SOFIA UNIVERSITY ST. KLIMENT OHRIDSKI

FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

CURRICULUM

Signed by:.....	Approved by the Academic Council, Record of Proceedings № 3/29.01.2020

Professional field: 3.7 Administration and Management
Educational and Qualification Degree: Master

Subject Area:

E	B	B	5	2	2	4	2	0

Business Administration – Human Resources Development
in English

Form of study: Full-time
Start of study: Winter semester
Length of study: 4 (four)

Professional Qualification: Manager Human Resources Development

Qualification characteristics

Subject Area: Business Administration

BA Program/MA Program: Business Administration ± Human Resources Development in English

1. **Educational objectives**

The goal of the Master's program "Business administration – Human Resources Development" is to prepare highly skilled specialists able to use advanced methods and tools for human resources management and development in organizations. These include micro- and macro-diagnostics of the environment, industry analysis, functional analysis of the organization, strategies for organization and human resources development, business strategies, resource and functional strategies, international strategies, etc. After graduation the students should be able to aware and perform different functions related to human resources management in different economic sectors, including the specialized consulting firms in areas of strategic planning, organizational development, recruitment of personnel, trainings and so on. The program targets three main groups of people:

A) Specialists from the industry with non-economic/management education, which career plans include HR career and high-ranked management positions, who want to serve as advisors to the government or serve as public officials in government's strategic planning units.
B) Professional bachelors (3 year of study, 180 ECTS) in areas of economics, management, social and other sciences, who would like to continue their education with a Master of Business Administration. According to the Bulgarian legislation, that category of students should obtain 120 ECTS within two years.
C) Entrepreneurs with education in the field of economics and management, who are aware of the necessity of sound theoretical equipment, and continuous education, training and self-actualization.

The program is offered in English in order to target the growing ex-pat community in Bulgaria, to attract highly qualified bachelors from abroad as well Bulgarians who will have English-speaking careers. The program is an excellent multicultural environment for learning and leadership development.

2. **Description**

Application to the program is through an interview. The applicants with a bachelor degree from a non-Bulgarian university have to apply first for recognition of their higher education according to the Law on Higher Education. The procedure 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 4.00 and should have as a minimum 6 months of working (or entrepreneurial) experience. If there are available places in the program, as an exception we could enroll students with less than 6 months experience provided they have GPA above 5.00.

The duration of study is 2 years (for students with background other than economics and business and 3 year bachelors) and includes:

- Foundation module (two semesters/one year) which includes basic obligatory courses (management, economics, finances, accounting and legal) that makes up the professional content of the master in Business administration with an emphasis on the strategic management and development. During first year students elect one course which best fits their career plans – statistics, finance and management;
- Specializing module (two semesters/one year)

9	R	5	1	0	Finance	C	2	3	90 (45/45)	45	0		3+0	E
10	R	5	1	1	Accounting	C	2	5	150 (90/60)	30	30		2+2	E
11	R	2	0	6	Organizational change and development	C	2	6	180 (60/120)	30	30		2+2	M
12	R	2	0	5	Current trends and innovations in human resources management	C	3	5	150 (60/90)	30	30		2+2	M
13	R	2	0	8	Management and development of organizational culture	C	3	5	150 (60/90)	30	30		2+2	M
14	R	2	0	7	Learning Organization	C	3	5	150 (60/90)	30	30		2+2	M
15	R	2	2	8	Innovation Management in the Organization	C	4	5	150 (60/90)	30	30		2+2	M
16	R	2	1	1	Project Management (MS Project)	C	4	5	150 (45/105)	30	15		2+1	CA
17	R	2	1	3	Leadership in multi-cultural environment	C	4	5	150 (60/90)	30	30		2+2	M

Elective courses - students should elect minimum 4 courses with 15 credits during first semester.

