Material provided or advised by the teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none">▪ is able to show that the content of the course is well understood and internalized.▪ is able to link theoretical knowledge into practical know-how and application (case assignment).▪ is able to choose and express essential viewpoints in relation to the subject of the course.▪ is able to deliver appropriate and logical text which carefully explains the target, methods, findings and conclusions related to the assignment in question.	<p>The student:</p> <ul style="list-style-type: none">▪ is able to show that the content of the course is mainly understood and internalized.▪ is able to deliver appropriate and logical text which mainly explains the target, methods, findings and conclusions related to the assignment in question.	<p>The student:</p> <ul style="list-style-type: none">▪ is able to show that some topics of the course are somewhat understood.▪ is able to make some kind of communication assessment but it may have a weak connection to the course contents.▪ follows only some instructions concerning the individual assignment.

Required attendance and required report and/or analysis 100 %

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

Tehdyt toimenpiteet

Work-based Project on Organisations and Publicity

- Code: COM4LE006
- Extent: 4 ECTS (108 h)
- Timing: 6th Semester
- Language: English
- Level: professional studies
- Type: elective*
- Curriculum: MUBBA10

* required of students majoring in Organisational Communication

Prerequisites

Purpose and Practices of Organisational Communication (WOR1LE001F), Organisational Communication Management (COM2LE062), Assessing and Planning Organisational Communication (COM4LE002)

Learning outcomes

The course is organized as a genuine client project for a particular organisation. The aim of the course is to study the public image or the stakeholder relations of this organisation. The students will learn to gather, analyze and report information for the client.

Course contents

The main focal area is the analysis of the perceived image of an organisation. The analysis can be based on e.g. the communicational outcomes of the commissioning organisation.

Cooperation with the business community and other organisations

The course will be organised as a practical project or similar assignment.

Teaching and learning methods

A genuine and supervised client project
Self-assessment of learning 1h
Mandatory attendance 80 %

Recognition of prior learning (RPL)

Documentation on an independent and demanding communication-related work-life project which is focused on developing communication practices. The work must be completed before the course. RPL must be negotiated with the advisor before the course.

Teacher with the main responsibility for the course

Heta-Liisa Malkavaara, Pasila

Course materials

Material provided by the client and/or material distributed or advised during contact hours

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:		
<ul style="list-style-type: none">has excellent knowledge of the theory related to the work-based project and is able to apply the knowledge cooperation to the practical tasks.is able to search and apply information critically and analytically to the project work.can offer versatile and creative solutions and/or development ideas for the target organisation based on the project objectives.is able to present fluently and comprehensively the results of the project and provide grounds for the solutions and development ideas for the target organisation in a consistent way.is able to work professionally in a project and in excellent cooperation with the partners.	The student: <ul style="list-style-type: none">has knowledge of the theory related to the work-based project and is able to apply the knowledge cooperation to the practical tasks.is able to search and apply information to the project work.can offer solutions and/or development ideas for the target organization based on the project objectives.is able to present the results of the project and provide some grounds for the solutions and development ideas for the target organisation.is able to work well in a project and in good cooperation with the partners.	The student: <ul style="list-style-type: none">has some knowledge of the theory related to the work-based project.can offer some solutions and/or development ideas for the target organisation.is able to present the results of the project to the target organization.is able to work in a project and in cooperation with the partners.

Attendance and presentation of the project and its findings 100 %

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

PR Chinese

- Code: CHI4LE003
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: Chinese/English
- Level: professional studies
- Type: elective*

* required of students with compulsory Chinese

Prerequisites

Chinese Business Communication

Learning outcomes

Target level: A2

Students acquire oral fluency in PR communications by learning how to manage customer and business partner Guanxi-relationships in Finland and in China.

Course contents

The course handles the most usual PR communication situations in everyday business environment, such as:

- talking about the weather
- talking about habits
- money and currency
- travel and appointment communications
- making contact
- seeing the doctor
- Chinese public signs
- event poster

Cooperation with the business community and other organisations

The course simulates real business cases as much as possible.

Teaching and learning methods

Independent study, weekly assignments

Self-assessment of learning 1h

Alternative ways to complete the course

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

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

Recognition of prior learning

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

The teacher with main responsibility for the course

Hai Guo, Pasila

Course materials

Great Wall Chinese 2009: Level 3, Office of Chinese Language Council International
Gu Feng 2009: Mandarin Teaching Toolbox, Volume 3, Confucius Institute at BCIT
Handouts and materials provided by the teacher

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">masters well the vocabulary and phrases used in common PR-communication situations. In her/his expressions there are no obvious grammatical errors.can apply the skills learned during the course. S(he) can make full use of dictionaries, online tools and other resources.	<ul style="list-style-type: none">manages relatively well using the vocabulary and phrases in common PR-communication situations. In her/his expressions there are grammatical errors but they do not lead to misunderstandings.can apply the skills learned during the course. S(he) can make use of dictionaries, online tools and other resources.	<ul style="list-style-type: none">masters parts of the vocabulary and phrases in common PR-communication situations. In her/his expressions there are grammatical and other errors, which sometime leads to misunderstandings.can use most of the skills learned during the course. S(he) knows how to use dictionaries, online tools and other resources.

Written exam 100 %

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

Chinese Business Culture

- Code: CHI4LE004
- Extent: 3 cr (81 h)
- Timing: 4th semester
- Language: Chinese/English
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Chinese

Prerequisites

Starting level: A2

PR Chinese (CHI4LE003)

Learning outcomes

Target level: B1

After completing this course, the student will have a solid understanding of Chinese business culture and business etiquette. When encountering Chinese partners in different business circumstances, the student will have a relatively good knowledge of how to work as a "culture interpreter".

Course contents

The course covers the following areas:

- basic information about the Chinese business world
- economic role of ethnic overseas Chinese
- deep structure of Chinese culture
- Chinese way of thinking
- Chinese business etiquette in social life, communication, customer service and business relationship
- what are good to do and what should be avoided in maintaining Guanxi-relationship

The course consists of both language and cultural sessions. During the language sessions, the student will continue learning Chinese language skills and oral communication skills are especially emphasized. During the cultural sessions, the student will make a presentation both in English and in Chinese on a given topic. The student will get help in preparing for the Chinese presentation.

Cooperation with the business community and other organisations

Finnish companies doing business in Chinese-speaking countries and Chinese companies in Finland.

Teaching and learning methods

The course consists of contact hours, internet study based on Moodle and independent study, totalling 80 hours of study time.
Self-assessment of learning 1h

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test
One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Great Wall Chinese 2009: Level 4-5, Office of Chinese Language Council International
Meiru Liu 2006: Basic Business Chinese, Beijing University Press
Handouts and materials provided by the teacher

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">is able to modify her/his working methods properly and apply skills acquired during the course in practice in an excellent way.is able to make a presentation which is skillfully targeted and suitable for the communication situation. (S)he speaks Chinese with only a few obvious mistakes, in a clear voice with natural expression and contact with the audience. (S)he knows the demanded business vocabulary concerning the presentation topic.is able to use sources of information diversely and	<ul style="list-style-type: none">is able to modify her/his working methods and apply skills acquired during the course in practice in a satisfactory way.is able to make a presentation which is well targeted and suitable for the communication situation. (S)he speaks Chinese with obvious mistakes but the mistakes do not bother the understanding of her/his expressions. (S)he knows most of the demanded business vocabulary concerning the presentation topic.is able to use sources of	<ul style="list-style-type: none">is able to modify her/his working methods and apply skills acquired during the course in practice in a limited way.is able to make a presentation which is suitable for the communication situation. (S)he speaks Chinese with mistakes, which sometimes bother the understanding of her/his expressions. (S)he knows only parts of the demanded business vocabulary concerning the presentation topic.is able to use sources of information to support

critically to support his/her work and shows excellent cultural knowledge when using sources.

- adapts the cultural content deeply and is able to share his/her professional knowledge and skills to others.

information independently to support his/her work and shows good cultural knowledge when using sources.

- adapts the cultural content well and is able to share his/her professional knowledge and skills to others.

his/her work and shows cultural knowledge when using sources.

- is able to share his/her professional knowledge and skills to others in a limited manner.

Oral presentation: 80%

Written exam: 20%

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

Language Project in Chinese

- Code: CHI4LE050
- Extent: 2 ECTS (54 h)
- Timing: from 4th to 7th semester
- Language: Chinese
- Target level: B2
- Level: Professional studies
- Type: Compulsory (the project is compulsory in one of the main languages)

Learning outcomes

The aim of the course is that students are able to complete a project demonstrating good writing skills and independent command of the Chinese language and culture. The project also enhances students' professional competencies.

Course contents

Students plan and implement a language project on a business topic in a group, and in this way practice their language and project management skills.

The topic of the project is agreed upon with the instructor and a representative from a company/organization. The topic should differ from the topic that students address in their theses.

Cooperation with the business community

The project topic should relate to real-life business and should also be commissioned by a company or other organisation. The project should also be of benefit to the commissioning company or organisation.

Teaching and learning methods

Attendance is compulsory in the introduction session which is held prior to the project. Students then present their project plan. They report on the progress of the project and present the final report to the instructor at dates agreed upon with the instructor.

Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Independent study: 54 h

Recognition of prior learning (RPL)

The student may display that s/he manages the course objectives and contents mentioned in the course description. S/he displays her/his competence by a portfolio and by a demonstration of skills together with a separate description concerning her/his previous experience in a language project. The student must agree upon this in person with the teacher two weeks prior to the implementation of the project at the latest.

Contact teachers

Hai Guo, Pasila

Learning materials

Reference literature and materials received from the commissioning company/organisation

Assessment criteria

Pass/Fail

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Economic Life of Chinese Speaking Areas

- Code: CHI4LE015
- Extent: 4 ECTS (108 h)*
- Timing: 7th Semester
- Language: Chinese
- Level: professional studies
- Type: elective**

* 5 ECTS (135 h) for native Mandarin speakers

** required of students who have chosen compulsory Chinese

Prerequisites

Chinese Business Communication (CHI4LE002), PR Chinese (CHI4LE003) and Chinese Business Culture (CHI4LE004)

Learning objectives

Target level: B1

After completing the course, students will

- become familiar with the history, culture and economy of the Chinese-speaking areas including mainland China, Taiwan, Hong Kong, Singapore and Malaysia
- be capable of talking about the general features of the Chinese economic life
- be able to understand basic PR and business documents with the help of Chinese computer programs
- become aware of the styles and formats used in Chinese business documents
- be prepared to move on tasks involving trade with the Chinese-speaking areas

Course contents

The course is divided into two parts: Introduction to the Chinese-speaking Areas (2 ECTS) and Chinese Business Documents (2 ECTS). For native Mandarin speakers, there will be a higher requirement and more learning materials. Therefore Chinese Business Documents is 3 ECTS instead of 2 ECTS for native speakers. The course involves contact hours and weekly assignments.

Introduction to the Chinese-speaking Areas:

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

Chinese Business Documents:

- PR and business letters: reading unknown Chinese characters, basic e-mails, invitations, thank you letters, congratulations, travel agenda/visiting programme, inquiries and orders
- CV compilation

Cooperation with the business community and other organizations

Finnish companies doing business in Chinese-speaking countries and Chinese companies in Finland.

Teaching and learning methods

The course consists of contact hours and assignments.

Introduction to the Chinese-speaking Areas (2 ECTS):

This part covers 53 hours of study, including contact hours and independent study. This part lasts one period.

Self-assessment of learning 1h

Chinese Business Documents (2 ECTS):

This part covers 53 hours of study, including contact hours and independent study. This part lasts one period.

For native speakers this part covers 134 h of study and is 3 ECTS.

Self-assessment of learning 1h

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Great Wall Chinese 2009: Level 5-6, Office of Chinese Language Council International
Handouts and materials provided by the teacher

Assessment criteria

Introduction to the Chinese-speaking Areas:

Oral presentations: 80 %

Written examination: 20 %

Chinese Business Documents:

Written tasks: 100 %

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

Language Project in English

- Code: ENG4LE050
- Extent: 2 ECTS (54 h)
- Timing: from 4th to 7th semester
- Language: English
- Target level: C1
- Level: Professional studies
- Type: Compulsory (the project is compulsory in one of the main languages)

Learning outcomes

The aim of the course is that students are able to complete a project demonstrating good writing skills and independent command of the English language and culture. The project also enhances students' professional competencies.

Course contents

Students plan and implement a language project on a business topic in a group, and in this way practice their language and project management skills.

The topic of the project is agreed upon with the instructor and a representative from a company/organization. The topic should differ from the topic that students address in their theses.

Cooperation with the business community

The project topic should relate to real-life business and should also be commissioned by a company or other organisation. The project should also be of benefit to the commissioning company or organisation.

Teaching and learning methods

Attendance is compulsory in the introduction session which is held prior to the project. Students then present their project plan. They report on the progress of the project and present the final report to the instructor at dates agreed upon with the instructor.

Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Independent study: 54 h including Self-assessment of learning 1 h

Recognition of prior learning (RPL)

The student may display that s/he manages the course objectives and contents mentioned in the course description. S/he displays her/his competence by a portfolio and by a demonstration of skills together with a separate description concerning her/his previous experience in a language project. The student must agree upon this in person with the teacher two weeks prior to the implementation of the project at the latest.

Contact teachers

Karl Robbins, Pasila

Learning materials

Reference literature and materials received from the commissioning company/organisation

Assessment criteria

Pass/Fail

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

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French Working Environment and PR French

(le monde de l'entreprise française et la communication écrite professionnelle)

- Code: FRE4LE007
- Extent: 3 ECTS (81 h)
- Timing: Semester 3
- Language: French/ English
- Competency level: B1
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory French

Prerequisites

Basic Business French 2

Learning outcomes

Upon successful completion of the course, the student

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

Course contents

- vocabulary and concepts of the French economy and business life
- Case studies and searching of information
- Business and PR-letters
- invitations and programmes layout
- telephone conversation

Teaching and learning methods

Contact hours 32 h

Self-study 48 h

Self-assessment of learning 1 h

Mandatory attendance 80 %

Alternative ways to complete the course

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

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

Recognition of prior learning (RPL)

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

Contact teachers

Catherine Métivier, Pasila

Course materials

Web-pages

Material provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent

The student:

- has strong skills in telephone communication and is fully capable of maintaining a professional conversation by phone.
- has an excellent command of key concepts in Business French and understands fully the French working environment on a cultural basis.
- can write Business and PR documents independently and successfully.

3 good

The student:

- has good skills in telephone communication and manages a professional conversation by phone.
- has an excellent command of key concepts in Business French and understands to some extent the French working environment on a cultural basis.
- can in certain cases write Business and PR documents independently and successfully.

1 satisfactory

The student:

- has limited skills in telephone communication and manages short and simple professional conversations by phone.
- has limited understanding of the French working environment.
- knows only the basics of French Business and PR Communication and needs support to write Business and PR documents.

Written exam for French vocabulary and terminology of business

Written exam for Business letters and PR documents 60 %

Telephone conversation exam 40 %

Assignments

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

French and Finnish Cultures in Contact

(cours de civilisation française et finlandaise)

- Code: FRE4LE008
- Extent: 3 ECTS (81 h)
- Timing: 4th Semester
- Language: French/ English
- Competence level: B1
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory French

Prerequisites

Basic Business French 1 and 2.
French Working Environment and PR French

Learning outcomes

Upon successful completion of the course, the student

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

Course contents

- French civilization
- oral presentations on Finnish civilization
- practice of small-talk situations
- searching of information

Teaching and learning methods

Contact hours 32 h
Self-study 49 h
Self-assessment of learning 1 h

Mandatory attendance 80 %

Recognition of prior learning (RPL)

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

Contact teacher

Course materials

Web-pages

Material provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent

The student:

- knows well both the French and Finnish societies.
- understands the cultural differences which leads to different behaviors in each culture, and is able to take into consideration these perceptions when dealing with these countries.
- can speak of Finland by showing excellent intercultural knowledge and awareness.

3 good

The student:

- knows both the French and Finnish societies.
- understands the main cultural differences which lead to different behavior in each culture, and is able to some extent to take into consideration perceptions when dealing with these countries.
- can speak of Finland by showing relevant intercultural aspects.

1 satisfactory

The student:

- knows the French and Finnish societies somewhat and recognizes the main cultural differences.
- has a limited capability to speak of Finland.

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Written exam on French and Finnish Societies 100%

Oral presentation

Assignments

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

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French Media and Communication

(les médias français et la présentation d'entreprises)

- Code: FRE4LE030
- Extent: 4 ECTS (108 h)
- Timing: 7th Semester
- Language: French/ English
- Competence level: B2
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory French

Prerequisites

Basic Business French 1 and 2
French Working Environment and PR French
French and Finnish Cultures in Contact
Work Placement

Learning outcomes

Upon successful completion of the course, the student

- understands French society
- is able to find information
- knows how to make a presentation to a French speaking audience
- has taken in the French terminology and concepts of business life.

Course contents

- French medias: newspapers, television, radio and internet
- exercises for listening and reading comprehension
- oral presentation of the organization where work placement was done
- report in French on one's Business plan

Teaching and learning methods

Contact hours 48 h
Self-study 59 h
Self-assessment of learning 1 h

Mandatory attendance 80 %

Recognition of prior learning (RPL)

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

student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teacher

Catherine Métivier, Pasila

Course materials

Web-pages

Material provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent

The student:

- shows excellent skills in understanding spoken and written news on Economics and work life, knows well the vocabulary and the concepts and is able to put into practice the skills acquired.
- shows excellent cultural knowledge when using sources and understanding the documents and is able to forward reliably the information.
- is able to make a presentation of one's enterprise or organization independently, professionally and successfully.

3 good

The student:

- shows good skills in understanding spoken and written news on Economics and work life, knows the relevant vocabulary and the main concepts and is able to put into practice the skills acquired.
- shows to some extent cultural knowledge when using sources and understanding easier documents and is able to forward reliably the information.
- is able to make a presentation of one's enterprise or organization

1 satisfactory

The student:

- shows limited skills in understanding spoken and written news on Economics and work life, and is only partly able to put into practice the skills acquired.
- shows to some extent cultural knowledge when using sources and understands only simple documents.
- has limited speaking skills for making a presentation of one's enterprise or organization.

Exam for reading and listening comprehension 50%

Oral presentation 30%

Written business plan in French 20%

Assignments

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

also for course/module development. The assignment is completed online in WinhaOpaali.

Language Project in French

- Code: FRE4LE050
- Extent: 2 ECTS (54 h)
- Timing: from 4th to 7th semester
- Language: French
- Target level: B2
- Level: Professional studies
- Type: Compulsory (the project is compulsory in one of the main languages)

Learning outcomes

The aim of the course is that students are able to complete a project demonstrating good writing skills and independent command of the French language and culture. The project also enhances students' professional competencies.

Course contents

Students plan and implement a language project on a business topic in a group, and in this way practice their language and project management skills.

The topic of the project is agreed upon with the instructor and a representative from a company/organization. The topic should differ from the topic that students address in their theses.

Cooperation with the business community

The project topic should relate to real-life business and should also be commissioned by a company or other organisation. The project should also be of benefit to the commissioning company or organisation.

Teaching and learning methods

Attendance is compulsory in the introduction session which is held prior to the project. Students then present their project plan. They report on the progress of the project and present the final report to the instructor at dates agreed upon with the instructor.

Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Independent study: 53 h

Self-assessment of learning 1 h

Recognition of prior learning (RPL)

The student may display that s/he manages the course objectives and contents mentioned in the course description. S/he displays her/his competence by a portfolio and by a demonstration of skills together with a separate description concerning her/his previous experience in a language project. The student must agree upon this in person with the teacher two weeks prior to the implementation of the project at the latest.

Contact teachers

Catherine Métivier, Pasila

Learning materials

Reference literature and materials received from the commissioning company/organisation

Assessment criteria

Pass/Fail

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

German Business Communication

(Deutsche Geschäftskorrespondenz)

- Code: GER4LE002
- Extent: 3 ECTS (81 h)
- Timing: 4th Semester*
- Language: German
- Competence level: B1-B2
- Level: professional studies
- Type: elective**

*the course is offered only in spring semesters

**required of students with compulsory German

Prerequisites

German Grammar (GER4LE064)

For native speakers: PR German (GER4LE068)

Learning outcomes

Students become proficient in producing linguistically correct business correspondence in German.

Course contents

Business correspondence including

- inquiries
- offers
- orders
- quotations.

Cooperation with the business community and other organisations

Sample correspondence partly from real companies.

Teaching and learning methods

Contact hours 30 h

Independent study, writing correspondence and preparation for exam 48 h

Written exam 2 h

Self-assessment of learning 1 h

Alternative ways to complete the course

Completing all course work and taking the final exam, without attending the actual contact hours.

Recognition of prior learning

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

Teacher with the main responsibility for the course

Sirpa S. Bode, Pasila

Course materials

Material provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none"> ▪ can write the standard business letter very well. ▪ communicates very well, is able to choose appropriate style and produces correct language. ▪ is able to apply during the course acquired skills and can use dictionaries and other sources of information well. The use of vocabulary and phrases is versatile and fluent. ▪ can write accurate messages that are ready to send. 	<p>The student:</p> <ul style="list-style-type: none"> ▪ can write the standard business letter well. ▪ communicates well, is able to generally choose appropriate style and produces mostly correct language. ▪ is able to write understandable and correct messages using basis phrases related to the topic. ▪ is able to use dictionaries and other sources of information. ▪ can write messages that are for the most part accurate and ready to send. 	<p>The student:</p> <ul style="list-style-type: none"> ▪ can write the standard business letter fairly well. ▪ communicates fairly well, is able to sometimes choose appropriate style and produces somewhat correct language. Grammatical aspects of the language need to be worked on. Messages are for the most part understandable, but they need to be carefully corrected and cannot be sent as written.

Written exam 80 %

Class participation 20 % (incl. 6 letters, 2 vocabulary tests, mid-term test)

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

Business Communication in German-speaking Europe

(Wirtschaftskommunikation im deutschsprachigen Europa)

- Code: GER4LE040
- Extent: 4 ECTS (108 h)
- Timing: 7th semester*
- Language: German
- Competence level: B2
- Level: professional studies
- Type: elective**

* the course is offered only in the autumn

**required of students with compulsory German

Prerequisites

German Grammar (GER4LE064),
Spoken Communication in Business German (GER4LE007), PR German (GER4LE068) and
German Business Communication (GER4LE002)

For native speakers: PR German (GER4LE068 and German Business Communication (GER4LE002)

Learning outcomes

Upon successful completion of the course, the student

- has improved his German business vocabulary and knowledge of key grammatical issues used in media
- is able to read, understand, analyze, and summarize business related articles
- has familiarized himself with distinctive features of the German business environment
- gained proficiency in making business conversation to the extent that he understands his counterpart and can answer questions presented to him

Course contents

This course consists of two parts:

- 1) Media Communication in German in the 4th period (2 ECTS)
- 2) German-speaking Europe in the 5th period (2 ECTS)

In the written part of the course "Media Communication in German" student familiarizes himself with various economic texts in German by e.g. reading, doing comprehension exercises, translating, and summarising them.

In the oral part of the course "German-speaking Europe" student

- familiarizes himself with the geography, economics, and political systems of the German-speaking countries,
- learns to understand the importance of the business culture and small talk

Cooperation with the business community

Documents originate from media and real companies/organisations.

Teaching and learning methods

Media Communication in German

Contact hours 21 h

Self-study 30 h

Written exam 2 h

Self-assessment of learning 1 h

German-speaking Europe

Contact hours 24 h incl. presentations

Self-study 27 h

Written exam 2 h

Self-assessment of learning 1 h

80 % mandatory attendance

Recognition of prior learning (RPL)

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

Contact teachers

Sirpa S. Bode, Pasila

Learning materials

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

Assessment criteria/scale 5-1.

5 excellent

The student:

- understands challenging economic news of his/her field and is able to summarize their main contents successfully. (S)he knows widely the vocabulary concerning the enterprise and it's financial situation.

3 good

The student:

- understands economic news of his/her field and is able to summarize their main contents logically. (S)he knows quite widely the vocabulary concerning the enterprise and it's financial situation.
- is able to apply the acquired skills in

1 satisfactory

The student:

- understands economic news of his/her field and is able to name their main points. His/her use of the vocabulary concerning the enterprise and it's financial situation is limited.
- is able to apply the acquired

- is able to apply acquired skills in practice in an excellent way.
 - is able to use sources of information versatily and critically to support his/her work and shows excellent cultural knowledge when using sources.
 - adapts easily to the cultural content and is able to share his/her professional knowledge and skills with others.
- practice well.
 - is able to use sources of information independently to support his/her work and shows cultural knowledge when using sources.
 - adapts well to the cultural content and is able to share his/her professional knowledge and skills with others.
- skills in practice inadequately.
 - is able to use sources of information to support his/her work and shows cultural knowledge when using sources.
 - is able to share his/her professional knowledge and skills with others in a limited way.

Media Communication in German

Written exam 70 %

Class participation and exercises 30 %

German-speaking Europe

Written exam 50%

Class participation and oral presentations 50 %

Media Communication in German 50 %

German-speaking Europe 50 %

Both of the above must be successfully completed

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

Language Project in German

- Code: GER4LE050
- Extent: 2 ECTS (54 h)
- Timing: from 4th to 7th semester
- Language: German
- Target level: B2
- Level: Professional studies
- Type: Compulsory (the project is compulsory in one of the main languages)

Learning outcomes

The aim of the course is that students are able to complete a project demonstrating good writing skills and independent command of the German language and culture. The project also enhances students' professional competencies.

Course contents

Students plan and implement a language project on a business topic in a group, and in this way practice their language and project management skills.

The topic of the project is agreed upon with the instructor and a representative from a company/organization. The topic should differ from the topic that students address in their theses.

Cooperation with the business community

The project topic should relate to real-life business and should also be commissioned by a company or other organisation. The project should also be of benefit to the commissioning company or organisation.

Teaching and learning methods

Attendance is compulsory in the introduction session which is held prior to the project. Students then present their project plan. They report on the progress of the project and present the final report to the instructor at dates agreed upon with the instructor.

Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Independent study: 54 h

Recognition of prior learning (RPL)

The student may display that s/he manages the course objectives and contents mentioned in the course description. S/he displays her/his competence by a portfolio and by a demonstration of skills together with a separate description concerning her/his previous experience in a language project. The student must agree upon this in person with the teacher two weeks prior to the implementation of the project at the latest.

Contact teachers

Sirpa S. Bode, Pasila

Learning materials

Reference literature and materials received from the commissioning company/organisation

Assessment criteria

Pass/Fail

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PR German

(Persönliche Briefe)

- Code: GER4LE068
- Extent: 3 ECTS (81 h)
- Timing: 3rd Semester*
- Language: German
- Competence level: B1
- Level: professional studies
- Type: elective**

*the course is offered only in autumn semesters

**required of students with compulsory German

Prerequisites

German Grammar (GER4LE064)

none for native speakers

Learning outcomes

Students

- become versed in common PR correspondence expressions and style
- are able to write linguistically correct PR correspondence.

Course contents

The course focuses on PR letters in German, including review of vocabulary and common expressions. The exam is at the end of the term.

The course involves the writing of PR letters as homework. The letters are then corrected on the basis of teacher feedback and added into portfolio.

PR letters such as

- invitations
- congratulatory letters
- thank you letters
- letters relating to travel.

In addition a CV is written.

Cooperation with the business community and other organisations

Class material originates from real companies.

Teaching and learning methods

Contact hours 30 h

Independent study, writing and correcting PR letters and preparation for the exam 48 h

Written exam 2 h

Self-assessment of learning 1 h

Alternative ways to complete the course

Completing all course work and taking the final exam, without attending the actual contact hours.

Recognition of prior learning

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

Contact teacher

Sirpa S. Bode, Pasila

Course materials

Material provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">can write the standard business letter very well.communicates very well, is able to choose appropriate style and produces correct language.is able to apply during the course acquired skills and can use dictionaries and other sources of information well. The use of vocabulary and phrases is versatile and fluent.can write accurate messages that are ready to send.	<ul style="list-style-type: none">can write the standard business letter well.communicates well, is able to generally choose appropriate style and produces mostly correct language.is able to write understandable and correct messages using basis phrases related to the topic.is able to use dictionaries and other sources of information.can write messages that are for	<ul style="list-style-type: none">can write the standard business letter fairly well.communicates fairly well, is able to sometimes choose appropriate style and produces somewhat correct language. Grammatical aspects of the language need to be worked on. Messages are for the most part understandable, but they need to be carefully corrected and cannot be sent as written.

the most part accurate and
ready to send.

Written exam 50 %

Portfolio including assignments 50 %

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

People at Work

- Code: LEA4LS080
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: English
- Level: Professional studies
- Type: Elective*

*required of Assi and Mubba students majoring in Organisations, Leadership and HR

Prerequisites

No prerequisites.

Learning outcomes

Upon successful completion of the course, the student

- understands the behavior of people at work both as individuals and groups
- knows about human resource management practices such as recruitment, development and motivation
- has knowledge of things essential to well being of employees and is able to take them into consideration in her own work

Course contents

- Leadership
- Individuals and groups at work place
- Human Resource Management
- Well being at work.

Cooperation with the business community

Data for group assignment is collected in some organization.

Teaching and learning methods

Contact hours 24-32 h

Self-study 48-56 h.

Self-assessment of learning 1 h

Contact teachers

Eija Kärnä, Pasila

Olli Laintila, Pasila

Learning materials

Handout material

Additional reading:

Bratton J. & Gold J. 2007. Human resource management: theory and practice. 4th ed. New York: Palgrave Mcmillan.

Robbins S. P. & Judge T. A. 2009. Organizational behavior. 13th ed. Upper Saddle River (NJ): Pearson Education.

Assessment criteria/scale 5-1.

5 excellent

The student:

- has excellent knowledge of the theory related to Organizational Behavior and Leadership and is able to search and apply the knowledge in the course assignments critically and analytically.
- is able to discuss and present topics on the field fluently and comprehensively virtually and in group situations.
- is able to apply the course contents and use relevant references in a written report work professionally.

3 good

The student:

- has good knowledge of the theory related to Organizational Behavior and Leadership and is able to search and apply the knowledge in the course assignments in an appropriate way.
- is able to discuss and present topics on the field well both virtually and in group situations.
- is able to apply well the course contents and use relevant references in a written report work.

1 satisfactory

The student:

- has sufficient knowledge of the theory related to Organizational Behavior and Leadership and is able to search and apply the knowledge in the course assignments.
- is able to discuss and present topics on the field both virtually and in group situations.
- is able to apply the course contents and use central references in a written report work.

Participation and contribution to work on lessons 50 %
Assignment and presentation 50 %

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

Work-based Project on HRM

- Code: LEA4LS081
- Extent: 4 ECTS (108)
- Timing: 6 th semester
- Language: English
- Level: Professional studies
- Type: Elective*

* Compulsory for Assi and Mubba students majoring in Organisations, Leadership and HR

Prerequisites

Assi:

Organisaatiot ja johtaminen (WOR1LS001C)

Yrittäjyys ja liiketoiminta (WOR2LS001)

Mubba:

Organisations and Leadership (WOR1LE001C)

Business Operations and Entrepreneurship (WOR2LE001)

Learning outcomes

Upon successful completion of the course, the student

- learns to apply management theory into practice through client projects or assignments
- learns to gather, analyze and report information to the client
- learns to act and work professionally in a project team

The course also aims to support Bachelors' Thesis process.

Course contents

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

Supporting theory based on project specification

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

Cooperation with the business community

The course is based on cooperation with the commissioning party.

