

MUBBA Degree Programme for Multilingual Management Assistants

Bachelor of Business Administration, 210 ECTS

Bachelor of Business Administration

Programme

Name and level of education

Bachelor of Business Administration (BBA) and the Finnish title of tradenomi

Admission requirements and applications

Universities of Applied Sciences Act 932/2014, Section 25

Before applying see the admission criteria at [Studyinfo.fi](https://studyinfo.fi).

Scope and duration

3.5 years and 210 ECTS credits

Recognition of learning

[Read more about the principles of recognition of learning at Haaga-Helia.](#)

Mode of study

Full-time day programme.

Language of tuition

English

Requirements and decrees

Studies according to the curriculum, work placement, bachelor's thesis and maturity test.
The Government Decree on Universities of Applied Sciences 1129/2014.

Study attainments and assessment

See [Degree regulations](#).

Targets and structure

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

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

Key learning outcomes of the Programme

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

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

1. Business competence
2. Communication, information retrieval and analysis competence
3. Organisational skills and service competence

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

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

Professional growth

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

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

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

Students work on developing their competence in their chosen path of expertise, choosing from the following options:

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

Internationalisation

The daily work of the students is all about operating in multicultural teams. They are supervised by staff representing several nationalities. The commissions they get from companies familiarize them with various markets and ways of doing business. They can also go on an exchange, do work placement abroad or participate in international development projects. The most appropriate time for the exchange is the 4th semester.

Work placement and cooperation with the business community

From the beginning of the studies learning takes place in real-life projects closely related to the needs of business and working life. Students work on a variety of assignments commissioned by business companies. Learning is work and work is learning.

Career opportunities

Learning with business life opens up doors for the students and helps them develop their networks already during the studies. This makes it easier for graduates to find jobs both in Finland and abroad.

Postgraduate studies

Non-Degree studies in Haaga-Helia
Master's Degree studies
University studies

Contact information

Haaga-Helia University of Applied Sciences
Degree Programme in Business Service Solutions and Languages
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00520 HELSINKI

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MUBBA16

Tunnus	Nimi	Summa
MUBBA16	MUBBA16	223-245
ENGMUBBA	English	15
ENG2LE201	International Business Documents	5
COM2LE202	Languages for International Communication	5
ENG1LE201	Professional Writing Skills	5
SUOCMUBBA	Finnish	10-20
FIN1LE201	Finnish Business Communication 1	5
FIN2LE201	Finnish Business Communication 2	5
FIN1LE203	Finnish for Beginners 1	5
FIN1LE204	Finnish for Beginners 2	5
FIN2LE202	Finnish for Work 1	5
FIN2LE203	Finnish for Work 2	5
LANGMUBBA	Language Studies	0
CHIMUBBA	Chinese	15
CHI4LE201	Chinese Business Communication 1	5
CHI4LE202	Chinese Business Communication 2	5
CHI4LE203	Chinese Business Environment	5
FREMUBBA	French	15
FRE4LE201	French Business Communication 1	5
FRE4LE202	French Business Communication 2	5
FRE4LE203	French Business Environment	5
GERMUBBA	German	15
GER4LE201	German Business Communication 1	5
GER4LE202	German Business Communication 2	5
GER4LE203	German Business Environment	5
RUSMUBBA	Russian	15
RUS4LE201	Russian Business Communication 1	5
RUS4LE202	Russian Business Communication 2	5
RUS4LE203	Russian Business Environment	5
SPAMUBBA	Spanish	15
SPA4LE203	Latin American Business Environment	5
SPA4LE201	Spanish Business Communication 1	5
SPA4LE202	Spanish Business Communication 2	5
SWEMUBBA	Swedish	15
SWE4LE201B	Basic Business Swedish: spoken part	2,5
SWE4LE201A	Basic Business Swedish: written part	2,5
SWE4LE203	Nordic Business Environment	5

SWE4LE202	Swedish Business Communication	5
SERMUBBA	Assistant as Service Designer	17
SER2LE201	Assistant as Service Designer	10
SER2LE203	Study and Career Planning	2
SER2LE202	Successful Event	5
BUSMUBBA	Business and Entrepreneurship	30
BUS1LE201	Business Environment	10
BUS2LE201	Business Planning	5
BUS1LE202	Business Processes	10
BUS2LE202	Strategic Business Development	5
TOOMUBBA	Information Expertise	20
TOO2LE201	ICT Applications for Business 1	5
TOO2LE202	ICT Applications for Business 2	5
TOO1LE201	Office Applications 1	5
TOO1LE202	Office Applications 2	5
COMMUBBA	Organisational Communication	10
COM2LE201	Communicating with Impact	5
COM1LE101	Effective Communication in Organisations	5
SPEMUBBA	Specialisation Studies	0
SPEENT	Entrepreneurship	5
WOR8HH022	StartUp School - Developing Entrepreneurial Mindset	5
SPELEA	Leadership and HR	10
LEA4LE201	HR Management	5
LEA4LE202	HRM Project	5
SPEMAR	Marketing, Sales and Service	10
MAR4LE202	Creative Solutions in Marketing and Communications	5
MAR4LE201	Marketing and Networks	5
SPESER	Meetings Industry	10
SER4LE202	Events Management	5
SER4LE201	International Conferences and Congresses	5
SPECOM	Organisational Communication	10
COM4LE201	Building Communication Competence and Confidence	5
COM4LE202	Creative Solutions in Marketing and Communications	5
FREEUBBA	Mubba Free-choice studies	51-53
FIN8LE111	Suomenoppijan tekstityöpaja	3
FRE8LS210	Ranskan perusteet 1	5
FRE8LS220	Ranskan perusteet 2	5
GER8LE220	German for Beginners 2	5
GER8LE210	German for Beginners 1	5
RUS8LE210	Russian for Beginners 1	5
RUS8LE220	Russian for Beginners 2	5

