



LEPL Shota Meskhia State Teaching University of Zugdidi

Bachelor Educational Programme

Name of the programme	Bussines Administration
Language	Georgian
Qualification	Bachelor of Bussines Administration
ECTS credits	Educational Programme is designed on the base of ECTS system. Oriented to students and based on academic workload which is needed to achieve the goals defined by the programme. Educational programme of Business Administration consists of 240 ECTS, 60 credits per year, 30 credits per semester, so the length of the Programme is 4 years or 8 semesters. According to students individual workload, it can vary from 60 credits till 75.
Head of the educational programme	Gela Svirava, Ph.D. of economics, professor (full detail information is given in attached CV)

Description of the educational programme

The aim of the Programme	The main goal of the educational programme of Business Administration is to prepare the competitive graduates according to the labor markets needs, who will be equipped with the wide knowledge of the field. The aim of the programme corresponds to the mission of the university, which regards to establish the graduate as an individual person who will be able to have the skills of self-realization according to the needs of personal development.
Programme pre-requisites	To enter the Educational Programme of Business Administration allowed the Georgian citizen student who has graduate successfully general education certificates. Or the equal documents of it on the base of united national exams. To enter the teaching university without passing united national exam allowed according to Georgian legislation.
	Knowledge and Understanding To have the wide knowledge of business which means critical thinking about the theories and principles of the field. It means the understanding of the complex items of the field. To have the knowledge of main subjects in business administration like:

Learning outcomes

(graduate of the educational programme in Business education owns following knowledge and practical skills in the field)

To know the mathematics and theory of probability used in the business sphere. To use the methods of statistics and analyses and SPSS computer programme for data. To understand the needs of making and using statistics.

The graduate will be able to describe main principles of management, methods of making decision, rules, and rights of different kind of managers. Can define the relatives of human resources to the strategy of the management. Can explain recruitment, methods of choosing staff and needs of training, can make the evaluation system of the staff. Knows the process of strategic management and the importance of its establishment.

Will have the wide knowledge of financial theories and calculation, main tasks of financial cooperation. Modern tendencies of financial systems, to estimate the processes running in finance nowadays, will have the knowledge of main principles of financial politics, management theories, models and theories of corporative finance.

Main categories and notions about marketing, main principles, theories, conceptions, appropriate terms, methods used in the field, communication with clients, the strategy of branding, social responsibility, and ethics. Systems of logistics, as an instrument of effective management of industry and commercial success.

Would be able to define the main principles of micro and macroeconomics, rules, and regulatory; to define the mechanism make the labor market active, functional. Practical aspects and methodology of business administration and mechanism of their realization.

Instruments for macroeconomics politics and circumstances stimulate changes of factors.

Wide knowledge of global business environment, regulatory, economic and political business sphere. Knowledge how to describe global foreign currency market, to analyze critically international business strategies, estimate the country, choose the country, export, and import, direct investments, and strategies of collaboration.

Have the knowledge of basic principles of law and ethics of business industry, main principles of industrial law, institutes and norms, modern conception and attitudes of industrial law.

Applying knowledge

A graduate of the educational programme of business administration has the knowledge of modern achievements of management sciences and relative fields, able to chose inadequate ways and some unique methods like:

Methods of maths and using of models, qualitative and quantitive analyze of economics and business sphere. Make a decision in economics by using the theory of probability using the statistic methods of analyses. To create data in business using SPSS.

To identify the processes in management, to make a rational decision considering practical aspects. Recruitment of staff, choosing, motivate them, planning. Looking for the new ways of solving complex problems. To identify the operative priorities of the company under the supervision, instruction and making strategic plans. To manifest some risks and manage with them. To estimate the reasons for projects failure and success.

To analyze the means of financial institutes and capital market. Analysing financial reports of the corporation, to compile the reports and make financial decisions. To use the mechanisms of formation of a portfolio of investment.

To create recommendation and advice to guarantee successful activities of the company. Use the logistic instrument for effective management and commercial success.

To consider the micro and macroeconomics principles for the successful business in global economics. To estimate the longterm development of international business. To consider the specifics of a multicultural environment.

To identify the regulatory items raising in business sphere and to look for the ways of their solving. To protect the social business responsibility.

