

Financial Administration and Reporting

- Code: ACC1LE026
- Extent: 8 cr (213 h)
- Timing: Semester 2*
- Language: English
- Level: core studies
- Type: compulsory

*Basics of Accounting 4 cr (ACC1LE026A)

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B)

(both parts are offered only in spring semesters)

Prerequisites

Business Networks WOR1LE001

Learning outcomes

Upon successful completion of the course, the student

- understands the division of financial administration into financial accounting and managerial accounting.
- has the skills required for the management of business unit accounts and become versed with the key principles pertaining to the compilation of annual accounts.
- understands the basic principles pertaining to budgeting and cost accounting, and understands how to analyse profitability with the help of mark-up accounting tools.
- knows the key tools used in financial and managerial accounting. This includes competence in spreadsheet analysis when solving various accounting related problems, e.g. the compilation of budgets and financial projections.
- is able to perform basic business calculations.

Course contents

- Key tools used in financial and managerial accounting, including the use of spreadsheet analysis.
- Basic concepts of financial accounting, entry of business events into the accounts, as well as differences in book keeping practices between different company forms.
- Principles of good accounting and official accounts documentation.
- Managerial accounting, focusing on basics of cost accounting and mark-up accounting for service sector and marketing companies.
- Course exercises, deepening the student's understanding of financial accounting and annual accounts, and also including exercises addressing profitability projections in the short-term.

Basics of Accounting 4 cr (ACC1LE026A):

- Book keeping entries
- VAT calculations
- Annual accounts compilation

- Mark-up pricing and accounting
- Budgeting.

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

- Percentage calculations
- Indices
- Exchange rates
- Interest rates
- Credits and loans
- Use of spreadsheet in mathematical problem solving.

Cooperation with the business community and other organisations

The learning tasks are based on working life practices.

Teaching and learning methods

The course covers contact hours and exercises, totaling 213 hours of study.

Contact hours:

Basics of Accounting: 45 h (1 x 3 h/week) and exam (at the end of the term) 3 h

Mathematics and Spreadsheets in Financial Administration: 40 h (~3 h/week) and exam (at the end of the term) 3 h

Independent study:

Preparation for exam and course literature 38 h (~3 h/week)

Course exercises 14 h

Homework assignments 70 h

Alternative completions

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

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

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

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

Teachers with the main responsibility for the course

Tuula Tuomainen, Pasila Mathematics

Sami Granfors, Pasila Accounting

Anssi Karjalainen, Pasila Spreadsheets

Course materials

Basics of Accounting 4 cr (ACC1LE026A):
To be announced later

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B):
Pulkkinen - Holopainen 2006, Business Mathematics
Course handouts

Assessment criteria

Basics of Accounting 4 cr (ACC1LE026A):
Exam 100 %.

Mathematics and Spreadsheets in Financial Administration 4 cr (ACC1LE026B):
Exam 100 %.

Bachelor's thesis (students who have started their studies in 2004 or earlier)

Bachelor's thesis (students who have started their studies in 2004 or earlier)

- Code: THE7LE001*, THE7LE002*, THE7LE004*
- Extent: 15 cr (400 h)
- Timing: Semester 4th - 6th
- Language: English
- Level: Compulsory
- Type: Professional Studies

* Before the beginning of the 5th semester students are to register for the thesis group in the subject area they are pursuing advanced studies:

- Communication (THE7LE001)
- Marketing (THE7LE002)
- Utilisation of Information Technology (THE7LE004)

Description

The objective of the thesis is to deepen the student's knowledge in the field of his/her advanced studies. The student conducts a study on a topic approved by the advisor. The topics for thesis study are generally assigned to students by companies. The study can be partially conducted in other than written form, and can also be completed in a team when approved in advance.

The thesis in the Degree Programme for Multilingual Management Assistants is written in English.

Essential contents

Before setting off for work placement, in the 4th semester students will receive the preliminary instructions in order to start work on the thesis. Students receive tutoring from an assigned advisor

throughout the thesis writing process. The central features of the tutoring include working papers on various stages in the research process, acting as an opponent on various positions and examining the research topic in discussion groups. Advanced studies and their respective free-choice studies form the basis of the thesis. The advisor will provide specific details on assignments and working papers to be completed on the various stages of the thesis process.

During the work placement, students are expected to familiarize themselves with the relevant literature in the selected field of study, and based on this knowledge, draw up an analysis outlining the subject of study and target phenomena. In addition, students will receive instruction for the selection of research methodology (qualitative methodology) and academic writing skills. The other courses completed during this period as well as the regularly scheduled meetings with an advisor support the thesis writing process. After returning from work placement, students are to present a research plan in the 6th semester.

The final paper will be examined in discussion groups during the 6th semester. An abstract of the study is to be prepared in English and in another language. Following completion of the thesis, students must demonstrate their comprehension of the selected subject of study in a maturity test taken in English. If the student has received a grammar school/high school degree in Finnish and wishes to have a statement in the diploma verifying perfect Finnish language competence, he/she is required to write the maturity test in Finnish. The student seeking the right to complete the maturity test in Finnish must submit a written application to the co-ordinator of the degree programme.

Aims and objectives

The aim is to educate students to display the competence to handle the questions that might arise in the managerial assistant/secretary field and to be capable of applying knowledge from various fields along with the ability to professionally implement work and presentation skills. Furthermore, students learn how to retrieve new information and are able to produce a study of professional standing. Students also learn to communicate in a clear and consistent manner in written, visual and oral contexts. Ultimately, students will promote assistant/secretarial expertise by applying theoretical knowledge in order to solve practical problems. Students will display an analytical and research-oriented approach to their work and the development of the profession.

Bibliography

The Bachelor's Thesis Guidelines for the Degree Programme for Multilingual Management Assistants

Instruction

- Personalized tutoring from an assigned advisor
- Lectures
- Assignments
- Working papers
- Participation in a discussion group
- Acting as an opponent
- Independent study

Assessment

An accepted thesis is graded on a scale from 1 to 5. The maturity test is evaluated as either pass/fail on the criteria of content and language.

Bachelor's Thesis in the Degree Programme for Multilingual Management Assistants

- Code: THE7LE001 (Communication Thesis)
THE7LE002 (Marketing Thesis)
- Extent: 15 ECTS (405 h)
- Timing: Semester 5-7
- Language: English
- Level: professional studies
- Type: compulsory*

*The work can also be done in other languages taught in Mubba if arranged with the instructor.

Starting level and linkage with other courses

During the 4th semester the student will take the first part of the Research Studies course (MET2LE026), during which she will learn the Qualitative and Quantitative Research Methods (MET2LE026A). The Academic Writing and Thesis Lay-out unit (MET2LE026) in the Research Studies course at the beginning of the 6th semester prepare the student for the thesis too.

Learning outcomes

After completing the thesis the student is an expert in either communication or marketing and will be able to:

- find working life subjects to be developed in different organisations.
- retrieve information according to the subject, analyse and specify it.
- choose the appropriate means and methods and use them to find a solution to the practical problem she has defined.
- write a clear report on the findings according to reporting guidelines.
- read other studies and their news releases and order studies.
- develop skills in project management.
- honour agreed deadlines and to negotiate changes if required.

Course contents

- The BBA thesis is an independent project or part of a bigger research & development project.
- It includes written and oral reporting
- Pair/group counseling and participation in the presentations will take place as agreed with the instructor during the 6th and 7th semesters.

Every student writing her bachelor's thesis is assigned her own instructor in the beginning of 5th semester. On the 4th semester the student receives beginning instructions to start her work on the

thesis, including, eg., understanding the research work as a process and the possible subject for the research within her major.

The student acquires the subject of her research during the 5th semester i.e. during the work placement. Ordinarily the student agrees to do her survey, development plan or something similar for the work placement organisation as an assignment.

The student has the project plan on the thesis approved by her own instructor in the beginning of the 6th semester. The student will contact the instructor at least three times as mutually agreed during the student's work placement. The student will participate during the 6th semester in bachelor's thesis counseling, which covers work on the research/development plan. At the beginning of the 6th semester, the student will familiarize herself with the relevant literature and will choose the methods for information retrieval and processing the data. The student will report these choices to her instructor, the principal of the research and other students by the middle of the 6th semester. The second half of the 6th semester is reserved for writing the work, i.e. collecting the relevant data and concluding the project.

During the first period of the 7th semester the student will make a written report on the results of the research, eg. in a portfolio, in a project or academic form report or in some other way. The student will then present the results orally to his fellow students and/or the principal. During the same period the student will participate in the presentations of other students by analysing and commenting on them, will write an abstract of her work in the language of the report plus one other language, and will write the maturity test.

Cooperation with the business community

The bachelor's thesis is usually done as an assignment from a company. It is highly recommended that the student integrates the work placement and thesis writing.

Teaching and learning methods

The average working time used by a student in writing the bachelor's thesis is 400 hours. Two free days without any contact hours will be reserved for the student to study relevant literature, for team meetings, consultation with the instructor and to make the research work and reports. The student will work a total of 240 hours during the 6th semester.

During the first period of the 7th semester the student will reserve two and a half days in the schedule to do the reporting. Finally, 160 hours will be reserved to finalise the work, to present it and to write the maturity test.

Teachers responsible

The advisors in the different subjects are as follows:

Marketing:

Olli Laintila / Mia-Maria Salmi

Communication:

Tuuli Tukiainen

Abstract in Swedish:

Marjaana Halsas

(Abstracts in other languages must be agreed upon separately.)

Course materials

Relevant background and methodology literature will be agreed upon with the instructor.

Here are some interesting methodology sources.

Hakala Juha T. 2004, *Opinnäyteopas ammattikorkeakouluille*, Gaudeamus, Tammer/Paino Oy, Tampere.

Virkki P, Somermeri A. 1998 or newer. *Projektityö; kehittämisen moottori*, Edita.

Aaltola J, Valli R. 2001, *Ikkunoita tutkimusmetodeihin I II*, PS kustannus, Jyväskylä.

Anttila P. 2005, *Ilmaisu, teos, tekeminen ja tutkiva toiminta*, Artefakta 16, Akatiimi, Hamina.

Hirsjärvi, S, Remes P, Sajavaara P. 1997 or newer. *Tutki ja kirjoita*, Tammerpaino Oy, Tampere.

Vilkka H. Airaksinen T. 2003, *Toiminnallinen opinnäytetyö*, Gummerus kirjapaino, Jyväskylä.

Toim. Kinnunen M. & Löytty O. 2002, *Tieteellinen kirjoittaminen*, Vastapaino, Tampere.

Bell Judith, *Doing Your Research Project, a Guide for First-Time Researchers in Education and Social Science*, 3rd edition, Open University Press, Berkshire and New York.

Gertnesner Harold *Project Management, 2001. Assistance Approach to Planning, Scheduling and Controlling*, John Wiley and Sons.

Schurich James J. 2001, *Research Method in the Postmodern*, Routledge Falmer, London.

Swales & Feak. 1994 or newer. *Academic Writing for Graduate Students*, the University of Michigan Press, USA.

Jordan, R. 2002. *Academic Writing Course*, Nelson ELT. London.

Assessment criteria

An accepted bachelor's thesis is graded on a scale 1 to 5. The thesis is evaluated by the main instructor and other examiner.

The assessment criteria for research-oriented thesis are

- Thesis topic and objectives: significance and current relevance, the research questions, scope and objectives, the topic's relevance
- Thesis framework: sources, background research, concept definition, use of sources
- Research methods: choice of methods, data collection, data analysis
- Results: correspondence between objectives and results, reliability and validity of results, the benefits and/or novelty value of the results, analysis and conclusions
- Written expression: balance and consistency, coherence and readability, adherence to guidelines on report writing
- Thesis process management: planning, implementation, analysis

The assessment criteria for product-oriented thesis are

- Thesis topic and objectives: significance and current relevance, the thesis assignment, scope and objectives, the topic's practical relevance,
- Thesis framework: sources, background research, concept definition, use of sources
- Project planning and implementation: planning and implementation
- The product: presentation of the product and its assessment, the benefits and/or novelty value of

the product, analysis and conclusions

- Written expression: balance and consistency, coherence and readability, adherence to guidelines on report writing
- Thesis process management: planning, implementation, analysis

The maturity test is evaluated both according to its contents and the language, either pass or fail.

Basic Chinese 1

- Code: CHI8LE002
- Extent: 3 cr (80 h)
- Timing: Semester 2-7 (autumn)
- Language: English/Chinese
- Level: core studies
- Type: free-choice

Prerequisites

No prerequisites.

Learning outcomes

Students

- learn about 60 basic Chinese characters
- become proficient in basic Chinese grammar
- learn to say hello in different ways
- know how to introduce oneself by stating one's name, nationality, and language skills, etc.
- can have a short small talk with a Chinese-speaking person.

Course contents

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

Contrary to general understanding, Chinese is not difficult to learn. Chinese grammar is very simple. The verbs do not conjugate, the words are short, i.e. mostly of one or two syllables. Learning the Chinese characters takes time, but the graphic writing system is very interesting. The art of writing characters, i.e. calligraphy, is itself one of the most esteemed art forms in East Asia.

- Pinyin-system
- five tones
- basic vocabulary in everyday conversation
- Chinese characters

Teaching and learning methods

Two intensive contact sessions (2 x 4 hours) for spoken language, and independent study over HAAGA-HELIA's e-learning portal BlackBoard. Initial meeting at the start of the course. Students must have a computer with a sound card, microphone and internet at their disposal.

Alternative ways to complete the course

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

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

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Multimedia materials in the Blackboard

Hai Guo 2000. Matka Kiinan kieleen ja kulttuuriin. Yliopistopaino, Helsinki (only if you know Finnish)

Assessment criteria

Course assignments 80 %

Exam 20 %

Basic Chinese 2

- Code: CHI8LE003
- Extent: 3 cr (80 h)
- Timing: Semester 3-7 (spring)
- Language: English/Chinese
- Level: core studies
- Type: free-choice

Prerequisites

Basic Chinese 1 (CHI8LE002), or one semester of beginner's level Chinese

Learning outcomes

Students

- master the whole pinyin system
- learn more spoken language expressions for everyday situations
- will learn to read and write about 60 common Chinese characters.

Course contents

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

Contrary to general understanding, Chinese is not difficult to learn. Chinese grammar is quite simple. The verbs do not conjugate, the words are short, i.e. mostly of one or two syllables. Learning the Chinese characters takes time, but the graphic writing system is very interesting. The art of writing characters, i.e. calligraphy, is itself one of the most esteemed art forms in East Asia.

- The whole pinyin system
- Basic grammar rules for creating simple sentences
- Introducing oneself and others
- Telling time, hobbies and everyday routines
- Arranging appointments
- Telling a little bit about one's family and everyday life
- 14 different question words
- Different kinds of question sentences.

Teaching and learning methods

Two intensive contact sessions (2 x 4 hours) for spoken language, and independent study over HAAGA-HELIA's e-learning portal BlackBoard. Initial meeting at the start of the course. Students must have a computer with a sound card, microphone and internet at their disposal.

Alternative ways to complete the course

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

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

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Multimedia materials in the Blackboard

Hai Guo 2000. Matka Kiinan kieleen ja kulttuuriin. Yliopistopaino, Helsinki (only if you know Finnish)

Assessment criteria

Course assignments 80 %

Exam 20 %

Chinese for Beginners

- Code: CHI8LE004
- Extent: 6 cr (160 h)
- Timing: Period 4-5, Semester 1
- Language: English/Chinese
- Level: free-choice studies
- Type: elective*

* but required of students who have chosen compulsory Chinese

Prerequisites

No prerequisites.

Learning outcomes

Target level: A1.1

Students

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

Course contents

- the four main tones and the 5th toneless one
- the consonants and vowels of the Pinyin transliteration system
- vocabulary and sentence types from everyday conversation
- basic grammar rules on verbs, adjectives, sentence structure, etc.
- about 180 basic Chinese characters

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

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

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

Teaching and learning methods

Interactive classroom activities
Individual and pair work
Individual and pair studies on the Internet
Mid-term and final exams

There is a mandatory attendance of 80 %.

Alternative ways to complete the course

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

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Wu Zhongwei 2003: Contemporary Chinese(Part one), Sinolingua
Hai Guo 2006: Multimedia English materials based on “Matka Kiinan kieleen ja kulttuuriin”

Assessment criteria

Classroom participation: 30 %
Course assignments (Internet): 20 %
Mid-term and final examinations: 50 %

Intermediate Chinese

- Code: CHI8LE005
- Extent: 3 cr (80 h)
- Timing: Period 1, Semester 2 (spring 2009)
- Language: English/Chinese
- Level: free-choice studies
- Type: elective*

* but required of students who have chosen compulsory Chinese

Prerequisites

Starting level: A1.1

Chinese for Beginners, or two semesters of beginner's level Chinese

Learning outcomes

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 and everyday life
- arranging appointments
- grammar rules for creating different types of sentences
- different kinds of question sentences and their answers
- doing interviews as a journalist
- learning to read and write about 80 common Chinese characters

Teaching and learning methods

Interactive classroom activities
Individual and pair work
Individual and pair studies on the Internet
Mid-term and final exams

Alternative ways to complete the course

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

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Wu Zhongwei 2003: Contemporary Chinese (Part two), Sinolingua
Hai Guo 2006: Multimedia English materials based on “Matka Kiinan kieleen ja kulttuuriin”

Assessment criteria

Classroom participation: 20 %
Course assignments (Internet): 30 %
Mid-term and final examinations: 50 %

Spoken Chinese

- Code: CHI4LE001
- Extent: 3 cr (80 h)
- Timing: Period 2, Semester 2 (spring 2009)
- Language: English/Chinese
- Level: core studies
- Type: elective*

* but required of students who have chosen compulsory Chinese

Prerequisites

Starting level: A1.2

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

Learning outcomes

Target level: A1.3

During the course, students will learn spoken language skills involving the following everyday situations:

- getting acquainted with a new person
- telling about one's own hometown, family situation, friends and foreign language skills
- survival level language skills in everyday life situations in a tea house, café, bar, restaurant, shop, etc.
- survival level language skills in traveling situations such as buying train and plane tickets, asking for directions, reserving a hotel room, making a reservation in a restaurant, renting a bicycle or car, etc.
- talking about likes and dislikes, hobbies and other leisure-time activities

Course contents

- proficiency in the Pinyin system
- practicing the Mandarin tones
- plenty of spoken language exercises in everyday life situations
- reading and writing of the characters seen in public places in China

Teaching and learning methods

Interactive classroom activities

Individual and pair work

Individual and pair studies on the Internet

Oral and written final exams

There is a mandatory attendance of 80 %.

Class exercises must be completed before the oral exam.

Teacher with the main responsibility for the course

Hai Guo

Course materials

Real Chinese 2005: BBC Internet materials

Hai Guo 2006: Multimedia materials in association with YLE and BBC

Hai Guo 2005: Kiinaa matkailijoille, Finnlectura (as an alternative for Finnish-speaking students)

Handouts and materials provided by the teacher

Assessment criteria

Oral exam: 80 %
Written exam: 20 %

Chinese Business Communication

- Code: CHI4LE002
- Extent: 3 cr (80 h)
- Timing: Period 4-5, Semester 3 (autumn 2009)
- Language: Chinese/English
- Level: core studies
- Type: elective*

* required of students who have chosen compulsory Chinese

Prerequisites

Starting level: A1.3

Chinese for Beginners, Intermediate Chinese and Spoken Chinese or equivalent study of 12 credits in Chinese language.

Learning outcomes

Target level: A2.1

Students acquire the skills to

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

Course contents

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

- ways of addressing customers and business partners
- simple business telephone conversation
- conversation with a taxi driver
- changing money in a bank
- booking a hotel room
- attending a birthday party of a business partner
- going shopping
- discussion about quality and prices
- bargaining
- Chinese word-processing programs such as Njstar, Windows IME, and Google Pinyin, as well as online translation and reading assistant programs.

Cooperation with the business community and other organisations

The course simulates real business situations as much as possible.

Teaching and learning methods

The course consists of contact hours and independent study, totalling 80 hours of study time.

Contact hours 44 h

Two written exams 2 h + 2 h = 4 h

Independent study 32 h

There is a mandatory attendance of 80%.

Oral presentations must be completed before the exam.

Alternative ways to complete the course

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

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

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Handouts and materials provided by the teacher

Huang Weizhi 1999. Elementary Business Chinese. Sinolingua.

Assessment criteria

Written exams 60 %

Class assignments 40 %

PR Chinese

- Code: CHI4LE003
- Extent: 3 cr (80 h)
- Timing: Period 1, Semester 4 (autumn 2010)
- Language: Chinese/English
- Level: professional studies
- Type: elective*

* required of students with compulsory Chinese

Prerequisites

Starting level: A2.1

Chinese Business Communication

Learning outcomes

Target level: A2.2

Students acquire oral fluency in PR communications by learning how to manage customer and business partner Guanxi-relationships in Finland and in China, including making preparations and arrangement for business travel and conferences. Students also learn to read and write PR e-mail messages with the help of Chinese computing programs.

Course contents

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

- making contact
- congress invitations and programs
- travel agenda
- travel and appointment communications
- hotel and restaurant
- thank-you-letters
- greetings and condolences
- congratulations
- brief presentation of one's company or organisation

During this course students learn to read and write e-mail messages in PR business environment by using the most common Chinese language learning assistant programs and a chosen Chinese word-processing program. However, oral skills, especially telephone conversation, are particularly emphasized.

Cooperation with the business community and other organisations

The course simulates real business cases as much as possible.

Teaching and learning methods

Contact hours 32 h (2 h/week)

Independent study, weekly assignments, and preparation for exam 48 h.

There is a mandatory attendance of 80%.

Alternative ways to complete the course

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

Recognition of prior learning

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

The teacher with main responsibility for the course

Hai Guo, Pasila

Course materials

Handouts and materials provided by the teacher

Assessment criteria

Written exam 40 %

Oral exam 40 %

Class participation 20 %

Chinese Business Culture

- Code: CHI4LE004
- Extent: 3 cr (80 h)
- Timing: Period 2, Semester 4 (autumn 2010)
- Language: Chinese/English
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Chinese

Prerequisites

Starting level: A2.2

PR Business Chinese

Learning outcomes

Target level: B1.1

After completing this course, the student will have a solid understanding of Chinese business culture and business etiquette from both the theoretical and the language point of view. When

encountering Chinese partners in different business circumstances, the student will have a relatively good knowledge of how to work as a “culture interpreter”.

Course contents

The course covers the following areas:

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

During this course the student will continue practicing the reading and writing skills with the help of Chinese computing programs. However, fluent oral communication skills are especially emphasized.

Cooperation with the business community and other organisations

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

Teaching and learning methods

The course consists of contact hours, internet study based on Moodle and independent study, totalling 80 hours of study time.

Contact hours 32 h

Moodle based interactive multimedia study and preparation for exam 48 h.

Oral presentations must be completed before the exam.

