

**CURRICULUM: Business Administration**  
**Professional title: Graduate manager of Business Administration (4 year study)**  
**Total credits: 240 ECTS for four years (of which 30 per semester);**  
**Total hours per semester 900**

**FIRST YEAR**

**FIRST YEAR- first term**

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT110217	Fundamental of logistics	8	3+2+2	240
2	4FT110317	Basics of economics	8	3+2+2	240
3	4FT114217	Entrepreneurship	6	2+2+1	180
4		Faculty optional subject nr..1-1	4	2+1+1	120
5		Faculty optional subject nr..1-2	4	2+1+1	120
6	UGD	Sport and recreation	*	0+0+2	*
Total :			30	12+8+9	900

**List nr.1-1 of elective faculty subjects (one subject chosen)**

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT114317	First foreign language	4	2+1+1	120
2	4FT110517	Statistics	4	2+1+1	120

\* first foreign language : choose one of the available choices – English , German , Russian, French, Spanish and Italian language.

**List nr.1-2 of elective faculty subjects (one subject chosen)**

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT114417	European union law	4	2+1+1	120
2	4FT114517	Social economics	4	2+1+1	120

**First year, second term**

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT114617	Business communication	8	3+2+2	240
2	4FT110817	Economics of firms	6	2+2+1	180
3	4FT114717	Basics of management	6	2+2+1	180
4		Elective faculty subject list nr.2	4	2+1+1	120
5	UGD	Elective university subject list.9	4	0+0+4	120
6	4FT114817	Practice teaching*	2	0+0+2	60
Total :			30	9+7+11	900

\* practice teaching – compulsory realization for enrolling other school year , only for the first cycle of studies . It is conducted in 30 days.

**List nr.2 optimal faculty subjects (one subject chosen)**

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT110717	Commercial law	4	2+1+1	120
2	4FT114917	Simulation of decision making	4	2+1+1	120
3	4FT115017	Organizational behavior	4	2+1+1	120
4	4FT115117	Public sector economics	4	2+1+1	120

**SECOND YEAR****Second year, third term**

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT111217	Basics of marketing	8	3+2+2	240
2	4FT111317	Risk management	8	3+2+2	240
3	4FT111417	Banking operations	6	2+2+1	180
4		Elective faculty subject list nr 3-1	4	2+1+1	120
5		Elective faculty subject list nr.3-2	4	2+1+1	120
Total :			30	12+8+7	900

**List nr.3-1 optimal faculty subjects (one subject chosen)**

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT115217	Organizational psychology	4	2+1+1	120
2	4FT115317	Second foreign language	4	2+1+1	120

\* second foreign language : choose one of the available choices – English , German , Russian, French, Spanish and Italian language. Second language option is different than first foreign language.

**List nr.3-2 optimal faculty subjects (one subject chosen)**

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT111517	Financial reporting analysis	4	2+1+1	120
2	4FT115417	Business planning	4	2+1+1	120

**Second year, fourth term**

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT112217	Basics of accounting	8	3+2+2	240
2	4FT111917	Fiscal system	6	2+2+1	180
3	4FT112017	Introduction to insurance	6	2+2+1	180
4		Elective faculty subject list nr.4	4	2+1+1	120
5	UGD	Elective university subject list nr.9	4	0+0+4	120
6	4FT115517	Practice teaching *	2	0+0+2	60

Вкупно:	30	9+7+11	900
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\* practice teaching – compulsory realization for enrolling other school year , only for the first cycle of studies . It is conducted in 30 days.

List nr.4 optimal faculty subjects (one subject chosen)

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT115617	Supply chain management	4	2+1+1	120
2	4FT112317	International freight and transport	4	2+1+1	120
3	4FT112417	Informatics	4	2+1+1	120

### THIRD YEAR

#### Third year fifth term

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT115717	Business administration	8	3+2+2	240
2	4FT115817	Information systems management	8	3+2+2	240
3	4FT112617	Custom systems and policy	6	2+2+1	180
4		Elective faculty subject list nr.5-1	4	2+1+1	120
5		Elective faculty subject list nr.5-2	4	2+1+1	120
total:			30	12+8+7	900

#### List nr5-1 optimal faculty subjects (one subject chosen)

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT115917	Assessment of damage and compensation	4	2+1+1	120
2	4FT110617	Production management	4	2+1+1	120

#### List nr5-2 optimal faculty subjects (one subject chosen)

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT116017	Small business management	4	2+1+1	120
2	4FT112817	Global business	4	2+1+1	120

#### Third year, sixth term

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT116117	Strategic management	8	3+2+2	240
2	4FT116217	E-business	6	2+2+1	180
3	4FT113117	International finance	6	2+2+1	180
4		Elective faculty subject list nr.6	4	2+1+1	120
5	UGD	Elective university subject list nr.9	4	0+0+4	120
6	4FT116317	Practice teaching*	2	0+0+2	60
Total :			30	9+7+11	900

\* practice teaching – compulsory realization for enrolling other school year , only for the first cycle of studies . It is conducted in 30 days.

