NEAR EAST UNIVERSITY

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Course Catalogue

CONTENTS

This course catalogue is developed to give information about the human resource management programme to all who are interested in the Near East University, Department of Human Resource Management eg. future students, parents, academics, universities and institutions, bodies abroad.

The catalogue includes key information about the duration of the programme, mode of study, course description, credit and grading system etc. of the programme.

We hope you can find the necessary information to your questions about the Department of Human Resource Management and the course programme.

Sincerely

Dr. Berna Serener

Chairperson

HUMAN RESOURCE MANAGEMENT (HRM) Programme

General Information about the Department of Human Resource Management

Department of Human Resource Management of the Near East University accepted first students of the department in 2006-2007 academic year. The purpose of the department is to train human resource managers who adopted basic principles and strategies of modern human resource management discipline, have ability to cope with the problems, have ability of fast thinking in solving the problems, perform accurately on the decisions, have leadership qualifications and become proficient in English language. Our department interacts with the Department of Business Administration, Economics and Banking & Finance.

The department has two sections: English and Turkish, thus, the language of instruction is English and Turkish.

Official length of programme: 4 years (excluding one year of English preparatory class for English programme), 2 semesters per year, 14 weeks per semester

Mode of study: full time

Profile of the Programme and Method of Education

Lectures by (teaching staff) instructor, class discussion, and individual projects are implemented as the method of education. The curriculum of this programme has been designed to carefully balance theoretical and practical courses as well as compulsory and elective courses. The first two years of the programme consist of the compulsory courses giving the students their theoretical foundation. During the first three years (phases), teaching in basic social sciences and human resource management is integrated. In year I, the students take courses in basic social sciences. In year II, courses on communication, statistics, accounting, law, economics and in year III, courses of marketing, accounting, finance, management, human resource management, sociology, operations management and reserach and research methods are given. Year IV is the elective courses period. The students choose from a range of elective courses providing them with the opportunity to pursue their areas of interest.

Qualification Awarded

Human Resource Manager (HRM) (Bachelor's Degree/ first cycle in Bologna System)

Level of Qualification

Qualifications Framework- European Higher Education Area (QF-EHEA): 1

Access requirement(s)

High School Diploma. Admission of Turkish nationals is by Placement through a nation-wide Student Selection Examination (ÖSS) administered by Assessment,Selection and Placement Centre (ÖSYM). Admissions of Turkish Cypriots is based on the Near East University Entrance and Placement exam. Admission of international students is based on their high school credentials. Proof of English Language proficiency is also required.

Qualification Requirements

120 Near East University Credits (Near East University Credit is contact hour based) which is total 240 ECTS credits must be completed after being successful in the courses to become a graduate of the political science department.

ECTS is a credit system designed to make it easier for students to move between different countries. Since they are based on the learning achievements and workload of a course, a student can transfer their ECTS credits from one university to another so they are added up to contribute to an individual's degree programme or training. ECTS helps to make learning more student-centred. It is a central tool in the Bologna Process, which aims to make national systems more compatible.

ECTS also helps with the planning, delivery and evaluation of study programmes, and makes them more transparent (http://ec.europa.eu/education/ects/ects_en.htm) .

Converting US College Credit Hours (semester credit hours-SCH) to ECTS

ECTS is the most commonly used credit system in Europe. The major difference between the European Credit System ECTS and the US College Credit system is that the first is based on student workload and the second on contact hours. The ECTS is oriented towards the time required for a student to meet the intended study outcomes, while the U.S. system is more oriented towards the time a faculty member needs to teach.

Here is an example of conversion of credits from ECTS to Semester Credit Hours for a college or university in the U.S.: 1.67 ECTS = 1.00 US College Credit Hours

Conversion standards may vary between higher education institutions in the U.S.

A student is required to have minimum pass grade from each course and obtain minimum 2.00/4.00 cumulative Grade point Average (cumulative GPA) **.**

Arrangements for transfer from another human resource management department (Recognition of Prior Learning)

A student wishing a transfer from another university: the student must prove her/his English Proficiency if s/he wishes to attend the English Section.. At the time of OSS examination the candidate's entrance score must not be less than the lowest score for admission to the Near East Human Resource Management Department. The transcript and course content of the applicant is examined by the department and the student is then accepted to the appropiate year of the programme.

