

Degree Programme for Multilingual Management Assistants, Pasila Campus

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

Name of qualification:	Bachelor of Business Administration (BBA), the Finnish title of tradenomi
Level of qualification:	Bachelor's degree
ECTS credits:	210 ECTS credits
Official length of programme:	3.5 years
Mode of study	Full-time day programme
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:	Act of Polytechnics 9.5.2003/351 20§ <ul style="list-style-type: none"> • Before applying see the admission criteria at www.studyinfo.fi !
Access to further study:	<ul style="list-style-type: none"> • Non-Degree studies in HAAGA-HELIA >> • Master's Degree: <ul style="list-style-type: none"> Degree Programme in International Business Management, Helsinki Pasila >> Degree Programme in Communication 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.
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Profile of the Degree Programme for Multilingual Management Assistants

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

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

Key learning outcomes of the Programme

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

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

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

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

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

Professional growth

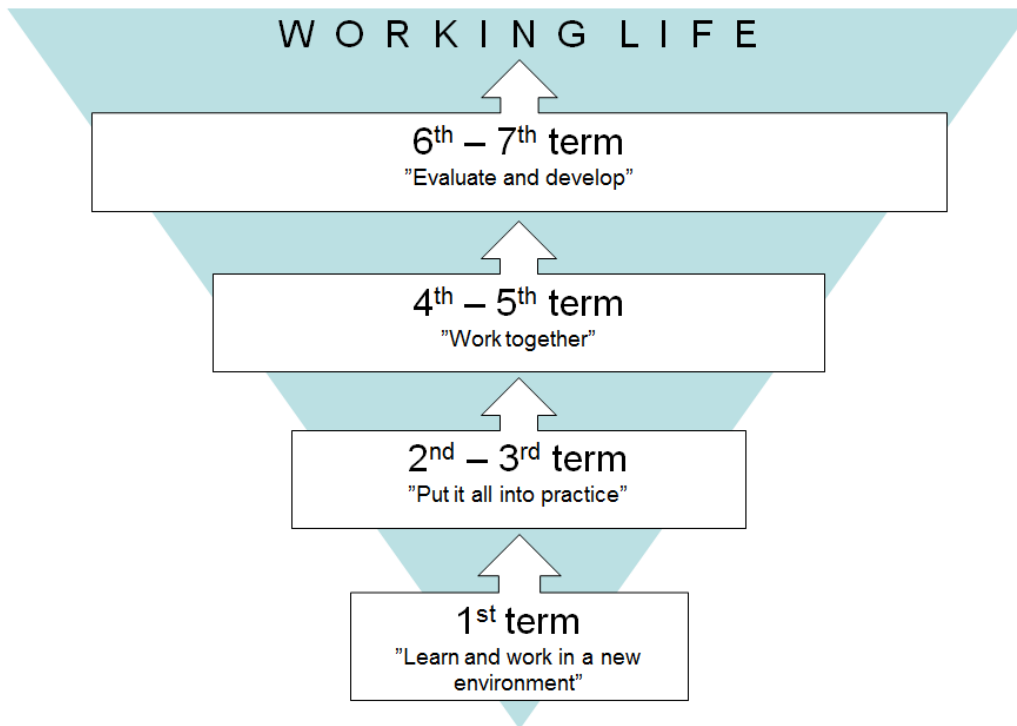
On completion of the programme, students are equipped to perform their roles with initiative and a proactive approach, supporting and contributing to the workplace community. Ongoing professional growth throughout the programme helps students become innovative developers and problem-solvers in their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

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

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

Annual themes

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



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

- Entrepreneurship
 - HR and Leadership
 - Marketing, Sales and Service
 - Meetings Industry
 - Organisational Communication
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- [Structure, Content and Extent of the Degree Programme >>](#)
 - [Course List, Finnish students >>](#)
 - [Course List, foreign student >>](#)
 - [Recommended Study Schedule, Finnish students >>](#)
 - [Recommended Study Schedule, foreign students >>](#)
 - [Student's Professional Development >>](#)
 - [Language Studies >>](#)

- [Contact Information >>](#)

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

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

Degree Programme for Multilingual Management Assistants



Graduates from this international DP are qualified for a variety of positions in many kinds of organisations. Examples of positions include management assistants, office managers, marketing assistants, and communication and PR coordinators.

The studies focus on developing multicultural communication and business skills. The studies also help develop skills in co-operation, project and event management as well as in gathering, processing and sharing information.

The DP aims at fluent working proficiency in multiple languages; in addition to their native language, graduates learn at least two other languages. English and Finnish are compulsory, and the other language choices are Chinese, French, German, Russian, Spanish and Swedish.

Finnish students have to complete one semester abroad, either as exchange students or doing their work placement there. Work placement consists of 100 full-time working days. The Bachelor's Thesis is usually commissioned by an organisation – either a private company or public administration.

Students can choose their specialization area from the following: Entrepreneurship; HR and Leadership; Marketing, Sales and Service; Meetings Industry; Organisational Communication.

"My studies in Haaga-Helia made me understand the importance of the work of an assistant. It is not just waiting around and making coffee – it is about ensuring that the everyday business of your superiors runs as smoothly as possible. As the word indicates, we are here to ASSIST."

The most important skills learnt at school have been languages and Microsoft Office. The law studies I took have also been a great help in my career. Thanks to Haaga-Helia, I now have a job which I have always dreamed of.

Haaga-Helia has it all: great atmosphere, an international touch, good locations equipped with high technology, professional teachers and close co-operation with Finnish and international business life. At Haaga-Helia, you don't study for working life, you study working life itself."

Elsa Kaijala, assistant, Finnish Real Estate Federation

Check out [this video in YouTube](#) promoting Haaga-Helia's management assistant programmes! It was produced by Haaga-Helia's assistant students as part of their studies.

Full-time studies that begin in August 2015

campus: Helsinki, Pasila

- title: tradenomi (Bachelor of Business Administration)
- 210 credit points (ECTS)
- application period is from 7 January to 6 February 2015
- [Application information](#) on Haaga-Helia's website
- [Application information](#) and [application form](#) on studyinfo.fi website
- [application statistics](#)

Applying for the Degree Programme for Multilingual Management Assistants, Pasila campus

General information

You can apply to HAAGA-HELIA University of Applied Science`s degree programmes conducted in English with our direct application form. Please note, that these programmes are not part of the joint application system.

You can choose a maximum of seven study options in order of preference. Please notice that the order of preference of your study options is binding and it cannot be changed after the application period has ended. You can be admitted as student to only one of your study options. The application system will offer you a study place in the study option which is highest on your list of preferences and in which you have received enough admission points to be selected. For more information, please see section 1.8 “Timetable for selection, confirming a study place, enrolling in a university, checking of educational certificates”.

Please find below information about the entrance examination of DP in Multilingual Management Assistants, full-time studies. Furthermore there are detailed guidelines for applying through the direct application system.

It is strongly recommended to read these guidelines very carefully before submitting your application.

Programme specific information

- Degree: Bachelor of Business Administration, in Finnish Tradenomi (AMK)
- Extent: 210 credit points (ECTS)
- Language: English
- Intake: 40
- Place: Finland Helsinki, HAAGA-HELIA UAS, Pasila campus
- Application form and information [on studyinfo.fi](http://studyinfo.fi)
- The application period is from 7 January to 6 February 2015. Online application closes at 3 pm Finnish time (+2 hrs GMT) on 6 February 2015.
- The pre-reading material will be available on HAAGA-HELIA´s website from 27 March to 27 April 2015.
- The entrance examination will be held on Monday 27 April 2015 at Pasila campus
- Application results will be published at www.studyinfo.fi by 1 July 2015 at the latest
- Studies begin in August 2015

Student selection

There are two different admission queues in the Degree Programme for Multilingual Management Assistants. Applicants with general upper secondary school, matriculation examination and upper secondary vocational certificates may either be selected from queue 1 (school performance points + entrance examination points) or queue 2 (entrance examination points only). Those applying with

further and specialist qualification certificates and non-Finnish certificates may only be selected from queue 2. Of the two admission queues, queue 1 will be filled first, followed by queue 2. If a place becomes available in either queue, another applicant from the queue in question will be admitted.

Queue 1.

School performance	60 points
Entrance examination	40 points
Total	100 points

Queue 2.

Entrance examination	40 points
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The student intake is 20 of admission group 1 and 20 of admissions group 2. Thus the total student intake is 40.

School performance

Points are awarded for school performance as follows:

A. based on the matriculation examination certificate and on the general upper secondary school certificate; or

B. based on a Finnish upper secondary vocational certificate; or

C. based on the matriculation examination certificate and on a Finnish upper secondary vocational certificate.

A. Selection based on the matriculation examination certificate and on the general upper secondary school certificate

Applicants apply on the basis of the general upper secondary school certificate and the matriculation examination certificate. The grade point average of the general upper secondary school certificate is calculated as the unweight average of all the grades marked on the certificate.

Candidates for the matriculation examination apply with their latest general upper secondary school report. The grades on the matriculation examination certificate will be collected directly from the Matriculation Examination Board.

European Baccalaureate (EB), an International Baccalaureate (IB) or a Reifeprüfung (RP) Diploma grades will be converted according [conversion tables](#). The grade point averages for IB applicants will be calculated from a separate Final Report equivalent to a final certificate. If an applicant does not have such a document, the grade point average will be calculated from the Diploma document.

