

Course list, Finnish Students

Assistant as Service Designer

Code: SER2LE201

Extent: 10 ECTS

Semester: 3rd semester

Language: English

Level: core studies

Type: compulsory

Starting level and linkage with other courses

Office Applications 1 & 2 (TOO1LE201, TOO1LE202)

Effective Communication in Organisations (COM1LE101)

Professional Writing Skills (ENG1LE201)

Communicating with Impact (COM2LE201)

Learning Outcomes

After completing the course the student

- will be able to plan and arrange different types of meetings and will be knowledgeable about practical information and skills needed for arranging meetings, will be aware of the legislation in the field and will be able to master the appropriate tools.
- will be able to master team communication skills and will be able to use persuasive argumentation and negotiation skills and participate as an active member of a meeting
- will be able to master meeting practices in English.
- will be able to understand the meaning of a corporate meeting and understand the contents of an annual report in English.
- will understand the principles of teleconferencing.
- will be able to compile meeting documents in accordance with standard guidelines in English.
- will be able to produce presentations, understand the meaning of visual communications and to communicate statistical information.
- will be able to process and analyse information by using different application programs.
- will be aware of the principal sources of information in assistants' work and will be able to use and process information in various tasks and for different purposes.

Course Contents

- Meetings as tools in companies and organisations
- Vocabulary of meetings in English
- Team communication and negotiations skills
- Information retrieval and for the purposes of working life
- Become more confident Office365 user

Timetable

Check below.

Cooperation with the business community

On the course the aim is to arrange visits to companies arranging meeting and/or producing meeting services.

Teaching and learning methods

The course consists of contact lessons and self-study of app. 243 hours. The learning methods focus on students' self-directed team working skills. The students will practise meetings in simulations.

Attendance

Everybody signed up for the course is expected to attend contact hours and participate in active group discussions contributing to an interactive and successful outcome of the course. Continuous absence will influence the final grade.

Learning materials

Materials will be covered during the classes and will also be published in SharePoint and/or other platforms.

Course materials

Material informed and/or provided by the teachers.

Material prepared by the students as course work.

Recognition of prior learning

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

The student is to contact the lecturer during the first enrolment period in the lecturer's consultation hours during which a plan for the alternative completion will be agreed upon with the teacher. At the first meeting, the student submits and presents his/her CV indicating his/her knowledge and competence in terms of the contents referred to in the learning objectives of the course.

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

Assessment

- Meetings as tools in companies and organisations 6 credits (grade 1–5)
- Vocabulary of meetings in English 1 credit (pass/fail)
- Use of different ICT tools 2 credits (pass/fail)

In order to pass the course, the student will collect points as follows in the Meetings as tools part of the course:

Item	Maximum points
Exam	40
Assignment 1 (founding documents)	5

Assignment 2 (notice and agenda)	10
Assignment 3 (minutes)	10
Assignment 4 (corporate excursion)	10
Assignment 5 (YTY-meeting attendance and memo)	10
Be present and active at the contact lessons	15

The total points to achieve are 100, and the student needs 50 points to pass the course.

5 = 90–100 points, 4 = 80–89 points, 3 = 70–79 points, 2 = 60–69 points, 1 = 50–59 points

The return all assignments should be in time and as instructed. Delayed assignments, too many absences and not participating in the outside contact lessons events will decrease the final grade. The student are to be present in the excursions (at least 2/3) and the YTY meeting arranged outside the contact lessons.

All parts of the course modules have to be passed during the term. There are two re-exams.

Assessment Criteria

5 (90%)

Knowledge:

The student is able to master practical knowledge, skills and legislation required for arranging meetings and is able to apply knowledge and skills to practice at an excellent level. The student is able to participate as member of the group at an excellent level.

The student is able to master meeting practices in English at an excellent level.

The student is able to retrieve information required in the assistants' work skilfully and is able to analyse, process and use information at an excellent level.

Skills:

All the assignments have been completed according to instructions and returned on time. The student is highly familiar with the sources used. The assignments are clearly completed and language used is immaculate.

The student has participated in almost all the lessons and visits. The student has been very active and constructive. The student has strongly contributed to the lessons by asking questions and making comments.

3 (70%)

Knowledge:

The student is able to master practical knowledge, skills and legislation required for arranging meetings and is able to apply knowledge and skills to practice at a good level. The student is able to participate as a member of the group mostly in an active manner.

The student has a good knowledge of meeting practices in English.

The student is able to retrieve, process and analyse information related to assistants' work.

Skills:

Most assignments have been completed according to instructions and returned on time. The student is familiar with the sources but the analysis is somewhat superficial and fragmentary to a certain degree.

The student has participated in lessons and visits on a regular basis. Students' active participation has not been very strong. Questions and comments have remained occasional.

1 (40%)

Knowledge:

The student is able to master practical knowledge, skills and legislation required for arranging meetings and is able to apply knowledge and skills to practice at a satisfactory level. The student is able to participate as a member of the group occasionally.

The student has a satisfactory knowledge of and skills in meeting arrangements in English.

The student is able to retrieve information related to assistants' work by having guidance and is able to analyse, process and use information at a satisfactory level.

Skills:

Most assignments have been completed but the analysis remains rather weak. The student has limited familiarity with the sources used. The text contains factual errors.

The student has several absences and has been relatively passive during the lessons and has hardly contributed to the lessons.

Contact teachers

Anna-Maija Nordling, teacher
anna-maija.nordling(at)haaga-helia.fi
tel. 040 488 7229
Box: Pasila/302

Heli Lankinen, teacher
heli.lankinen(at)haaga-helia.fi
tel. 040 488 7362
Box: Pasila/238

Karl Robbins, teacher
karl.robbins(at)haaga-helia.fi
Box: Pasila/269

Bachelor's Thesis

- Code:
- THE7LE101 (thesis, Entrepreneurship)
- THE7LE102 (thesis, HR and Leadership)
- THE7LE103 (thesis, Meetings Industry)
- THE7LE104 (thesis, Marketing, Sales and Service)
- THE7LE105 (thesis, Organisational Communication)
- Scope: 15 ECTS
- Timing: 5th - 6th semester
- Language: English
- Curriculum: curriculum 2014 and 2016 fall
- Course level: Thesis
- Course type: compulsory

Starting level and linkage with other courses

The student completes Introduction to Thesis and Methods 1 (MET2LE101) in the 4th semester. Thesis work is also supported by Thesis and Methods 2 (MET2LE102), which is completed in the 6th semester. The student is expected to complete these courses as scheduled, in the 4th and 6th semester.

The student can start the thesis process at any time during the studies by putting together a Portfolio thesis. More information about this thesis format from the Thesis Coordinator, Mia-Maria Salmi.

Learning objectives and assessment

The student gains practice in independent work and working with company staff and other partners in development projects. The student also gains practice in handling big projects and communicating his/her matter with clarity.

Upon successful completion of the thesis, the student

- is able to identify possible development targets in companies and other organisations.
- knows how to find information on a given topic, and categorise and analyse it.
- knows how to order and read research studies, and news relating to them.
- is able to meet set deadlines and negotiate changes if needed.
- has a command of project work.
- knows how to write a clear report on his or her results, adhering to document standards.

The assessment criteria are the following:

Research-oriented thesis:

- Thesis topic, objective and delimitation: significance and current relevance, thesis objective and delimitation
- Thesis framework: framework: the sufficiency and quality of sources, use of sources, concept definition
- Research methods: choice of methods, description of methods, use of concepts, collection and analysis of data
- Results and discussion: correspondence between objectives and results, applicability of the results, conclusions, reliability of the study
- Written expression: consistency and balance, coherence and readability, adherence to guidelines on report writing.

- Process management and use of advising: planning, implementation, adherence to timetable, assessment of one's own work, communication with thesis advisor

Product-oriented thesis

- Thesis topic, objective and delimitation: significance and current relevance, thesis objective and delimitation
- Thesis framework: framework: the sufficiency and quality of sources, use of sources, concept definition
- Project planning: planning, implementation
- Project results: presentation of the project and its assessment, applicability and or novelty of the results, analysis and conclusions
- Written expression: consistency and balance, coherence and readability, adherence to guidelines on report writing.
- Process management and use of advising: planning, implementation, adherence to timetable, assessment of one's own work, communication with thesis advisor

Portfolio thesis

- Thesis topic, objective and delimitation: significance and current relevance, thesis objective and delimitation
- Thesis framework: framework: the sufficiency and quality of sources, use of sources, concept definition
- Thesis planning: planning, implementation
- Results: portfolio presentation and assessment, portfolio applicability and or novelty value analysis and conclusions
- Written expression: consistency and balance, coherence and readability, adherence to guidelines on report writing.
- Process management and use of advising: planning, implementation, adherence to timetable, assessment of one's own work, communication with thesis advisor
- Results and process management are weighted by two in evaluation.

Working life connections

The aim is that theses are commissioned by companies or other organizations. The student usually combines his/her work placement and thesis.

Content

Choice of thesis topic and writing topic analysis in 5th semester

Preparation of thesis plan during the first period of the 6th semester

Thesis report and publication in the end of the 6th semester

Participation in group counselling and presentations with the thesis supervisor as agreed

Maturity examination

Learning methods

Individual counselling

Working papers

Seminars/group counselling

Individual work

Assessment

The thesis is graded on the scale 1-5. The thesis is assessed by the primary thesis supervisor and another examiner. The Haaga-Helia evaluation criteria are published in MyNet.

The maturity examination is assessed with regard to both content and language as pass/fail.

Course teacher(s)

Entrepreneurship: Olli Laintila

Organisations, Leadership and HR: Olli Laintila

Meetings Industry: Eeva Särkilahti

Marketing: Olli Laintila

Organisational Communication: Mirka Sunimento

Abstract in English: Karl Robbins

Learning materials

Thesis instructions in MyNet

Student agrees on the thesis topic and methodology literature with his or her thesis supervisor.

Basic Business Swedish (written)

- Code: SWE4LE201A&B
- Scope: 5 ECTS
- Timing: 1st semester
- Language: Swedish
- Curriculum: OPS2016
- Course level: core studies
- Course type: compulsory

Starting level and linkage with other courses

Secondary school Swedish or corresponding proficiency

Learning objectives and assessment

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

Upon successful completion of the course, the student can manage everyday working life situations in Swedish. The student has a command of basic Swedish grammar and business vocabulary. The student is able to handle telephone conversations and other oral situations in Swedish. The student is familiar with Nordic society and business culture

Grade 1

The student understands and develops limited oral language in normal spoken interactions and simple business situations. The student masters the most common basic business vocabulary and the language in phone conversations. The student can discuss something about business life and very shortly present a company or other organization if needed. (oral part)

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

Grade 3

The student speaks Swedish quite fluently and is able to manage orally in business interactions. The student masters quite well the common business vocabulary and the language in phone conversations. The student is also able to orally present a company or other organization if needed. (oral part)

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

Grade 5

The student develops oral language with great skill and high level of interactive business communication. The student learns and practices central parts of spoken business Swedish and is able to produce fluent oral language in business interactions. The student masters the common business vocabulary and the language in phone conversations. The student is also able to orally present a company or other organization. (oral part)

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

Recognising and validating prior learning (RPL)

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

Working life connections

Company presentation materials and visiting lecturer/company visit/seminar

Internationality

Nordisk stig partners and Hanaholmen – Kulturcentrum för Sverige och Finland

Learning methods

The course spans two periods and consists of a written and oral part. The written and oral parts are taught separately. The course covers contact lessons, exercises, independent studies and other assignments.

The assessment of one's own learning 1 h

Assessment

Oral part:

Oral exam 50 %

Class participation and assignments 50 %

Written part:

Written exam 80 %

Class participation and assignments 20 %

Course teachers

Marjaana Halsas, Pasila (oral part)

Marketta Keisu, Pasila (written part)

Learning materials

Halsas, M. Muntlig språkfärdighet i affärlivet in Moodle and/or Sharepoint (oral part)

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

Internet

Newspaper articles

All basic materials can be downloaded from Moodle.

Basic Business Swedish (spoken)

- Code: SWE4LE201A&B
- Scope: 5 ECTS
- Timing: 1st semester
- Language: Swedish
- Curriculum: OPS2016
- Course level: core studies
- Course type: compulsory

Starting level and linkage with other courses

Secondary school Swedish or corresponding proficiency

Learning objectives and assessment

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

Upon successful completion of the course, the student can manage everyday working life situations in Swedish. The student has a command of basic Swedish grammar and business vocabulary. The student is able to handle telephone conversations and other oral situations in Swedish. The student is familiar with Nordic society and business culture

Grade 1

The student understands and develops limited oral language in normal spoken interactions and simple business situations. The student masters the most common basic business vocabulary and the language in phone conversations. The student can discuss something about business life and very shortly present a company or other organization if needed. (oral part)

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

Grade 3

The student speaks Swedish quite fluently and is able to manage orally in business interactions. The student masters quite well the common business vocabulary and the language in phone conversations. The student is also able to orally present a company or other organization if needed. (oral part)

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

Grade 5

The student develops oral language with great skill and high level of interactive business communication. The student learns and practices central parts of spoken business Swedish and is able to produce fluent oral language in business interactions. The student masters the common business vocabulary and the language in phone conversations. The student is also able to orally present a company or other organization. (oral part)

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

Recognising and validating prior learning (RPL)

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

Working life connections

Company presentation materials and visiting lecturer/company visit/seminar

Internationality

Nordisk stig partners and Hanaholmen – Kulturcentrum för Sverige och Finland

Learning methods

The course spans two periods and consists of a written and oral part. The written and oral parts are taught separately. The course covers contact lessons, exercises, independent studies and other assignments.

The assessment of one's own learning 1 h

Assessment

Oral part:

Oral exam 50 %

Class participation and assignments 50 %

Written part:

Written exam 80 %

Class participation and assignments 20 %

Course teachers

Marjaana Halsas, Pasila (oral part)

Marketta Keisu, Pasila (written part)

Learning materials

Halsas, M. Muntlig språkfärdighet i affärlivet in Moodle and/or Sharepoint (oral part)

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

Internet

Newspaper articles

All basic materials can be downloaded from Moodle.

Building Communication Competence and Confidence

Code: COM4LE201

Scope: 5 Credits

Timing: 4th semester

Language: English

Curriculum: Curriculum 2016 Spring

Course level: Advanced studies

Course type: Elective

Starting level and linkage with other courses

Effective Communication in Organizations COM1LE101 and Communication with Impact 2 or COM1LE101 or matching communication competence and skills acquired by other means.

Learning objectives and assessment

Grade 1

Student is able to describe and differentiate different communication skills needed in working life and is self-aware and is to recognize own strengths and weaknesses related to those. He /she is able to name and describe communication as a profession in the current business environment.

Grade 3

In addition to achieving the competences and skills for Grade 1, the student can set targets and actively seeks to develop own communications. He /She can apply conceptual thinking into to course assignments and activities.

Grade 5

In addition to achieving the mentioned competences and skills for Grade 3, the student actively seeks and is able to give and receive feedback in a constructive manner. He /she has proactive and positive attitude, takes responsibility and contributes to group work in an excellent manner and demonstrates high level of activeness and motivation in completing tasks and assignments.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) takes place according to separate instructions provided by the course lecturers(s) or advisor(s).

Working life connections

Possible projects and/or guest lecturers from different companies. Case studies from real life.

Internationality

Possible guest lecturers from international companies, international project/student teams, international learning materials.

Content

Communication skills in working life and work communities
Setting targets and modifying communication according to context

Strengthening interpersonal communication competences
Communication as profession

Learning methods

Combination of project work, team work and assignments, individual work and supporting lectures and workshops. Individual completion or studyfication of the course needs to be separately discussed and agreed with the teacher / advisor.

Assessment

Attendance and assignments 100 %.

Course teacher(s)

Heta-Liisa Malkavaara, Pasila
Mirka Sunimento, Pasila

Learning materials

Material provided by teachers and students such as online material, white papers, presentations, videos and business papers.

Business Environment

- Code: BUS1LE201
- Extent: 10 ECTS
- Timing: 1st semester
- Language: English
- Curriculum Mubba 2016
- Level: Core studies
- Type: Compulsory

Starting level and linkage with other courses

No prerequisites.

Learning objectives and assessment

Grade 1: The student:

The student has some knowledge how to seek, analyse and utilize information

The student has some skills of analysing, reporting, project management and teamwork.

The student's attitude is modest towards learning through participation, including teamwork and conducting assignments.

Grade 3: The student:

The student has a good knowledge how to seek, analyse and utilize information

The student has good analysis, reporting, project management and teamwork skills.

The student has a good attitude towards learning through continuous participation, including teamwork and conducting assignments.

Grade 5: The student:

The student has an excellent knowledge how to seek, analyse and utilize information.

The student has excellent analysis, reporting, project management and teamwork skills.

The student has an excellent attitude towards learning through continuous, supportive and initiative participation, including teamwork and conducting assignments.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) is granted based on separate instructions.

Working life connections

The course includes practical projects, during which students acquire, analyze, document information relating to real companies and organizations and write report on this. There will be also presentations of student teams, visits to companies, guest lectures by company representatives and cooperation with an alumni assistant.

Internationality

Cooperation between multicultural teams and organizations.

