

Degree Programme for Multilingual Management Assistants, Pasila

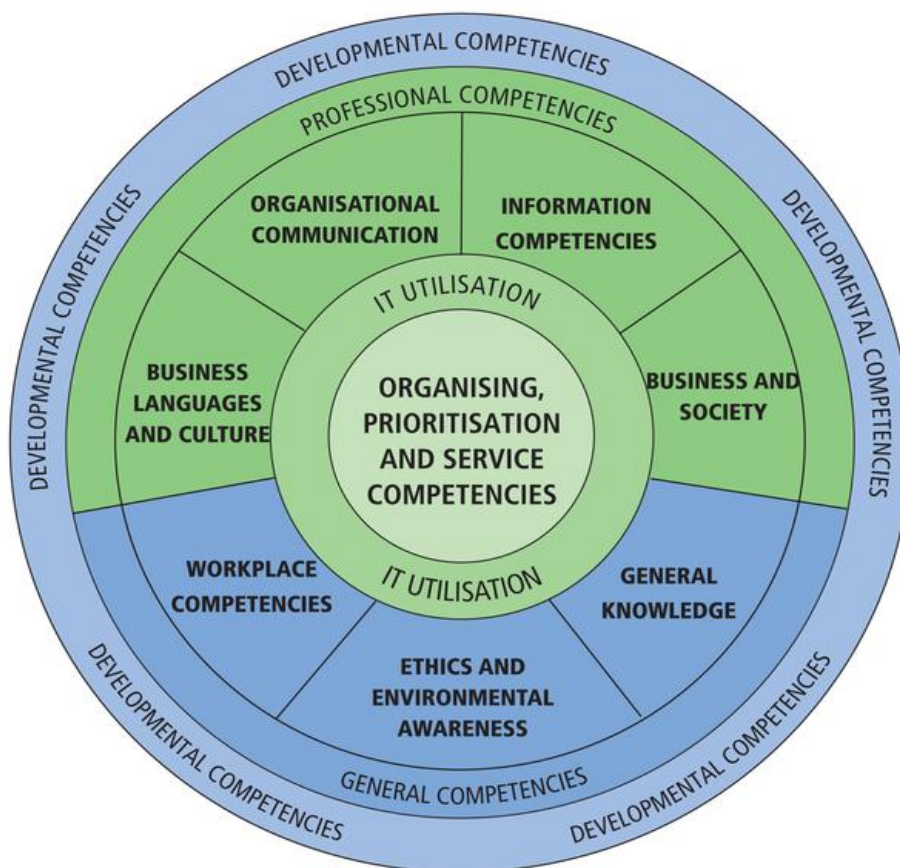
[DP for Multilingual Management Assistants in a nutshell](#) | [Profile of the DP](#) | [Key learning outcomes](#) | [Professional growth](#) | [Semester themes](#) | [Curriculum](#)

Degree Programme for Multilingual Management Assistants in a nutshell

Name of qualification:	Bachelor of Business Administration (BBA), the Finnish title of tradenomi
Level of qualification:	Bachelor's degree
ECTS credits:	210 ECTS credits
Official length of programme:	3.5 years
Mode of study	Full-time day programme
Assessment:	<ul style="list-style-type: none"> ▪ See Degree Regulations >> ▪ See assessment process >>
Programme requirements:	Studies according to the curriculum, Work placement, Bachelor´s thesis and Maturity test
General arrangements for the accreditation of prior learning:	See HAAGA-HELIA's general arrangements of the accreditation of prior learning >>
Admission requirements:	<p>Act of Polytechnics 9.5.2003/351 20§</p> <ul style="list-style-type: none"> ▪ See admission criteria- spring 2014
Access to further study:	<ul style="list-style-type: none"> ▪ Non-Degree studies in HAAGA-HELIA >> ▪ Master's Degree: Degree Programme in International Business Management, Helsinki Pasila >> ▪ University studies
Internationalization:	The daily work of the students is all about operating in multicultural teams. They are supervised by staff representing

	several nationalities. The commissions they get from companies familiarize them with various markets and ways of doing business. They can also go an exchange, do work placement abroad or participate in international development projects.
Employment opportunities after graduation:	Learning with business life opens up doors for the students and helps them develop their networks already during the studies. This makes it easier for graduates to find jobs both in Finland and abroad.
Cooperation with working life and with other associates:	From the beginning of the studies learning takes place in real-life projects closely related to the needs of business and working life. Students work on a variety of assignments commissioned by business companies. Learning is work and work is learning.