Finnish matriculation examination certificate					
Matriculation examination certificate	L/E	M	C	B	A
Mother tongue	12	11	9	4	2
Best language (foreign languages and the second national language) advanced (basic/intermediate) syllabus	12 (9)	11 (7)	9 (5)	4 (1)	2 (0)
Mathematics or best of general subject tests (general studies test for those matriculated prior to 2006)	12	11	9	4	2

General upper secondary school certificate: grade point average in all subjects	
Grading scale	Points
4 – 10	
≥ 9,50	24
≥ 9,33	23
≥ 9,15	22
≥ 8,98	21
≥ 8,80	20
≥ 8,63	19
≥ 8,46	18
≥ 8,28	17
≥ 8,11	16
≥ 7,93	15
≥ 7,76	14
≥ 7,59	13
≥ 7,41	12
≥ 7,24	11
≥ 7,07	10
≥ 6,89	9
≥ 6,72	8
≥ 6,54	7
≥ 6,37	6
≥ 6,20	5
≥ 6,02	4
≥ 5,85	3
≥ 5,67	2
≥ 5,50	1
< 5,50	0

B. Selection based on an upper secondary vocational qualification

Those who have completed an upper secondary vocational qualification apply on the basis of their upper secondary vocational certificates. Those completing their qualification during the spring or

autumn application period apply with their latest report. The final grades of those graduating in the spring of 2015 will be collected directly from vocational institutions.

Points for school performance are calculated on the basis of the unweight grade point average in certificate grades.

The grade point average is calculated from grades which have been indicated as numerical grades used for vocational qualifications or which can be converted into such grades. If a certificate used to apply includes a grade awarded for studies completed elsewhere and recognised towards the qualification, it will be included when calculating the grade point average.

If an upper secondary vocational qualification consists of an upper secondary vocational certificate and a skills demonstration certificate, the grade point average will only be calculated from the former certificate. The grade point averages for those who have completed an upper secondary vocational qualification as a competence-based qualification will be calculated from the qualification certificate.

Upper secondary vocational certificate: grade point average in all subjects			
Grading scale 1 – 3	Grading scale 1 – 5	Grading scale 4 - 10	Points
≥ 2,80	≥ 4,60	≥ 9,50	60
≥ 2,77	≥ 4,55	≥ 9,43	59
≥ 2,75	≥ 4,49	≥ 9,36	58
≥ 2,72	≥ 4,44	≥ 9,30	57
≥ 2,69	≥ 4,38	≥ 9,23	56
≥ 2,66	≥ 4,33	≥ 9,16	55
≥ 2,64	≥ 4,27	≥ 9,09	54
≥ 2,61	≥ 4,22	≥ 9,03	53
≥ 2,58	≥ 4,17	≥ 8,96	52
≥ 2,56	≥ 4,11	≥ 8,89	51
≥ 2,53	≥ 4,06	≥ 8,82	50
≥ 2,50	≥ 4,00	≥ 8,75	49
≥ 2,47	≥ 3,95	≥ 8,69	48
≥ 2,45	≥ 3,89	≥ 8,62	47
≥ 2,42	≥ 3,84	≥ 8,55	46
≥ 2,39	≥ 3,79	≥ 8,48	45
≥ 2,37	≥ 3,73	≥ 8,42	44
≥ 2,34	≥ 3,68	≥ 8,35	43
≥ 2,31	≥ 3,62	≥ 8,28	42
≥ 2,28	≥ 3,57	≥ 8,21	41
≥ 2,26	≥ 3,52	≥ 8,14	40
≥ 2,23	≥ 3,46	≥ 8,08	39
≥ 2,20	≥ 3,41	≥ 8,01	38
≥ 2,18	≥ 3,35	≥ 7,94	37
≥ 2,15	≥ 3,30	≥ 7,87	36
≥ 2,12	≥ 3,24	≥ 7,81	35

≥ 2,09	≥ 3,19	≥ 7,74	34
≥ 2,07	≥ 3,14	≥ 7,67	33
≥ 2,04	≥ 3,08	≥ 7,60	32
≥ 2,01	≥ 3,03	≥ 7,53	31
≥ 1,99	≥ 2,97	≥ 7,47	30
≥ 1,96	≥ 2,92	≥ 7,40	29
≥ 1,93	≥ 2,86	≥ 7,33	28
≥ 1,91	≥ 2,81	≥ 7,26	27
≥ 1,88	≥ 2,76	≥ 7,19	26
≥ 1,85	≥ 2,70	≥ 7,13	25
≥ 1,82	≥ 2,65	≥ 7,06	24
≥ 1,80	≥ 2,59	≥ 6,99	23
≥ 1,77	≥ 2,54	≥ 6,92	22
≥ 1,74	≥ 2,48	≥ 6,86	21
≥ 1,72	≥ 2,43	≥ 6,79	20
≥ 1,69	≥ 2,38	≥ 6,72	19
≥ 1,66	≥ 2,32	≥ 6,65	18
≥ 1,63	≥ 2,27	≥ 6,58	17
≥ 1,61	≥ 2,21	≥ 6,52	16
≥ 1,58	≥ 2,16	≥ 6,45	15
≥ 1,55	≥ 2,11	≥ 6,38	14
≥ 1,53	≥ 2,05	≥ 6,31	13
≥ 1,50	≥ 2,00	≥ 6,25	12
≥ 1,47	≥ 1,94	≥ 6,18	11
≥ 1,44	≥ 1,89	≥ 6,11	10
≥ 1,42	≥ 1,83	≥ 6,04	9
≥ 1,39	≥ 1,78	≥ 5,97	8
≥ 1,36	≥ 1,73	≥ 5,91	7
≥ 1,34	≥ 1,67	≥ 5,84	6
≥ 1,31	≥ 1,62	≥ 5,77	5
≥ 1,28	≥ 1,56	≥ 5,70	4
≥ 1,25	≥ 1,51	≥ 5,64	3
< 1,23	≥ 1,45	≥ 5,57	2
≥ 1,20	≥ 1,40	≥ 5,50	1
< 1,20	< 1,40	< 5,50	0

C. Selection on the basis of the matriculation examination certificate and an upper secondary vocational qualification

Applicants apply on the basis of the matriculation examination certificate and an upper secondary vocational qualification. The grade point average of an upper secondary vocational certificate is calculated as an unweight average of those grades which have been indicated as numerical grades

used for vocational qualifications or which can be converted into such grades. If a certificate used to apply includes a grade awarded for studies completed elsewhere and recognised towards the qualification, it will be included when calculating the grade point average. The grades on the matriculation examination certificate will be collected directly from the Matriculation Examination Board.

European Baccalaureate (EB), an International Baccalaureate (IB) or a Reifeprüfung (RP) Diploma grades will be converted according [conversion tables](#). The grade point averages for IB applicants will be calculated from a separate Final Report equivalent to a final certificate. If an applicant does not have such a document, the grade point average will be calculated from the Diploma document.

Finnish matriculation examination certificate					
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Mother tongue	12	11	9	4	2
Best language (foreign languages and the second national language) advanced (basic/intermediate) syllabus	12 (9)	11 (7)	9 (5)	4 (1)	2 (0)
Mathematics or best of general subject tests (general studies test for those matriculated prior to 2006)	12	11	9	4	2

Upper secondary vocational certificate: grade point average in all subjects			
Grading scale 1-3	Grading scale 1-5	Grading scale 4 – 10	Points
≥ 2,80	≥ 4,60	≥ 9,50	24
≥ 2,73	≥ 4,46	≥ 9,33	23
≥ 2,66	≥ 4,32	≥ 9,15	22
≥ 2,59	≥ 4,18	≥ 8,98	21
≥ 2,52	≥ 4,04	≥ 8,80	20
≥ 2,45	≥ 3,90	≥ 8,63	19
≥ 2,38	≥ 3,77	≥ 8,46	18
≥ 2,31	≥ 3,63	≥ 8,28	17
≥ 2,24	≥ 3,49	≥ 8,11	16
≥ 2,17	≥ 3,35	≥ 7,93	15
≥ 2,10	≥ 3,21	≥ 7,76	14
≥ 2,03	≥ 3,07	≥ 7,59	13
≥ 1,97	≥ 2,93	≥ 7,41	12
≥ 1,90	≥ 2,79	≥ 7,24	11
≥ 1,83	≥ 2,65	≥ 7,07	10
≥ 1,76	≥ 2,51	≥ 6,89	9
≥ 1,69	≥ 2,37	≥ 6,72	8
≥ 1,62	≥ 2,23	≥ 6,54	7
≥ 1,55	≥ 2,10	≥ 6,37	6
≥ 1,48	≥ 1,96	≥ 6,20	5
≥ 1,41	≥ 1,82	≥ 6,02	4

≥ 1,34	≥ 1,68	≥ 5,85	3
≥ 1,27	≥ 1,54	≥ 5,67	2
≥ 1,20	≥ 1,40	≥ 5,50	1
< 1,20	< 1,40	< 5,50	0

Entrance examination

All eligible applicants will be invited to the entrance examination. Note that it is NOT possible to take the exam abroad.

The entrance examination for studies starting in August 2015 takes place on Monday 27 April 2015 at Pasila campus, Helsinki. Please reserve the whole day for the examination.

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

Pre-reading material

Applicants can buy the pre-reading materials from our online channel, where they will be available from 27 March to 27 April 2015. Applicants are not allowed to bring the advance material to the examination.

The pre reading material for the entrance examination will be published on Friday 27 March at Haaga-Helia Web Shop (<http://shop.haaga-helia.com/>). The material will be published in two different forms: as a pdf-file and as a printed publication. The price of the pdf-file is 13 € and the price of the printed publication is 25 € (+ shipping costs 9 €).

All eligible applicants will receive an invitation letter that contains more detailed information on the pre-reading materials and the programme for the day of the examination.

The entrance examination consists of the following four sections, all of which must be passed:

- a written examination based on pre-reading materials (assessing both contents and English language proficiency)
- a written test based on a materials handed out at the examination (measuring logical thinking and problem-solving skills)
- a group interview
- a written language test in one of the following languages: Chinese, French, German, Russian, Spanish and Swedish or Finnish (Finnish as a foreign language for non-Finnish applicants only), assessed on a scale of pass/fail.

Entrance examination points:

Examination part	Minimum points	Maximum points
Written examination	3	12

Logical thinking and problem-solving	4	16
Group interview	3	12
Language test	Pass	Pass
Total	10	40

Applicants must score at least 10 points in the entrance examination (max. 40 points) to be selected. 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. If the applicant fails the written language test, he/she cannot be accepted into the programme.