Contents

- team and project work, time management
- office as a working environment
- information retrieval: why and how
- basics of business and economics
- Finnish and global business landscape, main sectors, business objectives and resources
- main business functions
- international co-operation with another applied university
- marketing, sales and service
- business environment
- basics of legal matters, company forms

Learning methods and assesment

- a. Lessons, workshops, course assignments and self-study
- b. Competence Demonstration

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Course teachers

Nina Aunula
 Jari Kaari
 Päivi Karjalainen, Pasila
 Leena Korttilalli, Pasila
 Eija Kärnä, Pasila
 Sampo Mielityinen, Pasila

Learning materials

Handout material
 The material and other reference material to be informed later.

Introduction to Business Administration:

Griffin, R.W. & Ebert, R. J. 2003. Business. Eighth edition. New Jersey: Prentice Hall.
 Haasio, A. 2009 Management Assistant's Guide to Information seeking.
 Classroom materials and other materials informed and distributed by the teachers.

Business Planning

- Code: BUS2LE201
 - Extent: 5 ECTS
 - Timing: Semester 3*
 - Language: English
 - Level: professional studies
 - Type: compulsory
- *the course is offered only in autumn semesters

Starting level and linkage with other courses

BUS1LE102 Business Processes

Learning objectives and assessment

Grade 1: The student:

- has limited skills in developing and in establishing a new business.
- has some knowledge about the basic theoretical frameworks, methods, tools and laws which are necessary in establishing a new business.
- has a moderate attitude towards learning through participation in teamwork and conducting assignments.

Grade 3: The student:

- has good entrepreneurial skills in developing and establishing a new business.
- has good knowledge of the basic theoretical frameworks, methods, tools and laws that are necessary in establishing a new business.
- has good attitude towards learning through participation in teamwork and conducting assignments.

Grade 5: The student:

- has excellent entrepreneurial skills in developing and in establishing both an innovative and viable new business.
- has excellent knowledge about the theoretical frameworks, relevant methods, tools and laws that are necessary in establishing a new business.
- has excellent attitude towards learning through self-initiative and continuous and supportive participation in teamwork and in conducting assignments.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) is granted based on separate instructions.

Working life connections

The course includes co-operation with companies and organizations.

Internationality

Cooperation between international organizations, universities and multicultural teams.

Contents

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

Development of product/service, concepts, business model, customer experiences and a business plan based on both external market/field research and internal resources.

Analysis of marketing opportunities and practices with which to achieve goals and succeed in the marketplace.

Trade law, company forms and legislation, choice of company form, formalities involved in setting up a company.

Budgeting (profit & loss account, funding, cash), break-even point calculations, pricing.

Learning methods

- a. Contact lessons, workshops, assignments and the assessment of one's own learning.
- b. Performance of an equivalent course elsewhere; the equivalence is assessed from the perspective of the learning objectives.

Assessment

Legal part of the business plan

Marketing part of the business plan

Accounting part of the business plan

Business operations part of the business plan

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Course teachers

Ulla Huovinen, Pasila

Kirsimarja Vahevaara, Pasila

Olli Laintila, Pasila

Learning materials

Zimmerer, Thomas W. - Scarborough, Norman M. 2002. Essentials of Entrepreneurship and Small Business Management.

Osterwalder and Pigneur, 2010. Business Model Generation: A handbook for visionaries, game changers, and challengers.

Other material delivered by the lecturers.

Business Processes

Code: BUS1LE202

Scope: 10 ECTS

Timing: 2nd semester

Language: English

Curriculum: MUBBA2016

Course level: core studies

Course type: compulsory

Starting level and linkage with other courses

No prerequisites.

Learning objectives and assessment

Grade 1: The student:

- has some understanding of company's main and supporting processes and how they are related to each other.
- has limited knowledge about the product/service, marketing and business development processes.
- has limited skills in applying the business process knowledge in practice.
- is aware of the most important business law rules.
- understands double-entry bookkeeping.

Grade 3: The student:

- has good understanding of company's main and supporting processes and how they are related to each other.
- has good knowledge about the product/service, marketing and business development processes.
- has good skills in applying the business process knowledge in practice.
- recognizes multiple areas of business law and is able to see its practical relevance.
- can perform accounting transactions with some accuracy taking VAT into account.

Grade 5: The student:

- has an excellent understanding of company's main and supporting processes and how they are related to each other.
- has excellent knowledge about the product/service, marketing and business development processes.
- has excellent skills in applying the business process knowledge in practice.
- has a multifaceted view of business law, and is able to assess its relevance in assistant's work.
- can apply the notion of "a true and fair view" to accounting transactions and the preparation and analysis of accurate financial reports.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) is granted based on separate instructions.

Working life connections

The course includes project and team work together with organizations and alumni assistants.

Internationality

Cooperation with international organizations.

Contents

Main processes of organizations (e.g. product/service development process)

Supporting processes (e.g. HR and accounting)

Process interfaces

Bookkeeping and VAT

Closing of accounts and an analysis

Regulation of B2B and B2C businesses

Regulation of employment

Learning methods

Contact lessons, assignments, exam and the assessment of one's own learning.

Performance of an equivalent course elsewhere; the equivalence is assessed from the perspective of the learning objectives.

Assessment

Exam 60 %

Assignments and activity 40 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Course teachers

Olli Laintila, Pasila

Hanna Moisio, Pasila

Satu Pitkänen, Pasila

Learning materials

Business:

Polaine, Lovlie, Reason, 2013. Service Design: From Insight to Implementation. Rosenfeld Media, LLC.

Kotler&Keller, 2009. Marketing Management. 13th Edition, Pearson.

Osterwalder and Pigneur, 2010. Business Model Generation: A handbook for visionaries, game changers, and challengers.

Lecture material in the Moodle.

Accounting:

Rice, A. 2011. Accounts demystified. 6th Edition. Pearson. London.

Wood, F. & Robinson S. 2009. Book-keeping and accounts. 7th edition. Prentice Hall. London.

Tomperi, S.2014. Käytännön kirjanpito. Edita. Helsinki.

Law:

Surakka, A. 2012. Access to Finnish law. 2nd edition. SanomaPro. Helsinki. (Also available as an e-book.)

Chinese Business Communication 1

(商务中文沟通1)

Code: CHI4LE201

Scope: 5 ECTS

Timing: Semester 1 / 3

Language: English/Chinese

Curriculum: 2016

Course level: Core studies / Free choice studies

Course type: elective*

* but required of students who have chosen compulsory Chinese

Prerequisites

Chinese for Beginners 2 (5 cr), or two semesters of basic Chinese study

Learning outcomes

Target level: A2.1

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

After the course, students will:

- achieve the proficiency of the whole Pinyin system
- learn basic Chinese business vocabulary and expressions
- manage superficial conversations in everyday life and the most common business situations
- be able to read and write common characters seen in business places in Chinese-speaking areas

Course contents

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

- getting acquainted with a new person
- introducing oneself and others
- asking about time, schedule, etc.
- telling about one's own home, present life situation, friends and foreign language skills
- ways of addressing customers and business partners
- business companies, positions, rank and business card
- business work unit, location and phone number

Teaching and learning methods

Interactive classroom activities

Internet learning via Moodle

Alternative ways to complete the course

Not attending the contact hours but doing the assignments and taking the final exam.

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo

Course materials

Great Wall Chinese 2009: Level 1, Office of Chinese Language Council International
Meiru Liu 2006: Basic Business Chinese, Beijing University Press
Handouts and materials provided by the teacher

Assessment criteria

Written exam: 100%

Assessment criteria/scale 5-1.

5 excellent

The student:

has very good skills in pronouncing pinyin, tones and vocabulary, can use everyday Chinese to communicate really well.

Her/His spoken language is logical and easily understandable.

is able to communicate fluently in basic business situations.

masters well basic Chinese business vocabulary and phrases.

masters really well the Chinese grammar rules and can follow the rules precisely in language situations.

not only masters the structures of the characters but can also apply the knowledge in learning new characters. She/He understands all the written characters demanded for the course.

follows deadlines and instructions precisely.

3 good

The student:

has pretty good skills in pronouncing pinyin, tones and vocabulary, can use everyday Chinese to communicate.

Her/His spoken language is usually logical and for the most part understandable.

is able to communicate well in basic business situations.

masters basic Chinese business vocabulary and phrases.

masters well the Chinese grammar rules and can follow the rules well in language situations.

knows pretty well the structures of the written characters and understands most of the written characters demanded for the course.

usually follow deadlines and instructions very well.

1 satisfactory

The student:

has still limited skills in pronouncing pinyin, tones and vocabulary, can use everyday Chinese to communicate on a limited basis.

Her/His spoken language is not always logical, not always understandable.

is able to communicate on a limited basis in basic business situations.

knows the most common Chinese business vocabulary and phrases.

knows the main Chinese grammar rules and can follow the rules on a limited basis.

knows the basic structures of the written characters and understands only part of the written characters

demanding for the course.

doesn't follow deadlines and instructions very well.

Chinese Business Communication 2

(商务中文沟通2)

- Code: CHI4LE202
- Scope: 5 ECTS
- Timing: Semester 2 / 4
- Language: English/Chinese
- Curriculum: 2016
- Course level: Core studies / Free choice studies
- Course type: elective*
* but required of students who have chosen compulsory Chinese

Prerequisites

Chinese Business Communication 1

Learning outcomes

Target level: A2.3

The purpose of this course is to learn and practice language skills involving PR communications as well as everyday life and business situations. Chinese business culture is also covered at the second half of the course.

Students acquire the skills to

- manage common conversations in PR communications
- basic Chinese business vocabulary and expressions
- understand Chinese business culture and business etiquette

Course contents

The course prepares students with basic language skills in both common PR communications and usual business situations. The cultural sessions help students to understand the major aspects of Chinese business culture. Language learning materials cover for example the following items:

- talking about the weather
- talking about habits
- talking about one's college life
- talking about one's future plans in working life
- money and currency
- dinner in a Chinese restaurant
- making contacts
- business work experiences
- job interviews

Teaching and learning methods

Interactive classroom activities

Internet learning via Moodle

Alternative ways to complete the course

Not attending the contact hours but doing the assignments and taking the final exam.

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo

Course materials

Great Wall Chinese 2009: Level 2, Office of Chinese Language Council International

Meiru Liu 2006: Basic Business Chinese, Beijing University Press

Handouts and materials provided by the teacher

Assessment criteria

Written exam: 70%

Presentation: 30%

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <p>is able to communicate fluently in basic PR and business situations.</p> <p>masters well basic Chinese PR and business vocabulary and phrases.</p> <p>not only masters the structures of the characters but can also apply the knowledge in learning new characters. She/He understands all the written characters demanded for the course.</p> <p>masters well one of the commonly used Chinese word processing tools.</p> <p>understands well different aspects of business culture phenomenon between Finland and China.</p> <p>follows deadlines and instructions precisely.</p>	<p>The student:</p> <p>is able to communicate well in basic PR and business situations.</p> <p>masters basic Chinese PR and business vocabulary and phrases.</p> <p>knows well the structures of the written characters and understands most of the written characters demanded for the course.</p> <p>masters the basics of one of the commonly used Chinese word processing tools.</p> <p>understands the main business cultural differences between Finland and China.</p> <p>usually follows deadlines and instructions well.</p>	<p>The student:</p> <p>is able to communicate on a limited basis in basic PR and business situations.</p> <p>knows the most common Chinese PR and business vocabulary and phrases.</p> <p>knows the basic structures of the written characters and understands only part of the written characters demanded.</p> <p>knows the basics of one of the commonly used Chinese word processing tools.</p> <p>is aware of the common business cultural differences between Finland and China.</p> <p>doesn't follow deadlines and instructions very well.</p>

Chinese Business Environment

(中文商业环境)

Code: CHI4LE203

Scope: 5 ECTS

Timing: Semesters 4 and 6

Language: English/Chinese

Curriculum: 2016

Course level: Core studies / Free choice studies

Course type: elective*

** but required of students who have chosen compulsory Chinese*

Prerequisites

Chinese Business Communication 2

Learning outcomes

Target level: B1

After completing the course, students will

- become familiar with the history, culture and economic situations of the main Chinese-speaking areas including mainland China, Taiwan, Hong Kong, Singapore and Malaysia.
- be capable of talking about the general features of the Chinese economic life.
- learn more common characters used in Chinese written texts and documents.
- be able to understand a few types of basic Chinese documents with the help of Chinese computer programs
- be able to write Chinese characters and texts with the help of the most common word-processing programs
- be able to check the correctness of the written characters and texts with the help of internet tools

Course contents

The course is divided into two parts: Introduction to the Chinese-Speaking Areas (Part 1) and Chinese Written Language and Documents (Part 2). Part 2 is a web-course via Moodle.

Introduction to the Chinese-Speaking Areas:

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

Chinese Written Language and Documents:

- Learn more useful characters and learn to understand unknown Chinese characters with the help of common internet tools
- Basic level PR and business documents: basic e-mails, invitations, travel agenda/visiting program, CV compilation

Teaching and learning methods

Presentation and internet on-line learning via Moodle

Alternative ways to complete the course

Writing an essay instead of the oral presentation. The internet on-line learning sessions are compulsory.

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo

Course materials

Meiru Liu 2006: Basic Business Chinese, Beijing University Press
Handouts and materials provided by the teacher via Moodle

Assessment criteria

Moodle assignments 50%
Presentation/essay 50%

Assessment criteria/Chinese Written Language and Documents/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none">not only masters the structures of the characters but can also apply the knowledge in learning new characters. She/He understands all the written characters demanded for the course.is able to understand independently almost all the basic documents and texts covered in the course and is able to write some of them. She/he is able to manage the most demanding activities in word processing and other internet and mobile phone tools, which help in the understanding	<p>The student:</p> <ul style="list-style-type: none">knows pretty well the structures of the written characters and understands most of the written characters demanded for the course.is able to understand independently most of the basic documents and texts covered in the course and is able to write some of them. She/he is able to use the word processing and other internet and mobile phone tools, which help in the understanding and creating of the basic Chinese documents.	<p>The student:</p> <ul style="list-style-type: none">knows the basic structures of the written characters and understands only part of the written characters demanded for the course.is able to understand independently over half of the basic documents in Chinese and write some of them with the help of internet tools.follows deadlines and instructions and participates in working.knows how to follow instructions given to her/him.

<p>and creating of the basic Chinese business documents.</p> <ul style="list-style-type: none"> • follows schedules well and is able to plan how to best use her/his own time. She/he shows initiative and is able to share her/his know-how and peer feedback to others. • is able to assess critically the contents, appearance and phrasing of documents and improve working methods and new solutions. 	<ul style="list-style-type: none"> • masters the proper ways of professional working and follows deadlines. • knows how to use instructions independently and apply her/his skills. • knows how to benefit from feedback and learn from mistakes. 	
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Assessment criteria/Introduction to Chinese-Speaking Areas/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none"> • is able to make a presentation which is skillfully targeted and suitable for the communication situation. • is able to use sources of information versatility and critically to support his/her work and shows excellent cultural knowledge when using sources. • adapts the cultural content deeply and is able to share his/her professional knowledge and skills to others. 	<p>The student:</p> <ul style="list-style-type: none"> • is able to make a presentation which is well targeted and suitable for the situation. • is able to use sources of information independently to support his/her work and shows good cultural knowledge when using sources. • adapts the cultural content well and is able to share his/her professional knowledge and skills to others. 	<p>The student:</p> <ul style="list-style-type: none"> • is able to make a presentation which is suitable for the situation. • is able to use sources of information to support his/her work and shows cultural knowledge when using sources. • is able to share his/her professional knowledge and skills to others in a limited manner.

Chinese for Beginners 1

(初级汉语)

Code: CHI8LE210

Scope: 5 ECTS

Timing: Semester 1

Language: English/Chinese

Curriculum: 2016

Course level: Basic studies / Core studies

Course type: elective*

* but required of students who have chosen compulsory Chinese

Prerequisites

Starting level: 0 (No prerequisites)

Learning outcomes

Target level: A1

Students

- know how to distinguish and pronounce the five tones in Mandarin Chinese
- get familiar with the Pinyin transliteration system
- know how to introduce themselves by stating their name, nationality, language skills, etc.
- can carry on some short superficial small talk
- get familiar with basic Chinese grammar
- learn the basics of reading and writing the most common Chinese characters

Course contents

- the four main tones and the 5th toneless one
- the consonants and vowels of the Pinyin transliteration system
- vocabulary and sentence types from everyday conversation
- basic grammar rules on verbs, adjectives, sentence structure, etc.
- about 100 basic Chinese characters

Chinese is the most spoken language in the world and one of the official languages of the UN. It is used officially in mainland China, Hong Kong, Taiwan, and Singapore. It is also used in Malaysia and the business world of Southeast Asia to a large extent. The Chinese language has had a great impact on East Asian languages and cultures. Thousands of Chinese characters have been borrowed by the Japanese language, and about 65% of Korean words have their origin in Chinese.

Contrary to what many people believe, Chinese is not that difficult to learn. For example, the grammar is quite simple, the verbs are not conjugated and most words are short – only one or two syllables. Learning the Chinese characters takes time, but the graphic writing system is extremely interesting. The art of writing characters, i.e. calligraphy, is itself one of the most esteemed art forms in East Asia.

According to the latest language research made by the Chinese Ministry of Education in 2007, only 581 characters make up 80% of common Chinese texts. And if you know 934 characters, for whatever you might wish to read in Chinese, you can already recognize 90% of the characters.