Profile of the Degree Programme for Multilingual Management Assistants



Key learning outcomes of the Degree Programme

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

General competencies of Multilingual Management Assistant graduates

Developmental competencies

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

Workplace competencies

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

Ethics and environmental awareness

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

General knowledge

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

Professional competencies of Multilingual Management Assistant graduates

Organising, prioritisation and service competencies

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

Business language and culture

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

Mother tongue Finnish

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

Mother tongue other than Finnish

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

Organisational communication

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

Business and society

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

Information competencies

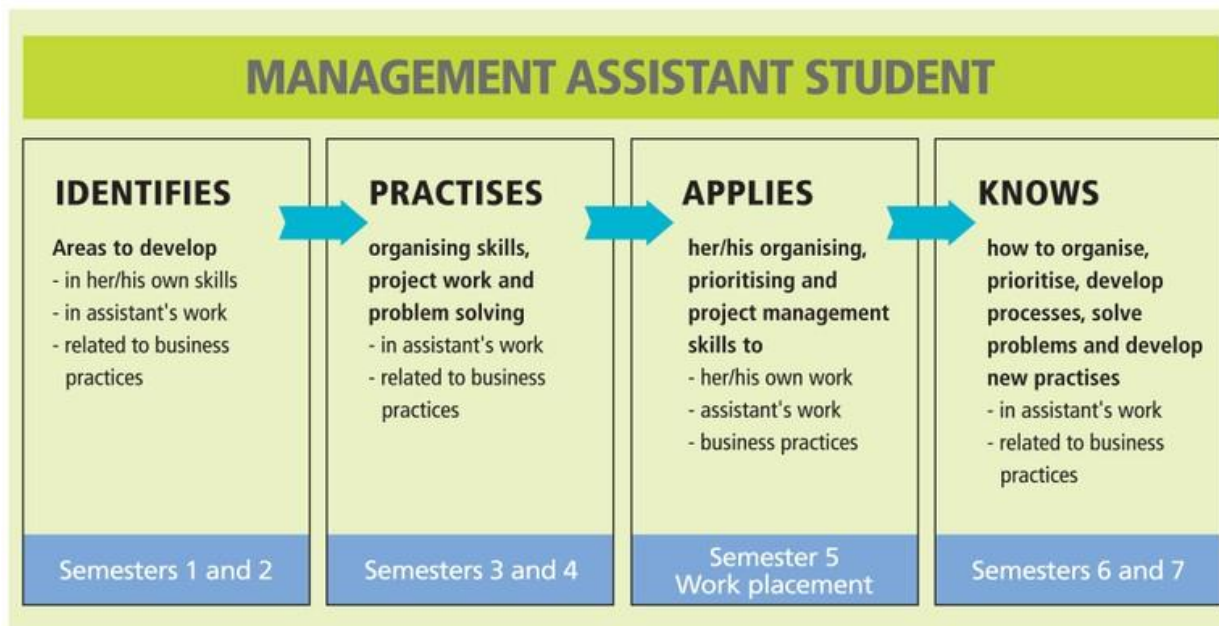
- the value of information and knowledge
- seeking, retrieving, assessing and refining of information
- document management and archiving

Professional growth

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

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

Semester themes



Curriculum

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

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

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

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

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

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

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

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

Work Placement 30 cr

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

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

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

Bachelor's Thesis 15 cr

Theses are primarily completed as commissioned works for companies or other organisations. During thesis work, students familiarise themselves with a topic in their area of specialisation and complete an analysis, development project or similar pertaining to it. Through thesis work, students gain valuable skills for the development of their competencies as multilingual management assistants.

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

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

Maturity Test

In the Degree Programme for Multilingual Management Assistants, students are required to write a maturity test based on the thesis, which demonstrates the student's grasp of the subject area studied. Students who completed comprehensive school or upper secondary school in Finland and completed studies in Finnish or Swedish as a mother tongue are required to write the maturity test in Finnish/Swedish. Students who completed comprehensive school or upper secondary school with mother-tongue studies in a language other than Finnish or Swedish, or completed corresponding education abroad write the maturity test in the language of the degree programme. The maturity test can be written on all common re-examination dates. Students have to enrol for the test through their advisor at least one week before the test date. The time reserved for the test is 180 minutes.

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

Tehdyt toimenpiteet

Degree Programme for Multilingual Management Assistants, joint application-spring 2014

On this page you can find details about admission. Please read through the admission criteria which you can find on the page: [Applying through the Joint Application System-spring 2014](#).

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

- campus: Pasila
- title: tradenomi (Bachelor of Business Administration), 210 credit points (ECTS)
- student intake: 40
- online application form: www.admissions.fi
- application period from 7 January to 11 February 2014. Online application closes at 4.15 pm Finnish time (+2 hrs GMT) on 11 February 2014.
- invitation letters are posted on xx.x.2014
- entrance examination will be held on 28 April 2014 in Pasila Campus
- application results will be sent by post by 15 July 2014 at the latest
- studies begin in August 2014
- [application statistics](#)

Entrance examination

The entrance examination will take place on Monday 28 April 2014 in Pasila, Helsinki. Please reserve the whole day for the examination. All eligible applicants will be invited to the entrance examination.

The entrance examination is specific to this programme and cannot be replaced by any other entrance examination.

The entrance examination consists of the following parts:

- Aptitude test: A written test based on a material, which is handed out at the examination. The aptitude test measures the applicant's ability to solve problems and tasks.
- Written examination: A written examination based on a material sent out to the applicants prior to the examination date. This examination measures the applicant's English skills and motivation.
- Group interview: An interview based on a material sent to the applicants prior to the examination date. The interview measures the applicant's English skills and motivation.
- Written language test in Chinese, French, German, Russian, Spanish, Swedish or Finnish (Finnish for foreigners only).

All parts of the examination are obligatory for all applicants.

Please note, an applicant cannot be exempted from any part of the entrance examination even though he/she has provided a certificate attesting to his/her corresponding language skills.