For further details please contact:

Faculty of Economics and Administrative Sciences

Department of Human Resource Management, 1st Floor

Near East Boulevard, P.O. Box 92202

Nicosia, TRNC via Mersin 10-Turkey

Phone: +90 (392) 680 20 00 (ext. 3110)

E-mail: info@neu.edu.tr

Examination Regulations, Assessment and Grading

In the four years of the political science, students are evaluated by essay type questions, MCQ (multiple choice questions) exams, assignments and participation. The students must successfully complete two main exams: the mid-term and the final examinations for each course. If the student fails in any course, s/he is entitled to come up again for resit examination.

Grading Scheme and Grades

PERCENTAGE	COURSE GRADE	GRADE POINTS	
90-100	AA	4.00	(Excellent)
85-89	BA	3,30-3,95	(Excellent)
80-84	BB	3,00-3,45	(Very Good)
75-79	CB	2,50-2,95	(Very Good)
70-74	CC	2,00-2,45	(Good)
65-69	DC	1,50-1,90	(Good)
60-64	DD	1,00-1,40	(Good)
50-59	FD	0,50-0,90	(Failed)
0-49	FF	0,00	(Failed)

Occupational Profiles of Graduates

Students graduated from the four-year program of the department of Human Resources Management have a chance to work at various institutions as a manager, specialist or as an assistant of human resources. Our graduates professionally carry out planning of human resource, management of employee relations, educational planning, career planning, performance and wage management, recruitment and interview techniques and other human resource related practices.

Programme Director

Dr. Berna Serener (Chairperson)

Phone: 00 90 392 680 20 00

E-mail: berna.serener@neu.edu.tr

Key Learning Outcomes

The student who successfully completes the program should be

1) Skilled in critical thinking and decision making, as supported by the appropriate use of analytical and quantitative techniques;

2) Able to acquire proficiency in English and be able to communicate effectively as well as prepare and deliver oral and written presentations using appropriate information technologies;

3) Able to identify human resource related problems in a situation and will be able to find sound and innovative solutions to the needs and activities of the organization's people including recruiting, hiring, training, organizational development, performance management, policy recommendation and employee relations.;

4) Able to work effectively in teams;

5) Able to understand and work with people from diverse cultures and backgrounds in any organizational setting.

Courses List with Near East University credits and ECTS

Please see the attached example of the diploma supplement which is given to all graduates of our university free of charge. It ıs arranged in English.

The diploma supplement is a document the purpose of which is to provide sufficient independent data to improve the international "transparency" and fair academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.). It is designed to provide a description of the nature, level, context, content and the status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgments, equivalence statements or suggestions about recognition.

CONTENTS OF THE COURSE:

YEAR 1

English I (course type: required; course code: ENG 101)

Course content: Focuses on grammar and developing of all language skills. This course aims at enabling students to understand their lessons and to express themselves in English.

Maths for Business and Economics I (course type: required; course code: MAT 171)

Course content: This course is aimed at providing a comprehensive treatment of selected topics in both finite mathematics and calculus. It will make students as comfortable as possible in an environment of quantitative analysis of computers.

Introduction to Computers (course type: required; course code: CIS 151)

Course content: Introduction to the World of the Computer, Defining the Computer, The History of Computer, Computer Generations, Elements of Computer Systems,

Hardware of Computer, Classification of Computers, Principles of Computer Working, Using the Computer and MS-DOS Operation System, DOS Editor

Introduction to Business (course type: required; course code: MAN 101)

Course content: Broad integrative course covering all functional areas of business; finance, human resources, management sciences and information systems and marketing. Relationships among business, government and society considered.

Principles of Economics I (course type: required; course code: ECON 101

Course content: Basic concepts of economics and mainly elementary microeconomics. Topics covered are: The economic problem, Supply and Demand, Elasticity, Marginal analysis of consumers and firms behaviour, The theory of profit maximization, Analysis of markets, Pricing in competitive and non-competitive markets.

English II (course type: required; course code: ENG 102)

Course content: course aims to take students to advanced level of English.