Get the knowledge of basic tasks of law and ethics of business environment. To know the principles of industrial law, , and norms.

	<p>Also the modern conception and attitude to the industrial law.</p> <p>Make judgment Students will be able: To gather the data and make analyze of business problems. Use the appropriate methods of business analyses, to make a judgment on the base of rational outcomes. To identify the alternative ways of problem-solving and make confirmation.</p> <p>Communication skills. The student will be able: Create a businesslike document by using business terminology. To prepare the detail written a report about the ways of problem-solving and sharing this information orally with a specialist or nonspecialist of the field in native and foreign (English) language. The ability to use modern IT technologies in compliance of the field. Able to work with electronic documents, electronic tables, work with the database. Has the ability to use data in the business sphere.</p> <p>Learning skills The student will be able: Organize time, plan and manage To estimate own learning process incoherently Individual work with literature To identify future needs of studying and renew the knowledge permanently</p> <p>Values Students will be able: To respect cultural diversity in the global environment and shared values To follow the ethics in the business sphere To take part in the process of establishing values and to stream to their formation.</p>
Learning and teaching methods	To transfer the knowledge from the course leader to the students carried out by using the following methods: lecture, working with a group, practical works, seminars, studying with electronic resources, electronic study and etc. each those methods consists different activities (discussion, debates, demonstration, presentation, seminars and etc).
Students knowledge assessment system	<p>To study courses in educational programme of Business Administration means students active performance and based on the non-finished process of assessment.</p> <p>During the implementing educational programme of Business Administration students, achievements can be evaluated according to the decision of the Ministry of Education and Science of Georgia N3, 2007 years 5th January Regarding “ECTS credit system calculation rules in HE”</p> <p>In the courses of the educational programme of Business Administration evaluation system of students achievements consist following forms _ midterm and final exams and the sum of those is final evaluation (100 scores)</p> <p>Midterm and final evaluation forms consist of evaluation component(s), which is the tools for evaluating students knowledge and skills. Those tools are: writing/oral exam, writing/oral questionnaires, home works, practical/theoretical works and etc. evaluation components combine similar methods (test, essay, demonstration, presentation, discussion, working on practical/theoretical works, working in group, taking active participation in discussion, quiz and etc). assessment tools can be measured with assessment criteria, with scores which shows the level of achievement.</p> <p>Each form and component of assessment has its maximum of the score from the final (100 score) score which is defined in syllabus</p>

	<p>and students will be informed from the beginning of the semester.</p> <p>It is not allowed to assess the student with only one form (midterm or final) of assessment. Credit point will be gained by the students only in case of the positive mark.</p> <p>The minimum score of the components of midterm and final evaluation must not exceed 60% of middle evaluations and 60% for the final exam. Head of each course will inform students about minimal competences of middle and final evaluation in the concrete syllabus at the beginning of the semester.</p> <p>Assessment system forms:</p> <p>Five types of positive grade:</p> <p>(A) excellent – 91-100 points (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) acceptable – 51-60 points of maximum grade</p> <p>Two types of negative grade;</p> <p>(FX) fail with exam – 41-50 points of maximum grade, which means that student needs some more time before passing the exam and will be given chance to pass the additional exam once again (F) fail – 40 points and less of maximum grade, it means that the work done by the student is not acceptable and he/she has to study the subject anew.</p> <p>In case of FX grade, the additional exam may be appointed at least 5 calendar days after the announcement of the final exam results. The grade got in the additional exam cannot be added to the grade gained during the final exam. Score gained in the additional exam is final score and will be inserted in the final evaluation. In case of getting 0-50 score as a final assessment after additional exam student will be assessed F – 0 score.</p>
Employability fields	The Graduate can be employed in private and public sectors on the position of managers in the field of marketing, , and finance, also can be involved in industrial work and deal with different kind of micro, small and middle business.
The chance to proceed with the learning	The graduate carries on his/her study process in the next level of higher education, in master programme.
The infrastructure of the programme services	<p>To achieve the learning outcomes defined by the educational programme of business administration can be used teaching university infrastructure without limitation like:</p> <p>Teaching/learning auditorium and conference hall with equipment Library with computers and internet Classes for computing with continuous internet sources computer programmes adequate for teaching and learning Different technics and equipment</p> <p>Educational programme is guaranteed with the proper literature defined by the syllabus of each course. There are plenty of electronic books, scientific works. The library is provided with an electronic catalog of books which is listed on the website of the teaching university.</p>
The human resource of the educational programme	Educational programme of Business Administration is secured with the proper human resource. Academic and some invited staff of teaching university deal with subjects defined by the programme. (full information about staff can be seen in the list attached)