Alternative ways to complete the course

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

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

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Handouts and materials provided by the teacher
Internet teaching materials

Assessment criteria

Written exams 60 %
Internet assignments 40 %

Chinese Business Environment

- Code: CHI4LE005
- Extent: 5 cr (133 h)
- Timing: Semester 6 and 7 (spring and autumn 2011)
- Language: Chinese
- Level: professional studies
- Type: elective*

* required of students who have chosen compulsory Chinese

Prerequisites

Starting level: B1.1

Chinese Business Communication, PR Business Chinese and Chinese Business Culture

Learning outcomes

Target level: B1.2

Students

- become familiar with the history, culture and economy of the Chinese-speaking areas including mainland China, Taiwan, Hong Kong, Singapore, Malaysia.
- are capable of talking about the general features of the Chinese economic life
- are able to write clear PR and business documents using a Chinese word-processing program
- become aware of the styles and formats used in Chinese business documents
- are prepared to move on tasks involving trade with the Chinese-speaking areas

Course contents

The course is divided into two parts: Introduction to the Chinese-speaking Areas (CHI4LE005A) and Chinese Business Documents (CHI4LE005B). The course involves contact hours and weekly assignments.

Introduction to the Chinese-speaking Areas (6th semester):

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

Chinese Business Documents (7th semester)

- PR letters: invitations, thank you letters, apologies, congratulations, condolences
- Business letters: travel correspondence, travel agenda, confirmations, offer requests, offers, orders, powers of attorney
- CV compilation

Cooperation with the business community and other organisations

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

Teaching and learning methods

The course consists of contact hours and assignments, totalling 133 hours of study.

Introduction to the Chinese-speaking Areas (3 cr):

This part covers 80 hours of study, inclusive of contact hours and independent study. This part lasts one semester.

Contact hours 32 h (2 h/week)

Written exam 2 h (at end of term)

Oral presentation

Independent study, exercises and preparation for exam 32 h

Chinese Business Documents (2 cr):

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

Contact hours 24 h (3 h/week)

Written examination 2 h (at the end of the period)

Independent study, exercises and preparation for examination 23 h

Class exercises must be completed before the examinations.

Alternative ways to complete the course

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

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

Recognition of prior learning

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

Evaluation is on a scale of 1-5.

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Handouts and materials provided by the teacher

Assessment criteria

Introduction to the Chinese-Speaking Areas:

Written examination 60 %

Class activity 10 %

Oral presentations 30 %

Chinese Business Documents:

Written examination 50 %

Class activity 20 %

Written tasks 30 %

Advanced Business Chinese

- Code: CHI4LE007
- Extent: 3 cr (80 h)
- Timing: Semester 2 (spring 2009)
- Language: Chinese
- Level: core studies
- Type: elective*

* required of students who have chosen compulsory Chinese

Prerequisites

International Business Chinese

Learning outcomes

Students

- are able to understand and use highly specialized Chinese business terms and expressions
- understand demanding business texts like contracts and certificates
- read and write advanced level business e-mail messages.

Course contents

The course involves the study of highly advanced business Chinese terminologies.

Students are supposed to be able to demonstrate their knowledge of business Chinese both orally and in writing. Learning materials cover for example the following items:

- applying to establish an office in China
- opening an account
- negotiating prices
- breaking the deadlock
- concluding a transaction
- checking the contract
- quota and tariff
- processing with designated brands
- cargo insurance
- applying for a patent
- tendering
- agency

Teaching and learning methods

Independent study

Written 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, Pasila

Course materials

Huang Weizhi 2002. Business Chinese. Sinolingua.

Assessment criteria

Written exam 100 %

Work-Based Language Project in Chinese

- Code: CHI4LE008
- Extent: 3 cr (81 h)
- Timing: Semester 3-4 (autumn 2009 and spring 2010)
- Language: Chinese
- Level: professional studies
- Type: free-choice*

*required of students who have chosen compulsory Chinese

Prerequisites

International Business Chinese and Advanced Business Chinese

Learning outcomes

Students

- complete a group project through which they gain practice in their writing skills and other professional competencies
- aim is to have the project commissioned by a company or other organization, for use by the party in question

Course contents

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

Students produce a group report (or an individual report) of 10-15 pages on a topic agreed upon with the course advisor and a representative from business. The topic should differ from the topic that the student addresses in his or her thesis.

Cooperation with the business community and other organizations

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

Teaching and learning methods

Attendance is mandatory during introductory lectures. Students then present their project plans and report on its progress to the advisor during three interim review sessions or during meetings with the teacher. Project guidance will be provided at dates agreed upon with the advisor. Independent work during the course covers 70 hours.

The teacher with main responsibility for the course

Hai Guo

Course materials

Reference literature and material provided by the business representative.

Assessment criteria

Written project report or essay 100 %

Assessing and Planning Organisational Communication

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

* required of students majoring in Communication

Prerequisites

Basic knowledge of organisational communication

Assi: Yhteisöviestinnän perusteet (INS1LS062D), Yhteisöviestinnän kehittäminen (COM2LS096A)

Mubba: Introduction to Organisational communication (INS1LE048D), Developing Organisational Communication (COM2LE46A)

Learning outcomes

The student

- is familiar with assessing and planning communication within organisations
- is aware of the principals how to research, plan and develop communication.

Course contents

The course is constructive by nature. The students and the advisor will create the course together: commitment is required. Each learning session includes several methods, the theoretical viewpoints go along with the practical applications. The product of the course (practical learning outcome) is either a learning diary or a communication analysis for an actual organisation.

- Communication challenges that organisations face today
- Assessing organisational communication
- Planning as a tool for implementing and developing organisational communication

Cooperation with the business community and other organisations

Real life cases are used in learning (examples, communication plans).

Teaching and learning methods

Lectures, team work during the contact hours, discussions, case-assignments

Contact lessons 32 h

Independent study 49 h

Mandatory attendance 80 %

Recognition of prior learning (RPL)

Written proof of participating in demanding and practical communication research at work

Teacher with the main responsibility for the course

Karoliina Malmelin, Pasila

Course materials

Smith, Ronald D. 2002. Strategic Planning for Public Relations. New Jersey: Lawrence Erlbaum Associates.

Ferguson Sherry D. 1999. Communication Planning. An Integrated Approach. Sage.

Material provided or advised by the teacher.

Assessment

Required attendance and learning diary or communication analysis 100 %

Organisational Communication 1

- Code: COM2LE046
- Extent: 7 cr (187 h)
- Timing: Semester 3*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in autumn semesters

Prerequisites

Organisations and Networks in Business Environment (INS1LE048)

Producing Business Documents (INF1LE022)

Learning outcomes

The student

- is familiar with key concepts, models and current challenges pertaining to organisational communication
- is aware of business manners and etiquette in various cultures
- acquires knowledge of arranging successful social corporate events in an international environment

Course contents

This course comprises three parts:

- 1) Developing Organisational Communication (COM2LE046A), 3 cr
- 2) Business Events and Etiquette (COM2LE046B), 2 cr
- 3) Business Event Project (COM2LE046C), 2 cr

The parts above build the students skills in the following areas:

- Understanding communication as an organisational function (COM2LE046A)
- Understanding one's own communicative behaviour in organisational context (COM2LE046A)
- Learning to analyze a communicational challenge (COM2LE046A)
- Domestic and international business manners and etiquette at various corporate events (COM2LE046B)
- Students plan and implement a corporate event (COM2LE046C).

Cooperation with the business community and other organisations

All exercises and assignments are based on actual company experiences and communications situations.

Possible visitors and/or excursions.

Teaching and learning methods

COM2LE046A: Developing Organisational Communication: Contact hours 32 h, independent study 48 h

mandatory attendance 70 %

COM2LE046B: Business Events and Etiquette: Contact hours 27 h, independent study 26 h

mandatory attendance 70 %

COM2LE046C: Business Event Project: Independent study 54 h

Course materials

COM2LE046A

Argenti, Paul 2007. Corporate Communication. McGraw-Hill.

Blundel, Richard. 2004. Effective Organisational Communication. Perspectives, principles and practices. (2nd edition). Prentice Hall.

Guirdham, Maureen. 2005. Communicating across cultures at work. 2nd edition. Palgrave Macmillan.

Other material delivered or advised by the teacher

COM2LE046B and COM2LE046C

Harju Leena. 2004. Työelämän hyvät tavat. Otava

Kämäräinen Eija. 2005. Hyvä käytös, hyvät tavat. WSOY.

Lassila Sirkka. Käytöksen kultainen kirja (two latest editions).

Valonen Helena. 2000. Liike-elämän tavat. Hämeenlinna.

Debrett's etiquette and Modern Manners. (latest edition)

Sabath Ann Marie. 1998. Business etiquette. Career Press.

Stewart Marjabelle Young. 1997. The New Etiquette. New York.

Teachers with the main responsibility for the course

Ilona Kahri
Karoliina Malmelin

Assessment criteria

Students receive one grade for the module. This grade is a weighed average as follows:

COM2LE046A: Developing Organisational Communication: 3/7

Exam and assignment

COM2LE046B: Business Events and Etiquette: 2/7

Exam and assignment

COM2LE046C: Business Event Project: 2/7

Project

Organisational Communication 2

- Code: COM2LE047
- Extent: 4 cr (107 h)
- Timing: Semester 4*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in spring semesters

Prerequisites

Good computer skills.

Learning outcomes

Students will learn the basics of html, web-page editing with Dreamweaver, simple image editing with Photoshop, and the distinctive features of writing for the net. These skills are applied when students plan and produce a website for a company/organisation in groups.

Course contents

Net Publishing:

1. HTML language basics
2. Dreamweaver basics
3. Image editing basics

English on the Net:

Cooperation with the business community and other organisations

Visiting lecturer.

Teaching and learning methods

Contact hours 32 h

Independent work 75 h

Teachers with the main responsibility for the course

Heli Lankinen

Karl Robbins

Course materials

All material delivered by the lectures.

Assessment criteria

Software exam and website implementation 75 %

Writing for the net 25 %.

Meeting Arrangements and Technique

- Code: COM2LE052
- Extent: 3 cr (81 h)
- Timing: Semester 7*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in autumn semesters

Prerequisites

Personal Computing (INS1LE048C) and Finnish Business Documents (FIN2LE024).

Learning outcomes

The student

- will be familiar with meeting arrangements and procedures
- will be able to participate during a meeting
- will be able to act as a chairperson, secretary or other official of a meeting
- is able to write the relevant documents related to meetings
- is familiar with the basic legislation concerning formal meetings.

Course contents

Arrangements and Procedures

- Basic concepts and vocabulary
- Practical meeting arrangements
- Meeting procedures, technique and phraseology
- Contents of meeting documents

Legal aspects

- Legislation concerning meetings, focus on corporations and associations

Virtual meetings

- Computer-aided meeting arrangement

Documents

- Documents related to meetings: lay-out, structure and standards

Cooperation with the business community and other organisations

Students attend a City Council meeting and one HAAGA-HELIA Assi/Mubba YTY meeting to acquaint themselves with organisational meeting practices.

Teaching and learning methods

Contact hours: 32 h, independent studies: 48 h consisting of literature, meeting documents assignments and teamwork.

Detailed study outlines will be provided by the teacher.

Compulsory attendance: 60% of the contact hours.

Teachers with the main responsibility for the course

Eeva Laurila, Pasila

Course materials

Material compiled by teacher.

Assessment criteria

Participation and activity during the contact hours, the required field trips and simulation, and grading of written and oral assignments (60%) and the exam (40%)

Organisations and Publicity

- Code: COM4LE099
- Extent: 3 cr (81 h)
- Timing: Semester 6
- Language: English
- Level: professional studies
- Type: elective*

* required of students majoring in Communication

Prerequisites

Assi: Yhteisöviestinnän perusteet (INS1LS062D), Yhteisöviestinnän kehittäminen (COM2LS096A), Assessing and Planning Organisational Communication (COM4LE002)

Mubba: Introduction to Organisational communication (INS1LE048D), Developing Organisational Communication (COM2LS046A), Assessing and Planning Organisational Communication (COM4LE002)

Learning outcomes

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

Course contents

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

Cooperation with the business community and other organisations

The course will be organised as an actual client project or similar assignment.

Teaching and learning methods

A genuine and supervised client project
Mandatory attendance 80 %

Recognition of prior learning

Documentation on an independent and demanding communication-related work-life project which is focused on developing communication practices

Teacher with the main responsibility for the course

Heta-Liisa Malkavaara, Pasila

Course materials

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

Assessment criteria

Attendance and presentation of the project and its findings 100 %

Intercultural Awareness 2

- Code: CUL8LE025
- Extent: 4 cr (107 h)
- Semester: 3-7
- Language: English
- Level: professional studies
- Type: free-choice

Prerequisites

Basic knowledge of using IT tools and networks.

Learning outcomes

The students

- become aware of the cultural problematics in connection with intercultural communication and of the eventual means to cope with them
- learn how to interpret and adapt in intercultural situations, how to communicate in ways that will reduce tension and avoid conflict in intercultural communication and how to develop proactive methods for later use
- learn how to work in study groups, how to communicate using the networks and how to process the information found on the Internet.

Course contents

The ICA course forum will provide information in some practical areas of cultural difference. We emphasize norms, assumptions, and behaviors that often lead to misunderstanding and failure in attempts to collaborate and develop trusting business relationships and comfortable cross-cultural alliances.

Students work in study groups reading the lecture material and doing assignments using the networks. Having worked efficiently with the material and the activities you should begin to plan your own development in the direction of a good international communicator. Furthermore, you need to know the important facts about the cultural systems of both your and the recipient's culture. Developing skills with linguistic diversity is a necessity.

Having worked through the literature and the activities of the lesson you should be able to increase the awareness of your own efficiency in the workplace. Furthermore, you should be able to change

styles in accordance with the requirements and be able to assume accommodating or collaborating styles. You will have a good grasp of the behavioral elements that you may use to avoid or reduce conflict in intercultural communication and you can be proactive in order to avoid uncertainty and business conflict.

Teaching and learning methods

Working on study groups, consultations using networks.

Teacher with the main responsibility for the course

Anneli Riktig, Pasila

Course materials

Carley H. Dodd: Dynamics of Intercultural Communication, McGraw-Hill, 5th Edition.
Richard D. Lewis: When Cultures Collide, Nicholas Brealey Publishing, Revised Edition 2001.
Internet material.

Assessment criteria

Examination 60 %

Final report and discussions 40 %

European Integration

- Code: IBU8HO001
- Extent: 5 ECTS (135 h)
- Timing: Semester 4-7
- Language: English
- Level: professional studies
- Type: free-choice

Prerequisites

Basic knowledge of using IT tools and networks.

Learning outcomes

The students

- become aware of the problematics in connection with the European integration and of the eventual means to cope with them
- know how to work in study groups
- are capable of communicating using the networks
- know how to process the information found on the Internet.

Course contents

- Working in study groups
- Final report

This course develops and deepens the EU knowledge of students. The topics the students are expected to work on consist of a wide range of EU related issues, e.g. economic integration in Europe, labour markets, economic growth and investments, industrial structures and trade.

Teaching and learning methods

Working in study groups, consultations using networks

Teacher with the main responsibility for the course

Anneli Riktig, Pasila

Course materials

Jørgen Drud Hansen. 2001. European Integration, An Economic Perspective. Prentice Hall.

Ali M. El-Agraa (Ed.). 2007. The European Union, Economies and Policies. Cambridge University Press.

Internet material.

Assessment criteria

Examination 60 %

Final report and discussions 40 %

Basics of Economics

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

*the course is offered only in spring semesters

Prerequisites

None

Learning outcomes

The student

- understands the basic economic concepts

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

Course contents

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

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

Cooperation with the business community and other organisations

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

International dimension

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

Teaching and learning methods

Lectures and workshops 26 h

Presentations 4 h

Independent studies and team work 49 h

Examination 2 h

Alternative completions

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

Recognition of prior learning (RPL)

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

by attending both to a) a written exam and b) an oral exam.

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

Teacher with the main responsibility for the course

Olli Laintila, Pasila

Course materials

Parkin, Powell & Matthews. 2005. Economics. Harlow: Pearson Education Ltd.

Recommended sources

Course Handouts

Assessment criteria

Examination 40 %

Activity and assignments 30 %

Team work 30 %

Work-Based Language Project, English

- Code: ENG4LE002
- Extent: 3 cr (80 h)
- Timing: Semester 6-7
- Language: English
- Level: professional studies
- Type:
 - free-choice for Assi and Mubba students who have started their studies in autumn 2005 or later
 - Compulsory for students who have started their studies before autumn 2005.

Starting level and prerequisites

Starting level: B2.2

Work placement should be completed.

Learning outcomes

Target level: C1.1

The student

- completes a language project through which she/ he gains practice in her/his writing skills and other professional competencies

- The aim is to have the project commissioned by a company or other organisation, for use by the party in question.

Course contents

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

Students produce a group report on a topic agreed upon with the course advisor and a representative from business. The topic should differ from the topic that the student addresses in his or her thesis.

Cooperation with the business community and other organisations

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

Teaching and learning methods

Attendance is mandatory during introductory lectures. Students then present their project plans and report on its progress to the advisor during three interim review sessions. Project guidance will be provided at dates agreed upon with the advisor. Independent work during the course covers 70 hours.

Teachers with the main responsibility for the course

Ilona Kahri
Kaisa Kohonen
Marjut Laine
Karl Robbins
Kristiina Åberg

Course materials

Reference literature and material provided by the business representative.

Assessment criteria

Project report and project management 100 %

British Studies

- Code: ENG8LE001
- Extent: 3 cr (80 h)
- Timing: Semester 3-7
- Language: English
- Level: Professional studies
- Type: free-choice

Prerequisites

No prerequisites

Learning outcomes

Students taking this course will

- broaden their knowledge of British culture and society
- deepen their understanding of British ways
- be able to deal more confidently with business and social interactions in a British context.

Course contents

This course presents aspects of British culture and society relevant to working with British people at home and abroad. The particular topics are:

- legal, political, and cultural institutions
- language, customs, and social structure
- commercial and professional practices.

By geography, history, and tradition, Britain has stood somewhat apart from the rest of Europe, yet it has a long record of overseas ventures and is becoming increasingly multicultural. Although emphasising what is distinctive about Britain, the lectures will also recognise this international context.

Teaching and learning methods

Five intensive evening sessions, each lasting four hours, for a total of twenty hours, plus the exam. Although the principal method will be lecturing, students will have ample time for questions and discussion using Finland as a basis for comparison. The student work load is eighty hours, including the class meetings.

Teacher with the main responsibility for the course

Professor Laurence Davies, University of Glasgow

Course materials

The instructor's course materials and

Crystal, David. *The English Language*. Penguin, 2002

Oakland, John. *British Civilization: A Student's Dictionary*. Routledge, 2003

Assessment criteria

A written exam based on the lectures

English Grammar

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

*the course is offered only in autumn semesters

Starting level and prerequisites

Starting level: B2.1

Secondary school English or equivalent.

Learning objectives

Target level: B2.2

The student

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

Course contents

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

Teaching and learning methods

The course covers 81 hours of study.

Contact hours: 30 h (2 h/week)

Independent studies: 49 h (includes two assignments that must be completed before the final exam)

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

Required attendance 80 %

Alternative completions

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

Recognition of prior learning (RPL)

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

Teacher with the main responsibility for the course

Ilona Kahri, Pasila

Course materials

Thomas A.J., Martinet A.V. A Practical English Grammar. Oxford University Press
Course handouts provided by teacher.

Assessment criteria

Written exam 100 %

PR English

- Code: ENG2LE050
- Extent: 3 cr (80 h)
- Timing: Semester 3*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in autumn semesters

Prerequisites

English Grammar (ENG1LE015) and Basic Business English (ENG1LE055).

Learning objectives

Starting level: C1.1

Target level: C1.2

The student

- knows how to produce professional PR communications in the proper structure and style

- learns about differences in communication practices within the Anglo-Saxon region.

Course contents

The course focuses on written communications, not specifically related to business. Course materials, which are based on real-life cases, address issues including semantics, stylistics, and phraseology. There will be both independent and team work.

- Personnel communications
- CV compilation
- Travel and appointment messages
- Thank-you letters
- Hotel and restaurant vocabulary
- Invitations and other goodwill letters and messages.

Teaching and learning methods

The course covers 80 hours of study

Contact hours: 30 h (2 h/week)

Independent study: 48 h (exercises, style analyses, and compilation and approval of one's own CV)

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

Mandatory attendance 70 %

Teacher with the main responsibility for the course

Kristiina Åberg

Course materials

Taylor, Shirley 2004. Model Business Letters, E-mails & Other Business Documents. FT Prentice Hall.

Exercise and vocabulary handout compiled by the teacher

Assessment criteria

Written exam 100 %

Basic Business English

- Code: ENG1LE055
- Extent: 3 cr (80 h)
- Timing: Semester 2*
- Language: English
- Level: core studies
- Type: compulsory

*the course is offered only in spring semesters

Starting level and prerequisites

Starting level: B2.1

English Grammar (ENG1LE015)

Learning objectives

Target level: B2.2

The student

- knows essential English business vocabulary and terminology of the economy, industry and business
- can demonstrate her/his knowledge of business English both orally and in writing
- knows the basics of company meeting protocols.

Course contents

The course involves the study of the course textbook and other current materials as well as completion of assignments. Students are also given oral and written assignments relating to business and company meeting practices.

- Industry and manufacturing
- Raw materials and products
- Companies and organisations
- Wholesalers and retailers
- International trade
- Company meeting practices

Teaching and learning methods

The course covers contact hours and written and oral exercises, totalling 80 hours of study. The course lasts the first period of spring semester.

Contact hours: 30 h (4 h/week), compulsory attendance 80 %

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

Independent study, weekly assignments and exercises and preparation for final exam 48 hours.

Teacher with the main responsibility for the course

Ilona Kahri

Course materials

Airas, Pirkko & Junkkari, Tuija, New Business Friend 1, WSOY (newest version).

Handout package on meeting practices compiled by the teacher.

Assessment criteria

Written exam 70 %

Exercises and vocabulary tests 30 %

Spoken Communication in Business English

- Code: ENG2LE064
- Extent: 3 cr (80 h)
- Timing: Semester 4*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in the spring semester

Prerequisites

Starting level: B2.2

English Grammar (ENG1LE015) and Basic Business English (ENG1LE055) or equivalent courses

Learning objectives

Target level: C1.1

The student will:

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

Course contents

Students learn during contact hours and by completing assignments. Students give presentations and participate in group discussions and simulations, for which they prepare at home and in class.

- pronunciation and intonation, figures and numbers
- professional and social situations in business life, i.e. company and product presentations, introductions, hosting company visits and tours
- argumentation and negotiation skills
- professional telephone manners

Teaching and learning methods

There are three contact hours per week, during which 80% attendance is required, and two hours of independent studies on average, most of which is for preparation of the presentations, assignments and simulation exercises. The total number of hours required of students is 80. The length of the course is one semester.