Maths for Business and Economics |I (course type: required; course code: MAT 172

Course content: Limits and Continuity. Average Rate of Change and Slope. Derivatives, Instantaneous Rate of Change, Higher Order Derivatives. Optimisation, Concavity of Inflection Points. Maxima and Minima. Revenue, Cost and Profit Applications, Anti Derivatives, Rules of Integration, Differential Equations, Mathematics of Finance, Simple and Compound Interest, Present Value, Effective Interest, Future Value, Annuities.

Computer Applications (course type: required; course code: CIS 152)

Course content: Introduction to Windows, Windows Commands, How the windows commands work, Introduction to Microsoft Office, Microsoft Word, Microsoft Power Point, Project of Microsoft Power point.

Principles of Management (course type: required; course code: MAN 102)

Course content: The basis of management, theory and practice; the nature of planning; decision making; the nature and purpose of organising; basic departmentalisation; line and staff authority; decentralisation; human resource management and selection; motivation and leadership; the system and process of controlling.

Principles of Economics II (course type: required; course code: ECON 102)

Course content: Elementary Macroeconomics. Determination of National Income, The Role of Government, The Banking System. Problems of Inflation, Unemployment and Growth.

Principles of Atatürk I and II (course type: required; course code: ATA 101/102)

Course content: This course is designed exclusively for Turkish national and Turkish Cypriot students. The aim is to provide the principles of Atatürk analytically and historically in both semesters. This course covers the period of the process of Turkish independence war and the period of the establishment of Turkish national state, and modernization process.

YEAR 2

Communication for Business I (course type: required; course code: MAN 201)

Course content: This course aims to improve the student's ability to understand and use English Grammar and vocabulary in business context.

Statistics I (course type: required; course code: MAT 281)

Course content: Frequency distributions and Graphing Frequency Distributions, Measures of Central Tendency, Measures of Dispersion and Skewness, Basic Concepts and Rules of Probability, Probability Distributions: Binomial, Poisson, Normal, and Chir-Square Distributions, Sampling Concepts, Sampling Distributions

Financial Accounting I (course type: required; course code: ACC 202)

Course content: This course is comprised of the following topics: Accounting; Information for Decision Making, Basic Financial Statements, The accounting Cycle: Capturing Economic Events, The Accounting Cycle: Accruals and Deferrals, The Accounting Cycle: Reporting Financial Results, Accounting For Merchandising Activities, Financial Assets, Accounts Receivable and Notes Receivable, Inventories and Cost of Goods Sold.

Introduction to Law (course type: required; course code: MAN 206)

Course content: A basic introduction to the study of law namely the Nature of Law, Legal Systems, The Development of Law, The Structure and Work of the Courts, The Concepts of Legal Personality and Capacity and an Outline of the European Union, its Laws and Institutions, Company Law and Tort.

Microeconomics (course type: required; course code: ECON 201)

 Course content: The main objective of this course is to familiarise the students with the topics of microeconomics. The main topics covered in this course consist of the Firm and Industry, Perfect competition, Monopoly, Oligopoly, Analysis of Factors of Production, Human Capital, Trade Unions, Game Theory, etc.

Communication for Business II (course type: required; course code: MAN 202)

Course content: This course presents a business story within the context and structure of two typical business communication situation. The target language items

are described in terms of the functions they perform within the communicative structure of the meeting or negotiation.

Statistics II (course type: required; course code: MAT 282)

Course content: Summary of Discrete Distributions, Summary of Continuous Distributions, Descriptive Statistics, Point Estimation, Interval Estimation and the Control Limit Theory, Inferences in the Mean and Variance of a Distribution, Inferences on Proportions, Comparing two Means and two variances, Simple Linear Regression.

Financial Accounting II (course type: required; course code: ACC 203)

Course content: This course is comprised of the following topics: Accounting for Marketable Securities, Generally Accepted Accounting Principles, Plant and Intangible Assets, Liabilities, Stockholders' Equity: Paid-in Capital, Income and Changes in Retained Earnings, Statement of Cash Flows and Financial Statement Analysis

Business Law (course type: required; course code: MAN 207)

Course content: A basic introduction to the law relating to business transactions namely an Introduction to the Law of contract and various kinds of Business Contracts. This is followed by an examination of Employment Law, including some provision requirements, European Union Law and an outline of Insurance Law and some aspects of Banking Law.

