SOFIA UNIVERSITY "ST. KLIMENT OHRIDSKI"

FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

CURRICULUM

Signed by:	Approved by the Academic Council Record of Proceedings № 15/17.07.2024

Professional field: 3.7. Administration and Management
Educational qualification degree "Master"

Major: BUSINESS ADMINISTRATION

E	**F**	**B**	**8**	**2**	**7**	**7**	**2**	**4**

Master's Program: Business Administration – Management Information Systems

Form of Study: Full-time
Length of Study (number of semesters): 4 (four), summer semester admission

Professional Qualification: Master of Business Administration – Management Information Systems

Qualification description

Major: Business Administration
Master's Program: Business Administration – Management Information Systems

1. Program focus, educational objectives

The Master's program Business Administration – Management Information Systems **is aimed at candidates** of any major who hold a bachelor's degree or a master's degree.

The requirements for applying to the program are as follows:

Application to the program is through an interview. Applicants with a bachelor's degree from a non-Bulgarian university have to apply first for recognition of their higher education according to the Law on Higher Education and Sofia University regulations on recognition of higher education obtained in non-Bulgarian universities. The procedure[1] is lengthy and complex and we advise applicants to apply as early as four months prior to the start of the program. There is a minimum threshold of GPA of 4.0 and should have a minimum of 36 months of working (or entrepreneurial) experience. Preference will be given to those with the managerial experience of 5 or more years. Admission to the program requires submitting a CV and an interview.

The objective of the program is to train highly qualified specialists who will master the modern methods and tools to manage the implementation, operation, and maintenance of management information systems in organizations.

The program aims to the preparation of specialists who will be able to manage the application of modern information, communication, and management technologies in business. Upon completion of the program, the student must be familiar with and possess the skills to perform a variety of functions related to the use of management information systems in companies from different sectors of the economy, including holding managerial positions and/or starting and developing their own businesses.

The program is aimed at:

- Professionals in the field of technical sciences (computer science and information and communication technologies, mathematics, physics, etc.) who have completed 4 years of training and have covered 240 credits, whose career plans include management positions related to the use of management information systems, as well as entrepreneurs and business executives (managers) who have realized the need for serious theoretical preparation and the need for continuous self-improvement and lifelong learning.
- Bachelor with 3 years of study and 180 credits in Computer Science and Information and Communication Technology, Economics, Management, Social, and other sciences who wish to continue their education with a master's degree and plan to pursue a degree in Business Administration - Management Information Systems. According to Bulgarian legislation, in order to obtain a master's degree, 3-year bachelor's students must obtain 120 credits within two years.
- Employees with a university degree and a minimum of 3 years of experience in business administration or in information and communication technologies who wish to prepare for managerial or consultancy positions or to start their own business in the field of management information systems.

The program is offered in English to enable both the increasing number of foreigners working in Bulgaria to upgrade their qualifications, to attract well-prepared bachelors from abroad to study at Sofia University, as well as to Bulgarians who work and will develop professionally in an English-speaking environment in Bulgaria. The program

[1] Recognition of higher education acquired at a foreign higher education institution / International Students / Admission / Home - Софийски университет "Св. Климент Охридски" (uni-sofia.bg) https://www.uni-sofia.bg/index.php/eng/admission/international_students/recognition_of_higher_education_acquired_at_a_foreign_higher_education_institution.

offers a multicultural environment for learning and developing leadership skills. The Master of Business Administration – Management Information Systems program follows the classical MBA design, where the education relies on the rich and diversified experience of the students. Classes are small and include students from different countries and cultures and professional backgrounds – state and private sectors, employed and entrepreneurs. Through its Career Centre, the Faculty of Economics and Business Administration provides career counselling, meetings with potential employers, and practical projects. Students could benefit from the classical Erasmus university exchanges or entrepreneurial exchanges for up to six months under the Erasmus for Young Entrepreneurs.

The graduates of the program receive **a qualification "Master of Business Administration – Management Information Systems".**

2. **Training (knowledge and skills necessary for successful professional activities; general theoretical and special training, etc.)**

The training starts in the **summer semester.**

The duration of studies **is four semesters (two academic years),** including the development and presentation of the Master Thesis. Compulsory courses are 16 (75 credits in total). 14 elective courses are offered, of which the student must choose, depending on his career goals and the need to acquire new knowledge and skills, a combination that will provide him with a minimum of 30 credits.

- In the first semester students have 6 compulsory courses and 1 elective.
- In the second semester students have 4 compulsory courses and 3 electives.
- In the third semester students have 3 compulsory courses and 3 electives.
- In the fourth semester, students have 3 compulsory courses and Master Thesis preparation.

The compulsory and elective courses include company visits and guest lectures and seminars led by professionals with extensive experience in management information systems, entrepreneurship, and management at different levels in different economic sectors.

There is an opportunity to study additional disciplines in an optional form. The credits from these disciplines are not considered for the completion of the curriculum.