Attendance requirement 80%

Teacher with the main responsibility for the course

Karl Robbins

Course materials

Written materials provided by the teacher

Assessment criteria

1/3 general level of English

1/3 presentation

1/3 classroom participation

English Business Environment

- Code: ENG2LE065
- Extent: 5 cr (133 h)
- Timing: Semester 6 and 7*
- Language: English
- Level: professional studies
- Type: compulsory

*ENG2LE065A is offered only in spring semesters and ENG2LE065B only in autumn semesters

Prerequisites

Starting level: C1.1

English Grammar (ENG1LE015), Basic Business English (ENG1LE055) and PR English (ENG2LE050).

Learning outcomes

Target level: C1.2

The student

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

Course contents

The course is divided into two parts:

1) English Business Documents (ENG1LE065A). This part is intended for the 6th semester of studies: vocabulary and idioms are practiced with the help of letter templates; clarity and concision are practiced with the help of writing techniques for the purpose; while everything is put together with the help of various class exercises on the basis of simulated real-life business conditions.

- inquiries
- replies and quotations
- orders
- payment
- complaints and adjustments
- agent correspondence.

2) Knowledge of the EU and the Economy (ENG1LE065B). This part is intended for the 7th semester: topics covered include general material on the EU as well as current EU material collected from various sources. There will also be assignments and class exercises.

- structure, history and key features of the EU
- annual reports: key figures and financial terminology.

Teaching and learning methods

The course covers contact hours and exercises, a total of 133 hours.

1) English Business Documents:

This part comprises class and exercises (including demonstration of skills) as well as independent study of course material. This part covers 80 hours of study.

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

Written exam: 2 h (at end of term)

Independent studies: 46 h

2) Knowledge of the EU and the Economy:

This part comprises classes, exercises and assignments. It involves 53 hours of independent study, inclusive of both classroom and independent study. This part is completed in one term.

Contact hours: 24 h (3 h/week)

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

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

Teacher with the main responsibility for the course

Kristiina Åberg

Course materials

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

EU publications, current materials on business and the economy.

Assessment criteria

English Business Documents:

Written exam, compulsory assignments

Knowledge of the EU and the Economy:

Written exam, assignments and group work

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

Finnish 4

- Code: FIN4LE004
- Extent: 3 cr (81 h)
- Timing: Semester 3
- Language: Finnish
- Level: core studies
- Type: compulsory *

Prerequisites

Introduction to the Finnish Language 1, Introduction to the Finnish Language 2, Finnish 3 or A1.3

Learning outcomes

Target level A2.1

The student

- can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters
- can describe aspects of his/her background and what he/she did in the past
- can produce simple connected text on topics which are familiar or of personal interest.

Course description

The course is a continuation of FIN4LE003.

Course contents

- Imperative forms of verbs
- Passive forms of verbs (present tense)
- 3. infinitive of verbs
- Nominative plural of nouns
- The simple past tense of verbs
- Conjunctions
- Different situations in everyday life (vacation, shopping, in a post office, library etc.)

The course is a continuation of FIN4LE003.

Teaching and learning methods

Contact hours 32 h (4 h / week): oral and written exercises individually and in pairs, group work.
Independent studies 49 h (6 h / week): homework, assignments and preparation for lessons and exam.

Teacher with the main responsibility for the course

Sanna Kukkonen

Course materials

Heikkilä, S. & Majakangas, P. 2002 / 2008. Hyvin menee! Suomea aikuisille. Helsinki: Otava.
Chapters 18 - 22.

Assessment criteria

Attendance is mandatory.

Active participation in lessons 20 %

Small tests and/or assignments 20 %

Final examination 60 %

Finnish 5

- Code: FIN4LE005
- Extent: 3 cr (81 h)
- Timing: Semester 4
- Language: Finnish and English
- Level: core studies
- Type: compulsory

Prerequisites

Introduction to the Finnish Language 1, Introduction to the Finnish Language 2, Finnish 3, Finnish 4 or A2.1

Learning outcomes

Target level A2.2

The student

- can tell about his/her past
- can make a presentation in Finnish
- develops vocabulary and speaking skills, and also the knowledge of Finnish grammar

- gets basic information and skills considering working life in Finnish

Course contents

- Grammar: Conjunctions, object, conditional, past tense forms, 3. infinitive
- Writing email and an application letter
- Getting acquainted with current topics by using newspapers and other media.

Teaching and learning methods

Contact hours 32 h: oral and written exercises individually and in pairs, group work.

Independent studies 49 h: homework, assignments and preparation for lessons and exam.

Teacher with the main responsibility for the course

Sanna Kukkonen

Course materials

Heikkilä, S. & Majakangas, P. 2002 / 2008. Hyvin menee! (1) Suomea aikuisille. Helsinki. Otava. Chapters 22-23

Kuparinen, K. & Tapaninen, T. 2008. Hyvin menee! 2. Suomea aikuisille. Helsinki. Otava. Chapters 1-4.

Other material will be provided by the teacher.

Assessment criteria

Attendance is mandatory.

Active participation in lessons 20 %

Assignments 30 %

Examination(s) 50 %

Finnish 6

- Code: FIN4LE006
- Extent: 3 cr (81 h)
- Timing: Semester 6
- Language: Finnish and English
- Level: core studies
- Type: compulsory

Prerequisites

Introduction to the Finnish Language 1, Introduction to the Finnish Language 2, Finnish 3, Finnish 4, Finnish 5 or A2.2

Learning outcomes

Target level B1.1

The student

- learns how to apply for a job in Finland
- gets basic knowledge of formal telephone conversations in Finnish
- becomes familiar with current topics in the business field through (simplified) newspaper articles and other up-to-date sources
- develops vocabulary and speaking skills, and also the knowledge of Finnish grammar

Course contents

- Grammar: perfect and pluperfect tense, plural forms of nouns, comparison of adjectives
- Texts and conversation about current topics
- Studies, work experience
- CV
- Job interview
- Presentation or oral summary

Teaching and learning methods

Contact hours 32 h: oral and written exercises individually and in pairs, group work.

Independent studies 49 h: homework, assignments and preparation for lessons and exam.

Teacher with the main responsibility for the course

Sanna Kukkonen

Course materials

Kuparinen, K. & Tapaninen, T. 2008. Hyvin menee! 2. Suomea aikuisille. Helsinki. Otava. Chapters 5-9.

Other material will be provided by the teacher.

Assessment criteria

Active participation in lessons 20 %

Assignments 30 %

Examination(s) 50 %

Finnish 7

Consists of 2 parts: 1. HSE Finnish Business Communication 1 2. HSE Finnish Business Communication 2

- Code: FIN4LE007
- Extent: 5 cr (81 h)

- Timing: Semester 5-7
- Language: Finnish and English
- Level: core studies
- Type: compulsory / elective / free-choice

HSE Finnish Business Communication 1

Autumn 1st period Mon and Wed at 16-18 and spring 1st period Mon and Wed at 16-18. This course is held at Helsinki School of Economics.

Prerequisites

Common European Framework of Reference (CEF), minimum starting level A2 (or HAAGA-HELIA's course Finnish 6 with good marks). The student should master all basic structures of the Finnish language.

Learning outcomes

The student

- will be able to write e-mails in Finnish
- will know the basics of meeting techniques
- can give a brief presentation of a company. His business vocabulary will be increased.

Course contents

The course introduces the fundamentals of oral and written business communication in Finnish. It provides training in spoken and written communication fluency, grammatical accuracy, and business terminology (e-mail, informative business presentations, meetings, memos, advanced Finnish grammar). The grammar will be determined by the needs of the students.

Teaching and learning methods

Contact hours 32 h, mandatory attendance

Independent studies 49 h: homework, assignments and preparation for lessons and exams.

Teacher with the main responsibility for the course

Kaarina Mononen

Course materials

Course materials provided by the lecturer.

Assessment criteria

Assignments 20 %

Exams 50 %

Class contribution 30 %

HSE Finnish Business Communication 2

Autumn 2nd period Mon and Wed at 16-18 and spring 2nd period Mon and Wed at 16-18. This course is held at Helsinki School of Economics.

Prerequisites

Common European Framework of Reference (CEF), minimum starting level B1 (or Finnish Business Communication 1 at HSE).

Learning outcomes

The student

- can participate in a negotiation or argumentation discussion and can express his/her opinion
- can write a memo and a report
- knows the characteristics of persuasive language.

Course contents

The course focuses on fundamentals of oral and written business communication in Finnish. It provides training in spoken and written communication fluency, grammatical accuracy, and business terminology (product demonstrations, negotiations, memos, reporting, advanced Finnish grammar). The grammar will be determined by the needs of the students.

Teaching and learning methods

Contact hours 32 h, mandatory attendance

Independent studies 49 h: homework, assignments and preparation for lessons and exams.

Teacher with the main responsibility for the course

Kaarina Mononen

Course materials

Course materials provided by the lecturer.

Assessment criteria

Assignments 70 %

Class contribution 30 %

Finnish Grammar and Linguistic Correctness

- Code: FIN1LE001
- Extent: 3 cr (81 h)
- Timing: Semester 1*

- Language: Finnish
- Level: core studies
- Type: compulsory**

*the course is offered only in autumn semesters

**required of Finnish students in the Mubba programme

Prerequisites

Good Finnish skills.

Learning outcomes

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

Course contents

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

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

Teaching and learning methods

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

The course involves 81 hours of study, including classroom and independent study. The contact hours number 32 (including exams) and independent study covers 49 hours of study.

Alternative completions

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

Recognition of prior learning (RPL)

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

Teacher with the main responsibility for the course

Eila Sahala, Pasila

Course materials

Miestamo, Riitta 2005. Kielineuvo. WSOY. (Or other book on Finnish grammar)

Course handouts

Assessment criteria

Exam on grammar 25 %

Exam on usage 75 %

Finnish Business Documents

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

*the course is offered only in autumn semesters

**required of Finnish students in the Mubba programme

Prerequisites

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

Learning outcomes

Students

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

Course contents

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

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

Cooperation with the business community and other organisations

The course makes use of company materials.

Teaching and learning methods

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

The course involves 133 hours of study, which covers both classroom and independent study.

Contact hours number 56 hours and independent study 77 hours.

Teacher with the main responsibility for the course

Eila Sahala

Course materials

Material provided by the teacher

Assessment criteria

Writing exercises, class participation 60 %

Course assignment 40 %

Case presentation in pairs

Spoken Communication in Finnish

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

*the course is offered only in spring semesters

**required of Finnish students in the Mubba programme

Prerequisites

Sufficient command of PowerPoint.

Learning outcomes

Students

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

Course contents

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

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

Cooperation with business community and other organisations

The exercises simulate business life conditions.

Teaching and learning methods

Focus is on practice individually and in groups.

The course involves 107 hours of study, including classroom and independent study. The contact hours number 42 (including exams) and independent study covers 65 hours of study.

Mandatory attendance 80 %.

Teacher with the main responsibility for the course

Eila Sahala

Course materials

Material provided by the teacher

Assessment criteria

Group exercises 40 %

Individual presentation 60 %

Active class participation

PR French

(Savoir écrire à la française)

- Code: FRE4LE002
- Extent: 3 cr (81 h)
- Timing: Semester 4*
- Language: French
- Level: professional studies
- Type: elective**

*the course is offered only in spring semesters
**required of students with compulsory French

Prerequisites

Starting level: B1.1

French Business Communication (FRE4LE004) or equivalent courses.

Learning outcomes

Target level: B1.2

Students acquire both oral and written proficiency in PR communications, including the structure and styles.

Course contents

The course tackles various written communication situations in companies, such as

- making contact
- travel
- invitations
- thank-you-letters
- greetings and condolences.

Oral skills, especially telephone conversation, with focus on business life, are also practiced.

Cooperation with the business community and other organisations

The course simulates real business cases as much as possible.

Teaching and learning methods

Contact hours 32 h (2 h/week)

Independent study, weekly assignments, and preparation for exam 49 h.

Teacher with the main responsibility for the course

Catherine Métivier

Course materials

Material provided by the teacher

Assessment criteria

Written exam 40 %
Oral exam 40 %
Class participation 20 %

Mandatory attendance 80 %

Work-Based Language Project in French

(Projet d'orientation professionnelle en français)

- Code: FRE4LE003
- Extent: 3 cr (80 h)
- Timing: Semester 6-7
- Language: French
- Level: professional studies
- Type: free-choice

Students complete a group project through which they gain practice in their writing skills and other professional competencies.

Prerequisites

Starting level: B1.2

Work placement should be completed.

Learning outcomes

Target level: B3.1

The aim is to have the project commissioned by a company or other organisation, for use by the party in question.

Course contents

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

Students produce a group report of 10-15 pages on a topic agreed upon with the course advisor and a representative from business.

The topic should differ from the topic that the student addresses in his or her thesis.

Cooperation with the business community and other organisations

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

Teaching and learning methods

Attendance is mandatory during introductory lectures. Students then present their project plans and report on its progress to the advisor during three interim review sessions. Project guidance will be provided at dates agreed upon with the advisor. Independent work during the course covers 70 hours.

Teacher with the main responsibility for the course

Catherine Métivier

Course materials

Reference literature and material provided by the business representative.

Assessment criteria

Project report 100 %

French Business Communication

(Correspondance commerciale)

- Code: FRE4LE004
- Extent: 3 cr (81 h)
- Timing: Semester 3*
- Language: French
- Level: professional studies
- Type: elective**

*the course is offered only in autumn semesters

**required of students with compulsory French

Prerequisites

Starting level: A2.2

Basic French studies and French Grammar (FRE4LE060)

Learning outcomes

Target level: B1.1

Students know essential French vocabulary and terminology of the economy and business and become proficient in French communication in various business contexts.

Course contents

Characteristics of business French, including practice of business French in diverse business contexts such as offer requests, ordering, transactions and freight.

Cooperation with the business community and other organisations

The course simulates real business cases as much as possible.

Teaching and learning methods

Contact hours 32 h (2 h/week)

Independent study, weekly assignments, and preparation for exam 49 h.

Teacher with the main responsibility for the course

Catherine Métivier

Course materials

Material provided by the teacher

Assessment criteria

Written exam for French vocabulary and terminology of the economy and business 30 %

Written exam for Business Communication 50 %

Class participation and exercises 20 %

Mandatory attendance 80 %

Introduction to Finland

(Savoir parler de la Finlande)

- Code: FRE8LS028
- Extent: 3 cr (80 h)
- Timing: Semester 1-7
- Language: French
- Level: professional studies
- Type: free-choice

Prerequisites

Starting level: B1.2

Learning outcomes

Target level: B2.1

This course familiarises students with Finland using the French language.

Course contents

Students independently study literature on Finland written in French. Students read a book on Finland, with the aim that they will be able to discuss Finnish history, society, culture, politics and economy in French.

Teaching and learning methods

Independent study 100 %, the course covers 80 hours of study.

Teacher with the main responsibility for the course

Catherine Métivier

Course materials

Survol de la Finlande, éd. Otava.

Assessment criteria

Written exam 100 %

Only students who have taken the primary exam are eligible for retakes.

Spoken French in Business Interactions and Cultural Knowledge

(Expression orale du français des affaires et civilisation française)

- Code: FRE4LE061
- Extent: 3 cr (81 h)
- Timing: Semester 2*
- Language: French
- Level: core studies
- Type: elective**

*the course is offered only in spring semesters

**required of students with compulsory French

Prerequisites

Starting level: A2.1

French grammar (FRE4LE060) and basic French studies or equivalent courses.

Learning outcomes

Target level: A2.2

Students become proficient in discussing orally French and Finnish business and cultural topics.

Course contents

Conversation exercises to activate oral proficiency in French, and familiarisation with French and Finnish society. Oral exercises and texts on French business, culture, society and government.

Cooperation with the business community and other organisations

The course simulates real business cases and small-talk situations as much as possible.

Teaching and learning methods

Contact hours 48 h (3 h/week)

Independent study, weekly assignments, and preparation for exam 33 h.

Teacher with the main responsibility for the course

Catherine Métivier

Course materials

Sidwell Duncan - Bénitez Martine - Kavanagh Bernard, 1996: En France. WSOY.

Material provided by the teacher

Web pages

Assessment criteria

Oral exam 40 %

Written exam/French Culture and Society 40 %

Class participation and presentation 20 %

Mandatory attendance 80 %

Career in a French-speaking Environment

(Faire carrière dans un environnement francophone)

- Code: FRE4LE063
- Extent: 5 cr (133 h)
- Timing: Semester 6-7*
- Language: French
- Level: professional studies
- Type: elective**

*FRE4LE063A is offered only in spring semesters and FRE4LE063B only in autumn semesters

**required of students with compulsory French

Prerequisites

Starting level: B1.2

Spoken French in Business Interactions and Cultural Knowledge (FRE4LE061) and French Business Communication (FRE4LE004) or equivalent courses. Work placement.

Learning outcomes

Target level: B2.1

Students become familiar with French business life and can communicate in French in business-related situations.

Course contents

The course covers current topics in French business as well as internal and external corporate communications.

French Newspaper Texts (FRE4LE063A) (6th semester):

- Oral and written analysis of texts on business in France.
- Listening exercises on Internet
- Search of Information

French Working Environment (FRE4LE063B) (7th semester):

- Job advertisements and recruitment communications
- practice in presenting one's organisation and Finnish business life.
- written presentation of one's Business Plan.

Cooperation with the business community and other organisations

The course simulates real business cases as much as possible.

Teaching and learning methods

French Newspaper Texts (FRE4LE063A):

Contact hours 32 h (2 h/week)

Independent study, weekly assignments, and preparation for exam 49 h.

French Working Environment (FRE4LE063B):

Contact hours 16 h (2 h/week)

Independent study, weekly assignments, and preparation for exam 38 h.

Teacher with the main responsibility for the course

Catherine Métivier

Course materials

Current texts on business in France, including internet / Websites.
Material provided by the teacher

Assessment criteria

French Newspaper Texts (FRE4LE063A):

Written exam 70 %

Assignments 20 %

Class participation 10 %

French Working Environment (FRE4LE063B):

Oral exam 40 %

Assignments 40 %

Class participation 20 %

French Newspaper Texts comprises 60 % and French Working Environment 40 % of the final grade. Students must pass both in order to receive a final mark.

Work-Based Language Project in German

(Berufsorientierte sprachliche Projektarbeit)

- Code: GER4LE001
- Extent: 3 cr (81 h)
- Timing: Semester 6-7
- Language: German
- Level: professional studies
- Type: free-choice

Prerequisites

Starting level: B2.1

Work placement should be completed.

Learning outcomes

Target level: B2.2

Students

- complete a group project through which they gain practice in their writing skills and other professional competencies.
- The aim is to have the project commissioned by a company or other organisation, for use by the party in question.

Course contents

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

Students produce a report of 10-15 pages /person on a topic agreed upon with the course advisor and a representative from business. The topic should differ from the topic that the student addresses in his or her thesis.

Cooperation with the business community and other organisations

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

Teaching and learning methods

Attendance is mandatory during introductory lectures. Students then present their project plans and report on its progress to the advisor during three interim review sessions. Project guidance will be provided at dates agreed upon with the advisor. Independent work during the course covers 70 hours.

Teacher with the main responsibility for the course

Sirpa S. Bode, Pasila

Course materials

Reference literature and material provided by the business representative.

Assessment criteria

Project report 100 %

German Business Communication

(Geschäftsbriefe)

- Code: GER4LE002
- Extent: 3 cr (81 h)
- Timing: Semester 3*
- Language: German
- Level: professional studies
- Type: elective**

*the course is offered only in autumn semesters

**required of students with compulsory German

Prerequisites

Starting level: B1.1

German Grammar (GER4LE064).

Learning outcomes

Target level: B1.2

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

Course contents

Business correspondence including

- inquiries
- offers
- orders
- quotations.

Cooperation with the business community and other organisations

Sample correspondence partly from real companies.

Teaching and learning methods

Contact hours 30 h

Independent study, writing correspondence and preparation for exam 49 h

Written exam 2 h

Teacher with the main responsibility for the course

Sirpa S. Bode, Pasila

Course materials

Material provided by the teacher.

Assessment criteria

Written exam 80 %

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

German for Beginners 1

(Deutsch für Anfänger 1)

- Code: GER8LE080
- Extent: 6 cr (162 h)

- Timing: Semester 1-7
- Language: German and English
- Level: core studies
- Type: free-choice

Prerequisites

No prerequisites

Learning outcomes

Target level: A1.2

Students

- acquire a solid grasp of German grammar
- are able to use German in everyday situations, both oral and written.

Course contents

Review of German grammar, vocabulary pronunciation and everyday and business conversation practice.

- Key aspects of German grammar
- Everyday and business vocabulary

Teaching and learning methods

Contact hours 60 h (4 h/week)

Independent study, assignments and preparing for exam 98 h

Written exams 4 h

Teacher with the main responsibility for the course

Sirpa S. Bode, Pasila

Course materials

To be announced later

Assessment criteria

Mandatory attendance 80 %

Written exam 80 %

Class participation 20 %

German Literature

(Deutschsprachige Schönliteratur)

- Code: GER8LE071
- Extent: 3 cr (81 h)
- Timing: Semester 4-7
- Language: German
- Level: professional studies
- Type: free-choice

Prerequisites

Starting level: B2.1

Taking the exam requires strong German skills.

Learning outcomes

Target level: B2.2

Students build their skills in understanding and interpreting novels in the German language.

Course contents

The course covers four key novels from Germany, Austria and Switzerland. The course is completed through independent study (81 hours). Written exam.

Students read 3-4 novels in German and take an exam on them.

Teaching and learning methods

The course involves a written exam and 80 hours of independent study.

Teacher with the main responsibility for the course

Sirpa S. Bode

Course materials

Thomas Mann: Tristan

Thomas Mann: Der Tod in Venedig

Franz Kafka: Die Verwandlung

Heinrich Böll: Nicht nur zur Weihnachtszeit

Assessment criteria

Written exam 100 %

Students must answer at least three of four exam questions. Minimum requirement is 50 %. Full points can be received only by answering all four questions.
Retakes are possible only for those who have taken the initial exam.

German for Beginners 2

(Deutsch für Anfänger 2)

- Code: GER8LE030
- Extent: 3 cr (81 h)
- Timing: Semester 1-7
- Language: German
- Level: core studies
- Type: free-choice

Prerequisites

Starting level: A1.2

German for Beginners 1(GER8LE080) or equivalent.

Learning outcomes

Target level: A1.3

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

Course contents

German grammar, vocabulary, pronunciation and everyday and business conversation practice.

- Key aspects of German grammar
- Everyday and business vocabulary

The course contents of this course are the same than of German for Beginners, but the themes are covered in more depth.

Teaching and learning methods

Contact hours 30 h (2 h/week)

Independent study, assignments and preparing for exam 49 h

Written exam 2 h

Teacher with the main responsibility for the course

Sirpa S. Bode

Course materials

To be announced later.

Assessment criteria

Written exam 80 %

Class participation 20 %

Mandatory attendance 80 %

German Grammar

(Deutsche Grammatik)

- Code: GER4LE064
- Extent: 3 ECTS (81 h)
- Timing: Semester 1*
- Language: German
- Level: core studies
- Type: elective**

*the course is offered only in autumn semesters

**required of students with compulsory German

Prerequisites

Competency level A2.

Secondary school German or German for Beginners 1(6 cr) (GER8LE080) and German for Beginners 2 (3 cr) (GER8LE030).