Macroeconomics (course type: required; course code: ECON 202)

Course content: Introduction of the economy as a whole including such topics as economic organization, national income accounting, economic growth and fluctuations, inflation, labor market, money and monetary policy, government and public economy, international trade. Course covers the use of theoretical tools to explain the determinants and measurements of the level and change in aggregate macroeconomic variables. One of the goals of this course is to provide a basic

knowledge of most important macro economic theories (Keynesian and classical approaches examined).

YEAR 3

Principles of Marketing (course type: required; course code: MARK 303)

Course content: To provide fundamental concepts and to introduce related business activities within a systems perspective, supported with managerial and functional approaches for planning, pricing, promoting and distributing, satisfying products to target markets in order to achieve organisational objectives.

Managerial Accounting (course type: required; course code: ACC 301)

Course content: The purpose of this course is to guide the students to gain knowledge and information about managerial accounting. It aims to use the information in managerial decision making; The Nature of Costs, Cost-Volume-Profit Analysis, Standard Costs, Budgeting; Operational Budgeting, Financial budgeting and Capital budgeting.

Business Finance (course type: required; course code: FIN 301)

Course content: This is an introductory course in the principles of corporate finance. The primary objectives are to familiarize students with the major financial decisions made by firms, the process for making those decisions, and to provide a conceptual framework for understanding and analyzing those decisions. Major topics include financial statement analysis, the time value of money, bond and stock valuation and investment techniques.

Organizational Behaviour (course type: required; course code: MAN 310)

Course content: The theoretical and research contribution of the behavioral sciences to management and administration are examined and applied to selected organizational situations. Areas to be considered from the standpoint of both individual and organizational performance are communication, motivation, conflict,

decision-making, goal setting, leadership, organizational design, climate, development and control. Utilizing a systems perspective, the course attempts to develop in each student an ability to analyze and solve organizational problems.

Human Resource Management (course type: required; course code: HRM 302)

Course content: The course aims at showing the importance of human resource management (The management of people) and its link with productivity, quality of worklife, and profits in today's highly competitive world. Human resource management activities examined include job analysis, human resource planning, recruitment, selection, orientation, training and development, performance appraisal, career development, compensation management, labor relations, and employee health and safety.

Marketing Management (course type: required; course code: MARK 306)

Course content: Planning, Implementing and Evaluating of Total System of Marketing Activities in Business Organisations with Special Emphasis put upon preparing Marketing Plans, Marketing Budgets and Auditing Marketing Performance. Managerial approach within System Perspective Supported with Functional Approach is used.

Sociology (course type: required; course code: SOC 100)

Course content: A general overview of sociology including history and methodology, explanation of the main schools in sociology, mainly Durkheim, Weber and Marx. Overview of group, stratification, instiutitons and structure in general.

Financial Management (course type: required; course code: FIN 302)

Course content: This course is the continuation of FIN 301. The principal methods of instruction will consist of interactive lecturing and problem-solving. The objective of this course is to give the students detailed information about capital budgeting, risk

and return, cost of capital and long-term financial policy and short-term financial planning.

Operations Management and Research (course type: required; course code: MAN 308)

Course content: The fundamentals of operations research and modeling. The development, application and compatation of the basic operations research techniques. The topics convered are: Application of Scientific Methodology to Business Problems and Mathematical Modelin, Linear Programming, Scientific Approach to Decision Making.

Research Methods (course type: required; course code: MAN 307)

Course content: This course is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations.

YEAR 4

Marketing Research (course type: required; course code: MARK 401)

Course content: This course concerns the use of marketing research as on aid to marketing decisions. Specifically, this course addresses how the information used to make marketing decisions is gathered and analysed. Accordingly, this course is appropriate for both prospective users of researches.

Production Management (course type: required; course code: MAN 453)

Course content: Basic Principles and Methods of Production. Manufacturing Facilities, Plant and Equipment. Operating Characteristics. Deterministic and Probabilistic Applications, Recent Developments in Production. Also, provides an

understanding of the fundamental concepts, approaches and techniques for the production of goods and services of the firms.

