

COURSE OUTLINE PATHWAY TO MASTERS // SPRING 2024

Notice this is a preliminary course list, it may be modified.

English language: communication and collaboration, 5 ECTS

Teacher

Timothy Devine, timothy@edunation.co

Course Description

This course focuses on developing the participants' oral communication skills and their ability to collaborate and work in teams, as well as to present their work to their peers.

Dates

7 weeks, 1st period

Learning Outcomes

Notice! Preliminary suggestion, can be modified and updated by the teacher

Week 1: Introduction to Effective Online Communication

- Course introduction, objectives, and online learning expectations.
- The importance of effective online communication.
- Overview of key online communication principles.

Week 2: Verbal and Non-Verbal Communication in Virtual Environments

- Types of online communication: text, voice, video.
- Active listening skills in virtual meetings.
- Non-verbal cues in video conferencing.

Week 3: Written Communication in the Digital Age

- Email etiquette and effective written communication online.
- Clarity and conciseness in online writing.
- Grammar and style in digital communication.

Week 4: Virtual Teamwork and Collaboration

- Building positive online relationships in virtual teams.
- Tools for effective online collaboration.
- Managing time zones and remote work dynamics.

Week 5: Online Presentation Skills

- Developing effective online presentation skills.
- Using virtual presentation tools and platforms.
- Engaging remote audiences during virtual presentations.

Week 6: Conflict Resolution and Negotiation in Online Settings

- Conflict resolution strategies in virtual environments.
- Negotiation skills for online meetings and discussions.
- Addressing conflicts in virtual teams.

Week 7: Final Projects and Online Assessment

- Group projects on real-world online communication and collaboration scenarios.
- Online final project presentations.
- Course review, self-assessment, and online feedback.

Modes of study

Real-time online classes, working in groups and pairs, course assignments and exercises

Assessment

- *Grading scale: 0-5*
- *Active participation in online discussions and activities.*
- *Written assignments and reflections submitted online.*
- *Individual online presentation assessment.*
- *Final group project assessment conducted online.*

Literature

Learning materials provided by the teacher

English language: thesis and writing methods, 5 ECTS

Teacher

Timothy Devine, timothy@edunation.co

Course Description

This course focuses on developing the participants written skills and preparing them excel in their post-graduate studies by enabling them to write and express themselves clearly and seamlessly through their writing.

Dates

7 weeks, 2nd period

Learning Outcomes

Notice! Preliminary suggestion, can be modified and updated by the teacher

Week 1: Introduction to Academic Writing

- Course introduction and objectives.
- Understanding the academic writing process.
- Key elements of successful academic essays.

Week 2: Crafting Clear and Concise Sentences

- The art of clear and concise writing.
- Sentence structure and grammar essentials.
- Eliminating wordiness and improving clarity.

Week 3: Paragraph Development and Coherence

- Developing well-structured paragraphs.
- Achieving coherence and flow in writing.
- Transitional devices and techniques.

Week 4: Building Strong Thesis Statements

- Formulating a clear and effective thesis statement.
- Supporting arguments and evidence.
- Analyzing sample thesis statements.

Week 5: Essay Structure and Organization

- Creating a logical essay structure.
- Outlining essay introductions, body, and conclusions.
- Using headings and subheadings effectively.

Week 6: Incorporating Research and Citations

- Using research effectively to support arguments.
- Proper citation and referencing styles (e.g., APA, MLA).
- Avoiding plagiarism in academic writing.

Week 7: Editing and Polishing Essays

- Proofreading and self-editing techniques.
- Peer review and feedback.
- Preparing final polished essays for submission.

Course Assessment:

- Weekly essay assignments and reflections.
- Crafting a strong thesis statement.
- Developing well-structured essays.
- Incorporating research and citations correctly.
- Peer review and feedback participation.
- Final polished academic essay.

Final Project:

- The final project will involve students submitting a well-written and polished academic essay on a topic of their choice. This essay should showcase the skills they have learned throughout the course. It should not be a thesis but rather a well-structured, well-researched essay.

Modes of study

Real-time online classes, working in groups and pairs, course assignments and exercises

Assessment

- *Grading scale: 0-5*

- *Active participation in online discussions and activities.*
- *Written assignments and reflections submitted online.*
- *Final group project assessment conducted online.*

Literature

Learning materials provided by the teacher

Entrepreneurship and working in Finland, 5 ECTS

Teacher

Lorant Katona-Farnas lorant@edunation.co

Course Description

This course aims to provide students from diverse backgrounds with entrepreneurial skills that they can apply either as an employee or an entrepreneur, providing value to their organizations.

Dates

7 weeks, 2nd period

Learning Outcomes

Notice! Preliminary suggestion, can be modified and updated by the teacher

Week 1: Introduction to Finland and Its Business Environment

- Welcome to Finland: An Overview
- Introduction to the course and its objectives
- Finnish culture and society
- Key cultural norms and values in Finnish business
- Understanding Finnish Culture and Social Norms
- Finnish Work Ethics and Professionalism

Assignment: Reflect on cultural differences and work ethics.