Learning outcomes

Upon successful completion of the course, the student

- is able to produce grammatically correct German

Course contents

- German grammar
- Expansion of vocabulary.

Teaching and learning methods

Contact hours 30 h (2 h / week)

Independent study 47 h

Written exam 4 h

Mandatory attendance 80 %

Alternative ways to complete the course

There is a preliminary test in the first meeting. Based on the results the student may be able to skip the course and take the exams only.

Recognition of prior learning

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

Contact teacher

Sirpa S. Bode, Pasila

Learning materials

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

Assessment criteria

Written exam 90 %

Class participation incl. verb test 10 %

Spoken Communication in Business German

(Deutsche Geschäftskommunikation, mündlich)

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

*the course is offered only in spring semesters

**required of students who have chosen compulsory German

Prerequisites

Competency level A2

German Grammar (GER4LE064).

Learning outcomes

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

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

Course contents

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

Cooperation with the business community and other organisations

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

Teaching and learning methods

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

Contact hours: 48 h

Mid-term examination after the 1st period (2h). Oral exam at the end of the term (2h).

Self-study: 29 h

Mandatory attendance 80 %

Recognition of prior learning

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

Teacher with the main responsibility for the course

Heidemarie Aapro-Mattila, Pasila

Course materials

Material provided by the teacher

Assessment criteria

Oral exam 80 %

Class work 20 %

PR German

(Persönliche Briefe)

- Code: GER4LE068
- Extent: 3 cr (81 h)
- Timing: 4th Semester*
- Language: German
- Level: professional studies
- Type: elective**

*the course is offered only in spring semesters

**required of students with compulsory German

Prerequisites

Competency level B1

Compulsory studies in German.

Learning outcomes

Students

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

Course contents

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

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

PR letters such as

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

In addition a CV is written.

Cooperation with the business community and other organisations

Class material originates from real companies.

Teaching and learning methods

Contact hours 30 h

Independent study, writing and correcting PR letters and preparation for the exam 49 h

Written exam 2 h

Contact teacher

Sirpa S. Bode

Course materials

Material provided by the teacher.

Assessment criteria

Written exam 50 %

Portfolio including assignments 50 %

German Business Environment

(Deutsch im Geschäftsleben)

- Code: GER4LE069
- Extent: 5 ECTS (135 h)
- Timing: Semester 6-7*
- Language: German
- Level: professional studies
- Type: elective**

*GER4LE069A is offered only in spring semesters and GER4LE069B only in autumn semesters

**required of students who have chosen compulsory German

Prerequisites

Competency level B2

German Grammar (GER4LE064), Spoken German in Business Interactions (GER4LE065), German Business Communication (GER4LE002).

Learning outcomes

In the written part of the course (Economic Texts in German (GER4LE069A), 3 cr, 6th semester) students

- improve their German business vocabulary and knowledge of key grammatical issues.

In the oral part of the course (German-speaking Europe and Company Presentations (GER4LE069B), 2 cr, 7th semester) students

- familiarise themselves with distinctive features of the German business environment
- gain proficiency in making business conversation to the extent that they understand their counterpart and can ask and answer questions presented to them.

Course contents

During the 6th semester (GER4LE069A) students familiarise themselves with economic texts in German.

During the 7th semester (GER4LE069B) students go to class and complete exercises. Students independently search for information on various German-speaking countries from the course manuscript.

The first part of the 6th semester (GER4LE069A) involves for example

- translations from German into English
- reading comprehensions and summaries
- current newspaper article presentations

The 7th semester (GER4LE069B) classes covers

- the geography, industry and political systems of Finland and Europe's German speaking countries.

Teaching and learning methods

Economic Texts in German (GER4LE069A):

Contact hours 30 h

Independent study, translation exercises and preparation for exam 49 h

Written exam 2 h

German-speaking Europe and Company Presentations (GER4LE069B):

Contact hours 24 h (3 h/week)

Independent study, weekly assignments and preparation for exam 28 h

Oral exam 2 h

80 % mandatory attendance

Contact teachers

Heidemarie Aapro-Mattila, Pasila

Sirpa S. Bode, Pasila

Course materials

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

Assessment criteria

Economic Texts in German (GER4LE069A) 60 %
German-speaking Europe and Company Presentations (GER4LE069B) 40 %
Both of the above must be successfully completed.

GER4LE069A:
Written exam 80 %
Class participation 20 %

GER4LE069B:
Written exam 50 %
Class participation and oral presentations 50 %

Processing Information and Managing Documents

- Code: INF2LE021
- Extent: 3 cr (81 h)
- Timing: Semester 6*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in spring semesters

Prerequisites

Organisations and Networks in Business Environment (MON1LE048) and Producing Business Documents (INF1LE022).

Learning outcomes

Students

- learn to produce materials that take into account the requirements of the users
- can choose and make use of various software during information search as well as when editing documents for use in presentations
- gain valuable practice in evaluating information critically
- get experience on using Microsoft SharePoint
- get confidence on learning new software features by themselves

Course contents

Students edit information on given topics using software tools, while taking into account for whom this information is intended to be presented to. Students also critically analyse this information

- Manual on Word, own templates and styles

- Use of Excel in information processing
- MS Office applications
- Critical analysis of information
- Visual presentation of information
- Information management
- Gathering and editing information for various audiences

Cooperation with the business community and other organisations

The class exercises are based on real-life business needs.

Teaching and learning methods

Contact hours (computer rooms) 32 hours (3 h/week x 11 times)

Weekly Assignments and final assignment 49 h

Teacher with the main responsibility for the course

Heli Lankinen

Course materials

Material provided by the teacher

Assessment criteria

Final assignment 66 %

Participation on contact lessons / weekly assignments 33 %

Producing Business Documents

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

Prerequisites

Introductory courses to computers and word processing

Learning outcomes

Upon successful completion of the course, the student

- has advanced from introductory to medium level of proficiency in the use of the MS Word 2007 application.

- is able to produce technically skilful and correctly prepared business documents using the features and commands the MS Word 2007 offers
- can produce office and business documentation in accordance with the current key SFS standards
- can make effective use of the following commands: templates, tables, electronic forms, drawing tools, section breaks, repeating footers and headers, paging schemes, tables of contents, and much more
- has the knowledge and skills to file and manage multiple documents rationally and efficiently utilizing the electronic folders feature in the MS operating system
- has increased both his/her self-reliance, speed and efficiency in the use of computers and the MS Word 2007 application

Course contents

- Application of standard layouts to documents, SFS document standard
- Numbers, special characters and abbreviations in accordance with Finnish and English standards
- Creating document templates for correspondence
- Creating paper-based and electronic form templates
- Using mail-merge functions for mass mailing
- Creating long documents such as theses
- Creating and using styles
- Producing automatic tables of contents including extra entries
- Creating and editing tables
- Linking pictures and graphs to documents
- Document management in MS Explorer

Cooperation with the business community and other organisations

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

Teaching and learning methods

Contact classes engaged in hands-on text processing lead by and together with the lecturer 32 h

Independent study 47 h

Exam 2 h

Alternative completions

The course Producing Business Documents (INF1LE022) can be replaced by performing studies which are corresponding in terms of contents and extent in other programmes of HAAGA-HELIA.

Recognition of prior learning

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

The student must inquire of the teacher about the preliminary examination and it must be agreed on during the first qualification week or the first contact lesson.

Contact teacher

Anssi Karjalainen, Pasila

Learning materials

Any publication on current SFS standards for documents, numbers and forms

Any book on the use of the MS Word 2007 application as a document production tool

Material and exercises provided by the lecturer.

Assessment criteria

20 % Attendance in contact sessions

40 % Compulsory assignments

40 % Exam

Studia Generalia Lectures

Studia Generalia Lectures

- Code: MON20E
- Extent: 1-6 cr (27-160 h)
- Semester: 2-7
- Language: English/Finnish
- Level: professional studies
- Type: free-choice

Description

Helia regularly organises lectures on current affairs given by experts from Finland and abroad. Students can earn 1.5 credit points of free-choice studies by participating in five Studia Generalia lectures, which usually last the afternoon. Students who want credit should carefully fill out the relevant form, which remains valid across semesters and academic years, and return it to the Mubba academic advisors' mailbox. Thereafter the student can continue attending the lectures and collecting marks for additional credit points. Information about the lectures is issued on a regular basis.

Advisor

Tuula Tuomainen

Building the Student Community

Building the Student Community

- Code: MON61E
- Extent: 3-8 cr (80-213 h)
- Semester: 2-7
- Language: Finnish/English
- Level: professional studies
- Type: free-choice

Learning outcomes

This course provides valuable practice as an active member of a self-developing work community. Focus is on the importance of interaction and commitment in the development the study/work environment.

Course description

The course is completed by functioning in positions of trust in Helia's student organisations (e.g. HELGA or the degree programme student organisations). Training for these tasks will be provided (introductory sessions on various sub-areas) in conjunction with student work on behalf of the student community.

Course contents

Students can participate in activities including those given below:

- Student tutoring: familiarising new students with Helia and support of their studies
- Marketing tutoring: planning and implementation of recruitment and marketing activities, in accordance with objectives set for each academic year
- International student tutoring: assisting foreign students, following current cultural events, learning about Finnish culture from the perspective of a foreign student, planning various events, happenings etc.
- Degree programme student organisation: functioning as a board member of the student organisation, learning about meeting protocols and activities
- Membership in Helia's student organisation
- Other activities on behalf of the student organisation

Info sessions on the areas above will be provided. More info will be provided by the student organisations. It may be the case that participation in some area/s will not be possible during every semester.

The topics covered during the info sessions include:

- Finnish polytechnics: why, what and how
- Helia as an organisation
- Teaching learning expertise: current thinking and development objectives, in general
- Student organisations and study procedures at Helia
- Presentation skills: what and how
- Group work skills
- Other pertinent topics

Prerequisites

First semester of studies.

Advisor

Tuula Tuomainen

Teaching and learning methods

Before receiving credit, participating students are to compile a report, in accordance with Helia guidelines, describing one's goals and actions on behalf of the student community, and a self-assessment of how well one succeeded in these activities and as a team member. The report is also to include a proposal for further development and a recommendation that the student receive credit for his or her activities, which is to be provided by the chairman of the area the student was involved in. Credit is to be applied for by means of a report submitted to the study counsellor of the student's degree programme.

Assessment

Pass (P) / fail (0)

Participation in info sessions and activity on behalf of the student community (in one or more of the areas described above). The number of credits given depends on the extent of the student's participation.

Introduction to Business Law

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

Prerequisites

No prerequisites.

Learning outcomes

Upon successful completion of the course, the student

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

Course contents

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

Teaching and learning methods

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

Contact lessons and exam 32 h

Assignments and self-study 49 h

Alternative completions

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

Contact teachers

Sampo Mielityinen, Pasila

Learning materials

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

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

Assessment criteria

Exam 60 %

Assignments 40 %

Basics of Administrative Law and Labour Law

- Code: LAW2LE040
- Extent: 3 cr (81 h)
- Semester: 4*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in spring semesters

Prerequisites

Introduction to Law (LAW1LE019) or equivalent.

Learning outcomes

Students become versed in

- key statutes pertaining to public sector administration
- the operating practices of public sector organisations
- key principles and statutes pertaining to labour law.

Course contents

This course provides a comprehensive overview of what is meant by public sector power, what are the principles and tasks of key public sector bodies, as well as how civil action can have an impact on government. Also addressed is the status of the individual in relation to public sector power. The course also covers key issues relating to labour law in both the private and public sectors. Overall, the course prepares students for their work placement, which is to take place after the fourth semester of studies.

- The operating principles and organisation of government, the legislative process, government decision making, civil action
- Key features of government in relation to the private sector
- Administrative change, administrative processes
- The principle of service
- Legal status of the individual and its protection
- Cooperation among employers, employees and the government in the formulation of labour law, employer and employee organisations
- Issues relating to work contracts, systems relating to work contracts, labour disputes and processes for solving them
- Occupational safety, workers' rights, social security and unemployment benefits.

Teaching and learning methods

The Labor Law part of the course comprises of contact hours and weekly assignments which must be submitted before the exam.

Contact hours 16 h

Written exam 2 h

Independent studies 22 h

The Public Administration part of the course comprises of three contact lessons and weekly assignments conducted on the net using Blackboard study environment.

Contact hours 6 h

Written exam 2 h

Independent studies 33 h

Teacher with the main responsibility for the course

Sampo Mielityinen, Pasila

Course materials

Labour Law:

Äimälä, Åström, Rautiainen, Nyysölä. Finnish Labour Law in Practise. Dark Oy 2005 or
Suviranta A.J.: Labour Law in Finland. Kauppakamari 2000. or
Surakka Aapo: Access to Finnish Law. WSOY 2005.

Following legislation:

Employment Contract Act (55/2001)

Working Hours Act (605/1996)

Annual Holidays Act (162/2005)

Administrative Law:

Laine Marjukka: Access to Finnish Public Law. WSOY Oppikirjat 2006.

Following legislation:

The Finnish Constitution (731/1999)

Administrative Procedure Act (434/2003)

Administrative Judicial Procedure Act (586/1996)

Act on Electronic Services and Communication in the Public Sector (13/2003)

Election Act (714/1998)

The Finnish Local Government Act (365/1995)

Assessment criteria

Students must receive a passing grade in both the public administration and labour law parts of the course. The overall grade will be a weighed average of the two parts above.

In both parts, the grade is based on the given exercises and a two-hour written exam.

Exam 75 %

Assignments 25 %

Professional Development of a Management Assistant

- Code: SLF2LE077
- Extent: 3 cr (81 h)
- Timing: Semester 1,2,7
- Language: English
- Level: core/professional studies
- Type: compulsory

Prerequisites

No prerequisites.

Learning outcomes

This course provides students with support in the planning of their studies. In particular, students

- understand the structure of their degree programme and the prerequisites for graduation
- understand their role as a student of University of Applied Sciences
- are able to plan and monitor the progress of their studies on the way to becoming a professional management assistant
- aim to graduate after 3.5 years of study.

Course contents

The course is completed during the duration of ones studies. It consists of three parts: Study Planning 1 (SLF2LE077A), Study Planning 2 (SLF2LE77B) and Career Planning (SLF2LE077C). The final mark for this course is given in the final semester of studies.

- 1st semester: orientation days (familiarisation with one's studies and the study environment), compilation of start-up plan (PSP0), compilation of material for one's digital portfolio begins
- 2nd semester: meetings with student counselor and presentation of digital portfolio to student counselor as agreed, compilation of PSP1 and discussion on it with student counselor
- 3rd semester: participation in info sessions for advanced and free-choice studies
- 4th semester: participation in info session on work placement and Haaga-Helia's recruitment event; presentation of digital portfolio to student counselor and compilation of PSP2 and discussion on it with student counselor
- 6th semester: compilation of PSP 3 (graduation and career plan) and discussion on it with student counselor/mentor
- 7th semester: graduation feedback, finalisation of digital portfolio.

The digital portfolio the student is to compile showcases what the student has learned during his or her studies - for example in the areas of communication, languages, cultural studies, as well as business and information technology and also reflects on the student's IT skills.

During the first year of studies the main focus should be placed on networking skills. The samples collected should reflect the student's know-how within this area. During the second year organisational skills are to be reflected and during the third year work process management skills are to be illustrated in the digital portfolio.

The portfolio can be saved in the format the student wishes to use. It can for instance be compiled in the form of a website or saved on a memory stick. It is assessed as pass/fail. The goal is that the portfolio is easy to use. The student counsellor checks that the portfolio meets set requirements.

The portfolio is intended for use in future job application situations. The portfolio is to be presented to one's student counselor by the end of the fourth term at the latest, which will allow the student to make use of it already when seeking work placement. The portfolio is to be updated each term, and is presented to one's student counsellor for a final assessment during the last term of studies.

Cooperation with the business community and other organisations

The course supports students in finding employment as a management assistant.

Teaching and learning methods

Info sessions and YTY meetings
Student Councillor group meetings
Personal discussions
PSP compilation
Digital portfolio

Teacher with the main responsibility for the course

Sanna Kukkonen, Pasila

Course materials

www.haaga-helia.fi

Salamander bulletins

Study guide. Other material agreed upon with one's mentor.

Assessment criteria

Pass (P)

In order to pass, students must participate in agreed sessions as well as have approval for each of the following:

PSP1

PSP2

PSP3

Digital portfolio

Strategic Management

- Code: LEA2LE078
- Extent: 3 cr (81 h)
- Timing: Semester 7*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in autumn semesters

Prerequisites

This course is to be completed after work placement.

Learning outcomes

After completing this course, the student will be able to

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

Course contents

- Strategy and its foundations: operating environment, stakeholders, mission and values
- Strategy schools of thought
- Blue Ocean Strategy
- Strategy formation, implementation and measurement

Cooperation with the business community and other organisations

The course involves external visitors from business and writing of a strategy report on a chosen company/line of business.

International dimension

Most of the company and case study examples represent international/multinational companies.

Teaching and learning methods

In the course assignment(s), 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.

The course covers contact hours, independent study, course assignments and final exam for a total of 81 hours of study time. Independent study covers a course assignment, course literature and preparation for the final exam.

Contact hours 24 h

Independent studies 57 h

Alternative completions

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

Recognition of prior learning (RPL)

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

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

Teacher with the main responsibility for the course

Olli Laintila, Pasila

Course materials

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

Assessment criteria

Written exam 60 %

Course assignment 40 %

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

Congress and Travel Arrangements

- Code: LEA2LE079
- Extent: 3 cr (80 h)
- Timing: Semester 7*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in autumn semesters

Prerequisites

Organisational communication 1 (COM2LE046)

Learning outcomes

The student

- is able to contribute to the successful planning and execution of domestic and international conferences and congresses
- understands the basic concepts of travel management and the relation between business travel and the meetings industry.

Course contents

The course focuses on two main areas. First, it provides knowledge of organising conferences and congresses. Secondly, it gives the student the basic concepts of travel management. The student acquires theoretical knowledge during lectures and independent studies, and practical knowledge during excursions. S/he will apply the knowledge to practise by planning in groups an international conference/congress to be held in Finland.

- Prerequisites of international conferences/congresses
- Conference/congress organisation
- Time and scheduling
- Locality and venue
- Financial planning
- Official and social programme
- Paperwork
- Catering, decorating and thanking
- Practical travel arrangements
- Company travel policy and reimbursement of travel expenses

Teaching and learning methods

The course requires 80 h of students' work

Contact classes: Congresses and excursions 22 h, travel management 12 h

Examination 2 h

Independent studies 44 hours, consist of preparing assignments and presentations, and preparing for the exam.

Teacher with the main responsibility for the course

Kristiina Åberg

Course materials

Recommended reading:

Leena Aarrejärvi, 2003: Kokoukset ja kongressit, Järjestäjän käsikirja, Edita

Rob Davidson, 2000: Business Travel, Longman

Rob Davidson and Beulah Cope, 2003: Business Travel, Prentice Hall

David Seekings, latest edition: How to Arrange Effective Meetings and Conferences, London

Pauli Verhelä, 2003: Matkailun ohjelmapalvelut, WSOY

In addition, current material provided by the teacher and prepared by the students as course work.

Assessment criteria

Classroom work, attendance and excursion(s) 20 %

Assignments 30 %

Two-hour examination 50 %

Mandatory attendance 80 %

Managing Marketing Networks

- Code: MAR4LE064
- Extent: 3 cr (81h)
- Timing: 4th Semester
- Language: English

- Level: professional studies
- Type: elective*

*required of Assi and Mubba students majoring in Marketing

Prerequisites

Yritystoiminnan perusteet/ Introduction to Business Administration (INS1LS062A/INS1LE048A)
Yrittäjyys ja liiketoiminta/Profitable Small Business Management (WOR2LS001/WOR2LE001)

Learning outcomes

The student

- knows how to assist the marketing management in the planning and implementation of marketing communication activities
- can act in the internal and external marketing networks of the company and in cooperation with the interest groups
- learns approaches to modern marketing.

Course contents

- planning and implementation of marketing communication activities
- agency cooperation
- modern approaches to marketing communication

Cooperation with the business community and other organisations

Guest lecturers or company visits

Assignments/triggers are based on real life examples

International dimension

Most of the triggers are representing international companies and cases.

Teaching and learning methods

Students attend pbl tutorials and lectures once a week. Lectures support self-study and tutorial work.

- tutorials 8 h
- lectures 16 h
- self study 57 h

100% attendance required on tutorials

Contact teacher

Mia-Maria Salmi, Pasila

Course materials

Handout material.

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

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

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

Assessment criteria

Tutorial performance (includes self, peer and external assessment) 50 %

Examination or individual assignment 50 %

Managing Competitive Advantage

- Code: MAR4LE065
- Extent: 3 ECTS (81 h)
- Timing: 6th Semester
- Language: English
- Level: professional studies
- Type: elective*

*required of Assi and Mubba students majoring in Marketing

Prerequisites

Yritystoiminnan perusteet/Introduction to Business Administration (INS1LS062A/INS1LE048A)

Yrittäjyys ja liiketoiminta/Profitable Small Business Management (WOR2LS001/WOR2LE001)

Learning outcomes

The student

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

Course contents

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

Cooperation with the business community and other organisations

Project for the client company

International dimension

Most of the projects are assigned by the international companies.

Teaching and learning methods

32 h lectures and team meetings

49 h team work and self-study

Contact teacher

Mia-Maria Salmi, Pasila

Course materials

Handout material

Literature and other material specified according to the client brief

Assessment criteria

100 % Contribution to the project

(team assignment & presentation 50% and 50 % individual work)

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

80% attendance required

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

Research Studies

- Code: MET2LE026
- Extent: 4 ECTS (108 h)
- Timing: Semester 4, 6
- Language: English
- Level: professional studies
- Type: compulsory

Prerequisites

Completion of the first three semesters of compulsory studies.

Learning outcomes

After completing this course, the student will be able to

- understand what kind of research methods exist and what their sub-elements are
- organize his/her own research and development process as a project

- choose the right method(s) for his/her own research or development project. He/She will also learn enough of the qualitative, quantitative and procedural methods in order to
 - cope with normal working life situations including critically following news in newspapers, TV and radio, answering research questions, buying research results and making use of them and
 - completing his/her own research and development project
- be familiar with different ways of collecting research material and how to analyze it. He/She will be able to also choose the right method for his/her own project and will be able to evaluate his/her own method application critically
- report his/her own work correctly
- know the basic linguistic and stylistic elements of academic writing and is able independently to produce a text type suited for a bachelor's thesis
- write his/her report according to the HAAGA-HELIA rules of layout and standards and she will know the required techniques.

Course contents

The course prepares the student to do and to report his/her own thesis. The first part (MET2LE026A) will be completed during the fourth semester and the second part (MET2LE026B) during the sixth semester, if not otherwise agreed.

- Study structure and reporting
- Research process
- Quantitative, Qualitative and Prosedural Research
- Acquisition of information
- Research methods and analyzes
- Evaluation

Cooperation with the business community and other organisations

The course provides students with the skills to complete a thesis for a company or other organisation.