The following entrance examination criteria are applied:

Examination	Minimum points	Maximum points
Aptitude test	12	40
Written examination	9	30
Group interview	9	30
Written language test	Pass	Pass/Fail
Total	Min 30 points	Max 100 points

A maximum of 100 points can be awarded in the entrance examination and the lowest accepted score is 30/100.

If an applicant fails to reach the minimum level of points in any part of the examination, he/she will be disqualified and their application will not be considered.

The entrance examination includes an obligatory written language test in one of the following languages: Chinese, French, German, Russian, Spanish, Swedish or Finnish (Finnish for foreigners). This written language test will be evaluated as pass/fail. If the applicant fails the written language test, he/she cannot be accepted into the programme.

The applicants' English skills will be evaluated in the written examination and in the group interview. If an applicant does not have the minimum English language requirements he/she cannot be accepted into the programme.

HAAGA-HELIA UAS reserves the right to record the interview sessions that are part of the examination. By enrolling on the entrance examination, an applicant gives HAAGA-HELIA UAS his/her consent to do so.

Further information, including the pre-reading material and a detailed programme for the day of the examination will be included in the invitation to the entrance examination.

The Degree Programme for Multilingual Management Assistants does not arrange entrance examinations abroad. The results of the entrance examination in DP for Multilingual Management Assistants is not transferable to any other degree programme in HAAGA-HELIA or any other educational establishment in Finland. Scores received in other Universities of Applied Sciences in Finland or abroad are not transferable to this programme either.

Language studies

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

Further Information

For further information please contact:

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

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

Application statistics

Application statistics of DP for Multilingual Management Assistants, Pasila campus

Studies begins	Number of applicants, first preference / all	Student intake	The lowest accepted score before the exam/ max score	The lowest accepted score after the exam
August 2013	179/393	40	all eligible applicants	Admission group 1, 64.80 Admission group 2, 67.00
August 2012	138/364	40	all eligible applicants	Admission group 1, 65.53 Admission group 2, 52.00
August 2011	150/409	65	all eligible applicants	Admission group 1, 43.50 Admission group 2, 36.00
August 2010	127/295	54	all eligible applicants	Admission group 1, 47.20 Admission group 2, 42.00
August 2009	153/393	54	all eligible applicants	Admission group 1, 54.60 Admission group 2, 33.00
August 2008	148/424	54	all eligible applicants	Admission group 1, 56.40 Admission group 2, 30.00

Studies begins	Number of applicants, first preference / all	Student intake	The lowest accepted score before the exam/ max score	The lowest accepted score after the exam
August 2007	138/335	36	all eligible applicants	Admission group 1, 64.00 Admission group 2, 30.00

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

Tehdyt toimenpiteet

Structure, Content and Extent of the Degree Programme

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

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

Degree Programme for Multilingual Management Assistants, Finnish students	ECTS
Core studies	56*
Compulsory core studies	50
Elective language studies (2 languages à 3 cr)*	6*
Professional studies	87
Compulsory professional studies	58
Elective language studies (2 languages à 10 op + 2 cr language project)	22

Specialised professional studies	7
Free-choice studies	22*
Work Placement	30
Bachelor's thesis	15
Total	210

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

Degree Programme for Multilingual Management Assistants, Foreign students**	ECTS
Core studies	59
Compulsory core studies	53
Elective language studies (1 language)	6
Professional studies	78
Compulsory professional studies	59
Elective language studies (1 language à 10 op + 2 cr language project)	12
Specialised professional studies	7
Free-choice studies	28
Work Placement	30
Bachelor's thesis	15
Total	210

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

Courses, Finnish students

Degree Programme for Multilingual Management Assistants

Code

ECTS

Core studies

Compulsory core studies

<i>Financial Administration and Reporting</i>	ACC1LE026	(8)
Basics of Accounting	ACC1LE026A	4
Mathematics and Spreadsheet in Financial Administration	ACC1LE026B	4
Basics of Economics	ECO1LE004	3
Spoken Business English	ENG1LE002	3
English Grammar	ENG1LE015	3
Finnish Grammar and Linguistic Correctness	FIN1LE001	3
Producing Business Documents	INF1LE022	3
Introduction to Business Law	LAW2LE045	3
Basic Business Swedish	SWE1LE001	6
<i>Business Networks:</i>	WOR1LE001	(18)
Introduction to Business English	WOR1LE001A	2
Introduction to Marketing	WOR1LE001B	3
Organisations and Leadership	WOR1LE001C	5
Introduction to Information Retrieval	WOR1LE001D	2
Office Applications	WOR1LE001E	4
Purpose and Practices of Organisational Communication	WOR1LE001F	2

Elective core studies

Chinese Business Communication	CHI4LE002	3
Spoken Communication in Chinese	CHI4LE009	3
Basic Business French 1	FRE4LE005	3
Basic Business French 2	FRE4LE006	3
Spoken Communication in Business German	GER4LE007	3
German Grammar	GER4LE064	3
Basic Business Russian 1	RUS4LE070	3
Basic Business Russian 2	RUS4LE005	3
Spoken Spanish in Practice	SPA4LE070	3
Spanish Grammar	SPA4LE008	3
PR Swedish	SWE4LE063	3
Professional Studies		
Compulsory professional studies		
Cultures in Contact	CUL2LE001	3
Online Communication	COM2LE050	3
Organisational Communication Management	COM2LE062	3
<i>Corporate Public Relations</i>	COM2LE070	(7)
Business Events and Etiquette	COM2LE070A	2
Business Event Project	COM2LE070B	2
PR English	COM2LE070C	3
<i>English Business and Financial Communication:</i>	ENG2LE040	(5)
English Business Documents and Knowledge of the Economy	ENG2LE040A	3
EU Studies	ENG2LE040B	2
Finnish Business Documents	FIN2LE024	5