Structure of the educational programme

Educational programme of business administration consist:
45 credits _ university subjects, from which 40 credits are mandatory and 5 is elective from 25 credits.

135 credits for major discipline, which consist main subjects from major field of study and separate elective subjects.

Students are allowed to make the combination of the credits in different ways:

1. 180 (45 university credits, 135 credits for major discipline and elective subjects and minor specialty for 60 credits.
or
2. 180 (45 credits for university subjects, 135 credits for major discipline and elective subjects and 60 credit combination of different subjects, like:
 - a) 20 credits for free credits (free credits can be chosen from the university free subject list and 40 credits from the modules from the specialty or separate subjects).
or
 - b) 180 (University 45 credits, major study 135 credits for obligatory and elective subjects from the main specialty and 60 free credits (student has the ability instead of minor specialty to choose any other subjects from another bachelor educational programme without any united scheme and to gain the knowledge of another field which is with compliance of his or her interest).

45 credits for university subjects are compulsory for each students entering the Teaching University

Within the university subject, students will gain the practical skills needed for applying knowledge and transferring and establishing values in the society.

From university subjects, students are obliged to obtain 45 credits. Compulsory subjects are information technologies, foreign language, academic writing, philosophy, democracy, and citizenship. Within those subjects, students will gain communication skills, skills for formation values, to be able to respect cultural diversity in the global environment and to share equal values for such a society. Students will gain the skills of writing and oral communication and look for the information by using modern technologies and share this information with others. In university subjects, students will have the possibility to study 20 credits of foreign language (English or German, depends on students will) to gain the communication skills in foreign language. The aim of foreign language study is to enhance the elements of internationalization in the programme. To be enrolled in the programme students do not have any limitation during the national exam, they are not obliged to pass the English language tests after enrollment students will have a special test in a foreign language just to divide them according to their levels of language knowledge. After testing they will start to study foreign language from the level confirmed during testing. Students can use free credits for foreign language study.

From the 25 credits for elected subjects, students will choose one 5 credits subject.

From the elected subjects "career management" can be studied in English (students will have the possibility to study in Georgian or in English)

The English version of this course was designed within the international project Picasa running in the Teaching University. Within "career management" course will be used blended learning teaching methodology as a pilot version designed within DARE international project.

135 credits for major study which is the combination of separate subjects.

135 credits for major discipline which consist of separate subjects and oriented to give the students knowledge and skills defined by the learning outcomes of the educational programmes. Within this subjects, students are able to gain the skills for making a judgment and formation of social values. It consists of obligatory and elective modules. To divide the programme into modules aims to inform the students which elective subject is from which field of study. Students are able to choose any subject or from one module or from several modules from elective modules. (modules are: 1.finance and banking, 2. Calculation-reporting, audit; 3. marketing). This combination gives the student ability to widen her or his knowledge in the field of study in a different direction.

The module of Finance and banking will give the student the knowledge of the financial market, insurance, financial risks and bank production. On the base of this knowledge, students will understand functions of the banking system and will be able to analyze the processes running in the financial market. To identify the risks, to manage the banking products.

Module of Calculation reporting and audit will give the students wide knowledge of economical analyse, financial management, basic of calculation of accounting, computer programmes of accounting, basic of audits and on the base of this knowledge student will understand main principles of calculation and reporting and audits, ability to use the computer programme in accounting.