International Business (course type: required; course code: MAN 401)

Course content: This course surveys the international relationships of world business operations. Students will be introduced to current conceptual perspective. Emphasis will be in areas of environmental dynamics, multinational business organizations, cultural, political, and economic constraints within international financial and trade frameworks. Also included are the problems and challenges facing the multi-national corporation, its strategy and policy.

Strategic Management (course type: required; course code: MAN 407)

Course content: This course provides a synthesis of previous courses of the program. Major task in this course will be to make strategic decisions and to justify those decisions. Strategic decisions determine the future direction and competitive position of an enterprise for a long time. Students will have the opportunity in this course to make actual strategic decisions.

Management Information Systems (course type: elective; course code: MAN 409)

Course content: The role of computing systems in the management, control, and operation of organisations from the perspective of information systems professionals; review and analysis of strategic and technological issues affecting management information systems.

Employment Law (course type: elective; course code: HRM 304)

Course content: A conceptual and functional analysis of the legal framework and principles of industrial and employment relations, with special emphasis on discrimination in the workplace in the domestic and global environment. Topics include discrimination based on race, sex, age, and disability; testing and

performance appraisal; wrongful discharge; labor/management issues; and employee benefits.

Organizational Staffing (course type: elective; course code: HRM 401)

Course content: Study of the systems, strategies, and practices of effective provision of the staff of organizations. Emphasis will be on the psychological principles that shape the design of successful recruitment and selection of members of organizations. This includes external searches as well as internal transfer of promotion.

Human Resource Training and Development (course type: elective; course code: HRM 402)

Course content: An examination of employee training and human resource development in various organizations. Topics include the development, administration, and evaluation of training programs; employee development; career development; and organizational change. Issues in employee development including assessment of employee competencies, opportunities for learning and growth, and the roles of managers in employee development are explored.

Compensation Management (course type: elective; course code: HRM 403)

Course content: An examination of financial reward systems in organizations in the context of relevant theoretical and legal perspectives. Topics include job evaluation, pay surveys, incentives, pay equity, benefits, and compensation strategy.

Employer-Employee Relations (course type: elective; course code: HRM 404)

Course content: A study of the collective bargaining process, labor-management agreement, contract administration, law of labor management relations, union structure and goals, and influence of external labor markets on labor relations.

Strategic Human Resource Management (course type: elective; course code: HRM 405)

Course content: An exploration of methods for aligning human resource management functions and activities with corporate strategic goals. Topics include human resource planning and diversity; strategies for recruitment, selection, and development; equal opportunity, sexual harassment, and discrimination policies; compensation planning; appraisal system planning; and strategic labor/management issues.

International Human Resource Management (course type: elective; course code: HRM 408)

Course content: Focuses on the role of the manager in international organizations and creates awareness of differing legal environments and societal attitudes. Relates national differences to functional areas of human resource administration, including staffing, compensation, training, and labor relations.

Current Issues in Human Resource Management (course type: elective; course code: HRM 409)

Course content: In depth examination of problems or issues of current concern in human resource management from around the world.

Negotiation Strategies (course type: elective; course code: HRM 410)

Course content: An introduction to methods and processes of negotiation and collective bargaining. Negotiating strategies related to selected products, services, and management issues are explored. Case studies and exercises in negotiation are used to examine various strategies.

Management of Change and Organizational Development (course type: elective; course code: HRM 411)

Course content: Introduction to the dynamics of institutionalizing small- and large-scale organizational change efforts. The objective is to provide insight into the limitations of the concept of planned organizational change. The factors that inhibit change from occurring gracefully and the role that individual behavior, group behavior, organizational structure, and organizational culture have in the planned change process are explored.

Hospitality and Human Resource Management (course type: elective; course code: HRM 412)

Course content: This course explores the relationship between managing human resources and providing quality services and products to guests and customers in hospitality.

Managing Teams in Organizations (course type: elective; course code: HRM 413)

Course content: An examination of how and why team development can be effective in organizations and when it is appropriate. Topics include group dynamics, stages of group development, team-building techniques, team goals and leadership, and interpersonal and individual skills to foster cohesion and effective performance.

Economics of The Employment Relationship (course type: elective; course code: HRM 414)

Course content: Fundamentals of labour economics. The economic dimensions of public policies and human resource management.