Teaching and learning methods

Interactive classroom activities
Individual and pair work
Internet learning at least 30%
Mid-term and final exams

Alternative ways to complete the course

Not attending the contact hours but doing the assignments and taking the final exam.

Recognition of prior learning

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

Assessment criteria/scale 5-1.

5 excellent

The student:

is able to understand simple oral and written messages and transmit them successfully to the recipient. Speaking and writing skills are excellent as far as constructions and/or pronunciation is concerned. knows how to apply the learned skills in practice on simple constructions in new situations.

3 good

The student:

is often able to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are good as far as constructions and/or pronunciation is concerned. has readiness to apply the learned skills in practice on simple constructions in new situations.

1 satisfactory

The student:

has limited capability to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are passable as far as constructions and/or pronunciation is concerned. is able to recognize simple constructions and frequently used expressions in different situations.

Teacher with the main responsibility for the course

Hai Guo

Course materials

Hai Guo & YLE 2009: BBC Real Chinese/Kiinaa matkailijoille, Finnlectura (lesson 1-4)
Gu Feng 2009: Mandarin Teaching Toolbox, Volume 1, Confucius Institute at BCIT
Hai Guo 2010: Multimedia English materials based on “Matka Kiinan kieleen ja kulttuuriin”

Assessment criteria

Mid-term 50% and final exam 50%

Chinese for Beginners 2

(中级汉语)

- Code: CHI8LE220
- Scope: 5 ECTS
- Timing: Semester 2
- Language: English/Chinese
- Curriculum: 2016
- Course level: Core studies / Free choice studies
- Course type: elective*
* but required of students who have chosen compulsory Chinese

Prerequisites

Starting level: A1.1

Chinese for Beginners 1, or one semester of beginning level Chinese

Learning outcomes

Target level: A1.2

Students

- master all the elements of Pinyin transliteration system
- become proficient in the five tones
- learn diversified vocabularies and grammar skills in spoken language expressions for everyday situations
- master the basics of reading and writing Chinese characters

Course contents

- consonants and vowels of the Pinyin system
- telling the time, hobbies and everyday routines
- telling about one's family
- survival level language skills in everyday life situations in a tee house, café, bar, restaurant, shop, etc.
- survival level language skills in traveling situations such as buying train and plane tickets, asking for directions, etc.
- grammar rules for creating different types of sentences
- different kinds of question sentences and their answers

Teaching and learning methods

Interactive classroom activities

Individual and pair work

Internet learning 50%

Alternative ways to complete the course

Not attending the contact hours but doing the assignments and taking the final exam.

Recognition of prior learning

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

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none"> is able to understand simple oral and written messages and transmit them successfully to the recipient. Speaking and writing skills are excellent as far as constructions and/or pronunciation is concerned. knows how to apply the learned skills in practice on simple constructions in new situations. 	<p>The student:</p> <ul style="list-style-type: none"> is often able to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are good as far as constructions and/or pronunciation is concerned. has readiness to apply the learned skills in practice on simple constructions in new situations. 	<p>The student:</p> <ul style="list-style-type: none"> has limited capability to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are passable as far as constructions and/or pronunciation is concerned. is able to recognize simple constructions and frequently used expressions in different situations.

The teacher with the main responsibility for the course

Hai Guo

Course materials

Hai Guo & YLE 2009: BBC Real Chinese/Kiinaa matkailijoille, Finnlectura (lesson 5-10)
 Gu Feng 2009: Mandarin Teaching Toolbox, Volume 2, Confucius Institute at BCIT

Assessment criteria

Final examination: 100%

Communicating with Impact

Code: COM2LE201

Scope: 5 Credits

Timing: 3rd semester

Language: English

Curriculum: Curriculum 2016

Course level: Core Studies

Course type: Compulsory

Starting level and linkage with other courses

Effective Communication in Organizations COM1LE101 and Professional Writing Skills ENG1LE101

Learning objectives and assessment

Grade 1

Student can describe how communications can be used to influence attitudes, images and perception and is able to present own ideas both verbally and in writing.

Grade 3

In addition to achieving the competences and skills for Grade 1, the student produce texts and other communications materials that aim to influence and make an impact on others. He /she can formulate and express opinions and arguments and deliver “elevator pitches” and similar speeches and plan communication at basic level.

Grade 5

In addition to achieving the mentioned competences and skills for Grade 3, the student can formulate and express opinions and arguments and deliver “elevator pitches” and similar speeches in an effective and persuasive way. The student is familiar with key concepts related to communications planning and can prepare a communication plan for He /she also makes consistent and active contribution to group work and demonstrates high level of activeness and motivation in completing tasks and assignments.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) takes place according to separate instructions provided by the lectures(s).

Working life connections

Possible projects and/or guest lecturers from different companies. Case studies from real life.

Internationality

Group work on intercultural communication. Possible guest lecturers from international companies, international project/student teams, international learning materials.

Learning methods

Project work

Team meetings & team work

Supporting lectures if needed

Assessment

Attendance and assignments 100 %. Team performance is evaluated based on the contribution to the team work and peer evaluation.

Course teacher(s)

Kristiina Åberg, Pasila
Mirka Sunimento, Pasila

Learning materials

Material provided by teachers during lectures and those in Moodle. Links, white papers, presentations, videos and business papers.

Contemporary Finnish Literature

- Code: FIN8LE001
- Extent: 3 ECTS (81 h)
- Timing: Semester 4-7
- Language: Finnish/ English
- Competence level: B2
- Level: professional studies
- Type: free choice

Prerequisites

Taking the exam requires very good Finnish skills and knowledge of the basic terms of literary research.

Learning outcomes

Students cultivate their skills in understanding Finnish: vocabulary, Finnish society and culture.

Course contents

The course covers four contemporary Finnish novels. The course is completed through independent study (81 h).

Students read 4 novels in Finnish and take an exam on them.

Teaching and learning methods

The course involves a written exam and 81 hours of independent study including Self-assessment of learning assignment of 1 hour.

Teacher with the main responsibility for the course

Sanna Kukkonen, Pasila

Course materials

Students read four novels, one of each category:

- a. Leena Lander: Liekin lapset or Katja Kettu: Kätilö
- b. Kari Hotakainen: Ihmisen osa or Tuomas Kyrö: Kerjäläinen ja jänis
- c. Juha Itkonen: Anna minun rakastaa enemmän or Riikka Pulkkinen: Totta
- d. Matti Rönkä: Väärän maan vainaja or Outi Pakkanen: Seuralainen

Assessment criteria/scale 5-1.

5 excellent

The student:

- has read all the required books and is able to demonstrate

3 good

The student:

- has read all the required books and is able to

1 satisfactory

The student:

- | | | |
|---|--|--|
| <p>that by interpreting the texts, discussing the different elements and giving relevant examples.</p> <ul style="list-style-type: none"> • understands fully the basic literary concepts and uses them correctly. | <p>demonstrate that.</p> <ul style="list-style-type: none"> • is partly able to interpret the texts according to the assignment and gives some examples, which aren't always relevant. • understands partly the basic literary concepts and uses some of them correctly. | <ul style="list-style-type: none"> • may have read all the required books but is not able to demonstrate that. • is able to interpret some aspects of the texts according to the assignment and he/she may give few examples. • has limited understanding and usage of the basic literary concepts. |
|---|--|--|

Written exam 100 %.

In order to pass the course, students must answer at least three of the four exam questions. Full points can be received only by answering all four questions.

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

Creative Solutions in Marketing and Communications

- Code: [MAR4LE202](#)/[COM4LE202](#)
- Scope:5 ECTS
- Timing: 6th semester
- Language: English
- Curriculum: curriculum 2016 fall
- Course level: Joint Professional Studies
- Course type: elective

Starting level and linkage with other courses

The student has successfully completed the Basic Studies (Business Environment & Business Processes / Liiketoimintaympäristö tutuksi & Yrityksen prosessit and Työelämän tuloksellinen viestintä / Effective Communication in Organisations, Viestinnällä vaikuttaminen / Communicating with Impact).

Learning objectives and assessment

Upon successful completion of the course, the student

- learns to apply marketing and communications knowledge into practice with a help of a client project or assignment which concentrates on creating innovative solutions for the commissioning party.
- learns to act and work professionally in a project team.
- understands the importance of customer understanding and orientation.

Grade 1

Student can apply some marketing and communications knowledge into practice.

Student can only partly work professionally in a project team.

Student can only partly understand the task and customer expectations.

Student can collect and share relevant materials and participate on group discussions.

Student is able to present the results of the project to the target organization.

Grade 3

Student can apply marketing and communications knowledge into practice.

Student can work professionally in a project team.

Student understands the task and customer expectations.

Student can collect and share relevant materials and participate on group discussions.

Student is able to present the results of the project and provide some grounds for the solutions and development ideas for the target organisation

Grade 5

Student can apply very well marketing and communications knowledge into practice.

Student works professionally and actively in a project team.

Student can internalize the task and meet customer expectations.

Student can collect and share relevant materials and participate on group discussions.

Student is able to present fluently and comprehensively the results of the project and provide grounds for the solutions and development ideas for the target organisation in a consistent way.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

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

Working life connections

Project for the client company.

Internationality

Many of the projects are assigned by the international companies.

Content

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

Learning methods

Project work
Team meetings & team work
Consultation sessions with the instructors and / or with the client
Supporting lectures if needed

Assessment

Attendance and presentations of the project and its findings 100 %
Team performance is evaluated based on the contribution to the project.
Team assignments, presentations and activity are evaluated when assessing the overall performance by the teams. If low attendance/lower contribution to the project individual grade can be lower than the team grade.
The representative of the client company/organization, students and instructors will all participate in the evaluation of the project.

Course teacher(s)

Heta-Liisa Malkavaara, Pasila
Mia-Maria Salmi, Pasila

Learning materials

Confirmed in the beginning of the project.

Creative Solutions in Marketing and Communications

- Code: [MAR4LE202/COM4LE202](#)
- Scope: 5 ECTS
- Timing: 6th semester
- Language: English
- Curriculum: curriculum 2016 fall
- Course level: Joint Professional Studies
- Course type: elective

Starting level and linkage with other courses

The student has successfully completed the Basic Studies (Business Environment & Business Processes / Liiketoimintaympäristö tutuksi & Yrityksen prosessit and Työelämän tuloksellinen viestintä / Effective Communication in Organisations, Viestinnällä vaikuttaminen / Communicating with Impact).

Learning objectives and assessment

Upon successful completion of the course, the student

- learns to apply marketing and communications knowledge into practice with a help of a client project or assignment which concentrates on creating innovative solutions for the commissioning party.
- learns to act and work professionally in a project team.
- understands the importance of customer understanding and orientation.

Grade 1

Student can apply some marketing and communications knowledge into practice.

Student can only partly work professionally in a project team.

Student can only partly understand the task and customer expectations.

Student can collect and share relevant materials and participate on group discussions.

Student is able to present the results of the project to the target organization.

Grade 3

Student can apply marketing and communications knowledge into practice.

Student can work professionally in a project team.

Student understands the task and customer expectations.

Student can collect and share relevant materials and participate on group discussions.

Student is able to present the results of the project and provide some grounds for the solutions and development ideas for the target organisation

Grade 5

Student can apply very well marketing and communications knowledge into practice.

Student works professionally and actively in a project team.

Student can internalize the task and meet customer expectations.

Student can collect and share relevant materials and participate on group discussions.

Student is able to present fluently and comprehensively the results of the project and provide grounds for the solutions and development ideas for the target organisation in a consistent way.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

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

Working life connections

Project for the client company.

Internationality

Many of the projects are assigned by the international companies.

Content

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

Learning methods

Project work
Team meetings & team work
Consultation sessions with the instructors and / or with the client
Supporting lectures if needed

Assessment

Attendance and presentations of the project and its findings 100 %
Team performance is evaluated based on the contribution to the project.
Team assignments, presentations and activity are evaluated when assessing the overall performance by the teams. If low attendance/lower contribution to the project individual grade can be lower than the team grade.
The representative of the client company/organization, students and instructors will all participate in the evaluation of the project.

Course teacher(s)

Heta-Liisa Malkavaara, Pasila
Mia-Maria Salmi, Pasila

Learning materials

Confirmed in the beginning of the project.

Cultural Portfolio of German-speaking Europe

(Kulturportfolio vom deutschsprachigen Europa)

- Code: GER8LE070
- Extent: 3 ECTS (81 h)
- Timing: 1st-7th semester
- Language: German / English
- Competence level: A2-B2
- Level: professional studies
- Type: free-choice

Please note:

Student can work on his/her portfolio from the first up to the seventh semester!

Prerequisites

Min. A2

Learning outcomes

After completing the course student

- has broadened his vocabulary
- has improved his understanding of grammar
- finds it easier to express himself in German
- is aware of the German-speaking cultural activities in Helsinki area

Course contents

Student familiarizes himself with German-speaking cultural activities offered in Helsinki area. He visits different German or German-speaking institutes, organisations, restaurants/cafes, watches films, etc. and reports about them in writing. Each report is controlled, corrected and feedback is given personally.

Cooperation with the business community

Visits to and/or from different companies, institutes or organisations, e.g. Goethe Institut, Deutsch-Finnische Handelskammer, Deutsche Bibliothek, Deutsche Botschaft, Deutsche Schule.

Teaching and learning methods

Student agrees upon his visit beforehand by e-mail and receives instructions for his report. Student keeps account on his hours used for visits, report writing, meetings with teacher and corrections. Approximately 10 reports are written during the course which are corrected based on teacher's feedback and collected into a portfolio. Only one book review can be written.

This course involves 81 hours independent work including the assessment of one's own learning 1 h

Contact teachers

Sirpa S. Bode, Pasila

Learning materials

To be agreed individually with teacher.

Assessment criteria/scale 5-1.

5 excellent (min. 90 %)

The student:

- can demonstrate a thorough knowledge of German-speaking cultural life in Helsinki area.
- is also able to show autonomy in locating appropriate sources of information.
- is able to express himself/herself fluently using a wide range of vocabulary and consistently accurate grammatical structures.

3 good (min. 70 %)

The student:

- can demonstrate a good knowledge of German-speaking cultural life in Helsinki area.
- is also able to locate information from different sources
- is able to express himself/herself well using a range of vocabulary and accurate grammatical structures.

1 satisfactory (min. 50 %)

The student:

- can demonstrate a basic knowledge and understanding of German-speaking cultural life in Helsinki area.
- is also able to summarise information from different sources
- is able to express himself/herself using a basic range of appropriate vocabulary and grammatical structures.

Assessment criteria

Evaluation is based on language use; ability to use vocabulary and structures, fluency and logic of text. Last report is a self-assessment.

The assessment of one's own learning does not influence the grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development.

Cyrillic Word Processing and Transliteration

- Code: RUS8LE110
- Scope: 3 ECTS
- Timing: 1. – 7. semester
- Language: Russian/English
- Curriculum: 2016
- Course level: professional studies
- Course type: free-choice (online course)*

*required of students who have chosen compulsory Russian

Starting level and linkage with other courses

Language level: A 2
Basic Russian 1 and 2 or equal knowledge

Learning objectives and assessment

Passed course is assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1

The student is able to partly copy Russian texts. He/she masters the standard Russian business letter and can apply this knowledge somewhat to assignments. (S)he knows either the Finnish or international transliteration system to some extent and finds some of the needed information concerning Russian on the Internet.

Grade 3

The student is able to copy Russian texts well. He/she masters the standard Russian business letter and can apply this knowledge to assignments well. (S)he knows either the Finnish or international transliteration system well and can find nearly all needed information concerning Russian on the Internet.

Grade 5

The student is able to copy Russian texts very well. He/she masters the standard Russian business letter and can apply this knowledge to assignments very well. (S)he knows either the Finnish or international transliteration system very well and can find important information concerning Russian on the Internet.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

Course texts are edited versions of actual business correspondence.

Internationality

Russian studies according the requirements of Finnish companies.

Contents

Cyrillic text processing: writing exercises and document standards in Russian
Transliteration: Finnish or international transliteration standards
Search for information: using the Russian searching tools

Learning methods

- A. Weekly assignments and final written exam OR
- B. Final exam

The assessment of one's own learning 1 h

Assessment

Final written exam 65 p.
Weekly assignments 35 p.
Max. 100 p.OR
Final written exam 100 p.

Course teacher

Pirjo Salenius

Learning materials

Salenius, P. Cyrillic text processing and transliteration, in Moodle.

StartUp School - Developing Entrepreneurial Mindset

Code: WOR8HH022

Scope: 5 ECTS (135 h)

Timing: 1.-7. semester

Language: English or Finnish

Course level: Professional Studies (or Free-choice)

Course type: Elective (or Free-choice)

Starting level and linkage with other courses

Student has a business idea that he/she wants to explore more.

Learning objectives and assessment

Student starts building his/her own entrepreneurial path and takes the first steps on developing his/her own business idea. At the same time the student tests his/her ability to act in an entrepreneurial way. The course covers the following topics: self-leadership, business idea, communication and networking, goal setting and action plan.

Recognizing and validating prior learning (RPL)

Accreditation of prior learning is applied on the course according to separate instructions. Please contact startupschool@haaga-helia.fi.

Working life connections

The key driver of the course is the student's own business idea that will be coached by an experienced staff member.

Internationality

Internationality is visible through the assignments.