Spoken Communication in Finnish	FIN2LE025	4
Processing Information and Managing Documents	INF2LE020	3
Administrative and Labour Law	LAW2LE046	3
Meetings and Travel Management	LEA2LE060	5
Strategic Management and Corporate Social Responsibility	LEA2LE071	3
<i>Research Practices:</i>	MET2LE030	(5)
Introduction to Research	MET2LE030A	2
Research Methods and Academic Writing	MET2LE030B	3
<i>Assessment of Professional Growth and Career Planning:</i>	SLF2LE080	(3)
Career Planning 1	SLF2LE080A	1
Career Planning 2	SLF2LE080B	1
Career Planning 3	SLF2LE080C	1
Business Operations and Entrepreneurship	WOR2LE001	6
Elective professional studies		
Assessing and Planning Organisational Communication	COM4LE002	3
Work-based Project on Organisations and Publicity	COM4LE006	4
PR Chinese	CHI4LE003	3
Chinese Business Culture	CHI4LE004	3
Language project in Chinese	CHI4LE050	2
Economic Life of the Chinese-speaking Areas	CHI4LE015	4
Language Project in English	ENG4LE050	2
French Working Environment and PR French	FRE4LE007	3
French and Finnish Cultures in Contact	FRE4LE008	3
French Media and Communication	FRE4LE030	4

Language Project in French	FRE4LE050	2
German Business Communication	GER4LE002	3
Business Communication in German-speaking Europe	GER4LE040	4
Language Project in German	GER4LE050	2
PR German	GER4LE068	3
People at Work	LEA4LS080	3
Work-based Project on HRM	LEA4LS081	4
Marketing and Networks	MAR4LE006	3
Work-based Project on Marketing	MAR4LE007	4
Russian Business Documents	RUS4LE042	3
<i>Russian Business Environment</i>	RUS4LE030	(4)
Contract Texts in Russian Trade	RUS4LE030A	2
Assistant's Job in Russian Trade	RUS4LE030B	2
Spoken Communication in Business Russian	RUS4LE041	3
Language Project in Russian	RUS4LE050	2
Spanish Business Communication	SPA4LE010	3
Spanish Business Documents	SPA4LE046	3
Language Project in Spanish	SPA4LE050	2
Business and Society in Latin America	SPA4LE055	4
Swedish Business Communication	SWE4LE041	3
Spoken and Written Business Swedish	SWE4LE050	4
Language Project in Swedish	SWE4LE051	2
Free-choice Studies		
Intercultural Awareness 2	CUL8LE025	4

Chinese for Beginners	CHI8LE004	6
Intermediate Chinese	CHI8LE005	3
Contemporary Finnish Literature	FIN8LE001	3
German for Beginners 1	GER8LE080	6
German for Beginners 2	GER8LE030	3
Economy, Culture and Partnership in the Heart of Europe (excursion)	GER8LE072	3
Cultural Portfolio of German-speaking Europe	GER8LE070	3
German Literature	GER8LE071	3
European Integration	IBU8HO001	5
Nordisk Handel	IBU8LS005	6
Enterprise Resource Planning for Management Assistants	INF8LE031	3
International Business Law	LAW8LS041	3
International Congresses and Conferences	LEA8LS050	3
Russian Linguistic Correctness	RUS8LE011	3
Cyrillic Word - processing and transliteration	RUS8LE037	3
Spanish Society and Culture	SPA4LE019	3
Assistant as a Power User of Office Applications	TOO8LE020	3
Work Placement		
Work Placement	PLA6LE003	30
Bachelor's Thesis		
Bachelor's Thesis/Marketing	THE7LE002	15
Bachelor's Thesis/Organisations, Leadership and HR	THE7LE023	15
Bachelor's Thesis/Organisational Communication	THE7LE025	15

Courses, foreign students

Degree Programme for Multilingual Management Assistants

Code

ECTS

Core studies

Compulsory core studies

<i>Financial Administration and Reporting</i>	ACC1LE026	(8)
Basics of Accounting	ACC1LE026A	4
Mathematics and Spreadsheet in Financial Administration	ACC1LE026B	4
Basics of Economics	ECO1LE004	3
Spoken Business English	ENG1LE002	3
English Grammar	ENG1LE015	3
Finnish for Beginners	FIN1LE002	6
Intermediate Finnish	FIN1LE003	6
Producing Business Documents	INF1LE022	3
Introduction to Business Law	LAW2LE045	3
<i>Business Networks:</i>	WOR1LE001	(18)
Introduction to Business English	WOR1LE001A	2
Introduction to Marketing	WOR1LE001B	3
Organisations and Leadership	WOR1LE001C	5
Introduction to Information Retrieval	WOR1LE001D	2
Office Applications	WOR1LE001E	4
Purpose and Practices of Organisational Communication	WOR1LE001F	2
Elective core studies		
Chinese Business Communication	CHI4LE002	3
Spoken Communication in Chinese	CHI4LE009	3