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 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.

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 (Chinese, French, German, Russian, Spanish and Swedish or Finnish (Finnish as a foreign language for non-Finnish applicants only)) 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. 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.

Co-operation in the entrance examination with other University of applied sciences (UAS) / degree programmes

HAAGA-HELIA Degree Programme for Multilingual Management Assistants does not co-operate in organizing the entrance examinations with other UAS / degree programmes. 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.

On this section you will find instructions on how to apply through the HAAGA-HELIA's direct application system

Application via internet and application form

The application period is from 7 January until 6 February 2015 at 3 pm to the programmes conducted in English at www.studyinfo.fi. Please note that you can choose a maximum of seven study options all together.

In Studyinfo, you can move to the application form

- via a direct link in the application calendar or
- or you can move to the application form from the presentation of the degree programme via the “Fill in application” button.

You can fill in the electronic application form either as a registered applicant in Studyinfo or without registering. You will receive your own application number, which you can use when in contact with HAAGA-HELIA’s admission services.

In www.studyinfo.fi you will also find My Studyinfo service, which you can use throughout the whole application process. To use the service, you will need personal access codes of a Finnish bank or an identity card with Finland’s Population Register Centre's Citizen Certificate (“electronic identity card”, granted by the Finnish Police).

By signing in to the My Studyinfo service, you can

- make changes to your application (NB. preference ranking of study options cannot be changed after the application period has ended)
- print out your application form
- accept a study place

CHANGING AND SUPPLEMENTING THE APPLICATION

The applicant may change his/her study options and order of preference until the end of the application period in My Studyinfo service in www.studyinfo.fi. Once the application period has ended, the study options or the order of preference can no longer be changed. Changes in address, other relevant personal details or grades of educational certificates can be made after the end of the application period: Changes affecting pre-selection to entrance examinations must be made by 22 February 2015 at 3 pm at the latest. Changes affecting final selection must be made by 28.05.2015 at 3 pm at the latest in writing by sending an email to the admission services at admissions@haaga-helia.fi.

If you save your e-mail address on the application form, the system will send you an automatic confirmation of receiving your application right after the application form has been saved.

If you cannot apply via internet

If you do not have the chance to apply with the electronic application form, you can also fill in a paper application form. You can order the paper application form from the admission services during the application period. When ordering the paper application form, please inform the admission services of all the degree programmes you are applying to (name of the study option) and of your postal address.

The applicant is responsible for providing the application and the application documents by the deadline. University of Applied Sciences does not take any responsibility for incomplete or missing applications or other documents.

1.1 Eligibility to apply to university of applied sciences (educational background)

According to the Act amending the Polytechnics Act (483/2013, section 20), a person may be admitted as a student to a Bachelor's degree programme at a university of applied sciences (UAS), when he or she has completed:

1. the general upper secondary school syllabus or an examination referred to in the Act on the Organisation of the Matriculation Examination (672/2005)

Section 17 of the Act on the Organisation of the Matriculation Examination states that the International Baccalaureate, German Reifeprüfung or European Baccalaureate Diplomas provide the same rights as completion of the examination referred to in the Act.

2. an upper secondary vocational qualification with a minimum scope of three years or equivalent previous studies (curriculum-based qualifications)

HAAGA-HELIA University of Applied Sciences considers vocational qualifications of less than three years, completed under legislation in force prior to the current legislation governing vocational education and training (Act 630/1998) and vocational adult education (Act 631/1998) to confer general eligibility for higher education at HAAGA-HELIA University of Applied Sciences as from the autumn of 2014. NB. If you also apply to other universities with a vocational qualifications of less than three years, please check your eligibility from their admissions offices.

3. an upper secondary vocational qualification, a further vocational qualification or a specialist vocational qualification referred to in the Vocational Adult Education Act (631/1998) or an equivalent previous qualification (competence-based qualifications)

4. foreign education that provides eligibility to apply for higher education in the country in question.

The completion of the degree

The educational qualification used for applying must be completed so that the degree certificate arrives at the University of Applied Sciences by 17 July 2015 at 3 p.m. This applies to educational qualifications of EU/EEA-citizens and international matriculation examinations (IB, EB, RP). If you are applying with the International Baccalaureate (IB) Diploma and you are graduating in the summer 2015, photocopy of your final IB Diploma has to arrive to the admission service by 4 September 2015. The copy of final certificate must be submitted only if you get accepted.

However, applicants applying with a foreign qualification who are not EU/EEA-citizens and applicants applying with a further vocational qualification or a specialist vocational qualification must have completed their qualification by the end of the application period. Please see more from the Section 1.6.

1.2 Applying with a qualification completed abroad

In order to prove their eligibility to apply, those applying with a non-Finnish qualification must submit their certificates according to the deadlines for submitting appendices (see Section 1.6).

In addition to copies of certificates, each applicant must submit a copy of his or her qualification certificate translated into Finnish, Swedish or English by an official (authorised) translator, if the original document is in none of these languages. The translation must be signed and stamped by the

translator. The translation must be submitted according to the deadlines for submitting appendices (see Section 1.6) to the HAAGA-HELIA's admission services.

If an applicant is a refugee or in a refugee-like situation and is unable to submit documentary evidence of his or her qualification, a university of applied sciences may invite the applicant to take an entrance examination even if the UAS is not using discretionary admission. In such cases, the applicant must have an official decision attesting to his or her refugee status (a decision on asylum or a residence permit granted on the basis of a need for protection). The applicant must submit a copy of such decision to the HAAGA-HELIA's admission services according to the deadlines for submitting appendices (see Section 1.6).

1.3 Applying through discretionary admission

HAAGA-HELIA University of Applied Sciences does use discretionary admission only in degree programmes conducted in English (full-time Bachelor studies).

A University of Applied Sciences (UAS) may select as student a person who the UAS deems to have sufficient skills and knowledge for studies in the UAS. In such cases the UAS may use discretionary admission. Each UAS makes their own decision on the discretionary applicant's possibility to apply.

Anyone applying through discretionary admission is required to submit copies of the certificates that he or she wishes to invoke to the HAAGA-HELIA's admission services. The copies must arrive at the admission services according to the deadlines for submitting appendices (see Section 1.6). Discretionary applicants are included in the student selection process in the same way as other applicants. Discretion only concerns the applicant's eligibility to apply.

1.4 Applying with a university degree

You can only use a degree completed in a university or UAS when applying to a Master's degree. You cannot use it to apply to a Bachelor's degree in a UAS.

1.5 Evidence of English language proficiency and exemption from a language test

An applicant who is not a citizen of an EU/EEA-country must provide proof of his/her English language skills. The certificate which proves the applicant's English language skills must be submitted according to the deadlines for submitting appendices (see Section 1.6) to the HAAGA-HELIA's admission services. (Please notice, that an applicant who is not a citizen of an EU/EEA-country but who has completed or will complete higher secondary qualification in Finland by 17 July 2015 does not need to provide any proof of his/her English language skills by the deadline.)

In order to prove his/her English language skills, the applicant must provide one of the following minimum requirements:

- IELTS score academic level 6,0 or
- TOEFL score 550 paper-based test/ 79-80 internet-based test, or
- skills level 4 in English in all parts (English communicative oral skills, reading comprehension and writing) in the Finnish National Certificate of Language Proficiency (www.oph.fi => mobility => testing language skills), or
- Cambridge ESOL's Certificate of Proficiency in English (CPE) level C, or

- Cambridge ESOL's Certificate in Advanced English (CAE) CEFR level C1, or
- Cambridge IGSCE Certificate level C, or
- Pearson test of English (Academic 51).

All certificates are valid for two years, except The Finnish National Certificate of Language Proficiency, Cambridge ESOL's Certificate of Proficiency in English (CPE, Cambridge ESOL's Certificate in Advanced English (CAE) and Cambridge IGSCE Certificate which do not have a set date of validity. TOEFL score results are only accepted directly from the Educational Testing Service. The TOEFL code of HAAGA-HELIA is **5716**.

Please check from the following pages when you can take the next IELTS or TOEFL language test in Finland:

IELTS www.finnbrit.fi/ieltestxams.html

TOEFL www.ets.org/toefl/

An applicant can be exempted from the language test with the above mentioned certificates or if the applicant fills the following criteria:

- Finnish AICE Certificate
- Finnish Matriculation examination grade C (IB-examination grade 4, EB-examination 6,00-6,95 or RP-examination 7) in advanced level English.

In addition secondary school education in English completed in Great Britain, Ireland, the United States, Canada, Australia or New Zealand or Bachelor's or Master's degree completed in English in one of these countries, is accepted as a demonstration of sufficient English language skills. Also a Bachelor's or Master's degree conducted in English in a European Union/European Economic Area country is an accepted demonstration of sufficient English language skills.

Grades in the Finnish Matriculation examination are received from the Matriculation examination register for applicants who have completed their Matriculation examination in 1990 or after. Only applicants who have completed their Finnish Matriculation examination before 1990 must provide a certificate of language skills. Applicants applying with a Finnish vocational qualification who have also completed the Finnish Matriculation examination must provide a copy of their certificate.

EU citizen and equivalent person

Finland is a member state of the EU, along with Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, France, Germany, Great Britain, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden. Citizens of EU countries have the right to move freely within the territory of the union. The regulations concerning free movement apply also to the citizens of Iceland, Liechtenstein and Norway based on the EEA (European Economic Area) Agreement, as well as Switzerland based on a special agreement with EU. More information www.migri.fi

Language test

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.

Please note that an applicant who is a non-EU/EEA citizen is required to provide proof of his/her language skills by the deadline (see Section 1.6).

1.6 Deadlines for submitting appendices

The following copies of certificates must be submitted to the HAAGA-HELIA's admission services no later than by 13 February 2015 at 3 pm.