SPA8LE220	<i>Spanish for Beginners 2</i>	5
SPA8LE210	<i>Spanish for Beginners 1</i>	5
FIN8LE001	<i>Contemporary Finnish Literature</i>	3
FIN8LE110	<i>Business Finnish for International Students</i>	4
WOR8LE333	<i>Work Based Project: Nordic Business Forum</i>	1-3
PLAMUBBA	Work Placement	30
PLA6LE201	<i>Work Placement</i>	30
THEMUBBA	Bachelor's Thesis	0-10
THE7LE101	<i>Thesis, Entrepreneurship</i>	0
THE7LE102	<i>Thesis, HR and Leadership</i>	0
THE7LE104	<i>Thesis, Marketing, Sales and Service</i>	0
THE7LE103	<i>Thesis, Meetings Industry</i>	0
THE7LE105	<i>Thesis, Organisational Communication</i>	0
THE7LE202	<i>Thesis</i>	10
THE7LE201	<i>Thesis Plan and Methods</i>	5
THE7HH801	<i>Thesis Phase 1</i>	0-5
THE7HH802	<i>Thesis Phase 2</i>	0-5
THE7HH803	<i>Thesis Phase 3</i>	0-5
THE7HH804	<i>Maturity Test</i>	0

MUBBA16 MUBBA16: 182 op

ENGMUBBA English: 15 op

ENG2LE201 International Business Documents: 5 op

COM2LE202 Languages for International Communication: 5 op

ENG1LE201 Professional Writing Skills: 5 op

SUOCMUBBA Finnish: 20 op

FIN1LE201 Finnish Business Communication 1: 5 op

Osaamistavoitteet

Upon completion of the course, the studentâ€”â€”

use Finnish in a proficient manner; to produce clear, comprehensible texts and presentationsâ€”

recognise and describe the features of the Finnish languageâ€”

recognise the structure and essential parts of Finnish business documentsâ€”

produce texts and presentations related to recruitment and businessâ€”

present him/herself in a positive light when applying for jobsâ€”â€”

formulate the message in a manner that promotes the company and/or minimises harm to itâ€”

Sisältö

Recruitment: job advertisement, cv, job application, cover letter, job interviewâ€”

Business documents: memorandum, minutes, quotation, offer, order, invitation

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

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

Arviointikriteerit

Arvosana 1

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

Arvosana 3

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

Arvosana 5

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

FIN2LE201 Finnish Business Communication 2: 5 op**Osaamistavoitteet**

Upon completion of the course, the student

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

Sisältö

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

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

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

Arviointikriteerit**Arvosana 1**

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

instructions and participates in class.

Arvosana 3

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

Arvosana 5

The student expresses her/himself using dialogue in team communication situations and is able to guide them successfully in a flexible manner. (S)he listens actively, shows her/his know-how in argumentation, and pays attention to the others. The student is able to modify her/his working methods and make presentations which are skillfully targeted and suitable for different communication situations and the professional role. The student speaks correct and well-versed Finnish language, in a clear voice and natural expression and in contact with the audience. (S)he shows excellent technical know-how, gives constructive peer feedback to others, and is able to critically assess her/his own communication skills and develop through practice and feedback. The student is able to independently evaluate, plan and produce PR documents in Finnish, which are correct in appearance, phrasing and contents. S/he is able to manage the most demanding word processing tasks. The student follows schedules well and is able to plan his/her time use.

FIN1LE203 Finnish for Beginners 1: 5 op

Osaamistavoitteet

Starting level 0, target level A1 in Finnish.

Upon completion of the course, the student is able to

understand elementary Finnish

express him/herself in everyday situations and tell about his/her life, family, appearance and feelings

at some level understand and describe the basic facts of the Finnish culture and the Finnish language

Sisältö

Pronunciation

Greetings, introducing oneself: nationality, family

Numbers, prices

Expressions of time

Weather

Days of the week, months, seasons of the year

To have, to have not

Verb conjugation in present tense, types 1 - 5

Basic adjectives, colours

Asking questions with question words and with the question suffix

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

No previous studies are required. This course is to be finished before taking any other studies in

Finnish for foreigners.â€

Arviointikriteerit

Arvosana 1

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

Arvosana 3

The student is often able to understand simple oral and written messages and transmit them to the recipient. Speaking and writing skills are good as far as constructions and/or pronunciation is concerned. (S)he is able to apply the learned skills in practice on simple constructions in new situations.â€

Arvosana 5

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

FIN1LE204 Finnish for Beginners 2: 5 op

Osaamistavoitteet

Upon completion of the course, the studentâ€â€

is able to tell about his/her homeâ€

can tell about his/her workâ€

is able to plan a trip and a partyâ€

is able to make a short presentation in Finnishâ€

is able to produce simple connected text on topics that are familiar or of personal interestâ€

has deepened his/her knowledge of the Finnish culture and languageâ€

Sisältö

Consonant gradation and other changes (in the stem) of nouns and verbsâ€

Different types of nouns: nominative plural, local casesâ€

Expressing one's opinionâ€

Postpositionsâ€

Imperative moodâ€

Existential clauseâ€

Inflection of the personal and demonstrative pronounsâ€

Use of the partitive case: uncountable wordsâ€

Basics of the objectâ€

Ordinal numbersâ€

Subordinate clauses and conjunctionsâ€

Vocabulary: furniture, tourism, travelling, means of transportation, food, parties, work and occupationâ€

Elementary features of spoken languageâ€â€

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

The student has successfully completed the course Finnish for Beginners 1 FIN1LE203 or acquired this level in the entry level test in Finnish.

Arviointikriteerit**Arvosana 1**

The student understands some basic structures and vocabulary in familiar everyday situations and some basic elements in short texts. (She) is able to apply some of the learned skills and communicate in some everyday situations.

Arvosana 3

The student understands the basic structures and vocabulary in familiar everyday situations and some short texts. (S)he is able to apply the learned skills and communicate in most familiar everyday situations.