	The module in Marketing will give the student wide knowledge of principles of marketing research, knowledge of industrial marketing, basic of social marketing, internet marketing and on the base of this knowledge Student will be able to understand the main principles of marketing. Will be able to plan the marketing strategy according to labor market demands and realize this ability in practical work.
60 credits with the different combination according to the students will. a) 20 free credits and 40 credits from elective modules and subjects b) 60 credits from the list of free subjects	Separate courses (free credits) will let the students widen not only the knowledge of the field but the student is able to choose any subjects from any of the bachelor programme running in the university considering the prerequisites of each subject. Those free credits will let to the mobility students to make easy the recognition procedure, those different subjects students already learn in another higher educational institution can be easily recognized within those free credits. Those free credits will make flexible recognition procedure for the students who spent their study semester or more abroad.

✕ minor 60 credits – the educational programme will allow the students to make the combination of the major and minor specialties for 60 credits. This minor specialty will give the students the ability to get additional specialty instead of free credits from elective modules and subjects.

Educational programme workload

№	CODE	Pre-requisite	Subject/module	ECTS credits/hours ¹								Students workload ²		Credits number
				I year		II year		III year		IV year		Contact hours ³	Independent hours ⁴	
				semester										
				I	II	III	IV	V	VI	VII	VIII			
			University subjects	20	15	5	5							

¹ Unit, which expresses students workload. To gain those credits possible after learning outcomes achievement

^{2d} Time which is needed to achieve the learning outcomes defined by the educational programme. Students workload consist of contact and independent hours

³ Estimated time for students workload with an enrollment of leader of course.

⁴ Estimated time for students workload without enrollment of leader of course (home works and time for exam preparation)

№	CODE	Pre-requisite	Subject/module	ECTS credits/hours ¹								Students workload ²		Credits number
				I year		II year		III year		IV year		Contact hours ³	Independent hours ⁴	
				semester										
				I	II	III	IV	V	VI	VII	VIII			
			University mandatory subjects	20	15	5	5							
1.	SUB.1	without	Academic writing	5/125								35	90	5
2.	SUB.2	without	Information technologies	5/125								49	76	5
3.	SUB.3	without	History of Philosophy (conceptual aspects)	5/125								49	76	5
4.	SUB.4	without	Democracy and citizenship		5/125							49	76	5
	SUB.5		Foreign language module⁵	20										20
			English language component ⁶											
5.	SUB.5.1.1	without	Practical English course (B 2.1.1)	5/125								64	61	5
6.	SUB.5.1.2	SUB.5.1.1	Practical English course (B 2.1.2)		5/125							64	61	5
7.	SUB.5.1.3	SUB.5.1.2	Practical English course (B 2.2.1)			5/125						64	61	5
8.	SUB.5.1.4	SUB.5.1.3	Practical English course (B 2.2.2)				5/125					64	61	5
9.			Foreign Language (German) component⁷											
10.	SUB.5.2.1	without	Practical German Course (B 2.1)	5/125								64	61	5
11.	SUB.5.2.2	SUB.5.2.1	Practical German Course (B 2.2)		5/125							64	61	5
12.	SUB.5.2.3	SUB.5.2.2	Practical German Course (B 2.3)			5/125						64	61	5

⁵ Foreign language module means the appropriate level of knowledge in English and German language. The student will choose that component which is defined according to special language test

⁶ Foreign language (English) component – for Business Administration educational programme student to whom according exams was defined the level of language knowledge B1.

⁷ Foreign (German) language component _ for Business Administration educational programme student to whom according exams was defined level of language knowledge B1.

Note: if the student has no appropriate A2 level of English or German language level. In another case, the student can use free credits for foreign language study and then register on those courses.