- foreign school certificates with translations (see Section 1.2),
- English language certificate (see Section 1.5),
- International Baccalaureate (IB), German Reifeprüfung (RP) or European Baccalaureate (EB) Diplomas,
- Matriculation Examination completed in Finland before year 1990,
- certificate of further vocational qualification or a specialist vocational qualification
- a decision on asylum or a residence permit granted on the basis of a need for protection (See Section 1.2)
- Anyone applying through discretionary admission is required to submit copies of the certificates that he or she wishes to invoke to the HAAGA-HELIA's admission services (see Section 1.3)

Applicants applying with a foreign qualification who are not EU/EEA-citizens and applicants applying with a further vocational qualification or a specialist vocational qualification must have completed their qualification by the end of the application period.

If you are applying with your IB-, RP- or EB-Diploma and you are graduating in the spring 2015, photocopy of your predicted grades or similar has to arrive to the admission service by 15 May 2015 at 3 pm.

Note! If you are graduating in the spring 2015, the educational qualification used for applying must be completed so that the final degree certificate arrives at the University of Applied Sciences by 17 July 2015 at 3 p.m. This applies to educational qualifications of EU/EEA-citizens and international matriculation examinations (EB, RP). The copy of final certificate must be submitted only if you get accepted.

If you are a citizen of EU/EEA-country and applying with the International Baccalaureate (IB) Diploma and you are graduating in the spring 2015, photocopy of your final IB Diploma has to arrive to the admission service by 4 September 2015.

All accepted applicants must submit copies of school certificates to the HAAGA-HELIA UAS by 17 July 2015 at 3 p.m. Finnish time at the latest. Please note that you have to confirm your study place already by 15 July at 3 pm.

The admission of a student is conditional until the University of Applied Sciences has checked the applicant's original school and other relevant certificates. The University of Applied Sciences will withdraw the admission, if the applicant does not provide his/her certificates by the deadline stated in the acceptance letter or if he/she has given inadequate or false information about his/her grades or other factors.

The application period to Bachelor programmes conducted in English will run from 7 January to 6 February 2015 at 3 p.m. Finnish time by which time applications must have arrived or been received and saved in digital format.

1.7 Selection between applicants with equal admission scores

In cases of equal admission scores, applicants will be ranked on the following grounds in the final selection:

1. the preferred programme ranking on the application form;
2. points awarded for the entrance examination;
3. the grade point average in all subjects on the certificate used by the applicant to apply;
4. points awarded for school performance;

If these criteria fail to produce a difference between tied applicants, the applicants will be automatically ranked by lots drawn by a computer system.

1.8 Timetable for selection, confirming a study place, enrolment, checking of educational certificates

Timetable for selection

You may be selected to only one of your study options and you may accept only one of HAAGA-HELIA's Bachelor level study places conducted in English during one academic term (1.8–31.12.2015). HAAGA-HELIA's Degree Programmes conducted in English are not part of Joint Application System. One-Place-Per Student Provision does not concern this programme. The application system offers you a study place in the highest possible study option on your ranking in which you have received enough admission points. The lower study options on your ranking will thus be cancelled.

The results of the student selection will be published in Studyinfo in the My Studyinfo section on 1 July 2015 at the latest. NB. The final results may become available earlier. You must confirm your study place by 15 July 2015 at 3 p.m. Finnish time at the latest. You can confirm your study place via internet in Studyinfo through My Studyinfo using strong electronic identification, e.g. account codes of a Finnish bank, or by submitting a paper confirmation form to the admission services of HAAGA-HELIA by the deadline.

If you have been selected to a lower study option and are waiting for a reserve place from a higher study option

After the selection propositions to all programmes in HAAGA-HELIA's direct application have been made, if you are on the reserve list to a higher study option and you have been selected to a lower study option, you can accept the study place conditionally and wait for a study place to become available from your higher study option. In case a study place becomes available from your higher study option, you are bound to accept that study place and the study place you have accepted conditionally will be cancelled.

If you wish, you can change your conditional acceptance of a study place into a binding confirmation of your study place. Waiting on the reserve list ends on 12th August 2015 at 3 p.m. Finnish time. If you are not selected to a higher study option by then, the study place you originally accepted conditionally will become your confirmed study place.

If you are not selected to any of your study options by 1 July 2015

If you are not selected to any of your study options by 1st July 2015 but you remain on the reserve list to some of your study options, you still have a chance to be selected from the reserve list until 12th August 2015 at 3 p.m. Finnish time. Those selected on or after the 1st July 2015 will be notified separately about when they need to accept the study place by returning the confirmation form at the latest.

Confirming a study place

You must confirm your study place by 15 July 2015 at 3 p.m. Finnish time at the latest in the My Studyinfo service at www.studyinfo.fi. You can also accept your study place by returning the paper confirmation form sent to you with your acceptance letter. With the confirmation you announce that

- A. you accept the offered study place, or
- B. you accept the offered study place but remain on the reserve list for a higher study option, or
- C. you do not accept the offered study place.

The confirmation of study place is binding: You cannot change it or undo it. Do not accept the study place until you are sure that you want to accept it, but remember to consider the deadline for confirming your study place. You will lose your study place if you do not accept it by the deadline. If you use the paper confirmation form (and not the electronic one in Studyinfo), please remember that it must arrive in HAAGA-HELIA University of Applied Sciences by the deadline. HAAGA-HELIA University of Applied Sciences is not responsible for any delays due to the postal service.

Confirmation of study place can only be changed if the applicant has received incorrect or inadequate information from the university of applied sciences before he/she has confirmed the study place. In such case, the applicant must address a written request for rectification with well-grounded reasons to the university of applied sciences / admission services, from which he/she has accepted a study place.

As from the application of autumn 2014, universities may reserve some of the study places in the joint application to so called first-time applicants to higher education, i.e. to persons who have not earlier completed a degree in higher education according to the Finnish educational system or accepted a study place leading to a degree in higher education. Persons who have accepted a study place in education leading to a degree in higher education where the education has started in the spring of 2014 or earlier are also considered as first-time applicants.

If you accept a study place in the joint application or in a direct application in the spring 2014 applications, you will not be considered as first-time applicant in future applications. This does not prevent you from applying later to another study option but then your application will be considered in the quota for applicants who are already studying in a higher education institution or who have already completed a degree in higher education.

HAAGA-HELIA University of Applied Sciences will not reserve study places for first-time applicants in the 2015 application.

Enrolment for the University of Applied Sciences

According to the Government proposal (243/2014) the student's right to enroll for non-attendance for the first academic year would be restricted.

According to the proposal, after accepting the study place the student could only enroll for non-attendance at the beginning of the studies due to compulsory or voluntary military service, maternal, paternal or parental leave or if s/he is unable to begin studies due to illness or injury.

More information on the Government proposal at <https://www.finlex.fi/fi/esitykset/he/2014/20140243> (in Finnish / Swedish).

Checking of school and other relevant certificates

The admission of a student is conditional until the University of Applied Sciences has checked the applicant's original school and other relevant certificates. The University of Applied Sciences will withdraw the admission, if the applicant does not provide his/her certificates by the deadline stated in the acceptance letter or if he/she has given inadequate or false information about his/her grades or other factors.

1.9 Accessibility in student admissions

A person invited to sit an entrance examination may submit a separate application to request the right to special arrangements for taking the examination. The application should indicate the types of special arrangements being requested and the grounds for the request. The applicant should enclose with the application copies of the certificates that he or she invokes. Depending on the university of applied sciences, applications may either be made informally or using a specific form.

Decisions on special arrangements for entrance examinations are specific to each programme choice and a decision is only valid on a specific examination date (not for several years running). If a person later signs up to apply to the same or some other programme, he or she will have to reapply for special arrangements for the relevant entrance examination.

In cases where a hindrance already exists during the application period, requests for special arrangements for entrance examinations must be submitted no later than 22 February 2015. Applications for special arrangements should be submitted to HAAGA-HELIA's admission services.

2.0 Compensation of prior knowledge and skills

In HAAGA-HELIA's view knowledge and skills already acquired need not be studied again. This makes completing the degree easier and faster. When the applicant has been selected as student, confirmed his/her study place and started the studies, he/she can apply for the compensation of earlier studies. New students receive information on how to apply for compensation and on skills examinations. For example, compulsory or alternative courses of HAAGA-HELIA can be compensated with corresponding studies completed in other universities or UAS's. In addition, such studies can be included in optional studies. Knowledge and skills acquired in working life or in other educational institutions can be demonstrated in skills examinations, which will be completed according to separate instructions of each degree programme.

By a separate application the military service in the Finnish Defence Forces which includes the 12-month leadership training can transfer to 6 credits in HAAGA-HELIA. The credits can be counted towards compulsory or optional studies depending on the curriculum.

2.1 Appeal

In case the applicant finds that the selection has not been made according to the criteria, he/she should first contact the admission services of the University of Applied Sciences. If the matter is not resolved, the applicant may appeal in writing to the HAAGA-HELIA University of Applied Sciences Collegiate body within 14 days of receiving the notification of the decision. The period allowed for the delivery of the notification letter is 7 days from the posting of the letter from HAAGA-HELIA. HAAGA-HELIA University of Applied Sciences notifies applicants of the decision with a regular notification by post. The notification date of the decision is not included in the 14-day appeal period. The appeal should be sent by post to the admission services. HAAGA-HELIA University of Applied Sciences is not responsible for any delays due to the postal service.

During the previous application processes the following are examples of reasons for appeal which have not changed the decision made on selection: the certificate of language skills is missing, late arrival of any certificates, or deadlines have not been followed.

Right to changes reserved.

Further information

For further information please contact:

HAAGA-HELIA University of Applied Sciences
Admission Services
Ratapihantie 13
00520 Helsinki
Finland

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

Email: [admissions\(at\)haaga-helia.fi](mailto:admissions@haaga-helia.fi)

Application statistics of DP for Multilingual Management Assistants, Pasila campus

Studies begin	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 2014	128 / 388	40	all eligible applicants	Admission group 1: 72,50 Admission group 2: 75,00
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
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.

