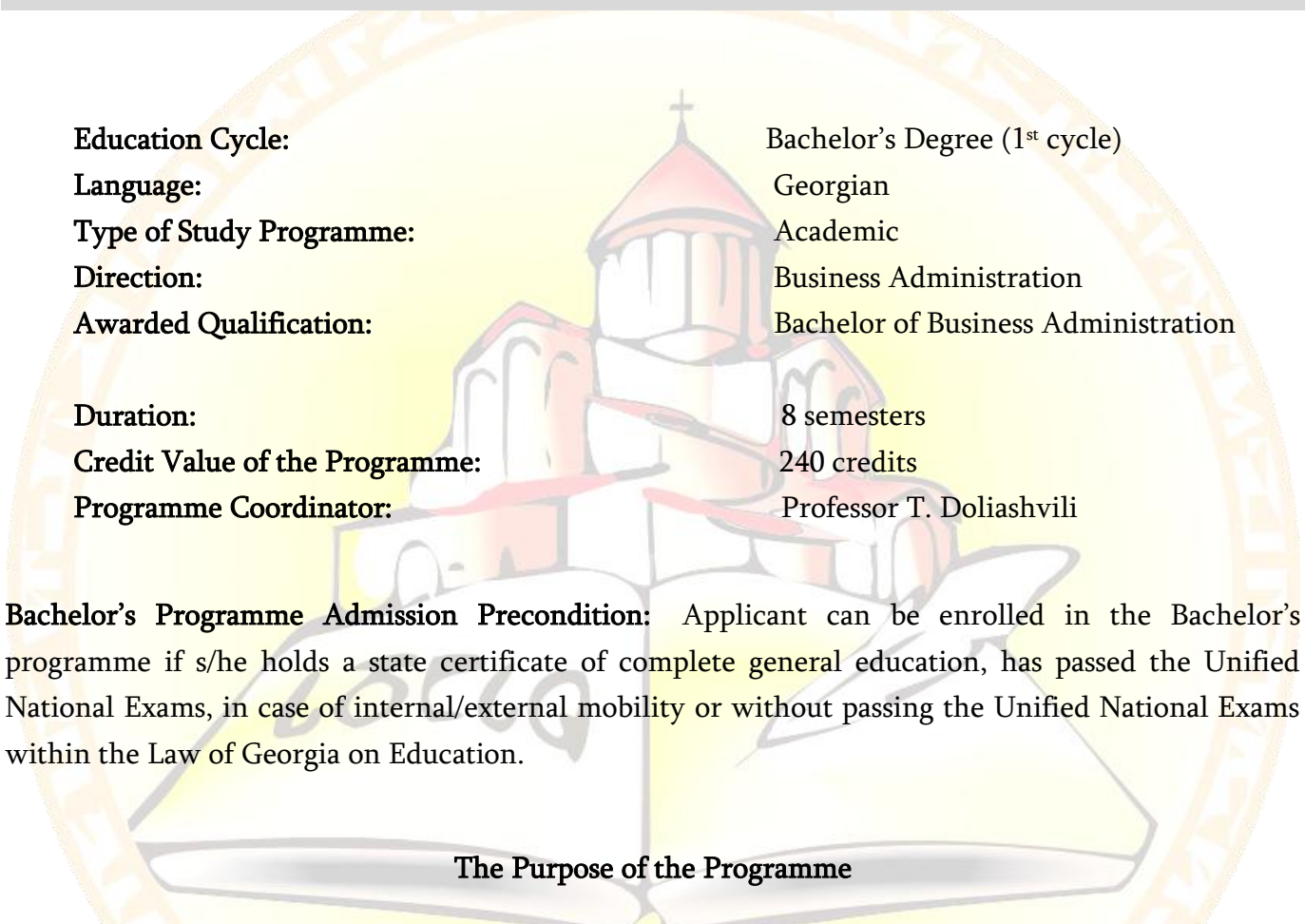


School of Business and Social Sciences

Bachelor's Education Programme

Business Administration



Education Cycle:	Bachelor's Degree (1 st cycle)
Language:	Georgian
Type of Study Programme:	Academic
Direction:	Business Administration
Awarded Qualification:	Bachelor of Business Administration
Duration:	8 semesters
Credit Value of the Programme:	240 credits
Programme Coordinator:	Professor T. Doliashvili