The training **ends with a master's thesis defence.** The master's thesis defence sessions are in July and March.

3. **Professional and general competencies, specific competences**

At the end of the studies, the Master in Business Administration – Management Information Systems must:

- **HAVE KNOWLEDGE OF:**
  - Modern economic theories and being able to analyse the economic environment by using the appropriate tools.
  - The tools of management.
  - Public and corporate finance, the tools of the financial institutions, legal norms, and accounting principles.
  - The key technology trends and the transformative power of new ICTs.
  - The essential management information systems (ERP, CRM, SCM, BI).
  - The legal aspects of information technology.
  - Methods to formulate and implement strategies to implement Management Information Systems.
  - Methods and approaches to change organizations implementing Management Information Systems.

- **BE ABLE TO:**
    - Apply what is learned as theoretical knowledge and shared practical experience to solve practical problems.
    - Analyse, design, implement, and maintain Management Information Systems.
    - Manage the development and use of information technology and systems for solving business problems in large medium and small enterprises.
    - Model business processes in the organization and optimize them.
    - Formulate goals and strategies and develop plans for the implementation of the Management Information Systems.
    - Manage projects related to the implementation of the Management Information Systems.
    - Manage organizational changes resulting from the implementation of the Management Information Systems.
    - Use a variety of sources of data and information and work with them independently.
- **BE:**
    - Creative, open to innovation, with a developed sense of business and people, tolerant of differences.
    - With a desire for self-development and lifelong learning.

4. Professional realization (according to the National Classification of Professions and Positions in the Republic of Bulgaria / international classifications and according to the position of the future professional in the National Qualifications Framework for Higher Education and the Qualifications Framework of the European Higher Education Area)

The Master program in Business administration – Management Information Systems provides opportunities for specialization and upgrading of knowledge and skills to successfully meet specific job requirements and functions. The program is focused to prepare graduates for career development toward the position of Chief Technology or Chief Information Officer. The programme graduates can work in the management of different by size and profile companies, in departments related to information technologies and strategic or operations management. Programme graduates can hold posts in the government administration, in third sector organizations; work as consultants; continue their education and research as doctoral students, teach in the system of higher education, and work in research and development units.

Typically, graduates will go through positions like ICT director or manager, Digital transformation manager, Software implementation consultant or manager, business analyst, project or product manager, account manager, business development, etc. and after a while, they could serve as executive managers, high-ranked civil servants, senior analysts at think-tanks, or develop a research and consultant career. Alumnae have the knowledge and skills to start and develop their own business.

EFB	8	2	7	7

Code of specialty

Major Business Administration / Master's Program: Business Administration - Management Information Systems in English - 4 semesters

Academic year beginning from 2024/2025; Form of Study: Full-time; Summer Semester Admission

№	course code				Course Title	Type - R, E, F	Term	ECTS credits	Number of Classes - total					Weekly load	Type of Grading* - e, ca, m, a
									Total	Lectures	Seminars	Practical classes / practice	Out-of-class work		
1	*2*				*3*	*4*	*5*	*6*	*7*	*8*	*9*		*10*	*11*	*12*
Compulsory courses															
1	R	8	2	8	Finance	R	1	3	90	45	0	0	45	3+0	E
2	R	8	3	3	Managerial Accounting	R	1	4	120	30	30	0	60	2+2	E
3	R	8	0	3	Business Information Systems Foundation	R	1	6	180	45	30	0	105	3+2	M
4	R	8	4	3	Operations Management	R	1	2	60	30	0	0	30	2+0	E
5	R	8	1	5	Legal Aspects of Information Technologies	R	1	5	150	45	0	0	105	2+0	E
6	R	8	1	1	Organizational Change and Development	R	1	6	180	30	30	0	120	2+2	M
7	R	8	1	3	Fundamentals of Management	R	2	6	180	45	30	0	105	3+2	M
8	R	8	2	9	Global Economic Environment	R	2	4	120	30	15	0	75	2+1	E
9	R	8	3	0	Managerial Economics	R	2	4	120	30	15	0	75	2+1	M
10	R	8	0	2	Business Intelligence	R	2	5	150	30	30	0	90	2+2	M
11	R	8	3	4	Innovation Management	R	3	5	150	30	30	0	90	2+2	M
12	R	8	3	2	International Business Strategies and Leadership	R	3	5	150	30	15	0	105	2+1	M
13	R	8	0	4	Electronic Payments	R	3	5	150	45	0	0	105	3+0	M
14	R	8	4	2	Customer Relationship Management	R	4	5	150	30	30	0	90	2+2	M
15	R	8	1	9	Strategic Management	R	4	5	150	30	30	0	90	2+2	M
16	R	8	1	6	Entrepreneurship	R	4	5	150	30	15	0	105	2+1	M

Elective courses* - the chosen courses must carry a minimum of 30 credits for the entire period of study.