1	E	5	0	9	Business statistics	E	2	4	120 (45/75)	30	15		2+1	E
2	E	5	1	2	Money, banking and financial markets	E	2	4	120 (45/75)	30	15		2+1	E
3	E	5	2	0	Top business management tools	E	2	4	120 (45/75)	30	15		2+1	E
4	E	5	2	1	Foundations of management of intellectual products	E	2	4	120 (45/75)	30	15		2+1	E
5	E	2	6	2	Business process modeling and reengineering	E	3	4	120 (60/60)	30	30		2+2	E

6	E	2	0	9	Internationalization of SMEs	E	3	4	120 (45/75)	30	15		2+1	E
7	E	2	3	2	Agile management	E	3	3	90 (45/45)	30	15		2+1	E
8	E	2	2	0	Master's thesis writing	E	3	3	90 (45/45)	30	15		2+1	E
9	E	6	1	7	Negotiation techiques and skills	E	3	3	90 (30/60)	30	0		2+0	CA
10	E	2	3	1	Assessment centers	E	3	4	120 (45/75)	30	15		2+1	E
11	E	2	0	2	NGO Management	E	3	3	90 (45/45)	30	15		2+1	E

Facultative courses - credits are not taken into account in the completion of the curriculum.

1	F	5	6	8	Analysis and management of customer requirements	F	1 or 3	5	150 (45/105)	30	15		2+1	E
2	F	2	6	1	Business Information Systems Foundation	F	1 or 3	5	150 (60/90)	30	30		2+2	E
3	F	2	6	4	Legal Aspects of Information Technologies	F	1 or 3	5	150 (60/90)	30	30		2+2	E
4	F	5	6	5	Customer Relationship Management (CRM)	F	2 or 4	5	150 (45/105)	30	15		2+1	E

Study Internships

№	code	Internship	Type – C, E, O	Semester	ECTS - credits	Weeks	Number classes	Type of courses

Students should prepare course projects on: Fundamentals of management, Marketing, Human Resources Management and Organizatinal Development, Current trends and innovations in human resources management, Organizational change and development, Management and development of organizational culture, Learning organization, Innovation management in the organization and Leadership in multi-cultural environment. .
***Students are allowed to elect courses only listed in the curriculum.**

Graduation

Form of degree completion	ECTS credits	First state exam/thesis defence session	Second state exam/thesis defence session
Master's thesis defence	15	November	February

The curriculum has been approaved by the Faculty Council, Record of Proceedings № 12 from 10 December 2019.

DEAN:.....

/Assoc. Prof. Atanas Georgiev PhD/

Atanas Dimitrov Georgiev

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Sofia University "St. Kliment Ohridski"

Curriculum Reference Statement

Subject Area "Business Administration"/Master's of Business Administration - Human Resources Develoment in English

Form of study: full-time length of study: 4 (four) semesters

Course Load, ECTS -credits and course completion per semester

Type of courses	I			II			III семестър			IV			V			VI			VII			VIII			IX			X			Total		
	Course Load - number of classes	ECTS – credits	number of grades	Course Load - number of classes	ECTS – credits	number of grades	Course Load - number of classes	ECTS – credits	number of grades	Course Load - number of classes	ECTS – credits	number of grades	Course Load - number of classes	ECTS – credits	number of grades	Course Load - number of classes	ECTS – credits	number of grades	Course Load - number of classes	ECTS – credits	number of grades	Course Load - number of classes	ECTS – credits	number of grades	Course Load - number of classes	ECTS – credits	number of grades	Course Load - number of classes	ECTS – credits	number of grades	Course Load - number of classes	ECTS – credits	number of grades
Compulsory courses	900	30	6	780	26	5	450	15	3	450	15	3																			2580	86	17
Minimum elective courses	0	0	0	120	4	1	450	15	4	0	0	0																			570	19	5
Master thesis defence	0	0	0	0	0	0	0	0	0	450	15	1																			450	15	1
Total	900	30	6	900	30	6	900	30	7	900	30	4																			3600	120	23
Classes	315			345			365			165																					1190		

Degree completion	ECTS credits	Number of hours for preparation	First state exam/thesis defence session	Second state exam/thesis defence session
Master's thesis defence	15	450	November	February

Professional Qualification:
MANAGER HUMAN RESOURCES DEVELOPMENT

Record of Proceedings of the Faculty Council
№ 12 from 10.12.2019.

Atanas Dimitrov Georgiev

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DEAN:
/Assoc. Prof. Atanas Georgiev PhD/