Bachelor's Programme Admission Precondition: Applicant can be enrolled in the Bachelor's programme if s/he holds a state certificate of complete general education, has passed the Unified National Exams, in case of internal/external mobility or without passing the Unified National Exams within the Law of Georgia on Education.

The Purpose of the Programme

The integration processes of Georgia in the world's economy, the market economy formation in Georgia and the creation of its institutes, the actuality of social life quality increase, strengthening the private sector and its rapid development, the demands of employers, the current processes in business field and the increasing role of business administration fields in these processes, the challenges stated towards it and the necessity of efficiency increase of different size and structure organization has stated the demand to prepare the high competitive specialties in the field of business administration. Therefore, the purpose of the programme is to prepare a competitive specialist with the Bachelor's Academic Degree of Business Administration for the internal and international educational space and labour market, who has the wide knowledge of business administration. Besides this, the graduates have the skills to deal with the career challenges in the permanently changeable world in a creative way, use the field and transferral skills for improving their professionalism, knowledge and

competences. They acquire with the national traditional and democratic values, as well as the freedom, independence and ethical values defined within the European Universities' Charter, motivation, social and civic positions, professional and personal responsibilities that help the graduates with the Bachelor's Degree in Business Administration to analyse and evaluate the current process in business, to define the priorities and to make the right decisions within own competencies, to use the theoretical knowledge, practical skills and competencies in practice or public activities.

Programme Structure

The Bachelor's degree programme "Business Administration" is oriented on the achievement of the essential competencies of business administration. With the Bachelor's degree programme of "Business Administration", a graduate acquires with the main (specialty) knowledge and additional (contributing) knowledge with learning components. The main knowledge includes the obligatory courses with essential competencies for Bachelor's graduate of business administration and obligatory thesis in specialty/practice. The additional knowledge includes the obligatory courses and free components contributing to the Bachelor's degree activities. With the free components, there are considered the elective courses and free courses/credits of Bachelor's programme, which can be selected from the curriculum of any study programme. Therefore, a student can form an individual profile with the free component selection. The Bachelor's programme components are directed to achieve the objectives of the programme and form the relevant competences for Bachelor's graduate. The logical sequence of achievable competences defines the content, structure and curriculum of the Bachelor's programme.

Bachelor's Programme - Business Administration **240 credits, among them:**

Obligatory components: **180 credits**

University obligatory education course: 10 credits

Foreign language component (General) 20 credits

Specialty obligatory education course: 140 credits

Bachelor's Degree thesis: 10 credits

Free components: **60 credits**

Elective education courses

Free education courses

Note: The elective courses are selected due to the curriculum of the Bachelor's programme, where the admission preconditions of elective courses are considered. The free education courses/credits, which are defined as the free components of the education courses, can be selected from any study programme curriculum, the only limit for the selection is the precondition of the education course.

Learning Outcomes

The sequential and high-quality implementation of Bachelor's programme goals ensures the achievement of the appropriate learning results of the relevant qualification at the first cycle (Bachelor's) of higher educational frame based on the Statement N120/N by the Minister of Education and Science of Georgia issued on December 10, 2010:

<p>Knowledge and understanding</p>	<p>Has the deep knowledge of:</p> <ul style="list-style-type: none"> • The functional areas of business (management, marketing and public relations, human resource management, finances and accounting, management communications and information technology, quantitative and statistical methods necessary for working in the field of business) and realizes their interconnection. Based on the critical understanding of the economic role of the market economy, functions and organization, S/he understands the business role and importance of the sustainable development of the country. • The fields of organization, human resources, strategic management, in particular, knows the organization's human resources, classical and contemporary theories of strategic management, concepts, functions, principles, methods and decision-making technologies. S/he understands the complex issues characteristic to this area based on the critical understanding of the existing principles. • The methods and principles of marketing and international marketing, the methods of marketing tools for national and international markets and their selection determining factors. S/he understands the complex issues of marketing activities at the national and international markets on the basis of critical understanding. • The financial management systems, financial control mechanisms, financial institutions, financial markets, corporation financial activities and financial policy. S/he understands the corporate complex financial issues on the basis of critical understanding of existing principles.
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	<ul style="list-style-type: none"> • The accounting methods, basic principles, taxation system elements, resources, capital, income and expenditure reporting on basis of IAS and IFRS. • The problematic issues concerning the theoretical and practical parties of entrepreneurial law in the issues of entrepreneurial law. • The systematic theoretical and practical logistics. S/he realizes the material and non-material supply management in the modern competitive environment. • The general and professional ethical norms.
<p style="text-align: center;">Applied knowledge</p>	<p>S/he is able:</p> <ul style="list-style-type: none"> • To perform the work with the predefined instructions in the field of Business Administration and Management; to implement the preliminary analysis of the organization's structural units and internal organizational processes, elaboration/implementation of operational plans and action plans in compliance with the predefined instructions. • To use the standard and distinguished quantitative and statistical methods that are characteristic to business administration to solve the problem. • To organize, categorize, and classify documents related to the organization's activities. • To work with the stakeholders of organization business process (including in the interdisciplinary group) and to implement work with the predefined instructions; to work out/implement the specific practical project, to formulate the goals and objectives, to define and evaluate the expected results, to select/use the adequate methods and resources, to divide the job into the interconnected sequential components, to work out the rational plan of work performance, to work on the time management and perform the job within the deadlines. • To solve the existing problems in the field of organization, human resource management and strategic planning and to make optimal decisions with the use of modern methods and technologies with the predefined instructions. • To select the national and international markets/segments with the use of the market forecasting methods, to determine the market demand on national and international markets and to work out the relevant marketing complexes. • To plan, manage the financial activities, and to make the right decisions, to implement the transactions on securities, to use the modern models in the corporate financial management, to make the proper investment and

	<p>financial decisions, to prepare and implement the financial projects in accordance with predefined instructions.</p> <ul style="list-style-type: none"> • To prepare and use the financial statements, to make the accurate interpretation of the document, to do the correct analysis of financial information and determine the reasonable connection, to prepare the budget project of the organization/enterprise, etc. • To select the methods and forms necessary for the efficient implementation of tax control. • To evaluate the actual and legal situation properly and to find the right solution from the problematic situation. • To analyse and evaluate logistical processes and operations with the use of the modern methods. • To implement own duties during as individual and as team work.
<p>Making judgements</p>	<ul style="list-style-type: none"> • To evaluate the analytical and logical thinking and organization's activity planning, organizing, management and control mechanisms; • To identify and analyse the problems related to the organization's activities, to select and verify the ways of solving, to formulate the conclusion and offer the reasonable recommendations; • To collect, grouping, analysis, synthesize, evaluate and make the appropriate management decisions based on this information with the use of the standard and distinguishing (modern) methods of the business sector; • To forecast and analyse the processes, actions and trends in the economy, enterprise and business sector; • To analyse the business aspects of the organization and to evaluate the quantitative and statistical methods; • To formulate, substantiate and protect the issues related to social, professional and ethical problems; • To foresee the ethical problems, to conduct the survey and to make the appropriate decisions in order to solve the problems; • To conduct the self-evaluation and self-criticism of their own capabilities and work.
<p>Communication skills</p>	<ul style="list-style-type: none"> • To prepare and present the reports related to the structural, organizational, strategic, tactical, technical, etc. • To prepare the report on ideas, existing problems and solutions, proposals and opinions, present to information specialists and non-specialists in the Georgian and English languages;