Teaching and learning methods

The course is completed in Moodle. In order to pass the course the student should set at least 108 hours aside for her own study.

Contact teachers

Raisa Koivusalo-Kuusivaara, Pasila
 Anssi Karjalainen, Pasila
 Karl Robbins, Pasila

Course materials

Materials in Moodle

Bell, J. Doing your research project. A Guide for First-time Researchers in Education and Social Science, third or newer edition. Glasgow: Open University Press, 1999.

Levine, D. & Stephan D. Even You Can Learn Statistics. A guide for everyone who has ever been afraid of statistics. Upper Sandler River: Pearson 2005.

Silverman, D. Doing qualitative research. A practical handbook. London: Sage 2000 or newer.

Levine, D. & Stephan D. Even You Can Learn Statistics. A guide for everyone who has ever been afraid of statistics. Upper Sandler River: Pearson 2005.

Silverman, D. Doing qualitative research. A practical handbook. London: Sage 2000 or newer.

Swales & Feak. Academic Writing for Graduate Students, the University of Michigan Press. USA 1994 or newer.

Jordan, R. Academic Writing Course. Nelson ELT. London 2002.

BBA thesis instructions <http://www.haaga-helia.fi/en/studies/thesis.html>

Assessment criteria

All assignments, tasks and exam will be graded 0-5. The final grade is the average value.

Work-Based Language Project in Russian

(Proekt "Professionalnaja orientatsija")

- Code: RUS4LE003
- Extent: 3 cr (81 h)
- Timing: Semester 6-7
- Language: Russian
- Level: professional studies
- Type: free-choice*

*required of students who have chosen compulsory Russian

Prerequisites

Work placement should be completed.

Learning outcomes

Students

- complete a group project through which they gain practice in their writing skills and other professional competencies
- aim is to have the project commissioned by a company or other organization, for use by the party in question.

Course contents

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

Students produce a group report (or an individual report) of 10-15 pages on a topic agreed upon with the course advisor and a representative from business. The topic should differ from the topic that the student addresses in his or her thesis.

Cooperation with the business community and other organizations

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

Teaching and learning methods

Attendance is mandatory during introductory lectures. Students then present their project plans and report on its progress to the advisor during three interim review sessions or during meetings with the teacher. Project guidance will be provided at dates agreed upon with the advisor. Independent work during the course covers 70 hours.

Teacher with the main responsibility for the course

Oleg Matossov

Course materials

Reference literature and material provided by the business representative.

Assessment criteria

Written project report 100 %

Basic Business Russian 1

(Osnovy delovogo russkogo jazyka)

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

*required of students who have chosen compulsory Russian

Prerequisites

Intermediate Russian or equivalent skills.

Learning outcomes

Students acquire a proficiency that enables them to

- master the basics of Russian grammar using basic business Russian
- learn how to produce simple texts on familiar topics
- use dictionaries for supporting their working
- get used to multicultural working environments.

Course contents

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

Teaching and learning methods

The course is comprised of contact hours (4 h / week), exercises and an examination, totaling 81 hours of study.

The course will continue for one period.

Contact hours: 30 h (4 h / week)

Written and listening comprehension: 2 h

Independent study, weekly assignments and preparing for examination: 49 h

Mandatory attendance 80 %

Student starts to collect European Language Portfolio of his/her Russian studies in Haaga-Helia. It will help student to plan and present the Russian language study process and evaluate his/her knowledge of Russian.

Alternative ways to complete the course

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

Recognition of prior learning

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

Teacher with the main responsibility for the course

Pirjo Salenius, Pasila

Course materials

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

Material given by the lecturer.

Assessment criteria

Written examination 60 %
Listening comprehension 10 %
Language Portfolio 30 %

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): 77 h

Written examination: 2 h

Alternative 2

Contact hours (initial meeting): 2 h

Lectures and course assignments: 20 h
Independent study (reading of literature): 57 h
Written exam: 2 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

Written examination 100 %

Spoken Communication in Business Russian

(Praktika delovoi retshi)

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

*required of students who have chosen compulsory Russian

Prerequisites

Compulsory studies in Russian.

Learning outcomes

Students

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

Course contents

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

Business Russian situations:

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

Cooperation with the business community and other organisations

Simulations of various business encounters in Russian.

Teaching and learning methods

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

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

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

Independent study (weekly assignments, course assignments and preparing for exam): 33 h

Mandatory attendance 80 %

Teacher with the main responsibility for the course

Oleg Matossov

Course materials

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

Assessment criteria

Oral exam 60 %

Assignments 20 %

Class participation 20 %

Russian Business Documents

(Kommertšeskaja korrespondentsija russkogo jazyka)

- Code: RUS4LE042
- Extent: 3 cr (81 h)
- Timing: Semester 4

- Language: Russian
- Competence level: B1
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Russian

Prerequisites

Core studies/native speaker.

Learning outcomes

Target level: B1.2

Students

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

Course contents

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

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

Cooperation with the business community and other organizations

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

Teaching and learning methods

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

The course will continue during two periods.

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

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

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

Independent study (weekly assignments, compilation of portfolio and preparing for exam): 49 h.

Alternative ways to complete the course

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

Recognition of prior learning

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

Contact teacher

Pirjo Salenius, Pasila

Course materials

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

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

Assessment criteria

Test 30 %

Final written exam 50 %

Portfolio 20 %

Career in a Russian-speaking Environment

(Russki jazyk i delovaja karjera)

- Code: RUS4LE043
- Extent: 5 ECTS (135 h)
- Timing: Semester 6-7
- Language: Russian/Finnish
- Competence level: B2
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Russian

*required of native students if they have chosen compulsory Russian

Job Opportunities in Russian Trade (RUS4LE043B)

Prerequisites

Spoken Communication in Business Russian (RUS4LE041) and Russian Business Documents (RUS4LE042) or native speaker.

Learning outcomes

Students

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

Course contents

The course is divided into two parts: Russian Contracts (RUS4LE043A) and Job Opportunities in Russian Trade (RUS4LE043B). The course involves contact hours and weekly assignments.

Russian Contracts (6th semester):

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

Job Opportunities in Russian Trade (7th semester):

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

Cooperation with the business community and other organizations

During Russian Contracts (RUS4LE043A) the students strive to acquire an agreement from a company doing trade with Russia for the completion of their course assignment. Company visits.

Teaching and learning methods

Contact hours and assignments, totaling 135 hours of study.

Russian Contracts (RUS4LE043A) (3 cr):

This part covers 81 hours of study, inclusive of contact hours and independent study. This part lasts the first period.

Contact hours: 21 h (3 h/week)

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

Independent study, weekly assignments, course assignment and preparing for exam: 57 h

Job Opportunities in Russian Trade (RUS4LE043B) (2 cr):

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

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

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

Independent study, weekly assignments, course assignment and preparing for exam: 31 h.

Alternative ways to complete the course

Russian Contracts (RUS4LE043A):

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

Recognition of prior learning

Job opportunities in Russian Trade (RUS4LE043B):

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

Teachers with the main responsibility for the course

Pirjo Salenius (RUS4LE043A), Pasila

Oleg Matossov (RUS4LE043B), Pasila

Course materials

Salenius, P., 2000. Sopimukset venäjäksi. Helia. (RUS4LE043A)

Material provided by the teacher. (RUS4LE043B)

Assessment criteria

Russian Contracts (RUS4LE043A):

Written examination 80 %

Distance assignment and class participation 20 %

Job Opportunities in Russian Trade (RUS4LE043B):

Oral examination 50 %

Distance assignment 20 %

Class participation 30 %

Russian Contracts comprises 60 % and Job Opportunities in Russian Trade 40 % of the overall grade. Both parts must be successfully completed (except native speakers)

Cyrillic Word Processing and Transliteration

(Obrabotka teksta na kirillitse i transliteratsija)

- Code: RUS8LE037
- Extent: 3 cr (81 h)
- Timing: Semester 1-7
- Language: Russian/English
- Level: professional studies
- Type: free-choice (online course)*

*required of students who have chosen compulsory Russian

Prerequisites

Starting level: A1.2

Elementary Russian.

Learning outcomes

Target level: A1.2

Students practice using the Cyrillic alphabet in text processing, and become proficient in Russian document standards. In addition, students practice transliterating Cyrillic texts and to use the Finnish or the international transliteration system and learn to use the Russian Internet searching tools.

Course contents

This virtual course focuses primarily on three topics: Cyrillic text processing, transliteration and searching for information. This course is completed over Haaga-Helia's e-learning portal Moodle. Weekly assignments.

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

Cooperation with the business community and other organizations

Course texts are edited versions of actual business correspondence.

Teaching and learning methods

The course comprises assignments and the exam, for a total of 81 hours of study time. Cyrillic text processing makes up 75 % and transliteration and searching for information 25 % of the course.

Examination: 2 h (at the end of the course)

Independent study, completion of six assignments over the net and preparing for exam: 79 h

Teacher with the main responsibility for the course

Pirjo Salenius

Course materials

Salenius, P. 2009. Cyrillic text processing and transliteration, in Moodle.

Assessment criteria

Written examination 70 %

Distance assignments 30 %

All assignments should be accepted.

Russian-Finnish language and culture tandem

(Russko-finski tandem-kurs)

- Code: RUS8LS070
- Extent: 3 cr (81 h)
- Timing: early stage of Finnish/Russian language studies
- Language: Russian/Finnish
- Level: core studies
- Type: free-choice

Prerequisites

Russian/Finnish basic skills: 10-15 credits language studies or language skill level A2. The mother tongue of the student must be either Russian or Finnish.

Learning outcomes

Students:

- gain confidence in using their Finnish/Russian skills in oral situations, and gain a deeper command of the foreign language.
- learn about Russian culture in Helsinki, and learn to present their home city in Russian or Finnish.
- deepen their knowledge of Finnish/Russian culture and learn to work together with persons from the other culture. Interest in Russia and Finland and Russian and Finnish increases.

Course contents

- Teaching and learning about Russian/Finnish language and culture in pairs and the process of different cultures meeting
- Working in tandem with a native speaker and activating language skills
- Two prepared presentations
- Two meetings with the tandem pair in addition to working in a classroom.

Teaching and learning methods

The course consists of contact hours, meetings with the tandem pair and assignments covering 81 h (includes both class and independent study).

Contact hours: 32 h

Independent study and assignments: 47 h

Oral exam: 2 h

Teachers with the main responsibility for the course

Tuula Jäppinen

Pirjo Salenius

Course materials

Anatoli Berditchesvski: Вдвоём всё-таки лучше!

Anatoli Berditchesvski (translated by Pirjo Salenius): Kaksin aina kaunihimpi!

The material should be paid to the teacher (about 12 €). It is also possible to get the material in HAAGA-HELIA's library.

Additional materials distributed by the teachers.

Assessment criteria

The course is pass/fail.

There is a 80 % mandatory attendance requirement on the course. In addition, the students should participate actively during contact hours as well as pass the oral exam and complete the given assignments.

Work-Based Language Project in Spanish

(Proyecto temático sobre la experiencia laboral)

- Code: SPA4LE002
- Extent: 3 cr (81 h)
- Timing: Semester 6-7
- Language: Spanish
- Level: professional studies
- Type: free-choice

Prerequisites

Work placement should be completed.

Learning objectives

Target level: A2.2

Students

- complete a group project through which they gain practice in their writing skills and other professional competencies
- The aim is to have the project commissioned by a company or other organisation, for use by the party in question.

Course contents

Students plan and implement a group project on a business topic, and in this way practice their language and project management skills. Students produce a group report of 10-15 pages on a topic agreed upon with the course advisor and a representative from business. The topic should differ from the topic that the student addresses in his or her thesis.

Cooperation with the business community and other organisations

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

Teaching and learning methods

Attendance is mandatory during introductory lectures. Students then present their project plans and report on its progress to the advisor during three interim review sessions. Project guidance will be provided at dates agreed upon with the advisor. Independent work during the course covers 70 hours.

Teacher with the main responsibility for the course

Pedro Beltrán Herrera

Course materials

Reference literature and material provided by the business representative.

Assessment criteria

Project report 100 %

Spanish Grammar

(Gramática de la española)

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

*required of students who have chosen compulsory Spanish

Prerequisites

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

Learning outcomes

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

Upon successful completion of the course, the student

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

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

Course contents

Focus on the:

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

Teaching and learning methods

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

Contact hours 32 h (2x2 h/week)

Written examination 2 h

Independent study 49 h

Mandatory attendance 80 %

Class exercises must be completed before the exam.

Alternative ways to complete the course

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

Recognition of prior learning

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

Contact teacher

Pedro Beltrán Herrera, Pasila

Course materials

Amate, I. & Puranen, P. 2010. *Colegas - Työelämän espanja, espanjan jatko-oppikirja*. Kustannusosakeyhtiö Tammi, Helsinki.

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

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

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

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

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

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

Assessment criteria

Written exam 80 %

Continuous assessments 20%

Spoken Communication in Chinese

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

* but required of students who have chosen compulsory Chinese

Prerequisites

Target level: A1

Chinese for Beginners and Intermediate Chinese, or three semesters of beginning level Chinese

Learning outcomes

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

After the course, students will:

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

Course contents

During the course, students will learn the following skills:

- getting acquainted with a new person
- telling about one's own hometown, family situation, friends and foreign language skills
- survival level language skills in everyday life situations in a tea house, café, bar, restaurant, shop, etc.
- survival level language skills in traveling situations such as buying train and plane tickets, asking for directions, reserving a hotel room, making a reservation in a restaurant, renting a bicycle or car, etc.
- talking about likes and dislikes, hobbies and other leisure-time activities

Teaching and learning methods

Interactive classroom activities

Individual and pair work

Individual and pair studies on the Internet

There is a mandatory attendance of 80%.

Class exercises must be completed before the oral exam.

Oral and written final exams

Alternative ways to complete the course

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

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

Recognition of prior learning

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

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Handouts and materials provided by the teacher

Real Chinese 2005: BBC Internet materials

Hai Guo 2006: Multimedia materials in association with YLE and BBC

Hai Guo 2005: Kiinaa matkailijoille, Finnlectura (as an alternative for Finnish-speaking students)

Assessment criteria

Oral exam: 80%

Written exam: 20%

Spoken Spanish in Practice

- Code: SPA4LE070
- Extent: 3 cr (81 h)
- Timing: 2nd Semester
- Language: Spanish
- Competence level: A 2
- Level: Core studies
- Type: Elective*
- Curricula 2010S

*required of students with compulsory Spanish

Prerequisites

Spanish Grammar (SPA4LE008) or equivalent studies

Learning outcomes

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

Upon successful completion of the course, the student

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

Course contents

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

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

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

Teaching and learning methods

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

Contact hours 48 h (1 x 3h / week)

Two oral exams 2 x 2 h =4 h

Self-study 33 h

Mandatory attendance 80 %

Class exercises must be completed before the oral exams.

Earlier recognition of prior learning

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

Contact teachers

Alicia Jáuregui Renaud, Pasila

Pedro Beltrán Herrera, Pasila

Learning materials

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

Cortés Moreno, Maximiano 2009. Guía de usos y costumbres de España. Edelsa. Madrid.

López Moreno, Cristina 2009. España contemporánea. SGEL. Madrid.

Uriz, J. - Francisco - Harling B. 2009. En el mundo hispánico. Chancerel. London

Assessment criteria

Oral exam 70 %

Oral assignments 30 %

Spoken Communication in Business Spanish

(Español de los negocios)

- Code: SPA4LE045
- Extent: 3 cr (81 h)
- Timing: Semester 3
- Language: Spanish
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Spanish

Prerequisites

Starting level: A2.2

Spoken Spanish in Business Interactions and Cultural Knowledge (SPA4LE028) or equivalent.

Learning outcomes

Target level: B1.1

Students

- learn the distinctive features of doing business in Spanish
- acquire the skills to use Spanish flexibly and efficiently in various social contexts, as well as in one's studies and in professional contexts
- will make a CV and Europass in Spanish.

Course contents

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

The course introduces students to Spanish business culture:

- cultural differences, corporate forms, organisation, commerce, finance, marketing, tourism, workplace culture
- the trade relations between Finland and Spain
- Students also learn how to apply for work, and also to present themselves, their company and its products.

Cooperation with the business community and other organisations

Finnish companies doing business in Spanish-speaking countries and companies in Spain.

Teaching and learning methods

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

Contact hours 44 h (3 h/week)

Two written exams 2 h + 2 h = 4 h

Independent study 33 h

Oral presentations must be completed before the exam.

Teacher with the main responsibility for the course

Pekka Savinainen

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.

Assessment criteria

Written exams 60 %

Class assignments 40 %

Spanish Business Documents

(Correspondencia comercial en español)

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

*required of students who have chosen compulsory Spanish

Prerequisites

Starting level: B1.1

Spoken Communication in Business Spanish (SPA4LE045)) or equivalent.

Learning outcomes

Target level: B1.2

Students

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

Course contents

Distinctive features of written Spanish:

- spelling, use of spaces

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

Teaching and learning methods

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

Contact hours 28 h (2h/week)

Two written exams 2 x 2 h = 4 h

Independent study 49 h

Course exercises must be completed before the exam.

Teacher with the main responsibility for the course

Pedro Beltrán Herrera

Course materials

Lindgren Kristina - Savinainen Pekka - Seppä Ritva 2008. Claves del Éxito: Liike-elämän espanjaa: Chapter 5, Edita Publishing Oy, Helsinki.

Dictionaries: Spanish-Finnish, Spanish-English, Spanish-Swedish.

Binder, Kärnä, Métivier, Miestamo, Salenius, Savinainen, Solonen, Taimio & Åberg 2007. Liikeviestinnän käsikirja - Viestit vaihtoon 7 kielellä. Edita. Helsinki.

Assessment criteria

Written exam 80 %

Exercises 20 %

Spanish Business Environment

(Entorno empresarial hispanoparlante)

- Code: SPA4LE047
- Extent: 5 cr (135 h)
- Timing: Semester 6 and 7
- Language: Spanish
- Level: professional studies
- Type: elective*

*required of students who have chosen compulsory Spanish

Prerequisites

Starting level: B1.2

Spoken Communication in Business Spanish (SPA4LE045) and Spanish Business Documents (SPA4LE046).

Learning outcomes

Target level: B2.1

Students

- become familiar with the distinctive features of Latin America: geographical differences, history, as well as economy, society and government
- acquire the skills to prepare presentations on the basis of information gathered from various oral and written sources
- can comprehend difficult Spanish texts, communicate their ideas fluently, as well as write summaries of newspaper articles in Spanish.

Course contents

The course is divided to two parts:

- Latin America (América Latina, ayer y hoy) (SPA4LE047A): Latin America's history, society and current affairs
- Spanish Newspaper Texts (Prensa hispana) (SPA4LE047B): distinctive features and style of Spanish newspapers and preparations of reviews and summaries relating to these.

Cooperation with the business community and other organisations

The Ibero-American Institute of the University of Helsinki and Instituto Iberoamericano de Finlandia in Madrid.

Teaching and learning methods

The course consists of contact hours and exercises, totalling 135 hours of study time.

Latin America (SPA4LE047A): this part covers 81 h, including class and independent study, and spans the length of one semester.

Contact hours 28 h (2 h/week)

Written exam 2 x 2 h = 4 h (at the end of each period)

Oral presentation

Independent study, exercises and preparation for exam 49 h

Spanish Newspaper Texts (SPA4LE047B): this part covers 54 h, including class and independent study. This part spans the length of one period.

Contact hours 21 h (3 h/week)

Written examination 3 h (at the end of the period)

Independent study, exercises and preparation for examination 30 h

Class exercises must be completed before the examinations.

Teacher with the main responsibility for the course

Pedro Beltrán Herrera

Course materials

Vásquez, Germán & Marínez Díaz, Nelson 1990. Historia de América Latina. SGEL, Madrid.
Masoliver, Joaquín & Vidales, Carlos 1995. América Latina. Samfundslitteratur. Gylling.
Hispanoamérica, ayer y hoy: historia y arte, demografía, economía, instituciones, tradiciones.
SGEL, Madrid. 1996.
Newspapers: Cambio16, El Clarín, El Sol, El Mercurio.

Assessment criteria

Latin America (SPA4LE047A):

Written examination 60 %

Oral presentation 30 %

Class activity 10 %

Spanish Newspaper Texts (SPA4LE047B):

Written examination 50 %

Written tasks 30 %

Class activity 20 %

The Province of Valencia as Business Environment

(Vida empresarial en la Comunidad valenciana)

- Code: SPA8LS038
- Extent: 3 cr (81 h)
- Timing: Semester 3-7
- Language: Spanish
- Level: intermediate
- Type: elective

Prerequisites

Starting level: A2.1

Adequate knowledge of Spanish, eg about one year of studies at HAAGA-HELIA.

Learning outcomes

Target level: A2.2

The student is able

- to communicate orally in Spanish in everyday situations
- learns how to live in Spanish society
- becomes acquainted with the Spanish business environment through three company visits.

Course contents

The student gets to know Spanish companies and their way of doing business, and the Spanish way of living during the accommodation in families. In May, a one-week language course is organized by the University of Alicante. The language course includes 20 hours of instruction: 4 h per day during 5 days. Three company visits will be made. The student interviews a Spanish family and reports the results. The study trip will be carried out if at least 15 students enroll for the course.

Teaching and learning methods

- a language course at the University of Alicante
- the student becomes acquainted with business life and cultural life of the Province of Valencia
- student keeps a diary during the trip and composes a written report in Spanish to be given to the instructor after the trip.

The written report must include a description of Valencia as a business environment, evaluation of the language course and the results of the interview with the members of the family. The course comprises contact hours (20 h) and independent studies, a total of 81 hours.

Assessment criteria

Passing the language course and course assignments during the language course.

A written report in Spanish (from 2 to 3 pages)

Course evaluation: pass (H) or fail (0)

Course assignments must be completed and accepted before the grade is given.

Current Affairs - Conversations and Texts in Swedish

Current Affairs - Conversations and Texts in Swedish

(Aktuell svenska)

- Code: SWE8LS002
- Extent: 3 cr (81 h)
- Timing: Semester 4-7
- Language: Swedish
- Level: professional studies
- Type: free-choice

Prerequisites

Starting level: B1.1

Core studies.

Learning outcomes

Target level: B2.1

Students familiarise themselves with the latest developments in the Swedish language, particularly in regard to vocabulary and grammar. Students practice discussing current events in Swedish.

Course contents

Conversation on current events in Sweden as well as new words and expressions in the Swedish language.

- Conversation
- New words
- Reports on current topics of interest.

Cooperation with the business community and other organisations

Company materials and company visits.

Teaching and learning methods

Contact hours 32 h (4 h/week)

Independent study 47 h

Exam 2 h

Teacher with the main responsibility for the course

Marjaana Halsas

Course materials

Articles, videos etc. on current topics of interest.

Assessment

Assignment 30 %

Written exam 70 %

Work-Based Language Project in Swedish

(Arbetslivsorienterat projekt i svenska)

- Code: SWE4LE003

- Extent: 3 cr (80 h)
- Timing: Semester 6-7
- Language: Swedish
- Level: professional studies
- Type: free-choice

Prerequisites

Starting level: B1.1

Work placement should be completed, but you can also take this course during your work placement.