Teaching and learning methods

Contact hours 42 (including the supervised small group cooperation)

Self study hours 65 (including independent data gathering and analyzing as part of the small group cooperation.)

Self-assessment of learning 1 h

80 % attendance required

Recognition of prior learning (RPL)

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

Contact teachers

Eija Kärnä, Pasila
Olli Laintila, Pasila

Learning materials

Literature and data related to the project.

Teams choose individually the theory literature for the project report.

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

Barney, J.B. 2007. Gaining and Sustaining Competitive Advantage. Third edition. First published 1997, Pearson, Prentice Hall.

Carpenter, M.A. & Sanders, W.G. 2007. Strategic Management. A Dynamic Perspective. Concepts and Cases. Pearson, Prentice Hall.

Hitt, M., Ireland R.D., Hoskisson R.E. 2005. Strategic Management. Competitiveness and Globalization. Thomson. South-Western.

Assessment criteria/scale 5-1.

5 excellent

The student:

- has excellent knowledge of the theory related to the work-based project and is able to apply the knowledge cooperation to the practical tasks.
- is able to search and apply information critically and analytically to the project work.
- can offer versatile and creative solutions and/or development ideas for the target organisation based on the project objectives.
- is able to present fluently and comprehensively the results of

3 good

The student:

- has knowledge of the theory related to the work-based project and is able to apply the knowledge cooperation to the practical tasks.
- is able to search and apply information to the project work.
- can offer solutions and/or development ideas for the target organization based on the project objectives.
- is able to present the results of the project and provide some

1 satisfactory

The student:

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

- | | |
|---|--|
| <p>the project and provide grounds for the solutions and development ideas for the target organisation in a consistent way.</p> <ul style="list-style-type: none"> ▪ is able to work professionally in a project and in excellent cooperation with the partners. | <p>grounds for the solutions and development ideas for the target organisation.</p> <ul style="list-style-type: none"> ▪ is able to work well in a project and in good cooperation with the partners. |
|---|--|

100 % contribution to the project incl. project management, report and presentation
 The members of the team will get the same grade.

The representative of the client company/organization, students and advisor will all participate on the evaluation of the project. Active participation on client project and on client presentation is compulsory.

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

Tehdyt toimenpiteet

Marketing and Networks

- Code: MAR4LE006
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: English
- Level: Professional studies
- Type: Elective*

* required of Assi and Mubba students majoring in Marketing

Starting level and linkage with other courses

Assi:

Organisaatiot ja johtaminen (WOR1LS001C)

Markkinoinnin perusteet (WOR1LS001B)

Yrittäjyys ja liiketoiminta (WOR2LS001)

Mubba:

Organisations and Leadership (WOR1LE001C)

Introduction to Marketing (WOR1LE001B)

Business Operations and Entrepreneurship (WOR2LE001)

Learning outcomes

Upon successful completion of the course, the student

- knows how to assist the marketing management in the planning and implementation of marketing communication activities
- knows how to collaborate with different stakeholders within marketing communications e.g. with advertising, media and PR agencies
- understands the importance of sales and customer oriented approach in business

Course contents

- planning and implementation of marketing communication activities
- new trends in marketing communication
- agency cooperation
- customer orientation, sales and service

Cooperation with the business community

Guest lecturers and/or company visits. Assignments/triggers are based on real life examples.

International dimension

Most of the triggers are representing international companies and cases.

Teaching and learning methods

Students attend PBL tutorials and lectures once a week. Lectures support self-study and tutorial work.
 Tutorials 8 h
 Lectures 16 h
 Self-study 56 h
 Self-assessment of learning 1 h
 100 % attendance required on tutorials

Alternative completions

The course can be replaced by completing a course with similar contents and extent in other degree programs in HAAGA-HELIA or at another university.

Recognition of prior learning (RPL)

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

Teacher responsible

Mia-Maria Salmi, Pasila

Course materials

Handout material.

Supporting literature:

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

Hackley, C. 2010. Advertising & Promotion, an Integrated Marketing Communications Approach. Sage.

Jobber, D. 2009. Selling and Sales Management. Pearson.

Moriarty, S. & Mitchell, N. & Wells, W. 2012. Advertising & IMC: Principles & Practice. Harlow.

Pelsmacker P, Geuens M & Van den Bergh J 2007. Marketing Communications, A European Perspective. Harlow. Pearson Education.

Powell, H. 2009. The Advertising Handbook. London Routledge

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none"> ▪ has an excellent understanding of the planning and implementing of the marketing communications activities in an organization. ▪ fully understands how to work and communicate with organizations and customers. 	<ul style="list-style-type: none"> ▪ has a good understanding of the planning and implementing of the marketing communications activities in the organization. ▪ understands how to work and communicate organisations. ▪ can identify problems, apply some theories the learning tasks, collect and use 	<ul style="list-style-type: none"> ▪ has a fair understanding of the planning and implementing of the marketing communications activities in the organization. ▪ has a basic knowledge how to work and communicate

- can identify problems well, apply theory to the learning tasks, collect and use information in an analytic and critical way.
 - can generate many ideas applicable to the learning tasks.
 - can work very professionally in a team.
- information in a relevant way.
 - can generate some ideas applicable to the learning task.
 - can work professionally in a team.
- with organisations and customers.
 - can identify some problems, collect and use information related to the learning tasks.
 - can work in a team.

Tutorial performance (includes self, peer and external assessment) 50 %
 Examination or individual assignment 50 %

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

Work-based Project on Marketing

- Code: MAR4LE007
- Extent: 4 ECTS (108 h)
- Timing: 6th semester
- Language: English
- Level: Professional studies
- Type: Elective*

*required of Assi and Mubba students majoring in Marketing

Starting level and linkage with other courses

Assi:

Organisaatiot ja johtaminen (WOR1LS001C)

Markkinoinnin perusteet (WOR1LS001B)

Yrittäjyys ja liiketoiminta (WOR2LS001)

Mubba:

Organisations and Leadership (WOR1LE001C)

Introduction to Marketing (WOR1LE001B)

Business Operations and Entrepreneurship (WOR2LE001)

Learning outcomes

The student

- learns to apply marketing theory into practice through client project or assignment which concentrates on marketing, for example on brand management or marketing communication
- learns to act and work professionally in a project team

Course contents

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

Cooperation with the business community

Project for the client company

International dimension

Most of the projects are assigned by the international companies.

Teaching and learning methods

32 h lectures and team meetings

75 h team work, other possible consultation sessions and self-study

Self-assessment of learning 1 h
80 % attendance required

Recognition of prior learning (RPL)

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

Teacher responsible

Mia-Maria Salmi, Pasila

Course materials

Handout material
Literature and other material specified according to the client brief
Materials related to the client organisation

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:		The student:
<ul style="list-style-type: none">has excellent knowledge of the theory related to the work-based project and is able to apply the knowledge cooperation to the practical tasks.is able to search and apply information critically and analytically to the project work.can offer versatile and creative solutions and/or development ideas for the target organisation based on the project objectives.is able to present fluently and comprehensively the results of the project and provide grounds for the solutions and development ideas for the target organisation in a consistent way.	The student: <ul style="list-style-type: none">has knowledge of the theory related to the work-based project and is able to apply the knowledge cooperation to the practical tasks.is able to search and apply information to the project work.can offer solutions and/or development ideas for the target organization based on the project objectives.is able to present the results of the project and provide some grounds for the solutions and development	<ul style="list-style-type: none">has some knowledge of the theory related to the work-based project.can offer some solutions and/or development ideas for the target organisation.is able to present the results of the project to the target organization.is able to work in a project and in cooperation with the partners.

- is able to work professionally in a project and in excellent cooperation with the partners.
- ideas for the target organisation.
- is able to work well in a project and in good cooperation with the partners.

Team assessment:

Attendance and presentations of the project and its findings 100 %

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

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

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

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

Russian Business Documents

(Kommertšeskaja korrespondentsija russkogo jazyka)

- Code: RUS4LE042
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: Russian
- Competence level: B1
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Russian

Prerequisites

Core studies/native speaker.

Learning outcomes

Students

- become versed with the structure of Russian business letters, including their standard format
- are able to write clear PR and business correspondence using Cyrillic text processing tools
- learn the significance of written communications to companies
- can choose the appropriate medium through which to send such communication material.

Course contents

The course is divided into two parts: PR communications and business letters. There will be contact hours and weekly assignments. Students also compile a portfolio containing an example of each type of document discussed during the two parts of the course.

- Structure of Russian business letters
- PR letters: invitations, thank you letters, apologies, congratulations, condolences
- Business letters: covering letters, travel correspondence, confirmations, offer requests, offers, orders, claims, powers of attorney
- Participles and the passive voice

Cooperation with the business community and other organizations

Students are introduced to the practices Finnish companies employ in their Russian correspondence.

Teaching and learning methods

The course involves contact hours (2 h / week) and independent study, totaling 81 hours of study time. The course will continue during two periods.

Contact hours: 28 h (2 h / week, lasting two periods)

Test: 2 h (at the end of the first period)

Final written exam: 2 h (at the end of the second period)

Independent study (weekly assignments, compilation of portfolio and preparing for exam): 48 h

Self-assessment of learning: 1 h

Alternative ways to complete the course

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

Recognition of prior learning

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

Contact teacher

Pirjo Salenius, Pasila

Oleg Matossov (Russian students), Pasila

Course materials

Binder, Kärnä, Métivier, Salenius, Savinainen, Solonen, Taimio & Åberg. 2006. Liikeviestinnän käsikirja - Viestit vaihtoon 7 kielellä. Edita.

Additional material provided by the teacher: Salenius. 1997. Liikekirjeet venäjäksi. Edita.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">can write the standard business letter very well.communicates very well, is able to choose appropriate style and produces correct language.is able to apply during the courseacquired skills and can use dictionaries and other sources of information well. The use of	<ul style="list-style-type: none">can write the standard business letter well.communicates well, is able to generally choose appropriate style and produces mostly correct language.is able to write understandable and correct messages using basis phrases related to the topic.is able to use dictionaries and other sources of information.	<ul style="list-style-type: none">can write the standard business letter fairly well.communicates fairly well, is able to sometimes choose appropriate style and produces somewhat correct language. Grammatical aspects of the language need to be worked on. Messages are for

vocabulary and phrases is versatile and fluent.

- The student can write accurate messages that are ready to send.
- follows deadlines and instructions precisely.

▪ can write messages that are for the most part accurate and ready to send, though it is recommended that they be checked.

- usually follows deadlines and instructions well.

the most part understandable, but they need to be carefully corrected and cannot be sent as written.

- doesn't follow deadlines and instructions very well.

Test 30 %

Final written exam 50 %

Portfolio 20 %

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

Russian Business Environment

(Russki jazyk v sfere biznesa)

- Code: RUS4LE030
- Extent: 4 ECTS (108 h)
- Timing: Semester 7
- Language: Russian/Finnish
- Level: professional studies
- Competence level: B 2
- Type: elective*

*required of students who have chosen compulsory Russian

*required of native students if they have chosen compulsory Russian

Prerequisites

Spoken Communication in Business Russian (RUS4LE041) and Written Communication in Business Russian (RUS4LE039) or native speaker.

Learning outcomes

Students

- gain the competence to understand the key points of contracts written in the Russian language
- understand and learn to write clear messages relating to contracts
- become aware of the style used in contracts
- know how to act in job-seeking situations
- are capable of presenting their organization and job description
- are capable of talking about Finnish economic life
- get familiarized with trade between Russia and Finland
- are prepared to move on tasks involving trade with Russia

Course contents

The course is divided into two parts: Contract Texts in Russian Trade(RUS4LE030A) and Assistant's Job in Russian Trade (RUS4LE030B). The course involves contact hours and weekly assignments.

Contract Texts in Russian Trade (first period):

- Structure and main contents of Russian contracts
- Participles and the passive voice

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

- Simulated job application situations
- Compilation of Europass-Language passport and CV
- Presentation of one's organisation

- Presentation of one's job description
- Presentation of business in Finland
- Trade between Russia and Finland

Cooperation with the business community and other organizations

During Contract Texts in Russian Trade the students strive to acquire an agreement from a company doing trade with Russia for the completion of their course assignment.

During Assistant's Job in Russian Trade: Company visits.

Teaching and learning methods

Contact hours and assignments, totaling 108 hours of study.

Contract Texts in Russian Trade (2 ECTS):

This part covers 54 hours of study, inclusive of contact hours and independent study. This part lasts the first period.

Contact hours: 21 h (3 h/week)

Written examination: 3 h (at the end of the term)

Independent study, weekly assignments, course assignment and preparing for exam: 29 h

Self-assessment of learning: 1 h

Assistant's Job in Russian Trade (2 ECTS):

This part covers 54 hours of study, inclusive of contact hours and independent study. This part lasts the second period.

Contact hours: 21 h (3 h/week).

Oral examination: 2 h (at the end of the period)

Independent study, weekly assignments, course assignment and preparing for exam: 30 h.

Self-assessment of learning: 1 h

80 % mandatory attendance during this part.

Alternative ways to complete the course

Contract Texts in Russian Trade:

taking the test

Recognition of prior learning (RPL)

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

Teachers with the main responsibility for the course

Pirjo Salenius, Pasila

Oleg Matossov, Pasila

Course materials

Salenius, P., 2000. Sopimukset venäjäksi. Helia. (Contract Texts in Russian Trade)

Material provided by the teacher. (Assistant's Job in Russian Trade)

Assessment criteria/scale 5-1.

5 excellent

The student:

- understands the main points in a Russian purchase agreement and is able to summarize its contents successfully.
- knows vocabulary concerning agreements very well.
- is able to apply during the course acquired skills to communication concerning agreements on a high level.
- is able to use sources of information in a versatile way to support his/her work.
- follows deadlines and instructions precisely.

3 good

The student:

- understands the main points in a Russian purchase agreement and is able to summarize its contents logically.
- knows the vocabulary concerning agreements well.
- is able to apply during the course acquired skills to practice.
- is able to use sources of information independently to support his/her work.
- usually follows deadlines and instructions well.

1 satisfactory

The student:

- understands a Russian purchase agreement to some extent and is able to name its main points.
- knows the vocabulary concerning agreements in a limited way and is able to apply during the course acquired skills to practice only adequately.
- doesn't follow deadlines and instructions very well.

Contract Texts in Russian Trade :
Written examination 100 %

Assistant's Job in Russian Trade:
Oral examination 50 %
Distance assignment 20 %
Class participation 30 %

Contract Texts in Russian Trade comprises 60 % and Assistant's Job in Russian Trade 40 % of the overall grade. Both parts must be successfully completed (except native speakers).

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

Spoken Communication in Business Russian

(Praktika delovoi retshi)

- Code: RUS4LE041
- Extent: 3 cr (81 h)
- Timing: Semester 3
- Language: Russian
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Russian

Prerequisites

Compulsory studies in Russian.

Learning outcomes

Students

- can communicate orally in Russian in common business situations
- get the ability to engage in conversation with a native Russian with ease.

Course contents

The course involves contact hours and independent study. Contact hours focus on practice of speech situations typical to a business trip to Russia both individually and in teams. The exercises encourage active participation and enhance the learning process. The course includes weekly assignments and two more comprehensive assignments.

Business Russian situations:

- Presenting one's company
- Receiving guests
- Fairs
- Product presentations

Cooperation with the business community and other organisations

Simulations of various business encounters in Russian.

Teaching and learning methods

The course is comprised of contact hours (3 h / week), exercises, assignments and an examination, totaling 81 hours of study.

Contact hours: 46 h (3 h/week during two periods)

Oral exam: 2 h (at end of the semester)

Independent study (weekly assignments, course assignments and preparing for exam): 32 h

Self-assessment of learning: 1 h

Mandatory attendance 80 %

Teacher with the main responsibility for the course

Oleg Matossov

Course materials

Ojanen - Laurila-Hellman Prokkola. 2000. Sekret uspeha 1. Helsingin kauppakorkeakoulu, Helsinki.

Assessment criteria

Oral exam 60 %
Assignments 20 %
Class participation 20 %

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

Language Project in Russian

- Code: RUS4LE050
- Extent: 2 ECTS (54 h)
- Timing: from 4th to 7th semester
- Language: Russian
- Target level: B2
- Level: Professional studies
- Type: Compulsory (the project is compulsory in one of the main languages)

Learning outcomes

The aim of the course is that students are able to complete a project demonstrating good writing skills and independent command of the Russian language and culture. The project also enhances students' professional competencies.

Course contents

Students plan and implement a language project on a business topic in a group, and in this way practice their language and project management skills.

The topic of the project is agreed upon with the instructor and a representative from a company/organization. The topic should differ from the topic that students address in their theses.

Cooperation with the business community

The project topic should relate to real-life business and should also be commissioned by a company or other organisation. The project should also be of benefit to the commissioning company or organisation.

Teaching and learning methods

Attendance is compulsory in the introduction session which is held prior to the project. Students then present their project plan. They report on the progress of the project and present the final report to the instructor at dates agreed upon with the instructor.

Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Independent study: 54 h

Recognition of prior learning (RPL)

The student may display that s/he manages the course objectives and contents mentioned in the course description. S/he displays her/his competence by a portfolio and by a demonstration of skills together with a separate description concerning her/his previous experience in a language project. The student must agree upon this in person with the teacher two weeks prior to the implementation of the project at the latest.

Contact teachers

Oleg Matossov, Pasila
Pirjo Salenius, Pasila

Learning materials

Reference literature and materials received from the commissioning company/organisation

Assessment criteria

Pass/Fail

Tehdyt toimenpiteet

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Restonomi – Tradenomi – Medianomi – Liikunnanohjaaja – Aikuiskoulutus



Spanish Business Communication

(Español de los negocios)

- Code: SPA4LE010
- Extent: 3 ECTS (81 h)
- Timing: Semester 3
- Language: Spanish
- Competence level: B1
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Spanish

Prerequisites

Spoken Spanish in Practice (SPA4LE070)

Learning outcomes

The course objective is to know the characteristic of business life in Spain as well as trade relations between Finland and Spain

Upon successful completion of the course, the student

- learns the distinctive features of doing business in Spanish
- acquires the skills to use Spanish flexibly and efficiently in various social contexts, as well as in one's studies and in professional contexts
- will make a Europass CV in Spanish.
- knows how to do a presentation about a company
- knows how to present products or services at a fair
- makes a portfolio on their oral and written tasks

Course contents

The course covers common business situations: presenting oneself in a company, accepting visitors, job interviews, making a CV, product presentations, company presentations, as well as fairly easy business texts. Students give an oral presentation on a company or product.

The course introduces students to Spanish business culture:

- cultural differences, corporate forms, organisation, commerce, finance, marketing, tourism, workplace culture
- products and services, Trade fair, sustainable development and logistics
- marketing, tourism, fairs and apply for work
- the trade relations between Finland and Spain

Teaching and learning methods

The course consists of contact hours and independent study, totaling 81 hours of study time.
 Contact hours 48 h (1 x 3h / week) including two written exams 2 h + 2 h = 4 h
 Self-study 32 h
 Self-assessment of learning 1 h
 Mandatory attendance 80 %
 Class exercises must be completed before the written exams.

Recognition of prior learning (RPL)

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

Contact teacher

Pekka Savinainen, Pasila

Learning materials

Lindgren Kristina - Savinainen Pekka - Seppä Ritva 2008. Claves del Éxito: Liike-elämän espanjaa. Edita Publishing Oy, Helsinki.
 Dictionaries: Spanish-Finnish, Spanish-English, Spanish-Swedish.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none"> ▪ develops oral language with great skill and high level of interactive communication. ▪ learns and practices different genres of discourse and, at the same time, he/she is able to reproduce fairly fluent and understandable spoken language. ▪ acquires an extensive vocabulary in business communication in professional settings. ▪ acts naturally in any environment where he/she needs to use 	<p>The student:</p> <ul style="list-style-type: none"> ▪ speaks Spanish with a certain correction and he/she also tries to overcome any language barriers by making use of body language and other forms of communication. ▪ tries to improve her/his skills in the use of business Spanish and uses simpler language to explain more abstract concepts. ▪ slowly learns business Spanish vocabulary and also makes a great effort to create coherent and comprehensible language 	<p>The student:</p> <ul style="list-style-type: none"> ▪ has some difficulty in learning, but he or she is moving towards improving her/his knowledge of business Spanish. ▪ uses very short sentences and very basic language constructions. ▪ has limited vocabulary, but is understandable to native speakers. ▪ understands what is spoken in his/her environment and also participates to some degree in it.

Spanish on a high cultural level.

- when talking to native speakers.
- expresses himself or herself in Spanish-speaking environments.

Written exams 70 %
Class assignments 30 %

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

Spanish Business Documents

(Correspondencia comercial en español)

- Code: SPA4LE046
- Extent: 3 ECTS (81 h)
- Timing: Semester 4
- Language: Spanish
- Competence level: B1
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Spanish

Prerequisites

Spanish Business Communication (SPA4LE010) or equivalent.

Learning outcomes

Students

- acquire the skills to produce clear, logical and detailed business texts on complex business matters
- are able to write business letters and PR letters in Spanish
- know letter standards, business and PR correspondence in Spanish, as well as meeting documents
- The course focuses on written communication skills in various business contexts. Business correspondence is practiced via e-mail with a partner polytechnic, or among HAAGA-HELIA students.

Course contents

Distinctive features of written Spanish:

- spelling and use of punctuation
- business correspondence: offers, offer requests, orders, claims, invoicing and warehouse management
- PR letters: invitations, congratulations, thank you letters, condolences and sales letters
- internal communications: invitations to meetings, minutes of meetings
- in-class simulation of meetings.

Teaching and learning methods

The course consists of contact hours and independent study, totaling 81 hours of study time.

Contact hours 28 h (2h/week)

Two written exams 2 x 2 h = 4 h

Independent study 48 h

Self-assessment of learning 1 h

Course exercises must be completed before the exams.

Recognition of prior learning (RPL)

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

Teacher with the main responsibility for the course

Pedro Beltrán Herrera, Pasila

Course materials

Lindgren Kristina - Savinainen Pekka - Seppä Ritva 2008. Claves del Éxito: Liike-elämän espanjaa: Chapter 5, Edita Publishing Oy, Helsinki.
Dictionaries: Spanish-Finnish, Spanish-English, Spanish-Swedish.

Binder, Kärnä, Métivier, Miestamo, Salenius, Savinainen, Solonen, Taimio & Åberg 2007. Liikeviestinnän käsikirja - Viestit vaihtoon 7 kielellä. Edita. Helsinki.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student: <ul style="list-style-type: none">can write the standard business letter very well.communicates very well, is able to choose appropriate style and produces correct language.is able to apply during the course acquired skills and can use dictionaries and other sources of information well. The use of vocabulary and phrases is versatile and fluent.can write accurate messages that are ready to send.	The student: <ul style="list-style-type: none">can write the standard business letter well.communicates well, is able to generally choose appropriate style and produces mostly correct language.is able to write understandable and correct messages using basis phrases related to the topic.is able to use dictionaries and other sources of information.can write messages that are for the most part accurate and ready to send, though it is recommended that they be checked.	The student: <ul style="list-style-type: none">can write the standard business letter fairly well.communicates fairly well, is able to sometimes choose appropriate style and produces somewhat correct language. Grammatical aspects of the language need to be worked on. Messages are for the most part understandable but they need to be carefully corrected. Messages written by the student cannot be sent as written.

Written exam 70 %
Exercises 30 %

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

Language Project in Spanish

- Code: SPA4LE050
- Extent: 2 ECTS (54 h)
- Timing: from 4th to 7th semester
- Language: Spanish
- Target level: B2
- Level: Professional studies
- Type: Compulsory (the project is compulsory in one of the main languages)

Learning outcomes

The aim of the course is that students are able to complete a project demonstrating good writing skills and independent command of the Spanish language and culture. The project also enhances students' professional competencies.

Course contents

Students plan and implement a language project on a business topic in a group, and in this way practice their language and project management skills.

The topic of the project is agreed upon with the instructor and a representative from a company/organization. The topic should differ from the topic that students address in their theses.

Cooperation with the business community

The project topic should relate to real-life business and should also be commissioned by a company or other organisation. The project should also be of benefit to the commissioning company or organisation.

Teaching and learning methods

Attendance is compulsory in the introduction session which is held prior to the project. Students then present their project plan. They report on the progress of the project and present the final report to the instructor at dates agreed upon with the instructor.

Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Independent study: 53 h

Self-assessment of learning: 1 h

Recognition of prior learning (RPL)

The student may display that s/he manages the course objectives and contents mentioned in the course description. S/he displays her/his competence by a portfolio and by a demonstration of skills together with a separate description concerning her/his previous experience in a language project. The student must agree upon this in person with the teacher two weeks prior to the implementation of the project at the latest.

Contact teachers

Pedro Beltrán Herrera, Pasila

Learning materials

Reference literature and materials received from the commissioning company/organisation

Assessment criteria

Pass/Fail

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

Tehdyt toimenpiteet

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Restonomi – Tradenomi – Medianomi – Liikunnanohjaaja – Aikuiskoulutus



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Business and Society in Latin America

(Economía y sociedad latinoamericanas)

- Code: SPA4LE055
- Extent: 4 ECTS (108 h)
- Timing: 7th Semester
- Language: Spanish
- Competence level: B2
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Spanish

Prerequisites

Spanish Business Communication (SPA4LE010) and Spanish Business Documents (SPA4LE046)

Learning outcomes

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

Upon successful completion of the course, the student

- becomes familiar with the distinctive features of Latin America: geographical differences, history, as well as economy, society and government
- acquires the skills to prepare presentations on the basis of information gathered from various oral and written sources
- can comprehend difficult Spanish texts, communicate their ideas fluently, as well as write summaries of newspaper articles in Spanish.

Course contents

The course is divided to two parts:

Latin America's history, society and current affairs

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

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

The contents of the course are:

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

Teaching and learning methods

The course consists of contact hours and exercises, totaling 108 hours of study time.

Latin America: this part covers 54 h, including class and independent study, and spans the length of one period.

Contact hours 24 h (3 h / week)

Written exam 2 h.

Oral presentation

Self-study, exercises and preparation for exam 27,5 h

Spanish Newspaper Texts: this part covers 54 h, including class and independent study. This part spans the length of one period.

Contact hours 24 h (3 h / week)

Written examination 2 h

Self-study, exercises and preparation for examination 27,5 h

Self-assessment of learning 1 h

Class exercises must be completed before the examinations.

Recognition of prior learning (RPL)

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

Contact teacher

Pedro Beltrán Herrera, Pasila

Learning materials

Vásquez, Germán & Marínez Díaz, Nelson 2009. Historia de América Latina. SGEL, Madrid.

Masoliver, Joaquín & Vidales, Carlos 2009. América Latina. Samfundslitteratur. Gylling.

Ángeles Albert, María & Ardanaz, Francisco 2009. Hispanoamérica, ayer y hoy: historia y arte, demografía,

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none">understands challenging economic news in his/her field and is able to summarize its main contents successfully.is able to apply during the course acquired skills in practice on a high level.is able to use sources of information	<p>The student:</p> <ul style="list-style-type: none">understands economic news in his/her field and is able to summarize its main contents logically.knows vocabulary concerning enterprises and economic situations well.is able to apply during the	<p>The student:</p> <ul style="list-style-type: none">understands economic news of his/her field and is able to name their main points. His/her use of the vocabulary concerning enterprises and economic situations is limited.is able to apply during the

<p>in a versatile and critical way to support his/her work and shows excellent cultural knowledge when using sources.</p> <ul style="list-style-type: none"> ▪ adapts cultural to content well and is able to share his/her professional knowledge and skills with others. 	<p>course acquired skills in practice well.</p> <ul style="list-style-type: none"> ▪ is able to use sources of information independently to support his/her work and shows cultural knowledge when using sources. ▪ adapts to cultural content fairly well and is able to share his/her professional knowledge and skills with others. 	<p>course acquired skills in practice only adequately.</p> <ul style="list-style-type: none"> ▪ is able to use sources of information to support his/her work and shows some cultural knowledge when using sources. ▪ is able to share his/her professional knowledge and skills with others in a limited manner.
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Written exams 70 %

Written and oral exercises 30 %

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

Swedish Business Communication

(Affärskommunikation)

- Code: SWE4LE041
- Extent: 3 ECTS (81 h)
- Timing: 3rd semester*
- Language: Swedish
- Level: professional studies
- Type: elective**

*the course is offered only in autumn semesters

**required of students with compulsory Swedish

Prerequisites

Starting level: B1

Basic Business Swedish (SWE1LE001)

Learning outcomes

Target level: B2

Students gain a thorough understanding of the status of companies and business practices in the Nordic countries, and become capable of managing everyday situations in Swedish, both oral and written.

Course contents

The course includes discussions on the status of companies in the Nordic Countries, simulation of various business situations, review of business practices and culture, as well as discussions on the forms and styles of business communications. The course focuses on case studies and also involves a lot of spoken exercises. The course is recommended also for students who have not chosen Swedish as one of their main languages.

- Nordic trade
- commerce situations
- customer bulletins
- requests for quotation
- quotation
- sales letters
- orders and order confirmations
- complaints and letters of adjustment
- telephone Swedish.

Cooperation with the business community and other organisations

Students interview people in companies about the company's communications or send a questionnaire to a Nordic company.

Teaching and learning methods

Contact hours 30 h
 Independent study 14 h
 Writing business letters and portfolio 15 h
 Interview and report 4 h
 Preparing for exam 15 h
 Exam and feedback 2 h
 Self-assessment of learning 1 h

Teachers with the main responsibility for the course

Marketta Keisu, Pasila
 Sirpa Kajarinne, Haaga

Course materials

Keisu, M. 2013. Affärskommunikation - teori och skriftliga övningar
 Keisu, M. 2010. Affärskommunikation - muntliga övningar
 Other handouts provided by the teacher

Assessment criteria/scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- has a solid command of key skills and concepts in written and oral business communication in Nordic business culture and can apply the learned skills in practice.
- is able to choose and critically evaluate issues of a given situation and culture in an appropriate style.
- is able to use business vocabulary in a varied way and is able to apply other skills learned in working life and during this course.
- produces fluent, coherent and grammatically correct language. Messages could be used in

The student:

- has a command of key skills and concepts in written and oral business communication in Nordic business culture and can apply the learned skills in practice.
- is able to choose and validate the appropriate style for a given situation and culture.
- is able to create businesslike messages by using the key vocabulary in business communication.
- produces adequate and coherent, grammatically mostly correct language. Messages could be often used in working life

The student:

- has a satisfactory command of key skills and concepts in written and oral business communication in Nordic business culture.
- has understanding of the importance of different styles in communication and can apply the learned samples in practice.
- has a basic command of vocabulary in business communication. Regarding content, structure and grammar, messages are simpler but mostly understandable.

working life directly.

directly.

Written exam 50 %

Spoken exam and class participation 30 %

Written assignments 20 %

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

Spoken and Written Business Swedish

- Code: SWE4LE050
- Extent: 4 ECTS (108 h)
- Timing: 7th semester
- Language: Swedish
- Competence level C1
- Level: Professional studies
- Type: optional

Prerequisites

Basic Business Swedish (SWE1LE001) and PR Swedish (SWE4LE063)

Learning outcomes

Upon successful completion of the course, the student

- understands how to write various types of messages and documents pertaining to doing business and managing business in Nordic countries.
- is able to manage internal and external communications in Swedish
- knows how to make report and presentations in demanding business situations
- acquire the skills required in managing corporate communications pertaining to personnel and finance

Course contents

In part focusing on written skills emphasis is on the Nordic business environment, organizational communication, meeting practices and corporate finance and writing different kind of documents on these themes. Students also write a portfolio of a business area in cooperation with some partner organizations.