Basic Business French 1	FRE4LE005	3
Basic Business French 2	FRE4LE006	3
Spoken Communication in Business German	GER4LE007	3
German Grammar	GER4LE064	3
Basic Business Russian 1	RUS4LE070	3
Basic Business Russian 2	RUS4LE005	3
Spoken Spanish in Practice	SPA4LE070	3
Spanish Grammar	SPA4LE008	3

Professional Studies

Compulsory professional studies

Cultures in Contact	CUL2LE001	3
Online Communication	COM2LE050	3
Organisational Communication Management	COM2LE062	3
<i>Corporate Public Relations</i>	COM2LE070	(7)
Business Events and Etiquette	COM2LE070A	2
Business Event Project	COM2LE070B	2
PR English	COM2LE070C	3
<i>English Business and Financial Communication:</i>	ENG2LE040	(5)
English Business Documents and Knowledge of the Economy	ENG2LE040A	3
EU Studies	ENG2LE040B	2
Finnish for Working Life 1	FIN2LE030	3
Finnish for Working Life 2	FIN2LE031	3
Business Oriented Finnish	FIN2LE032	4
Processing Information and Managing Documents	INF2LE020	3

Administrative and Labour Law	LAW2LE046	3
Meetings and Travel Management	LEA2LE060	5
Strategic Management and Corporate Social Responsibility	LEA2LE071	3
Research Practices:	MET2LE030	(5)
Introduction to Research	MET2LE030A	2
Research Methods and Academic Writing	MET2LE030B	3
<i>Assessment of Professional Growth and Career Planning:</i>	SLF2LE080	(3)
Career Planning 1	SLF2LE080A	1
Career Planning 2	SLF2LE080B	1
Career Planning 3	SLF2LE080C	1
Business Operations and Entrepreneurship	WOR2LE001	6
Elective professional studies		
Assessing and Planning Organisational Communication	COM4LE002	3
Work-based Project on Organisations and Publicity	COM4LE006	4
PR Chinese	CHI4LE003	3
Chinese Business Culture	CHI4LE004	3
Language project in Chinese	CHI4LE050	2
Economic Life of the Chinese-speaking Areas	CHI4LE015	4
Language Project in English	ENG4LE050	2
Language Project in Finnish	FIN4LE050	2
French Working Environment and PR French	FRE4LE007	3
French and Finnish Cultures in Contact	FRE4LE008	3
French Media and Communication	FRE4LE030	4
Language Project in French	FRE4LE050	2

German Business Communication	GER4LE002	3
Business Communication in German-speaking Europe	GER4LE040	4
Language Project in German	GER4LE050	2
PR German	GER4LE068	3
People at Work	LEA4LS080	3
Work-based Project on HRM	LEA4LS081	4
Marketing and Networks	MAR4LE006	3
Work-based Project on Marketing	MAR4LE007	4
Russian Business Documents	RUS4LE042	3
<i>Russian Business Environment</i>	RUS4LE030	(4)
Contract Texts in Russian Trade	RUS4LE030A	2
Assistant's Job in Russian Trade	RUS4LE030B	2
Spoken Communication in Business Russian	RUS4LE041	3
Language Project in Russian	RUS4LE050	2
Spanish Business Communication	SPA4LE010	3
Spanish Business Documents	SPA4LE046	3
Language Project in Spanish	SPA4LE050	2
Business and Society in Latin America	SPA4LE055	4
Language Project in Swedish	SWE4LE051	2
Language Studies for the Students Following the Native Speaker's Curricula		
International Business Chinese	CHI4LE006	3
Introduction to Chinese-speaking Areas	CHI4LE005A	3
Advanced Business Chinese	CHI4LE007	3
British Studies	ENG8LE001	3

Finnish Society and Business	ENG8LE020	7
Knowledge of Finland and the Nordic Countries	FRE8LE070	6
Portfolio of Finnish Culture	GER8LE060	3
Translation Exercises from Finnish into Spanish	SPA8LE012	3
Portfolio on Finland in Spanish	SPA8LE040	3
Free-choice Studies		
Intercultural Awareness 2	CUL8LE025	4
Chinese for Beginners	CHI8LE004	6
Intermediate Chinese	CHI8LE005	3
Meetings in Finnish	FIN8LE008	3
Contemporary Finnish Literature	FIN8LE001	3
German for Beginners 1	GER8LE080	6
German for Beginners 2	GER8LE030	3
Cultural Portfolio of German-speaking Europe	GER8LE070	3
German Literature	GER8LE071	3
European Integration	IBU8HO001	5
Introduction to European Union	LAW8LE021	3
Nordisk Handel	IBU8LS005	6
International Business Law	LAW8LS041	3
International Congresses and Conferences	LEA8LS050	3
Russian Linguistic Correctness	RUS8LE011	3
Cyrillic Word - processing and transliteration	RUS8LE037	3
Spanish Society and Culture	SPA4LE019	3
Assistant as a Power User of Office Applications	TOO8LE020	3

Work Placement

Work Placement	PLA6LE003	30
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Bachelor's Thesis

Bachelor's Thesis/Marketing	THE7LE002	15
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Bachelor's Thesis/Organisations, Leadership and HR	THE7LE023	15
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Bachelor's Thesis/Organisational Communication	THE7LE025	15
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Recommended Study Schedule, Finnish students