Organizational Psychology (course type: elective; course code: HRM 415)

Course content: This course is concerned with various aspects of people in the workplace, including employee productivity and well-being. The course covers a general survey of organizational psychology, including such topics as personnel

selection and evaluation, job satisfaction, environmental factors and current research on individual behavior in complex organizations.

Occupational Health and Safety (course type: elective; course code: HRM 417)

Course content: This course is designed to develop basic skills and raise the awareness of OH&S issues, hazards and risks, and outline occupational health and safety systems and processes.

Human Resource Information Systems   (course type: elective; course code: HRM 430)

Course content: This course focuses on the interface of the Human Resource Management functions of an organization with computer technology. It identifies issues involved in creating, implementing, and maintaining human resources systems and the benefits of human resources systems.

NEAR EAST UNIVERSITY

DIPLOMA SUPPLEMENT

Diploma No: ….

Diploma Date: DD/MM/YY

Near East Boulevard, Nicosia – North Cyprus

+90 392 680 2000

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The Purpose of the supplement is to provide sufficient independent data to improve the international "transparency" and fair academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.). It is designed to provide a description of the nature, level, context, content and the status of the studies that were pursued and successfully completed by the individual named on the original qualification to which   this supplement is appended. It should be free from any value judgments, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

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1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1   Family Name(s):   …………

1.2. Given Name (s):   ……..

1.3   Place and date of birth: ………..

1.4   Student identification number:………

2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1.   Name of qualification: Bachelor of Human Resource Management

2.2   Main field(s) of study for the qualification: Human Resource Management

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2.3   Name and status of awarding institution: Near East University, Private University

2.4.   Name and status of institution administering studies: Same as 2.3

2.5.   Language(s) of instruction/examination: Turkish-English

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1   Level of qualification: First Cycle (Bachelor's Degree)

3.2   Official length of programme: 4 years (excluding one year of English preparatory class for English programme) - 240 ECTS.

3.3   Access requirement(s): High School Diploma

Admission of Turkish nationals is by Placement through a nation-wide Student Selection Examination (ÖSS) administered by Assessment, Selection and Placement Centre (ÖSYM). Admissions of Turkish Cypriots is based on the Near East University Entrance and Placement exam. Admission of international students is based on their high school credentials. Proof of English Language proficiency is also required.

4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

 4.1   **Mode of study**: Full time

4.2   **Programme requirements**: A student is required to have minimum pass grade from each course and obtain minimum 2.00/4.00 cumulative GPA **.** The objective of the Human Resource Management programme is to educate future ethical leaders and managers who understand that commitment to employee well-being and talent development enhances any organization's productivity, reputationa and sustainable profits.

4.3 Programme details and the individual grades/marks obtained:

(each semester: total ECTS credits must be 30. Each course in each semester must be written, not the total)

Near East University
Faculty of Economics and Administrative Sciences
Department of Human Resource Management

1 (1st Semester)

Course Code	Course Name	CREDIT	ECTS
ENG 101	English I	3	6
MAT 171	Maths for Business and Economics I	3	6
CIS 151	Introduction to Computers	3	6
MAN 101	Introduction to Business	3	6
ECON 101	Principles of Economics I	3	6
ATA 101/ YIT 101	Principles of Atatürk I / Turkish for International Students I	0	0
		15	30

2 (2nd Semester)

Course Code	Course Name	CREDIT	ECTS
ENG 102	English II	3	6
MAT 172	Maths for Business and Economics II	3	6
CIS 152	Computer Applications	3	6
MAN 102	Principles of Management	3	6
ECON 102	Principles of Economics II	3	6
ATA 102 / YIT 102	Principles of Atatürk II/ Turkish for International Students II	0	0
		15	30

3 (3rd Semester)

Course Code	Course Name	CREDIT	ECTS
MAN 201	Communication for Business I	3	6
MAT 281	Statistics I	3	6
ACC 202	Financial Accounting I	3	6
MAN 206	Introduction to Law	3	6
ECON 201	Microeconomics	3	6
		15	30

4 (4th Semester)

Course Code	Course Name	CREDIT	ECTS
MAN 202	Communication for Business II	3	6
MAT 282	Statistics II	3	6
ACC 203	Financial Accounting II	3	6
MAN 207	Business Law	3	6
ECON 202	Macroeconomics	3	6
		15	30