1	E	8	6	6	Management and Development of Startups and SMEs	E	1	3	90	30	15	0	45	2+1	E
2	E	8	5	3	Economic Agents' Decision Making	E	1	4	120	30	15	0	75	2+1	E
3	E	8	7	2	Enterprise Resource Planning (ERP)	E	2	5	150	30	30	0	90	2+2	M
4	E	8	5	1	Analysis and Management of Customer Requirements	E	2	5	150	45	0	0	105	3+0	M
5	E	8	6	0	Information and Communication Security	E	2	5	150	45	0	0	105	3+0	E
6	E	8	5	2	Business Statistics	E	2	4	120	30	15	0	75	2+1	E
7	E	8	8	8	Research Methods and Data Analysis	E	2	3	90	30	15	0	45	2+1	M
8	E	8	5	6	Introduction to Management of Intellectual Products	E	3	4	120	30	15	0	75	2+1	E
9	E	8	8	6	Digital Business Models	E	3	3	90	30	0	0	60	2+0	E
10	R	8	1	2	Organizational Theory	E	3	5	150	30	30	0	90	2+2	M
11	E	8	7	4	Project Management (PMBOK)	E	3	5	150	45	0	0	105	3+0	E
12	E	8	5	7	Agile Management	E	4	3	90	30	15	0	45	2+1	E
13	E	8	8	5	Business Process Modeling and Reengineering	E	4	5	150	45	0	0	105	3+0	E
14	E	8	8	7	Supply Chain Management (SCM)	E	4	5	150	30	30	0	90	2+2	M

Facultative (optional) courses - the credits on them are NOT considered for the implementation of the curriculum.

1	R	8	3	1	Leadership and Organizational Culture Development	F	1	5	150	30	30	0	90	2+2	M
2	E	8	5	8	Ecological Management	F	2	4	120	30	15	0	75	2+1	E
3	R	8	2	7	Learning Organization	F	3	5	150	30	30	0	90	2+2	M
4	E	8	7	0	NGO Management	F	4	3	90	30	15	0	45	2+1	E

Educational practices / Course projects

№	course code	Practice	Type - R, E, F	Term	ECTS credits	Weeks	Hours	Type of Grading* e, ca, m, a
All students are required to elaborate a course project in the following disciplines: Fundamentals of Management; Managerial Economics; Business Intelligence; Business Information Systems Foundation; Organizational Change and Development; Customer Relationship Management; Strategic Management; Entrepreneurship; Innovation Management; International Business Strategies and Leadership; Electronic Payments; Enterprise Resource Planning (ERP); Analysis and Management of Customer Requirements; Supply Chain Management (SCM); Organizational Theory; Leadership and Organizational Culture Development; Learning Organization. Research Methods and Data Analysis ***The students can only choose disciplines from the listed in the curriculum.**								

GRADUATION

Mode of graduation	ECTS - credits	First Exam Session	Second Exam Session
Master's Thesis Defense	**15**	**March**	**July**

The curriculum was approved at a Faculty Council meeting with Record of Proceedings №5/19.03.2024 and revised with Record of Proceedings №10/18.06.2024

Dean: ….....
/Assoc. Prof. Atanas Georgiev, PhD/

Sofia University "St. Kliment Ohridski"

Curriculum Reference Statement

Major: Business Administration / Master's Program: Business Administration - Management Information Systems

Mode of study - full time, length of study - 4 semesters, Summer Semester admission

Load, ECTS-credits and grades by semester

Type of activity	I semester			II semester			III Semester			IV Semester													Total		
	Load (h.)	ECTS credits	number of grades	Load (h.)	ECTS credits	number of grades	Load (h.)	ECTS credits	number of grades	Load (h.)	ECTS credits	number of grades											Load (h.)	ECTS credits	number of grades
Compulsory courses	**780**	**26**	**6**	**570**	**19**	**4**	**450**	**15**	**3**	**450**	**15**	**3**											**2250**	**75**	**16**
Min elective courses	**120**	**4**	**1**	**330**	**11**	**3**	**450**	**15**	**3**	**0**	**0**	**0**											**900**	**30**	**7**
Master's thesis defense	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**450**	**15**	**1**											**450**	**15**	**1**
Total	**900**	**30**	**7**	**900**	**30**	**7**	**900**	**30**	**6**	**900**	**30**	**4**											**3600**	**120**	**24**
of which auditorium	**360**			**375**			**300**			**165**													**1200**		

Mode of graduation	ECTS - credits	Number of hours preparation	First Exam Session	Second exam Session
Master's Thesis Defense	**15**	**450**	**March**	**July**

Professional qualification acquired: **Master of Business Administration - Management Information Systems**

The curriculum was approved at a Faculty Council meeting with Record of Proceedings №5/19.03.2024
and revised with Record of Proceedings №10/18.06.2024

Dean: ….....

/Assoc. Prof. Atanas Georgiev, PhD/