Arvosana 5

The student usually understands well the basic structures and vocabulary in everyday situations and in short everyday-related texts. (S)he is able to apply the learned skills and communicate independently in familiar and new situations.

FIN2LE202 Finnish for Work 1: 5 op**Osaamistavoitteet**

Upon completion of the course, the student

can tell about his/her past and introduce his/her own culture or other topics of interest

has learned how to apply for a job in Finland

is able to make a presentation in Finnish

has got improved vocabulary and speaking skills, also the knowledge of Finnish grammar

gets basic information and skills considering working life in Finnish

Sisältö

Conjunctions

Object

Conditional mood

Past tense forms and usage

3. infinitive

Present passive voice

Writing email

Studies, work experience

Presentation or oral summary

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

The student has successfully completed the courses Finnish for Beginners 1 & Finnish for Beginners 2 or acquired this level in the entry level test in Finnish.

Arviointikriteerit**Arvosana 1**

The student has a passable command of standard oral and written Finnish on general and some field-specific topics. The student is able to communicate in some situations he/she is likely to encounter. He/she is able to search for and apply for a job in Finnish independently.

Arvosana 3

The student has a satisfactory command of standard oral and written Finnish on general and some field-specific topics. The student is able to communicate in many situations he/she is likely to encounter. He/she is able to search for and apply for a job in Finnish independently.

Arvosana 5

The student has a good command of standard oral and written Finnish on general and some field-specific topics. The student is able to communicate in most situations he/she is likely to encounter. He/she is able to search for and apply for a job in Finnish independently.

FIN2LE203 Finnish for Work 2: 5 op**Osaamistavoitteet**

Upon completion of the course, the student
has basic information and skills considering work life in Finnish
is able to communicate in Finnish in basic work life situations
acquires the skills to produce clear and logical texts on simple work-related issues
is familiar with current topics in Finland
CV
Work interview
Job application

Sisältö

Plural forms of nouns
Grammar: comparison of adjectives, past tenses
The process of applying a job in Finland and in Finnish
Cultural differences
Telephone
Getting acquainted with current topics by using newspapers and other media

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

The student has successfully completed the courses Finnish for Beginners 1 & 2, and Finnish for Work 1 or acquired this level in the entry level test in Finnish.

Arviointikriteerit**Arvosana 1**

The student understands the main points of work-related texts in both the work life vocabulary, and he/she is able to produce work-related texts in Finnish with several corrections, when assisted substantially.

Arvosana 3

The student understands the essential parts of work-related texts in both the written and oral form. The student has a fairly good command of work life vocabulary, and he/she is able to produce work-related texts in Finnish when assisted.

Arvosana 5

The student understands well the essential parts of work-related texts in both the written and oral form. The student has a very good command of work life vocabulary, and he/she is able to produce work-related texts in Finnish independently.

LANGMUBBA Language Studies: 30 op**CHIMUBBA Chinese: 15 op****CHI4LE201 Chinese Business Communication 1: 5 op****CHI4LE202 Chinese Business Communication 2: 5 op****CHI4LE203 Chinese Business Environment: 5 op****FREMUBBA French: 15 op****FRE4LE201 French Business Communication 1: 5 op****Osaamistavoitteet**

Opintojakson tavoitteena on harjoitella ranskan kielen rakenteita ja tutustua liike-elämän perustermistoon ja käsitteisiin.

Opintojakson suoritettuaan opiskelija

hallitsee ranskan kielen perusrakenteita ja osaa soveltaa ne käytäntöön

ymmärtää liike-elämän perustermiston ja käsitteet

hallitsee arkielämän suullisia tilanteita

on päässyt alkuun kulttuurieroihin perehtymisessä

osaa hyödyntää ranskan kielen ja kielialueen tietolähteitä

Sisältö

Opintojaksolla käsiteltävät asiat ovat

ranskan rakenteet

arkielämän suulliset tilanteet

liikekielen perussanasto

kulttuuritietoutta

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Ranskan perusteet 1 (FRE8LS210) ja Ranskan perusteet 2 (FRE8LS220) tai yläasteen ja lukion oppimäärä.

Arviointikriteerit**Arvosana 1**

Opiskelija selviytyy välttävästi sekä yleiskielen että liikekielen peruskielenkäyttötilanteissa. Kieli ei etene johdonmukaisesti, ja se sisältää vaikeasti ymmärrettäviä kohtia. Kieli sisältää keskeisiä rakenteita, perussanastoa ja jonkin verran ammattisanastoa, mutta niiden käytössä on paljon kehitettävää.

Arvosana 3

Opiskelija selviytyy hyvin sekä yleiskielen että liikekielen peruskielenkäyttötilanteissa. Kieli etenee johdonmukaisesti ja on ymmärrettävää. Kieli sisältää kielen keskeisiä rakenteita, perussanastoa ja jonkin verran ammattisanastoa, mutta niiden käytössä on vielä kehitettävää.

Arvosana 5

Opiskelija selviytyy erittäin hyvin sekä yleiskielen että liikekielen peruskielenkäyttötilanteissa. Kieli on rakenteellisesti selkeää ja sujuvaa. Kielen osaaminen kirjallisesti ja suullisesti vastaa erittäin hyvin opintojakson oppimistavoitteita keskeisimmissä ammatillisissa tilanteissa ja yleiskielessä.

FRE4LE202 French Business Communication 2: 5 op

Osaamistavoitteet

Opintojakson tavoitteena on perehtyä ranskankieliseen liiketoimintaan, Ranskan liike-elämään ja ranskalaiseen työelämäympäristöön. Tutustutaan tapatietouteen ja harjoitellaan PR-toimintaa.