Learning outcomes

Target level: B2.1

Students complete a group project through which they gain practice in their writing skills and other professional competencies. The aim is to have the project commissioned by a company or other organisation, for use by the party in question.

Course contents

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

Students produce a group report of 10-15 pages on a topic agreed upon with the course advisor and a representative from business. The topic should differ from the topic that the student addresses in his or her thesis.

Cooperation with the business community and other organisations

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

Teaching and learning methods

Attendance is mandatory during introductory lectures. Students then present their project plans and report on its progress to the advisor during three interim review sessions. Project guidance will be provided at dates agreed upon with the advisor. Independent work during the course covers 70 hours.

Teachers with the main responsibility for the course

Marjaana Halsas
Marketta Keisu

Course materials

Reference literature and material provided by the business representative.

Assessment criteria

Project report 100 %

The Nordic Countries

(Norden i dag)

- Code: SWE8LS015
- Extent: 3 cr (80 h)
- Timing: Semester 4-7
- Language: Swedish
- Level: professional studies
- Type: free-choice

Prerequisites

Starting level: B1.2

Core studies.

Learning outcomes

Target level: B2.1

Students learn basic facts about the Nordic countries, the Nordic way of life as well as cooperation between the Nordic countries.

Course contents

Independent study of materials on the Nordic countries. Written exam.

Students independently study literature on Nordic cooperation, the Åland Islands, and Nordic society. More information can be found at Haaga-Helia's e-learning portal BlackBoard: Assi > Course catalogue > Pohjoismaatietous-kirjatentti/Norden på egen hand (ruo15s) > course information + books.

Teaching and learning methods

Independent study

Teacher with the main responsibility for the course

Marjaana Halsas

Course materials

The list of course literature can be found on BlackBoard (Course information + books).

Assessment

Exam 100 %

(Only students who have taken the course exam proper are eligible for retakes)

Translation Technique

(Översättningsteknik)

- Code: SWE8LS021
- Extent: 3 cr (80 h)
- Timing: Semester 4-7
- Language: Swedish
- Level: professional studies
- Type: free-choice

Prerequisites

Starting level: B2.1

Core studies. This course is recommended especially for students who have completed a substantial amount of their studies.

Learning outcomes

Target level: C1.1

Students practice translating company texts from Finnish into correct Swedish, and also learn to use various sources in their translation tasks.

Course contents

Familiarisation with dictionaries and other translation tools, analysis of translated texts, the translation process and opportunities. Discussion of key difficulties in translation.

Translation of company texts, and feedback.

Cooperation with the business community and other organisations

Company texts

Teaching and learning methods

Contact hours 14 h

Independent study 56 h

Preparing for exam 8 h
Exam 2 h

Teacher with the main responsibility for the course

Jörgen Svensson

Course materials

Company texts (7 in all, with each approximately one page long A4)

Assessment

Written exam 70 %
Translation exercises 30 %

Basic Business Swedish

(Introduktion till affärssvenska)

- Code: SWE1LE001
- Extent: 6 ECTS (162 h)
- Timing: 1st semester
- Language: Swedish
- Level: Core studies
- Type: Compulsory
- Curriculum: MUBBA10

Prerequisites

Secondary school Swedish or corresponding proficiency

Learning outcomes

Proficiency level: B1

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

Upon successful completion of the course, the student

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

Course contents

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

The topics covered

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

Cooperation with the business community

Company presentation materials and visiting lecturer/company visit/seminar

International dimension

Nordisk stig partners and Hanaholmen – Kulturcentrum för Sverige och Finland

Teaching and learning methods

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

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

Self-study 81 h (51 h written part, 30 h oral part)

Written exam 2 h, oral exam 1 h

Students must attend at least 80% of classes.

Alternative completions

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

Recognition of prior learning (RLP)

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

Contact teachers

Britt-Marie Carlsson, Pasila (oral part)
Marjaana Halsas, Pasila (oral part)
Marketta Keisu, Pasila (written part)

Learning materials

Keisu, M. 2009. Svenska språkets strukturer för ledningsassistenter (written part)
Halsas, M. & Svensson, J. Muntlig språkfärdighet i affärslivet (oral part)
Computer-assisted learning materials
Internet
Newspaper articles

All basic materials can be downloaded from Moodle.

Assessment criteria

Written part:
Written exam 80 %
Class participation, assignments and language portfolio 20 %

Oral part:
Oral exam 50 %
Class participation, assignments and language portfolio 50 %

Swedish Business Communication

(Affärskommunikation)

- Code: SWE4LE041
- Extent: 3 cr (80 h)
- Timing: Semester 3*
- Language: Swedish
- Level: professional studies
- Type: elective**

*the course is offered only in autumn semesters

**required of students with compulsory Swedish

Prerequisites

Starting level: B1.2

Swedish Grammar (SWE4LE027)

Learning outcomes

Target level: B2.1

Students gain a thorough understanding of the status of companies and business practices in the Nordic countries, and become capable of managing everyday situations in Swedish, both oral and written.

Course contents

The course includes discussions on the status of companies in the Nordic Countries, simulation of various business situations, review of business practices and culture, as well as discussions on the forms and styles of business communications. The course focuses on case studies and also involves a lot of spoken exercises. The course is recommended also for students who have not chosen Swedish as one of their main languages.

- Nordic trade
- commerce situations
- customer bulletins
- requests for quotation
- quotation
- sales letters
- orders and order confirmations
- complaints and letters of adjustment
- telephone Swedish.

Cooperation with the business community and other organisations

Students interview people in companies about the company's communications or send a questionnaire to a Nordic company.

Teaching and learning methods

Contact hours 30 h
Independent study 14 h
Writing business letters and portfolio 15 h
Interview and report 4 h
Preparing for exam 15 h
Exam and feedback 2 h

Teachers with the main responsibility for the course

Irina Kalmi-Eskelinen
Pilvi Lehto

Course materials

Kärnä, Eija 2006. "Swedish Business Communication" in Binder et al. Liikeviestinnän käsikirja, viestit vaihtoon 7 kielellä. Edita. Helsinki
Other handouts provided by the teacher

Assessment criteria

Written exam 50 %
Spoken exam and class participation 30 %
Written assignments 20 %

PR Swedish

(PR-svenska)

- Code: SWE4LE063
- Extent: 3 cr (81 h)
- Timing: Semester 4*/2nd Semester (Curriculum 2010)
- Language: Swedish
- Competency level: B2
- Level: professional studies
- Type: elective**

*the course is offered only in spring semesters

**required of students with compulsory Swedish

Prerequisites

Compulsory studies in Swedish. /Basic Business Swedish (SWE1LE001) (Curriculum 2010)

Learning outcomes

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

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

Course contents

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

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

Cooperation with the business community and other organisations

Possibly a visiting lecturer from a company.

Teaching and learning methods

Contact hours 30 h
Independent study 49 h
Exam 2 h

Alternative completions

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

Contact teachers

Marjaana Halsas, Pasila
Marketta Keisu, Pasila

Learning materials

Halsas, M. & Rönkä, I. 2008. PR-svenska

Assessment criteria

Written exam 80 %
Assignments 20 %

Swedish Business Environment

(Avancerad svenska i näringslivet)

- Code: SWE4LE064
- Extent: 5 cr (133 h)
- Timing: Semester 6, 7*
 - 6: Economic texts in Swedish/Ekonomiska texter och dokument (3 cr)
 - 7: Oral Reports and Presentations in Swedish/Muntlig rapportering och presentation (2 cr)
- Language: Swedish
- Level: professional studies
- Type: elective**

*SWE4LE064A is offered only in spring semesters and SWE4LE064B only in autumn semesters

**required of students with compulsory Swedish

Prerequisites

Starting level: B2.2

Swedish grammar (SWE4LE027), Swedish Business Communication (SWE4LE041), PR-Swedish (SWE4LE063) and Spoken Swedish in Business Interactions (SWE4LE047)

Learning outcomes

Target level: C1.1

Students acquire the proficiency to write various types of messages and documents pertaining to doing business and managing a business in the Nordic countries, including areas such as internal and external communication, meeting documentation and personnel matters. Overall, students acquire the skills required in managing corporate communications pertaining to personnel and finance.

In addition, students gain practice in making reports and presentations in demanding business situations.

Course contents

In the part focusing on written skills (SWE4LE064A) emphasis is on the Nordic business environment, organisational communications and meeting practices and corporate finance, with lots of practice on translating and writing documents on these themes.

Main themes:

- annual reports
- corporate publications
- corporate and public sector administration texts
- meeting documents
- job advertisements
- recruitment letters
- job applications
- internal bulletins.

In the part focusing on oral skills (SWE4LE064B) there will be practice with presentations, group discussions, simulated business negotiations, meetings and recruitment events.

Main themes:

- simulated conversations including business negotiations
- meetings and job applications
- chairing group discussions.

Cooperation with the business community and other organisations

A portfolio of a company's communication material.

Teaching and learning methods

Economic Texts in Swedish
(Ekonomiska texter och dokument) (SWE4LE064A):
Contact hours 30 h
Independent study 18 h
Assignments and portfolio 15 h
Preparing for exam 15 h
Exam 2 h

Oral Reports and Presentations in Swedish
(Muntlig rapportering och presentation) (SWE4LE064B):
Contact hours 32 h,
Independent study 21 h

Mandatory attendance 80 %

Teacher with the main responsibility for the course

Marjaana Halsas

Course materials

Castrén Saaristo: Hör av Dig i skrift.
Current material including newspaper articles, annual reports and other publications. A course handout.

Assessment criteria

Economic Texts in Swedish (Ekonomiska texter och dokument) (SWE4LE064A):
Written exam 70 %
Portfolio and assignments 30 %

Oral Reports and Presentations in Swedish
(Muntlig rapportering och presentation) (SWE4LE064B):
Oral exam 40 %
Assignments 30 %
Class participation 30 %

Profitable Small Business Management

- Code: WOR2LE067
- Extent: 6 cr (160 h)
- Timing: Semester 3*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in autumn semesters

Prerequisites

Organisations and Networks in Business Environment (INS1LE048)
Introduction to Law (LAW1LE019)
Financial Administration and Reporting (ACC1LE026)

Learning outcomes

After completing this course students will

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

Course contents

Students prepare business plans from the perspective of marketing, management, accounting, finance and law. Teachers and other experts will provide support.

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

Cooperation with the business community and other organisations

Visiting lecturers (e.g. from new business support organisations, insurance companies). Students also contact various companies and government bureaus when working on their business plans.

Teaching and learning methods

The course covers 160 hours as follows:

- Learning about business plans: lectures on company law 14 hours, lectures on business operations and marketing 28 hours, lectures on accounting and finance 14 hours
- Visiting lecturers 8 hours
- Formulation of project plans in teams 3 hours
- Consultation 4 hours
- Collecting information, producing a business plan and report 80 hours

The contact hours are arranged in such a way that students have an average of two hours a week on business operations and marketing and two hours on law and accounting.

Teachers with the main responsibility for the course

Ulla Huovinen
Olli Laintila
Heli Lankinen

Course materials

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

Assessment criteria

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

Cooperative Entrepreneurship

- Code: WOR4LE006
- Extent: 4 cr (108 h)
- Timing: Spring 2010
- Language: English
- Level: professional studies
- Type: elective studies

Prerequisites

Profitable Small Business Management (WORLE067/Mubba) or Yrittäjyys ja liiketoiminta (WOR2LS001/Assi).

Learning outcomes

Students learn:

- innovation, decision making and creation of marketable service(s) or product(s) from a business idea
- to find customers for their products or services
- to make a real business plan (incl. marketing plan, financial plan etc.)
- to adapt their previous knowledge of business management into real life and the responsibilities of a company
- the special characteristics of a cooperative company and to establish a cooperative
- to work in the teams and take responsibility of developing the cooperative.

Course contents

Students create a business idea, make a business plan and establish and register a cooperative, i.e. students become juridical owners of the cooperative.

Cooperation with the business community and other organizations

The course is based on real-life business needs.

Teaching and learning methods

Contact hours 32 hours (2 h /week)

Students' working for the cooperative (76 h)

Teacher with the main responsibility for the course

Olli Laintila

Course materials

Material provided by the teacher

Assessment criteria

Passed/failed

Passing grade requires active and spontaneous work for innovating and developing the product or service idea and developing the business for the cooperative and establishing the cooperative. 75 % participation for the organized coaching activities 32 hours (training sessions, workshops) and 76 hours reported work for the cooperative and keeping a learning diary.

Cooperative Entrepreneurship 2

- Code: WOR4LE007
- Extent: 4 cr (108 h)
- Timing: Spring 2009
- Language: English
- Level: professional studies
- Type: elective studies

Prerequisites

Cooperative Entrepreneurship 1 (WOR4LE006)

Learning outcomes

Students learn:

- to run a business
- the main business processes and how to develop them (for example finance, marketing and customer relationship management (CRM))
- how to acquire new customers and how to run customer projects
- how to take responsibility for developing the cooperative

- the importance of teamwork skills in implementing customer projects and in daily operations of the cooperative

Course contents

Cooperative Entrepreneurship 2 gives students abilities to work as entrepreneurs in their own company, i.e. in the cooperative. The course is an extension for the Cooperative Entrepreneurship 1. Topics to be covered:

- Development of the cooperative (trainings, coaching)
- Innovation and R&D
- Working environment follow-up (markets, stakeholders etc.)
- Working with customer projects
- Company visits
- Customer visits
- Fair and seminar visits
- Team work

Cooperation with the business community and other organizations

Students are continuously cooperating with the business community through customer contacts, company visits and fair and seminar visits.

Teaching and learning methods

Coaching (weekly training and coaching, including introductory remarks of teachers and students).
Independent working (learning by doing, i.e. working in the cooperative and with customer projects)

Teacher with the main responsibility for the course

Olli Laintila

Course materials

Literature according to need

Assesment criteria

Passed/failed

In order to obtain a pass grade in the course students should be active and show their innovative commitment in developing the cooperative, 108 hours of reported work, 80 % participation in the organized coaching, working on assignments and keeping a learning diary.

Work Placement

- Code: PLA6LE003
- Extent: 30 cr (800 h)
- Semester: 5
- Language: English/one of student's compulsory languages
- Level: professional studies
- Type: compulsory

Prerequisites

Organisations and Networks in Business Environment (INS1LE048)
Systematic Information Gathering (INF1LE001)
Financial Administration and Reporting (ACC1LE026)
Finnish Business Documents (FIN2LE024)
Producing Business Documents (INF1LE022)
Organisational Communication 1 (COM2LE046)

Foreign students:

Introduction to Finnish 1 (FIN4LE001)
Introduction to Finnish 2 (FIN4LE002)
Finnish 3 (FIN4LE003)
Finnish 4 (FIN4LE004)
Finnish 5 (FIN4LE005)

Learning outcomes

Students become familiar with the job of a management assistant, and have the chance to transfer their theoretical knowledge into practice. In particular, students become acquainted with how companies operate in practice and learn to make use of the information available to them. This includes practice with computer programmes, both new and already familiar to the student, as well as practice in foreign languages, meeting routines and the organisation of company events.

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. 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:

Communication (THE7LE001)
Marketing (THE7LE002)

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

Eeva-Kaarina Häkkinen (work placement in Finland)

Catherine Métivier (work placement abroad and work placement in Finland for foreign Mubba students)

Assessment criteria

Students are assessed on the basis of their work placement report. 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.

Finnish for Beginners

- Code: FIN1LE002
- Extent: 6 ECTS (162 h)
- Timing: 1st semester
- Language: English and Finnish
- Target level: A1
- Level: Professional studies
- Type: Compulsory

Prerequisites

No prerequisites

Learning outcomes

Upon successful completion of the course, the student

- understands elementary Finnish language
- is able to express him/herself in everyday situations and tell about his/her life, hobbies and feelings
- has knowledge of the basic facts of the Finnish culture and the Finnish language

Course contents

- Pronunciation

- Greetings, introducing oneself
- Nationalities
- Numbers, prices
- Clothing, colours
- What time is it?
- Conjugation of the verb 'olla'
- Weather
- Days of the week, months, seasons of the year
- Home, furniture, family
- To have, to have not
- Verb conjugation in present tense, types 1 - 5
- Asking questions with question words and with the question suffix
- Work, occupation
- Hobbies, free time
- Means of transport
- Going to doctor, health
- Food, shopping
- The partitive case of nouns

Teaching and learning methods

Contact hours 66 h

Independent studies 96 h

Oral and written exercises individually and in pairs, group work.
Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results, and reach the minimum amount of credits (22 cr.) in the Finnish language at his/her own level of competence.

Teacher responsible

Sanna Kukkonen, Pasila

Learning materials

Heikkilä, S. & Majakangas, P. 2002/2008. Hyvin menee! Suomea aikuisille. Otava. Helsinki.
Chapters 1 - 10.

Other material provided by teacher.

Assessment criteria

Attendance mandatory.

Active participation in lessons 20 %
Small tests and/or assignments 10 %
Final examination 70 %

Intermediate Finnish

- Code: FIN1LE003
- Extent: 6 ECTS (162 h)
- Timing: 2nd semester
- Language: Finnish and English
- Target level: A1
- Level: Professional studies
- Type: Compulsory

Prerequisites

Finnish for Beginners or equivalent level in the proficiency test.

Learning outcomes

Upon successful completion of the course, the student

- is able to handle short social situations and express his/her opinions
- can tell about his/her daily routine
- knows how to ask for information
- can describe aspects of his/her background and tell what he/she did in the past
- is able to produce simple connected text on topics that are familiar or of personal interest
- has deepened his/her knowledge of the Finnish culture and language

Course contents

- Singular genitive case of nouns
- Consonant gradation and other changes (in the stem) of nouns
- Have to do -sentences
- Local cases of nouns
- Expressing ones opinion
- Postpositions
- Imperative forms of verbs
- Passive forms of verbs (present tense)
- 3. infinitive of verbs
- Nominative plural of nouns
- Introduction to the simple past tense of verbs
- Different situations in everyday life (vacation, shopping, in a post office, library etc.)

Teaching and learning methods

Contact hours 66 h
Independent studies 96 h

Oral and written exercises individually and in pairs, group work.
Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results, and reach the minimum amount of credits (22 cr.) in the Finnish language at his/her own level of competence.

Teacher responsible

Sanna Kukkonen, Pasila

Learning materials:

Heikkilä, S. & Majakangas, P. 2002/2008. Hyvin menee! Suomea aikuisille. Otava. Helsinki.
Chapters 11 - 22.

Other material provided by teacher.

Assessment criteria

Attendance mandatory.

Active participation in lessons 20 %

Small tests and/or assignments 10 %

Final examination 70 %

Basic Business French 1

(initiation au français des affaires 1)

- Code: FRE4LE005
 - Extent: 3 cr (81 h)
 - Timing: Semester 1
 - Language: French/ English
 - Competency level: A2
 - Level: corel studies
 - Type: elective*
 - Curricula 2010S
- *required of students who have chosen compulsory French

Prerequisites

Secondary school French (C/D) or equivalent.

Learning outcomes

Upon successful completion of the course, the student

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

Course contents

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

Teaching and learning methods

Contact hours 32 h

Self-study 49 h

Mandatory attendance 80 %

Alternative ways to complete the course

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

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

2) Recognition of prior learning

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

Contact teachers

Catherine Métivier, Pasila

Kristiina Åberg, Pasila

Course materials

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

Ranskan kielioppi, Anna-Liisa Sohlberg, Seppo Tella, Otava

Guide de poche – conjugaison, Larousse

Web-pages

Material provided by the teacher.

Assessment criteria

Written exam in Grammar 50 %

Oral exam 50 %

Assignments

Basic Business French 2

(initiation au français des affaires 2)

- Code: FRE4LE006
 - Extent: 3 ECTS (81 h)
 - Timing: Semester 2
 - Language: French/ English
 - Competency level: A2
 - Level: corel studies
 - Type: elective*
 - Curricula 2010S
- *required of students who have chosen compulsory French

Prerequisites

Basic Business French 1 or equivalent course.

Learning outcomes

Upon successful completion of the course, the student

- understands the basics of French Business Environment
- is able to communicate by telephone
- knows the basics of French Business written communication

Course contents

- French Grammar
- Telephone conversation
- Written Business Communication

Teaching and learning methods

Contact hours 32 h

Self-study 49 h

Mandatory Attendance 80 %

Alternative ways to complete the course

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

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

2) Recognition of prior learning

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

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

Contact teachers

Catherine Métivier, Pasila

Course materials

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

Ranskan kielioppi, Anna-Liisa Sohlberg, Seppo Tella, Otava

Guide de poche – conjugaison, Larousse

Web-pages

Material provided by the teacher.

Assessment criteria

Written exam for Business Communication 40 %

Written exam for grammar and French terminology of the economy and business 20 %

Oral exam for telephone conversation 40%

Assignments

Basic Business Russian 2

(Osnovy delovogo russkogo jazyka 2)

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

*required of students who have chosen compulsory Russian

Prerequisites

Basic Business Russian 1(RUS4LE070)

Learning outcomes

Students acquire the skills to

- successfully manage everyday conversation during a business trip to Russia
- familiarize oneself with the city of Moscow
- familiarize oneself with the Russian Business Culture

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

Course contents

The course involves contact hours and independent study. Contact hours focus speaking situations during a business trip to Russia and on telephone both individually and in teams. The exercises encourage active participation and enhance the learning process. Also the basic Russian grammar is rehearsed. The course includes weekly assignments and two more comprehensive assignments.

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

Teaching and learning methods

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

The course will continue for two periods.

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

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

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

Independent study (weekly assignments, distance assignments and preparing for exam): 33 h

Mandatory attendance 80 %

Recognition of prior learning

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

Contact teacher

Pirjo Salenius, Pasila

Learning materials

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

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

Lehmuskallio & Salenius. 2009. Biznes-Russian.

Material given by the lecturer.

Assessment criteria

Written examination and listening comprehension 30 %

Oral examination and listening comprehension 60 %

Distance assignments 10 %

Assessment of Professional Growth and Career Planning

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

Prerequisites

No prerequisites

Learning outcomes

Upon successful completion of the course, the student

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

Course contents

- Personal study plans
- Student counselling sessions
- Individual interviews with the student counsellor
- Cooperative meetings (YTY-kokous)
- Planning and monitoring the progress of the language studies, free-choice studies etc.
- Choosing the area of specialisation
- Social aspects of studying

- Student exchange abroad, work placement abroad, or other studies that support international awareness
- The education and professional growth in the management assistant area
- Career plan
- Compiling a digital portfolio

Cooperation with the business community

Visitors from various companies and organisations.

Teaching and learning methods

Contact hours 40

Interviews 2

Independent studies 39

Contact teacher

Sanna Kukkonen, Pasila

Learning materials

Material provided by teacher/lecturer.

Assessment criteria

Attendance mandatory.