Contents

The course starts with a meeting with a StartUp School coach. After that the student starts working on the assignments independently. Developing Entrepreneurial Mindset includes four different parts which can be completed in any order. Student also attends minimum one DEM meeting while working on the assignments. After completing the assignments the student attends the final DEM meeting with a StartUp School coach and evaluates his own learning and validity of the business idea.

Learning methods

Includes at least three (3) coaching meetings and independent work between the meetings.

Assessment criteria

The course is graded on the scale 1-5. The assessment criterion is presented on scale 1-3-5. For detailed assessment criteria, please see [SUS Base](#).

Teachers responsible

Please see StartUp School website <http://startupschool.fi/who-we-are/coaches/>.

Course materials

Available in Moodle.

Effective Communication in Organisations

- Code: COM1LE101
- Scope: 5 Credits
- Timing: 1st semester
- Language: English
- Curriculum: Curriculum 2016 fall
- Course level: Core Studies
- Course type: Compulsory

Starting level and linkage with other courses

No prerequisites

Learning objectives and assessment

Grade 1

Student understands and is able to describe the main concepts and processes of communication at both organizational and interpersonal level. He/she understands the impact of culture to communication and can identify different types of corporate documents.

Grade 3

In addition to achieving the above mentioned competences and skills, the student understands the requirements and features of communication roles in organizations and can identify communication related opportunities and challenges in business context. He/she can assess and evaluate communication at basic level and apply theories of multicultural communication into business context. Contributes to group work actively and demonstrates commitment to the course responsibilities.

Grade 5

In addition to achieving the above mentioned competences and skills, the student makes consistent and very active contribution to group work and demonstrates high level of activeness and motivation in completing tasks and assignments.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) takes place according to separate instructions provided by the lectures(s).

Working life connections

Possible projects and/or guest lecturers from different companies. Case studies from real life.

Internationality

Group work on intercultural communication. Possible guest lecturers from international companies, international project/student teams, international learning materials.

Learning methods

Project work
Team meetings & team work
Supporting lectures if needed

Assessment

Attendance and assignments 100 %. Team performance is evaluated based on the contribution to the team work and peer evaluation.

Course teacher(s)

Ilpo Päiväläinen, Pasila
Mirka Sunimento, Pasila

Learning materials

Material provided by teachers during lectures and those in Moodle. Links, white papers, presentations, videos and business papers.

Events Management

- Code: SER4LE202
- Extent: 5 ECTS
- Timing: 6th semester
- Language: English
- Level: Professional studies
- Type: Elective

Learning outcomes

Upon completion of the course, the student

- is able to identify the characteristics of a successful and well-functioning event
- understands the meaning and purpose of event management
- understands the theory related to event management and how to apply it in practice
- is familiar with the planning and implementation processes of event management, and is able to operate with different stakeholders in a customer-oriented manner
- understands the different levels of events and meetings as well as related specific features within the field of event management
- understands various factors, agents and roles related to event management within practical and theoretical framework
- is able to design, implement and evaluate a successful event
- is aware of risks related to event planning and its implementation.

Course Contents

- event planning, implementation and evaluation

Cooperation with the business community

The course has strong connections with the business community; the tasks and examples are related to events organised in business and working life contexts. The course can possibly include visits to companies specialised in organizing events or guest lecturers from companies.

Teaching and learning methods

Lectures and guidance by the lecturer

Learning by doing, learning and sharing knowledge and expertise in teams

Independent and supervised project work

Teacher responsible

to be announced later

Course materials

to be confirmed

Assessment criteria

The course is evaluated on scale 1 to 5.

Finnish Business Communication 1

- Code: FIN1LE201
- Scope: 5 ECTS
- Timing: 2nd semester
- Language: Finnish
- Curriculum: Mubba 2016
- Course level: core studies
- Course type: Compulsory

Starting level and linkage with other courses

Office Applications 1. Excellent Finnish skills if one's mother tongue is other than Finnish.

Learning objectives and assessment

Upon completion of the course, the student

- use Finnish in a proficient manner; to produce clear, comprehensible texts and presentations
- recognise and describe the features of the Finnish language
- recognise the structure and essential parts of Finnish business documents
- produce texts and presentations related to recruitment and business
- present him/herself in a positive light when applying for jobs
- formulate the message in a manner that promotes the company and/or minimises harm to it

Grade 1

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

Grade 3

The student is able to independently write basic documents in Finnish, which are of suitable quality be sent to the recipient in terms of appearance and phrasing.(S)he is able to write texts with appropriate style and nuance for the target audience. The student is able to present him/herself in somewhat positive light in recruitment situations and displays the proper ways of professional working and meets deadlines.(S)he knows how to follow instructions and independently apply his/her skills, as well as is able to give feedback to others. The student knows how to benefit from feedback and learns from mistakes.

Grade 5

The student is able to independently plan and write documents and texts in Finnish, which are correct in appearance, phrasing and contents. S/he is able to manage the most demanding word processing tasks. The student is able to write documents and texts fluently, including suitable style and nuance, in different communication situations in work life, such as job hunting and business purposes. (S)he is able to present him/herself in positive light in recruitment situations, follows schedules well and is able to plan how to best use his/her own time. S/he shows initiative and is able to share his/her knowledge and give constructive feedback to others. The student is able to assess the contents, appearance and phrasing of documents and presentations, improve his/her working methods and seek new solutions.

Recognising and validating prior learning (RPL)

Accreditation of prior learning (APL) is observed on the course according to separate instructions. Please, contact the teacher when starting the course.

Working life connections

The exercises simulate business life conditions.
Possible guest lecturers from different companies.

Internationality

Possible guest lecturers from international companies. International students.

Contents

- recruitment: job advertisement, cv, job application, cover letter, job interview
- business documents: memorandum, minutes, quotation, offer, order

Learning methods

Contact hours

Independent studies

The assessment of one's own learning

Oral and written exercises individually and in pairs, group work.

Homework and preparation for lessons and exams.

Assessment

Written and oral assignments 60 %

Final exam 40 %

Course teacher(s)

Sanna Kukkonen

Learning materials

Kankaanpää, S. & Piehl, A. 2011. Tekstintekijän käsikirja. Opas työssä kirjoittaville. Yrityskirjat. Helsinki.

Kortetjärvi-Nurmi, S. & Murtola, K. 2015. Areena. Yritysviestinnän käsikirja. Edita. Helsinki. TAI

Kortetjärvi-Nurmi, S., Kuronen, M.-L. & Ollikainen, M. 2011. Yrityksen viestintä. Edita. Helsinki.

Other material provided by teacher.

Finnish Business Communication 2

- Code: FIN2LE201
- Scope: 5 ECTS
- Timing: 3rd semester
- Language: Finnish
- Curriculum: Mubba 2016
- Course level: Professional studies
- Course type: Compulsory

Starting level and linkage with other courses

Mastering the rules of correct written Finnish, sufficient text processing skills (Word) and command of Powerpoint; Preferably Finnish Business Communication 1. Excellent Finnish skills if one's mother tongue is other than Finnish.

Learning objectives and assessment

Upon completion of the course, the student

- practice his/her skills in managing various speech situations in business life
- prepare and give presentations, as well as express oneself clearly in a group
- give and receive constructive feedback on oral presentations
- act well as a listener and as a member of the audience
- understand the importance of correct and suitable language in PR related events and documents
- recognise the structure and assess the content and meaning of varying PR messages
- formulate the message that promotes the company and/or minimizes harm to it
- manage corporate communications situations, including sensitive ones, in the appropriate style

Grade 1

The student shows interaction in standard communication situations, listens to others, expresses her/his own opinion and argues her/his own point. (S)he is able to make a presentation in a clear voice and aims at getting in contact with the audience. The student is able to give peer feedback when asked and is able to produce understandable PR documents and presentations, as well as understands the varying purposes of different documents. (S)he meets deadlines, follows instructions and participates in class.

Grade 3

The student works successfully in a flexible manner in team communication situations: (S)he communicates actively, listens to others and argues her/his own point well. The student is able to plan a suitable, well-organized presentation by proportion, duration and demonstration, and speaks correct spoken Finnish in a clear voice and has a good contact with the audience. (S)he is able to give and utilize peer feedback, and independently evaluate and produce basic PR documents in Finnish, which are of suitable quality to be sent to the recipient in terms of appearance and phrasing. The student displays proper ways of professional working and meets deadlines. (S)he knows how to follow instructions and independently apply his/her skills.

Grade 5

The student expresses her/himself using dialogue in team communication situations and is able to guide them successfully in a flexible manner. (S)he listens actively, shows her/his know-how in argumentation, and pays attention to the others. The student is able to modify her/his working methods and make presentations which are skillfully targeted and suitable for different communication situations and the professional role. The student speaks correct and well-versed Finnish language, in a clear voice and natural expression and in contact with the audience. (S)he shows excellent technical know-how, gives constructive peer feedback to others, and is able to critically assess her/his own

communication skills and develop through practice and feedback. The student is able to independently evaluate, plan and produce PR documents in Finnish, which are correct in appearance, phrasing and contents. S/he is able to manage the most demanding word processing tasks. The student follows schedules well and is able to plan his/her time use.

Recognising and validating prior learning (RPL)

Accreditation of prior learning (APL) is observed on the course according to separate instructions. Please, contact the teacher when starting the course.

Working life connections

The exercises simulate business life conditions.
Possible guest lecturers from different companies.

Internationality

Possible guest lecturers from international companies.

Contents

Theory: preparation, observation; types of speech situations, dialogue, argumentation, group dynamics
Practice giving presentations on one's own: improvised speeches, presentations
Practice in groups: panel discussions and debates
Practical exercises and tips on planning and giving presentations, giving feedback and managing stage fright
Observing yourself as a speaker or performer by writing a learning diary
Analysing PR and communication in Finnish business environment: e.g. websites, social media and traditional media
Producing and improving PR messages: press releases, bulletins, invitations etc.
Practical exercises on representing the company in different situations

Learning methods

Focus is on practice individually and in groups.
Contact hours
Independent studies
The assessment of one's own learning
Written and oral exercises individually and in pairs, group work, workshops.
Homework and preparation for lessons and exams

Assessment

Active participation, class exercises 60 %
Portfolio and learning diary 40 %

Course teacher(s)

Sanna Kukkonen

Learning materials

Kallio, H. 2006. Point. Tehoa ja taitoa työelämän esiintymistilanteisiin. Infor, Hämeenlinna. TAI
Koskimies, R. 2002. Asiantuntijan esiintymistaito. Finn Lectura, Helsinki

Kortetjärvi-Nurmi, S. & Murtola, K. 2015. Areena. Yritysviestinnän käsikirja. Edita. Helsinki. TAI
Kortetjärvi-Nurmi, S., Kuronen, M.-L. & Ollikainen, M. 2011. Yrityksen viestintä. Edita. Helsinki.
Other material provided by teacher.

French Business Communication 1

- Code: FRE4LE201
- Scope: 5 cr
- Timing: Semester 1
- Language: French/ English
- Competency level: A2
- Curricula: 2016
- Course level: professional studies
- Course type: elective*

*required of students who have chosen compulsory French

Starting level and linkage with other courses

Secondary school French (C/D) or equivalent OR Basic French studies

Learning objectives and assessment

Upon successful completion of the course, the student

- knows basics of French grammar and can use key French language structures
- understands some basics of Business French
- is able to have small-talks in ordinary situations
- can use various sources of information related to French language and society
- is aware of cultural differences

Grade 1

The student has limited writing and speaking skills in French and a limited basic knowledge of Business French. His/her speaking and writing skills are passable as far as constructions and pronunciation are concerned. She/he can partly apply the learned skills in practice in new situations.

Grade 3

The student has good writing and speaking skills in French and a good basic knowledge of Business French. His/her speaking and writing skills are good as far as constructions and pronunciation are concerned. She/he has the readiness to apply in practice the skills learned.

Grade 5

The student has strong writing and speaking skills in French and a good basic knowledge of Business French. She/he knows how to apply the learned skills acquired in practice in new situations.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

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

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

2) Recognition of prior learning

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

Working life connections

The material and assignments are based on real situations connected to French speaking people and organisations.

Internationality

The course aims at developing the ability to work with French speaking work organizations and clients.

Course contents

French Grammar
Oral exercises
Basics of Business French vocabulary and concepts
intercultural topics

Learning methods

Contact lessons, assignments and final exams OR
Independent studies

The assessment of one's own learning 1 h

Assessment

Written exam in grammar, vocabulary and intercultural skills 60%
Oral exam 40%
Assignments are done

Contact teachers

Catherine Métivier, Pasila

Course materials

Grammaire progressive du français avec 680 exercices, nouvelle édition – niveau intermédiaire, Maïa Grégoire, Odile Thiévenaz, CLE international
Web-pages
Material provided by the teacher.

French Business Communication 2

- Code: FRE4LE202
- Scope: 5 cr
- Timing: Semester 1
- Language: French/ English
- Competency level: B1
- Curricula 2016
- Course level: professional studies
- Course type: elective*

*required of students who have chosen compulsory French

Starting level and linkage with other courses

French Business Communication 1 (FRE4LE201) or equivalent Basic French studies

Learning objectives and assessment

Upon successful completion of the course, the student

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

Grade 1

The student has limited skills in written and spoken business communication and manages short and simple professional conversations by phone. She/he has limited understanding of the French working environment. She/he knows only the basics of French Business and PR Communication and needs support to write Business and PR documents.

Grade 3

The student has good skills in written and spoken business communication and manages a professional conversation by phone. She/he has a good command of key concepts in Business French and understands to some extent the French working environment on a cultural basis. She/he can in certain cases write Business and PR documents independently and successfully.

Grade 5

The student has strong skills in written and spoken business communication and is fully capable of maintaining a professional conversation by phone. She/he has an excellent command of key concepts in Business French and understands fully the French working environment on a cultural basis. She/he can write Business and PR documents independently and successfully.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

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

One alternative available to students is that they complete all of the coursework and take the final

exam, without attending the actual contact hours.

2) Recognition of prior learning

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

Working life connections

The material and assignments are based on real situations connected to French speaking people and organisations.

Internationality

The course aims at developing the ability to work with French speaking work organizations and clients.

Course contents

Vocabulary and concepts of the French economy and business life
Case studies and information retrieval
Business and PR-letters
Invitations and programmes layout
Practice of telephone conversation
Intercultural awareness

Learning methods

Contact lessons, assignments and final exams OR
Independent studies

The assessment of one's own learning 1 h

Assessment

Vocabulary test on French working environment and business life P/F
Written exam for Business letters and documents 60 %
Oral examination (telephone conversation) 40%
Assignments are done

Contact teachers

Catherine Métivier, Pasila

Course materials

Grammaire progressive du français avec 680 exercices, nouvelle édition – niveau intermédiaire, Maïa Grégoire, Odile Thiévenaz, CLE international
Web-pages
Material provided by the teacher.

French Business Environment

- Code: FRE4LE203
- Scope: 5 cr
- Timing: Semester 4 / 6
- Language: French/ English
- Competency level: B1
- Curricula 2016
- Course level: professional studies
- Course type: elective*

*required of students who have chosen compulsory French

Starting level and linkage with other courses

French Business Communication 1 (FRE4LE201) and French Business Communication 2 (FRE4LE202) or equivalent Basic French studies

Learning objectives and assessment

Upon successful completion of the course, the student

- understands cultural differences between Finland and France.
- is able to talk about Finland in French
- understands French and Finnish societies
- is able to find information
- has taken in the French terminology and concepts of business life.

Grade 1

The student knows the French and Finnish societies somewhat and recognizes the main cultural differences. She/He has a limited capability to speak of Finland. She/He shows limited skills in understanding spoken and written news on Economics and work life, and is only partly able to put into practice the skills acquired.

Grade 3

The student knows both the French and Finnish societies. She/He understands the main cultural differences which lead to different behavior in each culture, and is able to some extent to take into consideration perceptions when dealing with these countries. She/He can speak of Finland by showing relevant intercultural aspects. The student shows good skills in understanding spoken and written news on Economics and work life, knows the relevant vocabulary and the main concepts and is able to put into practice the skills acquired.

Grade 5

The student knows well both the French and Finnish societies. She/He understands the cultural differences which leads to different behaviors in each culture, and is able to take into consideration these perceptions when dealing with these countries. She/He can speak of Finland by showing excellent intercultural knowledge and awareness. The student shows excellent skills in understanding spoken and written news on Economics and work life, knows well the vocabulary and the concepts and is able to put into practice the skills acquired.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

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

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

2) Recognition of prior learning

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

Working life connections

The material and assignments are based on real situations connected to French speaking people and organisations.

Internationality

The course aims at developing the ability to work with French speaking work organizations and clients.

Course contents

French civilization

Oral presentations on Finnish civilization

Information retrieval

French medias: newspapers, television, radio and internet

Exercises for listening and reading comprehension

Learning methods

Contact lessons, assignments and final exams OR

Independent studies

The assessment of one's own learning 1 h

Assessment

Written exam on French/Finnish cultures and Societies 50 %

Exam for reading and listening comprehension 50 %

Oral presentation P/F

Assignments are done

Contact teachers

Catherine Métivier, Pasila

Course materials

Web-pages

Material provided by the teacher.

German Business Communication 1

- Code: GER4LE 201
 - Extent: 5 ECTS
 - Timing: 1st semester
 - Language: German
 - Curriculum: 2016
 - Competence level: A2
 - Level: Basis studies
 - Type: elective*
- *required of students with compulsory German

Starting level and linkage with other courses

Secondary school German or German for Beginners 1 and German for Beginners 2. The language level A1 is required.

