

MUBBA Degree Programme for Multilingual Management Assistants Bachelor of Business Administration, 210 ECTS

Bachelor of Business Administration

- Programme

- Curricula

- Implementations

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.

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](#).

Profile, 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
Ratapihantie 13
00520 HELSINKI

Competence Area Director:

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Bachelor of Business Administration, 210 ECTS

Autumn 2019

Structure

Due to the timing of optional and elective courses, credit accumulation per semester / academic year may vary.

Select visible years, semesters and periods (when only one year is selected) by clicking buttons on the right. (S = Spring, A = Autumn)

Year of study 1234

Semesters 1A1S2A2S3A3S4A

Search:

	ECTS	1	2	3	4
English (All compulsory)					
ENG2LE201 International Business Documents	5		•		
COM2LE202 Languages for International Communication	5				•
ENG1LE201 Professional Writing Skills	5	•			
		5	5	0	5
Finnish (Select 10-20 ECTS)					
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	•			
		25	5	0	0
Language Studies (Select 30 ECTS)					

Search:

	ECTS	1	2	3	4
Chinese (All compulsory)					
CHI4LE201 Chinese Business Communication 1	5	•			
CHI4LE202 Chinese Business Communication 2	5	•			
CHI4LE203 Chinese Business Environment	5		•		
French (All compulsory)					
FRE4LE201 French Business Communication 1	5	•			
FRE4LE202 French Business Communication 2	5	•			
FRE4LE203 French Business Environment	5		•		
German (All compulsory)					
GER4LE201 German Business Communication 1	5	•			
GER4LE202 German Business Communication 2	5	•			
GER4LE203 German Business Environment	5		•		
Russian (All compulsory)					
RUS4LE201 Russian Business Communication 1	5	•			
RUS4LE202 Russian Business Communication 2	5	•			
RUS4LE203 Russian Business Environment	5		•		
Spanish (All compulsory)					
SPA4LE203 Latin American Business Environment	5		•		
SPA4LE201 Spanish Business Communication 1	5	•			
SPA4LE202 Spanish Business Communication 2	5	•			
Swedish (All compulsory)					

Search:

	ECTS	1	2	3	4
SWE4LE203 Nordic Business Environment	5		•		
SWE4LE202 Swedish Business Communication	5	•			
		55	30	0	0
Assistant as Service Designer (All compulsory)					
SER2LE201 Assistant as Service Designer	10		•		
SER2LE203 Study and Career Planning	2				•
SER2LE202 Successful Event	5		•		
		0	15	0	2
Business and Entrepreneurship (All compulsory)					
BUS1LE201 Business Environment	10	•			
BUS2LE201 Business Planning	5		•		
BUS1LE202 Business Processes	10	•			
BUS2LE202 Strategic Business Development	5				•
		20	5	0	5
Knowledge and Information Expertise (All compulsory)					
TOO2LE201 ICT Applications for Business 1	5		•		
TOO2LE202 ICT Applications for Business 2	5			•	
TOO1LE201 Office Applications 1	5	•			
TOO1LE202 Office Applications 2	5	•			
		10	5	5	0
Organisational Communication (All compulsory)					
COM2LE201 Communicating with Impact	5		•		

Search:

	ECTS	1	2	3	4
COM1LE101 Effective Communication in Organisations	5	•			
		5	5	0	0
Specialisation Studies (Select 10 ECTS)					
Entrepreneurship (All compulsory)					
Leadership and HR (All compulsory)					
LEA4LE201 HR Management	5		•		
LEA4LE202 HRM Project	5			•	
Marketing, Sales and Service (All compulsory)					
MAR4LE202 Creative Solutions in Marketing and Communications	5			•	
MAR4LE201 Marketing and Networks	5		•		
Meetings Industry (All compulsory)					
SER4LE202 Events Management	5			•	
SER4LE201 International Conferences and Congresses	5		•		
Organisational Communication (All compulsory)					
COM4LE201 Building Communication Competence and Confidence	5		•		
COM4LE202 Creative Solutions in Marketing and Communications	5			•	
		0	20	20	0
Mubba Free-choice studies (Select 0 pieces)					

Search:

	ECTS	1	2	3	4
Work Placement (Choose one)					
PLA6LE201 Work Placement	30			•	
		0	0	30	0
Bachelor's Thesis (Choose one)					
THE7LE101 Thesis, Entrepreneurship	0			•	
THE7LE102 Thesis, HR and Leadership	0			•	
THE7LE104 Thesis, Marketing, Sales and Service	0			•	
THE7LE103 Thesis, Meetings Industry	0			•	
THE7LE105 Thesis, Organisational Communication	0			•	
		0	0	75	0
ECTS credits per period / semester / academic year		120	90	130	12