Opintojakson suoritettuaan opiskelija:

tuntee ranskalaisen liike-elämän ja työelämäympäristön

ymmärtää ranskalaiseen työelämäympäristöön sekä Ranskan liike-elämään sidotut käsitteet

ymmärtää kulttuurieroja ja osaa soveltaa osamistaan kokreettisiin tilanteisiin

hallitsee PR-viestintää

hallitsee puhelinviestintää

hallitsee kirjallista liikeviestintää ja osaa laatia vaativampia liikekirjeitä

osaa löytää tietoa yrityksistä

Sisältö

Opintojaksolla käsiteltävät asiat ovat

ranskan rakenteet

liikekielen perussanaston syventäminen

Ranska työelämäympäristönä ja siihen liittyvät peruskäsitteet

puhelinviestintä

liike- ja PR-kirjeitä

kutsut

Kulttuuri- ja tapatietoutta

Caset ja tiedonhankinta

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Ranskan liikekieli 1 (FRE4LS201) tai vastaavat tiedot ja liike-elämän perustermistö ja käsitteet.

Arviointikriteerit

Arvosana 1

Opiskelija osaa käyttää yksinkertaista kieltä sekä kirje- että puhelinviestinnässä ja selviytyy lyhyistä, rutiininomaisista puhelinkommunikaatiotilanteista välttävästi ranskan kielellä. Hän hallitsee tutuimmat liike-elämän ranskan sanat ja fraasit. Hän osaa välttävästi Ranskan työelämän keskeiset käsitteet ja sanaston.

Arvosana 3

Opiskelija selviytyy hyvin sekä yleiskielen että liikekielen peruskielenkäyttötilanteissa. Hän tuottaa kieltä, joka etenee johdonmukaisesti ja on ymmärrettävää. Kieli sisältää kielen keskeisiä rakenteita, perussanastoa ja jonkin verran ammattisanastoa, mutta niiden käytössä on vielä kehitettävää.

Arvosana 5

Opiskelija hallitsee sekä kirje- että puhelinviestintää ja selviytyy sujuvasti tavallisimmista työelämän kommunikaatiotilanteista ranskan kielellä. Hän hallitsee hyvin Ranskan liike- ja työelämän keskeiset sanaston, käsitteet ja fraasit.

FRE4LE203 French Business Environment: 5 op

Osaamistavoitteet

Opintojakson tavoitteena on syventää kulttuurituntemusta ja osata sopeutua ranskankieliseen ympäristöön. Kurssilla perehdytään Ranskan yhteiskuntaan ja valtiolliseen elämään ja tiedostetaan omaa kulttuuria suhteessa Ranskan kulttuuriin. Tavoitteena on myös perehtyä ranskankieliseen mediaviestintään, osata löytää tietoa ja ymmärtää sen. Kerrataan liiketoiminnan termistoa ja käsitteitä.

Opintojakson suoritettuaan opiskelija:

ymmärtää kulttuurieroja ja osaa suhtautua niihin

osaa kertoa Suomesta ranskaksi

ymmärtää paremmin ranskan yhteiskuntaa ja sen toimintaa

osaa löytää tietoa

Sisältö

Opintojaksolla käsiteltävät asiat ovat:

Ranska-tietous

Suomi-tietous: opiskelijat pitävät esitelmän valitsemastaan Suomi-aiheesta.

Ranskankieliset mediavälineet: lehdet, televisio, radio ja internet

Tiedon hankinta

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Ranskan liikekieli 1 (FRE4LS201) ja Ranskan liikekieli 2 (FRE4LS202) tai vastaavat tiedot.

Arviointikriteerit

Arvosana 1

Opiskelija tuntee välttävästi Ranskan yhteiskuntaa ja tunnistaa joitakin kulttuurieroja. Opiskelija osaa välttävästi kertoa Suomesta ranskaksi. Opiskelija osaa soveltaa välttävästi opintojaksolla hankkimiaan taitoja käytännössä.

Arvosana 3

Opiskelija tuntee Ranskan yhteiskuntaa ja samalla tiedostaa omaa ympäristöään. Hän kykenee tunnistamaan tärkeimpiä kulttuurieroja, sopeutumaan eri tilanteisiin ja välttämään kulttuurieroista johtuvia väärinkäsityksiä. Opiskelija kykenee kertomaan Suomesta olennaisia asioita ranskaksi. Opiskelija osaa soveltaa hyvin opintojaksolla hankkimiaan taitoja käytännössä.

Arvosana 5

Opiskelija tuntee hyvin Ranskan yhteiskuntaa ja samalla tiedostaa erinomaisesti omaa ympäristöään suhteessa Ranskan kulttuuriin. Hän ymmärtää erinomaisesti kulttuurieroja ja tunnistaa kulttuurisidonnaiset ominaispiirteet kuussakin yhteiskunnassa. Hän kykenee soveltamaan tämän käytäntöön eri viestinnällisissä tilanteissa. Opiskelija osaa soveltaa erinomaisesti opintojaksolla hankkimiaan taitoja käytännössä.

GERMUBBA German: 15 op

GER4LE201 German Business Communication 1: 5 op

GER4LE202 German Business Communication 2: 5 op

GER4LE203 German Business Environment: 5 op

RUSMUBBA Russian: 15 op

RUS4LE201 Russian Business Communication 1: 5 op

RUS4LE202 Russian Business Communication 2: 5 op

RUS4LE203 Russian Business Environment: 5 op

SPAMUBBA Spanish: 15 op

SPA4LE203 Latin American Business Environment: 5 op

SPA4LE201 Spanish Business Communication 1: 5 op

SPA4LE202 Spanish Business Communication 2: 5 op

SWEMUBBA Swedish: 15 op

SWE4LE201B Basic Business Swedish: spoken part: 2.5 op

SWE4LE201A Basic Business Swedish: written part: 2.5 op

SWE4LE203 Nordic Business Environment: 5 op

SWE4LE202 Swedish Business Communication: 5 op

SERMUBBA Assistant as Service Designer: 17 op

SER2LE201 Assistant as Service Designer: 10 op

SER2LE203 Study and Career Planning: 2 op

Osaamistavoitteet

Upon successful completion of the course, the student

understands the structure of their degree programme and the prerequisites for graduation

is able to describe and present his/her skills and improvement

understands his/her role as a UAS student

is able to plan and monitor the progress of his/her studies on their way to becoming a professional management assistant

graduates within 3,5 years

Sisältö

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

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

No prerequisites.