Learning outcomes

Upon successful completion of the course, the student is able to produce grammatically correct German in oral and written form for business purposes and he/she uses various sources of information in German.

Learning methods

Contact lessons and independent study
Two written and two oral exams
Self-assessment (1 h)

Learning objectives and assessment

The passed course is assessed on a scale 1 to 5. The assessment criteria are presented for the grades 1-3-5.

Grade 1

The student is able to use German grammar and the main vocabulary orally and in the own written production in business related German, but his/her understanding of messages in different business life situations is limited. Although there are some difficulties in learning, he/she is moving towards improving her/his oral and written production. He/ She uses very short sentences and very basic language constructions, but the language is understandable for German speaking listeners or readers.

Grade 3

The student is able to use written and oral business related German quite well through mastering the German grammar and main vocabulary comprehensively. The understanding of messages in different business life situations doesn't cause problems. In the use of the oral language he/she shows a certain correctness, but still makes an effort to reproduce and speak a coherent and comprehensible language to speakers of German, for example in seeking simple solutions to explain more abstract terms.

Grade 5

The student is able to use written business related German very well and has acquired an extensive vocabulary in everyday situations and in professional settings. He/ She is able to understand fluent messages in different business life situations. He/ She masters the German grammar and main vocabulary very well in business related German. His/ Her oral skills are at a high level of interactive communication and he/she is able to produce a fairly fluent and understandable language.

Recognition of prior learning (RPL)

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

Internationality

German studies according to the requirements of Finnish companies. The study group is usually multicultural.

Course contents

German grammar

Expansion of vocabulary

Pronunciation and intonation exercises

Training real life job situations where spoken German skills are required such as introduction, invitation, making an appointment, small talk and telephone conversation

Course material

The material is provided by the teacher.

Assessment components and their respective weights

Written exams 50 %

Oral exams 40 %

Class Work 10%

The self-assessment doesn't influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for the development of the courses/modules. The assignment is completed on an electronic form.

German Business Communication 2

- Code: GER4LE202
 - Extent: 5 ECTS
 - Timing: 2nd semester
 - Language: German
 - Curriculum: 2016
 - Competence level: B1-B2
 - Level: Professional studies
 - Type: elective*
- *required of students with compulsory German

Starting level and linkage with other courses

German Business Communication 1 (GER4LE 201)

Learning outcomes

Upon completion of the course, the student becomes proficient in producing linguistically correct business correspondence in German. He/ She will be able to operate in support functions related to international sales, purchasing processes and administration. The student also can operate in typical social business occasions.

Learning methods

Contact lessons and independent study
Three written exams
Portfolio with business letters
Self-assessment (1 h)

Learning objectives and assessment

The passed course is assessed on a scale 1 to 5. The assessment criteria are presented for the grades 1-3-5.

Grade 1

The student can write the standard business letter fairly well. He/ She communicates fairly well, is able to sometimes choose an appropriate style and produces somewhat correct language. Grammatical aspects of the language need to be worked on. Messages are for the most part understandable, but they need to be carefully corrected and cannot be sent as written.

Grade 3

The student can write the standard business letter well, communicates well, is able to generally choose an appropriate style and produces mostly correct language. He/ She is able to write understandable and correct messages using basis phrases related to the topic of the letter. In addition the use of dictionaries and other sources of information is practised by the student and the messages that are for the most part accurate and ready to send.

Grade 5

The student can write the standard business letter very well, communicates very well, is able to choose an appropriate style and produces correct language. He/ She is able to apply during the course acquired skills and can use dictionaries and other sources of information well. The use of vocabulary and phrases is versatile and fluent. The student can write accurate messages that are ready to send.

Recognition of prior learning (RPL)

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

Internationality

German studies according to the requirements of Finnish companies. The study group is usually multicultural.

Course contents

The course focuses on business letters in German, including review of vocabulary and common expressions. The course involves the writing of business letters as homework. The letters are then corrected on the basis of the teacher feedback and added into the students portfolio. In addition a CV is written.

Business correspondence including

- invitations
- congratulatory letters
- thank you letters
- letters relating to travel
- inquiries
- offers
- orders
- quotations
- invoices
- reminders

Course material

A book announced by the teacher and other materials provided by the teacher.

Assessment components and their respective weights

Written exams 75 %

Portfolio 20 %

Class Work 5 %

The self-assessment does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

German Business Environment

- Code: GER4LE203
 - Extent: 5 ECTS
 - Timing: 4th / 6th semester
 - Language: German
 - Curriculum: 2016
 - Competence level: B2
 - Level: Professional studies
 - Type: elective*
- *required of students with compulsory German

Starting level and linkage with other courses

German Business Communication 1 (GER4LE201)

German Business Communication 2 (GER4LE202)

Learning outcomes

Upon successful completion of the course, the student has improved his/her German business vocabulary and knowledge of key grammatical issues used in media. He/ She will be able to read, understand, analyze, and summarize business related articles and has familiarized him/herself with distinctive features of the German business environment. The student gained proficiency in making business conversation to the extent that he understands his/her counterpart and can answer questions presented to him/her. He/ She will be able to review company operations.

Cooperation with the business community

Documents originate from media and real companies and organizations.

Learning methods

Part 1: Media Communication in German

Contact lessons and independent study

Written exam

Self-assessment (1 h)

Part 2: German-speaking Europe

Contact lessons and independent study

Written exam

Oral presentation (PPP) about 20 minutes and the same presentation as written essay

Self-assessment (1 h)

Learning objectives and assessment

The course is evaluated on scale 1 to 5. The assessment criteria is presented for the grades 1-3-5.

Grade 1

The student understands economic news of his/her field and is able to name their main points. His/her use of the vocabulary concerning the enterprise and its financial situation is limited. He/ She is able to apply the acquired skills to some extent in practice and is also able to use sources of information to support his/her work and shows cultural knowledge when using sources. The student is able to share his/her professional knowledge and skills with others in a limited way.

Grade 3

The student understands economic news of his/her field and is able to summarize their main contents logically. He/ She knows quite widely the vocabulary concerning the enterprise and its financial situation. The student is able to apply the acquired skills in practice well and to use sources of information independently to support his/her work and shows cultural knowledge when using sources. He/ She also adapts well to the cultural content and is able to share his/her professional knowledge and skills with others.

Grade 5

The student understands challenging economic news of his/her field and is able to summarize their main contents successfully. He/ She knows widely the vocabulary concerning the enterprise and its financial situation. The student is able to apply acquired skills in practice in an excellent way and to use sources of information versatily and critically to support his/her work and shows excellent cultural knowledge when using sources. He/ She also adapts easily to the cultural content and is able to share his/her professional knowledge and skills with others.

Recognition of prior learning (RPL)

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

Internationality

German studies according to the requirements of Finnish companies. The study group is usually multicultural.

Course contents

This course consists of two parts:

- 1) Media Communication in German
- 2) German-speaking Europe

In the first part “Media Communication in German” the student familiarizes him/herself with various economic texts in German by e.g. reading, doing comprehension exercises, translating, and summarizing them.

In the second part of the course “German-speaking Europe” the student familiarizes him/herself with the geography, economics and political systems of the German-speaking countries and learns to understand the importance of the business culture and the use of small talk in German speaking countries.

Course materials

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

Assessment components and their respective weights

Media Communication in German

Written exam 70 %

Class work and exercises 30 %

German-speaking Europe

Written exam 50%

Class work, oral presentation and written essay about the topic of the presentation 50 %

Both parts of the above must be successfully completed

The self-assessment does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

German for Beginners 1

- Code: GER8LE210
- Extent: 5 cr
- Timing: Semester 1-7
- Language: German
- Curriculum: 2016
- Competence level: A1
- Level: Basis studies
- Type: elective

Starting level and linkage with other courses

No German language skills required.

Learning outcomes

After the courses German for Beginners 1 and 2 the student has reached a solid grasp of basic German grammar. Students are prepared for the compulsory German courses in the Degree Programme for Multilingual Management Assistants.

Learning methods

Contact hours

Independent study

Written exam

Self-assessment of learning 1 h

Learning objectives and assessment

The passed course is assessed on a scale 1 to 5. The assessment criteria are presented for the grades 1-3-5.

Grade 1

The student sometimes understands simple and diverse oral and written messages and is able to forward some of them to the recipient. His/ Her speaking and writing language structures and/or pronunciation are poor, but the student can use learned new items in simple language use situations.

Grade 3

The Student often understands simple and diverse oral and written messages and is able to forward them to the recipient. His/ Her speaking and writing language structures and/or pronunciation are good and the student is often able to use learned new items in familiar, diverse language use situations.

Grade 5

The student usually understands simple and diverse oral and written messages and is able to forward them successfully to the recipient. His/ Her speaking and writing language structures and/or pronunciation are very good and the student can use learned new items in new, diverse language use situations.

Recognition of prior learning (RPL)

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

Each student may attempt this only once in the period prior to the giving of the course. The evaluation takes place on a scale of 1-5.

Internationality

German studies according to the requirements of Finnish companies. The study group is usually multicultural.

Course contents

German grammar, vocabulary, pronunciation, everyday and business conversation practice, as well key aspects of German grammar, everyday and business vocabulary.

Course materials

Paul Gogge & Heiner Schenke: Willkommen! A first course in German (Course Book and Activity-Book). Hodder education. 1.or 2. edition.

In addition: Riitta Louhimo & Johanna Toivonen: Spielend leicht. Saksan kieliopin kertaus- ja harjoituskirja. Finn Lectura & lecturer's handouts.

Assessment components and their respective weights

Written exam 80 %

Class work 20 %

The self- assessment does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

German for Beginners 2

- Code: GER8LE220
- Extent: 5 cr
- Timing: Semester 1-7
- Language: German
- Curriculum: 2016
- Competence level: A1
- Level: Basis studies
- Type: elective

Starting level and linkage with other courses

German for Beginners 1 (GER8LE210) or equivalent.

Learning outcomes

A solid grasp of basic German grammar. Students are prepared for the compulsory German courses in the Degree Programme for Multilingual Management Assistants.

Learning methods

Contact hours

Independent study

Written exam

Self-assessment of learning 1 h

Learning objectives and assessment

The passed course is assessed on a scale 1 to 5. The assessment criteria are presented for the grades 1-3-5.

Grade 1

The student sometimes understands simple and diverse oral and written messages and is able to forward some of them to the recipient. His/ Her speaking and writing language structures and/or pronunciation are poor, but the student can use learned new items in simple language use situations.

Grade 3

The Student often understands simple and diverse oral and written messages and is able to forward them to the recipient. His/ Her speaking and writing language structures and/or pronunciation are good and the student is often able to use learned new items in familiar, diverse language use situations.

Grade 5

The student usually understands simple and diverse oral and written messages and is able to forward them successfully to the recipient. His/ Her speaking and writing language structures and/or pronunciation are very good and the student can use learned new items in new, diverse language use situations.

Recognition of prior learning (RPL)

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

Internationality

German studies according to the requirements of Finnish companies. The study group is usually multicultural.

Course contents

German grammar, vocabulary, pronunciation, everyday and business conversation practice, as well key aspects of German grammar, everyday and business vocabulary. The course contents are the same than of German for Beginners 1, but the themes are covered in more depth.

Course materials

Paul Gogge & Heiner Schenke: Willkommen! A first course in German (Course Book and Activity-Book). Hodder education. 1.or 2. edition.

In addition: Riitta Louhimo & Johanna Toivonen: Spielend leicht. Saksan kieliopin kertaus- ja harjoituskirja. Finn Lectura & lecturer's handouts.

Assessment components and their respective weights

Written exam 80 %

Class work 20 %

The self- assessment does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

HR Management

- Code: LEA4LE201
- Extent: 5 ECTS
- Timing: 4th semester
- Language: English
- Curriculum Mubba/Assi 2016
- Level: Professional studies
- Type: Elective Professional Study

Starting level and linkage with other courses

No prerequisites.

Learning objectives and assessment

Grade 1: The student:

- has sufficient knowledge of Organizational Behavior and HRM and is able to search and apply the knowledge in the course assignments.
- is able to discuss and present topics on the field both virtually and in group situations.
- is able to apply the course contents and use central references in reporting

Grade 3: The student:

- has good knowledge of Organizational Behavior and HRM and is able to search and apply the knowledge in the course assignments in an appropriate way.
- is able to discuss and present topics on the field well both virtually and in group situations.
- is able to apply well the course contents and use relevant references in reporting.

Grade 5: The student:

- has excellent knowledge of Organizational Behavior and HRM and is able to search and apply the knowledge in the course assignments critically and analytically.
- is able to discuss and present topics on the field fluently and comprehensively virtually and in group situations.
- is able to apply the course contents and use relevant references professionally in reporting.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) is granted based on separate instructions.

Working life connections

The course includes co-operation with local companies and organizations.

Internationality

Cooperation between multicultural teams and organizations.

Contents

Change Management
Individuals and groups at work place
Job attitudes and engagement
Performance Management
Well-being at work

Learning methods

- a. Lessons, workshops and course assignments
- b. A practical project agreed with the teacher, and a written report reflecting with the course literature

Assessment

Participation and contribution to course assignments, presentations and work on lessons
or

A practical project and a written report reflecting with the course literature

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Course teachers

Eija Kärnä, Pasila
Olli Laintila, Pasila

Learning materials

Handout material

HRM literature:

Bratton J. & Gold J. 2012, 5th ed. (or older). Human resource management: theory and practice. Palgrave Mcmillan, New York.

Dessler, G. 2011. 6th ed. (or older). A framework for human resource management / Gary Dessler. Pearson Education, Upper Saddle River (NJ).

Robbins, S. P. & Judge, T. A. 2016, 13th ed., global ed. (or older). Essentials of organizational behavior. Pearson Education. Harlow.

HRM Project

- Code: LEA4LE202
- Extent: 5 ECTS
- Timing: 6 th semester
- Language: English
- Curriculum Mubba/Assi 2016
- Level: Professional studies
- Type: Elective Professional studies
- * Compulsory for students majoring in Leadership and HR

Starting level and linkage with other courses

No prerequisites.

Learning objectives and assessment

Grade 1: The student:

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

Grade 3: The student:

- has knowledge of HRM issues and is able to apply the knowledge in the work-based project.
- is able to search and apply information in the project work.
- can offer solutions and/or development ideas for the target organization based on the project objectives.
- is able to present the results of the project and provide some grounds for the solutions and development ideas for the target organisation.
- is able to work well in a project and in good cooperation with the partners.

Grade 5: The student:

- has excellent knowledge of HRM issues and is able to apply the knowledge in the work-based project.
- is able to search and apply information critically and analytically in the project work.
- can offer versatile and creative solutions and/or development ideas for the target organisation based on the project objectives.
- is able to present fluently and comprehensively the results of the project and provide grounds for the solutions and development ideas for the target organisation in a consistent way.
- is able to work professionally in a project and in excellent cooperation with the partners.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

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

Working life connections

The course includes co-operation with local companies and organizations.

Internationality

Cooperation between multicultural teams and organizations.

Contents

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

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

Learning methods

Meetings with project partners, team work with the assignments, presentations in group and for the commissioning party, reporting of the results.

Assessment

Active contribution individually and in team on the project management, cooperation and co-creating with the client organization, reflecting the topic with relevant literature, reporting and presentations.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Course teachers

Eija Kärnä, Pasila
Olli Laintila, Pasila

Learning materials

Literature, data and other related materials to the project.

Recommended literature:

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

Armstrong, M. 2014, 13th ed. (or older). Armstrong's handbook of human resource management practice / Michael Armstrong and Stephen Taylor. London : Kogan Page.

Boxall, P. & Purcell, J. 2011, 3rd ed. (or older). Strategy and human resource management.

Basingstoke, Palgrave Macmillan, 2011.

ICT Applications for Business 1

- Code: TOO2LE201
- Scope: 5 ECTS
- Timing: 4th semester*
- Language: English
- Curriculum: Mubba 2016
- Course level: Professional Studies
- Course type: Compulsory

*The course is offered only in spring semesters.

Starting level and linkage with other courses

Business Environment and the Assistant's Work, Office Applications, Business Processes

Learning objectives and assessment

Grade 1

S/he understands the role of enterprise resource planning (ERP) and customer relationship management (CRM) software in an organization.

S/he has command of some concepts but lacks full understanding of how the ERP and CRM applications work.

S/he can satisfactorily depict business processes using MS Visio but is not able to solve more demanding tasks independently.

S/he has challenges on working according to schedule and / or in groups.

Grade 3

S/he has command of key ERP and CRM concepts and makes use of basic functionalities with purpose.

S/he has good time management skills and completes assignments on time.

Grade 5

S/he has command of key ERP and CRM concepts, has a solid grasp of software functionalities and knows how to apply them in practice.

S/he has strong skills and can independently use the applications to find new solutions.

S/he has excellent time management and group working skills and completes assignments on time.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

As part of the group assignment, students find an organization, which ERP/CRM implementation they will present to other course participants.

Internationality

ERP and CRM systems used in the course are internationally recognized.

Learning methods

Contact lessons

Individual, pair and team assignments

Independent studies

The assessment of one's own learning 1 h

Assessment

Active course participation

Individual, pair and team assignments

Exam

Course teacher(s)

Heli Lankinen

Learning materials

Available at course site / Moodle.