In part focusing on oral skills there will be practice with presentations, group discussions, simulated business negotiations and meeting and recruitment events.

- annual report (written part)
- various publications (written part)
- corporate and public sector administration texts (written part)
- meeting documents (written part)
- internal bulletins (written part)
- companies and organizations in Nordic content (spoken and written part)
- press conferences (spoken part)
- meetings, negotiations and presentations (spoken part)

Cooperation with the business community

A portfolio of a business area in cooperation with our Nordic partner organizations

Teaching and learning methods

The course lasts one semester and includes two parts (a written and a spoken part), in which the students learn to develop earlier learned skills and implement those skills in practice. The written part will include 2 h / week during one whole semester, and the spoken part will include 2,5-3 h / week during one period.

Contact hours 46 h

Self-study and assignments 61 h

Self-assessment of learning 1 h

In the spoken part mandatory attendance 80%

Alternative completions

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

Recognition of prior learning (RPL)

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

Contact teachers

Marjaana Halsas, Pasila

Sirpa Kajarinne, Haaga

Learning materials

Halsas, M. 2009. Ekonomiska texter och dokument (a course handout)

Carlsson, B-M & Halsas, M. & Lehtoviita K. 2009. Muntlig rapportering (a course handout)

All basic material can be downloaded from Moodle.

Assessment criteria, written part/scale 5-1.

5 excellent

The student:

- understands challenging financial news and reports in depth and is able to summarize their main contents in detail.
- has a wide knowledge of vocabulary concerning an enterprise and its financial situation.
- is able to use sources of

3 good

The student:

- understands challenging financial news and reports and is able to summarize their main contents.
- has a good knowledge of vocabulary concerning an enterprise and its financial situation.
- is able to apply well during

1 satisfactory

The student:

- understands financial news and reports and is able to summarize their main points.
- uses vocabulary concerning an enterprise and its financial situation in some limited manner.
- is able to adequately apply during the course acquired skills to

- | | | |
|---|--|--|
| <p>information successfully.</p> <ul style="list-style-type: none"> ▪ adapts to cultural content very well and is able to share his/her professional knowledge and skills with others very well. | <p>the course acquired skills to practice and is able to use sources of information independently.</p> <ul style="list-style-type: none"> ▪ is able to share her/his professional knowledge and skill with others well. | <p>practice and is also able to use various sources of information.</p> <ul style="list-style-type: none"> ▪ is able to share her/his professional knowledge with others in a limited manner. |
|---|--|--|

Assessment criteria, spoken part/scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- understands and is able to discuss in depth challenging financial news and reports, and is able to summarize their main contents in detail.
- has a wide knowledge of vocabulary concerning an enterprise and its financial situation.
- is able to use sources of information successfully.
- adapts to cultural content very well and is also able to share his/her professional knowledge and skills with others very well.
- is able to master meetings and conversations on higher levels in business interactions.

The student:

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

The student:

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

Written part:

Exam 70 %

Assignments 30 %

Spoken part:

Oral exam 40 %

Assignments 30 %

Class participation 30 %

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

Language Project in Swedish

- Code: SWE4LS051
- Extent: 2 ECTS (54 h)
- Timing: from 4th to 7th semester
- Language: Swedish
- Target level: B2
- Level: Professional studies
- Type: Compulsory (the project is compulsory in one of the main languages)

Learning outcomes

The aim of the course is that students are able to complete a project demonstrating good writing skills and independent command of the Swedish language and culture. The project also enhances students' professional competencies.

Course contents

Students plan and implement a language project on a business topic in a group, and in this way practice their language and project management skills.

The topic of the project is agreed upon with the instructor and a representative from a company/organization. The topic should differ from the topic that students address in their theses.

Cooperation with the business community

The project topic should relate to real-life business and should also be commissioned by a company or other organisation. The project should also be of benefit to the commissioning company or organisation.

Teaching and learning methods

Attendance is compulsory in the introduction session which is held prior to the project. Students then present their project plan. They report on the progress of the project and present the final report to the instructor at dates agreed upon with the instructor.

Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Independent study: 54 h including Self-assessment of learning 1 h

Recognition of prior learning (RPL)

The student may display that s/he manages the course objectives and contents mentioned in the course description. S/he displays her/his competence by a portfolio and by a demonstration of skills together with a separate description concerning her/his previous experience in a language project. The student must agree upon this in person with the teacher two weeks prior to the implementation of the project at the latest.

Contact teachers

Marjaana Halsas, Pasila

Learning materials

Reference literature and materials received from the commissioning company/organisation

Assessment criteria

Pass/Fail

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

Free-choice Studies

Intercultural Awareness 2

- Code: CUL8LE025
- Extent: 4 ECTS (107 h)
- Semester: 3-7
- Language: English
- Level: professional studies
- Type: free-choice

Prerequisites

Increasing Intercultural Awareness course or equivalent culture course.
Basic knowledge of using IT tools and networks.

Learning outcomes

The students

- become aware of the cultural problematics in connection with intercultural communication and of the eventual means to cope with them
- learn how to interpret and adapt in intercultural situations, how to communicate in ways that will reduce tension and avoid conflict in intercultural communication and how to develop proactive methods for later use
- learn how to work in study groups, how to communicate using the networks and how to process the information found on the Internet.

Course contents

To appreciate and value diversity becomes more and more important. The depth and complexity of problems facing the Union and the world today makes it necessary to create work environments where all individuals can feel valued.

The ICC course forum will provide information in some practical areas of cultural difference. We emphasize norms, assumptions, and behaviors that often lead to misunderstanding and failure in attempts to collaborate and develop trusting business relationships and comfortable cross-cultural alliances.

Students work in study groups reading the lecture material and doing assignments using the networks. Having worked efficiently with the material and the activities you should begin to plan your own development in the direction of a good international communicator. Furthermore, you need to know the important facts about the cultural systems of both your and the recipient's culture. Developing skills with linguistic diversity is a necessity.

Having worked through the literature and the activities of the lesson you should be able to increase the awareness of your own efficiency in the workplace. Furthermore, you should be able to change styles in accordance with the requirements and be able to assume accommodating or collaborating styles. You will have a good grasp of the behavioral elements that you may use to avoid or reduce conflict in intercultural communication and you can be proactive in order to avoid uncertainty and business conflict.

Teaching and learning methods

Netcourse with an introductory meeting
Working on study groups, consultations using networks.

Teacher with the main responsibility for the course

Anneli Riktig, Pasila

Course materials

Carley H. Dodd: Dynamics of Intercultural Communication, McGraw-Hill, 5th Edition.

Richard D. Lewis: When Cultures Collide, Nicholas Brealey Publishing, Revised Edition 2001. Internet material.

Assessment criteria

Examination 60 %

Final report and discussions 40 %

Chinese for Beginners

- Code: CHI8LE004
- Extent: 6 ECTS (162 h)
- Timing: 1st Semester
- Language: English/Chinese
- Level: core studies/free-choice studies
- Type: elective*

* but required of students who have chosen compulsory Chinese

Prerequisites

No prerequisites.

Learning outcomes

Target level: A1

Students

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

Course contents

- the four main tones and the 5th toneless one
- the consonants and vowels of the Pinyin transliteration system
- vocabulary and sentence types from everyday conversation
- basic grammar rules on verbs, adjectives, sentence structure, etc.
- about 180 basic Chinese characters

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

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

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

Teaching and learning methods

Interactive classroom activities
Individual and pair work
Internet learning 30 %
Mid-term and final exams
Self-assessment of learning 1h

Alternative ways to complete the course

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

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

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Hai Guo & YLE 2009: BBC Real Chinese/Kiinaa matkailijoille, Finnlectura (lesson 1-3)
Hai Guo 2010: Multimedia English materials based on "Matka Kiinan kieleen ja kulttuuriin"
Gu Feng 2009: Mandarin Teaching Toolbox, Volume 1, Confucius Institute at BCIT
Wu Zhongwei 2003: Contemporary Chinese, Sinolingua (only the pinyin exercise book)

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">is able to understand simple oral and written messages and transmit them successfully to the recipient. Speaking and writing skills are excellent as far as constructions and/or	<ul style="list-style-type: none">is often able to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are good as far as constructions and/or pronunciation is	<ul style="list-style-type: none">has limited capability to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are passable as far as constructions and/or

- pronunciation is concerned. knows how to apply the learned skills in practice on simple constructions in new situations.
- concerned. has readiness to apply the learned skills in practice on simple constructions in new situations.
- pronunciation is concerned. is able to recognize simple constructions and frequently used expressions in different situations.

Mid-term examination: 50%

Final examination: 50 %

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

Intermediate Chinese

- Code: CHI8LE005
- Extent: 3 ECTS (81 h)
- Timing: Period 1, Semester 2
- Language: English/Chinese
- Level: Core studies/ Free-choice studies
- Type: elective*

* but required of students who have chosen compulsory Chinese

Prerequisites

Starting level: A1.1

Chinese for Beginners, or two semesters of beginner's level Chinese

Learning outcomes

Students

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

Course contents

- consonants and vowels of the Pinyin system
- telling the time, hobbies and everyday routines
- telling about one's family and everyday life
- arranging appointments
- grammar rules for creating different types of sentences
- different kinds of question sentences and their answers
- learning to read and write about 60 common Chinese characters

Teaching and learning methods

Interactive classroom activities
Individual and pair work
Self-assessment of learning 1h

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test
One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Hai Guo & YLE 2009: BBC Real Chinese/Kiinaa matkailijoille, Finnlectura (lessons 3-10)
Gu Feng 2009: Mandarin Teaching Toolbox, Volume 2, Confucius Institute at BCIT

Assessment criteria/scale 5-1.

5 excellent

The student:

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

3 good

The student:

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

1 satisfactory

The student:

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

Final examination: 100%

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

Contemporary Finnish Literature

- Code: FIN8LE001
- Extent: 3 ECTS (81 h)
- Timing: Semester 4-7
- Language: Finnish/ English
- Competence level: B2
- Level: professional studies
- Type: free choice

Prerequisites

Taking the exam requires very good Finnish skills and knowledge of the basic terms of literary research.

Learning outcomes

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

Course contents

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

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

Teaching and learning methods

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

Teacher with the main responsibility for the course

Sanna Kukkonen, Pasila

Course materials

Students read four novels, one of each category:

- a. Leena Lander: Liekin lapset or Katja Kettu: Kätilö
- b. Kari Hotakainen: Ihmisen osa or Tuomas Kyrö: Kerjäläinen ja jänis
- c. Juha Itkonen: Anna minun rakastaa enemmän or Riikka Pulkkinen: Totta
- d. Matti Rönkä: Väärän maan vainaja or Outi Pakkanen: Seuralainen

Assessment criteria/scale 5-1.

5 excellent

The student:

- has read all the required books and is able to

3 good

The student:

- has read all the required books and is able to

1 satisfactory

The student:

- | | | |
|---|--|--|
| <p>demonstrate that by interpreting the texts, discussing the different elements and giving relevant examples.</p> <ul style="list-style-type: none"> ▪ understands fully the basic literary concepts and uses them correctly. | <p>demonstrate that.</p> <ul style="list-style-type: none"> ▪ is partly able to interpret the texts according to the assignment and gives some examples, which aren't always relevant. ▪ understands partly the basic literary concepts and uses some of them correctly. | <ul style="list-style-type: none"> ▪ may have read all the required books but is not able to demonstrate that. ▪ is able to interpret some aspects of the texts according to the assignment and he/she may give few examples. ▪ has limited understanding and usage of the basic literary concepts. |
|---|--|--|

Tehdyt toimenpiteet

Written exam 100 %.

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

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

Tehdyt toimenpiteet

German for Beginners 1

(Deutsch für Anfänger 1)

- Code: GER8LE080
- Extent: 6 ECTS (162 h)
- Timing: Semester 1-7
- Language: German and English
- Competence level: A1
- Level: core studies
- Type: free-choice

Prerequisites

No prerequisites

Learning outcomes

Students

- acquire a solid grasp of German grammar
- are able to use German in everyday situations, both oral and written.

Course contents

German grammar, vocabulary pronunciation and everyday and business conversation practice.

- Key aspects of German grammar
- Everyday and business vocabulary

Teaching and learning methods

Contact hours 60 h (4 h/week)

Independent study, assignments and preparing for exam 97 h

Written exams 4 h

Self-assessment of learning 1 h

Teacher with the main responsibility for the course

Sirpa S. Bode, Pasila

Course materials

Paul Goggle & Heiner Schenke: Willkommen! a first course in German. Hodder education.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
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<ul style="list-style-type: none"> ▪ Student understands simple oral and written messages and can forward them successfully to the recipient ▪ Speaking and writing simple language structures and/or pronunciation are very good ▪ Student can use learned new items in simple structures and language use situations 	<ul style="list-style-type: none"> ▪ Student is often able to understand simple oral and written messages and to forward them to the recipient ▪ Speaking and writing simple language structures and/or pronunciation are good ▪ Student is often able to use learned new items in simple structures and language use situations 	<ul style="list-style-type: none"> ▪ Student sometimes understands simple oral and written messages and is able to forward some of them to the recipient ▪ Speaking and writing simple language structures and/or pronunciation are poor ▪ Student recognizes learned new items in simple structures and language use situations
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Assessment criteria

Mandatory attendance 80 %

Written exam 80 %

Class participation 20 %

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

German for Beginners 2

(Deutsch für Anfänger 2)

- Code: GER8LE030
- Extent: 3 cr (81 h)
- Timing: Semester 1-7
- Language: German
- Competence level: A1
- Level: core studies
- Type: free-choice

Prerequisites

German for Beginners 1(GER8LE080) or equivalent.

Learning outcomes

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

Course contents

German grammar, vocabulary, pronunciation and everyday and business conversation practice.

- Key aspects of German grammar
- Everyday and business vocabulary

The course contents of this course are the same than of German for Beginners, but the themes are covered in more depth.

Teaching and learning methods

Contact hours 30 h (2 h/week)

Independent study, assignments and preparing for exam 48 h

Written exam 2 h

Self-assessment of learning 1 h

Teacher with the main responsibility for the course

Sirpa S. Bode, Pasila

Course materials

Paul Goggle & Heiner Schenke: Willkommen! a first course in German. Hodder education.

In addition: Riitta Louhimo & Johanna Toivonen: Spielend leicht. Saksan kieliopin kertaus- ja harjoituskirja.

Finn Lectura & lecturer's handouts.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<ul style="list-style-type: none"> ▪ Student usually understands simple and diverse oral and written messages and is able to forward them successfully to the recipient ▪ Speaking and writing language structures and/or pronunciation are very good ▪ Student can use learned new items in new, diverse language use situations 	<ul style="list-style-type: none"> ▪ Student often understands simple and diverse oral and written messages and is able to forward them to the recipient ▪ Speaking and writing language structures and/or pronunciation are good ▪ Student is often able to use learned new items in familiar, diverse language use situations 	<ul style="list-style-type: none"> ▪ Student sometimes understands simple and diverse oral and written messages and is able to forward some of them to the recipient ▪ Speaking and writing language structures and/or pronunciation are poor ▪ Student can use learned new items in simple language use situations

Assessment criteria

Written exam 80 %
Class participation 20 %

Mandatory attendance 80 %

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

Economy, Culture and Partnership in the Heart of Europe (excursion)

Wirtschaft, Kultur und Partnerschaft im Herzen Europas (Exkursion)

Code: GER8LE072

Extent: 3 ECTS (81 h)

Timing: Intensive week (October 2013) for students in 3rd-7th semester

Language: German

Competence level: min. A2

Level: Professional studies

Type: Free-choice

Attention!

This course is subject to charges (flight, accommodation, board, public transportation, entrance fees). Please note that the registration in the first meeting is binding!

Number of participants

Min. 10, max. 15 students.

Prerequisites

The student should have at least A2 competency level.

Learning outcomes

After completing the course the student has improved her/his understanding of the German culture and finds it easier to express her/himself in German. During the company visits the student familiarizes her/himself with the German business life. The project also enhances student's professional competencies.

Course contents

Students book their flights, accommodations, one-week-tickets for the public transportation, and a mutually agreed guided tour. In this way they practice their language and project management skills.

The excursion includes visits to different companies in Germany, cultural events and cooperation with a partner school.

Students are involved in the planning phase and are responsible for organizing details of the excursion.

Teaching and learning methods

Attendance is compulsory in the introduction session in which the group tasks are given and in the follow-up sessions. Students write a learning diary during the whole project. Communication and status updates take place via Moodle. Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Self-assessment of learning 1 h.

Recognition of prior learning

Not applicable.

Contact teacher

Sirpa S. Bode, Pasila

Learning materials

Materials received from the companies/organizations/partner school.

Assessment criteria

Pass/Fail.

Learning diary obligatory. 'Pass' requires active participation in organizing the excursion as well as on the spot in Germany.

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

Application

Please send your open application incl. your CV per E-Mail to: sirpa.s.bode@haaga-helia.fi . The candidates will also be interviewed.

Cultural Portfolio of German-speaking Europe

(Kulturportfolio vom deutschsprachigen Europa)

- Code: GER8LE070
- Extent: 3 ECTS (81 h)
- Timing: 1st-7th semester
- Language: German / English
- Competence level: A2-B2
- Level: professional studies
- Type: free-choice

Please note:

Student can work on his/her portfolio from the first up to the seventh semester!

Prerequisites

Min. A2

Learning outcomes

After completing the course student

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

Course contents

Student familiarizes himself with German-speaking cultural activities offered in Helsinki area. He visits different German or German-speaking institutes, organisations, restaurants/cafes, watches films, etc. and reports about them in writing. Each report is controlled, corrected and feedback is given personally.

Cooperation with the business community

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

Teaching and learning methods

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

This course involves 81 hours independent work including Self-assessment of learning assignment of 1 h.

Contact teachers

Learning materials

To be agreed individually with teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none">▪ can demonstrate a thorough knowledge of German-speaking cultural life in Helsinki area.▪ is also able to show autonomy in locating appropriate sources of information.▪ is able to express himself/herself fluently using a wide range of vocabulary and consistently accurate grammatical structures.	<p>The student:</p> <ul style="list-style-type: none">▪ can demonstrate a good knowledge of German-speaking cultural life in Helsinki area.▪ is also able to locate information from different sources▪ is able to express himself/herself well using a range of vocabulary and accurate grammatical structures.	<p>The student:</p> <ul style="list-style-type: none">▪ can demonstrate a basic knowledge and understanding of German-speaking cultural life in Helsinki area.▪ is also able to summarise information from different sources▪ is able to express himself/herself using a basic range of appropriate vocabulary and grammatical structures.

Assessment criteria

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

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

German Literature

(Deutschsprachige Schönliteratur)

- Code: GER8LE071
- Extent: 3 ECTS (81 h)
- Timing: Semester 4-7
- Language: German
- Competence level: B2
- Level: professional studies
- Type: free-choice

Prerequisites

Taking the exam requires strong German skills.

Learning outcomes

Students build their skills in understanding and interpreting novels in the German language.

Course contents

The course covers four key novels from Germany, Austria and Switzerland. The course is completed through independent study (81 hours). Written exam.

Students read novels in German and take an exam on them.

Teaching and learning methods

The course involves a written exam and 80 hours of independent study.
Self-assessment of learning 1 h

Teacher with the main responsibility for the course

Sirpa S. Bode, Pasila

Course materials

Thomas Mann: Tristan
Thomas Mann: Der Tod in Venedig
Franz Kafka: Die Verwandlung
Heinrich Böll: Nicht nur zur Weihnachtszeit

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:

<ul style="list-style-type: none"> ▪ has read all the required books and is able to demonstrate that by interpreting the texts, discussing the different elements and giving relevant examples. ▪ understands fully the basic literary concepts and uses them correctly. 	<ul style="list-style-type: none"> ▪ has read all the required books and is able to demonstrate that. ▪ is partly able to interpret the texts according to the assignment and gives some examples, which aren't always relevant. ▪ understands partly the basic literary concepts and uses some of them correctly. 	<ul style="list-style-type: none"> ▪ may have read all the required books but is not able to demonstrate that. ▪ is able to interpret some aspects of the texts according to the assignment and he/she may give few examples. ▪ has limited understanding and usage of the basic literary concepts.
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Assessment criteria

Written exam 100 %

Students must answer at least three of four exam questions. Minimum requirement is 50 %. Full points can be received only by answering all four questions.

Retakes are possible only for those who have taken the initial exam.

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

Tehdyt toimenpiteet

Nordisk Handel

- Tunnus: IBU8LS005
- Laajuus: 6 op (162 h)
- Ajoitus: 4.-7. lukukausi
- Opetuskieli: ruotsi
- Opintojakson taso: ammattiopinnot
- Opintojakson tyyppi: vapaasti valittava

Lähtötaso

Hyvä ruotsin kielen taito

Oppimistavoitteet

Tavoite on, että opiskelija

- oppii tuntemaan pohjoismaista liike-elämää, yrityskulttuuria ja yhteistyömahdollisuuksia
- ymmärtää organisaatioiden ja yritysten toimintaa ja kaupankäynnin erikoispiirteitä Pohjolassa
- kehittää ruotsin kielen suullista ja kirjallista taitoaan käytännössä
- kiinnostuu mahdollisuuksista toimia pohjoismaisessa yhteistyössä

Sisältö

- opintokäyntejä yrityksissä ja organisaatioissa pääkaupunkiseudulla
- opintomatka Ruotsiin tai muuhun pohjoismaahan, jonka järjestelyihin koko ryhmä osallistuu
- haastattelututkimus kohdeyrityksissä ryhmän valitsemista aiheista (riippuen HAAGA-HELIAn meneillään olevista muista projekteista ja painopistealueista).

Opetus- ja oppimismenetelmät

Osallistujat harjoittavat suullista ja kirjallista kielitaitoaan käytännön tilanteissa opintokäynneillä.

Opiskelijat

- keskustelevat yrityskäynneistä ja matkajärjestelyistä (Moodle).
- osallistuvat keskusteluihin ryhmän tapaamisissa ja yrityskäynneillä.
- raportoivat yrityskäynneistä kirjallisesti.
- esittelevät haastattelututkimushankkeitaan ja -tuloksiaan

Oman oppimisen arviointi 1 h

Vastuopettajat

Marjaana Halsas, Pasila
Kirsi Lehtoviita, Haaga

Oppimateriaali

Opetusmoniste. Ajankohtaisia lehti- ja verkkoartikkeleita sekä yritysten omaa materiaalia.

Arviointi

Kirjalliset suoritteet (projektitutkimus, raportit, sekä verkkokeskustelut) 40 %

Suullinen kielitaito kurssilla annetun näytön mukaisesti 40 %

Aktiivisuus kurssilla 20 %

Oman oppimisen arviointitehtävä ei vaikuta arvosanan muodostukseen. Tehtävä on kaikille opintojaksoille/-kokonaisuuksille yhteinen ja vastauksia käytetään myös opintojakson/-kokonaisuuden kehittämiseen.

Tehtävä tehdään WinhaOpaalissa.

Enterprise Resource Planning for Management Assistants

Code: INF8LE031
Extent: 3 ECTS (81h)
Timing: Semester 4-7
Language: English
Level: Professional studies
Type: Free-choice studies

Prerequisites

The student has successfully completed courses in Introduction to Marketing (WOR1LE001B), Organisations and Leadership (WOR1LE001C), Office Applications (WOR1LE001F), Basics of Accounting (ACC1LE026A).

Learning outcomes

Upon successful completion of the course, the student

- becomes familiar with a modern ERP (Enterprise Resource Planning) information system, its concepts and potential in contemporary business environment.
- is able utilize ERP systems basic functionalities and run business processes within the system.
- is able to model and portray business processes.
- is able to understand the interaction between various business areas through business processes.

Course contents

- Concept of ERP (Enterprise Resource Planning)
- Overview and modeling of business processes
- ERP supporting business routines from various aspects: customers, suppliers, products
- Execution of selected business processes within ERP system
- Adaptation of ERP system to support and benefit the usage needs within business environment

Cooperation with the business community

Real business based examples and cases used.

International dimension

International business approach utilized with course themes and topics.

Teaching and learning methods

Contact lessons
Exercises with ERP information system
Team assignment

Examination
Independent studies
Self-assessment of learning 1 h

Accreditation of prior learning

Not applicable

Teachers with the main responsibility for the course

Miikka Mäkelä

Course materials

Essential course materials are provided during the course in e-learning platform or handouts. Additionally, each student is allocated their own individual company in Microsoft Dynamics NAV ERP system, in which business processes are executed and various exercises completed.

Recommended Reading:

Monk, E. & Wanger, B. 2007. Concepts in Enterprise Resource Planning. Course Technology.
van der Hoeven, H. 2009. ERP and business processes. Coral Springs (FL): Llumina Press.

Assessment criteria

5 excellent

The student:

- commands and masters the key concepts in Enterprise Resource Planning and business processes.
- masters the basic features of MS Dynamics NAV system within the course scope, and manages the given tasks commendably. The student is able to model business processes analytically and logically.
- comprehends and analyzes a company's operations through its utilization of Enterprise Resource Planning and business process concepts in an excellent way. The student understands the significance and the potential of ERP system.

3 good

The student:

- knows some of the key concepts in Enterprise Resource Planning and business processes.
- knows the basic features of MS Dynamics NAV system within the course scope, and manages the given tasks well. The student is able to model business processes.
- comprehends and analyzes a company's operations through its utilization of Enterprise Resource Planning and business process concepts well. The student understands the significance of ERP system.

1 satisfactory

The student:

- understands some of the key concepts in Enterprise Resource Planning and business processes.
- knows some of the basic features of MS Dynamics NAV system within the course scope, and manages some of the given tasks passably. The student understands the basic rules and features of business process modeling.
- comprehends and analyzes a company's operations through its utilization of Enterprise Resource Planning and business process concepts passably.

Examination including both ERP system usage tasks and written questions 50%
Team Assignment 35%
Class attendance at ERP system exercise and business process modeling classes 15%

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

International Business Law

- Code: LAW8LS041
- Extent: 3 ECTS (81 h)
- Timing: 4th-7th semester
- Language: English
- Level: Free choice studies
- Type: Optional

Prerequisites

Introduction to Law or equivalent (e.g. LAW1LS004, LAW1LE019, LAW2LS045).

Learning outcomes

Upon successful completion of the course, the student

- knows the structure of the legal regulation of international business
- is able to describe and apply central rules governing international trade
- knows the various legal documents related to international trade
- is able to communicate with experts by using the right legal terminology of international business
- is able to seek information on legal aspects of international business

Course contents

- International trade co-operation and regulation (WTO, EU competition law)
- Sources of international business law
- Different ways of organizing multinational enterprise
- Obligations of the contracting parties in international trade
- Model contracts
- Financing and securities law
- Transportation law
- Dispute settlement

Teaching and learning methods

Contact lessons 6 h

Assignments and self-study in virtual learning environment 75 h

Alternative completions

A student who wishes to complete the entire course in an alternative way on the basis of her prior competences should consult the teacher.

Contact teachers

Sampo Mielityinen, Pasila

Learning materials

August Ray. 2009. International business law: text, cases, and readings. Fifth edition. Pearson Education, Upper Saddle River.

Additional learning material will be delivered during the course using the Moodle learning environment.

Assessment criteria

Assignments 100 %

International Congresses and Conferences

- Code: LEA8LS050
- Extent: 3 ECTS (81 h)
- Timing: 4th -7th semester
- Language: English
- Level: Professional studies
- Type: Free-choice studies

Prerequisites

Yrityksen suhdetoiminta (COM2LS070) or Corporate Public Relations (COM2LE070)

Learning outcomes

Upon successful completion of the course, the student is able to contribute to the successful planning and execution of domestic and international conferences and congresses.

Course contents

The course focuses on the planning and organizing international and domestic congresses and conferences. The student acquires theoretical knowledge during lectures and independent studies, and practical knowledge during excursions and in group work where he/she will apply the knowledge to practice by planning an international congress as a group work assignment. The topics covered are:

- prerequisites for congresses and conferences planning
- congress organisation and HR aspects
- timing and venue
- financial planning
- scientific and social programme
- congress paperwork
- catering and PR planning
- conference interpretation services

Teaching and learning methods

Contact classes: 32 h (4 h/week)

Independent study 46 h (preparing group assignments and preparation for the final exam)

Final exam: 2 h

Mandatory attendance 80 %

Contact teachers

Kristiina Åberg, Pasila

Learning materials

Handouts compiled by the teacher.

Campbell, F., Robinson, A., Brown, S., Race, P. 2003. Essential Tips for Organizing Conferences and

Events.RoutledgeFalmer.

Seekings, D. 1996.How to arrange Effective Conferences and Meetings. Kogan page Limited.

Assessment criteria

Group work assignment 100%

Russian Linguistic Correctness

(Osnovy kultury russkoi retshi)

- Code: RUS8LE011
- Extent: 3 ECTS (81 h)
- Timing: Semester 3-7
- Language: Russian
- Level: professional studies
- Type: compulsory*

*required of students who have chosen compulsory Russian

Prerequisites

Good skills in Russian.

Learning outcomes

The student masters the basics of Russian linguistic correctness.

Course contents

Contact hours focus on the basics of Russian linguistic correctness and texts dealing with it.

- Literature and/or lectures concerning Russian linguistic correctness

Cooperation with the business community and other organizations

The course looks into linguistic correctness in business life.

Teaching and learning methods

The course consists of contact hours and the reading of literature - a total of 81 h.

Alternative 1

Contact hours (initial meeting): 2 h

Independent study (reading of literature): 76 h

Written examination: 2 h

Self-assessment of learning: 1 h

Alternative 2

Contact hours (initial meeting): 2 h

Lectures and course assignments: 20 h

Independent study (reading of literature): 56 h

Written exam: 2 h

Self-assessment of learning: 1 h

The realisation of alternative 2 is to be confirmed yearly.

Teacher with the main responsibility for the course

Oleg Matossov, Pasila

Course materials

Koltunova 2002. Jazyk i delovoe obshtshenie. Ekonomitsheskaja literatura. Moskva.
Maksimova 2002. Russki jazyk i kultura retshi. Gardariksi. Moskva.
Tshernjak 2002. Russki jazyk i kultura retshi. Vyshaja shkola. Moskva.
Berditchevski, Solovjova 2002. Russki jazyk. Sfery obshtshenija. Moskva.
Material provided by the lecturer (alternative 2)

Assessment criteria/scale 5-1.

5 excellent

- The student has a full command of the basics of Russian grammar and usage. S/he clearly understands the rules of the language and speaks and writes in accordance with these rules. The student also has a clear understanding of modern Russian stylistics. S/he has a command of usage in official contexts and its special features. S/he can converse successfully in various business situations.

3 good

- The student has a satisfactory command of the basics of Russian grammar and usage. S/he generally understands of the rules of the language but makes some mistakes in speech and writing. The student also has an understanding of modern Russian stylistics. S/he has a satisfactory command of usage in official contexts and is generally aware of its special features. S/he can converse satisfactorily in different business situations.

1 satisfactory

- The student has a passing command of the basics of Russian grammar and usage. S/he is not fully aware of the rules of the language and makes lots of mistakes in speech and writing. The student has a passing understanding of modern Russian stylistics. S/he is not able to communicate correctly in official contexts and has a limited understanding of the special features of official usage. S/he can converse passingly in different business situations.