Lisätiedot

This course is for Mubba/Sebba students only. (DP for Multilingual Management Assistants/DP for Business Service Solutions and Languages)

SER2LE202 Successful Event: 5 op**Osaamistavoitteet**

After completing the course the student

will be able to plan and organize a successful corporate event as a part of event team
will be able to evaluate risks and opportunities of an event
will be able to apply principles of good working practices as a member of work community
will be able to practice and promote successful workplace communication
will be able to participate as a member of a work community in a constructive manner in the multicultural contexts
will be able to apply business etiquette and manners
will be able to assess his/her own learning and development as an event organizer and as a part of an event team in corporate event

Sisältö

- organizing a corporate business event in small groups
- business etiquette (e.g. introductions, the art of business meetings, dress codes and decorations, table manners, tasks and responsibilities of guests and hosts, thanking)
- developing workplace communication
- legal requirements of an event safety regulations

Arviointikriteerit**Arvosana 1**

The student has some basic knowledge of the planning process of a corporate business event and of event organizing and communication. The student can apply some basic skills, duties and working practices, under supervision, as part of a corporate business event organizing team.

Arvosana 3

The student has good knowledge of the planning process of a corporate business event and knows how to organize events. The student is able to plan and apply marketing communication activities to support event objectives and implementation. The student can apply and benefit from skills, duties

and working practices, as part of team, in planning and organizing a corporate business event.

Arvosana 5

The student is able to master practical knowledge of the planning process of a corporate business event and is able to apply the knowledge in event organizing. The student is able to create fit for purpose and creative event marketing communication plans, tailored to the target audience and business objectives. The student is able to apply and benefit from skills, duties and working practices in planning and organizing a corporate business event independently.

BUSMUBBA Business and Entrepreneurship: 30 op**BUS1LE201 Business Environment: 10 op****BUS2LE201 Business Planning: 5 op****BUS1LE202 Business Processes: 10 op****BUS2LE202 Strategic Business Development: 5 op****TOOMUBBA Information Expertise: 20 op****TOO2LE201 ICT Applications for Business 1: 5 op****TOO2LE202 ICT Applications for Business 2: 5 op****Osaamistavoitteet**

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

She/he understands the importance of information management, (WordPress)

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

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

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

She/he can edit videos using video editing program (for example Adobe Premiere).

She/he can create and host webinar and save it to Youtube.

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

Sisältö

Tools of social media.

Content management systems, (WordPress)

Blogs, Blogspot or equivalent

Picture editing, Photoshop

Video editing, Adobe Premiere

Hosting and recording webinar

Basics of project management

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Good command in ICT and Office tools.

Arviointikriteerit**Arvosana 1**

Most of the assignments are done in acceptable level.

Arvosana 3

Almost all of the assignments are done in good level.

Arvosana 5

Almost all of the assignments are done in excellent level.

Hyväksytty, hylätty

40% of maximum points of assignments.

TOO1LE201 Office Applications 1: 5 op**TOO1LE202 Office Applications 2: 5 op****Osaamistavoitteet**

After completing the course, student

can create SharePoint communication site in Office365 Online environment.

is competent on basic SharePoint site admin tasks: permissions, creating and modifying libraries and list, changing their settings (columns, permissions, views)

is able to modify the SharePoint site appearance with Webparts and pages

is able to automate the document set up by creating and using templates, themes, styles and building blocks

is able to save, upload, share files in SharePoint document libraries

is able to use Excel professionally in management account context

is able to use Travel management software (M2)

Sisältö

Microsoft Word: Use and creation of styles, themes, building blocks, and templates

SharePoint: Creation of SharePoint site in SharePoint online, using permissions, permissions inheritance, permission groups, different types of apps in SharePoint site: Libraries & Lists, Columns, metadata & properties and views in the context of lists and libraries, Editing SharePoint pages using Web parts & Quick launch

Microsoft Office Excel

IF-function, conditional formatting, consolidations, templates

percent calculations, management accounting basics, per diems, M2

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Office Applications 1 (TOO1LE201), Business environment and assistant's work (BUS1LE201)

Lisätiedot

The course is offered only in spring semesters.

Arviointikriteerit**Arvosana 1**

Student can satisfactorily complete basic tasks with SharePoint site creation but is not able to solve more demanding tasks independently.

Student has command of some concepts related document set up automation of Microsoft Word but lacks a full understanding of how to be productive in document production.

Student can satisfactorily complete basic tasks related to percent calculations, basic management accounting and per diem calculations with Excel but needs assistance with more demanding tasks. Student shows poor time management skills.

Arvosana 3

Student has command of key concepts of SharePoint site creation, permission set up, is able to add and set up apps to store information in SharePoint site and modify the sites with professional looks. Student can create new templates, building blocks, themes and styles to automate document set up in Microsoft Word and knows how to apply them in practice.

Student can independently complete basic tasks related to percent calculations, basic management accounting and per diem calculations with Excel.

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

Arvosana 5

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

Student can independently complete basic tasks related to percent calculations, basic management accounting and per diem calculations with Excel and knows how to apply them in practice.

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

COMMUBBA Organisational Communication: 10 op

COM2LE201 Communicating with Impact: 5 op

COM1LE101 Effective Communication in Organisations: 5 op

SPEMUBBA Specialisation Studies: 10 op

SPEENT Entrepreneurship: 5 op

WOR8HH022 StartUp School - Developing Entrepreneurial Mindset: 5 op

Osaamistavoitteet

You will analyse yourself as an entrepreneur and learn to understand entrepreneurial lifestyle. By taking the first steps to define and develop the idea towards feasible business, you will start building your own entrepreneurial path. You also analyse and start to extend your entrepreneurial network during this course.