Contact Information

HAAGA-HELIA University of Applied Sciences
Degree Programme for Multilingual Management Assistants
Ratapihantie 13
00520 HELSINKI
Tel +358 (0)9 229 611 (operator)

Degree Programme Director

Ms Riitta Yli-Tainio, riitta.yli-tainio(at)haaga-helia.fi

Student Affairs Office

Pasila Office

Academic Advisor

Ms Sanna Kukkonen, sanna.kukkonen(at)haaga-helia.fi

Director of the Management Assistant and Journalist Programmes

Dr Salla Huttunen, salla.huttunen(at)haaga-helia.fi

Course list, Finnish students

[Course list for students who have started their studies before autumn 2014 >>](#)

The information below applies to the students who start their studies in autumn 2014 or after.

Degree Programme for Multilingual Management Assistants	Code	ECTS
Core studies		
Compulsory core studies		
Business Environment and the Assistant's Work	BUS1LE101	10
Business Processes	BUS1LE102	12
Effective Communication in Organisations	COM1LE101	5
Professional Writing Skills	ENG1LE101	6
Finnish Language Proficiency	FIN1LE101	3
Communicating in Finnish Business Environment 1	FIN1LE102	3
Basic Business Swedish 1	SWE1LE101	3
Basic Business Swedish 2	SWE1LE102	3
Office Applications	TOO1LE101	6
Elective core studies		
Chinese Business Communication 1	CHI4LE101	3
Chinese Business Communication 2	CHI4LE102	3
French Business Communication 1	FRE4LE101	3
French Business Communication 2	FRE4LE102	3
German Business Communication 1	GER4LE101	3
German Business Communication 2	GER4LE102	3
Russian Business Communication 1	RUS4LE101	3
Russian Business Communication 2	RUS4LE102	3

	Spanish Business Communication 1	SPA4LE101	3
	Spanish Business Communication 2	SPA4LE102	3
Professional Studies			
	Compulsory professional studies		
	Business Planning	BUS2LE101	6
	Communicating with Impact	COM2LE101	6
	International Business Documents	ENG2LE101	3
	English for Specific Purposes	ENG2LE105	6
	Spoken Communication in Finnish	FIN2LE101	3
	Communicating in Finnish Business Environment 2	FIN2LE102	3
	Strategy in Business	LEA2LE101	3
	Introduction to Thesis and Methods 1	MET2LE101	2
	Introduction to Thesis and Methods 2	MET2LE102	1
	Assistant as Service Designer 1	SER2LE101	3
	Assistant as Service Designer 2	SER2LE102	9
	Assistant as Service Designer 3	SER2LE103	5
	Study and Career Planning	SER2LE110	2
	ICT Applications for Business	TOO2LE101	6
	Elective professional studies		
	Chinese Business Communication 3	CHI4LE103	3
	Chinese Business Communication 4	CHI4LE104	3
	Chinese Business Environment	CHI4LE105	4
	Chinese Language Project	CHI4LE106	3
	Measuring and Evaluating Communication Effectiveness	COM4LE101	3

	Creating Visual Corporate Messages	COM4LE102	3
	Creative Solutions in Marketing and Communications	COM4LE103	6
	English Language Project	ENG4LE106	3
	French Business Communication 3	FRE4LE103	3
	French Business Communication 4	FRE4LE104	3
	French Business Environment	FRE4LE105	4
	French Language Project	FRE4LE106	3
	German Business Communication 3	GER4LE103	3
	German Business Communication 4	GER4LE104	3
	German Business Environment	GER4LE105	4
	German Language Project	GER4LE106	3
	HR Management	LEA4LE101	3
	HR Practices	LEA4LE102	3
	HRM Project	LEA4LE103	6
	Customer Orientation and Service	MAR4LE101	3
	Marketing and Networks	MAR4LE102	3
	Creative Solutions in Marketing and Communications	MAR4LE103	6
	Russian Business Communication 3	RUS4LE103	3
	Russian Business Communication 4	RUS4LE104	3
	Russian Business Environment	RUS4LE105	4
	Russian Language Project	RUS4LE106	3
	International Conferences and Congresses	SER4LE101	3
	Meeting Design	SER4LE102	3
	Events Management	SER4LE103	6
	Spanish Business Communication 3	SPA4LE103	3
	Spanish Business Communication 4	SPA4LE104	3

	Latin American Business Environment	SPA4LE105	4
	Spanish Language Project	SPA4LE106	3
	Swedish Business Communication 1	SWE4LE101	3
	Swedish Business Communication 2	SWE4LE102	3
	Nordic Business Environment	SWE4LE105	4
	Swedish Language Project	SWE4LE106	3
	Developing Entrepreneurial Mindset	WOR8HH010	3
	Idea contest/ Boot Camp	WOR8HH012/ WOR8HH004	3
Free-choice Studies			
	Work-based Project	BUS8LE001	1-6
	Basic Chinese 1	CHI8LE002	3
	Chinese for Beginners	CHI8LE004	6
	Intermediate Chinese	CHI8LE005	3
	Contemporary Finnish Literature	FIN8LE001	3
	Cultural Portfolio of German-speaking Europe	GER8LE070	3
	Economy, Culture and Partnership in the Heart of Europe	GER8LE072	3
	German for Beginners 1	GER8LE080	6
	German for Beginners 2	GER8LE030	3
	Learning to Write a Better Thesis	MET8LE001	1
	Cyrillic Word - processing and transliteration	RUS8LE037	3
	Russian Linguistic Correctness	RUS8LE011	3
Work Placement			
	Work Placement	PLA6LE101	30

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

Course list, Finnish students, Curriculum 2010

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

Degree Programme for Multilingual Management Assistants	Code	ECTS
Core studies		
Compulsory core studies		
<i>Financial Administration and Reporting</i>	ACC1LE026	(8)
Basics of Accounting	ACC1LE026A	4
Mathematics and Spreadsheet in Financial Administration	ACC1LE026B	4
Basics of Economics	ECO1LE004	3
Spoken Business English	ENG1LE002	3
English Grammar	ENG1LE015	3
Finnish Grammar and Linguistic Correctness	FIN1LE001	3
Producing Business Documents	INF1LE022	3
Introduction to Business Law	LAW2LE045	3
Basic Business Swedish	SWE1LE001	6
<i>Business Networks:</i>	WOR1LE001	(18)
Introduction to Business English	WOR1LE001A	2
Introduction to Marketing	WOR1LE001B	3
Organisations and Leadership	WOR1LE001C	5
Introduction to Information Retrieval	WOR1LE001D	2
Office Applications	WOR1LE001E	4
Purpose and Practices of Organisational Communication	WOR1LE001F	2
Elective core studies		
Chinese Business Communication	CHI4LE002	3
Spoken Communication in Chinese	CHI4LE009	3

	Basic Business French 1	FRE4LE005	3
	Basic Business French 2	FRE4LE006	3
	Spoken Communication in Business German	GER4LE007	3
	German Grammar	GER4LE064	3
	Basic Business Russian 1	RUS4LE070	3
	Basic Business Russian 2	RUS4LE005	3
	Spoken Spanish in Practice	SPA4LE070	3
	Spanish Grammar	SPA4LE008	3
	PR Swedish	SWE4LE063	3
Professional Studies			
	Compulsory professional studies		
	Cultures in Contact	CUL2LE001	3
	Online Communication	COM2LE050	3
	Organisational Communication Management	COM2LE062	3
	<i>Corporate Public Relations</i>	COM2LE070	(7)
	Business Events and Etiquette	COM2LE070A	2
	Business Event Project	COM2LE070B	2
	PR English	COM2LE070C	3
	<i>English Business and Financial Communication:</i>	ENG2LE040	(5)
	English Business Documents and Knowledge of the Economy	ENG2LE040A	3
	EU Studies	ENG2LE040B	2
	Finnish Business Documents	FIN2LE024	5
	Spoken Communication in Finnish	FIN2LE025	4
	Processing Information and Managing Documents	INF2LE020	3
	Administrative and Labour Law	LAW2LE046	3
	Meetings and Travel Management	LEA2LE060	5

	Strategic Management and Corporate Social Responsibility	LEA2LE071	3
	<i>Research Practices:</i>	<i>MET2LE030</i>	<i>(5)</i>
	Introduction to Research	MET2LE030A	2
	Research Methods and Academic Writing	MET2LE030B	3
	<i>Assessment of Professional Growth and Career Planning:</i>	SLF2LE080	<i>(3)</i>
	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>	<i>RUS4LE030</i>	(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
	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

Course list, foreign students

[Course list for students who have started their studies before autumn 2014 >>](#)

The information below applies to the students who start their studies in autumn 2014 or after.