Written examination 100 %

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

Cyrillic Word Processing and Transliteration

(Obrabotka teksta na kirillitse i transliteratsija)

- Code: RUS8LE037
- Extent: 3 ECTS (81 h)
- Timing: Semester 1-7
- Language: Russian/English
- Level: professional studies
- Type: free-choice (online course)*

*required of students who have chosen compulsory Russian

Prerequisites

Starting level: A1.2

Elementary Russian.

Learning outcomes

Target level: A1.2

Students practice using the Cyrillic alphabet in text processing, and become proficient in Russian document standards. In addition, students practice transliterating Cyrillic texts and to use the Finnish or the international transliteration system and learn to use the Russian Internet searching tools.

Course contents

This virtual course focuses primarily on three topics: Cyrillic text processing, transliteration and searching for information. This course is completed over HAAGA-HELIA's e-learning portal Moodle. Weekly assignments.

- Cyrillic text processing: writing exercises and document standards in Russian.
- Transliteration: Finnish or international transliteration standards.
- Search for information: using the Russian searching tools

Cooperation with the business community and other organizations

Course texts are edited versions of actual business correspondence.

Teaching and learning methods

The course comprises assignments and the exam, for a total of 81 hours of study time.

Cyrillic text processing makes up 75 % and transliteration and searching for information 25 % of the course.

Examination: 2 h (at the end of the course)

Independent study, completion of six assignments over the net and preparing for exam: 78 h

Self-assessment of learning: 1 h

Teacher with the main responsibility for the course

Course materials

Salenius, P. 2009. Cyrillic text processing and transliteration, in Moodle.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">▪ is able to copy Russian texts very well.▪ masters the standard Russian business letter and can apply this knowledge to assignments very well. (S)he knows either the Finnish or international transliteration system very well.▪ can find important information concerning Russian on the Internet.▪ follows deadlines and instructions precisely.	<ul style="list-style-type: none">▪ is able to copy Russian texts well.▪ masters the standard Russian business letter and can apply this knowledge to assignments well. (S)he knows either the Finnish or international transliteration system well.▪ can find nearly all needed information concerning Russian on the Internet.▪ usually follows deadlines and instructions well.	<ul style="list-style-type: none">▪ is able to partly copy Russian texts.▪ masters the standard Russian business letter and can apply this knowledge somewhat to assignments. (S)he knows either the Finnish or international transliteration system to some extent.▪ finds some of the needed information concerning Russian on the Internet.▪ doesn't follow deadlines and instructions very well.

Written examination 64 %
Distance assignments 36 %
All assignments should be accepted.

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

Spanish Society and Culture

(La sociedad y cultura españolas)

- Code: SPA4LE019
- Extent: 3 ECTS (81 h)
- Timing: Semester 2-3
- Language: Spanish
- Competence level: B1
- Level: core studies
- Type: free-choice

Prerequisites

About 9 ECTS worth of Spanish studies in HAAGA-HELIA or equivalent, e.g. secondary school Spanish.

Learning outcomes

The course objective is to explore the Spanish society and culture
Upon successful completion of the course, the student

- understands the contemporary Spanish society and the relevance of the most important historical events such as the years 711, 1492 and 1975.
- knows the geographical variations through the 17 autonomous communities.
- becomes familiar with the linguistic policy of Spain. There are four official language: Spanish, Catalan, Basque and Galician.
- is familiar with the most salient art movements of Spanish artist, such as Surrealism and Criticism
- makes a portfolio on their oral and written tasks

Course contents

The course covers the Spanish society and culture: art, literature, movies, etc.

- Review of the history which leads to the present time.
- Spanish society, differences compared with the Finnish society.
- The Spanish economy as member of the EU.
- Main trends of Spanish culture: art, music, movies, etc.

Teaching and learning methods

The course consists of contact hours and independent study, totaling 81 hours of study time.

Contact hours 32 h (2 x 2h / week)

Self-study 48 h

Self-assessment of learning 1 h

Mandatory attendance 80 %

Class exercises must be completed before the oral exams.

Alternative ways to complete the course

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

Recognition of prior learning (RPL)

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

Contact teacher

Pedro Beltrán Herrera, Pasila

Learning materials

Masoliver, Joaquín – Miguel, María del Mar 2002. España, geografía y cultura. Studentlitteratur, Lund.

Roldán, José Manuel 2010. Historia de España, EDELSA, Madrid.

Uriz, Francisco J. – Harling, Birgit 2010. En el mundo hispánico, Chanceral International Publishers Ltd., London.

Quesada Marco, Sebastián 2010. Curso de civilización española. SGEL, Madrid.

Balea, Amalia – Ramos, Pilar 2007. ¡Viva la cultura! en España. enCLAVE – ELE, España.

Cortés Moreno, Maxiamiano 2003. Guía de usos y costumbres de España. Edelsa, Madrid.

Assessment criteria/scale 5-1.

5 excellent

The student:

- is able to understand oral and written messages and communicate them successfully to the recipient. Speaking and writing skills are excellent regarding constructions and pronunciation.
- knows how to apply skills learned in practice to different constructions in new situations.

3 good

The student:

- is often able to understand oral and written messages and communicate them to the recipient. Speaking and writing skills are good regarding constructions and pronunciation.
- has a readiness to apply skills learned to various constructions in new situations.

1 satisfactory

The student:

- has limited capability to understand oral and written messages and communicate them to the recipient. Speaking and writing skills are passable regarding constructions and pronunciation.
- is able to recognize simple constructions and frequently-used expressions in different situations.

Written exam 70 %

Class assignments 30 %

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

Work Placement

Work Placement

- Code: PLA6LE003
- Extent: 30 ECTS (810 h)
- Timing: 5th Semester
- Language: English/one of student's compulsory languages
- Level: professional studies
- Type: compulsory

Prerequisites

Business Networks (WOR1LE001)
Producing Business Documents (INF1LE022)
Financial Administration and Reporting (ACC1LE026)
Finnish Business Documents (FIN2LE024)
Corporate Public Relations (COM2LE070)
English Business Documents and Knowledge of the Economy (ENG2LE040A)
Meetings and Travel Management (LEA2LE060)

Foreign students:

Finnish for Beginners (FIN1LE002)
Intermediate Finnish (FIN1LE003)
Finnish for Working Life 1 (FIN2LE030)
Finnish for Working Life 2 (FIN2LE031)

Learning outcomes

Upon successful completion of the course, the student

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

Course contents

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

Work placement covers 100 days of work in a company or organisation in Finland or abroad. The aim is that students take on a broad range of tasks relating to the management assistants profession. During the semester, the students will meet a few evenings with their thesis counselors and spend one full day at school within the frame of a mid-term seminar.

In addition, during this time students should seek a commission for their thesis and get approval for their thesis topic and plan in one of the areas below:

Organisational Communication (THE7LE025)
Marketing (THE7LE002)
Organisation, Leadership and HR (THE7LE023)

Business cooperation

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

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

Advisors

Catherine Métivier (work placement in Finland and abroad)

Assessment criteria

Students are assessed on the basis of their work placement report, which has to be returned to the advisor with a copy of their testimonial attached. In the report, students place special emphasis on evaluating their own learning process and the skills they have acquired during their studies and work placement. Pass/fail, no grade is given.

Tehdyt toimenpiteet

Bachelor's Thesis

Bachelor's Thesis

- Code:

THE7LE025 (thesis in Organisational Communication)

THE7LE002 (thesis in Marketing)

THE7LE023 (thesis in Organisations, Leadership and HR)

- Extent: 15 ECTS (405 h)
- Timing: 5-7th semester
- Language: English
- Level: thesis
- Type: compulsory

Prerequisites

The student completes Introduction to Research (MET2LE030A), which is part one of Research Practices, in the 4th semester. Thesis work is also supported by Research Methods and Academic Writing (MET2LE030B), which is part two of Research Practices studies, and completed in the 6th semester. The student is expected to complete these courses as scheduled, in the 4th and 6th semester.

The student can start the thesis process at any time during the studies by putting together a Portfolio thesis. More information about this new thesis format from the Thesis Coordinator, Mia-Maria Salmi.

Learning outcomes

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

Upon successful completion of the thesis, the student

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

Course contents

- Choice of thesis topic and writing topic analysis in 5th semester
- Preparation of thesis plan during the first period of the 6th semester
- Thesis report and publication at the start of the 7th semester

- Participation in group counselling and presentations with the thesis supervisor as agreed, over the course of the 5th, 6th and 7th semester
- Maturity examination

Cooperation with the business community

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

Teaching and learning methods

- Individual counselling
- Working papers
- Seminars/group counselling
- Individual work
- Self-assessment of learning 1 h

Contact teachers

Organisations, Leadership and HR:

Olli Laintila, Pasila/ Anu Santala, Pasila/ Marjo-Kaisa Ohlsbom, Pasila

Marketing:

Olli Laintila, Pasila/ Outi Somervuori, Pasila

Organisational Communication:

Mark Badham, Pasila/ Heta-Liisa Malkavaara, Pasila/ Merja Drake, Pasila

Abstract in English:

Karl Robbins

Learning materials

Thesis instructions in MyNet

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

Bell, J. *Doing Your Research Project, a Guide for First-Time Researchers in Education and Social Science*. 3rd edition. Open University Press, Berkshire and New York.

Gertnesner, H. 2001. *Project Management. Assistance Approach to Planning, Scheduling and Controlling*, John Wiley and Sons.

Proctor, T. *Essentials of Marketing Research*. Prentice-Hall.

Schurich J. 2001. *Research Method in the Postmodern*, Routledge Falmer, London.

Yin, R. *Case Study Research: Design and Methods*. Sage.

Aaltola, J. ja Valli, R. 2001. *Ikkunoita tutkimusmetodeihin I - II*. PS-kustannus. Jyväskylä.

Alasuutari, P. *Laadullinen tutkimus*. Vastapaino.

Anttila, P. 2005. *Ilmaisu, teos, tekeminen ja tutkiva toiminta*. Artefakta 16. Akatiimi oy. Hamina.

Eskola, J. & Suoranta, J. *Johdatus laadulliseen tutkimukseen*. Vastapaino.

Hakala, J. 2004. *Opinnäyteopas ammattikorkeakouluille*. Gaudeamus. Tammer-Paino Oy. Tampere.

Heikkilä, T. *Tilastollinen tutkimus*. Edita.

Hirsjärvi, S. Remes P., Sajavaara P. 1997 (or newer edition). *Tutki ja kirjoita*. Tammerpaino Oy. Tampere.

Hirsjärvi, S. & Hurme, H. *Tutkimushaastattelun teoria ja käytäntö*. Yliopistopaino.

Holopainen, M. & Pulkkinen, P. *Tilastotieteen perusteet*. WSOY.

Vilkka, H. ja Airaksinen, T. 2003. *Toiminnallinen opinnäytetyö*. Gummerus kirjapaino. Jyväskylä.

Assessment criteria

The thesis is graded on the scale 1-5. The thesis is assessed by the primary thesis supervisor and another examiner.

The assessment criteria are the following:

Research-oriented thesis

- Thesis topic and objectives: significance and current relevance, research questions, scope and objectives, relevance of topic to companies/organisations
- Thesis framework: sources, background research, concept definition, use of sources
- Research methods: choice of methods, collection and analysis of data
- Results: correspondence of objectives and results, reliability and validity of results, usability and/or novelty of results, analysis and conclusions
- Written expression: balance and consistency, coherence and readability, adherence to report guidelines.
- Thesis process management: planning, implementation, analysis

Product-oriented thesis

- Thesis topic and objectives: significance and current relevance, thesis assignment, scope and objectives, relevance of topic to companies/organisations
- Thesis framework: sources, background research, concept definition, use of sources
- Project planning and implementation
- The product: presentation and assessment of product, usability and/or novelty of results, analysis and conclusions
- Written expression: balance and consistency, coherence and readability, adherence to report guidelines.
- Thesis process management: planning, implementation, analysis

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

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

Courses, foreign students

Core studies

Compulsory core studies

Financial Administration and Reporting

- Code: ACC1LE026
- Extent: 8 ECTS (216 h)
- Timing: Semester 2*
- Language: English
- Level: core studies
- Type: compulsory

***Basics of Accounting 4 cr (ACC1LE026A)**

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)

(both parts are offered only in spring semesters)

Prerequisites

Business Networks WOR1LE001

Learning outcomes

Upon successful completion of the course, the student

- understands the basic regulatory framework of financial accounting.
- understands the division of financial administration into financial accounting and managerial accounting.
- has the skills required for basic double-entry bookkeeping and becomes versed with the key principles pertaining to the compilation of annual accounts.
- understands the basic principles pertaining to budgeting and cost accounting, and understands how to analyse profitability.
- knows the key tools used in financial and managerial accounting. This includes competence in spreadsheet analysis when solving various accounting related problems, e.g. the compilation of budgets and financial projections.
- understands and is able to perform basic business calculations.
- is able to take into consideration inflation and real changes.
- is able to calculate interests in several applications.
- is able to use spreadsheets for presentations and calculations; including graphics and databases.

Course contents

- Key tools used in financial and managerial accounting, including the use of spreadsheet analysis.
- Basic concepts of financial accounting and entry of business events into the accounts.
- Principles of good accounting and official accounts documentation.

- Managerial accounting, focusing on basics of cost accounting and pricing decisions.
- Course exercises, deepening the student's understanding of financial accounting and annual accounts, and also including exercises addressing profitability projections in the short-term.

Basics of Accounting 4 cr (ACC1LE026A)

- Bookkeeping entries
- VAT calculations
- Annual accounts compilation
- Mark-up pricing and accounting
- Budgeting

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)

- Percentage calculations
- Indices
- Exchange rates
- Interest rates
- Credits and loans
- Use of spreadsheet in mathematical problem solving
- Use of spreadsheets in presentations (including graphics)
- Use of database properties of spreadsheets

Cooperation with the business community and other organisations

The learning tasks are based on working life practices.

Teaching and learning methods

The course covers contact hours and exercises, totaling 215 hours of study.
Self-assessment of learning 1h.

Contact hours

Basics of Accounting

45 h (1 x 3 h/week)

Mathematics and Spreadsheets in Financial Administration

32 h (2 x 2 h/week)

Independent study: 139 h

Alternative completions

The course can be replaced by performing studies which are corresponding in terms of contents and extent in other programmes of HAAGA-HELIA.

Recognition of earlier acquired knowledge and skills (AHOT / EAKS)

If the student has the knowledge and skills, described in the course objectives and contents, acquired by his / her earlier studies and possible work experience, a preliminary examination can be arranged for him / her.

The student must inquire of the teacher about the preliminary examination and the exam must be agreed on during the first qualification week.

Teachers with the main responsibility for the course

Penelope Roux, Pasila Accounting
Juha Nurmonen, Pasila Mathematics and Spreadsheets

Course materials

Basics of Accounting 4 cr (ACC1LE026A):
Course handouts.

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B):
Pulkkinen - Holopainen, Business Mathematics
Course handouts

Assessment criteria

Basics of Accounting 4 cr (ACC1LE026B) scale 5-1

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">fully understands the concept of "a true and fair view" in accounting practice.has a good knowledge of a range of accounting ratios and KPIs.has a good understanding of management accounting practices including contribution margin simulations and budgeting.is able to apply the appropriate accounting conventions and methods to produce accurate P&L statements and Balance Sheets.is able to use accounting ratios and KPIs to analyse and interpret financial reports.is able to calculate with precision: contribution margins, break-even points and budgets and also apply appropriate pricing methods to goods and	<ul style="list-style-type: none">knows how to calculate gross margins and net profit.is familiar with some accounting ratios.understands the accounting cycle and is familiar with the financial statements prepared at the end of the accounting period.has a reasonable knowledge of management accounting practices including pricing methods, contribution margin analysis and budgeting.is able to explain and interpret the basic concepts and methods used in	<ul style="list-style-type: none">knows some of the basic concepts of accounting and can identify the different financial reports.understands double-entry bookkeeping and how VAT is calculated.has a basic knowledge of management accounting: fixed and variable costs, contribution margins, budgets and pricing.is able to book basic accounting transactions using double-entry bookkeeping, with and without VAT and can perform gross margin

services.

financial and management accounting.

- is able to select the appropriate methods for performing different accounting operations.
- is able to prepare a trial balance and produce financial reports with a reasonable level of accuracy.
- is able to perform cost and pricing calculations, break-even analysis and prepare budgets with a reasonable level of accuracy.

profitability calculations with some degree of accuracy.

- is able to demonstrate a basic understanding of cost accounting methods.

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)/scale 5-1

5 excellent

The student:

- manages all the seven areas (tables, graphics, functions, indices, currencies, interest rates and loans) and understands their role in financial administration.
- is able to define verbally, symbolically and visually all the main concepts.
- is able to apply the concepts to broader contexts.
- is able to independently choose the right methods for calculations and presentations. Furthermore, the student can make

3 good

The student:

- is verbally able to explain and interpret achieved results.
- can somewhat independently choose the right methods for calculating and collecting needed information.
- uses personal abilities in order to develop his/her own professional and personal competencies. Competence is not measured during this course.

1 satisfactory

The student:

- can apply spreadsheets and complete calculations in at least two of the following areas: tables, graphs, functions, indices, currencies, interest rates and loans.
- is able to identify key concepts in given tasks.
- has adopted principles of studying in a university of applied sciences, conducts him/herself well and has the right attitude towards work.
- performs in routine tasks.
- uses personal abilities in order to develop his/her own

accurate
decisions for action based on
the
results of calculations and
presentations.

- can work independently in
an
active, critical and analytical
way in order to solve
problems
relating to financial
administration
in a broader context.
- uses personal abilities in
order
to develop his/her own
professional
and personal competencies.
Competence is not measured
during this course.

professional and personal
competencies. Competence
is not measured during this
course.

Basics of Accounting 4 cr (ACC1LE026A)

Examination 100%

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)

Exam 70 %

Exercises 30 %

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

Financial Administration and Reporting

- Code: ACC1LE026
- Extent: 8 ECTS (216 h)
- Timing: Semester 2*
- Language: English
- Level: core studies
- Type: compulsory

***Basics of Accounting 4 cr (ACC1LE026A)**

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)

(both parts are offered only in spring semesters)

Prerequisites

Business Networks WOR1LE001

Learning outcomes

Upon successful completion of the course, the student

- understands the basic regulatory framework of financial accounting.
- understands the division of financial administration into financial accounting and managerial accounting.
- has the skills required for basic double-entry bookkeeping and becomes versed with the key principles pertaining to the compilation of annual accounts.
- understands the basic principles pertaining to budgeting and cost accounting, and understands how to analyse profitability.
- knows the key tools used in financial and managerial accounting. This includes competence in spreadsheet analysis when solving various accounting related problems, e.g. the compilation of budgets and financial projections.
- understands and is able to perform basic business calculations.
- is able to take into consideration inflation and real changes.
- is able to calculate interests in several applications.
- is able to use spreadsheets for presentations and calculations; including graphics and databases.

Course contents

- Key tools used in financial and managerial accounting, including the use of spreadsheet analysis.
- Basic concepts of financial accounting and entry of business events into the accounts.
- Principles of good accounting and official accounts documentation.
- Managerial accounting, focusing on basics of cost accounting and pricing decisions.
- Course exercises, deepening the student's understanding of financial accounting and annual accounts, and also including exercises addressing profitability projections in the short-term.

Basics of Accounting 4 cr (ACC1LE026A)

- Bookkeeping entries
- VAT calculations
- Annual accounts compilation
- Mark-up pricing and accounting
- Budgeting

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)

- Percentage calculations
- Indices
- Exchange rates
- Interest rates
- Credits and loans
- Use of spreadsheet in mathematical problem solving
- Use of spreadsheets in presentations (including graphics)
- Use of database properties of spreadsheets

Cooperation with the business community and other organisations

The learning tasks are based on working life practices.

Teaching and learning methods

The course covers contact hours and exercises, totaling 215 hours of study.
Self-assessment of learning 1h.

Contact hours

Basics of Accounting

45 h (1 x 3 h/week)

Mathematics and Spreadsheets in Financial Administration

32 h (2 x 2 h/week)

Independent study: 139 h

Alternative completions

The course can be replaced by performing studies which are corresponding in terms of contents and extent in other programmes of HAAGA-HELIA.

Recognition of earlier acquired knowledge and skills (AHOT / EAKS)

If the student has the knowledge and skills, described in the course objectives and contents, acquired by his / her earlier studies and possible work experience, a preliminary examination can be arranged for him / her.

The student must inquire of the teacher about the preliminary examination and the exam must be agreed on during the first qualification week.

Teachers with the main responsibility for the course

Penelope Roux, Pasila Accounting
Juha Nurmonen, Pasila Mathematics and Spreadsheets

Course materials

Basics of Accounting 4 cr (ACC1LE026A):
Course handouts.

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B):
Pulkkinen - Holopainen, Business Mathematics
Course handouts

Assessment criteria

Basics of Accounting 4 cr (ACC1LE026B) scale 5-1

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">fully understands the concept of "a true and fair view" in accounting practice.has a good knowledge of a range of accounting ratios and KPIs.has a good understanding of management accounting practices including contribution margin simulations and budgeting.is able to apply the appropriate accounting conventions and methods to produce accurate P&L statements and Balance Sheets.is able to use accounting ratios and KPIs to analyse and interpret financial reports.is able to calculate with precision: contribution margins, break-even points and budgets and also apply appropriate pricing methods to goods and services.	<ul style="list-style-type: none">knows how to calculate gross margins and net profit.is familiar with some accounting ratios.understands the accounting cycle and is familiar with the financial statements prepared at the end of the accounting period.has a reasonable knowledge of management accounting practices including pricing methods, contribution margin analysis and budgeting.is able to explain and interpret the basic concepts and methods used in financial and management accounting.is able to select the appropriate methods for performing	<ul style="list-style-type: none">knows some of the basic concepts of accounting and can identify the different financial reports.understands double-entry bookkeeping and how VAT is calculated.has a basic knowledge of management accounting: fixed and variable costs, contribution margins, budgets and pricing.is able to book basic accounting transactions using double-entry bookkeeping, with and without VAT and can perform gross margin profitability calculations with some degree of accuracy.is able to demonstrate a basic

- | | |
|---|--|
| <ul style="list-style-type: none"> different accounting operations. ▪ is able to prepare a trial balance and produce financial reports with a reasonable level of accuracy. ▪ is able to perform cost and pricing calculations, break-even analysis and prepare budgets with a reasonable level of accuracy. | <p>understanding of cost accounting methods.</p> |
|---|--|

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)/scale 5-1

5 excellent

3 good

1 satisfactory

The student:

- manages all the seven areas (tables, graphics, functions, indices, currencies, interest rates and loans) and understands their role in financial administration.
- is able to define verbally, symbolically and visually all the main concepts.
- is able to apply the concepts to broader contexts.
- is able to independently choose the right methods for calculations and presentations. Furthermore, the student can make accurate decisions for action based on the results of calculations and presentations.

The student:

- is verbally able to explain and interpret achieved results.
- can somewhat independently choose the right methods for calculating and collecting needed information.
- uses personal abilities in order to develop his/her own professional and personal competencies. Competence is not measured during this course.

The student:

- can apply spreadsheets and complete calculations in at least two of the following areas: tables, graphs, functions, indices, currencies, interest rates and loans.
- is able to identify key concepts in given tasks.
- has adopted principles of studying in a university of applied sciences, conducts him/herself well and has the right attitude towards work.
- performs in routine tasks.
- uses personal abilities in order to develop his/her own professional and personal competencies. Competence is not measured during this course.

- can work independently in an active, critical and analytical way in order to solve problems relating to financial administration in a broader context.
- uses personal abilities in order to develop his/her own professional and personal competencies. Competence is not measured during this course.

Basics of Accounting 4 cr (ACC1LE026A)

Examination 100%

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)

Exam 70 %

Exercises 30 %

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

Tehdyt toimenpiteet

Financial Administration and Reporting

- Code: ACC1LE026
- Extent: 8 ECTS (216 h)
- Timing: Semester 2*
- Language: English
- Level: core studies
- Type: compulsory

***Basics of Accounting 4 cr (ACC1LE026A)**

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)

(both parts are offered only in spring semesters)

Prerequisites

Business Networks WOR1LE001

Learning outcomes

Upon successful completion of the course, the student

- understands the basic regulatory framework of financial accounting.
- understands the division of financial administration into financial accounting and managerial accounting.
- has the skills required for basic double-entry bookkeeping and becomes versed with the key principles pertaining to the compilation of annual accounts.
- understands the basic principles pertaining to budgeting and cost accounting, and understands how to analyse profitability.
- knows the key tools used in financial and managerial accounting. This includes competence in spreadsheet analysis when solving various accounting related problems, e.g. the compilation of budgets and financial projections.
- understands and is able to perform basic business calculations.
- is able to take into consideration inflation and real changes.
- is able to calculate interests in several applications.
- is able to use spreadsheets for presentations and calculations; including graphics and databases.

Course contents

- Key tools used in financial and managerial accounting, including the use of spreadsheet analysis.
- Basic concepts of financial accounting and entry of business events into the accounts.
- Principles of good accounting and official accounts documentation.
- Managerial accounting, focusing on basics of cost accounting and pricing decisions.
- Course exercises, deepening the student's understanding of financial accounting and annual accounts, and also including exercises addressing profitability projections in the short-term.

Basics of Accounting 4 cr (ACC1LE026A)

- Bookkeeping entries
- VAT calculations
- Annual accounts compilation
- Mark-up pricing and accounting
- Budgeting

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)

- Percentage calculations
- Indices
- Exchange rates
- Interest rates
- Credits and loans
- Use of spreadsheet in mathematical problem solving
- Use of spreadsheets in presentations (including graphics)
- Use of database properties of spreadsheets

Cooperation with the business community and other organisations

The learning tasks are based on working life practices.

Teaching and learning methods

The course covers contact hours and exercises, totaling 215 hours of study.
Self-assessment of learning 1h.

Contact hours

Basics of Accounting

45 h (1 x 3 h/week)

Mathematics and Spreadsheets in Financial Administration

32 h (2 x 2 h/week)

Independent study: 139 h

Alternative completions

The course can be replaced by performing studies which are corresponding in terms of contents and extent in other programmes of HAAGA-HELIA.

Recognition of earlier acquired knowledge and skills (AHOT / EAKS)

If the student has the knowledge and skills, described in the course objectives and contents, acquired by his / her earlier studies and possible work experience, a preliminary examination can be arranged for him / her.

The student must inquire of the teacher about the preliminary examination and the exam must be agreed on during the first qualification week.

Teachers with the main responsibility for the course

Penelope Roux, Pasila Accounting
Juha Nurmonen, Pasila Mathematics and Spreadsheets

Course materials

Basics of Accounting 4 cr (ACC1LE026A):
Course handouts.

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B):
Pulkkinen - Holopainen, Business Mathematics
Course handouts

Assessment criteria

Basics of Accounting 4 cr (ACC1LE026B) scale 5-1

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">fully understands the concept of "a true and fair view" in accounting practice.has a good knowledge of a range of accounting ratios and KPIs.has a good understanding of management accounting practices including contribution margin simulations and budgeting.is able to apply the appropriate accounting conventions and methods to produce accurate P&L statements and Balance Sheets.is able to use accounting ratios and KPIs to analyse and interpret financial reports.is able to calculate with precision: contribution margins, break-even points and budgets and also apply appropriate pricing methods to goods and services.	<ul style="list-style-type: none">knows how to calculate gross margins and net profit.is familiar with some accounting ratios.understands the accounting cycle and is familiar with the financial statements prepared at the end of the accounting period.has a reasonable knowledge of management accounting practices including pricing methods, contribution margin analysis and budgeting.is able to explain and interpret the basic concepts and methods used in financial and management accounting.is able to select the appropriate methods for performing	<ul style="list-style-type: none">knows some of the basic concepts of accounting and can identify the different financial reports.understands double-entry bookkeeping and how VAT is calculated.has a basic knowledge of management accounting: fixed and variable costs, contribution margins, budgets and pricing.is able to book basic accounting transactions using double-entry bookkeeping, with and without VAT and can perform gross margin profitability calculations with some degree of accuracy.is able to demonstrate a basic

- | | |
|---|--|
| <p>different accounting operations.</p> <ul style="list-style-type: none"> ▪ is able to prepare a trial balance and produce financial reports with a reasonable level of accuracy. ▪ is able to perform cost and pricing calculations, break-even analysis and prepare budgets with a reasonable level of accuracy. | <p>understanding of cost accounting methods.</p> |
|---|--|

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)/scale 5-1

5 excellent

3 good

1 satisfactory

The student:

- manages all the seven areas (tables, graphics, functions, indices, currencies, interest rates and loans) and understands their role in financial administration.
- is able to define verbally, symbolically and visually all the main concepts.
- is able to apply the concepts to broader contexts.
- is able to independently choose the right methods for calculations and presentations. Furthermore, the student can make accurate decisions for action based on the results of calculations and presentations.

The student:

- is verbally able to explain and interpret achieved results.
- can somewhat independently choose the right methods for calculating and collecting needed information.
- uses personal abilities in order to develop his/her own professional and personal competencies. Competence is not measured during this course.

The student:

- can apply spreadsheets and complete calculations in at least two of the following areas: tables, graphs, functions, indices, currencies, interest rates and loans.
- is able to identify key concepts in given tasks.
- has adopted principles of studying in a university of applied sciences, conducts him/herself well and has the right attitude towards work.
- performs in routine tasks.
- uses personal abilities in order to develop his/her own professional and personal competencies. Competence is not measured during this course.

- can work independently in an active, critical and analytical way in order to solve problems relating to financial administration in a broader context.
- uses personal abilities in order to develop his/her own professional and personal competencies. Competence is not measured during this course.

Basics of Accounting 4 cr (ACC1LE026A)

Examination 100%

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)

Exam 70 %

Exercises 30 %

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

Basics of Economics

- Code: ECO1LE004
- Extent: 3 ECTS (81 h)
- Timing: 2nd Semester*
- Language: English
- Level: core studies
- Type: compulsory

*the course is offered only in spring semesters

Prerequisites

None

Learning outcomes

The student

- understands the basic economic concepts
- is able to analyse the economic news information and explain the basic economic phenomena
- knows how to evaluate the economic performance of the national economy
- understands how the households and the companies make their rational decisions and what their implications on aggregate level are
- is able to use the different economic information sources.

Course contents

- Rational behaviour, opportunity cost
- Demand and supply
- Price formation
- Market structures and competition
- Economic growth, inflation, unemployment and interest rates and their interdependence
- Basic economic analysis of the performance of Finnish national economy
- The European Union and Finland
- Globalisation

The student studies both individually and in teams. Individual studies consist of the economic information and data collection (article portfolio), workshops, study of the textbook and the preparation for the lessons and the examination.

Cooperation with the business community and other organisations

The course involves external visitors from business/organizations and weekly market reviews of local/global economic developments.

International dimension

Due to the globalization and all the time expanding international businesses, most of the course topics have international dimensions by the definition.

Teaching and learning methods

Lectures and workshops 26 h
Presentations 4 h
Independent studies and team work 48 h
Examination 2 h
Self-assessment of learning 1 h

Alternative completions

The course can be replaced by completing a course with similar contents and extent in other degree programmes in HAAGA-HELIA or at another University.

Recognition of prior learning (RPL)

If a student thinks that s(he) has both the skills and experience of the above mentioned course contents and learning outcomes based on her/his earlier studies or work experience, there is a possibility for the student to prove that s(he) both understands and can apply the learning objectives by attending both to a) a written exam and b) an oral exam.

If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrollment week or latest when attending the first lecture.