ICT Applications for Business 2

- Code: TOO2LE202
- Scope: 5 ECTS
- Timing: 6th semester*
- Language: English
- Curriculum: Mubba 2016
- Course level: Professional Studies
- Course type: Compulsory

*The course is offered only in spring semesters.

Starting level and linkage with other courses

Office Applications

Learning objectives and assessment

Grade 1

S/he understands the role of social media in an organization.

S/he has command of some concepts of using blogs in organizational communications

S/he can satisfactorily edit pictures using picture editing program (for example Photoshop)

S/he can edit for example blog templates.

S/he has challenges on working according to schedule and / or in groups.

Grade 3

S/he understands the role of social media in an organization.

S/he has good command of concepts of using blogs and microblogs in organizational communications

S/he can edit pictures using picture editing program (for example Photoshop)

S/he can edit for example blog templates to meet the requirements of an organization.

S/he can create a presentation using Prezi or similar tool.

S/he has good time management skills and completes assignments on time.

Grade 5

S/he has command of key social media concepts, has a solid grasp of software functionalities and knows how to apply them in practice.

S/he has an excellent command of concepts of using blogs and microblogs in organizational communications

S/he has strong skills and can independently use social media applications to find new solutions.

S/he has excellent time management and group working skills and completes assignments on time.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Learning methods

Contact lessons
Individual, pair and team assignments
Independent studies
The assessment of one's own learning 1 h

Assessment

Active course participation
Individual, pair and team assignments
Exam

Course teacher(s)

Heli Lankinen, Pasila

Learning materials

Available at course site / Moodle.

Intermediate Chinese

(中级汉语)

- Code: CHI8LE005
- Scope: 5 ECTS
- Timing: Semester 2
- Language: English/Chinese
- Curriculum: 2016
- Course level: Core studies / Free choice studies
- Course type: elective*

* but required of students who have chosen compulsory Chinese

Prerequisites

Starting level: A1.1

Chinese for Beginners, or one semester of beginning level Chinese

Learning outcomes

Target level: A1.2

Students

- master all the elements of Pinyin transliteration system
- become proficient in the five tones
- learn diversified vocabularies and grammar skills in spoken language expressions for everyday situations
- master the basics of reading and writing Chinese characters

Course contents

- consonants and vowels of the Pinyin system
- telling the time, hobbies and everyday routines
- telling about one's family
- survival level language skills in everyday life situations in a tee house, café, bar, restaurant, shop, etc.
- survival level language skills in traveling situations such as buying train and plane tickets, asking for directions, etc.
- grammar rules for creating different types of sentences
- different kinds of question sentences and their answers

Teaching and learning methods

Interactive classroom activities

Individual and pair work

Internet learning 50%

Alternative ways to complete the course

Not attending the contact hours but doing the assignments and taking the final exam.

Recognition of prior learning

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

Assessment criteria/scale 5-1.

5 excellent	3 good	1 satisfactory
<p>The student:</p> <ul style="list-style-type: none"> is able to understand simple oral and written messages and transmit them successfully to the recipient. Speaking and writing skills are excellent as far as constructions and/or pronunciation is concerned. knows how to apply the learned skills in practice on simple constructions in new situations. 	<p>The student:</p> <ul style="list-style-type: none"> is often able to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are good as far as constructions and/or pronunciation is concerned. has readiness to apply the learned skills in practice on simple constructions in new situations. 	<p>The student:</p> <ul style="list-style-type: none"> has limited capability to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are passable as far as constructions and/or pronunciation is concerned. is able to recognize simple constructions and frequently used expressions in different situations.

The teacher with the main responsibility for the course

Hai Guo

Course materials

Hai Guo & YLE 2009: BBC Real Chinese/Kiinaa matkailijoille, Finnlectura (lesson 5-10)
 Gu Feng 2009: Mandarin Teaching Toolbox, Volume 2, Confucius Institute at BCIT

Assessment criteria

Final examination: 100%

International Business Documents

- Code: ENG2LE201
- Extent: 5cr
- Timing: 4th semester
- Language: English
- Level: Professional studies
- Type: Compulsory

Starting level and linkage with other courses

Prerequisites: Effective Communication in Organisations, Professional Writing Skills

Learning objectives and assessment

Students learn how to write international business documents using polite phrasing, formal to semi-formal style and expand their knowledge of special business vocabulary and idioms related to international trade and transactions.

(1)

The documents written by the student can be sent to the recipient after several corrections and improvements to the documents have been made.

The basic elements of the documents are in place but considerable improvement needs to be made at various levels of the language and layout.

(3)

The student can produce well-functional business documents following the principles of appropriate international English business communication.

The documents written by the student meet the appropriate requirements at a good level. The language and style of the documents are very good in terms of vocabulary, tone, idiomatic expressions, grammar, style and layout.

The student demonstrates a good knowledge of the concepts and terminology used in international trade.

(5)

The student can produce highly polished business documents following the principles of appropriate international English business communication.

The documents written by the student meet the appropriate requirements at an excellent level. The language and style of the documents are very good in terms of vocabulary, tone, idiomatic expressions, grammar, style and layout.

The student demonstrates an excellent knowledge of the concepts and terminology used in international trade.

Recognising and validating prior learning (RPL)

Accreditation of prior learning (APL) is observed on the course according to separate instructions.

Internationality

Exercises and assignments simulate real-life tasks required in working in the international corporate setting.

Contents

Principles of International Business Writing
Routine Business Letters and Documents
Content and style
Enquiries, Replies, Quotations, Orders and Complaints
ESP (English for Specific Purposes): Terminology related to International Trade and Logistics

Learning methods

Lectures, workshops
Independent study, collaborative learning, teamwork

Self-assessment of learning assignment

Assessment

The Final Examination

Course Teacher

Ilpo Päiväläinen, Pasila

Learning materials

Taylor, Shirley. 2004/2012. Model Business Letter, E-mails & Other Business Documents.
The additional learning material will be provided by the lecturer

International Conferences and Congresses

- Code: SER4LE201
- Extent: 5 ECTS
- Semester: 4th semester
- Language: English
- Level: Professional studies
- Type: Elective Professional Study

Starting level and linkage with other courses

Assistant as service designer

Learning outcomes

Upon completion of the course, the student

- has an understanding of the impact of a conference or congress on the destination and the industry
- identifies the various types and elements of an international conference and congress
- can perform basic duties as part of a congress organizing team in the planning process
- can compare and benefit from the partners and service providers in the network
- identifies the global business trends in the conference and congress industry

Course contents

the development and significance of the conference and congress industry
concepts, terminology and various types of conferences and congresses
the elements and process of conference and congress planning and organizing
cooperation with the various partners and the service network
global business trends

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

1

The student:

- has some knowledge of the impact of a conference or congress on the destination and the industry
can name some types and elements of an international conference and congress
- can apply some basic skills and duties, under supervision, as part of a congress organizing team in the planning process
- can list partners and service providers in the network
- is able to repeat some global business trends in the conference and congress industry

3

The student:

- has knowledge and can explain the impact of a conference or congress on the destination and the industry
- can identify and discuss the main types and elements of an international conference and congress
- can apply some basic skills and duties, as part of a congress organizing team in the planning process
- is able to differentiate and compare partners and service providers in the network

- is able to search for, and provide examples global business trends in the conference and congress industry

5

The student:

- has a good knowledge and can critically analyze the impact of a conference or congress on the destination and the industry
- can identify, describe and apply the various types and elements of an international conference and congress, and has abilities to design an organization team
- can independently and professionally perform basic duties as part of a congress organizing team in the planning process
- can compare and benefit from the partners and service providers in the network
- can critically analyze and provide suggestions of how to apply some global business trends in the conference and congress industry

Assessment components and their respective weights

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Co-operation with the business community

The course includes conference, company or venue visits/duties.
And/or visiting lecturers from the industry.

Teaching and learning methods

Contact hours, Business community, visiting a conference on partner, Independent study and Assessment of one's own learning 1 h

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Teacher(s) responsible

Eeva Särkilahti

Course materials

Material informed and/or provided by the teachers.

Languages for International Communication

- Code: COM2LE202
- Extent: 5cr
- Timing: 7th semester
- Language: English and other languages
- Level: Professional studies
- Type: Compulsory

Starting level and linkage with other courses

Student has completed the basic and professional studies in English or other languages

Learning goals and assessment

1

The student has a satisfactory mastery of terminology and vocabulary related to various fields of English for Specific Purposes. The student is able to dissect and analyse various professional texts and situations satisfactorily.

3

The student has a good mastery of terminology and vocabulary related to various fields of English for Specific Purposes. The student is able to dissect and analyse various professional texts well. The student has good skills in identifying and mastering special features of legislative and administrative language

5

The student masters terminology and vocabulary related to various fields of English for Specific Purposes fluently and accurately. The student is able to dissect and analyse various professional texts very fluently. The student has excellent skills in identifying and mastering special features of legislative and administrative language

Recognising and validating prior learning (RPL)

Accreditation of prior learning (RPL) is observed on the course according to separate instructions.

Internationality

The student can use the language(s) in various projects and events.

Course contents

- analyzing and using the language(s) in various international business communication contexts
- Business English as a lingua franca and English for Specific Purposes as a field of study
- The special vocabulary related to companies and corporate operations
- The special vocabulary related to various fields of industry
- International dimension
- International learning materials.

Learning methods and assessment

Lectures, workshops, projects and teamwork, independent study

Teacher(s) responsible

Ilpo Päiväläinen, Pasila

Course materials

Learning materials provided by the lecturer.

Latin American Business Environment

(Entorno empresarial latinoamericano)

- Code: SPA4LE203
 - Scope: 5 ECTS
 - Timing: 4th / 6th Semester
 - Language: Spanish
 - Curriculum: OPS2016
 - Course level: professional studies
 - Course type: elective*
- *required of students who have chosen compulsory Spanish

Starting level and linkage with other courses

Competence level: B2

Spanish Business Communication 1 and 2 or equivalent studies.

Learning objectives and assessment

The course objective is to understand the special characteristics of Latin America and Spain: differences in geography, history, and social and economic life.

The course is divided to two parts:

- 1) Latin America's and Spain's history, society and current affairs
- 2) Spanish Newspaper Texts: distinctive features and style of Spanish newspapers and preparations of reviews and summaries relating to these.

During the course the student seeks information through various media regarding the relations between Finland, Spain and Latin America.

The contents of the course are:

- history, society, economy and current situation of Latin America and Spain
- free Trade Agreements with Latin America: NAFTA, Mercosur, etc.
- the specific characteristics of the Hispanic press: style, features and journalistic criticism.

Grade 1

The student understands economic news of his/her field and is able to name their main points. His/her use of the vocabulary concerning enterprises and economic situations is limited. He/she is able to apply during the course acquired skills in practice only adequately. He/she is able to use sources of information to support his/her work and shows some cultural knowledge when using sources. He/she is able to share his/her professional knowledge and skills with others in a limited manner.

Grade 3

The student understands economic news in his/her field and is able to summarize its main contents logically. He/she knows vocabulary concerning enterprises and economic situations well. He/she is able to apply during the course acquired skills in practice well. He/she is able to use sources of information independently to support his/her work and shows cultural knowledge when using sources. He/she adapts to cultural content fairly well and is able to share his/her professional knowledge and skills with others.

Grade 5

The student understands challenging economic news in his/her field and is able to summarize its main

contents successfully. He/she is able to apply during the course acquired skills in practice on a high level. He/she is able to use sources of information in a versatile and critical way to support his/her work and shows excellent cultural knowledge when using sources. He/she adapts cultural to content well and is able to share his/her professional knowledge and skills with others.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 – 3 – 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Internationality

The students' group is international.

Learning methods

The options that are appropriate for the course:

Contact lessons

Individual, pair and team assignments

Independent studies

The assessment of one's own learning 1 h

Alternative ways to complete the course: one alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Assessment

Written exam 70 %

Continuous assessments 30 %

Class exercises must be completed before the exam.

Teacher responsible

Pedro Beltrán Herrera, Pasila

Course materials

Vásquez, Germán & Marínez Díaz, Nelson 2009. Historia de América Latina. SGEL, Madrid.

Masoliver, Joaquín & Vidales, Carlos 2009. América Latina. Samfundslitteratur. Gylling.

Ángeles Albert, María & Ardanaz, Francisco 2009. Hispanoamérica, ayer y hoy: historia y arte, demografía, economía, instituciones, tradiciones. SGEL. Madrid.

Newspapers in Spanish on line: El País, El Mundo, La Vanguardia, Cambio16, El Clarín, El Mercurio.

Marketing and Networks

- Code: MAR4LE201
- Scope: 5 ECTS
- Timing: 4th semester
- Language: English
- Curriculum: curriculum 2016 fall
- Course level: Joint Professional Studies
- Course type: elective

Starting level and linkage with other courses

The student has successfully completed the Basic Studies (Business Environment and Business Processes / Liiketoimintaympäristö tutuksi & Yrityksen prosessit).

Learning objectives and assessment

Upon successful completion of the course, the student

- knows how to assist the marketing management in the planning and implementation of integrated marketing communication activities.
- knows the modern marketing communications methods and channels.
- understands the importance of integration of marketing, communications and sales.
- knows how to collaborate with different stakeholders within marketing communications e.g. with advertising, media and PR agencies.
- knows how to identify problems, search information and share knowledge.
- can act and discuss professionally in a team

Grade 1

Student can partly understand the marketing planning process.

Student can somehow understand the importance of integration of marketing, communications and sales.

Student can only partly identify different stakeholders in marketing communications industry,

Grade 3

Student knows the marketing planning process and the modern marketing communications methods.

Student understands the importance of integration of marketing, communications and sales.

Student knows some stakeholders in marketing communications industry and understands how to collaborate with them.

Grade 5

Student knows very well the marketing planning process and the modern marketing communications methods.

Student internalized the importance of integration of marketing, communications and sales.

Student can identify the different stakeholders in marketing communications industry and fully understands how to collaborate with them.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

Student having strong experience in planning and implementation of marketing communications activities and working with different stakeholders can possibly replace the course by proving the

required knowledge by writing a career story with supporting portfolio and presenting it to the instructor and students of the course. If a student would like to proceed according to the RPL process s(he) should contact the instructor of the course during the pre-enrolment week or latest when attending the first lecture.

Working life connections

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

Internationality

Most of the assignments are representing international companies and cases.

Learning methods

To be confirmed

The course can be replaced by taking a similar (content and scope) course in Haaga-Helia or other university.

Assessment

To be confirmed

Course teacher(s)

Mia-Maria Salmi, Pasila

Learning materials

To be confirmed

Nordic Business Environment

- Code: SWE4LE203
 - Number of credits: 5 ECTS
 - Timing: 4th / 6th semester
 - Language: Swedish
 - Curriculum: 2016
 - Course level: Professional Studies
 - Course type: elective*
- *required of students who have chosen compulsory Swedish

Starting level and linkage with other courses

Secondary school Swedish or corresponding proficiency

Learning objectives and assessment

Grade 1

The student understands financial news and reports and is able to summarize their main points. She/he uses vocabulary concerning an enterprise and its financial situation in some limited manner. He/she is able to adequately apply during the course acquired skills to practice and is also able to use various sources of information and is able to share her/his professional knowledge with others in a limited manner. She/he is able to participate in meetings and conversations in business interactions.

Grade 3

The student understands and is able to discuss financial news and reports and is able to summarize their main contents. He/she has a good knowledge of vocabulary concerning an enterprise and its financial situation. He/she is able to apply well during the course acquired skills to practice and is able to use sources of information independently and is able to share her/his professional knowledge and skill with others well. She/he is able to master meetings and conversations in business interactions

Grade 5

The student understands and is able to discuss in depth challenging financial news and reports, and is able to summarize their main contents in detail. She/he has a wide knowledge of vocabulary concerning an enterprise and its financial situation. She/he is able to use sources of information successfully and adapts to cultural content very well and is also able to share his/her professional knowledge and skills with others very well. She/he is able to master meetings and conversations on higher levels in business interactions.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent language skills relating to the course objectives and content. Each student may attempt this only once in the period prior to the giving of the course. Evaluation is on a scale of 1-5.

Working life connections

Company presentation materials, interviews, visiting lecturer from a company and seminars.

Internationality

Nordic learning materials

Learning methods

- a. Contact lessons and assignments and a workshop
- b. Assignments and various amount of contact lessons and a workshop
- c. Independent studies and a workshop

The assessment of one's own learning 1 h

Assessment

Written exam and written assignments 50%

Spoken workshop and spoken assignments 50%

Course teacher(s)

Marjaana Halsas, Pasila

Britt-Marie Carlsson, Pasila

Learning materials

All basic material can be downloaded in Moodle and/or Sharepoint

Office Applications 1

- Code: TOO1LE201
- Scope: number of credits: 5 ECTS
- Timing: 1st semester*
- Language: language in which the course is implemented: English
- Curriculum: curriculum to which the course is connected: Mubba 2016
- Course level: Core studies
- Course type: Compulsory

*The course is offered only in autumn semesters.

Starting level and linkage with other courses

No prerequisites.