Degree Programme for Multilingual Management Assistants	Code	ECTS
Core studies		
Compulsory core studies		
Business Environment and the Assistant's Work	BUS1LE101	10
Business Processes	BUS1LE102	12
Effective Communication in Organisations	COM1LE101	5
Professional Writing Skills	ENG1LE101	6
Finnish for Beginners 1	FIN1LE103	6
Finnish for Beginners 2	FIN1LE104	6
Office Applications	TOO1LE101	6
Elective core studies		
Chinese Business Communication 1	CHI4LE101	3
Chinese Business Communication 2	CHI4LE102	3
French Business Communication 1	FRE4LE101	3
French Business Communication 2	FRE4LE102	3
German Business Communication 1	GER4LE101	3
German Business Communication 2	GER4LE102	3
Russian Business Communication 1	RUS4LE101	3
Russian Business Communication 2	RUS4LE102	3
Spanish Business Communication 1	SPA4LE101	3
Spanish Business Communication 2	SPA4LE102	3

Professional Studies		
Compulsory professional studies		
Business Planning	BUS2LE101	6
Communicating with Impact	COM2LE101	6
International Business Documents	ENG2LE101	3
English for Specific Purposes	ENG2LE105	6
Finnish for Working Life 1	FIN2LE030	3
Finnish for Working Life 2	FIN2LE031	3
Business Finnish for International Students	FIN2LE110	4
Strategy in Business	LEA2LE101	3
Introduction to Thesis and Methods 1	MET2LE101	2
Introduction to Thesis and Methods 2	MET2LE102	1
Assistant as Service Designer 1	SER2LE101	3
Assistant as Service Designer 2	SER2LE102	9
Assistant as Service Designer 3	SER2LE103	5
Study and Career Planning	SER2LE110	2
ICT Applications for Business	TOO2LE101	6
Elective professional studies		
Chinese Business Communication 3	CHI4LE103	3
Chinese Business Communication 4	CHI4LE104	3
Chinese Business Environment	CHI4LE105	4
Chinese Language Project	CHI4LE106	3
Measuring and Evaluating Communication Effectiveness	COM4LE101	3
Creating Visual Corporate Messages	COM4LE102	3

	Creative Solutions in Marketing and Communications	COM4LE103	6
	English Language Project	ENG4LE106	3
	French Business Communication 3	FRE4LE103	3
	French Business Communication 4	FRE4LE104	3
	French Business Environment	FRE4LE105	4
	French Language Project	FRE4LE106	3
	German Business Communication 3	GER4LE103	3
	German Business Communication 4	GER4LE104	3
	German Business Environment	GER4LE105	4
	German Language Project	GER4LE106	3
	HR Management	LEA4LE101	3
	HR Practices	LEA4LE102	3
	HRM Project	LEA4LE103	6
	Customer Orientation and Service	MAR4LE101	3
	Marketing and Networks	MAR4LE102	3
	Creative Solutions in Marketing and Communications	MAR4LE103	6
	Russian Business Communication 3	RUS4LE103	3
	Russian Business Communication 4	RUS4LE104	3
	Russian Business Environment	RUS4LE105	4
	Russian Language Project	RUS4LE106	3
	International Conferences and Congresses	SER4LE101	3
	Meeting Design	SER4LE102	3
	Events Management	SER4LE103	6
	Spanish Business Communication 3	SPA4LE103	3
	Spanish Business Communication 4	SPA4LE104	3
	Latin American Business Environment	SPA4LE105	4

	Spanish Language Project	SPA4LE106	3
	Developing Entrepreneurial Mindset	WOR8HH010	3
	Idea contest / Boot Camp	WOR8HH012/ WOR8HH004	3
Free-choice Studies			
	Work-based Project	BUS8LE001	1-6
	Basic Chinese 1	CHI8LE002	3
	Chinese for Beginners	CHI8LE004	6
	Intermediate Chinese	CHI8LE005	3
	Contemporary Finnish Literature	FIN8LE001	3
	Cultural Portfolio of German-speaking Europe	GER8LE070	3
	Economy, Culture and Partnership in the Heart of Europe	GER8LE072	3
	German for Beginners 1	GER8LE080	6
	German for Beginners 2	GER8LE030	3
	Learning to Write a Better Thesis	MET8LE001	1
	Cyrillic Word - processing and transliteration	RUS8LE037	3
	Russian Linguistic Correctness	RUS8LE011	3
Work Placement			
	Work Placement	PLA6LE101	30
Bachelor's Thesis			
	Bachelor's Thesis/ Entrepreneurship	THE7LE101	15
	Bachelor's Thesis/ HR and Leadership	THE7LE102	15
	Bachelor's Thesis/ Meetings Industry	THE7LE103	15
	Bachelor's Thesis/ Marketing, Sales and Service	THE7LE104	15

Bachelor's Thesis/Organisational Communication	THE7LE105	15
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Course list, foreign students, Curriculum 2010

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

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

	Basic Business French 1	FRE4LE005	3
	Basic Business French 2	FRE4LE006	3
	Spoken Communication in Business German	GER4LE007	3
	German Grammar	GER4LE064	3
	Basic Business Russian 1	RUS4LE070	3
	Basic Business Russian 2	RUS4LE005	3
	Spoken Spanish in Practice	SPA4LE070	3
	Spanish Grammar	SPA4LE008	3
Professional Studies			
	Compulsory professional studies		
	Cultures in Contact	CUL2LE001	3
	Online Communication	COM2LE050	3
	Organisational Communication Management	COM2LE062	3
	<i>Corporate Public Relations</i>	COM2LE070	(7)
	Business Events and Etiquette	COM2LE070A	2
	Business Event Project	COM2LE070B	2
	PR English	COM2LE070C	3
	<i>English Business and Financial Communication:</i>	ENG2LE040	(5)
	English Business Documents and Knowledge of the Economy	ENG2LE040A	3
	EU Studies	ENG2LE040B	2
	Finnish for Working Life 1	FIN2LE030	3
	Finnish for Working Life 2	FIN2LE031	3
	Business Oriented Finnish	FIN2LE032	4
	Processing Information and Managing Documents	INF2LE020	3
	Administrative and Labour Law	LAW2LE046	3
	Meetings and Travel Management	LEA2LE060	5

	Strategic Management and Corporate Social Responsibility	LEA2LE071	3
	Research Practices:	MET2LE030	(5)
	Introduction to Research	MET2LE030A	2
	Research Methods and Academic Writing	MET2LE030B	3
	<i>Assessment of Professional Growth and Career Planning:</i>	SLF2LE080	(3)
	Career Planning 1	SLF2LE080A	1
	Career Planning 2	SLF2LE080B	1
	Career Planning 3	SLF2LE080C	1
	Business Operations and Entrepreneurship	WOR2LE001	6
	Elective professional studies		
	Assessing and Planning Organisational Communication	COM4LE002	3
	Work-based Project on Organisations and Publicity	COM4LE006	4
	PR Chinese	CHI4LE003	3
	Chinese Business Culture	CHI4LE004	3
	Language project in Chinese	CHI4LE050	2
	Economic Life of the Chinese-speaking Areas	CHI4LE015	4
	Language Project in English	ENG4LE050	2
	Language Project in Finnish	FIN4LE050	2
	French Working Environment and PR French	FRE4LE007	3
	French and Finnish Cultures in Contact	FRE4LE008	3
	French Media and Communication	FRE4LE030	4
	Language Project in French	FRE4LE050	2
	German Business Communication	GER4LE002	3
	Business Communication in German-speaking Europe	GER4LE040	4
	Language Project in German	GER4LE050	2
	PR German	GER4LE068	3

	People at Work	LEA4LS080	3
	Work-based Project on HRM	LEA4LS081	4
	Marketing and Networks	MAR4LE006	3
	Work-based Project on Marketing	MAR4LE007	4
	Russian Business Documents	RUS4LE042	3
	<i>Russian Business Environment</i>	RUS4LE030	(4)
	Contract Texts in Russian Trade	RUS4LE030A	2
	Assistant's Job in Russian Trade	RUS4LE030B	2
	Spoken Communication in Business Russian	RUS4LE041	3
	Language Project in Russian	RUS4LE050	2
	Spanish Business Communication	SPA4LE010	3
	Spanish Business Documents	SPA4LE046	3
	Language Project in Spanish	SPA4LE050	2
	Business and Society in Latin America	SPA4LE055	4
	Language Project in Swedish	SWE4LE051	2
Language Studies for the Students Following the Native Speaker's Curricula			
	International Business Chinese	CHI4LE006	3
	Introduction to Chinese-speaking Areas	CHI4LE005A	3
	Advanced Business Chinese	CHI4LE007	3
	British Studies	ENG8LE001	3
	Finnish Society and Business	ENG8LE020	7
	Knowledge of Finland and the Nordic Countries	FRE8LE070	6
	Portfolio of Finnish Culture	GER8LE060	3
	Translation Exercises from Finnish into Spanish	SPA8LE012	3
	Portfolio on Finland in Spanish	SPA8LE040	3
Free-choice Studies			

	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
	Enterprise Resource Planning for Management Assistants	INF8LE031	5
	Introduction to European Union	LAW8LE021	3
	Nordisk Handel	IBU8LS005	6
	International Business Law	LAW8LS041	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

Language Studies

[Language studies for students who have started their studies before autumn 2014 >>](#)

The information below applies to the students who start their studies in autumn 2014 or after.

Extent of Studies

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

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

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

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

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

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

Language proficiency objectives

The foreign language proficiency objectives are that students:

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

Starting Levels and Proficiency Objectives

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

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

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

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

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

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

Elementary Studies

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

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

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

Free-choice Language Studies

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

* elementary courses

* extra language studies

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

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

Swedish Studies

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

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

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

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

Students who speak Chinese as their mother tongue ECTS Code

Advanced Business Chinese	3	CHI4LE007
Chinese Business Culture	3	CHI4LE004
Chinese Language Project	3	CHI4LE106
Economic Life of the Chinese-speaking Areas	4	CHI4LE120
International Business Chinese	3	CHI4LE006
Total	16	

Students who speak English as their mother tongue

English Corporate Communication	3	ENG8LE110
English for Specific Purposes	6	ENG2LE105
English Language Project	3	ENG4LE106
International Business Documents	3	ENG2LE101
Portfolio of Finnish Culture in English	3	ENG8LE120
Total	18 cr	

Students who speak French as their mother tongue

French Business Communication 2	3	FRE4LE102
French Business Communication 3	3	FRE4LE103
French Business Communication 4	3	FRE4LE104
Finland and the Nordic Countries	4	FRE8LE105
French Language Project	3	FRE4LE106
Total	16 cr	

Students who speak German as their mother tongue

German Business Communication 3	3	GER4LE103
German Business Communication 4	3	GER4LE104
German Business Environment	4	GER4LE105
German Language Project	3	GER4LE106
Portfolio of Finnish Culture in German	3	GER8LE107
Total	16 cr	