Teacher with the main responsibility for the course

Olli Laintila, Pasila

Course materials

Parkin, Powell & Matthews. 2005. Economics. Harlow: Pearson Education Ltd.
Recommended sources
Course Handouts

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">masters excellently an evaluation of economic choices and their impact on both microeconomic and macroeconomic level.has an excellent knowledge about different	<ul style="list-style-type: none">can evaluate well economic choices and their impact on both microeconomic and macroeconomic level.has a good knowledge about basic economic frameworks/theories,	<ul style="list-style-type: none">has below average skills in evaluating economic choices and their impact on both microeconomic and macroeconomic level.has a below average knowledge about basic economic frameworks /theories,

economic
frameworks/theories,
policies
and analysis methods.

policies and analysis methods.

policies and analysis methods.

Examination 40 %
Activity and assignments 30 %
Team work 30 %

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

Spoken Business English

- Code: ENG1LE002
- Extent: 3 ECTS (81 h)
- Timing: Semester 2*
- Language: English
- Competence level: C1
- Level: professional studies
- Type: compulsory

*the course is offered only in the spring semester

Prerequisites

English Grammar (ENG1LE015) and Introduction to Business English (WOR1LE001A) or equivalent courses

Learning objectives

The student will:

- master English pronunciation and intonation
- be able to express herself fluently and precisely in different demanding professional and social situations in business life, including speaking effectively on the telephone

Course contents

Students learn during contact hours and by preparing at home for them. Students participate in group discussions and simulations, for which they prepare both at home and in class.

- pronunciation and intonation
- professional and social situations in business life
- argumentation and negotiation skills
- professional telephone skills

Teaching and learning methods

There are two contact hours per week, during which 80% attendance is required, and three hours of independent studies on average, most of which is for preparation of assignments and simulation exercises. The total number of hours required of students is 81 including a Self-assessment of learning assignment of 1 h. The length of the course is one semester.

Attendance requirement 80%

Teacher with the main responsibility for the course

Karl Robbins, Pasila

Course materials

Written materials provided by the teacher

Assessment criteria/scale 5-1.

5 excellent

The student:

- has very strong skills in the area of spoken English.
- can communicate very fluently in English and produce language that uses high levels of grammar, nearly always correctly. English that is spoken in a normal manner as it would be to native speakers is fully or nearly fully understood.
- can converse very fluently in a large number of areas, including those involving higher-level business concepts and in areas that would commonly be used by an assistant in everyday work.

3 good

The student:

- has good skills in the area of spoken English.
- can communicate fluently in English and produce language that uses standard English grammar, with occasional mistakes. English that is spoken in a normal manner as it would be to native speakers is mostly understood.
- can converse fairly fluently in a number of areas, including those involving general business topics and in areas that would be commonly used by an assistant in everyday work.

1 satisfactory

The student:

- has fair skills in the area of spoken English.
- can communicate somewhat fluently in English and produce language that uses standard English grammar, though with a fair number of mistakes. English that is spoken in a normal manner as it would be to native speakers is only partly understood.
- can converse in some areas, though not necessarily fluently, involving basic business topics and in areas that would be commonly used by an assistant in everyday work.

1/2 general level of English

1/2 classroom participation

Continuous assessment for both of these

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

English Grammar

- Code: ENG1LE015
- Extent: 3 ECTS (81 h)
- Timing: 1st Semester*
- Language: English
- Level: core studies
- Type: compulsory

*the course is offered only in autumn semesters

Starting level and prerequisites

Starting level: B2

Secondary school English or equivalent.

Learning objectives

The student will

- acquire a solid comprehension of English grammar
- acquire a foundation on which to build her/his vocabulary and grammatical skills independently after the course
- be able to identify the distinguishing features of business English
- be able to identify different registers of the language
- gain practice in using various reference materials, which provides her/him with a foundation on which to build her/his English skills after the course.

Course contents

- Basic English grammar
- Key features of business English
- Language use in different situations
- Use of reference material

Teaching and learning methods

The course covers 81 hours of study.

Contact hours: 30 h (2 h/week)

Independent studies: 48 h

Written exam: 2 h (at end of the course)

Self-assessment of learning 1h

Required attendance 80 %

Alternative completions

Completing the required assignments of the course and taking the course examination. The completion is assessed on the scale from 1 to 5.

Recognition of prior learning (RPL)

The student displays with the competence demonstration that s/he manages the course objectives and contents mentioned in the course description. The demonstration includes the assignments of the course and the course examination. It is possible to participate in the competence demonstration only once, and it must be agreed upon with the teacher in advance. The competence demonstration is assessed on the scale from 1 to 5.

Teacher with the main responsibility for the course

Karl Robbins, Pasila

Course materials

Hewings, M. Advanced Grammar in Use. Cambridge University Press
Course handouts provided by teacher.

Assessment criteria/scale 5-1

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none">is able to integrate high-level grammar into their written Englishis able to understand high-level grammatical concepts.can nearly always find grammatical errors in an English text.	<p>The student:</p> <ul style="list-style-type: none">is able to integrate proper grammar into their written Englishis able to understand most grammatical concepts.can usually find grammatical errors in an English text.	<p>The student:</p> <ul style="list-style-type: none">is able to sometimes integrate proper grammar into their written Englishis able to understand at least the most basic grammatical concepts.can find some grammatical errors in an English text.

Assessment criteria

Written exam 100%

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

Finnish for Beginners

- Code: FIN1LE002
- Extent: 6 ECTS (162 h)
- Timing: 1st semester
- Language: English and Finnish
- Target level: A1
- Level: Core studies
- Type: Compulsory

Prerequisites

No prerequisites

Learning outcomes

Upon successful completion of the course, the student

- understands elementary Finnish language
- is able to express him/herself in everyday situations and tell about his/her life, family, appearance and feelings
- has knowledge of the basic facts of the Finnish culture and the Finnish language

Course contents

- Pronunciation
- Greetings, introducing oneself
- Nationalities
- Numbers, prices
- What time is it?
- Conjugation of the verb 'olla'
- Weather
- Days of the week, months, seasons of the year
- Family
- To have, to have not
- Verb conjugation in present tense, types 1 - 5
- Basic adjectives, colours
- Asking questions with question words and with the question suffix
- The genitive and partitive case of nouns

Teaching and learning methods

Contact hours 66 h

Independent studies 95 h

Self-assessment of learning 1 h

Oral and written exercises individually and in pairs, group work.
Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results, and reach the minimum amount of credits (22 cr.) in the Finnish language at his/her own level of competence.

Teacher responsible

Sanna Kukkonen, Pasila

Learning materials

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

Other material provided by teacher.

Assessment criteria/scale 5-1.

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

Attendance mandatory.

Active participation in lessons 20%

Small tests and/or assignments 10%

Final examination 70%

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

Intermediate Finnish

- Code: FIN1LE003
- Extent: 6 ECTS (162 h)
- Timing: 2nd semester
- Language: Finnish and English
- Target level: A1
- Level: Core studies
- Type: Compulsory

Prerequisites

Finnish for Beginners or equivalent level in the proficiency test.

Learning outcomes

Upon successful completion of the course, the student

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

Course contents

- Consonant gradation and other changes (in the stem) of nouns and verbs
- Different types of nouns: nominative plural, local cases
- Expressing one's opinion
- Postpositions
- Imperative mood
- Existential clause
- Inflection of the personal and demonstrative pronouns
- Use of the partitive case: uncountable words
- Basics of the object
- Ordinal numbers
- Subordinate clauses and conjunctions
- Vocabulary: furniture, tourism, travelling, means of transportation, food, parties, work and occupation
- Elementary features of spoken language

Teaching and learning methods

Contact hours 66 h

Independent studies 95 h

Self-assessment of learning 1 h

Oral and written exercises individually and in pairs, group work.
Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results, and reach the minimum amount of credits (22 cr.) in the Finnish language at his/her own level of competence.

Teacher responsible

Sanna Kukkonen, Pasila

Learning materials:

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

Other material provided by teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">usually understands well the basic structures and vocabulary in everyday situations and in short everyday-related texts.is able to apply the learned skills and communicate independently in familiar and new situations.	<ul style="list-style-type: none">understands the basic structures and vocabulary in familiar everyday situations and some short texts.is able to apply the learned skills and communicate in most familiar everyday situations.	<ul style="list-style-type: none">understands some basic structures and vocabulary in familiar everyday situations and some basic elements in short texts.is able to apply some of the learned skills and communicate in some everyday situations.

Tehdyt toimenpiteet

Attendance mandatory.

Active participation in lessons 20 %
Small tests and/or assignments 10 %
Final examination 70 %

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

Producing Business Documents

- Code: INF1LE022
- Extent: 3 ECTS (81 h)
- Timing: 2nd Semester
- Language: English
- Level: core studies
- Type: compulsory

Prerequisites

Office Applications (WOR1LE001E)

Learning outcomes

Upon successful completion of the course, the student

- is able to produce technically skilful and correctly prepared business documents using the features and commands the MS Word 2010 offers
- can produce business documentation in accordance with the current key SFS standards
- can make effective use of the following features: templates, themes, styles, building blocks, tables, drawing tools, sections, tables of contents, and much more
- has the knowledge and skills to file and manage multiple documents rationally and efficiently
- has increased both his/her self-reliance, speed and efficiency in the use of computers and the MS Word 2010 application

Course contents

- Application of standard layouts to documents, SFS document standard
- Numbers, special characters and abbreviations in accordance with Finnish and English standards
- Use of MS Word 2010 building blocks, themes, styles, and templates.
- Creating document templates including styles, and building blocks,
- Using mail-merge functions for mass mailing.
- Working with long documents such as theses.
- Producing automatic tables of contents
- Creating and editing tables
- Linking pictures and graphs to documents .
- Using document properties.
- Protecting documents.
- Using comments and track changes features.

Cooperation with the business community and other organisations

The class exercises are based on real-life business communication and marketing.

Teaching and learning methods

Contact classes 32 h
Independent study 48 h
Self-assessment of learning 1 h

Recognition of prior learning

Recognition of prior learning is a process whereby, through assessment, credit is given to learning which has already been acquired in different ways, e.g. with earlier studies or working experience with MS Word 2010.

Student should contact the teacher after first-selection enrolment and agree how to demonstrate his/her knowledge and skills of MS Word 2010 use in business documents.

Contact teacher

Heli Lankinen, Pasila

Learning materials

Material and exercises provided by the lecturer.

Assessment criteria (Scale 5-1)

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">has a command of key concepts, has a solid grasp of word processing functionalities in business communication context and knows how to apply them in practice.has strong skills and can independently use the MS Word 2010 to find new solutions.has good time management skills and completes assignments on time.	<ul style="list-style-type: none">has a command of the MS Word 2010 key concepts in business communications context and makes use of basic functionalities with purpose.has good time management skills and completes assignments on time.	<ul style="list-style-type: none">has a command of some MS Word 2010 key concepts in business communications context.can satisfactorily complete basic tasks but needs assistance to solve more demanding tasks independently.

100 % Exam

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

also for course/module development. The assignment is completed online in WinhaOpaali.

Introduction to Business Law

- Code: LAW2LE045
- Extent: 3 ECTS (81 h)
- Timing: 2nd semester
- Language: English
- Level: core studies
- Type: compulsory

Prerequisites

No prerequisites.

Learning outcomes

Upon successful completion of the course, the student

- is able to recognize and analyze legal aspects of business
- is able to describe and apply basic rules of private law
- is able to describe the outline of legal proceedings
- is able to seek information on business law.

Course contents

- Basics of Finnish legal system
- Legal persons
- Contract law
- Tort law
- Marketing and consumer law
- Tenancy
- Debts
- Competition law
- Intellectual property rights
- Legal proceedings
- Legal information on the Web

Teaching and learning methods

The course comprises of contact hours, weekly assignments and exam.

Contact lessons and exam 32 h

Assignments and self-study 48 h

Self-assessment of learning 1 h

Alternative completions

A student who wishes to complete the entire course in an alternative way on the basis of her prior competences should consult the teacher.

Contact teachers

Sampo Mielityinen, Pasila

Learning materials

Surakka Aapo. 2005. Access to Finnish Law. WSOY.

Additional learning material will be delivered during the course using the Moodle learning environment.

Assessment criteria/scale 5-1.

5 excellent

The student is able to:

- recognize and analyze legal aspects of business, using appropriate legal concepts
- describe basic rules of private law and apply them independently to simple cases
- describe the outline of legal proceedings
- independently seek reliable information on business law

3 good

The student is able to:

- recognize and analyze the most important legal questions related to business
- describe basic rules of private law and roughly apply them independently to simple cases
- identify different legal proceedings and describe their main differences
- independently seek information on a predetermined topic from legal database

1 satisfactory

The student is able to:

- describe the most important legal questions related to business
- roughly apply predetermined rules of private law to simple cases
- identify different legal proceedings and their scope of application
- seek predetermined materials from legal databases

Exam 60 %

Assignments 40 %

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

Business Networks

- Code: WOR1LE001
- Extent: 18 ECTS (486 h)
- Semester: 1*
- Language: English
- Level: core studies
- Type: compulsory

*The course is offered only in autumn semesters.

Prerequisites

No prerequisites.

Learning outcomes

Students become familiar with business principles, business communications and business practices common to working life.

Upon successful completion of the course, students

- have broadened their English vocabulary
- are familiar with key business and economics concepts and terminology in English
- understand the role of marketing in companies
- are familiar with different markets and marketing environments as well as key marketing stakeholders
- understand the significance of customer-focus in business activities
- are familiar with how companies and other organisations act and cooperate in networks
- know how companies should act in order to reach their objectives and be profitable
- understand the management assistant's role in organisations and networks
- are familiar with the management assistant's job profile, tasks and competence requirements
- have the skills to develop the interpersonal relationships that are required in networks and are knowledgeable of professional ethics
- know how to work in teams in projects
- understand the value of information and knowledge
- are familiar with key information sources and are able to assess them with a critical mindset
- have the skills to produce standard documents that include images and tables
- know how to make on-screen presentations and refine numerical data
- have the computer skills required in working life and have learned the 10-finger typing system
- are familiar with the significance of communication for organisations
- know how to recognise and organise the practices of organisational communication.

Course contents

Introduction to Business English (2 ECTS)
Introduction to Marketing (3 ECTS)

Organisations and Leadership (5 ECTS)
Introduction to Information Retrieval (2 ECTS)
Office Applications (4 ECTS)
Purpose and Practices in Organisational Communication (2 ECTS)

More detailed information on the above parts of the course is provided in the relevant course descriptions.

Cooperation with the business community and other organisations

The course includes a practical company project, during which students acquire, analyse, document information relating to a real case organisation and write a report on this. The course includes visits to companies, guest lectures by company representatives and cooperation with the alumni assistant.

Teaching and learning methods

The course makes use of an investigative and developmental approach to learning, with emphasis on independent study and an analytical and creative approach to learning.

The course covers 486 hours of study, covering contact hours, teamwork and self-study.

Contact hours 200 h, averaging 12 h a week throughout the semester.

Self-study 83 h

Self-assessment of learning 1 h

Recognition of prior learning (RPL)

A competence demonstration is organised before the start of semester.

Contact teachers

Ulla Björklund, Pasila (Introduction to Information Retrieval)

Olli Laintila, Pasila (Introduction to Marketing, Organisations and Leadership)

Heli Lankinen, Pasila (Office Applications)

Ilpo Päiväläinen, Pasila (Introduction to Business English)

Mirka Sunimento, Pasila (Purpose and Practices in Organisational Communication)

Each part of the course has one or several teachers, who make up the student counselling team.

Course materials

Introduction to Business English:

The material and other reference material to be informed later.

Introduction to Business Administration:

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

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

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

Assessment

Introduction to Business English

Vocabulary tests, assignments and presentations 100 %

Introduction to Marketing

Exam and participation 50 %

Company Project 50 %

Organisations and Leadership

Exam and participation 50 %

Company Project 50 %

Introduction to Information Retrieval

Exam 50 %

Activity and assignments 50 %

Purpose and Practices in Organisational Communication

Exam or assignment 60 %

Company Project 40 %

Office Applications

Exam and participation 70 %

Company Project 30 %

Assessment criteria/Introduction to Business English, scale 5-1.

5 excellent

The student:

- has knowledge of business vocabulary and concepts at an advanced level. He/she demonstrates knowledge of idiomatic business English.
- is able to apply terminology and concepts of business English to various written and spoken communication contexts very fluently.

3 good

The student:

- has an intermediate knowledge of business vocabulary and concepts. The student demonstrates good skills at producing good written and spoken communication.
- is able to explain the meaning of business concepts using more elaborate vocabulary than at an elementary level.

1 satisfactory

The student:

- has a basic knowledge of business vocabulary and concepts used in business situations. The level of the written and spoken communication of the student is at a passable level.
- is able to describe and explain business vocabulary in a basic manner.

Assessment criteria/Introduction to Marketing, scale 5-1.

5 excellent

The student:

- has excellent marketing, business analysis, reporting and project management skills.
- has an excellent knowledge about the marketing theories, concepts, planning and analysing methods.
- has an excellent attitude towards learning through continuous, supportive and initiative participation in teamwork and

3 good

The student:

- has good marketing, business analysis, reporting and project management skills.
- knows well the basic marketing theories, concepts, planning and analysing methods.
- has a good attitude towards learning through

1 satisfactory

The student:

- has below average marketing, business analysis, reporting and project management skills.
- has a below average knowledge about the basic marketing theories and concepts.
- has a below average attitude towards learning

conducting assignments.

participation in teamwork and conducting assignments.

through participation in teamwork and conducting assignments.

Assessment criteria/Organisations and Leadership, scale 5-1.

5 excellent

The student:

- has excellent business analysis, reporting and project management skills.
- has an excellent knowledge about the business administration, management concepts and business analysis methods.
- has an excellent attitude towards learning through continuous, supportive and initiative participation in teamwork and conducting assignments.

3 good

The student:

- has good business analysis, reporting and project management skills.
- knows well the basic business administration, management concepts and business analysis methods.
- has a good attitude towards learning through participation in teamwork and conducting assignments.

1 satisfactory

The student:

- has below average business analysis, reporting and project management skills.
- has a below average knowledge about the basic business administration and management concepts.
- has a below average attitude towards learning through participation in teamwork and conducting assignments.

Assessment criteria/Introduction to Information Retrieval, scale 5-1.

5 excellent

The student:

- has an excellent command of key concepts of information retrieval and understands the value of reliable information.
- gathers very actively new knowledge and shares it with others. Gives constructive comments to other presentations.
- participates very actively in lessons, discussions and group works.

3 good

The student:

- has a command of most concepts of information retrieval and realizes that information should be trustworthy.
- produces a good presentation, shares it with others and comments other presentations.
- participates in lessons but is not very active.

1 satisfactory

The student('s):

- can complete basic tasks of information retrieval and knows the basic concepts.
- gathers new information and presents it to others.
- participation is inadequate but fulfills the minimum criteria.

Assessment criteria/Office Applications, scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- has a command of key concepts, has a solid grasp of software functionalities and knows how to apply them in practice.
- has strong skills and can independently use the applications to find new solutions.
- has good time management skills and completes assignments on time.

The student:

- has a command of key concepts and makes use of basic functionalities with purpose.
- has good time management skills and completes assignments on time.

The student:

- has a command of some concepts but lacks a full understanding of how the applications work.
- can satisfactorily complete basic tasks but is not able to solve more demanding tasks independently.

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

Elective core studies

Chinese Business Communication

- Code: CHI4LE002
- Extent: 3 ECTS (81 h)
- Timing: 1st or 3rd semester
- Language: Chinese/English
- Level: core studies
- Type: elective*

* required of students who have chosen compulsory Chinese

Prerequisites

Starting level: A1

Chinese for Beginners (CHI8LE004), Intermediate Chinese (CHI8LE005) and Spoken Communication in Chinese (CHI4LE009) or equivalent study of 12 credits in Chinese language.

Learning outcomes

Target level: A2

Students acquire the skills to

- master basic Chinese business vocabulary and expressions
- manage superficial conversation in everyday economic life
- take part in discussion with familiar business topics
- use the most common Chinese language learning assistant programs

Course contents

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

- simple everyday business conversation
- ways of addressing customers and business partners
- business companies, positions, rank and business card
- business work unit, location and phone number
- business work experience
- different ways of travelling in a city
- ordering dishes in a Chinese restaurant

Cooperation with the business community and other organisations

The course simulates real business situations as much as possible.

Teaching and learning methods

The course consists of contact hours and independent study, totalling 81 hours of study time.
Two written exams
Self-assessment of learning 1h

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test
One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Meiru Liu 2006: Basic Business Chinese, Beijing University Press

Great Wall Chinese 2009: Level 2, Office of Chinese Language Council International
Handouts and materials provided by the teacher

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">masters the basic business Chinese and everyday Chinese expressions. (S)He produces correct language.is able to apply acquired skills during the course and can use dictionaries and other sources of information. The use of vocabulary and phrases is versatile and fluent.masters well one of the commonly used Chinese word processing tools.	<ul style="list-style-type: none">masters mostly well basic business Chinese and everyday Chinese expressions.produces mostly correct language.is able to use dictionaries and other sources of information. The use of vocabulary and phrases is appropriate and relatively fluent.masters relatively well one of the commonly used Chinese word processing tools.	<ul style="list-style-type: none">can just manage in basic business Chinese and everyday Chinese expressions. The grammatical and vocabulary aspects of the language need to be worked on. The expressions and messages are mainly understandable but they need to be corrected carefully.knows the basics of one of the commonly used Chinese word processing tools.

Written exams: 100 %

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

Spoken Communication in Chinese

- Code: CHI4LE009
- Extent: 3 ECTS (81 h)
- Timing: 1st or 3rd Semester
- Language: English/Chinese
- Level: core studies
- Type: elective*

* but required of students who have chosen compulsory Chinese

Prerequisites

Target level: A1.3

Chinese for Beginners and Intermediate Chinese, or three semesters of beginner level Chinese.

Learning outcomes

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

After the course, students will:

- achieve the proficiency of the five Mandarin tones
- master the whole Pinyin system
- feel easy in communications concerning everyday life situations
- be able to read and write common characters seen in public places in China

Course contents

During the course, students will learn the following skills:

- getting acquainted with a new person
- introducing oneself and others
- asking about prices and purchasing
- asking about ages
- telling about one's own home, present life situation, friends and foreign language skills
- talking about likes and dislikes, sports and hobbies etc.
- sing one or two Chinese songs

Teaching and learning methods

Interactive classroom activities

Individual and pair work

Self-assessment of learning 1h

Oral and written final exams

Alternative ways to complete the course

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

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

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Gu Feng 2009: Mandarin Teaching Toolbox, Volume 2, Confucius Institute at BCIT
Great Wall Chinese 2009: Level 1, Office of Chinese Language Council International

Assessment criteria/scale 5-1.

5 excellent

The student is able to:

- express her/himself using dialogues in pair-work communication situations
- listen actively to others and show her/his ideas and paying attention to other participants
- modify her/his working methods
- speak correct and well-versed Chinese with good command of tones
- give peer feedback to others
- critically assess her/his own communication skills and develop through practice and feedback.

3 good

The student is able to:

- work successfully in a flexible manner in pair-work communication situations
- communicate actively, listen to others and express her/his own ideas well
- speak correct spoken Chinese with a relatively good command of tones
- give and utilize peer feedback.

1 satisfactory

The student is able to:

- take part in pair-work communication situations by showing interaction in standard communication situations
- listen to others, express her/his own ideas
- speak understandable spoken Chinese with obvious mistakes in grammar and tones
- give peer feedback if asked.

Oral exam: 80%

Written exam: 20%

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

Basic Business French 1

(initiation au français des affaires 1)

- Code: FRE4LE005
 - Extent: 3 ECTS (81 h)
 - Timing: 1st Semester
 - Language: French/ English
 - Competence level: A2
 - Level: core studies
 - Type: elective*
- *required of students who have chosen compulsory French

Prerequisites

Secondary school French (C/D) or equivalent.

Learning outcomes

Upon successful completion of the course, the student

- understands some basics of Business French
- is able to have small-talks in ordinary situations
- knows basics of French grammar

Course contents

- French Grammar
- Oral exercises
- Basics of Business French vocabulary and concepts

Teaching and learning methods

Contact hours 32 h

Self-study 48 h

Self-assessment of learning 1 h

Mandatory attendance 80 %

Alternative ways to complete the course

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

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

2) Recognition of prior learning

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

student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teachers

Catherine Métivier, Pasila

Course materials

Grammaire progressive du français avec 600 exercices, nouvelle édition – niveau intermédiaire, Maia Grégoire, Odile Thiévenaz, CLE international

Web-pages

Material provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student</p> <ul style="list-style-type: none"> ▪ has strong writing and speaking skills in French and a good basic knowledge of Business French. ▪ knows how to apply the learned skills acquired in practice in new situations. 	<p>The student:</p> <ul style="list-style-type: none"> ▪ has good writing and speaking skills in French and a good basic knowledge of Business French. His/her speaking and writing skills are good as far as constructions and pronunciation are concerned. ▪ has the readiness to apply in practice the skills learned. 	<p>The student:</p> <ul style="list-style-type: none"> ▪ has limited writing and speaking skills in French and a limited basic knowledge of Business French. His/her speaking and writing skills are passable as far as constructions and pronunciation are concerned. ▪ can partly apply the learned skills in practice in new situations.

Assessment criteria

Written exam in grammar and vocabulary 50%

Oral exam 50%

Assignments

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

Basic Business French 2

(initiation au français des affaires 2)

- Code: FRE4LE006
 - Extent: 3 ECTS (81 h)
 - Timing: Semester 2
 - Language: French/ English
 - Competence level: A2
 - Level: core studies
 - Type: elective*
- *required of students who have chosen compulsory French

Prerequisites

Basic Business French 1 (FRE4LE005) or equivalent course.

Learning outcomes

Upon successful completion of the course, the student

- understands the basics of French Business Environment
- knows the basics of telephone communication
- knows the basics of French Business written communication

Course contents

- French Grammar
- Telephone conversation
- Basics on French terminology of Business
- Written Business Communication

Teaching and learning methods

Contact hours 32 h

Self-study 48 h

Self-assessment of learning 1 h

Mandatory Attendance 80 %

Alternative ways to complete the course

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

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

2) Recognition of prior learning

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

student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Contact teachers

Catherine Métivier, Pasila

Course materials

Grammaire progressive du français avec 600 exercices, nouvelle édition – niveau intermédiaire, Maia Grégoire, Odile Thiévenaz, CLE international

Web-pages

Material provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student has:</p> <ul style="list-style-type: none"> ▪ strong skills in telephone communication and is fully capable of taking contact information. ▪ an excellent command of the key concepts in Business French and in written Business Communication. 	<p>The student has:</p> <ul style="list-style-type: none"> ▪ good skills in telephone communication and is partly capable of taking contact information. ▪ has a command of the key concepts in Business French. The student knows well the basics of Business Communication and is partly capable to write Business Documents. 	<p>The student has:</p> <ul style="list-style-type: none"> ▪ limited skills in telephone communication and is partly capable of taking simple contact information. ▪ a limited command of the key concepts in Business French. The student knows some of the basics of Business Communication and is partly capable to write Business Documents.

Tehdyt toimenpiteet

Written exam for French vocabulary and terminology of business

Written exam in grammar and business letters 70 %

Telephone conversation exam 30 %

Assignments

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

Spoken Communication in Business German

(Deutsche Geschäftskommunikation, mündlich)

- Code: GER4LE007
- Extent: 3 ECTS (81 h)
- Timing: 2nd Semester
- Language: German
- Level: core studies
- Type: elective**

*the course is offered only in spring semesters

**required of students who have chosen compulsory German

Prerequisites

Competency level A2

German Grammar (GER4LE064).

Learning outcomes

Upon successful completion of the course, the student acquires sufficient skills to

- function in a German speaking working environment
- carry on an everyday conversation and express oneself clearly
- present oneself and others
- answer questions relating to oneself and present questions to others.

Course contents

- Pronunciation and intonation exercises
- Training real life job situations where spoken German skills are required such as telephone conversations and small talk

Cooperation with the business community and other organisations

Students make use of these skills in companies with connections to German-speaking countries.

Teaching and learning methods

The course comprises contact hours and exercises and involve both independent and supervised study.

Contact hours: 48 h

Mid-term examination after the 1st period. Oral exam at the end of the term.

Self-study: 32 h

Self-assessment of learning: 1 h

Mandatory attendance 80 %

Recognition of prior learning

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

Teacher with the main responsibility for the course

Heidemarie Apro-Mattila, Pasila

Tesi Binder, Pasila

Course materials

Material provided by the teacher

Assessment criteria/scale 5-1.

5 excellent

The student:

- has developed oral skills at a high level of interactive communication.
- learns and practises different genres of discourse and, at the same time, s(he) is able to produce fairly fluent and understandable language.
- has acquired an extensive vocabulary in everyday situations and in professional settings.
- acts naturally in the environment where s(he) needs to use German.
- is able to present orally his/her own experiences.

3 good

The student:

- speaks German with a certain correctness and s(he) also tries to overcome the language barrier by making use of body language and other forms of communication.
- makes an effort to improve his/her skills in the use of oral language and seeks simple solutions to explain more abstract terms.
- slowly learns the details of German grammar and also makes a great effort to reproduce and speak a coherent and comprehensible language to speakers of German.

1 satisfactory

The student:

- is having some difficulty in learning, but s(he) is moving towards improving her/his oral production.
- uses very short sentences and very basic language constructions.
- uses a discrete but understandable language for German speaking listeners.
- understands what is spoken in his/her environment and also makes short interventions to participate in the dialogue.
- makes an effort to express his/her experiences.

- clearly expresses sentences in German speaking environments.
- is able to express modestly his/her personal experiences.

Tehdyt toimenpiteet

Oral exam 80 %
Class work 20 %

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

German Grammar

(Deutsche Grammatik)

- Code: GER4LE064
- Extent: 3 ECTS (81 h)
- Timing: 1st semester*
- Language: German
- Competence level: A2
- Level: core studies
- Type: elective**

*the course is offered only in autumn semesters

**required of students with compulsory German

Prerequisites

Secondary school German or German for Beginners 1 (GER8LE080) and German for Beginners 2 (GER8LE030).

Learning outcomes

Upon successful completion of the course, the student

- is able to produce grammatically correct German

Course contents

- German grammar
- Expansion of vocabulary.

Teaching and learning methods

Contact hours 30 h (2 h / week)

Independent study 46 h

Written exam 4 h

Self-assessment of learning 1 h

Mandatory attendance 80 %

Recognition of prior learning

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

Contact teacher

Sirpa S. Bode, Pasila

Learning materials

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

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student ('s):
<ul style="list-style-type: none">▪ is able to use written (business related) German very well.▪ is able to understand fluent messages in different (business life) situations. His/her comprehension of German correlates very well to the main learning goals of the course in written as well as in spoken language.▪ masters German grammar and main vocabulary very well in (business related) German.	<ul style="list-style-type: none">▪ is able to use written (business related) German quite well.▪ is able to understand messages in different (business life) situations. His/her comprehension of German correlates well to the main learning goals of the course in written as well as in spoken language.▪ masters German grammar and main vocabulary well in (business related) German.	<ul style="list-style-type: none">▪ is able to comprehensively use written (business related) German.▪ understanding of messages in different (business life) situations is limited. His/her comprehension of German corresponds to the main learning goals of the course in written and in spoken language.▪ is able to use German grammar and main vocabulary in (business related) German.

Written exam 90 %

Class participation incl. verb test 10 %

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

Basic Business Russian 1

(Osnovy delovogo russkogo jazyka)

- Code: RUS4LE070
- Extent: 3 ECTS (81 h)
- Timing: 1st semester
- Language: Russian
- Competence level: A2
- Level: core studies
- Type: elective*

*required of students who have chosen compulsory Russian

Prerequisites

Intermediate Russian or equivalent skills.