Sisältö

1. Me as an Entrepreneur
2. Entrepreneurship as a lifestyle
3. Customer problem and value proposition
4. Idea description and prototype creation
5. Network analysis and interview of the entrepreneur
6. Cost structure and revenue streams
7. Pitching your idea to the entrepreneurial society

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

You should have a business idea to work with before entering this course.

Arviointikriteerit**Arvosana 1****Self-leadership**

Student understands own strengths and development areas. He/she identifies own entrepreneurial vision.

Communication and networks

Student describes his own network and recognizes for whom (stakeholders) he needs to communicate the business idea.

Idea development

Student takes the first customer contacts to test the idea and vision. Student describes customer problem, solution and value proposition of the idea.

Team work

Contribution in the group discussions active and student gives feedback to the others.

Arvosana 3**Self-leadership**

Based on self-analysis and discussions with others, student recognizes where he needs help and can build his activities based on this analysis.

Communication and networks

Student identifies the communication needs related to each stakeholder.

Idea development

Student tests and develops the idea further based on the customer feedback.

Student analyses and describes the business model of the idea

Team work

Student participates in the group discussions actively and helps other students with their challenges.

Arvosana 5**Self-leadership**

Student creates a realistic and personal entrepreneur development plan and starts to implement it.

Communication and networks

Student prepares communication plan to support the implementation of the business idea and justifies the need for those.

Idea development

Student creates, describes and justifies the business idea as feasible business case, pitch and justify it to the other students.

Team work

Student participates to the group discussion in Impressive way and contributes to the other students and share new ideas to the other students' work.

SPELEA Leadership and HR: 10 op**LEA4LE201 HR Management: 5 op****Sisältö**

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

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

No prerequisites.

Lisätiedot

Assessment components:
Participation and contribution to course assignments, presentations and work on lessons or
A practical project and a written report reflecting with the course literature

Arviointikriteerit**Arvosana 1**

The student:

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

Arvosana 3

The student:

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

Arvosana 5

The student:

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

LEA4LE202 HRM Project: 5 op**Sisältö**

Running of a client project that can be e.g. development and implementation of a strategic plan

related to HRM issues, planning of and carrying out HRM processes and teamwork development. The course is implemented as a professionally managed project. The students work in project teams according to client brief and team assignments specified by the advisor in the beginning of the course. Supporting lectures and team meetings will be arranged throughout the course.

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

No prerequisites.

Arviointikriteerit**Arvosana 1**

The student:

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

Arvosana 3

The student:

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

Arvosana 5

The student:

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

SPEMAR Marketing, Sales and Service: 10 op**MAR4LE202 Creative Solutions in Marketing and Communications: 5 op****MAR4LE201 Marketing and Networks: 5 op****SPESER Meetings Industry: 10 op**

SER4LE202 Events Management: 5 op

SER4LE201 International Conferences and Congresses: 5 op

SPECOM Organisational Communication: 10 op

COM4LE201 Building Communication Competence and Confidence: 5 op

COM4LE202 Creative Solutions in Marketing and Communications: 5 op

FREEMUBBA Mubba Free-choice studies: 0 op

FIN8LE111 Suomenoppijan tekstityöpaja: 3 op

Osaamistavoitteet

Opintojakson suoritettuaan opiskelija

- osaa arvioida kirjoittamistaitoaan ja sen kehittämistarpeita
- tuntee tekstilajien eroja ja osaa valita tekstilajin ja kontekstin mukaisen tyylin
- tuntee suomen kielen lähteitä ja apuvälineitä ja osaa hyödyntää niitä omista teksteistä
- osaa hyödyntää palautetta
- on kehittynyt kirjoittajana.

Sisältö

Erilaiset tekstilajit, sovitaan tarkemmin opintojakson alussa:

- raportit
- journalistiset tekstit
- työnhakutekstit
- työelämän viestintä
- esseetyyppiset tekstit

Kurssiblogi

Oppimispäiväkirja/lukupäiväkirja

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Sujuva peruskielitaito (B1.2) suomen kielessä.

Arviointikriteerit

Arvosana 1

On jonkin verran kehittynyt kirjoittajana. Tuntee joitakin suomen kielen lähteitä ja apuvälineitä, mutta tarvitsee niiden käyttöön ohjausta.

Osaa melko heikosti arvioida kirjoittamiensa tekstien laatua, mutta pystyy ohjatusti muokkaamaan niitä.

Noudattaa pääosin työskentelyaikoja, osallistuu palautekeskusteluihin.

Arvosana 3

On selkeästi kehittynyt kirjoittajana. Osaa jonkin verran käyttää suomen kielen lähteitä ja apuvälineitä kirjoittamisen apuna.

Osaa ohjatusti arvioida kirjoittamiensa tekstien laatua ja muokata niitä palautteen perusteella.

Noudattaa työskentelyaikoja, osallistuu melko aktiivisesti palautekeskusteluihin.

Arvosana 5

On merkittävästi kehittynyt kirjoittajana. Osaa itsenäisesti käyttää suomen kielen lähteitä ja apuvälineitä kirjoittamisen apuna.

Osaa arvioida kirjoittamiensa tekstien laatua ja muokata niitä palautteen perusteella.

Noudattaa täsmällisesti työskentelyaikoja, on oma-aloitteinen, jakaa tietoa ja osaamistaan muille.