Degree Programme for Multilingual Management Assistants	Course code	ECTS
1st Semester		30
English Grammar	ENG1LE015	3
Basic Business Swedish	SWE1LE001	6
<i>One of the following languages (à 3 cr)*:</i>		<i>(3)</i>
Spanish Grammar	SPA4LE008	3
Spoken Communication in Chinese	CHI4LE009	3
Basic Business French 1	FRE4LE005	3
German Grammar	GER4LE064	3
Basic Business Russian 1	RUS4LE070	3
<i>Business Networks:</i>	WOR1LE001	<i>(18)</i>
Introduction to Business English	WOR1LE001A	2
Introduction to Marketing	WOR1LE001B	3

Organisations and Leadership	WOR1LE001C	5
Introduction to Information Retrieval	WOR1LE001D	2
Office Applications	WOR1LE001E	4
Purpose and Practices of Organisational Communication	WOR1LE001F	2
2nd Semester		30
Spoken Business English	ENG1LE002	3
Finnish Grammar and Linguistic Correctness	FIN1LE001	3
Producing Business Documents	INF1LE022	3
Basics of Economics	ECO1LE004	3
<i>Two of the following languages (à 3 cr)*:</i>		<i>(6)</i>
Spoken Spanish in Practice	SPA4LE070	3
Chinese Business Communication	CHI4LE002	3
Basic Business French 2	FRE4LE006	3
PR Swedish	SWE4LE063	3
Spoken Communication in Business German	GER4LE007	3
Basic Business Russian 2	RUS4LE005	3
Introduction to Business Law	LAW2LE045	3
<i>Financial Administration and Reporting</i>	ACC1LE026	<i>(8)</i>
Basics of Accounting	ACC1LE026A	4
Mathematics and Spreadsheet in Financial Administration	ACC1LE026B	4
<i>Assessment of Professional Growth and Career Planning:</i>	SLF2LE080	<i>(3)</i>
Career Planning 1	SLF2LE080A	1
3rd Semester		30
Finnish Business Documents	FIN2LE024	5

<i>Two of the following languages (à 3 cr):</i>		(6)
Spanish Business Communication	SPA4LE010	3
PR Chinese	CHI4LE003	3
French Working Environment and PR French	FRE4LE007	3
Swedish Business Communication	SWE4LE041	3
PR German	GER4LE068	3
Spoken Communicatin in Business Russian	RUS4LE041	3
<i>Corporate Public Relations</i>	COM2LE070	(7)
Business Events and Etiquette	COM2LE070A	2
Business Event Project	COM2LE070B	2
PR English	COM2LE070C	3
Administrative and Labour Law	LAW2LE046	3
Business Operations and Entrepreneurship	WOR2LE001	6
Organisational Communication Management	COM2LE062	3
4th Semester		30
<i>English Business and Financial Communication:</i>	ENG2LE040	(5)
English Business Documents and Knowledge of the Economy	ENG2LE040A	3
<i>One of the following languages:</i>		(3)
Spanish Business Documents	SPA4LE046	3
Chinese Business Culture	CHI4LE004	3
French and Finnish Cultures in Contact	FRE4LE008	3
German Business Communication	GER4LE002	3
Russian Business Documents	RUS4LE042	3
Spoken Communication in Finnish	FIN2LE025	4

Meetings and Travel Management	LEA2LE060	5
Processing Information and Managing Documents	INF2LE020	3
<i>Research Practices:</i>	MET2LE030	(5)
Introduction to Research	MET2LE030A	2
Online Communication	COM2LE050	3
<i>One of the following specialised studies:</i>		
<i>Organisational Communication:</i>		
Assessing and Planning Organisational Communication	COM4LE002	3
<i>Marketing:</i>		
Marketing and Networks	MAR4LE006	3
<i>Organisations Leadership and HR:</i>		
People at Work	LEA4LS080	3
<i>Assessment of Professional Growth and Career Planning:</i>	SLF2LE080	(3)
Career Planning 2	SLF2LE080B	1
<i>Free-choice studies</i>		3/0*
5th Semester		30
Work placement	PLA6LE003	30
6th Semester		30
<i>English Business and Financial Communication:</i>	ENG2LE040	(5)
EU Studies	ENG2LE040B	2
<i>One of the following language projects:</i>		
Language Project in English	ENG4LE050	2
Language Project in Spanish	SPA4LE050	2
Language Project in Chinese	CHI4LE050	2

Language Project in French	FRE4LE050	2
Language Project in Swedish	SWE4LE051	2
Language Project in German	GER4LE050	2
Language Project in Russian	RUS4LE050	2
<i>Research Practices:</i>	MET2LE030	(5)
Research Methods and Academic Writing	MET2LE030B	3
<i>One of the following specialised studies:</i>		
<i>Organisational Communication:</i>		
Work-based Project on Organisations and Publicity	COM4LE006	4
<i>Marketing:</i>		
Work-based Project on Marketing	MAR4LE007	4
<i>Organisations, Leadership and HR:</i>		
Work-based Project on HRM	LEA4LS081	4
<i>One of the following specialisation areas in Bachelor's Thesis:</i>		
Bachelor's Thesis, Organisational Communication	THE7LE025	10
Bachelor's Thesis, Marketing	THE7LE002	10
Bachelor's Thesis, Organisations, Leadership and HR	THE7LE023	10
<i>Free-choice studies</i>		9
7th Semester		30
Cultures in Contact	CUL2LE001	3
<i>Two of the following languages:</i>		
Business and Society in Latin America	SPA4LE055	4
Economic Life of the Chinese-speaking Areas	CHI4LE015	4
French Media and Communication	FRE4LE030	4