Week 2: Finnish Economy and Work Environment

- Overview of the Finnish economy
- Economic sectors and major industries
- Investment opportunities in Finland
- Case studies of successful Finnish and foreign companies in Finland

Assignment: Research and present a case study on Finnish workplace hierarchy.

Week 3: Work environment

- Job search: web sites, recruitment agencies, networking
- Employment contracts, labor laws and business ethics
- Gender equality and diversity in the workplace

- Employee rights and benefits
- Introduction to the Finnish social welfare system
- Healthcare and education, integration, and language learning opportunities
- Progressive taxation, other taxation
- Work-life balance and employee benefits, HR
- Social norms and etiquette in everyday life
- Workplace culture and etiquette in Finland (time management, punctuality, business meetings)

Assignment: Present the key etiquette in place in your country and reflect on professional relationships in your country.

Week 4: Starting a Business in Finland - Part 1 / Introduction to Entrepreneurship in Finland

- Advantages and challenges of starting a business in Finland
- Business opportunities and market analysis
- Legal structures for businesses in Finland
- Types of business structures in Finland (e.g., Oy, Ay, Toiminimi)
- Registering a business and obtaining necessary permits

Assignment: Create a basic business plan for a startup in Finland (you may use the model of your choice)

Week 5: Starting a Business in Finland - Part 2

- Taxation and accounting in Finland
- Taxation and VAT basics
- Funding options and grants for startups
- Business planning and strategy development
- SWOT analysis for your business

Assignment: Finalize your business plan for a startup in Finland based on feedback

Week 6: Entrepreneurial Ecosystem in Finland

- Networking and Support Organizations
- Accessing Government Grants and Programs
- Startup hubs, accelerators and Incubators
- Tech and Innovation events

Assignment: Analyse a successful Finnish startup and present findings.

Week 7: Business Growth and Expansion

- Scaling up your business in Finland and beyond
- International trade and export opportunities
- Franchising: how, why, requirements
- Case studies of successful businesses in Finland

Final Assignment: Prepare a business expansion plan for a Finnish company

Final Assignment and Q&A Session

- Students can work on a business plan or strategy for entering the Finnish market and present it.
- A live Q&A session to address any remaining questions and concerns.

Modes of study

- Each week includes video lectures, reading materials, quizzes, and discussion forums.
- Each week includes video lectures, reading materials, quizzes, and discussion forums.
- Assignments may include business plans, case studies, and peer evaluations.
- Guest speakers, such as entrepreneurs and legal experts, can be invited for specific topics.

Assessment

- Grading scale: 0-5
- Active participation in online discussions and activities.
- Written assignments and reflections submitted online.
- Final group project assessment conducted online.

Literature

Learning materials provided by the teacher

Management and leadership, 5 ECTS

Teacher

Lorant Katona-Farnas lorant@edunation.co

Course Description

This course is designed to help students understand and adapt to the unique management and leadership practices in Finland, preparing them for leadership roles in Finnish organizations or any international context. It encourages critical thinking and practical application of leadership concepts in a Finnish business setting.

By incorporating reflection on previous leadership experiences, students will not only gain a deeper understanding of Finnish leadership but also have a framework for self-improvement and a practical approach to applying their learning to future leadership roles. This approach fosters a more personalized and meaningful learning experience.

Dates

7 weeks, 2nd period

Learning Outcomes

Notice! Preliminary suggestion, can be modified and updated by the teacher

Week 1: Introduction to Management and Leadership

- Course content and objectives of the course
- Difference between leadership and management
- Leadership styles and their impact on organizational culture and
- Performance

Assignment: Reflect on your past leadership experiences and how they might align with or differ from Finnish leadership principles.

Week 2: Leadership Models in Finland

- Overview of Finnish culture and its influence on management styles
- Key leadership principles in Finland
- Trust and transparency
- Work-life balance
- Explore various leadership models used in Finnish organizations

- Case studies of successful Finnish leaders

Assignment: Compare your own leadership style with the models discussed, and identify areas for improvement.

Week 3: Team Dynamics and Collaboration in Finnish Organizations

- Organizational behaviour
- Finnish teamwork and collaboration practices
- Knowledge sharing
- Managing cross-functional teams
- Aligning individual and organizational goals

Assignment: Reflect on challenges you've faced in team leadership roles and how you might apply Finnish practices to improve teamwork.

Week 4: Communication and Decision-Making in Finnish Companies

- Effective communication styles and practices
- Decision-making processes in Finnish organizations
- Employee engagement and participation in development and decision-making discussions
- Group decision-making and consensus-building
- Conflict resolution, mediation

Assignment: Share examples of communication challenges you've encountered in leadership roles and propose solutions using Finnish communication strategies.

Week 5: Change Management and Innovation

- How Finnish companies approach change and innovation
- Case studies on successful innovation in Finland
- Change management models
- SMART goals
- Techniques for improving personal and team productivity

Assignment: Reflect on instances where you've led or been part of innovation initiatives and explore how Finnish innovation practices might enhance those experiences.