№	CODE	Pre-requisite	Subject/module	ECTS credits/hours ¹								Students workload ²		Credits number
				I year		II year		III year		IV year		Contact hours ³	Independent hours ⁴	
				semester										
				I	II	III	IV	V	VI	VII	VIII			
13.	SUB.5.2.4	SUB.5.2.3	Practical German Course (B 2.4)				5/125					64	61	5
	SUB.6.		University elective subject											
14.	SUB.6.1	without	Basic of political sciences		5/125							49	76	5
15.	SUB.6.2	without	Career management* (George)		5/125							35	90	5
16.	SUB.6.3	SUB.5.1.3	Career management* (Eng)		5/125							35	90	5
17.	SUB.6.4	without	Psychology		5/125							49	76	5
18.	SUB.6.5	without	Corporate and social responsibility		5/125							49	76	5
			Foreign (English) language component⁸											
19.	SUB.5.1.5	without	Practical English Course (B1.1)									64	61	5
20.	SUB.5.1.6	SUB.5.1.5	Practical English Course (B1.2)									64	61	5
21.	SUB.5.1.7	SUB.5.1.6	Practical English Course (B2.1)									64	61	5
22.	SUB.5.1.8	SUB.5.1.7	Practical English Course (B2.2)									64	61	5
23.			Foreign (English) language component⁹											
24.	SUB.5.1.9	without	Practical English Course (A 2.1)									64	61	5
25.	SUB.5.1.10	SUB.5.1.9	Practical English Course (A 2.2)									64	61	5
26.	SUB.5.1.11	SUB.5.1.10	Practical English Course (B 1.1)									64	61	5
27.	SUB.5.1.12	SUB.5.1.11	Practical English Course (B 1.2)									64	61	5
28.			Foreign language (German) component¹⁰											

⁸ Foreign (English) language component _ for the Business Administration Bachelor programme to whom according exam was defined English language knowledge level A2.

⁹ Foreign (English) language component _ for the Business Administration Bachelor programme to whom according exam was defined English language knowledge level A2.

№	CODE	Pre-requisite	Subject/module	ECTS credits/hours ¹								Students workload ²		Credits number
				I year		II year		III year		IV year		Contact hours ³	Independent hours ⁴	
				semester										
				I	II	III	IV	V	VI	VII	VIII			
29.	SUB.5.2.5	without	Practical German Course (B1.1)									64	61	5
30.	SUB.5.2.6	SUB.5.2.5	Practical German Course (B1.2)									64	61	5
31.	SUB.5.2.7	SUB.5.2.6	Practical German Course (B2.1)									64	61	5
32.	SUB.5.2.8	SUB.5.2.7	Practical German Course (B2.2)									64	61	5
33.			Foreign (German) Language component¹¹											
34.	SUB.5.2.9	without	Practical German Course (A 2.1)									64	61	5
35.	SUB.5.2.10	SUB.5.2.9	Practical German Course (A 2.2)									64	61	5
36.	SUB.5.2.11	SUB.5.2.10	Practical German Course (B 1.1)									64	61	5
37.	SUB.5.2.12	SUB.5.2.11	Practical German Course (B 1.2)									64	61	5
			Obligatory subjects for the main study	10	15	25	15	14	10	10	10			
38.	SBB.2.1	Without	Principles of microeconomics	5/125								49	76	5
39.	SBB.2.2	without	Calculus	5/125								49	76	5
40.	SBB.2.3	SBB.2.2	Mathematics for business		5/125							49	76	5
41.	SBB.2.4	SBB.2.1	Principles of Macroeconomics		5/125							49	76	5
42.	SBB.2.5	Without	Basics of business		5/125							49	76	5
43.	SBB.2.6	SBB.2.3	Theory of probability			4/100						49	51	4
44.	SBB.2.7	Without	Basics of management			5/125						49	76	5

¹⁰ Foreign (German) language component _ for the Business Administration Bachelor programme to whom according exam was defined German language knowledge level A2.

¹¹ Foreign (German) language component _ for the Business Administration Bachelor programme to whom according exam was defined German language knowledge level A1

№	CODE	Pre-requisite	Subject/module	ECTS credits/hours ¹								Students workload ²		Credits number
				I year		II year		III year		IV year		Contact hours ³	Independent hours ⁴	
				semester										
				I	II	III	IV	V	VI	VII	VIII			
45.	SBB.2.8	Without	Theory of finance			4/100						49	51	4
46.	SBB.2.9	SBB.2.6	Statistics for business				6/150					49	101	6
47.	SBB.2.10	Without	Financial calculations			6/150						49	101	6
48.	SBB.2.11	SBB.2.5	Basics of marketing			6/150						49	101	6
49.	SBB.2.12	SBB.2.8	Corporate finance				5/125					49	76	5
50.	SBB.2.13	SBB.2.7	Public resource management				4/100					49	51	4
51.	SBB.2.14	SBB.2.5	Industrial law					5/125				49	76	5
52.	SBB.2.15	SBB.2.5	Investments					5/125				49	76	5
53.	SBB.2.16	SBB.2.7	Project management					4/100				49	51	4
54.	SBB.2.17	SBB.2.7	Strategic management						5/125			49	76	5
55.	SBB.2.18	SBB.2.7	Operations management						5/125			49	76	5
56.	SBB.2.19	SBB.2.5	International business							6/150		49	101	6
57.	SBB.2.20	SBB.2.7	Logistics							4/100		49	51	4
58.	SBB.2.21	SBB.2.18; SBB.2.17; SBB.2.10; SBB.2.11 SBB.2.12; SBB.2.13 SBB.2.14;	Industrial practice		;						10/250	116	134	10