Students who speak Russian as their mother tongue

Cyrillic Word-processing	3	RUS8LE110
Russian Business Communication 4	3	RUS4LE104
Russian in Business	4	RUS8LE111
Russian Language Project	3	RUS4LE106
Russian Linguistic Correctness	3	RUS8LE011
Total	16 cr	

Students who speak Spanish as their mother tongue

Spanish Business Communication 3	3	SPA4LE103
Spanish Business Communication 4	3	SPA4LE104
Latin American Business Environment	4	SPA4LE105
Portfolio of Finnish Culture in Spanish	3	SPA8LE107
Spanish Language Project	3	SPA4LE106
Total	16 cr	

Students who speak Swedish as their mother tongue

Nordic Business Environment	4	SWE4LE105
Nordisk Handel	6	IBU8LS005
Swedish Business Communication 2	3	SWE4LE102
Swedish Language Project	3	SWE4LE106
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.**

Language Studies, Curriculum 2010

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

Extent of Studies

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

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

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

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

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

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

Language proficiency objectives

The foreign language proficiency objectives are that students:

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

Starting Levels and Proficiency Objectives

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

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

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

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

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

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

Elementary Studies

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

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

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

Free-choice Language Studies

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

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

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

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

Swedish Studies

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

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

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

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

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

Students who speak English as their mother tongue

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

Students who speak Spanish as their mother tongue

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

Students who speak Chinese as their mother tongue

International Business Chinese	3 cr	CHI4LE006
Advanced Business Chinese	3 cr	CHI4LE007

Chinese Business Culture	3 cr	CHI4LE004
The part Chinese Business Documents in the course Economic Life of the Chinese-speaking Areas	2 cr	CHI4LE015
Introduction to Chinese-speaking Areas	3 cr	CHI4LE005A
Language Project in Chinese	2 cr	CHI4LE050
Total	16 cr	

Students who speak French as their mother tongue

Basic Business French 2	3 cr	FRE4LE006
French Working Environment and PR French	3 cr	FRE4LE007
Knowledge of Finland and the Nordic Countries	6 cr	FRE8LE070
Half of the course French Media and Communication	2 cr	FRE4LE030
Language Project in French	2 cr	FRE4LE050
Total	16 cr	

Students who speak Swedish as their mother tongue

PR Swedish / One 3 ECTS online course from Norden-network at Finnish Online University of Applied Sciences	3 cr	SWE4LE063
Written part of the course Spoken and Written Business Swedish	2 cr	SWE4LE050
Swedish Business Communication	3 cr	SWE4LE041
Nordisk Handel	6 cr	IBU8LS005
Language Project in Swedish	2 cr	SWE4LE051
Total	16 cr	

Students who speak German as their mother tongue

German Business Communication	3 cr	GER4LE002
PR German	3 cr	GER4LE068
Business Communication in German-speaking Europe	4 cr	GER4LE040
German Literature	3 cr	GER8LE071
Portfolio of Finnish Culture	3 cr	GER8LE060
Total	16 cr	

Students who speak Russian as their mother tongue

Cyrillic Word - processing and transliteration	3 cr	RUS8LE037
Russian Business Documents	3 cr	RUS4LE042
Russian Linguistic Correctness	3 cr	RUS8LE011
Part of the course Russian Business Environment: Assistant's Job in Russian Trade	2 cr	RUS4LE030B
Corporate Communications in Russian	3 cr	RUS4LE047
Language Project in Russian	2 cr	RUS4LE050
Total	16 cr	

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

Recommended Study Schedule, Finnish students

[Recommended study schedule for students who have started their studies before autumn 2014 >>](#)

The information below applies to the students who start their studies in autumn 2014 or after.

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

Communicating in Finnish Business Environment 1	FIN1LE102	3
<i>Two of the following languages (à 3 cr x 2):</i>		(6)
Basic Business Swedish 2	SWE1LE102	3
Chinese Business Communication 2	CHI4LE102	3
French Business Communication 2	FRE4LE102	3
German Business Communication 2	GER4LE102	3
Russian Business Communication 2	RUS4LE102	3
Spanish Business Communication 2	SPA4LE102	3
3rd Semester "Put it all into practice"		30
Assistant as an Active Team Member		
Business Planning	BUS2LE101	6
Assistant as Service Designer 2	SER2LE102	9
Face-to-face and Online Interaction		
Communicating with Impact	COM2LE101	6
Spoken Communication in Finnish	FIN2LE101	3
<i>Two of the following languages (à 3 cr x 2):</i>		(6)
Chinese Business Communication 3	CHI4LE103	3
French Business Communication 3	FRE4LE103	3
German Business Communication 3	GER4LE103	3
Russian Business Communication 3	RUS4LE103	3
Spanish Business Communication 3	SPA4LE103	3
Swedish Business Communication 1	SWE4LE101	3
4th Semester "Work together"		30
Towards Specialist Roles		
<i>One course from the following specialization areas:</i>		(3)
Entrepreneurship		

Developing Entrepreneurial Mindset	WOR8HH010	3
Idea contest/ Boot Camp	WOR8HH012/ WOR8HH004	3
Optional course from Marketing, Sales, and Service		3
Optional course supporting entrepreneurship (to be agreed separately)		3
HR and Leadership		
HR Management	LEA4LE101	3
HR Practices	LEA4LE102	3
Marketing, Sales, and Service		
Customer Orientation and Service	MAR4LE101	3
Marketing and Networks	MAR4LE102	3
Meetings Industry		
International Conferences and Congresses	SER4LE101	3
Meeting Design	SER4LE102	3
Organisational Communication		
Measuring and Evaluating Communication Effectiveness	COM4LE101	3
Creating Visual Corporate Messages	COM4LE102	3
Introduction to Thesis and Methods 1	MET2LE101	2
Assistant as Organiser and Coordinator		
Assistant as Service Designer 3	SER2LE103	5
ICT Applications for Business	TOO2LE101	6
Study and Career Planning	SER2LE110	2
International Business Communication		
International Business Documents	ENG2LE101	3
Communicating in Finnish Business Environment 2	FIN2LE102	3
<i>Two of the following languages (à 3 cr x 2):</i>		(6)

Chinese Business Communication 4	CHI4LE104	3
French Business Communication 4	FRE4LE104	3
German Business Communication 4	GER4LE104	3
Russian Business Communication 4	RUS4LE104	3
Spanish Business Communication 4	SPA4LE104	3
Swedish Business Communication 2	SWE4LE102	3
5th Semester "Work together"		30
Work placement	PLA6LE101	30
6th Semester "Evaluate and Develop"		30
Towards Specialist Roles		
<i>One course (two from the Entrepreneurship path) from the following specialization areas:</i>		(6)
Entrepreneurship (à 3 cr)		
Developing Entrepreneurial Mindset	WOR8HH010	3
Idea contest/ Boot Camp	WOR8HH012/ WOR8HH004	3
Optional course from Marketing, Sales, and Service		
Optional course supporting entrepreneurship (to be agreed separately)		
HR and Leadership		
HRM Project	LEA4LE103	6
Meetings Industry		
Events Management	SER4LE103	6
Marketing, Sales, and Service		
Creative Solutions in Marketing and Communications	MAR4LE103	6
Organisational Communication		
Creative Solutions in Marketing and Communications	COM4LE103	6
Bachelor's Thesis		

Bachelor's Thesis, Entrepreneurship	THE7LE101	15
Bachelor's Thesis, HR and Leadership	THE7LE102	15
Bachelor's Thesis, Meetings Industry	THE7LE103	15
Bachelor's Thesis, Marketing, Sales and Service	THE7LE104	15
Bachelor's Thesis, Organisational Communication	THE7LE105	15
Introduction to Thesis and Methods 2	MET2LE102	1
International Business Environment		(8)
<i>Two of the following languages (à 4 cr x 2):</i>		
Chinese Business Environment	CHI4LE105	4
French Business Environment	FRE4LE105	4
German Business Environment	GER4LE105	4
Latin American Business Environment	SPA4LE105	4
Nordic Business Environment	SWE4LE105	4
Russian Business Environment	RUS4LE105	4
7th Semester "Evaluate and Develop"		30
Towards Specialist Roles		
Strategy in Business	LEA2LE101	3
<i>One course from the following specialization areas:</i>		(3)
Entrepreneurship		
Developing Entrepreneurial Mindset	WOR8HH010	3
Idea contest/ Boot Camp	WOR8HH012/ WOR8HH004	3
Optional course from Marketing, Sales, and Service		3
Optional course supporting entrepreneurship (to be agreed separately)		3
HR and Leadership		
HR Management	LEA4LE101	3

HR Practices	LEA4LE102	3
Marketing, Sales, and Service		
Customer Orientation and Service	MAR4LE101	3
Marketing and Networks	MAR4LE102	3
Meetings Industry		
International Conferences and Congresses	SER4LE101	3
Meeting Design	SER4LE102	3
Organisational Communication		
Measuring and Evaluating Communication Effectiveness	COM4LE101	3
Creating Visual Corporate Messages	COM4LE102	3
International Business Environment		
English for Specific Purposes	ENG2LE105	6
<i>One of the following languages:</i>		(3)
Chinese Language Project	CHI4LE106	3
English Language Project	ENG4LE106	3
French Language Project	FRE4LE106	3
German Language Project	GER4LE106	3
Russian Language Project	RUS4LE106	3
Spanish Language Project	SPA4LE106	3
Swedish Language Project	SWE4LE106	3
Free-choice studies		15
Total		210

Recommended Study Schedule, Finnish students, Curriculum 2010

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

Degree Programme for Multilingual Management Assistants	Course code	ECTS
1st Semester		30
English Grammar	ENG1LE015	3
Basic Business Swedish	SWE1LE001	6
<i>One of the following languages (à 3 cr)*:</i>		<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>		(6)
Spoken Spanish in Practice	SPA4LE070	3
Chinese Business Communication	CHI4LE002	3
Basic Business French 2	FRE4LE006	3
PR Swedish	SWE4LE063	3
Spoken Communication in Business German	GER4LE007	3
Basic Business Russian 2	RUS4LE005	3
Introduction to Business Law	LAW2LE045	3
<i>Financial Administration and Reporting</i>	ACC1LE026	(8)
Basics of Accounting	ACC1LE026A	4
Mathematics and Spreadsheet in Financial Administration	ACC1LE026B	4
<i>Assessment of Professional Growth and Career Planning:</i>	SLF2LE080	(3)
Career Planning 1	SLF2LE080A	1
3rd Semester		30
Finnish Business Documents	FIN2LE024	5
<i>Two of the following languages (à 3 cr):</i>		(6)
Spanish Business Communication	SPA4LE010	3
PR Chinese	CHI4LE003	3
French Working Environment and PR French	FRE4LE007	3
Swedish Business Communication	SWE4LE041	3
PR German	GER4LE068	3
Spoken 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>		(8)
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

[Recommended study schedule for students who have started their studies before autumn 2014 >>](#)

The information below applies to the students who start their studies in autumn 2014 or after.