5 (5th Semester)

Course Code	Course Name	CREDIT	ECTS
MARK 303	Principles of Marketing	3	6
ACC 301	Managerial Accounting	3	6
FIN 301	Business Finance	3	6
MAN 310	Organizational Behaviour	3	6
HRM 302	Human Resource Management	3	6
		15	30

6 (6th Semester)

Course Code	Course Name	CREDIT	ECTS
MARK306	Marketing Management	3	6
SOC 100	Sociology	3	6
FIN 302	Financial Management	3	6
MAN 308	Operations Management and Research	3	6
MAN 307	Research Methods	3	6
		15	30

Course Code	Course Name	CREDIT	ECTS	Course Code	Course Name	CREDIT	ECTS
7	(7th Semester)			8	(8th Semester)		
MAN 401	International Business	3	6	MAN 407	Strategic Management	3	6
MAN 453	Production Management	3	6	HRM4XX	Technical Elective	3	6
MARK 401	Marketing Research	3	6	HRM4XX	Technical Elective	3	6
HRM4XX	Technical Elective	3	6	HRM4XX	Technical Elective	3	6
HRM4XX	Technical Elective	3	6	HRM4XX	Technical Elective	3	6
		15	30			15	30

TOTAL	CREDITS 120 - ECTS 240

4.4 Grading Scheme and Grades

Grade Evaluation

A student is granted one of the letter grades below for each course he/she has attended, according the relative success degree of students taking the course by using the distribution of the final raw success grades. Passing grades range from AA to DD; FD and FF are failing grades.

I-Incomplete S-Satisfactory U-Unstatisfactory P-In Progress EX-Exempt W-Withdrawn

Percentage	Course Grade	Coefficient
90-100	AA	4.00
85-89	BA	3.50
80-84	BB	3.00
75-79	CB	2.50
70-74	CC	2.00
65-69	DC	1.50
60-64	DD	1.00
50-59	FD	0.50
49 and below	FF	0.00

4.5 Overall Classification of the Qualification: NA

5- INFORMATION ON THE FUNCTION OF THE   QUALIFICATION

5.1 Access to further study: May apply to second cycle programmes

5.2 Professional status conferred: This degree enables the holder to exercise the professi

6- ADDITIONAL INFORMATION

6.1   Additional information:

The student succeeded English Prepatory Class (ENG 010 – ENG 020) during the Academic Year 2015-2016. The four year curriculum of human resource management is composed of three required courses years (phases) of education and training followed by one year of elective courses. The following information depicts individual subject courses and their duration in hours.

Year 1: Per Semester: 336 Hours, Total: 672

I.Semester

(English I, Maths for Business and Economics I, Introduction to Computers, Introduction to Business, Principles of Economics I, Principles of Atatürk I/Turkish for International Students I)

II.Semester

(English II, Maths for Business and Economics II, Computer Applications, Principles of Management, Principles of Economics II, Principles of Atatürk II/Turkish for International Students II)

Year 2: Per Semester: 280 Hours, Total: 560 Hours

III.Semester
(Communication for Business I, Statistics I, Financial Accounting I, Introduction to Law, Microeconomics)

IV.Semester

(Communication for Business II, Statistics II, Financial Accounting II, Business Law, Macroeconomics)

Year 3: Per Semester: 280 Hours, Total: 560 Hours

V. Semester

(Principles of Marketing, Managerial Accounting, Business Finance, Organizational Behaviour, Human Resource Management)

VI. Semester

(Marketing Management, Sociology,Financial Management, Operations Management and Research, Research Methods)

Year 4: Per Semester: 280 Hours, Total: 560 Hours

VII Semester

(International Business, Production Management, Marketing Research, HRM4XX, HRM4XX)

VIII. Semester

(Strategic Management, HRM4XX, HRM4XX, HRM4XX, HRM4XX)

6.2 Further information sources:	University web site:http://neu.edu.tr
	Faculty web site: http://www.neu.edu.tr/en/node/4497
	Higher Education Planning,Evaluation,Accreditation and Coordination of North Cyprus: http://www.ncyodak.org
	The Council of Higher Education of the Republic of Turkey: http://www.yok.gov.tr/
	The Turkish ENIC-NARIC: http://enic-naric.net/index.aspx?c=Turkey

Student Registrar's Office & International Students' Office: http://www.neu.edu.tr/en/node/8220

7- CERTIFICATION OF THE SUPPLEMENT

7.1 Date: 7.3 Capacity: Head of Registrar's Office

7.2 Name and Signature: 7.4 Official stamp or seal:

8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

The basic structure of the North Cyprus Education System consists of four main stages as pre-school education, primary education, secondary education and higher education.