Week 6: Ethics and Sustainability in Finnish Management

- Ethical considerations in Finnish business and leadership
- Sustainability practices and corporate social responsibility
- Transparency and accountability
- Stakeholders' engagement, importance of feedback

Assignment: Share your experiences with ethical dilemmas in leadership and discuss how Finnish ethical principles can guide decision-making.

Week 7: Future Trends and Challenges in Finnish Leadership

- Emerging trends in management and leadership in Finland
- Challenges and opportunities for international leaders in Finnish organizations
- Multicultural and inclusive leadership

Assignment: Reflect on the entire course and how your understanding of Finnish leadership has evolved. Develop a personal leadership development plan.

Modes of study

Real-time online classes, working in groups and pairs, course assignments and exercises

Assessment

- *Grading scale: 0-5*
- *Active participation in online discussions and activities.*
- *Written assignments and reflections submitted online.*
- *Final group project assessment conducted online.*

Literature

Learning materials provided by the teacher

Research Methods, 5 ECTS

Teacher

Jonne Talonen, jonne@edunation.co

Course Description

This course is designed to provide students with a solid foundation in research methods, both qualitative and quantitative, while encouraging critical thinking and the ability to choose the most suitable approach for their research. It accommodates students from diverse backgrounds and prepares them for rigorous post-graduate research in their respective fields.

Dates

7 weeks, 2nd period

Learning Outcomes

Notice! Preliminary suggestion, can be modified and updated by the teacher

Week 1: Introduction to Research Methods

- Overview of research methodologies and their significance
- Differences between qualitative and quantitative research

Assignment: Write a brief reflection on your previous experiences with research and your expectations for this course.

Week 2: Research Design and Ethics

- Formulating research questions and hypotheses
- Ethical considerations in research

Assignment: Choose a research topic related to your field and formulate a research question with clear objectives.

Week 3: Qualitative Research Methods - Part 1

- Introduction to qualitative research
- Data collection techniques: interviews and focus groups

Assignment: Design an interview guide for your chosen research topic.

Week 4: Qualitative Research Methods - Part 2

- Qualitative data analysis techniques
- Coding and thematic analysis

Assignment: Analyze a sample of interview data (provided by the instructor or self-collected) using coding and thematic analysis.

Week 5: Quantitative Research Methods - Part 1

- Introduction to quantitative research
- Survey design and questionnaire development

Assignment: Create a survey questionnaire related to your research topic and identify potential data collection challenges.

Week 6: Quantitative Research Methods - Part 2

- Data analysis techniques in quantitative research
- Descriptive statistics and hypothesis testing

Assignment: Analyze the data from your survey using descriptive statistics and conduct hypothesis testing.

Week 7: Combining Qualitative and Quantitative Approaches

- Mixed methods research
- Choosing the right approach for your research

Assignment: Develop a research proposal that combines qualitative and quantitative methods to address your research question.

Modes of study

Real-time online classes, working in groups and pairs, course assignments and exercises

Assessment

- Grading scale: 0-5

- *Active participation in online discussions and activities.*
- *Written assignments and reflections submitted online.*

Final research proposal that incorporates both qualitative and quantitative elements

Literature

Learning materials provided by the teacher

Provide students with access to relevant research articles and textbooks on research methods.

Offer guidance on research tools and software for data analysis.

Enter Finland / Finnish 1 , 5 ECTS

Teacher

Maija Walden, finnish@edunation.co

Course Description

This is a Finnish course for beginners EN Direct Finland. We start from level A0, meaning that the students do not need to have any previous knowledge of the Finnish language. The goal is to reach level A1.1 in the Finnish language by the end of the course. The course includes all four language skills: reading, writing, listening, and speaking. We will learn basic vocabulary, simple sentence structure, and useful phrases to manage simple everyday situations. We improve our skills through various engaging exercises such as conversation and drama, multimedia such as videos, and fun gamification activities. We will also gain basic knowledge about the Finnish culture and society.

Dates

15 weeks, throughout the semester

Course content

- Getting familiar with the Finnish phonetics
- Learning basic everyday phrases and forming simple sentences
- Introducing yourself
- Telling about your family and background
- Describing the weather
- Telling about your day
- Managing everyday situations such as ordering at a restaurant/café

Learning Outcomes

Notice! Preliminary suggestion can be modified and updated by the teacher

The goal is to reach level A1.1 by the end of the course. At A1.1 level you

- know the Finnish alphabet and phonetics
- can ask and answer basic personal questions
- can use simple verbs to describe what you are doing and form questions with the verbs
- understand simple and short conversations and texts related to familiar topics (e.g., personal information, family, time, and weather)

Modes of study

- Real-time online classes twice a week via Zoom
- Working in pairs and small groups during the classes
- Independent course assignments and exercises on Claned
- Summative assessment during the course

Assessment

- *Grading scale: pass-fail*

The student is provided with both formative and summative feedback during the course.

Formative assessment: oral and written feedback will be provided during the online classes as well as based on the exercises submitted on Claned

Summative assessment: recap tests during the course

The course is graded on a pass/fail basis. To pass the course, the student needs to submit the assignments and the summative recap tests on the learning platform. The student will receive a certificate of participation at the end of the course.

Literature

Learning materials provided by the teacher