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

<i>One of the following languages:</i>		
Chinese Business Communication 2	CHI4LE102	3
French Business Communication 2	FRE4LE102	3
German Business Communication 2	GER4LE102	3
Russian Business Communication 2	RUS4LE102	3
Spanish Business Communication 2	SPA4LE102	3
3rd Semester "Put it all into practice"		30
Assistant as an Active Team Member		
Business Planning	BUS2LE101	6
Assistant as Service Designer 2	SER2LE102	9
Face-to-face and Online Interaction		
Communicating with Impact	COM2LE101	6
Finnish for Working Life 1	FIN2LE030	3
<i>One of the following languages:</i>		
Chinese Business Communication 3	CHI4LE103	3
French Business Communication 3	FRE4LE103	3
German Business Communication 3	GER4LE103	3
Russian Business Communication 3	RUS4LE103	3
Spanish Business Communication 3	SPA4LE103	3
Free-choice Studies		3
4th Semester "Work together"		30
Towards Specialist Roles		
<i>One course from the following specialization areas:</i>		(3)
Entrepreneurship		
Developing Entrepreneurial Mindset	WOR8HH010	3

Idea contest/ Boot Camp	WOR8HH012/ WOR8HH004	3
Optional course from Marketing, Sales, and Service		3
Optional course supporting entrepreneurship (to be agreed separately)		3
HR and Leadership		
HR Management	LEA4LE101	3
HR Practices	LEA4LE102	3
Marketing, Sales, and Service		
Customer Orientation and Service	MAR4LE101	3
Marketing and Networks	MAR4LE102	3
Meetings Industry		
International Conferences and Congresses	SER4LE101	3
Meeting Design	SER4LE102	3
Organisational Communication		
Measuring and Evaluating Communication Effectiveness	COM4LE101	3
Creating Visual Corporate Messages	COM4LE102	3
Introduction to Thesis and Methods 1	MET2LE101	2
Assistant as Organiser and Coordinator		
Assistant as Service Designer 3	SER2LE103	5
ICT Applications for Business	TOO2LE101	6
Study and Career Planning	SER2LE110	2
International Business Communication		
International Business Documents	ENG2LE101	3
Finnish for Working Life 2	FIN2LE031	3
<i>One of the following languages:</i>		
Chinese Business Communication 4	CHI4LE104	3

French Business Communication 4	FRE4LE104	3
German Business Communication 4	GER4LE104	3
Russian Business Communication 4	RUS4LE104	3
Spanish Business Communication 4	SPA4LE104	3
Free-choice Studies		3
5th Semester "Work together"		30
Work placement	PLA6LE101	30
6th Semester "Evaluate and Develop"		30
Towards Specialist Roles		
<i>One course (two from the Entrepreneurship path) from the following specialization areas:</i>		(6)
Entrepreneurship (à 3 cr)		
Developing Entrepreneurial Mindset	WOR8HH010	3
Idea contest/ Boot Camp	WOR8HH012/ WOR8HH004	3
Optional course from Marketing, Sales, and Service		
Optional course supporting entrepreneurship (to be agreed separately)		
HR and Leadership		
HRM Project	LEA4LE103	6
Meetings Industry		
Events Management	SER4LE103	6
Marketing, Sales, and Service		
Creative Solutions in Marketing and Communications	MAR4LE103	6
Organisational Communication		
Creative Solutions in Marketing and Communications	COM4LE103	6
Bachelor's Thesis		
Bachelor's Thesis, Entrepreneurship	THE7LE101	15

Bachelor's Thesis, HR and Leadership	THE7LE102	15
Bachelor's Thesis, Meetings Industry	THE7LE103	15
Bachelor's Thesis, Marketing, Sales and Service	THE7LE104	15
Bachelor's Thesis, Organisational Communication	THE7LE105	15
Introduction to Thesis and Methods 2	MET2LE102	1
International Business Environment		
Business Finnish for International Students	FIN2LE110	4
<i>One of the following languages:</i>		
Chinese Business Environment	CHI4LE105	4
French Business Environment	FRE4LE105	4
German Business Environment	GER4LE105	4
Latin American Business Environment	SPA4LE105	4
Russian Business Environment	RUS4LE105	4
7th Semester "Evaluate and Develop"		30
Towards Specialist Roles		
Strategy in Business	LEA2LE101	3
<i>One course from the following specialization areas:</i>		(3)
Entrepreneurship		
Developing Entrepreneurial Mindset	WOR8HH010	3
Idea contest/ Boot Camp	WOR8HH012/ WOR8HH004	3
Optional course from Marketing, Sales, and Service		3
Optional course supporting entrepreneurship (to be agreed separately)		3
HR and Leadership		
HR Management	LEA4LE101	3
HR Practices	LEA4LE102	3

Marketing, Sales, and Service		
Customer Orientation and Service	MAR4LE101	3
Marketing and Networks	MAR4LE102	3
Meetings Industry		
International Conferences and Congresses	SER4LE101	3
Meeting Design	SER4LE102	3
Organisational Communication		
Measuring and Evaluating Communication Effectiveness	COM4LE101	3
Creating Visual Corporate Messages	COM4LE102	3
International Business Environment		
English for Specific Purposes	ENG2LE105	6
<i>One of the following languages:</i>		
Chinese Language Project	CHI4LE106	3
English Language Project	ENG4LE106	3
French Language Project	FRE4LE106	3
German Language Project	GER4LE106	3
Russian Language Project	RUS4LE106	3
Spanish Language Project	SPA4LE106	3
Swedish Language Project	SWE4LE106	3
Free-choice studies		15
Total		210

Recommended Study Schedule, foreign students, Curriculum 2010

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

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

<i>One of the following languages:</i>		(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

Structure, Content and Extent of the Degree Programme

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

The information below applies to the students who start their studies in autumn 2014 or after.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Student's Professional Development

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

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The information below applies to the students who start their studies in autumn 2014 or after.

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

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

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

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

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

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

Entrepreneurship

Entrepreneurship	ECTS	Code	Semester
Compulsory Studies			
Developing Entrepreneurial Mindset	3	WOR8HH010	4/ 7
Idea contest/ Bootcamp	3	WOR8HH012/ WOR8HH004	4/ 7
Elective Studies			
Optional course from Marketing, Sales, and Service			
Optional course supporting entrepreneurship (to be agreed separately)			
Work Placement			
Assignments in Entrepreneurship	30	PLA6LE003	5
Bachelor's Thesis			
Bachelor's Thesis in Entrepreneurship	15	THE7LE101	6

HR and Leadership

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

Marketing, Sales and Service

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

Meetings Industry

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

Organisational Communication

Organisational Communication	ECTS	Code	Semester
Compulsory Studies			
Creative Solutions in Marketing and Communications	6	COM4LE103	6
Elective Studies			
Measuring and Evaluating Communication Effectiveness	3	COM4LE101	4/ 7
Creating Visual Corporate Messages	3	COM4LE102	4/ 7
Work Placement			
Assignments in Organisational Communication	30	PLA6LE003	5
Bachelor's Thesis			
Bachelor's Thesis in Organisational Communication	15	TTHE7LE104	6

Student's Professional Development, Curriculum 2010

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

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

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

Organisational Communication

The objectives of compulsory communication studies are that students:

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

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

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

Organisational Communication	ECTS	Code	Semester
Compulsory Studies			
Purpose and Practices of Organisational Communication	2	WOR1LE001F	1
Organisational Communication Management	3	COM2LE062	3
Corporate Public Relations	7	COM2LE070	3
Online Communication	3	COM2LE050	4
Cultures in Contact	3	CUL2LS001	7
Elective Studies			

Assessing and Planning Organisational Communication	3	COM4LE002	4
Work-based Project on Organisations and Publicity	4	COM4LE006	6
Free-choice Studies eg.			
Lehtitaiton ja visuaalisen journalismin perusteet	4	JOU1KJ034	4-7
Joukkoviestintä 1	3	COM1KJ013	4-7
Joukkoviestintä 2	3	COM1KJ015	4-7
Verkkojulkaiseminen	3	JOU1KJ033	4-7
Intercultural Business Communication	5	COM4LI086	1-7
Corporate Communication	9	COM4LI088	1-7
Work Placement			
Assignments in Organisational Communication	30	PLA6LE003	5
Bachelor's Thesis			
Bachelor's Thesis in Organisational Communication	15	THE7LE025	6-7

Marketing

The objectives of compulsory marketing studies are that students:

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

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

Marketing	ECTS	Code	Semester
Compulsory Studies			
Introduction to Marketing	3	WOR1LE001B	1
Business Operations and Entrepreneurship	6	WOR2LE001	3
Elective Studies			
Marketing and Networks	3	MAR4LE006	4
Work-based Project on Marketing	4	MAR4LE007	6
Free-choice Studies eg.			
International Service Marketing	3	MAR4LH009	

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	15	THE7LE002; THE7LE023; THE7LE025	6-7