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

Recommended Study Schedule, foreign students

Degree Programme for Multilingual Management Assistants	Course code	ECTS
1st Semester		30
English Grammar	ENG1LE015	3
Finnish for Beginners	FIN1LE002	6
<i>One of the following languages:</i>		
Spanish Grammar	SPA4LE008	3
Spoken Communication in Chinese	CHI4LE009	3

Basic Business French 1	FRE4LE005	3
German Grammar	GER4LE064	3
Basic Business Russian 1	RUS4LE070	3
<i>Business Networks:</i>	WOR1LE001	(18)
Introduction to Business English	WOR1LE001A	2
Introduction to Marketing	WOR1LE001B	3
Organisations and Leadership	WOR1LE001C	5
Introduction to Information Retrieval	WOR1LE001D	2
Office Applications	WOR1LE001E	4
Purpose and Practices of Organisational Communication	WOR1LE001F	2
2nd Semester		30
Spoken Business English	ENG1LE002	3
Intermediate Finnish	FIN1LE003	6
Producing Business Documents	INF1LE022	3
<i>One of the following languages:</i>		(3)
Spoken Spanish in Practice	SPA4LE070	3
Chinese Business Communication	CHI4LE002	3
Basic Business French 2	FRE4LE006	3
Spoken Communication in Business German	GER4LE007	3
Basic Business Russian 2	RUS4LE005	3
Introduction to Business Law	LAW2LE045	3
Basics of Economics	ECO1LE004	3
<i>Financial Administration and Reporting</i>	ACC1LE026	(8)
Basics of Accounting	ACC1LE026A	4

Mathematics and Spreadsheet in Financial Administration	ACC1LE026B	4
<i>Assessment of Professional Growth and Career Planning:</i>	SLF2LE080	(3)
Career Planning 1	SLF2LE080A	1
3rd Semester		30
Finnish for Working Life 1	FIN2LE030	3
<i>One of the following languages:</i>		
Spanish Business Communication	SPA4LE010	3
PR Chinese	CHI4LE003	3
French Working Environment and PR French	FRE4LE007	3
PR German	GER4LE068	3
Spoken Communication in Business Russian	RUS4LE041	3
<i>Corporate Public Relations</i>	COM2LE070	(7)
Business Events and Etiquette	COM2LE070A	2
Business Event Project	COM2LE070B	2
PR English	COM2LE070C	3
Administrative and Labour Law	LAW2LE046	3
Business Operations and Entrepreneurship	WOR2LE001	6
Organisational Communication Management	COM2LE062	3
<i>Free-choice studies</i>		5
4th Semester		30
Finnish for Working Life 2	FIN2LE031	3
<i>English Business and Financial Communication:</i>	ENG2LE040	(5)
English Business Documents and Knowledge of the Economy	ENG2LE040A	3
<i>One of the following languages:</i>		

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

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

7th Semester		30
Cultures in Contact	CUL2LE001	3
<i>One of the following languages:</i>		
Business and Society in Latin America	SPA4LE055	4
Economic life of Chinese-speaking Areas	CHI4LE015	4
French Media and Communication	FRE4LE030	4
Business Communication in German-speaking Europe	GER4LE040	4
<i>Russian Business Environment</i>	RUS4LE030	(4)
Contract Texts in Russian Trade	RUS4LE030A	2
Assistant's Job in Russian Trade	RUS4LE030B	2
Strategic Management and Corporate Social Responsibility	LEA2LE071	3
<i>Assessment of Professional Growth and Career Planning:</i>	SLF2LE080	(3)
Career Planning 3	SLF2LE080C	1
<i>One of the following specialisation areas in Bachelor's Thesis:</i>		
Bachelor's Thesis, Organisational Communication	THE7LE025	5
Bachelor's Thesis, Marketing	THE7LE002	5
Bachelor's Thesis, Organisations, Leadership and HR	THE7LE023	5
<i>Free-choice studies</i>		14
Total		210

Language Studies

Extent of Studies

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

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

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

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

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

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

Language proficiency objectives

The foreign language proficiency objectives are that students:

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

Starting Levels and Proficiency Objectives

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

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

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

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

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

	Starting level	Target level
English	B2	C1
Spanish	A2	B2
Chinese	A1	B1

French	A2	B2
Swedish	B1	C1
German	A2	B2
Russian	A2	B2

Elementary Studies

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

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

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

Free-choice Language Studies

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

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

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

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

Swedish Studies

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

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

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

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

Students who speak English as their mother tongue	ECTS	Code
PR English	3 cr	COM2LE070C
English Business and Financial Communication	5 cr	ENG2LE040
British Studies	3 cr	ENG8LE001
Finnish Society and Business	5 cr	ENG8LE020
Language Project in English	2 cr	ENG4LE050
Total	18 cr	
Students who speak Spanish as their mother tongue		
Portfolio on Finland in Spanish	3 cr	SPA8LE040
Translation Exercises from Finnish to Spanish	3 cr	SPA8LS012
Spanish Business Communication	3 cr	SPA4LE010
Spanish Business Documents	3 cr	SPA4LE046
Part Spanish Newspaper Texts in the course Business and Society in Latin America	2 cr	SPA4LE055
Language Project in Spanish	2 cr	SPA4LE050
Total	16 cr	
Students who speak Chinese as their mother tongue		
International Business Chinese	3 cr	CHI4LE006
Advanced Business Chinese	3 cr	CHI4LE007
Chinese Business Culture	3 cr	CHI4LE004
Economic Life of the Chinese-speaking Areas	5 cr	CHI4LE015
Language Project in Chinese	2 cr	CHI4LE050
Total	16 cr	
Students who speak French as their mother tongue		
Basic Business French 2	3 cr	FRE4LE006
French Working Environment and PR French	3 cr	FRE4LE007
Knowledge of Finland and the Nordic Countries	6 cr	FRE8LE070
Half of the course French Media and Communication	2 cr	FRE4LE030
Language Project in French	2 cr	FRE4LE050
Total	16 cr	
Students who speak Swedish as their mother tongue		
PR Swedish / One 3 ECTS online course from Norden-network at Finnish Online University of Applied Sciences	3 cr	SWE4LE063
Written part of the course Spoken and Written Business Swedish	2 cr	SWE4LE050

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

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

Study Paths

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

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

Organisational Communication

The objectives of compulsory communication studies are that students:

- are aware of the structures and practices of organisational communication
- have familiarised themselves with the recent research and models of organisational communication

- know how to communicate and transform information into a format suitable to the recipient
- know how to manage stakeholder communication and affect corporate image
- know how to assess and plan organisational communication
- are able to work efficiently in cooperation with commissioning organisations

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

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

Organisational Communication	ECTS	Code	Semester
Compulsory Studies			
Purpose and Practices of Organisational Communication	2	WOR1LE001F	1
Organisational Communication Management	3	COM2LE062	3
Corporate Public Relations	7	COM2LE070	3
Online Communication	3	COM2LE050	4
Cultures in Contact	3	CUL2LS001	7
Elective Studies			
Assessing and Planning Organisational Communication	3	COM4LE002	4
Work-based Project on Organisations and Publicity	4	COM4LE006	6
Free-choice Studies eg.			
Lehtitaiton ja visuaalisen journalismin perusteet	4	JOU1KJ034	4-7
Joukkoviestintä 1	3	COM1KJ013	4-7
Joukkoviestintä 2	3	COM1KJ015	4-7
Verkkojulkaiseminen	3	JOU1KJ033	4-7
Intercultural Business Communication	5	COM4LI086	1-7
Corporate Communication	9	COM4LI088	1-7
Work Placement			
Assignments in Organisational Communication	30	PLA6LE003	5
Bachelor's Thesis			

Marketing

The objectives of compulsory marketing studies are that students:

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

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

Marketing	ECTS	Code	Semester
Compulsory Studies			
Introduction to Marketing	3	WOR1LE001B	1
Business Operations and Entrepreneurship	6	WOR2LE001	3
Elective Studies			
Marketing and Networks	3	MAR4LE006	4
Work-based Project on Marketing	4	MAR4LE007	6
Free-choice Studies eg.			
International Service Marketing	3	MAR4LH009	
Successful Event	6	MAR3LF005	
Strategic Business-to-Business Relationship Management	6	MAR3LF002	
Business-to-Business Selling and Sales Management in Global Markets	3	MAR3LF003	
Work Placement			
Assignments in Marketing	30	PLA6LS003	5
Bachelor's Thesis			
Bachelor's Thesis in Marketing	15	THE7LE002	6-7

Organisations, Leadership and HR

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

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

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

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

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

The DP for Multilingual Management Assistants provides good entrepreneurial skills

Students get the basic skills to act as an entrepreneur in their core and professional studies. In the course Business Operations and Entrepreneurship (WOR2LE001) students make a business plan. The teachers and the coordinator of the business incubator encourage the entrepreneurial-minded students to move in the 4th semester to HAAGA-HELIA's business incubator. In the best case, the student can complete the work placement in her/his own company and write the thesis for this company. The field of the thesis and the specialisation can be any of the specialised fields of the DP for Multilingual Management Assistants, i.e. Marketing, Organisational Communication or Organisations, Leadership and HR. A student can work in the business incubator until the end of her/his studies. A student gets credit points for her/his work in the business incubator, which are counted as free choice courses.

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

Career Stories

Oanh Nguyen, Degree Programme for Multilingual Management Assistants, 2009

What was the best thing in your studies?

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

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

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

Tell us about your current job description?

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

How did you get you current job?

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

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

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

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

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

Katri Gerkman, Degree Programme for Multilingual Management Assistants, 2009

What was the best thing in your studies?

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



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

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

Tell us about your current job description?

I work as a secretary to the Head of Unit in the public sector. My daily activities include preparing meeting files for my supervisor, keeping track of correspondence, organising and taking part into meetings, screening agenda items and taking care of HR issues for the whole unit. I have also financial responsibilities to support our Head of Unit.

As more than 50 per cent of our staff is foreigners, I also help them with whatever questions they might have concerning the day-to-day life in Finland.

How did you get you current job?

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

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

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

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

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

Tehdyt toimenpiteet

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