People at Work

- Code: LEA4LS080
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: English
- Level: Professional studies
- Type: Elective*
- Curriculum: ASSI10 and MUBBA10

*required of Assi and Mubba students majoring in Management

Prerequisites

No prerequisites.

This course is the first part of professional studies in Management.

Learning outcomes

Upon successful completion of the course, the student

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

Course contents

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

Cooperation with the business community

Data for group assignment is collected in some organization.

Teaching and learning methods

Contact hours 24-32 h

Self-study 48-56 h.

Contact teachers

Taru-Lotta Gumse, Pasila

Eija Kärnä, Pasila

Learning materials

Handout material

Additional reading:

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

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

Assessment criteria

Exam and class participation 60 %

Assignment 40 %

Marketing and Networks

- Code: MAR4LE006
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: English

- Level: Professional studies
- Type: Elective*
- Curriculum: ASSI10 & MUBBA10

* required of Assi and Mubba students majoring in Marketing

Starting level and linkage with other courses

Assi:

Organisaatiot ja johtaminen (WOR1LS001C)

Markkinoinnin perusteet (WOR1LS001B)

Yrittäjyys ja liiketoiminta (WOR2LS001)

Mubba:

Organisations and Leadership (WOR1LE001C)

Introduction to Marketing (WOR1LE001B)

Business Operations and Entrepreneurship (WOR2LE001)

Learning outcomes

Upon successful completion of the course, the student

- knows how to assist the marketing management in the planning and implementation of marketing communication activities.
- is able to act in the internal and external marketing networks of the company and in cooperation with the interest groups.
- understands the importance of customer oriented approach in business

Course contents

- planning and implementation of marketing communication activities
- modern approaches to marketing communication
- agency cooperation
- customer orientation and service

Cooperation with the business community

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

International dimension

Most of the triggers are representing international companies and cases.

Teaching and learning methods

Students attend PBL tutorials and lectures once a week. Lectures support self-study and tutorial work.

Tutorials 8 h

Lectures 16 h

Self-study 57 h

100 % attendance required on tutorials

Alternative completions

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

Recognition of prior learning (RPL)

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

Teacher responsible

Mia-Maria Salmi, Pasila

Course materials

Handout material.

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

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

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

Assessment criteria

Tutorial performance (includes self, peer and external assessment) 50 %

Examination or individual assignment 50 %

Work-based Project on Organisations and Publicity

- Code: COM4LE006
- Extent: 4 ECTS (108 h)
- Timing: 6th Semester
- Language: English
- Level: professional studies
- Type: elective*
- Curriculum: ASSI10 & MUBBA10

* required of students majoring in Organisational Communication

Prerequisites

Assi: Yhteisöviestinnän merkitys ja käytännöt (WOR1LS001G), Yhteisöviestinnän muodot ja kehittäminen (COM2LS062), Assessing and Planning Organisational Communication (COM4LE002)

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

Learning outcomes

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

Course contents

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

Cooperation with the business community and other organisations

The course will be organised as an actual client project or similar assignment.

Teaching and learning methods

A genuine and supervised client project
Mandatory attendance 80 %

Recognition of prior learning

Documentation on an independent and demanding communication-related work-life project which is focused on developing communication practices

Teacher with the main responsibility for the course

Heta-Liisa Malkavaara, Pasila

Course materials

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

Assessment criteria

Attendance and presentation of the project and its findings 100 %

Work-based Project on Marketing

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

*required of Assi and Mubba students majoring in Marketing

Starting level and linkage with other courses

Assi:

Organisaatiot ja johtaminen (WOR1LS001C)

Markkinoinnin perusteet (WOR1LS001B)

Yrittäjyys ja liiketoiminta (WOR2LS001)

Mubba:

Organisations and Leadership (WOR1LE001C)

Introduction to Marketing (WOR1LE001B)

Business Operations and Entrepreneurship (WOR2LE001)

Learning outcomes

The student

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

Course contents

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

Cooperation with the business community

Project for the client company

International dimension

Most of the projects are assigned by the international companies.

Teaching and learning methods

32 h lectures and team meetings
76 h team work and self-study
80 % attendance required

Recognition of prior learning (RPL)

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

Teacher responsible

Mia-Maria Salmi, Pasila

Course materials

Handout material
Literature and other material specified according to the client brief

Assessment criteria

Contribution to the project 100 %
(team assignment & presentation 50% and 50 % individual work)
The representative of the client company/organization, students and teacher will all participate in the evaluation of the project.

Work-based Project on HRM

- Code: LEA4LS081
- Extent: 4 ECTS (108)
- Timing: 6 th semester
- Language: English
- Level: Professional studies
- Type: Elective*
- Curriculum: ASSI10 & MUBBA10

* Compulsory for Assi and Mubba students majoring in Marketing

Prerequisites

Assi:
Organisaatiot ja johtaminen (WOR1LS001C)
Yrittäjyys ja liiketoiminta (WOR2LS001)

Mubba:
Organisations and Leadership (WOR1LE001C)
Business Operations and Entrepreneurship (WOR2LE001)

Learning outcomes

Upon successful completion of the course, the student

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

The course also aims to support Bachelors' Thesis process.

Course contents

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

Supporting theory based on project specification

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

Cooperation with the business community

The course is based on cooperation with the commissioning party.

Teaching and learning methods

Contact hours 42 (including the supervised small group cooperation)

Self study 66 (including independent data gathering and analyzing as part of the small group cooperation.)

80 % attendance required

Recognition of prior learning (RPL)

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

Contact teachers

Taru-Lotta Gumse, Pasila
Eija Kärnä, Pasila
Olli Laintila, Pasila

Learning materials

Literature and data related to the project.

Teams choose individually the theory literature for the project report.

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

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

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

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

Assessment criteria

100 % contribution to the project incl. project management, report and presentation

The members of the team will get the same grade.

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

Cultures in Contact

- Code: CUL2LS001
- Extent: 3 cr (81 h)
- Timing: 7th Semester
- Language: English
- Level: professional studies
- Type: compulsory
- Curriculum: ASSI10 & MUBBA10

Prerequisites

No prerequisites.

Learning objectives

The student

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

Course contents

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

Cooperation with the business community and other organisations

Visiting lecturer

Teaching and learning methods

There will be 32 contact hours. Independent study covers 49 hours including the assignment and preparation for the lectures.

Teacher with the main responsibility for the course

To be announced. (If you have questions concerning prior learning recognition, please contact student councillors.)

Course materials

Ferraro, G. 2006. The Cultural Dimension of International Business. Fifth Edition. Pearson Education Inc. Upper Saddle River
Course material prepared by the teacher.

Assessment criteria

Group work and exercises 20%
Assignment 80%

International Business Law

- Code: LAW8LS041
- Extent: 3 ECTS (81 h)
- Timing: 4th-7th semester
- Language: English
- Level: Free choice studies
- Type: Optional

Prerequisites

Introduction to Law or equivalent (e.g. LAW1LS004, LAW1LE019, LAW2LS045).

Learning outcomes

Upon successful completion of the course, the student

- knows the structure of the legal regulation of international business
- is able to describe and apply central rules governing international trade
- knows the various legal documents related to international trade
- is able to communicate with experts by using the right legal terminology of international business
- is able to seek information on legal aspects of international business

Course contents

- International trade co-operation and regulation (WTO, EU competition law)
- Sources of international business law
- Different ways of organizing multinational enterprise
- Obligations of the contracting parties in international trade
- Model contracts
- Financing and securities law
- Transportation law
- Dispute settlement

Teaching and learning methods

Contact lessons 6 h

Assignments and self-study in virtual learning environment 75 h

Alternative completions

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

Contact teachers

Sampo Mielityinen, Pasila

Learning materials

August Ray. 2009. International business law: text, cases, and readings. Fifth edition. Pearson Education, Upper Saddle River.

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

Assessment criteria

Assignments 100 %

Business English

- Code: ENG8LS030
- Extent: 3 ECTS (81 h)
- Timing: 1st or 2nd semester
- Language: English, Finnish
- Level: Core studies
- Type: Elective

Prerequisites

The student should have received a passing grade in the English skills test if the student's study program arranged one at the beginning of the studies or s/he should have completed a remedial course of English, for example, English Brush-up.

Learning outcomes

After completing the course, the student will have the basic knowledge and skills in business English used at work.

Contents

- Basics of business English
- Spoken business English (holding oral presentations, telephone English, small talk, customer service)
- Written business English (short messages)
- Grammatical correctness in English business communication
- Cultural differences in English communication (short presentation)
- Europass CV, job applications
- Study program specific terminology and work situations
- The course corresponds to the B2 level of the Common European Framework.

Teaching and learning methods

The course is an online course with no contact lessons, altogether 81 h of work for the student. Completing the course requires a willingness to acquaint oneself with the use of, for example, Moodle learning platform and ConnectPro.

Learning materials

Stansfield, L., Eerola, T., Munne, J. 2009. Win Win: English for your Business Career. 1st edition (or later). Edita. Helsinki.

Assessment criteria

Assignments

Active participation in eg online discussions

Quizzes

Economic Life of Chinese Speaking Areas

- Code: CHI4LE015
- Extent: 4 ECTS (108 h)
- Timing: 7th Semester
- Language: Chinese
- Target level: B1
- Level: professional studies

- Type: elective*

* required of students who have chosen compulsory Chinese

Prerequisites

Chinese Business Communication, PR Chinese and Chinese Business Culture

Learning objectives

After completing the course, students will

- become familiar with the history, culture and economy of the Chinese-speaking areas including mainland China, Taiwan, Hong Kong, Singapore, Malaysia.
- be capable of talking about the general features of the Chinese economic life
- be able to write clear PR and business documents using a Chinese word-processing program
- become aware of the styles and formats used in Chinese business documents
- be prepared to move on tasks involving trade with the Chinese-speaking areas

Course contents

The course is divided into two parts: Introduction to the Chinese-speaking Areas (2 ECTS) and Chinese Business Documents (2 ECTS). The course involves contact hours and weekly assignments.

Introduction to the Chinese-speaking Areas:

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

Chinese Business Documents:

- PR letters: invitations, thank you letters, apologies, congratulations, condolences
- Business letters: travel correspondence, travel agenda, confirmations, offer requests, offers, orders, powers of attorney
- CV compilation

Cooperation with the business community and other organizations

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

Teaching and learning methods

The course consists of contact hours and assignments.

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

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

Contact hours 24 h (3 h/week)

Written examination 2 h (at end of the period)

Oral presentation, independent study, exercises and preparation for exam 23 h

Chinese Business Documents (2 ECTS):

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

Contact hours 24 h (3 h/week)

Written examination 2 h (at end of the period)

Independent study, exercises and preparation for examination 23 h

Class exercises must be completed before the examinations.

Teacher with the main responsibility for the course

Hai Guo, Pasila

Course materials

Handouts and materials provided by the teacher

Assessment criteria

Introduction to the Chinese-speaking Areas:

Written examination 60 %

Class activity 10 %

Oral presentations 30 %

Chinese Business Documents:

Written examination 50 %

Class activity 20 %

Written tasks 30 %

International Congresses and Conferences

- Code: LEA8LS050
- Extent: 3 ECTS (81 h)
- Timing: 4th -7th semester
- Language: English
- Level: Professional studies
- Type: Free-choice studies

Prerequisites

Yrityksen suhdetoiminta (COM2LS070) or Corporate Public Relations (COM2LE070)

Learning outcomes

Upon successful completion of the course, the student is able to contribute to the successful planning and execution of domestic and international conferences and congresses.

Course contents

The course focuses on the planning and organizing international and domestic congresses and conferences. The student acquires theoretical knowledge during lectures and independent studies, and practical knowledge during excursions and in group work where he/she will apply the knowledge to practice by planning an international congress as a group work assignment. The topics covered are:

- prerequisites for congresses and conferences planning
- congress organisation and HR aspects
- timing and venue
- financial planning
- scientific and social programme
- congress paperwork
- catering and PR planning
- conference interpretation services

Teaching and learning methods

Contact classes: 32 h (4 h/week)

Independent study 46 h (preparing group assignments and preparation for the final exam)

Final exam: 2 h

Mandatory attendance 80 %

Contact teachers

Kristiina Åberg, Pasila

Learning materials

Handouts compiled by the teacher.

Campbell, F., Robinson, A., Brown, S., Race, P. 2003. Essential Tips for Organizing Conferences and Events. RoutledgeFalmer.

Seekings, D. 1996. How to arrange Effective Conferences and Meetings. Kogan page Limited.

Assessment criteria

Group work assignment 100%

Spoken Business English

- Code: ENG1LE002
- Extent: 3 cr (81 h)
- Timing: Semester 2*
- Language: English

- Competence level: C1
- Level: professional studies
- Type: compulsory

*the course is offered only in the spring semester

Prerequisites

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

Learning objectives

The student will:

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

Course contents

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

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

Teaching and learning methods

There are three contact hours per week, during which 80% attendance is required, and two hours of independent studies on average, most of which is for preparation of assignments and simulation exercises. The total number of hours required of students is 80. The length of the course is one semester.

Attendance requirement 80%

Teacher with the main responsibility for the course

Karl Robbins, Pasila

Course materials

Written materials provided by the teacher

Assessment criteria

1/2 general level of English
1/2 classroom participation
Continuous assessment for both of these

Business Networks

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

- Curriculum: MUBBA10

*The course is offered only in autumn semesters.

Prerequisites

No prerequisites.

Learning outcomes

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

Upon successful completion of the course, students

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

- know how to recognise and organise the contents, means and flow of organisational communications.

Course contents

Introduction to Business English (2 ECTS)
Introduction to Marketing (3 ECTS)
Organisations and Leadership (5 ECTS)
Introduction to Information Retrieval (2 ECTS)
Office Applications (4 ECTS)
Purpose and Practices in Organisational Communication (2 ECTS)

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

Cooperation with the business community and other organisations

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

Teaching and learning methods

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

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

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

Self-study 83 h

Recognition of prior learning (RPL)

A competence demonstration is organised before the start of semester.

Contact teachers

Ulla Björklund, Pasila
Ilona Kahri, Pasila
Olli Laintila, Pasila
Heli Lankinen, Pasila
Kristiina Åberg, Pasila

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

Course materials

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

Airas, P. & Junkkari, T. 2006. New Business Friend 1. WSOY.

Introduction to Business Administration:

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

Haasio, A. 2009 Management Assistant's Guide to Information seeking.
Classroom materials and other materials informed and distributed by the teachers.

Assessment Criteria

Introduction to Business English

Vocabulary tests, assignments and presentations 100 %

Introduction to Marketing

Exam and participation 50 %

Company Project 50 %

Organisations and Leadership

Exam and participation 50 %

Company Project 50 %

Introduction to Information Retrieval

Exam 50 %

Activity and assignments 50 %

Purpose and Practices in Organisational Communication

Exam or assignment 60 %

Company Project 40 %

Office Applications

Exam and participation 70 %

Company Project 30 %

Online Communication

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

Starting level and linkage with other courses

Good computer skill.

Learning outcomes

Upon successful completion of the course, the student

- can write pages with (x)html
- understands the web site structure and design process.
- can design a website and implement it with Adobe Dreamweaver

- knows special features when writing for the Net
- has implement his/her digital portfolio

Course contents

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

Teaching and learning methods

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

Independent studies 75 h

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

Recognition of prior learning (RPL)

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

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

Teacher responsible

Heli Lankinen, Pasila

Course materials

Material given by the teacher available at Moodle.

Assessment criteria

Portfolio 70 %

Active participation to the workshops 30 %

Organisational Communication Management

- Code: COM2LE062
- Extent: 3 ECTS (81 h)
- Timing: 3rd semester

- Language: English
- Level: Professional studies
- Type: Compulsory
- Curriculum: MUBBA10

Prerequisites

Purpose and Practices in Organisational Communication (WOR1LE001F)

Learning outcomes

- The student comprehends communication as an organisational function and asset.
- The student understands his/her individual communicative behavior and role as a team member and as an active communicator in a work organisation.

Course contents

- The course is organized as a small-group project. Groups will describe and analyze a “hot topic”, a communication challenge typical for contemporary working life.
- The challenge will be formulated, described and possibly offered some solutions.
- Each group will present their challenge both in a report and as an oral presentation.

Cooperation with the business community

The groups will give their presentation to a jury of work-life communication professionals.

The groups can study real-life cases as well as theoretical themes.

Teaching and learning methods

Team work, team coaching and lectures, presentations 32 h (mandatory attendance 70%)

Self-study 48 h

Contact teacher

Karoliina Malmelin, Pasila

Learning materials

Argenti, Paul A. 2007. Corporate Communication (4th edition). McGraw-Hill.

Blundel, Richard. 2004. Effective Organisational Communication. Perspectives, principles and practices. (2nd edition). Prentice Hall.

Juholin, Elisa. 2009. Communicare! Viestintä strategiasta käytäntöön. Infor Oy.

Juholin, Elisa. 2008. Viestinnän vallankumous. Löydä uusi työyhteisöviestintä. WsoyPro.

Kreps, Gary L. 1990. Organisational Communication. Theory and Practice. Longman.

Van Riel, Cees & Fombrum, Charles 2007. Essentials of Corporate Communication. Implementing practices for effective reputation management. Routledge.

Other literature approved by the teacher

Assessment criteria

Team work, oral and written presentation (80 %)

Individual examination (20 %, must be passed)

Corporate Public Relations

- Code: COM2LE070
- Extent: 7 ECTS (188 h)
- Timing: 3rd semester
- Language: English
- Level: Professional studies
- Type: Compulsory

Prerequisites

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

Learning outcomes

Upon successful completion of the course, the student

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

Course contents

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

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

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

Cooperation with the business community

Business Event Project is implemented for and commissioned by a company or an organization.

The course includes company excursions and/or visiting lecturers from the world of work.

Teaching and learning methods

Business events and etiquette 54 h:

Contact hours and examination 27 h, compulsory attendance 70 %

Self-study 27 h

Business Event Project 54 h:

Implementation and documentation of the event 54 h

PR English 81 h:

Contact hours and examination 32 h, compulsory attendance 70 %

Self-study 49 h

Recognition of prior learning (RPL)

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

Contact teachers

Ilona Kahri, Pasila

Kristiina Åberg, Pasila

Learning materials

Business events and etiquette:

Various publications on manners and etiquette

Material prepared by the students as course work

Material provided by the lecturer

PR English:

Taylor, Shirley. 2004 or later. Model Business Letters, E-mails & other Business Documents. FT

Prentice Hall

Material provided by the lecturer

Assessment criteria

Business Events and Etiquette:

Presentations and Reports 40 %

Examination 60 %

Business Event Project:

Pass/Fail

PR English:
Final examination 100 %

English Business and Financial Communication

- Code: ENG2LE040
- Extent: 5 ECTS (132 h)
- Timing: Semester 6 and 7*
- Language: English
- Competence level: C1
- Level: professional studies
- Type: compulsory

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

Prerequisites

English Grammar, Introduction to Business English and PR English.

Learning outcomes

The student

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

Course contents

The course is divided into two parts:

1) English Business Documents and Knowledge of the Economy: This part is intended for the 6th semester of studies: vocabulary and idioms are practiced with the help of letter templates; clarity and concision are practiced with the help of writing techniques for the purpose; while everything is put together with the help of various class and independent exercises on the basis of simulated real-life business conditions. The topics covered are:

- inquiries
- replies and quotations
- orders
- payment
- complaints and adjustments
- agent correspondence.

Knowledge of the Economy comprises a detailed and broad terminology assignment on a Finnish / international corporation's Annual Report.

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

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

Teaching and learning methods

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

1) English Business Documents and Knowledge of the Economy:

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

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

Written exam: 2 h (at end of term)

Independent studies: 47 h

2) EU Studies:

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

Contact hours: 24 h (3 h/week)

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

Independent study, translation exercises and learning assignments, and preparation for the final exam: 28 h.

Recognition of prior learning (RPL)

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

Teacher with the main responsibility for the course

Kristiina Åberg, Pasila

Course materials

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

EU publications, current materials on business and the economy.

Assessment criteria

English Business Documents:

Written exam, compulsory assignments

Knowledge of the EU and the Economy:

Written exam, assignments and team work

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

Administrative and Labour Law

- Code: LAW2LE046
- Extent: 3 ECTS (81 h)
- Timing: 3rd semester
- Language: English
- Level: Professional studies
- Type: Compulsory
- Curriculum: MUBBA10

Prerequisites

Introduction to Business Law (LAW2LE045) or equivalent

Learning outcomes

Upon successful completion of the course, the student

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

Course contents

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

Teaching and learning methods

The course comprises of contact hours and weekly assignments.
Contact hours 32 h
Self-study 49 h

Alternative completions

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

Contact teachers

Sampo Mielityinen, Pasila

Learning materials

Labour Law:

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

Administrative Law:

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

Additional learning material will be announced at the beginning of the course.

Assessment criteria

Assignments 100 %

Meetings and Travel Management

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

Prerequisites

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

Learning outcomes

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

Upon successful completion of the course, the student

- knows how to prepare standard meeting documents.
- has the knowledge and skills required for the organisation of meetings, including legislation.
- has a command of meeting practices.
- has a command of the key principles relating to making travel arrangements and understands the link between meetings and business travel.
- is aware of the principles governing the operations of business travel agencies, including legislation.
- understands the principles of company travel administration.
- is familiar with the role of the travel expert in companies and other organisations.

Course contents

- Company travel guidelines and travel invoicing
- Special characteristics of business travel
- Different kinds of travel bureaus; cooperation between companies and business travel bureaus
- The company travel expert's job
- Meeting legislation
- Meeting arrangements
- The roles of participants in meetings
- Remote meetings
- Meeting document standards

Cooperation with the business community

Visits to travel sector companies and meeting services providers. Also a visit to a City Council meeting.

Teaching and learning methods

Contact hours 48 h + excursions 4 h

Self-study 83 h

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

Students are expected to participate in at least 60 % of the contact hours.

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

Recognition of prior learning (RPL)

Students with extensive meeting and travel administration experience can complete the course either wholly or in part by means of a demonstration and exam. The demonstration and exam will

indicate the student's competencies in the field and also his/her ability to reflect upon these competencies.

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

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

Contact teachers

Eeva Laurila, Pasila
Helena Mustonen, Pasila

Learning materials

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

Assessment criteria

Meeting document exercises 20 %

Meetings and travel management 80 % (comprising class participation and excursions 20 %, exam 40 % and reports 40 %)

Strategic Management and Corporate Social Responsibility

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

*the course is offered only in autumn semesters

Prerequisites

No prerequisites

Learning outcomes

After completing this course, the student will be able to

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

Course contents

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

Cooperation with the business community

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

International dimension

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

Teaching and learning methods

The course covers contact hours and independent study, for a total of 80 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.

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.