Learning outcomes

Students acquire a proficiency that enables them to

- master the basics of Russian grammar using basic business Russian
- successfully manage everyday conversation during a business trip to Russia
- familiarize oneself with the city of Moscow
- familiarize oneself with the Russian Business Culture
- learn how to produce simple texts on familiar topics
- use dictionaries for supporting their working
- get used to multicultural working environments.

Course contents

The course involves contact hours and independent study. The essential point in this course is rehearsing Russian basic grammar using basic business Russian. Contact hours focus on speaking situations during a business trip to Russia. The exercises encourage active participation and enhance the learning process. The course includes lots of weekly assignments.

- Basic language-use situations during a business trip
- Border formalities
- Checking in
- Business relations
- In the restaurant
- In the city
- In the theatre
- Being someone's guest
- Buying tickets
- Shopping
- In a taxi

Teaching and learning methods

Contact hours: 30 h (2 x 2 h / week)

Written and listening comprehension: 2 h

Independent study, weekly assignments and preparing for examination: 48 h

Self-assessment of learning: 1 h

Mandatory attendance 80 %

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test.

Recognition of prior learning

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

Teacher with the main responsibility for the course

Pirjo Salenius, Pasila

Course materials

Berditchevski, A. 2007. Lestnitsa - Steps, E. Weber Verlag.

Salenius – Lehmuskallio, Biznes-Grammatika. 2009. Edita. Helsinki.

Material given by the lecturer.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student ('s):</p> <ul style="list-style-type: none">▪ is able to use both everyday and business Russian very well.▪ language is logical and understandable.▪ comprehension of Russian correlates very well to the main learning goals of the course, both in professional and everyday communication situations.▪ masters Russian grammar.▪ follows deadlines and	<p>The student ('s):</p> <ul style="list-style-type: none">▪ is able to use both everyday and business Russian well.▪ language is usually logical and for the most part understandable.▪ main Russian constructions, basic vocabulary and some professional vocabulary are comprehended, but they could be improved upon.▪ usually follows deadlines	<p>The student ('s):</p> <ul style="list-style-type: none">▪ can use both everyday and business Russian on a limited basis.▪ language is not always logical, and not everything is understandable.▪ main Russian constructions, basic vocabulary and some professional vocabulary are partly comprehended, and there is much to be improved upon.▪ doesn't follow deadlines

instructions precisely.	and instructions well.	and instructions very well.
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Written examination and listening comprehension 90 %

Vocabulary tests and learning assignments 10 %

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

Basic Business Russian 2

(Osnovy delovogo russkogo jazyka 2)

- Code: RUS4LE005
- Extent: 3 ECTS (81 h)
- Timing: 2nd semester
- Language: Russian
- Competence level: A 2
- Level: core studies
- Type: elective*

*required of students who have chosen compulsory Russian

Prerequisites

Basic Business Russian 1 (RUS4LE070)

Learning outcomes

Students acquire the skills to

- master basic telephone phrases
- arrange appointments
- take part in discussion with familiar topic
- express one's opinions and plans
- master basic Russian grammar

Course contents

The course involves contact hours and independent study. The exercises encourage active participation and enhance the learning process. Also the basic Russian grammar is rehearsed. The course includes weekly assignments and two more comprehensive assignments.

- Russian telephone culture
- Common expressions during phone conversations
- Russian Business Culture
- Russian Grammar

Teaching and learning methods

The course is comprised of 3 contact hours a week, exercises, distance assignments and a written and an oral examination, totaling 81 hours of study.

The course will continue for two periods.

Contact hours: 44 h (3 h/week for a period)

Written examination and listening comprehension: 2 h (at the end of the first period)

Oral examination and listening comprehension: 2 h (at the end of the second period)

Independent study (weekly assignments, distance assignments and preparing for exam): 32 h

Self-assessment of learning 1 h.

Mandatory attendance 80 %

Recognition of prior learning

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

Contact teacher

Pirjo Salenius, Pasila

Learning materials

Ojanen - Laurila-Hellman Prokkola 2011. Sekret uspeha 1. Helsingin kauppakorkeakoulu, Helsinki.
Lehmuskallio & Salenius. 2009. Biznes-Russian.
Material given by the lecturer.

Assessment criteria/scale 5-1.

5 excellent

The student(s):

- is able to communicate fluently in Russian in basic business-trip situations.
- masters well basic Russian business vocabulary and phrases, including vocabulary used in telephone conversations.
- follows deadlines and instructions precisely.

3 good

The student(s):

- is able to communicate well in Russian in basic business trip-related situations.
- masters basic Russian business vocabulary and phrases, including vocabulary used in telephone conversations.
- usually follows deadlines and instructions well.

1 satisfactory

The student(s):

- is able to communicate on a limited basis in Russian in basic business trip-related situations.
- masters the most common basic Russian business vocabulary and phrases, including the most basic vocabulary used in telephone conversations.
- doesn't follow deadlines and instructions very well.

Written examination and listening comprehension 40 %

Oral examination and listening comprehension 50 %

Distance assignments 10 %

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

Spoken Spanish in Practice

(Español oral en situaciones prácticas)

- Code: SPA4LE070
- Extent: 3 ECTS (81 h)
- Timing: 2nd Semester
- Language: Spanish
- Competence level: A2
- Level: Core studies
- Type: Elective*

*required of students with compulsory Spanish

Prerequisites

Spanish Grammar (SPA4LE008) or equivalent studies

Learning outcomes

The course objective is to use the language in business situations. Knowing the cultural differences and business vocabulary

Upon successful completion of the course, the student

- should be able to interact with other Spanish-speakers in every Spanish-speaking country, being aware of the cultural and vocabulary differences
- should also be able to use the language in a formal way in business situations
- will learn to know the Spanish society and ways of life.

Course contents

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

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

- the use of oral language in different business situations
- cultural aspects of the Spanish society

Teaching and learning methods

The course consists of contact hours and independent study, totaling 81 hours of study time.

Contact hours 48 h (1 x 3h / week) including two oral exams 2 x 2 h =4 h

Self-study 32 h

Self-assessment of learning 1 h

Mandatory attendance 80 %

Class exercises must be completed before the oral exams.

Recognition of prior learning

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

Contact teacher

Pedro Beltrán Herrera, Pasila

Learning materials

To be provided by the lecturer at the beginning of the course.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">develops spoken language with great skill and a high level of interactive communication.learns and practices different genres of discourse and, at the same time, he/she is able to reproduce fluent and understandable spoken Spanish.acquires an extensive vocabulary for everyday situations and professional settings.acts naturally in any environment where he/she needs to use Spanish at a high cultural level.is able to orally present his/her personal experiences.	<ul style="list-style-type: none">speaks Spanish that needs some correction and he/she also tries to overcome any language barriers by making use of body language and other forms of communication.tries to improve her/his skills in the use of spoken Spanish and uses simple vocabulary to explain more abstract concepts.slowly learns the details of Spanish grammar and also makes a great effort to reproduce coherent and comprehensible Spanish to native speakers.expresses sentences clearly in Spanish-speaking environments.is able to express his/her	<ul style="list-style-type: none">has some difficulty in learning, he or she is moving towards improving her/his knowledge of business Spanish.uses very short sentences and very basic language constructions. He/she has limited vocabulary, but is understandable to native speakers.understands what is spoken in his/her environment and also participates to some degree in it.makes an effort to express his/her personal experiences.

personal
experiences to some degree.

Oral exam 70 %
Oral assignments 30 %

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

Spanish Grammar

(Gramática española)

- Code: SPA4LE008
- Extent: 3 ECTS (81 h)
- Timing: 1st Semester
- Language: Spanish
- Competence level: A2
- Level: core studies
- Type: elective*

*required of students who have chosen compulsory Spanish

Prerequisites

Intermediate Spanish or equivalent, e.g. secondary school Spanish.

Learning outcomes

The course objective is to learn to use the most demanding of Spanish structures in different situations and learn the basic vocabulary of Business Spanish.

Upon successful completion of the course, the student

- understands texts written in ordinary language.
- knows the most demanding structures of language
- gains the skills to produce text on topics relating to basic vocabulary of Business Spanish and the cultures of different Spanish spoken countries

Lots of oral and written exercises. Practice in the use of the indicative and subjunctive in everyday situations, both orally and in writing. This course offers a solid foundation on Spanish grammar! Students write essays during the course.

Course contents

Focus on the:

- passive structures and singular subjects
- subjunctive, imperative and future
- different forms of the subjunctive and conditionals
- basic vocabulary of Business Spanish

Teaching and learning methods

The course consists of contact hours and independent study, totaling 81 hours of study time.

Contact hours 32 h (2x2 h/week) including a written examination 2 h

Independent study 48 h

Self-assessment of learning 1 h

Mandatory attendance 80 %

Class exercises must be completed before the exam.

Alternative ways to complete the course

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

Recognition of prior learning

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

Contact teacher

Pedro Beltrán Herrera, Pasila

Course materials

Amate, Iñaki & Puranen, Pasi, 2010. Colegas – Työelämän espanja. Espanjan jatko-oppikirja. Kustannusosakeyhtiö Tammi, Helsinki.

Additional reading:

Turk, Phil - Zollo Mike 2005, ¡Acción Gramática! A new Spanish grammar. 2nd edition, Hodder & Stoughton, London.

Mäkinen, Matti 2003. ¡Claro! Lyhyt espanjan kielioppi. Kustannusosakeyhtiö Tammi, Helsinki.

Mäkinen, Matti - Torvinen, Maarit 2003. ¡Claro! Harjoitukset. Kustannusosakeyhtiö Tammi, Helsinki.

Hämäläinen Tiina 2002. Espanjan kielioppi, Finn Lectura, Tampere.

Hämäläinen Taina - Virkkunen Sonja 2003. Espanjan kielioppi-harjoituskirja. Finn Lectura, Helsinki.

Web materials:

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

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">is able to use written business-related Spanish very well.is able to understand messages in different business life situations very well. His/her comprehension correlates very well to the main learning goals of the course in written and spoken	<ul style="list-style-type: none">is able to use written business-related Spanish well.is able to understand messages in different business situations well.His/her comprehension correlates well to the main learning goals of the course in written and spoken	<ul style="list-style-type: none">is able to somewhat use written business-related Spanish. The student's understanding of messages in different business life situations is limited. His/her comprehension corresponds somewhat to the main learning

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> ▪ Spanish. masters Spanish grammar and the main vocabulary in business-related Spanish very well. | <ul style="list-style-type: none"> ▪ Spanish. masters Spanish grammar and the main vocabulary in business-related Spanish well. | <ul style="list-style-type: none"> ▪ goals of the course in written and spoken Spanish. is able to use Spanish grammar and the main vocabulary to some degree in business-related Spanish. |
|---|--|---|

Written exam 80 %
 Continuous assessments 20%

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

Professional Studies

Compulsory professional studies

Cultures in Contact

- Code: CUL2LE001
- Extent: 3 ECTS (81 h)
- Timing: 7th Semester
- Language: English
- Level: professional studies
- Type: compulsory

Prerequisites

No prerequisites.

Learning objectives

The student will

- become familiar with cultural layers and differences
- understand the different dimensions of culture
- know how culture influences on human behaviour
- understand the impact of globalisation, ethics and risk on local cultures.

Course contents

- Cultures as a concept
- The layers of culture
- Cultural differences
- Globalisation & ethics & risk

Cooperation with the business community and other organisations

This course will help prepare students to work in a multicultural work environment and gain a broader perspective regarding relevant issues.

Teaching and learning methods

The course covers 81 hours of study.

Contact hours: 30 h (2 hours/week)

Independent studies: 48 hours

Written exam: 2 hours (at end of the course)

Self-assessment of learning: 1 hour

Required attendance: 80 %

Teacher with the main responsibility for the course

Karl Robbins, Pasila

Course materials

Course material will be provided by the teacher.

Assessment criteria

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none">▪ has a solid understanding of intercultural issues and understands how to handle herself or himself successfully in relevant situations.▪ has a broad perspective in this area and understands well the critical issues involved in intercultural issues.	<p>The student:</p> <ul style="list-style-type: none">▪ has a fairly understanding of intercultural issues and somewhat understands how to handle herself or himself successfully in relevant situations.▪ has a fairly broad perspective in this area and somewhat understands the critical issues involved in intercultural issues.	<p>The student:</p> <ul style="list-style-type: none">▪ has a weak, though passable understanding of intercultural issues and understands the very basics how to handle herself or himself successfully in relevant situations.▪ has a somewhat limited perspective in this area and understands only the basic facts involved in intercultural issues.

Class participation and assignments 50%
Final exam 50%

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

Tehdyt toimenpiteet

Online Communication

- Code: COM2LE050
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: English
- Level: professional studies
- Type: Compulsory
- Curriculum: MUBBA10

Starting level and linkage with other courses

Good computer skills.

Learning outcomes

Upon successful completion of the course, the student

- can write pages with html
- understands the web site structure and design process.
- can design a website and implement it with Adobe Dreamweaver
- knows special features when writing for the Net

Course contents

- basics HTML and CSS
- Web site structure basics
- Web design basics
- Dreamweaver basics: HTML templates,
- Working with images

Teaching and learning methods

Contact hours 32 h (1x 4 h / week)

Independent studies 48 h

Self-assessment of learning 1h

Contact hours contain five weekly four hour workshops of hands-on assignments preparing the student for the small web site implementation. Last two sessions are reserved for the web site implementation.

Recognition of prior learning (RPL)

Recognition of prior learning is a process whereby, through assessment, credit is given to learning which has already been acquired in different ways, e.g. with earlier studies or working experience with HTML, CSS, and Adobe Dreamweaver.

Student should contact the teacher after first-selection and agree how to demonstrate his/her knowledge and skills of HTML, CSS, and Adobe Dreamweaver.

Teacher responsible

Heli Lankinen, Pasila

Course materials

Material given by the teacher available at Moodle.

Assessment criteria/scale 5-1.

5 excellent

The student:

- has a command of key concepts, has a solid grasp of HTML, CSS functionalities in business communication context and knows how to apply them in practice using Adobe Dreamweaver editor.
- has strong skills and can independently use the tools to find new solutions.
- has good time management skills and completes assignments on time.

The student:

- has a command of the HTML, CSS and Adobe Dreamweaver key concepts in business communications context and makes use of basic functionalities with purpose.
- has good time management skills and completes assignments on time.

3 good

1 satisfactory

The student:

- has a command of some HTML, CSS and Adobe Dreamweaver key concepts in business communications context.
- can satisfactorily complete basic tasks but needs assistance to solve more demanding tasks independently.

Final project: 80 %

Active participation to the workshops: 20 %

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

Organisational Communication Management

- Code: COM2LE062
- Extent: 3 ECTS (81 h)
- Timing: 3rd semester
- Language: English
- Level: Professional studies
- Type: Compulsory
- Curriculum: MUBBA10

Prerequisites

Purpose and Practices in Organisational Communications (WOR1LE001F)

Learning outcomes

Upon completion of this course, the student

- will be able to comprehend key communication theories and practices within an organisational framework
- will appreciate the patterns and challenges of organisational communication
- will understand the complexities of international and inter-cultural communication as it applies to organisations
- will understand the tactics required to better engage employees and customers
- will be able to produce a basic communication plan
- will be aware of various emerging technologies that can be applied to organisational communication management
- will better appreciate his/her role as a team member and as an active communicator within a work organisation

Course contents

The course is mainly organised as a small-group project. Each group will choose, describe and analyse a typical communication challenge within a contemporary organisation. Each group will then submit a report and give an oral presentation. Topics to be covered in the course include:

- key communication theories/perspectives
- patterns and challenges of organisational communication
- formal and informal communication
- internal and external communication
- international and inter-cultural communication
- communication tools
- communication planning
- employee and customer engagement
- emerging technologies for effective organisational communication

Cooperation with the business community

Students are encouraged to relate their studies and assessment requirements to real-life situations. Therefore students should expect some cooperation with the business community and other organisations such as government and non-profit bodies, especially with their group project.

International dimension

All study materials and approaches are applicable in international contexts. Students themselves form multicultural teams.

Teaching and learning methods

Lectures, teamwork, team coaching and presentations: 32 h (mandatory attendance 70 %)

Independent study: 48 hours.

Self-assessment of learning 1h

Recognition of prior learning (APL)

Depending on the requirements of the teacher, prior learning may be partially accepted.

Responsible teacher

Mark Badham

Learning materials

Gillis, Tamara. 2011. The IABC Handbook of Organizational Communication: A Guide to Internal Communication, Public Relations, Marketing and Leadership (J-P International Association of Business Communicators). Jossey-Bass.

May, Steve. 2013. Case Studies in Organizational Communication: Ethical Perspectives and Practices. Sage.

Miller, Katherine. 2011. Organisational Communication: Approaches and Processes. Cengage Learning.

Journal articles will be supplied by the teacher prior to course commencement.

Other literature approved by the teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">▪ accurately and comprehensively weaves a variety of communication theories and practices into hypothetical situations and to his/her own project/work situation.▪ accurately and comprehensively	<ul style="list-style-type: none">▪ applies key communication theories and practices within an organisational framework to new contexts.▪ refers to challenges and	<ul style="list-style-type: none">▪ identifies a limited range of communication theories and practices.▪ displays a limited understanding of aspects of international and intercultural

<p>weaves a variety of challenges and issues relating to international and intercultural communication, internal and external communication, and employee and customer engagement within his/her own project/work situation.</p> <ul style="list-style-type: none"> ▪ can produce and apply a comprehensive and realistic communications plan to accurately meet an organisation's needs. ▪ applies a wide range of very appropriate communication tools to given situations. ▪ works very competently on his/her project and communicates professionally and eloquently with others. ▪ comprehensively applies problem identification, analysis and solving at a high standard 	<p>issues relating to international and intercultural communication, internal and external communication, and employee and customer engagement.</p> <ul style="list-style-type: none"> ▪ can produce and apply a communications plan to suit an organisation's needs. ▪ is able to apply a wide range of communication tools to given situations. ▪ shows an aptitude to work unsupervised on his/her project. ▪ can confidently apply problem identification, analysis and solving at a standard level 	<p>communication, internal and external communication, and employee and customer engagement.</p> <ul style="list-style-type: none"> ▪ can list elements of a communications audit and communications plan. ▪ is able to apply a limited range of communication tools to given situations. With difficulty and under strict supervision, the student works on his/her project. Problem identification, analysis and solving is at a basic level.
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Participation in group discussions 10 %

Teamwork, oral and written presentation 60 %

Examination 30 %

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

Corporate Public Relations

- Code: COM2LE070
- Extent: 7 ECTS (189 h)
- Timing: 3rd semester
- Language: English
- Level: professional studies
- Type: compulsory

Prerequisites

English Grammar (ENG1LE015) and Introduction to Business English (WOR1LE001A)

Learning outcomes

Upon successful completion of the course, the student

- is aware of business manners and etiquette in various cultures
- knows how to arrange successful social corporate events in an international environment
- is able to plan and implement a corporate event including the whole process from the invitation to the conclusion and feedback session concerning the event
- knows how to produce professional English PR communications in the proper structure and style
- is aware of differences in communication practices within the Anglo-Saxon region

Course contents

The course comprises three parts: Business Events and Etiquette (COM2LE070A) 2 ECTS, Business Event Project (COM2LE070B) 2 ECTS, and PR English (COM2LE070C) 3 ECTS.

The parts above build the student's skills in the following areas

- Professional domestic and international manners and etiquette at various corporate events
- How to plan and implement a corporate event
- Written English communications in the following areas: personnel matters and CVs, invitations and other goodwill letters and messages, thank-you letters, travel and appointment correspondence

Cooperation with the business community

Business Event Project is implemented for and commissioned by a company or an organization. The course includes company excursions and/or visiting lecturers from the world of work.

Teaching and learning methods

Business events and etiquette 54 h:
Contact hours and examination 32 h, compulsory attendance 70 %
Self-study 21 h
Self-assessment of learning 1h

Business Event Project 54 h:
Implementation and documentation of the event 53 h
Self-assessment of learning 1h

PR English 81 h:
Contact hours and examination 26-28 h, compulsory attendance 80 %
Self-study 52-54 h
Self-assessment of learning 1h

Recognition of prior learning (RPL)

The student displays with the competence demonstration that s/he manages the course objectives and contents mentioned in the course description. The student contacts the teachers (Business Events & Etiquette, Event Project and PR English) during the pre-enrollment period before the course is implemented. The student displays her/his competence in various parts of the course by course related documentation, eg a portfolio. In PR English the competence demonstration includes an examination.

Contact teachers

Nina Ståhls, Pasila (BUSINESS EVENT PROJECT & BUSINESS EVENTS AND ETIQUETTE)
Ilpo Päiväläinen, Pasila (PR ENGLISH, BUSINESS EVENT PROJECT)

Learning materials

Business events and etiquette:
Shone, Anton. Successful Event Management. A Practical Handbook
Various publications on manners and etiquette
Material prepared by the students as course work
Material provided by the lecturer

PR English:
Taylor, Shirley. 2004 or later. Model Business Letters, E-mails & other Business Documents. FT Prentice Hall
Material provided by the lecturer

Assessment criteria/Business events and etiquette/scale 5-1.

5 excellent	3 good	1 satisfactory
<ul style="list-style-type: none">The student knows how to independently prepare an invitation, covering both its look and content, providing relevant information to the recipient. S/he is aware of the proper dress code and table etiquette even for the most formal of occasions.	<ul style="list-style-type: none">The student knows how to prepare an invitation that is appropriate both in terms of look and content.S/he knows how to prepare seating	<ul style="list-style-type: none">The student knows how to prepare an invitation in accordance with instructions provided. S/he understands how and why invitations differ for different kinds of events.

<ul style="list-style-type: none"> ▪ S/he knows how to organise seating arrangements, the seating map as well as glass and menu cards. ▪ S/he knows how to prepare and present a presentation on the topic. S/he organises a visit for his/her group. ▪ S/he demonstrates punctuality and proper time management. S/he has internalised the importance of proper etiquette in different situations. S/he does not disturb others when they are working and shares her own ideas and experiences with others. 	<p>arrangements, following the instructions provided by a model.</p> <ul style="list-style-type: none"> ▪ S/he approaches matters with a professional attitude and meets deadlines. ▪ S/he knows how to prepare and present a presentation relating to course contents. ▪ S/he is punctual, helpful and considerate of others. 	<ul style="list-style-type: none"> ▪ S/he knows how to prepare and present a presentation for the group. ▪ S/he follows instructions provided. ▪ S/he meets deadlines for the most part and participates in class/group work.
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Assessment criteria/Business event project/scale 5-1.

5 excellent	3 good	1 satisfactory
<ul style="list-style-type: none"> ▪ The student knows how to plan and execute an accomplishable event/happening, either independently or within a group. S/he displays a command of project management tools. The project binder contains documents such as invitations, programmes, memorandums that are flawless with regard to look and content. ▪ S/he knows how to assess the risks and opportunities relating to an event. S/he knows how to prepare a list of responsibilities. ▪ S/he is punctual and knows how to organise his/her time. S/he shows initiative and shares her expertise and knowledge with others. S/he knows how to communicate professionally with the 	<ul style="list-style-type: none"> ▪ The student knows how to plan and execute a corporate event in accordance with instructions provided, either independently or within a group. ▪ S/he writes texts of proper style and tone of voice (e.g. invitations), taking into account recipient needs and commissioning party objectives. ▪ S/he approaches matters with a professional attitude 	<ul style="list-style-type: none"> ▪ The student knows how to follow instructions when organising corporate events. ▪ S/he knows how to prepare invitations and other written materials in accordance with instructions provided. ▪ S/he meets deadlines, follows instructions and

<p>commissioning party and other stakeholders.</p> <ul style="list-style-type: none"> ▪ His/her project binder offers a complete template for similar occasions. ▪ S/he receives excellent feedback from the commissioning party. 	<p>and meets deadlines.</p> <ul style="list-style-type: none"> ▪ S/he receives good feedback from the commissioning party. 	<p>participates in event planning and execution.</p> <ul style="list-style-type: none"> ▪ The corporate event is executed.
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Assessment criteria/PR English/scale 5-1.

5 excellent	3 good	1 satisfactory
<ul style="list-style-type: none"> ▪ The student can produce highly polished business documents following the principles of appropriate international English business communication. ▪ The documents written by the student meet the appropriate requirements at an excellent level so that they can be sent to the recipient. ▪ The language and style of the documents are very good in terms of vocabulary, tone, idiomatic expressions, grammar, style and layout. 	<ul style="list-style-type: none"> ▪ The documents written by the student can be sent to the recipient after the appropriate corrections have been made to the documents. ▪ The documents meet the required standards: vocabulary and idioms are mostly correct. ▪ There are elements of language that need to be corrected but these errors do not lead to misunderstandings; the various elements of the documents such as structures, style and layout are mostly used appropriately. 	<ul style="list-style-type: none"> ▪ The documents written by the student can be sent to the recipient after several corrections and improvements to the documents have been made. ▪ The basic elements of the documents are in place but considerable improvement need to be made at various levels of the language and layout.

Business Events and Etiquette:

Presentations and Reports, Examination 100 %

Business Event Project:

Workshops and Report on Business Event Project 100 %

PR English:

Final examination 100 %

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

English Business and Financial Communication

- Code: ENG2LE040
- Extent: 5 ECTS (132 h)
- Timing: Semester 4 and 6*
- Language: English
- Competence level: C1
- Level: professional studies
- Type: compulsory

*English Business Documents is offered only in spring semesters and Knowledge of the EU and the Economy only in autumn semesters.

Prerequisites

English Grammar, Introduction to Business English and PR English.

Learning outcomes

The student

- becomes aware of the English business environment to the extent that she/he has the capability to produce fluent business communications in English using the right style and vocabulary
- gains a command of the terminology used in the EU and its institutions
- acquires business terminology and concepts crucial for the comprehension and analysis of demanding business texts.

Course contents

The course is divided into two parts:

1) English Business Documents and Knowledge of the Economy: This part is intended for the 4th semester of studies: vocabulary and idioms are practiced with the help of model letters; clarity and style are practiced with the help of writing techniques for the purpose. The topics covered are:

- enquiries
- replies and quotations
- orders
- payment
- complaints and adjustments

2) EU Studies: This part is intended for the 6th semester. The course contents include general knowledge of the EU in addition to addressing current EU issues in the media. Class/independent exercises comprise terminology exercises and other learning assignments. The students also compile a team work assignment on an EU issue. The topics covered are:

- structure, history and key features of the EU
- central EU related terminology and concepts
- EU economic policy

Teaching and learning methods

The course covers contact hours and exercises, a total of 132 hours.

1) English Business Documents and Knowledge of the Economy:

This part comprises class and exercises (including demonstration of skills) as well as independent study of course material. This part covers 81 hours of study.

Contact hours: 32 h (2 h/week), in which students compile a reference manual on business communications on the basis of what is learned during the course.

Written exam: 2 h (at end of term)

Independent studies: 46 h

Self-assessment of learning: 1h

2) EU Studies:

This part comprises classes, exercises and assignments. It involves 54 hours of independent study, inclusive of both classroom and independent study. This part is completed in one term.

Contact hours: 24 h (2 h/week)

Written exam: 2 h (at the end of the term)

Independent study, translation exercises and learning assignments, and preparation for the final exam: 27 h.

Self-assessment of learning: 1h

Recognition of prior learning (RPL)

The student displays with the competence demonstration that s/he manages the course objectives and contents mentioned in the course description. The student contacts the teacher during the pre-enrollment period before the course is implemented. The student displays her/his competence in various parts of the course by course related documentation, e.g. a portfolio. In English Business Documents the competence demonstration includes an examination.

Teacher with the main responsibility for the course

Kristiina Åberg, Pasila (EU Studies)

Ilpo Päiväläinen, Pasila (English Business Documents)

Course materials

Taylor, Shirley. Model Business Letters, E-mails and Other Business Documents, (unit 2). FT. Prentice Hall. 2004.

EU publications, current materials on business and the economy.

Assessment criteria/EU Studies scale 5-1.

5 excellent

The student:

- masters to a great extent the roles and functions of the EU institutions, as well

3 good

The student:

- has acquired the essential knowledge of the roles and

1 satisfactory

The student:

- has acquired a basic knowledge of the main EU institutions, their

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> as the history of the EU, and uses related terminology fluently. ▪ has also acquired an excellent knowledge of the Eurozone and the EU's economic policy/situation and terminology. | <ul style="list-style-type: none"> functions of the EU institutions, as well as the Eurozone, and can use the key terminology related thereto. | <ul style="list-style-type: none"> functions, as well as the Eurozone. ▪ can use specialized terminology related to the EU well enough to communicate basic facts about the EU. |
|--|---|---|

English Business Documents:

Written exam, compulsory assignments

Knowledge of the EU and the Economy:

Written exam, assignments and team work

The English Business Documents and Knowledge of the Economy part will form 60 % and EU Studies 40 % of the final grade. Students must pass both parts of the course.

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

Tehdyt toimenpiteet

Finnish for Working Life 1

- Code: FIN2LE030
- Extent: 3 ECTS (81 h)
- Timing: 3rd semester
- Language: Finnish
- Target level: A2
- Level: Professional studies
- Type: Compulsory

Prerequisites

Finnish for Beginners and Intermediate Finnish or equivalent level in the proficiency test.

Learning outcomes

Upon successful completion of the course, the student

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

Course contents

- Conjunctions
- Object
- Conditional mood
- Past tense forms
- 3. infinitive
- Writing email
- Getting acquainted with current topics by using newspapers and other media

Teaching and learning methods

Contact hours 32 h

Independent studies 48 h

Self-assessment of learning 1h

Oral and written exercises individually and in pairs, group work.
Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results, and reach the minimum amount of credits (22 cr.) in the Finnish language at his/her own level of competence.

Teacher responsible

Learning materials

Gehring, S.& Heinzmann, S. 2012. Suomen mestari 2. Suomen kielen oppikirja aikuisille. Finn Lectura. Helsinki.

Other material provided by teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">▪ has a good command of standard oral and written Finnish on general topics.▪ is able to communicate in most situations he/she is likely to encounter.	<ul style="list-style-type: none">▪ has a satisfactory command of standard oral and written Finnish on general topics.▪ is able to communicate in many of the situations he/she is likely to encounter.	<ul style="list-style-type: none">▪ has a passable command of standard oral and written Finnish on general topics.▪ is able to communicate in some of the situations he/she is likely to encounter.

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

Tehdyt toimenpiteet

Finnish for Working Life 2

- Code: FIN2LE031
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: Finnish
- Target level: B1
- Level: Professional studies
- Type: Compulsory

Prerequisites

Finnish for Beginners, Intermediate Finnish and Finnish for Working life or equivalent level in the proficiency test.

Learning outcomes

Upon successful completion of the course, the student

- has learned how to apply for a job in Finland
- has basic knowledge of formal telephone conversations in Finnish
- is familiar with current topics in the business field through (simplified) newspaper articles and other up-to-date sources

Course contents

- Perfect and pluperfect tense
- Plural forms of nouns
- Comparison of adjectives
- Texts and conversation about current topics
- Studies, work experience
- CV
- Job interview
- Presentation or oral summary

Teaching and learning methods

Contact hours 32 h

Independent studies 48 h

Self-assessment of learning 1 h

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

Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results, and reach the minimum amount of credits (22 cr.) in the Finnish language at his/her own level of competence.