List nr6 optimal faculty subjects (one subject chosen)

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT113317	Systems of quality and standards	4	2+1+1	120
2	4FT116417	Marketing research	4	2+1+1	120
3	4FT111017	Contemporary economic systems	4	2+1+1	120

#### FOURTH YEAR

##### Fourth year, seventh term

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT116517	Administrative law	8	3+2+2	240
2	4FT116617	International payments	8	3+2+2	240
3	4FT116717	Human resource management	6	2+2+1	180
4		Elective faculty subject list nr.7-1	4	2+1+1	120
5		Elective faculty subject list nr.7-2	4	2+1+1	120
Total :			30	12+8+7	900

##### List nr 7-1 optimal faculty subjects (one subject chosen)

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT116817	Application of methods and techniques in systems	4	2+1+1	120
2	4FT113517	Financial investment management	4	2+1+1	120

##### List nr 7-2 optimal faculty subjects (one subject chosen)

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT111117	Micro and macroeconomics	4	2+1+1	120
2	4FT116917	Public relations	4	2+1+1	120

##### Fourth year, eight term

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT117017	Professional practice 1	6	0+0+6	180
2	4FT117117	Professional practice 2	6	0+0+6	180
3		Elective faculty subject list nr.8	4	0+0+4	120

4	UGD	Elective university subject list nr.9	4	0+0+4	120
5	4FT117217	Practice teaching- interdisciplinary project*	4	0+0+4	120
		FINAL EXAM	6	0+0+6	180
Total			30	0+0+30	900

Professional practice 1 is realized in business companies. Professional practice 2 is realized in public and local companies.

\* practice teaching - interdisciplinary project is realized in 8 term, will be evaluated with 4 ECTS. Supervisor for supervising the students is chosen from the subjects taught at the faculty. It is conducted 2 days in a week in 4 hours, or one day in week in 8 hours.

#### List nr 8 optimal faculty subjects (one subject chosen)

No.	Subject code	Subjects	ECTS	Classes	Total
1	4FT117317	Seminar essay from practice 1 и 2	4	0+0+4	120
2	4FT117417	Business plan from practice 1 и 2	4	0+0+4	120
3	4FT117517	Marketing plan form practice 1 и 2	4	0+0+4	120

Upon completion of the undergraduate studies - eighth semester (fourth year), the student in the field of Business Administration obtains a professional title - Graduate Manager in Business Administration.

Graduate students have employment opportunities in wide business sector, in public and private business companies, in ministries, state and local public administration, to provide business logistics to appropriate business entities, customs services, freight forwarding, insurance companies to work in other business entities, start your own business and the like.

### LIST OF UNIVERSITY ELECTIVE SUBJECTS

CODE	LIST OF UNIVERSITY ELECTIVE SUBJECTS II, IV, VI AND VIII TERM			
	SUBJECT	Credits	Classes	Total
UGD100117	Macedonian literature and culture	4	0+0+4	120
UGD100217	Macedonian language, spelling and spelling	4	0+0+4	120
UGD100317	Ethics	4	0+0+4	120
UGD100417	History of Macedonia	4	0+0+4	120
UGD100517	Copyright	4	0+0+4	120
UGD100617	Tolerance in solving conflicts	4	0+0+4	120
UGD100717	Business systems	4	0+0+4	120
UGD100817	Tourist industry	4	0+0+4	120
UGD100917	Entrepreneurship and innovations	4	0+0+4	120
UGD101017	Management of self-development and behavior	4	0+0+4	120
UGD101117	Business economics	4	0+0+4	120
UGD101217	Choral singing	4	0+0+4	120
UGD101317	Music and art	4	0+0+4	120
UGD101417	Introduction to history of movies	4	0+0+4	120
UGD101517	Dramaturgy	4	0+0+4	120
UGD101617	Basics of painting	4	0+0+4	120

UGD101717	History of classic painting	4	0+0+4	120
UGD101817	Health promotion	4	0+0+4	120
UGD101917	Oral health and hygiene	4	0+0+4	120
UGD102017	Precious and semi-precious minerals	4	0+0+4	120
UGD102117	Science of earth	4	0+0+4	120
UGD102217	Science of living world	4	0+0+4	120
UGD102317	Environment protection	4	0+0+4	120
UGD102417	Intelligent electronic component and devices	4	0+0+4	120
UGD102517	Experiment planning	4	0+0+4	120
UGD102617	History of clothes	4	0+0+4	120
UGD102717	Management and control of quality	4	0+0+4	120
UGD102817	Informatics	4	0+0+4	120
UGD102917	Basics of programming	4	0+0+4	120

\* The title of the chosen university elective course must be different from the title of elective or compulsory faculty subject. The same subject is not allowed, for example: Informatics, University subject and Informatics, Faculty subject.