FRE8LS210 Ranskan perusteet 1: 5 op**Osaamistavoitteet**

Opintojakson suoritettuaan opiskelija:

- osaa kertoa yksinkertaisesti itsestään
- hallitsee ääntämisen perusteet
- tuntee perussanastoa
- osaa toimia yksinkertaisissa vuorovaikutus- ja asiakaspalvelutilanteissa ranskan kielellä
- ymmärtää kielen keskeisimpiä rakenteita

Sisältö

- Arkipäivän vuorovaikutustilanteita
- Ääntämisen harjoittelua
- Perussanaston opiskelua
- Kielen perusrakenteita

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Ei lähtötasovaatimuksia

Arviointikriteerit**Arvosana 1**

Opiskelija kykenee välttävällä tasolla ymmärtämään ja tuottamaan yksinkertaisia, suullisia ja kirjallisia viestejä. Puhuminen ja kirjoittaminen ovat rakenteiden ja/ tai ääntämisen osalta välttävällä tasolla. Opiskelija tunnistaa yksinkertaisia rakenteita ja usein käytettyjä ilmauksia erilaisissa kielenkäyttötilanteissa.

Arvosana 3

Opiskelija kykenee hyvin ymmärtämään ja tuottamaan yksinkertaisia, suullisia ja kirjallisia viestejä. Puhuminen ja kirjoittaminen ovat rakenteiden ja/tai ääntämisen osalta hyvällä tasolla. Opiskelijalla on valmiuksia soveltaa oppimaansa yksinkertaisiin rakenteisiin ja kielenkäyttötilanteisiin.

Arvosana 5

Opiskelija kykenee erinomaisesti ymmärtämään ja tuottamaan yksinkertaisia, suullisia ja kirjallisia viestejä. Puhuminen ja kirjoittaminen ovat yksinkertaisten rakenteiden ja/tai ääntämisen osalta erittäin hyvällä tasolla. Opiskelija pystyy soveltamaan oppimaansa uusiin, yksinkertaisiin rakenteisiin ja kielenkäyttötilanteisiin.

FRE8LS220 Ranskan perusteet 2: 5 op**Osaamistavoitteet**

Opiskelija hallitsee ranskan kielen perusrakenteet

Sisältö

Opintojakso sisältää runsaasti uutta sanastoa, tekstejä sekä suullista että kirjallista harjoitusta. Se sopii myös hyvin niille, jotka ovat aikaisemmin suorittaneet joitain ranskan kursseja, mutta eivät hallitse kaikkia rakenteita, nimenomaan menneen ajan aikamuotoja.

- ranskan kieliopin tärkeimpiä kohtia
- ranskan sanastoa
- kertausharjoituksia
- ääntämistä sekä arkipäivän ja liike-elämän vuorovaikutustaitoja.

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Taitotaso: A1

Ranskan perusteet 1 tai vastaavat tiedot.

Opintojaksoa suositellaan myös kieliopin ja sanaston kertauskurssiksi, jos lukion ranskan suorittamisesta on kulunut paljon aikaa. Opintojaksolla myös annetaan valmiuksia puheen tuottamiseen ja small-talkiin ranskaksi.

Kirjalliset kokeet 80 %

Jatkuva näyttö 20%

Oppimistehtävät tulee suorittaa hyväksytysti ennen kirjallisia tenttejä.

Arviointikriteerit

Arvosana 1

Opiskelija ymmärtää joskus yksinkertaisia ja monipuolisia suullisia ja kirjallisia viestejä sekä pystyy välittämään ne vastaanottajalle. Puhuminen ja kirjoittaminen on rakenteiden ja/tai ääntämisen osalta välttävällä tasolla. Opiskelija pystyy käyttämään oppimaansa yksinkertaisissa kielenkäyttötilanteissa.

Arvosana 3

Opiskelija ymmärtää usein yksinkertaisia ja monipuolisia suullisia ja kirjallisia viestejä sekä pystyy välittämään ne vastaanottajalle. Puhuminen ja kirjoittaminen on rakenteiden ja/tai ääntämisen osalta hyvää. Opiskelijalla on valmiuksia soveltaa oppimaansa lähinnä tutuissa monipuolisissa kielenkäyttötilanteissa.

Arvosana 5

Opiskelija ymmärtää yleensä yksinkertaisia ja monipuolisia suullisia ja kirjallisia viestejä sekä pystyy välittämään ne onnistuneesti vastaanottajalle. Puhuminen ja kirjoittaminen on rakenteiden ja/tai ääntämisen osalta erittäin hyvää. Opiskelija pystyy soveltamaan oppimaansa uusiin monipuolisiin kielenkäyttötilanteisiin.

GER8LE220 German for Beginners 2: 5 op

GER8LE210 German for Beginners 1: 5 op

RUS8LE210 Russian for Beginners 1: 5 op

RUS8LE220 Russian for Beginners 2: 5 op

Osaamistavoitteet

A solid grasp of basic Russian grammar and day-to-day Russian vocabulary and culture-related concepts. Students are prepared for the business communication level Russian courses in the Degree Programme for Multilingual Management Assistants

Sisältö

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

Lisätiedot

Assessment criteria:

Written exam 50 %

Oral exam 50%

Class participation is likely to have influence on the language command thus mandatory attendance 75 %

Arviointikriteerit**Arvosana 1**

Student sometimes understands simple and diverse oral and written messages and is able to forward some of them to the recipient. Speaking and writing language structures and/or pronunciation are poor. Student can use learned new items in simple language use situations.

Arvosana 3

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

Arvosana 5

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

SPA8LE220 Spanish for Beginners 2: 5 op**SPA8LE210 Spanish for Beginners 1: 5 op****FIN8LE001 Contemporary Finnish Literature: 3 op****Osaamistavoitteet**

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

Sisältö

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

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

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Taking the exam requires excellent Finnish skills and knowledge of the basic terms of literary research in Finnish.

Arviointikriteerit**Arvosana 1**

The student:

- may have read all the required books but is not able to demonstrate that.
- is able to interpret some aspects of the texts according to the assignment and he/she may give few

examples.

- has limited understanding and usage of the basic literary concepts.

Arvosana 3

The student:

- has read all the required books and is able to demonstrate that.
- is partly able to interpret the texts according to the assignment and gives some examples, which aren't always relevant.
- understands partly the basic literary concepts and uses some of them correctly.