Pre-school education consists of non-compulsory programs whereas primary education is a compulsory 8 year program for all children beginning from the age of 6. The secondary education system includes "General High Schools" and "Vocational and Technical High Schools".

The Higher Education System in North Cyprus is regulated by the Higher Education Planning, Evaluation, Accreditation and Coordination Council (Yükseköğretim Planlama, Denetleme, Akreditasyon ve Koordinasyon Kurulu – YÖDAK). Established in 1988, the Council regulates the activities of higher education institutions with respect to research, governing, planning and organization. The higher education institutions are established

within the framework of the Higher Education Law. All programs of higher education should be accredited by YÖDAK.

Higher education in North Cyprus comprises all post-secondary higher education programmes, consisting of short, first, second, and third cycle degrees in terms of terminology of the Bologna Process. The structure of North Cyprus higher education degrees is based on a two-tier system, except for dentistry, pharmacy, medicine and veterinary medicine programmes which have a one-tier system. The duration of these one-tier programmes is five years except for medicine which lasts six years. The qualifications in these one-tier programmes are equivalent to the first cycle (bachelor degree) plus secondary cycle (master degree) degree. Undergraduate level of study consists of short cycle (associate degree) - (önlisans derecesi) and first cycle (bachelor degree) - (lisans derecesi) degrees which are awarded after the successful completion of full-time two-year and four-year study programmes, respectively.

Graduate level of study consists of second cycle (master degree) – (yüksek lisans derecesi) and third cycle (doctorate) – (doktora derecesi) degree programmes. Second cycle is divided into two sub-types named as master without thesis and master with thesis. Master programmes without thesis consists of courses and semester project. The master programmes with a thesis consist of courses, a seminar, and a thesis. Third cycle (doctorate) degree programmes consist of completion of courses, passing a qualifying examination and a doctoral thesis. Specializations in dentistry, accepted as equivalent to third cycle programmes are carried out within the faculties of dentistry. Specialization in medicine, accepted as equivalent to third cycle programmes are carried out within the faculties of medicine, and university hospitals and training hospitals operated by the Ministry of Health.

Universities consist of graduate schools (institutes) offering second cycle (master degree) and third cycle (doctorate) degree programmes, faculties offering first cycle (bachelor degree) programmes, four-year higher schools offering first cycle (bachelor degree) degree programmes with a vocational emphasis and two-year vocational schools offering short cycle (associate degree) degree programmes of strictly vocational nature.

Second cycle degree holders may apply to third cycle programmes if their performance at the first cycle degree level is exceptionally high and their national central Graduate Education Entrance Examination (ALES) score is also high and their application is approved. The doctoral degree is conferred subject to at least one publication in a cited and refereed journal.

GENERAL STRUCTURE OF THE NORTH CYPRUS EDUCATION SYSTEM

Age

GRADUATE
- 26
- 25
- 24
- 23

Doctorate Degree (Ph.D.programs)
Doctorate & Specialization in Medicine and Dentistry
Doctorate in Fine Art

- 23
- 22
- 21

Master's Degree

- 21
- 20
- 19
- 18
- 17

Vocational Schools (Assoc. Degree)

Undergraduate Degree (Bachelor's)

Dentistry

Veterinary Medicine

Pharmacy

Medicine

HIGHER EDUCATION

- 18
- 17
- 16
- 15
- 14

Vocational and Technical High Schools

General High Schools

SECONDARY EDUCATION

- 14
- 13
- 12
- 11
- 10
- 9
- 8
- 7
- 6

Primary Education

BASIC EDUCATION

- 6
- 5
- 4
- 3

Pre-school Education