	<ul style="list-style-type: none"> • To conduct the written and verbal communication on business issues in the Georgian/English languages, to participate in the business discussions, to express own opinions, to substantiate and present own opinions, to share others' opinions; • To use the different sources of English language information, including internet resources, information-surfing and to translate them into Georgian; • To use the modern information-communication technologies for the purpose of quality improvement, problem-solving and communication; • To plan and organize the business communication process and develop the partner relations.
Learning skills	<ul style="list-style-type: none"> • To conduct the adequate evaluation of the knowledge received during studying at the Bachelor's programme and to use the different resources, including information-communication technologies, other information sources, field literature in order to improve knowledge and skills; • To evaluate own learning process, and define the future necessities on the basis of leading international experience, innovation, competence improvement during studying at the Bachelor's degree.
Values	<ul style="list-style-type: none"> • The knowledge of professional, ethical, social norms and responsibilities for their protection; • The professional responsibilities and understanding of ethical aspects of business administration; • The motivation of participation in the process of value formation related to the professional field and striving for its establishment.

Students' Knowledge Assessment System

The students' learning performance is assessed with 100-point (maximum 100 points) system and includes two types of assessment – midterm exam and final exam (maximum 40 points). The minimum grade of the midterm exam of the study course/component is 21 points. The minimum grade of the final exam is 50% of maximum points of final exam. It is not allowed to give credit with the use of only one form (midterm or final assessment). The final assessment (points) of the study course/component is the sum of the points of midterm and final exams.

The grading system allows:

Five types of positive assessment:

(A) Excellent - 91-100 points of maximum grade;

- (B) Very good - 81-90 points of maximum grade;
- (C) Good - 71-80 points of maximum grade;
- (D) Satisfactory - 61-70 points of maximum grade;
- (E) Sufficient - 51-60 points of maximum grade.

Two types of negative assessment:

- (FX) Insufficient – 41-50 points means that a student needs more work to pass and is given the right to pass an additional exam with independent work;
- (F) Fail – 40 points or less means that the work carried out by a student is not enough and he/she has to learn the subject from the beginning.

In case of receiving FX in the study program component, the additional exam (defence of the Bachelor's work/practice report) is appointed in no less than 5 days from the announcement of the final exam (Bachelor's work/practice report). In case of receiving F (fail), a student re-studies the course (she/he has to present the Bachelor's thesis/to have the practice again) and passes the exam (has to defend the Bachelor's work/practice report).

The assessment components, methods and criteria are reflected in the syllabus of study courses. The information about the assessment system and components is available for students.

Practice: The mentioned study component is assessed with a Bachelor's practice report prepared and presented for the defence towards the Commission in consideration with the description of practice's supervisor and mentor. The practice report is assessed by the practice's supervisor/mentor (minimum 21 points, maximum – 60 points) and presentation of the practice report by the Commission (minimum 20 points, maximum – 40 points). The practice report is assessed in accordance with the 100-point system based on the student's performance assessment system. The maximum grade is 100 points; the minimum grade is 51 points. The assessment criteria of practice report by a practice's supervisor/mentor and the assessment criteria of presentation by the Commission are given in the syllabus of Practice.

Bachelor's Thesis: The mentioned study component is assessed with the sum of assessment of a reviewer (minimum 21 points, maximum 60 points) and public defence (minimum 21 points, maximum 40 points) in consideration with the conclusion of Bachelor's thesis's supervisor. The public defence of Bachelor's work is mandatory. On the basis of assessment of the Bachelor's work prepared and presented for the defence towards the Qualification Commission, the minimum positive grade is 51 points and the maximum is 100 points. The assessment criteria of Bachelor's thesis by a reviewer and the assessment criteria of presentation by the Commission are given in the syllabus of Bachelor's thesis and are available for students of Bachelor's degree.