Learning objectives and assessment

Grade 1

- Student can satisfactorily complete basic study related collaboration task in Haaga-Helia's ICT environment (Moodle, Office365, using network drives, remote access tools) but is not able to solve more demanding tasks independently.
- Student has command of some concepts related to basic use of Microsoft Word, PowerPoint and Excel but lacks a full understanding of how the different Office applications work.
- Student is aware of basic concepts of Finnish Document Standard.
- Students shows poor time management skills

Grade 3

- Student can complete study related collaboration tasks in Haaga-Helia's ICT environment (Moodle, Office365, using network drives, remote access tools) relatively independently.
- Student has command of key concepts of Microsoft Word, PowerPoint and Excel and makes use of basic functionalities with purpose.
- Student is able to apply Finnish Document Standard when creating a business letter.
- Student has good time management skills and completes assignments on time.

Grade 5

- Student can complete study related collaboration tasks in Haaga-Helia's ICT environment (Moodle, Office365, using network drives, remote access tools) independently.
- Student has command of key concepts of Microsoft Word, PowerPoint and Excel, has a solid grasp of software functionalities and knows how to apply them in practice.
- Student has strong skills and can independently use the applications to find new solutions.
- Student is able to apply Finnish Document Standard when creating a business letter.
- Student has good time management skills and completes assignments on time.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

A competence demonstration is organized before the start of semester where student can demonstrate Finnish document standard, Microsoft Office Word, PowerPoint, and Excel skills. Each students

agrees with the teacher, on how and when to demonstrate his/her ability to work in in Haaga-Helia's ICT environment.

Contents

Office 365 calendar, email, and profile
OneDrive file storage & file sharing
SharePoint permissions,
SharePoint team site creation, with basics apps (document library and lists)
Using SharePoint team sites for project management
Haaga-Helia IT environment: Saving and sharing files
Access outside Haaga-Helia (ftp, VPN)
Moodle basic use

Microsoft Office Word

Modify document settings including margins, tabs, headers, footers, fonts according to given specifications
Enrich the document content with images, SmartArt, tables and graphics.
Create reports with automatic table of contents

Finnish Document Standard

Apply Finnish document standard in business letters

Microsoft Office PowerPoint

Create and modify presentations using PowerPoint themes and slide layouts
Enrich the presentations with SmartArt, tables, and images
Use speaker notes
Print presentation slides, notes and handouts

Microsoft Office Excel

Create and modify Excel workbooks and worksheets
Data entry and formatting
Recover from most common errors: #DIV, #REF, #VALUE, #NAME, #####
Write formulas using absolute and relative references
Use basic functions: MIN, MAX, AVERAGE, SUM, IF
Calculate percentages
Create and modify graphs
Prepare Excel worksheets for printing

Learning methods

Contact lessons and weekly exercises
Individual learning assignments
Independent studies
Assessment of one's own learning

Assessment

Exam
Learning assignments
Active participation

Course teacher(s)

Heli Lankinen, Pasila

Learning materials

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

Office Applications 2

- Code: TOO1LE202
- Scope: number of credits: 5 ECTS
- Timing: 2nd semester*
- Language: language in which the course is implemented: English
- Curriculum: curriculum to which the course is connected: Mubba 2016
- Course level: Core studies
- Course type: Compulsory

*The course is offered only in spring semesters.

Starting level and linkage with other courses

TOO1LE102

Learning objectives and assessment

Grade 1

Student has a command of some concepts related to advanced use of Microsoft Word, PowerPoint and Excel.

Student is able to apply Excel in percent calculations, basic management accounting and per diem calculations.

Students shows some time management skills

Grade 3

Student has a command of key concepts of Microsoft Word, PowerPoint and Excel and makes use of advanced functionalities with purpose.

Student is able to apply Excel in percent calculations, basic management accounting and per diem calculations.

Student has good time management skills and completes assignments on time.

Grade 5

Student has a command of key concepts of Microsoft Word, PowerPoint and Excel, has a solid grasp of advanced software functionalities and knows how to apply them in practice.

Student is able to apply Excel in percent calculations, basic management accounting and per diem calculations.

Student has strong skills and can independently use the applications to find new solutions.

Student has good time management skills and completes assignments on time.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

A competence demonstration where student demonstrates Microsoft Office Word, Excel skills, percent calculations, management accounting and per diem calculations.

Contents

Microsoft Office Word

Use and creation of styles, themes, building blocks, and templates

Microsoft Office Excel

IF-function, conditional formatting, consolidations, templates
percent calculations, management accounting basics, per diems.

Learning methods

Contact lessons and weekly exercises
Individual learning assignments
Independent studies
Assessment of one's own learning

Assessment

Exam
Learning assignments
Active participation

Course teacher(s)

Heli Lankinen, Pasila
Hanna Moisio, Haaga

Learning materials

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

Professional Writing Skills

- Code: ENG1LE201
- Extent: 5cr
- Timing: 2nd semester
- Language: English
- Level: Professional Studies
- Type: Compulsory

Starting level and linkage with other courses

Effective Communication in Organisations

Learning goals and assessment

1

The student is able to produce basic messages in the international professional setting. The student has a satisfactory understanding of the requirements of professional business writing (eg correct idioms, grammar, style, elements of a business letter and layout). The student demonstrates a basic knowledge of business vocabulary.

3

The student is able to produce well-functional written documents in English according to the principles and practices of international business communication. The student has a good understanding of the requirements of professional business English (eg correct idioms, grammar, style, elements of a business letter and layout). The student demonstrates a good knowledge of business vocabulary.

5

The student is able to produce highly polished written documents in English according to the principles and practices of international business communication at an advanced level. The written documents produced by the student meet the requirements of professional business English (eg idioms, grammatical perfection, style, elements of a business letter and layout) at an excellent level. The student demonstrates an excellent knowledge of business vocabulary.

Recognising and validating prior learning (RPL)

Accreditation of prior learning (RPL) is observed on the course according to separate instructions.

Internationality

Contributions of student teams to the various topics of international business writing and communications

Contents

- register, style and tone
- documents related to HR and PR communications
- job application process and CV compilation
- press releases
- business travels, accommodation, appointments, hospitality messages
- goodwill messages

Learning methods

Lectures and workshops; collaborative learning (peer review) and teamwork; independent study; self-assessment of learning assignment

Assessment

Required attendance, completion of the portfolio, the final examination

Course Teachers

Ilpo Päiväläinen, Pasila

Learning materials

Taylor Shirley, 2004 /2012. Model Business Letters, E-mails and Other Business Documents. Financial Times, Pitman Publishing.

Assignment package 'Professional Writing Skills Handout' provided by the lecturer.
Other materials provided by the lecturers.

Russian Business Communication 1

- Code: RUS4LE201
 - Scope: 5 ECTS
 - Timing: 1st semester
 - Language: Russian/English
 - Curriculum: 2016
 - Course level: Basic studies
 - Course type: elective*
- *required of students who have chosen compulsory Russian

Starting level and linkage with other courses

Language level: A 2
Intermediate Russian or equivalent skills (10 ECTS).

Learning objectives and assessment

Passed course is assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1

He/she can manage in both everyday and business Russian situations on a limited basis. Language is not always logical, and not everything is understandable. Main Russian constructions, basic vocabulary and some professional vocabulary are partly comprehended but there is much to be improved upon.

Grade 3

He/she is able to use both everyday and business Russian on a limited basis. Language is usually logical, and for the most part understandable. Main Russian constructions, basic vocabulary and some professional vocabulary are partly comprehended but they could be improved upon.

Grade 5

He/she is able to use both everyday and business Russian very well. Language is logical, and understandable. Main Russian constructions, basic vocabulary and some professional vocabulary are comprehended, and he/she masters Russian grammar.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

If possible there will be organized a company visit during the course.

Internationality

Russian studies according the requirements of Finnish companies. The study group is usually multicultural.

Contents

Basic Russian grammar
Basic Russian Business vocabulary
Basic Russian Business situations during a business trip

Learning methods

A. Contact lessons and distant assignments and written exam OR
B. Distant assignments and written exam

The assessment of one's own learning 1 h

Assessment

Written exam 70 p.
Listening comprehension test 10 p.
Oral assignment 10 p.
Written assignment 10 p.
Max. 100 p.

Course teacher

Pirjo Salenius

Learning materials

Salenius - Lehmuskallio, 2009. Biznes-grammatika. Edita. Helsinki.
Akišina – Skorikova, 2013. Delovyje kontakty (1st part). Russki jazyk kursy. Moskova.

Russian Business Communication 2

- Code: RUS4LE202
 - Scope: 5 ECTS
 - Timing: 2nd Semester
 - Language: Russian
 - Curriculum: OPS2016
 - Course level: professional studies
 - Course type: elective*
- *required of students who have chosen compulsory Russian

Starting level and linkage with other courses

Competence level: B1

Russian Business Communication 1 or equivalent studies.

Learning objectives and assessment

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 – 3 – 5.

Grade 1

The student can use very simple spoken language and hardly copes with short routine communication situations in Russian. She/he knows the most common business Russian words and phrases and can with big effort make up Russian PR- and business messages using Cyrillic Word processing. There is still much to improve in messages and they couldn't be sent without correcting. She/he can tell shortly about a company or organization.

Grade 3

The student can use spoken Russian language and copes with routine communication situations in Russian in good level. She/he knows the common business Russian words and phrases and can make up good Russian PR- and business messages using Cyrillic Word processing. There is still a little bit to improve in messages and it is recommended to make some corrections before sending them. She/he can tell about a company or organization.

Grade 5

The student can use fluent spoken Russian language and copes with most communication situations in Russian in good level. She/he masters the common business Russian words and phrases and can make up excellent Russian PR- and business messages using Cyrillic Word processing. There is nearly anything to be corrected in the messages. She/he can fluently tell about a company or organization.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

If possible there will be organized a company visit during the course.

Internationality

The students' group is international.

Contents

The course introduces students to spoken and written Russian business language and to Russian business culture:

Presentation of a company
Meeting guests
Fairs
Telephone culture
Meetings
Business culture
Russian business letter standard
PR-letters and business letters
Partisips ja passiv voice

Learning methods

The options that are appropriate for the course:
Contact lessons and assignments and exams OR
Exams and assignments

The assessment of one's own learning 1 h

Assessment

Spoken exam 30 p.
Written exam 40 p.
Assignments 30 p.
Max. 100 p.

Teachers responsible

Pirjo Salenius, Pasila
Inara Shakirova, Pasila

Course materials

Akišina – Skorikova, 2013. Delovyje kontakty (2. osa). Russki jazyk kursy. Moskova.
Salenius, 2014, Venäjänkielinen liikeviestintä, Promentor (verkkomateriaali)
Berditchevski, 2008, Potshemu eto proizoshlo? Riga, Retorika A
Additional material given by the lecturer.

Russian Business Environment

- Code: RUS4LE203
 - Scope: 5 ECTS
 - Timing: 4th / 6th semester
 - Language: Russian
 - Curriculum: 2016
 - Course level: professional studies
 - Course type: elective*
- *required of students who have chosen compulsory Russian

Starting level and linkage with other courses

Language level: B 2
Russian Business Communication 4

Learning objectives and assessment

Passed course is assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Grade 1

The student understands a Russian purchase agreement to some extent and is able to name its main points. He/she knows the vocabulary concerning agreements in a limited way and is able to apply during the course acquired skills to business messages only adequately.

The student manages in simulated job application situations and presenting one's job description. He/she knows Finnish and Russian economics and the trade between our countries. There is still much to be improved upon to be able to work in Russian trade.

Grade 3

The student understands main points of a Russian purchase agreement and is able to summarize its contents logically. He/she knows the vocabulary concerning agreements well and is able to apply during the course acquired skills to business messages quite well. The student manages in simulated job application situations and presents logically one's job description. He/she knows Finnish and Russian economics and the trade between our countries. There is a little bit to be improved upon to be able to work in Russian trade.

Grade 5

The student understands main points of a Russian purchase agreement and is able to summarize its contents successfully. He/she knows the vocabulary concerning agreements very well and is able to apply during the course acquired skills to practice on a high level. The student manages in simulated job application situations and presents fluently one's job description. He/she knows Finnish and Russian economics and the trade between our countries. He/she is ready to work in Russian trade.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

Students are introduced to the practices of Finnish companies concerning their Russian agreements. During Assistant's Job in Russian Trade: Company visits.

Internationality

Russian studies according the requirements of Finnish companies. The study group is usually multicultural.

Contents

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

Contract Texts in Russian Trade (first period):

Structure and main contents of Russian contracts and participles and the passive voice

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

Simulated job application situations, compilation of Europass-Language passport and CV, presentation of one's organisation, presentation of one's job description, presentation of business in Finland, Trade between Russia and Finland

Learning methods

Contract Texts in Russian Trade:

- A. Contact lessons and written exam OR
- B. Written exam

Assistant's Job in Russian Trade:

- A. Contact lessons, distant assignments and oral exam OR
- B. Distant assignments and oral exam and portfolio

The assessment of one's own learning 1 h

Assessment

Contract Texts in Russian Trade:

Written test 100 %

Assistant's Job in Russian Trade:

Final oral exam 50 %

Distant assignments 20 %

Active participating in classes 30 p.

Max. 100 p.

Contract Texts in Russian Trade comprises 50 % and Assistant's Job in Russian Trade 50 % of the overall grade. Both parts must be successfully completed.

Course teachers

Pirjo Salenius, Pasila

Inara Shakirova, Pasila

Learning materials

Salenius, P., 2000. Sopimukset venäjäksi. Helia. (Contract Texts in Russian Trade)
Material provided by the teacher.

Russian Linguistic Correctness

(Osnovy kultury russkoi retshi)

- Code: RUS8LE011
- Extent: 3 ECTS (81 h)
- Timing: Semester 3-7
- Language: Russian
- Level: professional studies
- Type: compulsory*

*required of students who have chosen compulsory Russian

Prerequisites

Good skills in Russian.

Learning outcomes

The student masters the basics of Russian linguistic correctness.

Course contents

Contact hours focus on the basics of Russian linguistic correctness and texts dealing with it.

- Literature and/or lectures concerning Russian linguistic correctness

Cooperation with the business community and other organizations

The course looks into linguistic correctness in business life.

Teaching and learning methods

The course consists of contact hours and the reading of literature - a total of 81 h.

Alternative 1

Contact hours (initial meeting): 2 h

Independent study (reading of literature): 76 h

Written examination: 2 h

Self-assessment of learning: 1 h

Alternative 2

Contact hours (initial meeting): 2 h

Lectures and course assignments: 20 h

Independent study (reading of literature): 56 h

Written exam: 2 h

Self-assessment of learning: 1 h

The realisation of alternative 2 is to be confirmed yearly.

Teacher with the main responsibility for the course

Oleg Matossov, Pasila

Course materials

Koltunova 2002. Jazyk i delovoe obshtshenie. Ekonomitsheskaja literatura. Moskva.

Maksimova 2002. Russki jazyk i kultura retshi. Gardariksi. Moskva.

Tshernjak 2002. Russki jazyk i kultura retshi. Vyshaja shkola. Moskva.

Berditchevski, Solovjova 2002. Russki jazyk. Sfery obshtshenija. Moskva.

Material provided by the lecturer (alternative 2)

Assessment criteria/scale 5-1.

5 (90%)	3 (70%)	1 (40%)
<ul style="list-style-type: none">The student has a full command of the basics of Russian grammar and usage. S/he clearly understands the rules of the language and speaks and writes in accordance with these rules. The student also has a clear understanding of modern Russian stylistics. S/he has a command of usage in official contexts and its special features. S/he can converse successfully in various business situations.	<ul style="list-style-type: none">The student has a satisfactory command of the basics of Russian grammar and usage. S/he generally understands of the rules of the language but makes some mistakes in speech and writing. The student also has an understanding of modern Russian stylistics. S/he has a satisfactory command of usage in official contexts and is generally aware of its special features. S/he can converse satisfactorily in different business situations.	<ul style="list-style-type: none">The student has a passing command of the basics of Russian grammar and usage. S/he is not fully aware of the rules of the language and makes lots of mistakes in speech and writing. The student has a passing understanding of modern Russian stylistics. S/he is not able to communicate correctly in official contexts and has a limited understanding of the special features of official usage. S/he can converse passingly in different business situations.

Written examination 100 %

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Spanish Business Communication 1

(Español de los negocios 1)

- Code: SPA4LE201
 - Scope: 5 ECTS
 - Timing: 1st / 3rd Semester
 - Language: Spanish
 - Curriculum: OPS2016
 - Course level: core studies
 - Course type: elective*
- *required of students who have chosen compulsory Spanish

Starting level and linkage with other courses

Competence level: A2

Spanish for Beginners 1 and 2 or equivalent, e.g. secondary school Spanish.

Learning objectives and assessment

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

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

- basic vocabulary of Business Spanish
- cultural differences in the business life of the Latin America and Spain
- the use of oral language in different business situations
- different kind of enterprises
- short messages by email
- job applications
- grammar: present tenses of subjunctive and imperative
- future, conditional, passive, past tenses of subjunctive and relative pronouns

Grade 1

The student is able to somewhat use written business-related Spanish. The student's understanding of messages in different business life situations is limited. His/her comprehension corresponds somewhat to the main learning goals of the course in written and spoken Spanish. He/she is able to use Spanish grammar and the main vocabulary to some degree in business-related Spanish.

Grade 3

The student is able to use written business-related Spanish well. He/she is able to understand messages in different business situations well. His/her comprehension correlates well to the main learning goals of the course in written and spoken Spanish. He/she masters Spanish grammar and the main vocabulary in business-related Spanish well.