Teacher responsible

Pekka Huolman, Pasila

Learning materials

Kuparinen, K. & Tapaninen, T. 2008. Hyvin menee! 2. Suomea aikuisille. Chapters 4 - 6 . Otava. Helsinki.

Other material provided by teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<ul style="list-style-type: none">▪ The student has a good command of standard oral and written Finnish on general and some field-specific topics.▪ The student is able to communicate in most situations he/she is likely to encounter. He/she is able to search for and apply for a job in Finnish independently.	<ul style="list-style-type: none">▪ The student understands the essential parts of business-related texts in both the written and oral form.▪ The student has a fairly good command of business vocabulary, and he/she is able to produce business or PR texts in Finnish when assisted.	<ul style="list-style-type: none">▪ The student understands the main points of business-related texts in both the written and oral form.▪ The student has a satisfactory command of business vocabulary, and he/she is able to produce business or PR texts in Finnish with several corrections, when assisted substantially.

Assessment criteria

Active participation in lessons 10 %
Written and Oral assignments 50 %
Final Examination 40 %

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

Finnish for Working Life 2

- Code: FIN2LE031

Extent: 3 ECTS (81 h)

- Timing: 4th semester
- Language: Finnish
- Target level: B1
- Level: Professional studies
- Type: Compulsory

Prerequisites

Finnish for Beginners, Intermediate Finnish and Finnish for Working life or equivalent level in the proficiency test.

Learning outcomes

Upon successful completion of the course, the student

- has learned how to apply for a job in Finland
- has basic knowledge of formal telephone conversations in Finnish
- is familiar with current topics in the business field through (simplified) newspaper articles and other up-to-date sources

Course contents

- Perfect and pluperfect tense
- Plural forms of nouns
- Comparison of adjectives
- Texts and conversation about current topics
- Studies, work experience
- CV
- Job interview
- Presentation or oral summary

Teaching and learning methods

Contact hours 32 h

Independent studies 48 h

Self-assessment of learning 1 h

Oral and written exercises individually and in pairs, group work.
Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results, and reach the minimum amount of credits (22 cr.) in the Finnish language at his/her own level of competence.

Teacher responsible

Pekka Huolman, Pasila

Learning materials

Kuparinen, K. & Tapaninen, T. 2008. Hyvin menee! 2. Suomea aikuisille. Chapters 4 - 6 . Otava. Helsinki.

Other material provided by teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<ul style="list-style-type: none"> ▪ The student has a good command of standard oral and written Finnish on general and some field-specific topics. ▪ The student is able to communicate in most situations he/she is likely to encounter. He/she is able to search for and apply for a job in Finnish independently. 	<ul style="list-style-type: none"> ▪ The student understands the essential parts of business-related texts in both the written and oral form. ▪ The student has a fairly good command of business vocabulary, and he/she is able to produce business or PR texts in Finnish when assisted. 	<ul style="list-style-type: none"> ▪ The student understands the main points of business-related texts in both the written and oral form. ▪ The student has a satisfactory command of business vocabulary, and he/she is able to produce business or PR texts in Finnish with several corrections, when assisted substantially.

Assessment criteria

Active participation in lessons 10 %
 Written and Oral assignments 50 %
 Final Examination 40 %

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

Business Oriented Finnish

- Code: FIN2LE032
- Extent: 4 ECTS (108 h)
- Timing: 6th semester
- Language: Finnish
- Target level: B2
- Level: professional studies
- Type: compulsory

Prerequisites

Finnish for Beginners, Intermediate Finnish and Finnish for Working Life 1 and 2 or equivalent level in the proficiency test.

Learning outcomes

Upon successful completion of the course, the student

- is able to communicate in Finnish in basic business situations
- acquires the skills to produce clear and logical business texts on simple business matters
- is able to write basic business letters and PR letters in Finnish

Course contents

- Cultural differences, corporate forms, organisations, commerce, finance, marketing, tourism, workplace culture
- Business correspondence
- PR letters
- Internal communications
- Telephone Finnish
- Grammar: comparison of adjectives, non-finite clauses

Teaching and learning methods

Contact hours 48 h

Independent studies 59 h

Self-assessment of learning 1 h

Oral and written exercises individually and in pairs, group work.
Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results, and reach the minimum amount of credits (22 cr.) in the Finnish language at his/her own level of competence.

Teacher responsible

Learning materials

Material provided by teacher.

Assessment criteria/scale 5-1.

5 Excellent

- The student understands well the essential parts of business-related texts in both the written and oral form.
- The student has a very good command of business vocabulary, and he/she is able to produce business or PR texts in Finnish independently.

3 Good

- The student understands the essential parts of business-related texts in both the written and oral form.
- The student has a fairly good command of business vocabulary, and he/she is able to produce business or PR texts in Finnish when assisted.

1 Satisfactory

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

Assessment criteria

Active participation in lessons 10 %
Written and oral assignments 50 %
Final exam 40 %

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

Processing Information and Managing Documents

- Code: INF2LE020
- Extent: 3 ECTS (81 h)
- Timing: 4th semester*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in spring semesters in Mubba but the same course is offered in autumn semesters in Assi.

Prerequisites

Office Applications / Työvälineohjelmistot

Learning outcomes

Upon successful completion of the course, the student

- knows the basic concepts and principles of digital document management.
- knows how to use SharePoint to enable collaboration and knowledge management in an organization.
- understands the integration of SharePoint and Office 2010.
- has improved his/her ability to manage documents, to communicate efficiently, to design and plan surveys, and to coordinate meetings and projects.
- knows how to use online material to learn new software features.

Course contents

- SharePoint structure and key concepts
 - Libraries
 - Metadata
 - Lists
 - Collaboration tools
 - Permissions and user management

Teaching and learning methods

Contact hours 32 hours (1 x 4 h/week)

Independent study 48 h

Self-assessment of learning 1 h

Contact hours contain six weekly four hour workshops of hands-on assignment covering course topics. Last sessions are reserved for the final project implementation.

Recognition of prior learning (RPL)

Recognition of prior learning is a process whereby, through assessment, credit is given to learning which has already been acquired in different ways, e.g. with earlier studies or working experience with SharePoint.

Student should contact the teacher after first-selection and agree how to demonstrate his/her knowledge and skills of SharePoint use.

Teacher responsible

Heli Lankinen, Pasila

Course materials

Material will be created collectively during the course. All material will be published using the course SharePoint site.

Assessment criteria/scale 5-1.

5 excellent

The student:

- has a command of key concepts, has a solid grasp of SharePoint functionalities and knows how to apply them in practice.
- has strong skills and can independently use the document management system to find new solutions.
- has good time management skills and completes assignments on time.

3 good

The student:

- has a command of the SharePoint key concepts and makes use of basic functionalities with purpose.
- has good time management skills and completes assignments on time.

1 satisfactory

The student:

- has a command of some concepts but lacks a full understanding of how the document management systems work.
- can satisfactorily complete basic tasks but needs assistance to solve more demanding tasks independently.

Final Project 70 %

Participation and completion of weekly assignments 30 %

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

Administrative and Labour Law

- Code: LAW2LE046
- Extent: 3 ECTS (81 h)
- Timing: 3rd semester
- Language: English
- Level: professional studies
- Type: compulsory

Prerequisites

Introduction to Business Law (LAW2LE045) or equivalent

Learning outcomes

Upon successful completion of the course, the student

- knows the key statutes regulating public administration and employee's legal position.
- knows the basic principles, rules, and processes of administrative and labour law.
- is able to seek information on administrative and labour law.

Course contents

- The basic concepts and principles of labour law
- Employer and employee organizations
- Employee's rights and obligations concerning e.g. salary, working hours, holidays, occupational safety, and privacy
- Resolution of labour conflicts
- The operating principles and organization of government
- Legal status of the individual and its protection
- The legislative process
- The basic principles and processes of public administration

Teaching and learning methods

The Administrative Law part of the course comprises of self-study in e-learning environment, weekly assignments and a final exam. The Labour Law part of the course comprises of contact hours, weekly assignments and a final exam.

Contact hours 16 h

Self-study 64 h

Self-assessment of learning 1 h

Alternative completions

A student who wishes to complete the entire course in an alternative way on the basis of her prior competences should consult the teacher.

Contact teachers

Sampo Mielityinen, Pasila

Learning materials

Labour Law:

Äimälä, M. – Åström, J. – Rautiainen, H. – Nyysölä, M. 2008 or 2005. Finnish Labour Law in Practice. WSOY, Helsinki.; or
Suviranta, A. J. 2000. Labour Law in Finland. Kluwer.; or
Surakka, A. 2005. Access to Finnish Law. WSOY, Helsinki.

Administrative Law:

Laine, M. 2006. Access to Finnish Public Law. WSOY Oppikirjat.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student is able to	The student is able to	The student is able to
<ul style="list-style-type: none">describe basic rules of administrative and labour law and apply them independently to simple casesindependently describe the implementation of labour law and the structure of Finnish public administrationindependently seek reliable information on administrative and labour law	<ul style="list-style-type: none">describe basic rules of administrative and labour law and roughly apply them independently to simple casesapproximately describe the implementation of labour law and the structure of Finnish public administrationindependently seek information on a predetermined topic from legal database	<ul style="list-style-type: none">roughly apply predetermined rules of administrative and labour law to simple casesidentify the most important implementation procedures of labour law and the central parts of Finnish public administrationseek predetermined materials related to public administration and labour law from legal databases

Tehdyt toimenpiteet

Written exam 75 %
Assignments 25 %

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

Meetings and Travel Management

- Code: LEA2LE060
- Extent: 5 ECTS (135 h)
- Timing: 4th semester
- Language: English
- Level: Professional studies
- Type: Compulsory

Prerequisites

Office Applications (WOR1LE001E)
Finnish Business Documents (FIN2LE024)
Corporate Public Relations (COM2LE070)

Learning outcomes

The aim of the course is to provide students with an overall understanding about the organisation of meetings, ranging from practical matters, legislation and required document standards through to the principles of business travel management and the use of business travel services from the management assistant's point of view.

Upon successful completion of the course, the student

- knows how to prepare standard meeting documents.
- has the knowledge and skills required for the organisation of meetings, including legislation.
- has a command of meeting practices.
- has a command of the Government travelling regulations understands the link between meetings and business travel.
- understands the principles of company travel administration.
- is familiar with the role of the travel expert in companies and other organisations.

Course contents

- Meeting legislation
- Meeting arrangements
- Meeting procedures
- The roles of participants in meetings

- Virtual meetings
- Meeting document standards

- Company travel guidelines and government travelling regulations
- The company travel expert's job

Cooperation with the business community

Visits to meeting services providers.

Teaching and learning methods

Contact hours or webinars 48 h + excursions 3 h

Self-study 83 h

Self-assessment of learning 1 h

The course emphasises self-study and teamwork. Meeting techniques are practiced by means of simulated meeting exercises. Meeting documents are produced in teams. Students are divided into small teams throughout the course.

Students are expected to participate in at least 75 % of the contact hours.

A passing grade requires that all parts of the course are successfully completed.

Recognition of prior learning (RPL)

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

In this case student has to contact the teacher during the pre-enrolment, during which a plan for the alternative completion will be agreed with the teacher. The student brings his/hers describing CV to the first meeting. In the CV the student can emphasize his/hers competencies, which (s)he wants to demonstrate according to the learning outcomes of the course.

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

Contact teachers

Rita Kosonen, Pasila

Leena Aitto-Oja, Pasila

Learning materials

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

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">knows how to prepare excellent standard meeting documents in English.has excellent skills required for the organisation of meetings, including a grasp of legislative aspects, and knows how to	<ul style="list-style-type: none">knows how to prepare good standard meeting documents in English.has good skills required for the organisation of meetings, including a grasp of legislative aspects, and knows how to apply what was learned in practice well.has a good command of	<ul style="list-style-type: none">knows how to prepare passing standard meeting documents in English.has passing skills required for the organisation of meetings, including a grasp of legislative aspects, and knows how to

<p>apply what was learned in practice with excellence.</p> <ul style="list-style-type: none"> ▪ has an excellent command of meeting practices in English. ▪ has an excellent command of key travel arrangement principles in English and understands the relationship between meetings and business travel. ▪ has an excellent understanding of key business travel administration principles as well as of the role of the travel expert in an organisation. ▪ completed all assignments according to instructions and submitted them on time. ▪ was diligent in familiarising himself/herself with source literature. Reports were clear and fluent. ▪ attended nearly all classes and visits to outside organisations. ▪ was active and constructive, and actively asked questions and gave comments in class. 	<p>meeting practices in English.</p> <ul style="list-style-type: none"> ▪ has a good command of key travel arrangement principles in English and understands the relationship between meetings and business travel. ▪ has a good understanding of key business travel administration principles as well as of role of the travel expert in an organisation. ▪ completes most assignments according to instructions and submits on time. ▪ familiarised himself/herself with source literature, but the analysis remained somewhat cursory. Reports were readable. ▪ regularly attended classes and visits to outside organisations. ▪ was somewhat active and constructive, and at times asked questions and gave comments in class. 	<p>apply what was learned in practice passingly.</p> <ul style="list-style-type: none"> ▪ has a passing command of meeting practices in English. ▪ has a passing command of key travel arrangement principles in English and understands the relationship between meetings and business travel. ▪ has a passing understanding of key business travel administration principles as well as of role of the travel expert in an organisation. ▪ completes most assignments following instructions but only passingly: source literature was hardly consulted and text contained errors. Text was not written cohesively. ▪ did not attend many classes. ▪ was rather passive and hardly participated in class.
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Exam 60 %
Assignments 40 %

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

Strategic Management and Corporate Social Responsibility

- Code: LEA2LE071
- Extent: 3 ECTS (81 h)
- Timing: 7th semester*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in autumn semesters

Prerequisites

No prerequisites

Learning outcomes

After completing this course, the student will be able to

- understand and use the key concepts pertaining to strategic management
- analyse the strategic work of top management
- work together with top management
- understand organisation as a whole.

Course contents

- Strategy and its foundations: operating environment, stakeholders, mission and values
- Strategy schools of thought
- Blue Ocean Strategy
- Strategic planning, implementation and evaluation

Cooperation with the business community

The course involves a writing of a strategy report of a chosen company. In addition, there will be an external lecturer representing a chosen line of business and its strategic management.

International dimension

International megatrends such as sustainability and corporate social responsibility are examples of the main themes of the course.

Teaching and learning methods

The course covers contact hours and independent study, for a total of 81 hours of study time. Contact hours are generally 3 hours a week for 8 weeks (total 24 h). There will be a final exam during the final week. Independent study (56 hours) covers a course assignment, course literature and preparation for the final exam. Self-assessment of learning 1 h.

In the course assignment, students compile a strategy report, addressing course topics, on a company either

individually or as group work. In particular, the report is to address core issues pertaining to the company's strategy and the extent to which these are made use of in the company's strategic operations.

Alternative completions

The course can be replaced by completing a course with similar contents and extent in other degree programmes in HAAGA-HELIA or at another University.

Recognition of prior learning (RPL)

If a student thinks that s(he) has both the skills and experience of the above mentioned course contents and learning outcomes based on her/his earlier studies or work experience, there is a possibility for the student to prove that s(he) both understands and can apply the learning objectives by attending both to a) a written exam and b) an oral exam.

If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrollment week or latest when attending the first lecture."

Contact teachers

Olli Laintila, Pasila

Learning materials

Minzberg H. - Ahlstrand B. - Lampel J, 1998. Strategy Safari. Prentice Hall.
 W. Chan Kim - Renee Mauborgne. 2005. Blue Ocean Strategy.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student</p> <ul style="list-style-type: none"> ▪ has excellent skills in developing strategy ▪ has an excellent knowledge about the management theories and the latest trends of strategy and management ▪ has an excellent attitude towards learning through continuous, supportive and initiative participation in teamwork and conducting assignments 	<p>The student</p> <ul style="list-style-type: none"> ▪ has good skills in developing strategy and in evaluating strategic performance ▪ has a good knowledge about the basic management theories ▪ has a good attitude towards learning through participation in teamwork and conducting assignments 	<p>The student</p> <ul style="list-style-type: none"> ▪ has below average skills in developing strategy and in evaluating strategic performance ▪ has below average knowledge about the basic management theories ▪ has a below average attitude towards learning through participation in teamwork and conducting assignments

Written exam 60 %

Course assignment 40 %

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

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

Research Practices

- Code: MET2LE030
- Extent: 5 ECTS (135 h)
- Timing: 4. and 6. semester
- Language: English
- Level: professional studies
- Type: compulsory

Prerequisites

Completion of the first three semesters of compulsory studies.

Learning outcomes

The study module is divided into two parts, which are arranged into separate courses as follows:

- Introduction to Research (MET2LE030A, 2 ECTS) is offered during the 4th semester of studies
- Research Methods and Academic Writing (MET2LE030B, 3 ECTS) is offered during the 6th semester of studies

Introduction to Research (MET2LE030A)

After completing this course, the student will

- understand the structure of the bachelor's thesis
- know the central concepts of the bachelor's thesis
- be prepared to organize his/her own research/development process as a project (i.e. develop a research plan and a timetable)
- be familiar with the issues of research ethics and source criticism
- have enough knowledge to write his/her bachelor's thesis according to HAAGA-HELIA's content guidelines and layout standards and also know the required techniques.

Research Methods and Academic Writing (MET2LE030B)

After completing this course, the student will

- understand diverse kinds of research methods as well as their sub-elements and possible areas of application
- be able to organize his/her own research/development process as a project
- be able to use qualitative, quantitative and procedural research methods in regular work situations (i.e. be able to critically follow media, answer to research surveys and acquire research results & make use of them in his/her own work)
- be familiar with different ways of collecting data and searching research material as well as analyzing them

- be able to choose a suitable research method for his/her bachelor's thesis and apply the chosen qualitative, quantitative or procedural method in his/her bachelor's thesis correctly
- be able to critically evaluate his/her own applications
- be able to report his/her thesis work correctly

- know/be able to use the basic linguistic and stylistic elements of academic writing

- be able to independently produce text that is suited for a bachelor's thesis.

Course contents

Introduction to Research (MET2LE030A)

The course introduces a student to the world of doing a bachelor's thesis and reporting it.

- Structure of a bachelor's thesis
- Central concepts of a thesis
- Research process(e.g. research plan and scheduling)
- Evaluation
- Research ethics and source criticism

Research Methods and Academic Writing (MET2LE030B)

The course introduces and trains a student to the world of doing a bachelor's thesis, research methods and reporting his/her own research (i.e. bachelor's thesis)

The student accomplishes the module of reporting a bachelor's thesis.

Cooperation with the business community and other organisations

The course provides students with skills that allow them to complete a bachelor's thesis for a company or other organisation.

Teaching and learning methods

The course is completed in Moodle. In order to pass the course the student should set at least 135 hours aside for his/her own study, including 1 hour for Self-assessment of learning assignment.

Alternative way of completing the course

Students can complete the course by choosing 'online only' which means completing the course through Moodle.

Teachers with the main responsibility for the course

Introduction to Research (MET2LE030A)

Leena Tanner, Pasila

Research Methods and Academic Writing (MET2LE030B)

Leena Tanner, Pasila (Research Methods)
to be announced later (Academic Writing)

Course materials

Introduction to Research (MET2LE030A)

Bell, J. Doing your research project. A Guide for First-time Researchers in Education and Social Science, third or newer edition. Glasgow: Open University Press, 1999. PART I: Preparing the ground (Introduction - the review of the literature; pages 1 -112, in 4th edition 2005)

Writing your bachelor's thesis: contents and methods. 2012. HAAGA-HELIA guidelines.

Writing reports at HAAGA-HELIA: preparing the layout and citing sources. 2012. HAAGA-HELIA guidelines.

Materials given during the course (e.g. in Moodle)

Research Methods and Academic Writing (MET2LE030B)

Levine, D. & Stephan D. Even You Can Learn Statistics. A guide for everyone who has ever been afraid of statistics. Upper Sandler River: Pearson 2005 or newer.

Bell, J. Doing your research project. A Guide for First-time Researchers in Education and Social Science, third or newer edition. Glasgow: Open University Press, 1999.

Silverman, D. Doing qualitative research. A practical handbook. London: Sage 2000 or newer.

Swales & Feak. Academic Writing for Graduate Students, the University of Michigan Press. USA 1994 or newer.

Jordan, R. Academic Writing Course. Nelson ELT. London 2002

Writing your bachelor's thesis: contents and methods. 2012. HAAGA-HELIA guidelines.

Writing reports at HAAGA-HELIA: preparing the layout and citing sources. 2012. HAAGA-HELIA guidelines

Materials given during the course (e.g. in Moodle)

Assessment criteria/Introduction to Research/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">displays excellent understanding of the basic components of the bachelor's thesis work. S/he is well aware of the central issues concerning research ethics and source criticism and fully understands their significance for the research work.is extremely well prepared to organize his/her own research or development process as a project. S/he uses different sources of information elegantly and combines others' ideas with her/his own thinking creatively. S/he appreciates the role of a researcher.completes all learning assignments diligently done and on time. S/he is highly	<ul style="list-style-type: none">displays good understanding of the basic components of the bachelor's thesis work. S/he is aware of the central issues concerning research ethics and source criticism.is well prepared to organize his/her own research or development process as a project. S/he uses different sources of information and can combine others' ideas with his/her own thinking.completes all learning assignments properly and on time. S/he is competent to write his/her bachelor's	<ul style="list-style-type: none">displays limited understanding of the basic components of the bachelor's thesis work. S/he has limited knowledge of (and/or superficial attitude to) research ethics and source criticism.is prepared to organize his/her own research or development process as a project. S/he relies much on external sources of information and does not much combine her/his own thinking with others' ideas.completes all learning assignments. S/he is able to write his/her bachelor's thesis according to

competent to write his/her bachelor's thesis according to all HAAGA-HELIA's guidelines. Language of the report is fluent and all her/his writings are well-structured and clear.

thesis according to all HAAGA-HELIA's guidelines. Language of her/his final report is good and the report is clear and easy to read.

HAAGA-HELIA's guidelines. Language of her/his final report is readable and the report acceptable.

Assessment criteria/Research Methods and Academic Writing/scale 5-1.

5 excellent

The student:

- knows extremely well the requirements of the bachelor's thesis and contents of the central concepts. S/he masters the research methods and understands their significance for working life.
- can work independently and successfully apply research methods connected to research in her/his own work.
- can set tasks, write reports and make a research plan independently. Linguistically, s/he can write her/his thesis fluently and in an excellent academic manner.

3 good

The student:

- knows well the requirements of the bachelor's thesis and contents of the central concepts and masters the main research methods. S/he understands the significance of research as it applies to working life.
- can work independently and apply research methods in her/his own work.
- can set tasks, write reports and make a research plan with very little supervision. Linguistically, s/he can write a solid thesis in an academic manner.

1 satisfactory

The student:

- knows the requirements of the bachelor's thesis, contents of the central concepts and main research methods.
- can apply research methods under supervision in her/his own work.
- can set tasks, write reports and make a research plan under supervision. Linguistically, s/he can write an adequate thesis.

Assessment criteria

Introduction to Research (MET2LE030A)

Final report 50 % and exam 50 % (both parts will be graded 0 – 5; 0 = fail).

Research Methods and Academic Writing (MET2LE030B)

Research Methods:

Written assignments 50 % and exam 50 % (both parts will be graded 0 – 5; 0 = fail).

Academic Writing:

Written assignments 60 % (will be graded pass/fail) and exam 40 %.

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

Assessment of Professional Growth and Career Planning

- Code: SLF2LE080
- Extent: 3 ECTS (81h)
- Timing: 2nd, 4th and 7th semester
- Language: English
- Level: professional studies
- Type: compulsory

Prerequisites

No prerequisites

Learning outcomes

Upon successful completion of the course, the student

- understands the structure of their degree programme and the prerequisites for graduation
- understands his/her role as a polytechnic student
- is able to plan and monitor the progress of his/her studies on their way to becoming a professional management assistant

Course contents

- Personal study plans
- Student counselling sessions
- Individual interviews with the student counsellor
- Cooperative meetings (YTY-kokous)
- Planning and monitoring the progress of the language studies, free-choice studies etc.
- Choosing the area of specialisation
- Social aspects of studying
- Student exchange abroad, work placement abroad, or other studies that support international awareness
- The education and professional growth in the management assistant area
- Career plan
- Compiling a digital portfolio

Cooperation with the business community

Visitors from various companies and organisations.

Teaching and learning methods

Contact hours 40 h
Interviews 2 h

Independent studies 38 h
Self-assessment of learning 1 h

Contact teacher

Sanna Kukkonen, Pasila

Learning materials

Material provided by teacher/lecturer.

Assessment criteria

Attendance mandatory.

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

Business Operations and Entrepreneurship

- Code: WOR2LE001
- Extent: 6 ECTS (162 h)
- Timing: Semester 3*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in autumn semesters, in autumn 2013 mainly during week 43.

Prerequisites

Organisations and Leadership (WOR1LE001C)
Introduction to Business Law (LAW2LE045)
Financial Administration and Reporting (ACC1LE026)

Learning outcomes

After completing this course students will

- appreciate the significance of entrepreneurship, profitability, clear practices and business plans for small business success
- understand key aspects of company law, the factors that affect the choice of company form, and can assess the viability of setting up a new business enterprise
- know how to measure the profitability of a start-up using several tools and understand the meaning of budgeting and cash-flow analysis.

Course contents

Students prepare business plans from the perspective of marketing, management, accounting, finance and law.

- The significance of entrepreneurship and networking, formulating a business plan, the business environment and risk analysis, planning personnel resources
- Marketing opportunities and practices with which to achieve goals and succeed in the marketplace
- Trade law, company forms and legislation, choice of company form, formalities involved in setting up a company
- Budgeting (Profit & loss account, Balance sheet, Cash), break-even point calculations, pricing.

Cooperation with the business community

There will be assignments for the students for to visit local companies. In addition, there will be external lecturers representing chosen lines of business from the Uusimaa-Helsinki region.

International dimension

Growing international business trends, such as sustainable business models, web based social marketing and e-commerce will be part of the course material.

Teaching and learning methods

The course consists of:

- individual pre-assignment (to be released in August)
- pre-meeting during week 36
- group assignments
- contact hours during intensive week 43 from Monday to Friday from 9 am to 4 pm
- reporting
- final meeting with presentations during week 46

Self-assessment of learning 1 h

Contact teachers

Huovinen Ulla, Pasila (LAW)
Laintila Olli, Pasila (BUSINESS)
Penelope Roux, Pasila (FINANCE)

Learning materials

Zimmerer, Thomas W. - Scarborough, Norman M. 2002. Essentials of Entrepreneurship and Small Business Management
Other material delivered by the lecturers

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student has:	The student has:	The student's:
<ul style="list-style-type: none">▪ excellent entrepreneurial skills in developing and in establishing both an innovative and viable business.▪ excellent knowledge about the theoretical frameworks, relevant methods, tools and laws that are necessary in establishing a business.▪ an excellent attitude towards	<ul style="list-style-type: none">▪ good entrepreneurial skills in developing and establishing a business.▪ a good knowledge about basic economic frameworks/theories, policies and methods of analysis.▪ a good knowledge of the basic theoretical frameworks, methods, tools and laws that are necessary in establishing a business.	<ul style="list-style-type: none">▪ level of skill in developing and in establishing a business, is below average.▪ knowledge about the basic theoretical frameworks, methods, tools and laws which are necessary in establishing a business, is below average.▪ attitude towards learning through participation in teamwork and conducting

learning through self-initiative and continuous and supportive participation in teamwork and in conducting assignments.

- a good attitude towards learning through participation in teamwork and conducting assignments.

assignments, is below average.

Tehdyt toimenpiteet

Legal part of the business plan 25 %
Marketing part of the business plan 25 %
Accounting part of the business plan 25 %
Business operations part of the business plan 25 %

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

Assessing and Planning Organisational Communication

- Code: COM4LE002
- Extent: 3 ECTS (81 h)
- Timing: 4th Semester
- Language: English
- Level: professional studies
- Type: compulsory*

* required of students majoring in Organisational Communication

Prerequisites

Purpose and practices of Organisational Communication, Organisational Communication Management

Learning outcomes

The student

- learns to assess communication with the help of appropriate tools. The focus of the course is on assessing communication.
- learns to know how to plan organisational communication.

Course contents

- Categories of strategic and operational communication
- Definitions for effective communication
- Assessing organisational communication: What, why and how to assess?
- Planning organisational communication: elements and tools for strategical and operational planning

Cooperation with the business community and other organisations

- The course is based on a professional and a real-life approach towards organisational communication.
- Real-life examples and a real-life assignment.

Teaching and learning methods

Introductions/lectures, team work during the contact hours, workshops and case assignments

Contact lessons: 6 sessions

Independent study: case assignment: assessing and planning communication for a real-life organisation

Self-assessment of learning 1h

Mandatory attendance 50% (3 out of 6 sessions)

Recognition of prior learning (RPL)

Written proof of participating in practical communication research at work; this project must be completed before the course. RPL must be negotiated before the course with the advisor.

Teacher with the main responsibility for the course

Heta-Liisa Malkavaara, Pasila

Course materials

Fombrum, C. 2003. Fame & Fortune: How successful companies build winning reputations. Prentice Hall.
Juholin, E. 2010. Arvioi ja paranna! Viestinnän mittaamisen opas. Infor Oy.
Smith, Ronald D. 2002. Strategic Planning for Public Relations. New Jersey: Lawrence Erlbaum Associates.
Material provided or advised by the teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none">▪ is able to show that the content of the course is well understood and internalized.▪ is able to link theoretical knowledge into practical know-how and application (case assignment).▪ is able to choose and express essential viewpoints in relation to the subject of the course.▪ is able to deliver appropriate and logical text which carefully explains the target, methods, findings and conclusions related to the assignment in question.	<p>The student:</p> <ul style="list-style-type: none">▪ is able to show that the content of the course is mainly understood and internalized.▪ is able to deliver appropriate and logical text which mainly explains the target, methods, findings and conclusions related to the assignment in question.	<p>The student:</p> <ul style="list-style-type: none">▪ is able to show that some topics of the course are somewhat understood.▪ is able to make some kind of communication assessment but it may have a weak connection to the course contents.▪ follows only some instructions concerning the individual assignment.

Required attendance and required report and/or analysis 100 %

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

Work-based Project on Organisations and Publicity

- Code: COM4LE006
- Extent: 4 ECTS (108 h)
- Timing: 6th Semester
- Language: English
- Level: professional studies
- Type: elective*
- Curriculum: MUBBA10

* required of students majoring in Organisational Communication

Prerequisites

Purpose and Practices of Organisational Communication (WOR1LE001F), Organisational Communication Management (COM2LE062), Assessing and Planning Organisational Communication (COM4LE002)

Learning outcomes

The course is organized as a genuine client project for a particular organisation. The aim of the course is to study the public image or the stakeholder relations of this organisation. The students will learn to gather, analyze and report information for the client.

Course contents

The main focal area is the analysis of the perceived image of an organisation. The analysis can be based on e.g. the communicational outcomes of the commissioning organisation.

Cooperation with the business community and other organisations

The course will be organised as a practical project or similar assignment.

Teaching and learning methods

A genuine and supervised client project
Self-assessment of learning 1h
Mandatory attendance 80 %

Recognition of prior learning (RPL)

Documentation on an independent and demanding communication-related work-life project which is focused on developing communication practices. The work must be completed before the course. RPL must be negotiated with the advisor before the course.

