

SEBBA Degree Programme in Business Service Solutions and Languages 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 Business Service Solutions and Languages prepares students for a wide range of commercial and administrative roles. We grow multi-skilled business-savvy professionals who are able to adjust easily in multicultural and international contexts and have strong skills in communication, operational orchestration and business understanding.

With English as the teaching language, our students learn also Finnish and one or more other languages within our student body of 20+ nationalities. In addition to language skills and cultural capabilities, the programme offers students both theoretical and practical know-how for navigating through strategic missions, complex tasks and transformational turbulences throughout their careers. This programme also equips students to design and deliver different types of events and projects.

During the studies, our students participate in multiple company commissions gaining hands-on professional insight and helping them become resourceful problem-solvers in their chosen field. After completion of this programme, our students deliver dependably and creatively solutions to multiple business and organizational challenges in the modern digitalized world. Our graduates contribute proactively and collaboratively to results within their company networks and workplace communities.

Key learning outcomes

The programme provides students with a broad set of skills, enabling them to function in roles requiring initiative and a proactive approach. The competencies of the graduates are divided into subsets as follows: business understanding, intercultural communication, information management (practical ICT-skills), organisational skills and business operations know-how.

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 alternatives:

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

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 for an exchange, do work placement abroad or participate in international business development projects.

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 enterprises. The students will do a work placement of one semester during their studies.

Career opportunities

Active collaboration with companies 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. The programme prepares students for roles such as office managers, business managers, marketing coordinators, communication specialists, project coordinators, PR and event managers, HR specialists as well as management, executive and legal assistants.

Postgraduate studies

Non-Degree studies in Haaga-Helia
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:

Ms Marjaana Halsas, marjaana.halsas(at)haaga-helia.fi

SEBBA20 Business Service Solutions and Languages
Bachelor of Business Administration, 210 ECTS

Autumn 2020

• 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 study1234

Semesters1A1S2A2S3A3S4A

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)					
FIN1LE203 Finnish for Beginners 1	5	•			
FIN1LE204 Finnish for Beginners 2	5	•			
FIN2LE202 Finnish for Work 1	5		•		
FIN2LE203 Finnish for Work 2	5		•		
FIN1LE201 Finnish Business Communication 1	5				
FIN2LE201 Finnish Business Communication 2	5				
		10	10	0	0
Language Studies (Select 30 ECTS)					
Chinese					

Search:

	ECTS	1	2	3	4
(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)					
SWE4LE201B Basic Business Swedish: spoken part	2.5	•			

Search:

	ECTS	1	2	3	4
SWE4LE201A Basic Business Swedish: written part	2.5	•			
SWE4LE203 Nordic Business Environment	5		•		
SWE4LE202 Swedish Business Communication	5	•			
		60	30	0	0
Service Solutions in Practise (All compulsory)					
SER2LE301 Corporate Meeting Practices	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)					

Search:

	ECTS	1	2	3	4
COM2LE201 Communicating with Impact	5		•		
COM1LE101 Effective Communication in Organisations	5	•			
		5	5	0	0
Specialisation Studies (Select 10 ECTS)					
Entrepreneurship (All compulsory)					
WOR8HH022 StartUp School - Developing Entrepreneurial Mindset	5		•		
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	25	20	0

Search:

ECTS 1 2 3 4

(Select 0 pieces)					
FIN8LE111 Effective Writing Skills for Finnish Learners	3	•			
FIN8LE001 Contemporary Finnish Literature	3		•		
CHI8LE210 Chinese for Beginners 1	5	•			
CHI8LE220 Chinese for Beginners 2	5		•		
GER8LE210 German for Beginners 1	5	•			
GER8LE220 German for Beginners 2	5		•		
RUS8LE210 Russian for Beginners 1	5	•			
RUS8LE220 Russian for Beginners 2	5		•		
FIN8LE110 Business Finnish for International Students	4			•	
		18	18	4	0
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				
THE7LE202 Thesis	10			•	
THE7LE201 Thesis Plan and Methods	5				
THE7HH801 Thesis Phase 1	5				

Search:

	ECTS	1	2	3	4
THE7HH802 Thesis Phase 2	5				
THE7HH803 Thesis Phase 3	5				
THE7HH804 Maturity Test	0				
		0	0	10	0
ECTS credits per period / semester / academic year		128	118	69	12