Contact teachers

Laintila Olli, Pasila

Learning materials

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

Assessment criteria

Written exam 60 %

Course assignment 40 %

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

Business Operations and Entrepreneurship

- Code: WOR2LE067
- Extent: 6 ECTS (162 h)
- Timing: Semester 3*
- Language: English
- Level: professional studies
- Type: compulsory

*the course is offered only in autumn semesters

Prerequisites

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

Learning outcomes

After completing this course students will

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

Course contents

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

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

Cooperation with the business community

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

International dimension

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

Teaching and learning methods

The course covers 162 hours as follows:

Learning about business plans: lectures on company law 14 hours, lectures on business operations and marketing 28 hours, lectures on accounting and finance 14 hours

Visiting lecturers 8 hours

Formulation of project plans in teams 3 hours

Consultation 4 hours

Collecting information, producing a business plan and report 82 hours

The contact hours are arranged in such a way that students have an average of two hours a week on business operations and marketing and two hours on law and accounting.

Contact teachers

Huovinen Ulla, Pasila (LAW)

Laintila Olli, Pasila (BUSINESS)

Lankinen Heli, Pasila (ACCOUNTING)

Learning materials

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

Other material delivered by the lecturers

Assessment criteria

Legal part of the business plan 25 %

Marketing part of the business plan 25 %

Accounting part of the business plan 25 %

Business operations part of the business plan 25 %

French Working Environment and PR-French

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

- Code: FRE4LE007
- Extent: 3 ECTS (81 h)
- Timing: Semester 3
- Language: French/ English
- Competency level: B1
- Level: professional studies
- Type: elective*
- Curriculum: MUBBA10

*required of students who have chosen compulsory French

Prerequisites

Basic Business French 1 and 2

Learning outcomes

Upon successful completion of the course, the student

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

Course contents

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

Teaching and learning methods

Contact hours 32 h

Self-study 49 h

Mandatory attendance 80 %

Alternative ways to complete the course

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

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

Recognition of prior learning (RPL)

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

Contact teachers

Catherine Métivier, Pasila

Course materials

Web-pages

Material provided by the teacher.

Assessment criteria

Written exam for French vocabulary and terminology of business 40 %

Written exam for Business letters and documents 60 %

Assignments

French and Finnish Cultures in Contact

(cours de civilisation française et finlandaise)

- Code: FRE4LE008
- Extent: 3 ECTS (81 h)
- Timing: Semester 4
- Language: French/ English
- Competence level: B1
- Level: professional studies
- Type: elective*
- Curriculum: MUBBA10

*required of students who have chosen compulsory French

Prerequisites

Basic Business French 1 and 2.

Learning outcomes

Upon successful completion of the course, the student

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

Course contents

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

Teaching and learning methods

Contact hours 32 h

Self-study 49 h

Mandatory attendance 80 %

Recognition of prior learning (RPL)

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

Contact teacher

Catherine Métivier, Pasila

Course materials

Web-pages

Material provided by the teacher.

Assessment criteria

Written exam on French culture and Society 60 %

Oral presentation 40 %

Assignments

French Media and Communication

(les médias français et la présentation d'entreprises)

- Code: FRE4LE030
- Extent: 4 ECTS (108 h)
- Timing: 7th Semester
- Language: French/ English
- Competence level: B2
- Level: professional studies
- Type: elective*
- Curriculum: MUBBA10

*required of students who have chosen compulsory French

Prerequisites

Basic Business French 1 and 2

French Working Environment and PR-French

French and Finnish Cultures in Contact

Work Placement

Learning outcomes

Upon successful completion of the course, the student

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

Course contents

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

Teaching and learning methods

Contact hours 48 h

Self-study 60 h

Mandatory attendance 80 %

Recognition of prior learning (RPL)

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

Contact teacher

Catherine Métivier, Pasila

Course materials

Web-pages

Material provided by the teacher.

Assessment criteria

Exam for reading and listening comprehension 40 %

Oral presentation 30 %

Written business plan in French 30%

Assignments

Business Communication in German-speaking Europe

(Wirtschaftskommunikation im deutschsprachigen Europa)

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

* the course is offered only in the autumn

**required of students with compulsory German

Prerequisites

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

Learning outcomes

Upon successful completion of the course, the student

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

Course contents

This course consists of two parts:

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

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

In the oral part of the course “German-speaking Europe” student

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

Cooperation with the business community

Documents originate from media and real companies/organisations.

Teaching and learning methods

Media Communication in German

Contact hours 21 h

Self-study 31 h

Written exam 2 h

German-speaking Europe

Contact hours 24 h incl. presentations

Self-study 28 h

Written exam 2 h

80 % mandatory attendance

Recognition of prior learning (RPL)

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

Contact teachers

Heidemarie Aapro-Mattila, Pasila

Sirpa S. Bode, Pasila

Learning materials

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

Assessment criteria

Media Communication in German 50 %

German-speaking Europe 50 %

Both of the above must be successfully completed

Media Communication in German

Written exam 70 %

Class participation and exercises 30 %

German-speaking Europe

Written exam 50%

Class participation and oral presentations 50 %

Russian Business Environment

(Russki jazyk v sfere biznesa)

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

*required of students who have chosen compulsory Russian

*required of native students if they have chosen compulsory Russian

Prerequisites

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

Learning outcomes

Students

- gain the competence to understand the key points of contracts written in the Russian language
- understand and learn to write clear messages relating to contracts

- become aware of the style used in contracts
- know how to act in job-seeking situations
- are capable of presenting their organization and job description
- are capable of talking about Finnish economic life
- get familiarized with trade between Russia and Finland
- are prepared to move on tasks involving trade with Russia

Course contents

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

Contract Texts in Russian Trade (first period):

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

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

- Simulated job application situations

- Compilation of Europass-Language passport and CV
- Presentation of one's organisation
- Presentation of one's job description
- Presentation of business in Finland
- Trade between Russia and Finland

Cooperation with the business community and other organizations

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

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

Teaching and learning methods

Contact hours and assignments, totaling 108 hours of study.

Contract Texts in Russian Trade (2 ECTS):

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

Contact hours: 21 h (3 h/week)

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

Independent study, weekly assignments, course assignment and preparing for exam: 31 h

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

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

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

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

Independent study, weekly assignments, course assignment and preparing for exam: 31 h.

80 % mandatory attendance during this part.

Alternative ways to complete the course

Contract Texts in Russian Trade

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

Recognition of prior learning (RPL)

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

Teachers with the main responsibility for the course

Pirjo Salenius, Pasila
Oleg Matossov, Pasila

Course materials

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

Assessment criteria

Contract Texts in Russian Trade :

Written examination 80 %

Distance assignment and class participation 20 %

Assistant's Job in Russian Trade:

Oral examination 50 %

Distance assignment 20 %

Class participation 30 %

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

Spanish Business Communication

(Español de los negocios)

- Code: SPA4LE010
- Extent: 3 ECTS (81 h)
- Timing: Semester 3
- Language: Spanish
- Competence level: B 1
- Level: professional studies
- Type: elective*
- Curriculum: MUBBA10

*required of students who have chosen compulsory Spanish

Prerequisites

Spoken Spanish in Practice (SPA4LE070)

Learning outcomes

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

Upon successful completion of the course, the student

- learns the distinctive features of doing business in Spanish
- acquires the skills to use Spanish flexibly and efficiently in various social contexts, as well as in one's studies and in professional contexts
- will make a Europass CV in Spanish.
- knows how to do a presentation about a company

- knows how to present products or services at a fair
- makes a portfolio on their oral and written tasks

Course contents

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

The course introduces students to Spanish business culture:

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

Teaching and learning methods

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

Contact hours 48 h (1 x 3h / week)

Two written exams 2 h + 2 h = 4 h

Self-study 33 h

Mandatory attendance 80 %

Class exercises must be completed before the oral exams.

Alternative ways to complete the course

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

Recognition of prior learning (RPL)

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

Contact teacher

Pekka Savinainen, Pasila

Learning materials

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

Assessment criteria

Written exams 70 %
Class assignments 30 %

Business and Society in Latin America

(Economía y sociedad latinoamericanas)

- Code: SPA4LE055
- Extent: 4 ECTS (108 h)
- Timing: 7th Semester
- Language: Spanish
- Competence level: B 2
- Level: professional studies
- Type: elective*
- Curriculum: MUBBA10

*required of students who have chosen compulsory Spanish

Prerequisites

Spanish Business Communication and Spanish Business Documents

Learning outcomes

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

Upon successful completion of the course, the student

- becomes familiar with the distinctive features of Latin America: geographical differences, history, as well as economy, society and government
- acquires the skills to prepare presentations on the basis of information gathered from various oral and written sources
- can comprehend difficult Spanish texts, communicate their ideas fluently, as well as write summaries of newspaper articles in Spanish.

Course contents

The course is divided to two parts:

Latin America's history, society and current affairs

Spanish Newspaper Texts: distinctive features and style of Spanish newspapers and preparations of reviews and summaries relating to these.

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

The contents of the course are:

- history, society, economy and current situation of Latin America
- free Trade Agreements with Latin America: NAFTA, MERCOSUR, etc.

- the specific characteristics of the Hispanic press: style, features and journalistic criticism.

Teaching and learning methods

The course consists of contact hours and exercises, totaling 108 hours of study time.

Latin America: this part covers 54 h, including class and independent study, and spans the length of one period.

Contact hours 24 h (3 h / week)

Written exam 2 h.

Oral presentation

Self-study, exercises and preparation for exam 28 h

Spanish Newspaper Texts: this part covers 54 h, including class and independent study. This part spans the length of one period.

Contact hours 24 h (3 h / week)

Written examination 2 h

Self-study, exercises and preparation for examination 28 h

Class exercises must be completed before the examinations.

Recognition of prior learning (RPL)

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

Contact teacher

Pedro Beltrán Herrera, Pasila

Learning materials

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

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

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

Newspapers: El País, El Mundo, La Vanguardia, Cambio16, El Clarín, El Mercurio and their digital versions.

Assessment criteria

Written exams 70 %

Written and oral exercises 30 %

Spoken and Written Business Swedish

- Code: SWE4LE050
- Extent: 4 ECTS (108 h)
- Timing: 7th semester
- Language: Swedish
- Competence level C1
- Level: Professional studies
- Type: optional

Prerequisites

Basic Business Swedish and PR Swedish

Learning outcomes

Upon successful completion of the course, the student

- understands how to write various types of messages and documents pertaining to doing business and managing business in Nordic countries.
- is able to manage internal and external communications in Swedish
- knows how to make report and presentations in demanding business situations
- acquire the skills required in managing corporate communications pertaining to personnel and finance

Course contents

In part of focusing on written skills emphasis is on the Nordic business environment, organizational communication, meeting practices and corporate finance and writing different kind of documents on these themes. Students also write a portfolio of a business area in cooperation with some partner organizations.

In part focusing on oral skills there will be practice with presentations, group discussions, simulated business negotiations and meeting and recruitment events.

- annual report (written part)
- various publications (written part)
- corporate and public sector administration texts (written part)
- meeting documents (written part)
- internal bulletins (written part)
- companies and organizations in Nordic content (spoken and written part)
- press conferences (spoken part)
- meetings, negotiations and presentations (spoken part)

Cooperation with the business community

A portfolio of a business area in cooperation with our Nordic partner organizations

Teaching and learning methods

The course lasts one semester and includes two parts (a written and a spoken part), in which the students learn to develop earlier learned skills and implement those skills in practice. The written part will include 2 h / week during one whole semester, and the spoken part will include 2,5-3 h / week during one period.

Contact hours 46 h

Self-study and assignments 58,5 h

In the spoken part mandatory attendance 80%

Alternative completions

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

Recognition of prior learning (RPL)

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

Contact teachers

Carlsson Britt-Marie, Pasila

Halsas Marjaana, Pasila

Learning materials

Halsas, M. 2009. Ekonomiska texter och dokument (a course handout)

Carlsson, B-M & Halsas, M. & Lehtoviita K. 2009. Muntlig rapportering (a course handout)

Assessment criteria

Written part:

Exam 70 %

Assignments 30 %

Spoken part:

Oral exam 40 %

Assignments 30 %

Class participation 30 %

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: B2
- Level: Professional studies
- Type: Free-choice

Prerequisites

No prerequisites.

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. Student can work on his portfolio from the first up to the seventh semester.

Cooperation with the business community

Visits to and/or from different companies, institutes or organisations, 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.

Contact teachers

Sirpa S. Bode, Pasila

Learning materials

To be agreed individually with teacher.

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.

Bachelor's Thesis

- Code:

THE7LE025 (thesis in Organisational Communication)

THE7LE002 (thesis in Marketing)

THE7LE023 (thesis in Organisations, Leadership and HR)

- Extent: 15 ECTS (405 h)
- Timing: 5-7th semester
- Language: English
- Level: Thesis
- Type: Compulsory
- Curriculum: MUBBA10

Prerequisites

The student completes Introduction to Research (MET2LE030A), which is part one of Research Practices, in the 4th semester. Thesis work is also supported by Research Methods and Academic Writing (MET2LE030B), which is part two of Research Practices studies, and completed in the 6th semester. The student is expected to complete these courses as scheduled, in the 4th and 6th semester.

Learning outcomes

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

Upon successful completion of the thesis, the student

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

- knows how to write a clear report on his or her results, adhering to document standards.

Course contents

- Choice of thesis topic and writing topic analysis in 5th semester
- Preparation of thesis plan during the first period of the 6th semester
- Thesis report and publication at the start of the 7th semester
- Participation in group counselling and presentations with the thesis supervisor as agreed, over the course of the 5th, 6th and 7th semester
- Maturity examination

Cooperation with the business community

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

Teaching and learning methods

Students spend an average of 405 hours for thesis completion. Students reserve two days free of contact hours during the first period of the 6th and 7th semester for reading up on the literature, group meetings, consultation with the thesis supervisor and preparing the topic analysis.

Contact teachers

Organisations, Leadership and HR:

Taru-Lotta Gumse, Pasila/Olli Laintila, Pasila/Eija Kärnä, Pasila

Marketing:

Olli Laintila, Pasila/Mia-Maria Salmi, Pasila

Organisational Communication:

Heta-Liisa Malkavaara, Pasila

Abstract in English:

Karl Robbins

(other languages by separate agreement)

Learning materials

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

METHODOLOGY LITERATURE:

Bell, J. *Doing Your Research Project, a Guide for First-Time Researchers in Education and Social Science*. 3rd edition. Open University Press, Berkshire and New York.

Gertnesner, H. 2001. *Project Management. Assistance Approach to Planning, Scheduling and Controlling*, John Wiley and Sons.

Proctor, T. *Essentials of Marketing Research*. Prentice-Hall.

Schurich J. 2001. *Research Method in the Postmodern*, Routledge Falmer, London.

Yin, R. *Case Study Research: Design and Methods*. Sage.

Aaltola, J. ja Valli, R. 2001. *Ikkunoita tutkimusmetodeihin I - II*. PS-kustannus. Jyväskylä.

Alasuutari, P. *Laadullinen tutkimus*. Vastapaino.

Alasuutari, P. *Johdatus yhteiskuntatutkimukseen*. Gaudeamus.

Anttila, P. 2005. *Ilmaisu, teos, tekeminen ja tutkiva toiminta*. Artefakta 16. Akatiimi oy. Hamina.

Eskola, J. & Suoranta, J. Johdatus laadulliseen tutkimukseen. Vastapaino.
Hakala, J. 2004. Opinnäyteopas ammattikorkeakouluille. Gaudeamus. Tammer-Paino Oy. Tampere.
Heikkilä, T. Tilastollinen tutkimus. Edita.
Hirsjärvi, S. Remes P., Sajavaara P. 1997 (or newer edition). Tutki ja kirjoita. Tammerpaino Oy. Tampere.
Hirsjärvi, S. & Hurme, H. Tutkimushaastattelu: teemahaastattelun teoria ja käytäntö. Yliopistopaino.
Holopainen, M. & Pulkkinen, P. Tilastotieteen perusteet. WSOY.
Toim. Kinnunen, M. & Löytty, O. 2002. Tieteellinen kirjoittaminen, Vastapaino. Tampere.
Koskinen, I., Alasuutari, P. & Peltonen, T. Laadulliset menetelmät kauppatieteissä. Vastapaino.
Lotti, L. Markkinointitutkimuksen käsikirja. Weiling + Göös.
Ruusuvuori, J. & Tiittula, L. (toim.) Haastattelu: tutkimus, tilanteet ja vuorovaikutus. Vastapaino.
Vilkkä, H. ja Airaksinen, T. 2003. Toiminnallinen opinnäytetyö. Gummerus kirjapaino. Jyväskylä.

WRITING, GRAMMAR AND STYLE

Itkonen, T. Uusi kieliopas. Tammi.
Iisa, K., Oittinen, H. & Piehl, A. Kielenhuollon käsikirja. Yrityskirjat.
Leino, P. Taitavan kirjoittajan kielenhuolto. Opiskelijan opas. Yliopistopaino.
Research Institute for the Languages of Finland: www.kotus.fi

LIBRARIES AND SEARCH ENGINES

HAAGA-HELIA Library
Helsinki University Library: www.helsinki.fi/helka
Helsinki School of Economics Library: <http://lib.hse.fi>
City of Helsinki libraries: www.helmet.fi
Library of Statistics: www.stat.fi/tup/tilastokirjasto

Assessment criteria

The thesis is graded on the scale 1-5. The thesis is assessed by the primary thesis supervisor and another examiner.

The assessment criteria are the following:

Research-oriented thesis

- Thesis topic and objectives: significance and current relevance, research questions, scope and objectives, relevance of topic to companies/organisations
- Thesis framework: sources, background research, concept definition, use of sources
- Research methods: choice of methods, collection and analysis of data
- Results: correspondence of objectives and results, reliability and validity of results, usability and/or novelty of results, analysis and conclusions
- Written expression: balance and consistency, coherence and readability, adherence to report guidelines.
- Thesis process management: planning, implementation, analysis

Product-oriented thesis

- Thesis topic and objectives: significance and current relevance, thesis assignment, scope and objectives, relevance of topic to companies/organisations

- Thesis framework: sources, background research, concept definition, use of sources
- Project planning and implementation
- The product: presentation and assessment of product, usability and/or novelty of results, analysis and conclusions
- Written expression: balance and consistency, coherence and readability, adherence to report guidelines.
- Thesis process management: planning, implementation, analysis

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

Finnish for Working Life 1

- Code: FIN2LE030
- Extent: 3 ECTS (81 h)
- Timing: 3rd semester
- Language: Finnish
- Target level: A2
- Level: Professional studies
- Type: Compulsory

Prerequisites

Finnish for Beginners and Intermediate Finnish or equivalent level in the proficiency test.

Learning outcomes

Upon successful completion of the course, the student

- can tell about his/her past and introduce his/her own culture or other topics of interest
- is able to make a presentation in Finnish
- has got improved vocabulary and speaking skills, and also the knowledge of Finnish grammar
- gets basic information and skills considering working life in Finnish

Course contents

- Conjunctions
- Object
- Conditional mood
- Past tense forms
- 3. infinitive
- Writing email and an application letter
- Getting acquainted with current topics by using newspapers and other media

Teaching and learning methods

Contact hours 32 h

Independent studies 49 h

Oral and written exercises individually and in pairs, group work.
Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results, and reach the minimum amount of credits (22 cr.) in the Finnish language at his/her own level of competence.

Teacher responsible

Sanna Kukkonen, Pasila

Learning materials

Kuparinen, K. & Tapaninen, T. 2008. Hyvin menee! 2. Suomea aikuisille. Chapters 1 - 3 Otava. Helsinki.

Other material provided by teacher.

Assessment criteria

Attendance mandatory.

Active participation in lessons 20 %

Assignments 30 %

Examination(s) 50 %

Finnish for Working Life 2

- Code: FIN2LE031
- Extent: 3 ECTS (81 h)
- Timing: 4th semester
- Language: Finnish
- Target level: B1
- Level: Professional studies
- Type: Compulsory

Prerequisites

Finnish for Beginners, Intermediate Finnish and Finnish for Working life or equivalent level in the proficiency test.

Learning outcomes

Upon successful completion of the course, the student

- has learned how to apply for a job in Finland
- has basic knowledge of formal telephone conversations in Finnish

- is familiar with current topics in the business field through (simplified) newspaper articles and other up-to-date sources

Course contents

- Perfect and pluperfect tense
- Plural forms of nouns
- Comparison of adjectives
- Texts and conversation about current topics
- Studies, work experience
- CV
- Job interview
- Presentation or oral summary

Teaching and learning methods

Contact hours 32 h

Independent studies 49 h

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

Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results, and reach the minimum amount of credits (22 cr.) in the Finnish language at his/her own level of competence.

Teacher responsible

Sanna Kukkonen, Pasila

Learning materials

Kuparinen, K. & Tapaninen, T. 2008. Hyvin menee! 2. Suomea aikuisille. Chapters 4 - 6 . Otava. Helsinki.

Other material provided by teacher.

Assessment criteria

Attendance mandatory.

Active participation in lessons 20 %

Assignments 30 %

Examination(s) 50 %

Business Oriented Finnish

- Code: FIN2LE032
- Extent: 4 ECTS (108 h)
- Timing: 6th semester
- Language: Finnish
- Target level: B2
- Level: Professional studies
- Type: Compulsory

Prerequisites

Finnish for Beginners, Intermediate Finnish and Finnish for Working Life 1 and 2 or equivalent level in the proficiency test.

Learning outcomes

Upon successful completion of the course, the student

- is able to communicate in Finnish in basic business situations
- acquires the skills to produce clear and logical business texts on simple business matters
- is able to write basic business letters and PR letters in Finnish

Course contents

- Cultural differences, corporate forms, organisations, commerce, finance, marketing, tourism, workplace culture
- Business correspondence
- PR letters
- Internal communications
- Telephone Finnish

Teaching and learning methods

Contact hours 48 h

Independent studies 60 h

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

Homework and preparation for lessons and exams.

Recognition of prior learning (RPL)

All students with any prior skills in the Finnish language start their Finnish studies by taking the level test. Each student will be instructed to the adequate course based on the results, and reach the minimum amount of credits (22 cr.) in the Finnish language at his/her own level of competence.

Teacher responsible

Sanna Kukkonen, Pasila

Learning materials

Material provided by teacher.

Assessment criteria

Attendance mandatory.

Active participation in lessons 30 %

Assignments 30 %

Examination 40 %

Portfolio on Finland in Spanish

(El portafolio sobre Finlandia en español)

- Code: SPA8LE040
- Extent: 3 ECTS (81 h)
- Timing: 1st-7th semester
- Language: Spanish
- Competence level: C2
- Level: Professional studies
- Type: Compulsory for native speakers

Prerequisites

Competence level: C1

Learning outcomes

After completing the course student

- has broadened his vocabulary and Spanish structures by writing reports
- has improved his understanding of Finnish cultural differences in business
- is aware of Finland as a business environment

Course contents

Student familiarizes himself with Finnish cultural activities offered in Helsinki area. He visits different Finnish institutes, organisations and enterprises and reports about them in writing reports in his/her portfolio. Each report is controlled, corrected and feedback is given personally. Student can work on his portfolio from the first up to the seventh semester.

Cooperation with the business community

Visits to different Finnish companies, institutes or organisations.

Teaching and learning methods

Student agrees upon his visit beforehand by e-mail and receives instructions for his 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.

Contact teacher

Pekka Savinainen, Pasila

Learning materials

To be agreed individually with teacher.

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.