Teacher with the main responsibility for the course

Heta-Liisa Malkavaara, Pasila

Course materials

Material provided by the client and/or material distributed or advised during contact hours

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:		
<ul style="list-style-type: none">has excellent knowledge of the theory related to the work-based project and is able to apply the knowledge cooperation to the practical tasks.is able to search and apply information critically and analytically to the project work.can offer versatile and creative solutions and/or development ideas for the target organisation based on the project objectives.is able to present fluently and comprehensively the results of the project and provide grounds for the solutions and development ideas for the target organisation in a consistent way.is able to work professionally in a project and in excellent cooperation with the partners.	The student: <ul style="list-style-type: none">has knowledge of the theory related to the work-based project and is able to apply the knowledge cooperation to the practical tasks.is able to search and apply information to the project work.can offer solutions and/or development ideas for the target organization based on the project objectives.is able to present the results of the project and provide some grounds for the solutions and development ideas for the target organisation.is able to work well in a project and in good cooperation with the partners.	The student: <ul style="list-style-type: none">has some knowledge of the theory related to the work-based project.can offer some solutions and/or development ideas for the target organisation.is able to present the results of the project to the target organization.is able to work in a project and in cooperation with the partners.

Attendance and presentation of the project and its findings 100 %

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

PR Chinese

- Code: CHI4LE003
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: Chinese/English
- Level: professional studies
- Type: elective*

* required of students with compulsory Chinese

Prerequisites

Chinese Business Communication

Learning outcomes

Target level: A2

Students acquire oral fluency in PR communications by learning how to manage customer and business partner Guanxi-relationships in Finland and in China.

Course contents

The course handles the most usual PR communication situations in everyday business environment, such as:

- talking about the weather
- talking about habits
- money and currency
- travel and appointment communications
- making contact
- seeing the doctor
- Chinese public signs
- event poster

Cooperation with the business community and other organisations

The course simulates real business cases as much as possible.

Teaching and learning methods

Independent study, weekly assignments

Self-assessment of learning 1h

Alternative ways to complete the course

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

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

Recognition of prior learning

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

The teacher with main responsibility for the course

Hai Guo, Pasila

Course materials

Great Wall Chinese 2009: Level 3, Office of Chinese Language Council International
Gu Feng 2009: Mandarin Teaching Toolbox, Volume 3, Confucius Institute at BCIT
Handouts and materials provided by the teacher

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">masters well the vocabulary and phrases used in common PR-communication situations. In her/his expressions there are no obvious grammatical errors.can apply the skills learned during the course. S(he) can make full use of dictionaries, online tools and other resources.	<ul style="list-style-type: none">manages relatively well using the vocabulary and phrases in common PR-communication situations. In her/his expressions there are grammatical errors but they do not lead to misunderstandings.can apply the skills learned during the course. S(he) can make use of dictionaries, online tools and other resources.	<ul style="list-style-type: none">masters parts of the vocabulary and phrases in common PR-communication situations. In her/his expressions there are grammatical and other errors, which sometime leads to misunderstandings.can use most of the skills learned during the course. S(he) knows how to use dictionaries, online tools and other resources.

Written exam 100 %

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

Chinese Business Culture

- Code: CHI4LE004
- Extent: 3 cr (81 h)
- Timing: 4th semester
- Language: Chinese/English
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Chinese

Prerequisites

Starting level: A2

PR Chinese (CHI4LE003)

Learning outcomes

Target level: B1

After completing this course, the student will have a solid understanding of Chinese business culture and business etiquette. When encountering Chinese partners in different business circumstances, the student will have a relatively good knowledge of how to work as a "culture interpreter".

Course contents

The course covers the following areas:

- basic information about the Chinese business world
- economic role of ethnic overseas Chinese
- deep structure of Chinese culture
- Chinese way of thinking
- Chinese business etiquette in social life, communication, customer service and business relationship
- what are good to do and what should be avoided in maintaining Guanxi-relationship

The course consists of both language and cultural sessions. During the language sessions, the student will continue learning Chinese language skills and oral communication skills are especially emphasized. During the cultural sessions, the student will make a presentation both in English and in Chinese on a given topic. The student will get help in preparing for the Chinese presentation.

Cooperation with the business community and other organisations

Finnish companies doing business in Chinese-speaking countries and Chinese companies in Finland.

Teaching and learning methods

The course consists of contact hours, internet study based on Moodle and independent study, totalling 80 hours of study time.
Self-assessment of learning 1h

Alternative ways to complete the course

Not attending the contact hours but doing the coursework and taking the test
One alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Great Wall Chinese 2009: Level 4-5, Office of Chinese Language Council International
Meiru Liu 2006: Basic Business Chinese, Beijing University Press
Handouts and materials provided by the teacher

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
The student:	The student:	The student:
<ul style="list-style-type: none">is able to modify her/his working methods properly and apply skills acquired during the course in practice in an excellent way.is able to make a presentation which is skillfully targeted and suitable for the communication situation. (S)he speaks Chinese with only a few obvious mistakes, in a clear voice with natural expression and contact with the audience. (S)he knows the demanded business vocabulary concerning the presentation topic.is able to use sources of information diversely and	<ul style="list-style-type: none">is able to modify her/his working methods and apply skills acquired during the course in practice in a satisfactory way.is able to make a presentation which is well targeted and suitable for the communication situation. (S)he speaks Chinese with obvious mistakes but the mistakes do not bother the understanding of her/his expressions. (S)he knows most of the demanded business vocabulary concerning the presentation topic.is able to use sources of	<ul style="list-style-type: none">is able to modify her/his working methods and apply skills acquired during the course in practice in a limited way.is able to make a presentation which is suitable for the communication situation. (S)he speaks Chinese with mistakes, which sometimes bother the understanding of her/his expressions. (S)he knows only parts of the demanded business vocabulary concerning the presentation topic.is able to use sources of information to support

critically to support his/her work and shows excellent cultural knowledge when using sources.

- adapts the cultural content deeply and is able to share his/her professional knowledge and skills to others.

information independently to support his/her work and shows good cultural knowledge when using sources.

- adapts the cultural content well and is able to share his/her professional knowledge and skills to others.

his/her work and shows cultural knowledge when using sources.

- is able to share his/her professional knowledge and skills to others in a limited manner.

Oral presentation: 80%

Written exam: 20%

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

Language Project in Chinese

- Code: CHI4LE050
- Extent: 2 ECTS (54 h)
- Timing: from 4th to 7th semester
- Language: Chinese
- Target level: B2
- Level: Professional studies
- Type: Compulsory (the project is compulsory in one of the main languages)

Learning outcomes

The aim of the course is that students are able to complete a project demonstrating good writing skills and independent command of the Chinese language and culture. The project also enhances students' professional competencies.

Course contents

Students plan and implement a language project on a business topic in a group, and in this way practice their language and project management skills.

The topic of the project is agreed upon with the instructor and a representative from a company/organization. The topic should differ from the topic that students address in their theses.

Cooperation with the business community

The project topic should relate to real-life business and should also be commissioned by a company or other organisation. The project should also be of benefit to the commissioning company or organisation.

Teaching and learning methods

Attendance is compulsory in the introduction session which is held prior to the project. Students then present their project plan. They report on the progress of the project and present the final report to the instructor at dates agreed upon with the instructor.

Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Independent study: 54 h

Recognition of prior learning (RPL)

The student may display that s/he manages the course objectives and contents mentioned in the course description. S/he displays her/his competence by a portfolio and by a demonstration of skills together with a separate description concerning her/his previous experience in a language project. The student must agree upon this in person with the teacher two weeks prior to the implementation of the project at the latest.

Contact teachers

Hai Guo, Pasila

Learning materials

Reference literature and materials received from the commissioning company/organisation

Assessment criteria

Pass/Fail

Language Project in Finnish

- Code: FIN4LE050
- Extent: 2 ECTS (54 h)
- Timing: from 4th to 7th semester
- Language: Finnish
- Target level: B2
- Level: Professional studies
- Type: Compulsory (the project is compulsory in one of the main languages)

Learning outcomes

The aim of the course is that students are able to complete a project demonstrating good writing skills and independent command of the Finnish language and culture. The project also enhances students' professional competencies.

Course contents

Students plan and implement a language project on a business topic in a group, and in this way practice their language and project management skills.

The topic of the project is agreed upon with the instructor and a representative from a company/organization. The topic should differ from the topic that students address in their theses.

Cooperation with the business community

The project topic should relate to real-life business and should also be commissioned by a company or other organisation. The project should also be of benefit to the commissioning company or organisation.

Teaching and learning methods

Attendance is compulsory in the introduction session which is held prior to the project. Students then present their project plan. They report on the progress of the project and present the final report to the instructor at dates agreed upon with the instructor.

Independent project work supports the pedagogical approach of 'learning by researching and developing'.

Independent study: 54 h

Recognition of prior learning (RPL)

The student may display that s/he manages the course objectives and contents mentioned in the course description. S/he displays her/his competence by a portfolio and by a demonstration of skills together with a separate description concerning her/his previous experience in a language project. The student must agree upon this in person with the teacher two weeks prior to the implementation of the project at the latest.

Contact teachers

Sanna Kukkonen, Pasila

Learning materials

Reference literature and materials received from the commissioning company/organisation

Assessment criteria

Pass/Fail

French and Finnish Cultures in Contact

(cours de civilisation française et finnoise)

- Code: FRE4LE008
- Extent: 3 ECTS (81 h)
- Timing: 4th Semester
- Language: French/ English
- Competence level: B1
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory French

Prerequisites

Basic Business French 1 and 2.
French Working Environment and PR French

Learning outcomes

Upon successful completion of the course, the student

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

Course contents

- French civilization
- oral presentations on Finnish civilization
- practice of small-talk situations
- searching of information

Teaching and learning methods

Contact hours 32 h
Self-study 49 h
Self-assessment of learning 1 h

Mandatory attendance 80 %

Recognition of prior learning (RPL)

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

Contact teacher

Course materials

Web-pages

Material provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent

The student:

- knows well both the French and Finnish societies.
- understands the cultural differences which leads to different behaviors in each culture, and is able to take into consideration these perceptions when dealing with these countries.
- can speak of Finland by showing excellent intercultural knowledge and awareness.

3 good

The student:

- knows both the French and Finnish societies.
- understands the main cultural differences which lead to different behavior in each culture, and is able to some extent to take into consideration perceptions when dealing with these countries.
- can speak of Finland by showing relevant intercultural aspects.

1 satisfactory

The student:

- knows the French and Finnish societies somewhat and recognizes the main cultural differences.
- has a limited capability to speak of Finland.

Tehdyt toimenpiteet

Written exam on French and Finnish Societies 100%

Oral presentation

Assignments

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

Chinese Business Environment

- Code: CHI4LE005
- Extent: 5 ECTS (135 h)
- Timing: 6th and 7th Semester
- Language: Chinese
- Level: professional studies
- Type: elective*

* required of students who have chosen compulsory Chinese

Prerequisites

Starting level: B1

Chinese Business Communication (CHI4LE002), PR Chinese (CHI4LE003) and Chinese Business Culture (CHI4LE004)

Learning outcomes

Students

- become familiar with the history, culture and economy of the Chinese-speaking areas including mainland China, Taiwan, Hong Kong, Singapore, Malaysia.
- are capable of talking about the general features of the Chinese economic life
- are able to write clear PR and business documents using a Chinese word-processing program
- become aware of the styles and formats used in Chinese business documents
- are prepared to move on tasks involving trade with the Chinese-speaking areas

Course contents

The course is divided into two parts: Introduction to the Chinese-speaking Areas (CHI4LE005A) and Chinese Business Documents (CHI4LE005B). The course involves contact hours and weekly assignments.

Introduction to the Chinese-speaking Areas (6th semester):

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

Chinese Business Documents (7th semester)

- PR letters: invitations, thank you letters, apologies, congratulations, condolences
- Business letters: travel correspondence, travel agenda, confirmations, offer requests, offers, orders, powers of attorney
- CV compilation

Cooperation with the business community and other organisations

Finnish companies doing business in Chinese-speaking countries and Chinese companies in Finland.

Teaching and learning methods

The course consists of contact hours and assignments, totalling 135 hours of study.

Introduction to the Chinese-speaking Areas (3 ECTS):

This part covers 81 hours of study, inclusive of contact hours and independent study. This part lasts one semester.

Contact hours 32 h (2 h/week)

Written exam 2 h (at end of term)

Oral presentation

Independent study, exercises and preparation for exam 46 h

Self-assessment of learning 1 h

Chinese Business Documents (2 ECTS):

This part covers 54 hours of study, including contact hours and independent study. This part lasts one period.

Contact hours 24 h (3 h/week)

Written examination 2 h (at the end of the period)

Independent study, exercises and preparation for examination 27 h

Self-assessment of learning 1 h

Class exercises must be completed before the examinations.

Alternative ways to complete the course

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

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

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Great Wall Chinese 2009: Level 5-6, Office of Chinese Language Council International

Handouts and materials provided by the teacher

Assessment criteria/Chinese Business Documents/scale 5-1.

5 excellent

The student:

3 good

The student:

1 satisfactory

The student:

- is able to understand independently all the basic documents and texts covered in the course and is able to write some of them. She/he is able to manage the most demanding activities in word processing and other internet and mobile phone tools, which help in the understanding and creating of the basic Chinese business documents.
- is able to understand and write documents and texts including suitable style and nuance for the target of the organization and the recipient for different communication situations of working life.
- follows schedules well and is able to plan how to best use her/his own time. She/he shows initiative and is able to share her/his know-how and peer feedback to others.
- is able to assess critically the contents, appearance and phrasing of documents and
- is able to understand independently most of the basic documents and texts covered in the course and is able to write some of them. She/he is able to use the word processing and other internet and mobile phone tools, which help in the understanding and creating of the basic Chinese business documents.
- is able to understand and write suitable texts in terms of style and nuance for the target of the organization and the need of the recipient.
- masters the proper ways of professional working and follows deadlines.
- knows how to use instructions independently and apply her/his skills.
- knows how to benefit from feedback and learn from mistakes.
- is able to understand independently over half of the basic documents in Chinese and write some of them by using Word programs and the Chinese standard for documents.
- is able to draw up understandable documents and she/he understands the meaning and the differences of various documents.
- follows deadlines and instructions and participates in working.
- knows how to follow instructions given to her/him.

improve
working methods and
new
solutions.

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

5 excellent

The student:

- is able to make a presentation which is skillfully targeted and suitable for the communication situation. (S)he speaks Chinese with only a few obvious mistakes, in a clear voice with natural expression and contact with the audience. (S)he knows the demanded vocabulary concerning the presentation topic.
- is able to use sources of information versatility and critically to support his/her work and shows excellent cultural knowledge when using sources.
- adapts the cultural content deeply and is able to share his/her professional knowledge and skills to others.

3 good

The student:

- is able to make a presentation which is well targeted and suitable for the communication situation. (S)he speaks Chinese with obvious mistakes but the mistakes do not bother the understanding of her/his expressions. (S)he knows most of the demanded vocabulary concerning the presentation topic.
- is able to use sources of information independently to support his/her work and shows good cultural knowledge when using sources.
- adapts the cultural content well and is able to share his/her professional knowledge and skills to others.

1 satisfactory

The student:

- is able to make a presentation which is suitable for the communication situation. (S)he speaks Chinese with mistakes, which sometimes bother the understanding of her/his expressions. (S)he knows only parts of the demanded vocabulary concerning the presentation topic.
- is able to use sources of information to support his/her work and shows cultural knowledge when using sources.
- is able to share his/her professional knowledge and skills to others in a limited manner.

Introduction to the Chinese-Speaking Areas:

Written examination 60 %

Class activity 10 %

Oral presentations 30 %

Chinese Business Documents:

Written examination 50 %

Class activity 20 %

Written tasks 30 %

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

Advanced Business Chinese

- Code: CHI4LE007
- Extent: 3 ECTS (81 h)
- Timing: 2nd Semester
- Language: Chinese
- Level: core studies
- Type: elective*

* required of students who have chosen compulsory Chinese

Prerequisites

Native speaker
International Business Chinese CHI4LE006

Learning outcomes

Students

- are able to understand and use highly specialized Chinese business terms and expressions
- understand demanding business texts like contracts and certificates
- read and write advanced level business e-mail messages
- are able to do independent research and write a report on a given topic

Course contents

The course involves the study of highly advanced business Chinese terminologies. Students are supposed to be able to demonstrate their knowledge of business Chinese by writing a report on a given business topic. Learning materials cover for example the following items:

- applying to establish an office in China
- opening an account
- negotiating prices
- concluding a transaction
- checking the contract
- quota and tariff
- processing with designated brands
- cargo insurance
- applying for a patent
- tendering

Cooperation with the business community and other organizations

Finnish companies doing business in Chinese-speaking countries and Chinese companies in Finland.

Teaching and learning methods

Independent study
 Research and a report
 Self-assessment of learning 1h

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Huang Weizhi 2002. Business Chinese. Sinolingua.
 Guan Daoxiong 2003. Practical Business Chinese Reader

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none"> ▪ is able to make a comprehensive research and assess critically the materials she/he collected for the demanded essay/report, which is skillfully targeted and suitable for the given situation. The student is able to understand independently all the terminology and nuance of the business documents and texts covered in the course. She/he is able to manage the most demanding activities in word processing and other internet and mobile phone tools, which help in the understanding and creating of the demanded Chinese business documents. ▪ is able to create 	<p>The student:</p> <ul style="list-style-type: none"> ▪ is able to make a satisfactory research and assess rather critically the materials she/he collected for the demanded essay/report, which is well targeted and suitable for the given situation. The student is able to understand independently most of the terminology and nuance of the business documents and texts covered in the course. She/he is able to use the word processing and other internet and mobile phone tools, which help in the understanding and creating of the demanded Chinese business documents. ▪ is able to create business documents and texts in 	<p>The student:</p> <ul style="list-style-type: none"> ▪ is able to make a research and write an essay/report suitable for the given situation. The student is able to understand independently over half of the business documents and texts covered in the course. She/he is able to use the basic functions of the word processing and other internet and mobile phone tools. ▪ is able to draw up understandable documents and she/he understands the meaning and the differences of various documents. ▪ follows deadlines and knows how to follow instructions given to her/him.

<p>professional business documents and texts including suitable style and nuance for the target of the organization and the recipient for different communication situations of working life.</p> <ul style="list-style-type: none"> ▪ follows schedules well and is able to plan how to best use her/his own time. 	<p>terms of style and nuance for the target of the organization and the need of the recipient.</p> <ul style="list-style-type: none"> ▪ masters the proper ways of professional working and follows deadlines. ▪ knows how to use instructions independently and apply her/his skills. ▪ knows how to benefit from feedback and learn from mistakes. 	
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Written exam 30 %
 Essay/report 70%

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

British Studies

- Code: ENG8LE001
- Extent: 3 ECTS (81 hours including tutorials)
- Timing: 1st to 7th Semester
- Language: English
- Level: professional studies
- Type: compulsory for native speakers

Learning outcomes

Students taking this course will

- broaden their knowledge of British society today and become more aware of the UK as a business environment and deepen their understanding of British ways.
- understand some of the cultural differences between Finnish and British work environments.
- improve their academic research skills and fluency and accuracy in written communication

Course contents

This course presents aspects of British culture and society relevant to working with British people at home and abroad. The particular topics are:

- Citizenship
- Social and Economic aspects of life in Britain
- Social media
- Work environments, trends in working life
- Innovation and entrepreneurship

Cooperation with the business community

Visit to a Finnish company, institute or organisation. Interviews.

Teaching and learning methods

This is a self-directed research and portfolio course where the student submits a series of reports, reviews, articles and essays about different topics of modern life in Britain. Each topic will be agreed in advance with the teacher; the preliminary drafts will be discussed with the teacher and the final draft will be collected in the portfolio.

Self-assessment of learning 1h

Teacher with the main responsibility for the course

Penelope Roux, Pasila

Course material

To be agreed with the teacher

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student</p> <ul style="list-style-type: none"> ▪ can demonstrate a thorough knowledge of life in modern Britain and a good understanding of the topical issues in the chosen areas. ▪ is also able to show autonomy in locating appropriate sources of information and in using information in a versatile and critical way. ▪ can demonstrate excellent skills in the organisation, presentation and critical analysis of the main trends or issues in each of the chosen 	<p>The student</p> <ul style="list-style-type: none"> ▪ can demonstrate a good knowledge of life in modern Britain and an understanding of some issues in the chosen areas. ▪ is also able to locate information from different sources and shows some ability to analyse this information in a critical way. ▪ can support some 	<p>The student:</p> <ul style="list-style-type: none"> ▪ can demonstrate a basic knowledge and understanding of life in modern Britain. ▪ is also able to summarise information from different sources and has a limited ability to analyse relevant information. ▪ is able to organise and present his/her ideas and shows a basic level of skill in the interpretation of the main trends.

<p>topics.</p> <ul style="list-style-type: none"> ▪ can support his/her ideas effectively with relevant examples from his/her own knowledge and experience. ▪ is able to express his/her ideas fluently using sustained academic language including a wide range of vocabulary and consistently accurate grammatical structures. 	<p>of his/her ideas using examples from his/her own knowledge or experience.</p> <ul style="list-style-type: none"> ▪ is able to express his/her ideas well using academic language and a range of vocabulary and accurate grammatical structures. 	<ul style="list-style-type: none"> ▪ can use examples to illustrate his/her main points. ▪ is able to express his/her ideas using an acceptable level of academic English and a basic range of appropriate vocabulary and grammatical structures.
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The self-assessment of learning assignment does not impact your grade. The assignment is the same for all courses/modules and your answers will be used also for course/module development. The assignment is completed online in WinhaOpaali.

Knowledge of Finland and the Nordic Countries

- Code: FRE8LE070
- Extent: 6 ECTS (162 h)
- Timing: Semester 1-7
- Language: French
- Competency level: C2
- Level: professional studies
- Type: elective*

*required of french native speaking students

Prerequisites

This course is exclusively for french native speaking students.

Learning outcomes

Upon successful completion of the course, the student

- understands Finnish and Nordic societies
- is able to talk about history, geography, economy, politics and culture of Finland and other Nordic countries.
- understands Finnish mentality and values
- is able to work in a Finnish working environment

Course contents

Literature on history, geography, society, culture, politics and economy of Finland and the Nordic countries.

Teaching and learning methods

Self-study 161 h

Self-assessment of learning 1 h

Contact teachers

Catherine Métivier, Pasila

Course materials

La Finlande, Michel Cabouret, édition Karthala, 2005
Material provided by the teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none"> ▪ knows well both the Finnish and the Nordic societies. He/she understands the cultural differences which lead to different behaviours in each culture, and is able to take into consideration those perceptions when dealing with Nordic people. ▪ shows excellent intercultural knowledge and awareness. 	<p>The student:</p> <ul style="list-style-type: none"> ▪ knows both the Finnish and the Nordic societies. He/she understands the main cultural differences which lead to different behaviours in each culture, and is able to in some extend to take into consideration those perceptions when dealing with Nordic people. ▪ shows relevant intercultural knowledge and awareness. 	<p>The student:</p> <ul style="list-style-type: none"> ▪ know somehow the Finnish and the Nordic societies and recognises the main cultural differences. ▪ has limited capability to speak of the Finnish and the Nordic societies.

Written exam on Finland 50 %

Written exam on Sweden and Norway 50 %

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

Portfolio of Finnish Culture

(Kulturportfolio über Finnland)

- Code: GER8LE060
- Extent: 3 ECTS (81 h)
- Timing: 1st-7th semester
- Language: German / English
- Competence level: C2+ (native speakers)
- Level: Professional studies
- Type: Compulsory for native speakers with compulsory German

Prerequisites

German native speaker.

Learning outcomes

After completing the course student

- has broadened his knowledge of Finland and the Finnish culture
- is aware of the cultural differences between Finland and Germany and is able to analyse them

Course contents

Student familiarizes himself with Finland and the Finnish culture. He visits different events, institutes, organisations, restaurants/cafes, watches films, etc. and reports about them in writing. Each report is controlled, corrected and feedback is given personally. Student can work on his portfolio from the first up to the seventh semester.

Cooperation with the business community

Visits to and/or from different companies, institutes or organisations.

Teaching and learning methods

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

This course involves 80 hours independent work.
Self-assessment of learning 1 h.

Contact teachers

Sirpa S. Bode, Pasila

Learning materials

Swallow, Deborah: Culture Shock! Finland: A Survival Guide to Customs and Etiquette.
 Further material to be agreed individually with teacher.

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none"> ▪ can demonstrate a thorough knowledge of life in Finland and a good understanding of the topical issues in the chosen areas. ▪ is also able to show autonomy in locating appropriate sources of information and in using information in a versatile and critical way. ▪ can demonstrate excellent skills in the organisation, presentation and critical analysis of the main trends or issues in each of the chosen topics. ▪ can support his/her ideas effectively with relevant examples from his/her own knowledge and experience. 	<p>The student:</p> <ul style="list-style-type: none"> ▪ can demonstrate a good knowledge of life in Finland and an understanding of some issues in the chosen areas. ▪ is also able to locate information from different sources and shows some ability to analyse this information in a critical way. ▪ can support some of his/her ideas using examples from his/her own knowledge or experience. ▪ is able to express his/her ideas well using academic language and a range of vocabulary and accurate grammatical structures. 	<p>The student:</p> <ul style="list-style-type: none"> ▪ can demonstrate a basic knowledge and understanding of life in Finland. ▪ is also able to summarise information from different sources and has a limited ability to analyse relevant information. ▪ is able to organise and present his/her ideas and shows a basic level of skill in the interpretation of the main trends. ▪ can use examples to illustrate his/her main points. ▪ is able to express his/her ideas using an acceptable level of academic German and a basic range of appropriate vocabulary and grammatical structures.

Assessment criteria

Evaluation is based on reports. Last report is a self-assessment.

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

Portfolio on Finland in Spanish

(El portafolio sobre Finlandia en español)

- Code: SPA8LE040
- Extent: 3 ECTS (81 h)
- Timing: 1st-7th semester
- Language: Spanish
- Competence level: C2
- Level: Professional studies
- Type: Compulsory for native speakers

Learning outcomes

After completing the course student

- has broadened his vocabulary and Spanish structures by writing reports
- has improved his understanding of Finnish cultural differences in business
- is aware of Finland as a business environment

Course contents

Student familiarizes himself/herself with Finnish cultural activities offered in Helsinki area. He/she visits different Finnish institutes, organisations and enterprises and reports about them in writing reports in his/her portfolio. Each report is controlled, corrected and feedback is given personally. Student can work on his portfolio from the first up to the seventh semester.

Cooperation with the business community

Visits to different Finnish companies, institutes or organisations.

Teaching and learning methods

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

This course involves 80 hours of independent work.
Self-assessment of learning 1 h.

Contact teacher

Pekka Savinainen, Pasila

Learning materials

To be agreed individually with teacher.

Assessment criteria/scale 5-1.

5 excellent

3 good

1 satisfactory

The student:

- understands challenging economic news of his/her field and is able to summarize its main contents successfully.
- knows vocabulary concerning enterprises and the economic situation in Finland very well.
- is able to apply during the course acquired skills to practice on a high level.
- is able to use sources of information in a versatile and critical way to support his/her work and shows very good cultural knowledge when using sources.
- adapts to cultural content very well and is able to share his/her professional knowledge and skills with others well.

The student:

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

The student:

- understands economic news of his/her field and knows its main points.
- knows vocabulary concerning enterprises and the economic situation in Finland to some extent.
- is able to apply during the course acquired skills to practice only adequately.
- is able to use sources of information to support his/her work and shows some cultural knowledge when using sources.
- is able to share his/her professional knowledge and skills with others to some extent.

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

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

Free-choice Studies

Meetings in Finnish

- Code: FIN4LE008
- Extent: 3 cr (81 h)
- Timing: 6th semester
- Language: Finnish
- Level: C1, Professional studies
- Type: Elective

Prerequisites

Meetings in Finnish is a free-choice Finnish language course for non-native degree students of Haaga-Helia uas. The course is targeted to students with advanced and intermediate Finnish skills. Students should already have a good understanding of corporate communications and business situations in Finnish.

Learning outcomes

The course enhances the students' communication skills in everyday business situations in Finnish. The objective of the course is to provide students with advanced knowledge and skills in business-related Finnish, in both written and oral contexts.

The key content of the course involves various face-to-face business situations but students will also develop their written Finnish in working life. After successful completion of the course students will have developed more tools to communicate efficiently and deal with Finnish speakers in various business situations.

Course contents

- Corporate communications
- Meetings and negotiations
- Meeting customer needs and complaints
- Handling difficult situations
- Giving short speeches for special purposes
- Informing and guidance
- Interviews
- Grammar accuracy (based on specific student needs)

Teaching and learning methods

Classroom based learning 25 h (intensive)

Prior and check-up assignments 16 h

Independent studies 39 h

Self-assessment of learning 1 h

Study material

To be announced at the beginning of the course.

Study methods and assessments

Active participation (attendance 80%)

Interactive comprehension in small groups and pairs

Written and oral assignments

Teacher

Aino Norrbacka

Assesment criteria

Scale 1-5

5 excellent	3 good	1 satisfactory
The student is able to communicate in various business situations independently and fluently. S/he has a good command of both oral and written Finnish. Student has a solid understanding of different styles in her/his communication and is able to apply them in business situations.	The student manages well in most business situations, in both oral and written contexts. S/he is able to apply different styles in business situations independently.	The student is able to cope in basic business situations, in both oral and written context. S/he knows the meaning of different styles in communication but has limited skills in applying them in a relevant way.
Student shows initiative, is able to share his/her knowledge and give feedback to others. S/he constantly develops her/his communication and improves working methods to seek new solutions.	The student is able to address her/his target audience with appropriate style and nuance. S/he shows good skills in professional contexts and knows how to benefit from feedback and learn from mistakes.	The student is able to practice her/his communication and be understood in business situations. S/he develops basic skills in working life communication.

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

Contemporary Finnish Literature

- Code: FIN8LE001
- Extent: 3 ECTS (81 h)
- Timing: Semester 4-7
- Language: Finnish/ English
- Competence level: B2
- Level: professional studies
- Type: free choice

Prerequisites

Taking the exam requires very good Finnish skills and knowledge of the basic terms of literary research.

Learning outcomes

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

Course contents

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

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

Teaching and learning methods

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

Teacher with the main responsibility for the course

Sanna Kukkonen, Pasila

Course materials

Students read four novels, one of each category:

- Leena Lander: Liekin lapset or Katja Kettu: Kätilö
- Kari Hotakainen: Ihmisen osa or Tuomas Kyrö: Kerjäläinen ja jänis
- Juha Itkonen: Anna minun rakastaa enemmän or Riikka Pulkkinen: Totta
- Matti Rönkä: Väärän maan vainaja or Outi Pakkanen: Seuralainen

Assessment criteria/scale 5-1.

5 excellent

The student:

- has read all the required books and is able to

3 good

The student:

- has read all the required books and is able to

1 satisfactory

The student:

- | | | |
|---|--|--|
| <p>demonstrate that by interpreting the texts, discussing the different elements and giving relevant examples.</p> <ul style="list-style-type: none"> ▪ understands fully the basic literary concepts and uses them correctly. | <p>demonstrate that.</p> <ul style="list-style-type: none"> ▪ is partly able to interpret the texts according to the assignment and gives some examples, which aren't always relevant. ▪ understands partly the basic literary concepts and uses some of them correctly. | <ul style="list-style-type: none"> ▪ may have read all the required books but is not able to demonstrate that. ▪ is able to interpret some aspects of the texts according to the assignment and he/she may give few examples. ▪ has limited understanding and usage of the basic literary concepts. |
|---|--|--|

Tehdyt toimenpiteet

Written exam 100 %.

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

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