Grade 5

The student is able to use written business-related Spanish very well. He/she is able to understand messages in different business life situations very well. His/her comprehension correlates very well to the main learning goals of the course in written and spoken Spanish. He/she masters Spanish grammar and the main vocabulary in business-related Spanish very well.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 – 3 – 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Internationality

The students' group is international.

Learning methods

The options that are appropriate for the course:

Contact lessons

Individual, pair and team assignments

Independent studies

The assessment of one's own learning 1 h

Alternative ways to complete the course: one alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Assessment

Written exam 60 %

Continuous assessments 40 %

Class exercises must be completed before the exam.

Teacher responsible

Pedro Beltrán Herrera, Pasila

Course materials

Amate, Iñaki & Puranen, Pasi, 2015. Colegas – Työelämän espanja. Espanjan jatko-oppikirja.

Kustannusosakeyhtiö Tammi, Helsinki: Chapters 1-10.

Additional reading:

Turk, Phil - Zollo Mike 2010, ¡Acción Gramática! A new Spanish grammar.

2nd edition, Hodder & Stoughton, London.

Mäkinen, Matti 2015. ¡Claro! Lyhyt espanjan kielioppi. Kustannusosakeyhtiö Tammi, Helsinki.

Mäkinen, Matti - Torvinen, Maarit 2015. ¡Claro! Harjoitukset. Kustannusosakeyhtiö Tammi, Helsinki.

Hämäläinen Tiina 2015. Espanjan kielioppi, Finn Lectura, Tampere.

Hämäläinen Taina - Virkkunen Sonja 2015. Espanjan kielioppi-harjoituskirja. Finn Lectura, Helsinki.

Web materials:

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

Spanish Business Communication 2

(Español de los negocios 2)

- Code: SPA4LE202
 - Scope: 5 ECTS
 - Timing: 2nd / 4th Semester
 - Language: Spanish
 - Curriculum: OPS2016
 - Course level: professional studies
 - Course type: elective*
- *required of students who have chosen compulsory Spanish

Starting level and linkage with other courses

Competence level: B1

Spanish Business Communication 1 or equivalent studies.

Learning objectives and assessment

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

The course introduces students to Spanish business culture:

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

Distinctive features of written Spanish:

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

Grade 1

The student: has some difficulty in learning, but he or she is moving towards improving her/his knowledge of business Spanish. He/she uses very short sentences and very basic language constructions. He/she has limited vocabulary, but is understandable to native speakers. He/she understands what is spoken in his/her environment and also participates to some degree in it.

Grade 3

The student speaks Spanish with a certain correction and he/she also tries to overcome any language barriers by making use of body language and other forms of communication. He/she tries to improve her/his skills in the use of business Spanish and uses simpler language to explain more abstract concepts. He/she slowly learns business Spanish vocabulary and also makes a great effort to create coherent and comprehensible language when talking to native speakers. He/she expresses himself or herself in Spanish-speaking environments.

Grade 5

The student develops oral language with great skill and high level of interactive communication. He/she learns and practices different genres of discourse and, at the same time, he/she is able to reproduce fairly fluent and understandable spoken language. He/she acquires an extensive vocabulary in business communication in professional settings. He/she acts naturally in any environment where he/she needs to use Spanish on a high cultural level.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 – 3 – 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#). More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Internationality

The students' group is international.

Learning methods

The options that are appropriate for the course:

Contact lessons

Individual, pair and team assignments
Independent studies

The assessment of one's own learning 1 h

Alternative ways to complete the course: one alternative available to students is that they complete all of the coursework and take the final exam, without attending the actual contact hours.

Assessment

Written exam 70 %
Continuous assessments 30 %
Class exercises must be completed before the exam.

Teacher responsible

Pedro Beltrán Herrera, Pasila

Course materials

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

Strategic Business Development

- Code: BUS2LE202
- Extent: 5 ECTS
- Timing: 7th semester
- Language: English
- Level: professional studies
- Type: compulsory

Starting level and linkage with other courses

No prerequisites.

Learning objectives and assessment

Grade 1: The student:

- has limited skills in developing strategy
- has limited knowledge about the basic strategic management theories.
- has limited skills in applying business development tools together with strategy frameworks
- has limited attitude towards learning through participation in teamwork and conducting assignments.

Grade 3: The student:

- has good skills in developing strategy
- has good knowledge about the basic strategic management theories
- has good skills in applying business development tools together with strategy frameworks
- has good attitude towards learning through participation in teamwork and conducting assignments

Grade 5: The student:

- has excellent skills in developing strategy
- has excellent knowledge about the strategic management theories
- has excellent skills in applying business development tools together with strategy frameworks
- has excellent attitude towards learning through continuous, supportive and initiative participation in teamwork and conducting assignments

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

Recognition of prior learning (RPL) is granted based on separate instructions.

Working life connections

Real case studies and examples of companies and organizations.

Internationality

Strategy frameworks and company examples are mainly from international business.

Contents

Strategy and its foundations: context, mission, vision and values
Strategy schools of thought by Mintzberg
Strategic management
Strategic capabilities

Learning methods

The course covers contact hours and independent study, for a total of 81 hours of study time. Contact hours are generally 3 hours a week for 8 weeks (total 24 h).

There will be a final exam during the final week.

Independent study (56 hours) covers a course assignment, course literature and preparation for the final exam.

The assessment of one's own learning 1 h

In the course assignment, students compile a strategy report, addressing course topics, on a company either individually or as group work. In particular, the report is to address core issues pertaining to the company's strategy and the extent to which these are made use of in the company's strategic operations.

Assessment

Written exam 60 %

Course assignment 40 %

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

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Course teachers

Olli Laintila

Mirka Sunimento

Learning materials

Handout material

Additional reading:

Minzberg H. - Ahlstrand B. - Lampel J, 1998. Strategy Safari. Prentice Hall.

W. Chan Kim - Renee Mauborgne. 2005. Blue Ocean Strategy.

Osterwalder and Pigneur, 2010. Business Model Generation: A handbook for visionaries, game changers, and challengers.

Study and Career Planning

- Code: SER2LE203
- Extent: 2 ECTS (54 h)
- Timing: 7th semester
- Language: English
- Level: professional studies
- Type: compulsory

Starting level and linkage with other courses

No prerequisites

Learning outcomes

Upon successful completion of the course, the student

- understands the structure of their degree programme and the prerequisites for graduation
- is able to describe and present his/her skills and improvement
- understands his/her role as a UAS student
- is able to plan and monitor the progress of his/her studies on their way to becoming a professional management assistant
- graduates within 3,5 years

Course contents

- Personal study plans for each year
- Student counselling sessions
- Individual appointments with the student counsellor
- Cooperative YTY meetings, panels and theme days offered by the DP
- Info sessions on different topics, e.g. student exchange, work placement, thesis
- Choosing the area of specialisation
- The education and professional growth in the management assistant area
- Compiling a digital portfolio during the 4th semester
- Graduation plan
- Career plan

Cooperation with the business community

Visitors from various companies and organisations.

Teaching and learning methods

Contact hours 40 h

Interviews 2 h

Independent studies 12 h

The assessment of one's own learning 1 h

Teacher(s) responsible

Sanna Kukkonen, Pasila

Learning materials

Material provided by teacher/lecturer.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Assessment components and their respective weights

Attendance mandatory.

The assessment of one's own learning does not influence the course grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development. The assignment is completed on an electronic form.

Study Trip to Alicante

(Viaje de estudios a Alicante, la Comunidad Valenciana)

- Code: SPA8LE101
- Scope: 3 ECTS
- Timing: 1.-7. Semester
- Language: Spanish
- Curriculum: OPS2016
- Course level: professional studies
- Course type: optional

Starting level and linkage with other courses

Competence level: A2

Spanish for Beginners 1 and 2 in Haaga-Helia or equivalent, e.g. secondary school Spanish.

Learning objectives and assessment

The student will get to know Spanish companies and their practices and operations as well as the Spanish way of living through the family accommodation.

The language course is organised by the University of Alicante. The course includes teaching 4 hours x 5 days, altogether 20 hrs. During the stay you will visit two companies. The trip will be implemented if a minimum of 10 students will sign up. The student will learn to know:

- basic vocabulary of Business Spanish
- cultural differences in the business life in Spain
- the use of oral language in different business situations
- different kind of enterprises and how Spanish society works

A study trip will be organised to Alicante in May. The trip takes place on the week after examinations in Haaga-Helia. The students are responsible for their own travelling arrangements and they also pay all the expenses themselves.

The assessment criteria are presented for grades Passed (H) /Failed (O).

Working life connections

Spanish companies in Alicante and in the province of Valencia.

Internationality

The students are international students.

Learning methods

The options that are appropriate for the course:

- a. Contact lessons: 20 h in the University of Alicante
- b. Individual, pair and team assignments

Assessment

Written or oral exams in Alicante
Continuous assessments
Write a report of 8-10 pages after the course
Class exercises must be completed before the exam.

Teacher responsible

Pekka Savinainen, Pasila

Course materials

Material given by the teacher of the University of Alicante

Swedish Business Communication

Code: SWE4LE202

Scope: 5 ECTS

Timing: 2nd / 4th semester

Language: Swedish

Curriculum: OPS2016

Course level: Professional Studies

Course type: elective (required of students with compulsory Swedish)

Starting level and linkage with other courses

Basic Business Swedish (SWE4LE201A, SWE4LE201B)

Learning objectives and assessment

Students gain a thorough understanding of the status of companies and business practices in the Nordic countries, and become capable of managing everyday situations in Swedish, both oral and written. The course includes discussions on the status of companies in the Nordic Countries, simulation of various business situations, review of business practices and culture, as well as discussions on the forms and styles of business communications. The course focuses on case studies and also involves a lot of spoken exercises.

Grade 1

The student has basic written and spoken communication skills in trip and congress correspondence policy and in written and oral business communication. He/she understands the different registers of PR-communication and has knowledge about the most common terminology. He/she understands the importance of different styles in communication. Messages are mostly understandable.

Grade 3

The student has a command of key skills and concepts in written and oral business communication in Nordic business culture and can apply the learned skills in practice. The student has good written and spoken communication skills to plan trips and congresses. He/she can identify and use different kind of professional register in PR-communication and can use the terminology in right situations. The student is able to choose and validate the appropriate style for a given situation and culture. The student produces adequate and coherent, grammatically mostly correct language. Messages could be often used in working life directly.

Grade 5

The student has a solid command of key skills and concepts in written and oral business communication in Nordic business culture and can apply the learned skills in practice. The student has also excellent written and spoken communication skills to plan trips and congresses. He/she can easily identify and use different kind of professional register in PR-communication and can use the terminology in right situations. The student is able to choose and critically evaluate issues of a given situation and culture in an appropriate style. The student is able to use business vocabulary in a varied way and is able to apply other skills learned in working life and during this course. The student produces fluent, coherent and grammatically correct language. Messages could be used in working life directly.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

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

Working life connections

A visiting lecturer from a company and participating in a Seminar

Internationality

Nordic learning materials

Learning methods

The course covers contact lessons, written and oral exercises, independent studies and other assignments.

The assessment of one's own learning 1 h.

Assessment

Written exam 60 %

Spoken exam and class participation 20 %

Written assignments 20 %

Course teachers

Marjaana Halsas, Pasila

Marketta Keisu, Pasila

Learning materials

All basic materials can be downloaded from Moodle or Sharepoint.

Handouts provided by the teacher

Tai Chi and Chinese Health Philosophy

Code: VAP8LS001

Scope: 3 ECTS

Timing: 2. period, 2017

Language: English

Course level: Basic

Course type: Elective

Prerequisites

Starting level: 0 (No prerequisites)

Learning outcomes

This course consists of both practical Tai Chi workout and theoretical research. After completing the course,

Students

- will get familiar with the holistic Chinese health philosophy and learn a new way of keeping fit, being both relaxed and efficient by combining mind and body as a whole
- will learn to enter the state of mind of “Flow” to help in the challenging life and study situations
- will get familiar with basic principles of Tai Chi & Chi kung movements and some of their self-defense applications

Course contents

- Eight-Section Brocade Chi Kung
- Yang Style 8 Form Tai Chi
- Yang Style 16 Form Tai Chi
- Pushing hands pair exercises
- Chinese health philosophy (Jin Yang, Tao ect.)

Teaching and learning methods

Interactive workout activities

Multimedia learning

Reading materials and essays

Recognition of prior learning

A student can demonstrate his or her equivalent skills relating to the course objectives and content.

This must be agreed upon with the teacher no later than two weeks before the course begins.

Evaluation is either “Pass” or “Fail”.

Teacher with the main responsibility for the course

Hai Guo

Course materials

Multimedia materials given by the teacher

Assessment criteria

Evaluation of the course is either “Pass” or “Fail”. To pass the course, students need to

- independently complete the movements in the “Eight-Section Brocade Chi Kung”, “Yang Style 8 Form Tai Chi” and “Yang Style 16 Form Tai Chi”.
- complete two approved essays on Chinese health philosophy

Work Placement

- Code: PLA6LE201
- Scope: 30 cr
- Timing: Semester 5
- Language: Finnish, English or any other language
- Curricula 2016
- Level: professional studies
- Type: compulsory

Prerequisites

Finnish students:

Business Environment (BUS1LE201)
Office Applications 1 (TOO1LE201)
Effective Communication in Organisations (COM1LE101)
Basic Business Swedish (SWE4LE201A/-B)
Business Processes (BUS1LE202)
Professional Writing Skills (ENG1LE201)
Office Applications 2 (TOO1LE202)
Finnish Business Communication 1 (FIN1LE201)
Assistant as Service Designer (SER2LE201)
Business Planning (BUS2LE201)
Communicating with Impact (COM2LE201)
Finnish Business Communication 2 (FIN2LE201)
ICT Applications for Business 1 (TOO2LE201)
Successful Event (SER2LE202)
International Business Documents (ENG2LE201)

Compulsory studies in two optional languages

Foreign students:

Business Environment (BUS1LE201)
Office Applications 1 (TOO1LE201)
Effective Communication in Organisations (COM1LE101)
Finnish for Beginners 1 (FIN1LE203)
Business Processes (BUS1LE202)
Professional Writing Skills (ENG1LE201)
Office Applications 2 (TOO1LE202)
Finnish for Beginners 2 (FIN1LE204)
Assistant as Service Designer (SER2LE201)
Business Planning (BUS2LE201)
Communicating with Impact (COM2LE201)
Finnish for Work 1 (FIN2LE202)
ICT Applications for Business 1 (TOO2LE201)
Successful Event (SER2LE202)
International Business Documents (ENG2LE201)
Finnish for Work 2 (FIN2LE203)

Compulsory studies in one optional language

Learning objectives and assessment

Upon successful completion of the course, the student

- understands the job of a management assistant
- can transfer theoretical knowledge into practice
- understands how companies operate in practice
- knows how to make use of the information available to him/her
- has adopted a professional identity of an assistant

No grade given.

Recognising and validating prior learning (RPL)

A student can demonstrate his or her equivalent work experience by providing job testimonial. In that case, the student must contact the advisor.

Course contents

Students take on tasks of the management assistant in a company or other organisation. This provides students with an opportunity to use and further develop their skills in areas including multicultural communication, information technology as well as in business and administration.

Work placement covers 100 days of work in a company or organisation in Finland or abroad. The aim is that students take on a broad range of tasks relating to the management assistants profession. During the semester, the students will meet a few evenings with their thesis counselors and spend one full day at school within the frame of a mid-term seminar. In addition, during this time students should seek a commission for their thesis and get approval for their thesis topic and plan in one of the areas below:

Entrepreneurship (WOR8HH010)
 Leadership and HR (LEA4LE201)
 Meeting Industry (SER4LE201)
 Marketing, Sales and Services (MAR4LE201)
 Organisational Communication (COM4LE201)

Business cooperation

Open work placement positions are usually posted on jobstep.net, to which there is a link on Haaga-Helia's website. In addition, some employers contact the work placement coordinator directly, who then notifies of these positions via e-mail and on notice boards.

Each year Haaga-Helia strives to organise an info session that will provide information about the work placement application process as well as provide tips on how to prepare for interviews. The annual Haaga-Helia recruitment events are also excellent forums to make contacts with potential employers as well as learn about their application procedures.

Advisors

Catherine Métivier (work placement in Finland and abroad)

Assessment criteria

Students are assessed on the basis of their work placement report, which has to be returned to the advisor with a copy of their testimonial attached. In the report, students place special emphasis on evaluating their own learning process and the skills they have acquired during their studies and work placement.

Pass/fail, no grade is given.

Work-based Project

- Code: BUS8LE001
- Extent: 1-6 ECTS
- Timing: 1 - 7. semester
- Language: English, Finnish
- Level: core studies
- Type: free choice

Starting level and linkage with other courses

No prerequisites.

Learning outcomes

Upon completion of the course, students are able to operate in a corporate project individually or as a team member.

Course contents

During the course, students participate to the planning and execution of a corporate project.

Cooperation with the business community

Project for a client organization.

International dimension

The project might be done for an international organization or project.

Teaching and learning methods

Participating to the project

Report

The assessment of one's own learning 1 h

By enrolling to this course the student commits to take part in a project offered to her/him.

Teacher with the main responsibility for the course

To be announced later

Course materials

Material from the client organization.

Assessment criteria

Pass/fail

The assessment of one's own learning does not influence the grade. The assignment is the same for all courses/modules and the answers will also be used for course/module development.