Arvosana 5

The student:

- has read all the required books and is able to demonstrate that by interpreting the texts, discussing the different elements and giving relevant examples.
- understands fully the basic literary concepts and uses them correctly.

FIN8LE110 Business Finnish for International Students: 4 op

Osaamistavoitteet

Upon completion of the course, the studentâ€”

has a basic knowledge of the financial vocabulary in everyday life

is able to communicate in Finnish in basic business situationsâ€”

acquires the skills to produce clear and logical texts on simple business mattersâ€”

is able to write basic business letters and PR letters in Finnishâ€”

is familiar with current topics in the business field through (simplified) newspaper articles and other up-to-date sourcesâ€”

Sisältö

Plural forms of nounsâ€”

Grammar: comparison of adjectives, some non-finite clausesâ€”

Basic business correspondenceâ€”

Getting acquainted with current topics by using newspapers and other mediaâ€”

Lähtötaso ja sidonnaisuudet muihin opintjaksoihin

B1 level in Finnish.

Arviointikriteerit

Arvosana 1

The student understands the main points of business-related texts in both the written and oral form. The student has a satisfactory command of business vocabulary, and he/she is able to produce business or PR texts in Finnish with several corrections, when assisted substantially.â€”

Arvosana 3

The student understands the essential parts of business-related texts in both the written and oral form. The student has a fairly good command of business vocabulary, and he/she is able to produce business or PR texts in Finnish when assisted.â€”

Arvosana 5

The student understands well the essential parts of business-related texts in both the written and oral form. The student has a very good command of business vocabulary, and he/she is able to produce business or PR texts in Finnish independently.â€”

WOR8LE333 Work Based Project: Nordic Business Forum: 3 op

PLAMUBBA Work Placement: 30 op

PLA6LE201 Work Placement: 30 op

THEMUBBA Bachelor's Thesis: 0 op

THE7LE101 Thesis, Entrepreneurship: 0 op

THE7LE102 Thesis, HR and Leadership: 0 op

THE7LE104 Thesis, Marketing, Sales and Service: 0 op

THE7LE103 Thesis, Meetings Industry: 0 op

THE7LE105 Thesis, Organisational Communication: 0 op

THE7LE202 Thesis: 10 op

THE7LE201 Thesis Plan and Methods: 5 op

THE7HH801 Thesis Phase 1: 5 op

Osaamistavoitteet

Upon completion of the module, the student is able to

- Know different stages of the thesis process
- Know the aim of her/his thesis
- Search for information in a variety of reliable sources.
- Define the key concepts of her/his thesis.
- Create a realistic schedule for her/his thesis
- Know requirements and the basic structure of the thesis.
- plan a research-based development project outline.

Sisältö

- Thesis at Haaga-Helia
- Thesis process and progress in Konto
- Student's role and responsibilities during the thesis process
- Confidentiality in theses
- Content and extent of the thesis

- Content and extent of a research-based development project
- Source information search, reliable information and critical evaluation of them.
- Formal referencing
- Selection criteria for research and innovation methods
- Thesis reporting according to Haaga-Helia reporting guidelines
- Self management during the thesis process.

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Studies specified by the degree programme

Arviointikriteerit**Arvosana 1**

See thesis assessment criteria in MyNet

Arvosana 3

See thesis assessment criteria in MyNet

Arvosana 5

See thesis assessment criteria in MyNet

Hyväksytty, hylätty

During the thesis process, progress is graded as pass/fail according to programme-specific objectives.

After the thesis evaluation process is completed, H for "pass" is replaced by the thesis grade.

To pass the module all assignments (incl. research based development project outline = thesis outline) must be submitted and approved.

Research based development project outline is uploaded in Konto and a thesis supervisor has approved it.

THE7HH802 Thesis Phase 2: 5 op**Osaamistavoitteet**

The student knows how to use relevant source material, apply suitable methods and follow reporting guidelines.

Sisältö

2/3 completed thesis, according to programme-specific guidelines and principles

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Thesis phase 1 completed

Arviointikriteerit**Arvosana 1**

See thesis assessment criteria in MyNet

Arvosana 3

See thesis assessment criteria in MyNet

Arvosana 5

See thesis assessment criteria in MyNet

Hyväksytty, hylätty

During the thesis process, progress is graded as pass/fail according to programme-specific objectives.

After the thesis evaluation process is completed, H for "pass" is replaced by the thesis grade.

THE7HH803 Thesis Phase 3: 5 op**Osaamistavoitteet**

The student finishes the thesis according to the Haaga-Helia guidelines and thesis schedule.

Sisältö

- finalizing the thesis
- publishing the thesis

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Thesis phases 1/3 and 2/3 completed. Phase 3/3 cannot be approved before the maturity exam and plagiarism check have been passed.

Arviointikriteerit**Arvosana 1**

See thesis assessment criteria in MyNet

Arvosana 3

See thesis assessment criteria in MyNet

Arvosana 5

See thesis assessment criteria in MyNet

Hyväksytty, hylätty

See thesis assessment criteria in MyNet

THE7HH804 Maturity Test: 0 op**Osaamistavoitteet**

The maturity examination is a learning experience which aims at helping the student polish his/her communication skills. Also, the aim is to present the proficiency of the student as well as the contents of the thesis.

The maturity test demonstrates the student's familiarity and expertise in the subject field of the thesis as well as language competency in Finnish or Swedish, as required in Finnish legislation (A1129/2014, § 8).

The language required for the maturity test is determined by the language the student studied as first language/mother tongue during secondary level education. The maturity test also serves as a demonstration of spoken and written competence in the language in question. The language of the maturity exam is also marked in the degree certificate.

Sisältö

In Haaga-Helia, the maturity test can take one of three forms, as agreed with the thesis advisor: an essay, an item for a staff newsletter or a media release. The maturity test is not the same as an exam answer.

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

The thesis is completed.

Lisätiedot

See instructions in MyNet