№	CODE	Pre-requisite	Subject/module	ECTS credits/hours ¹								Students workload ²		Credits number
				I year		II year		III year		IV year		Contact hours ³	Independent hours ⁴	
				semester										
				I	II	III	IV	V	VI	VII	VIII			
		SBB.2.15 SBB.2.1;SBB.2.9 SBB.2.4												
			Elective subjects and modules*				10	16	20	20	20			10
59.	SBB.2.22	SBB.2.8	Taxation and tax fees						4/10 0			49	51	4
60.	SBB.2.23	Without	Environment and sustainable development							4/100		49	51	4
61.	SBB.2.24	SBB.2.4	Regional economics							4/100		49	51	4
62.	SBB.2.25	SBB.2.5	Small enterprise				4/100					35	65	4
63.	SBB.2.26	SUB.5.2.3	Business English									49	76	5
64.	SBB.2.27	Without	Business ethics and etiquette									49	51	4
	SBB.2.28.		Finanace and banking											
65.	SBB.2.28.1	SBB.2.8	Finanacial markets						4/10 0			49	51	4
66.	SBB.2.28.2	SBB.2.8	Basics of banking						4/10 0			49	51	4
67.	SBB.2.28.3	SBB.2.8	Basics of insurance							4/100		49	51	4
68.	SBB.2.28.4	SBB.2.7	Basics of economics and financial risk management								4/100	35	65	4
			Modules / courses											
	SBB.2.29.		Accounting reporting audit											
69.	SBB.2.29.1	SBB.2.5	Basics of accounting			4/100						49	51	4

№	CODE	Pre-requisite	Subject/module	ECTS credits/hours ¹								Students workload ²		Credits number
				I year		II year		III year		IV year		Contact hours ³	Independent hours ⁴	
				semester										
				I	II	III	IV	V	VI	VII	VIII			
70.	SBB.2.29.2	SBB.2.10	Expenditures, analyze of effectiveness					5/125				49	76	5
71.	SBB.2.29.3	SBB.2.10	Economical analyses						5/125			49	76	5
72.	SBB.2.29.4	SBB.2.10	IT programme is accounting							5/125		49	76	5
73.	SBB.2.29.5	SBB.2.10	Basics of audit							5/125		49	76	5
	SBB.2.30.		Marketing											
74.	SBB.2.30.1	SBB.2.11	Basics of marketing research					6/150				49	101	6
75.	SBB.2.30.2	SBB.2.11	Industrail marketing						6/150			49	101	6
76.	SBB.2.30.3	SBB.2.11	Social marketing							4/100		35	65	4
77.	SBB.2.30.4	SBB.2.11	Internet marketing								4/100	35	65	4
79	SBB.2.31	All obligatory subjects of the main study beside SBB.2.21	Bachelor thesis								10	32	218	10
			Free credits											
			semester	30	30	30	30	30	30	30	30			
			year	60	60	60	60							
			Totally											240

Learning outcomes mapping

#	Subjects	Competencies					
		Knowledge and understanding	Applying knowledge	Making judgment	Communication skills	Learning skills	values
1	Academic writing	X	X	X	X		X
2	Information technologies	X	X	X	X	X	X
3	History of Philosophy (conceptual aspects)	X	X	X	X	X	X
4	Democracy and citizenship	X	X	X	X	X	X
	Foreign language module ¹²						
	English language component ¹³						
3	Practical English course (B 2.1.1)	X	X		X	X	
4	Practical English course (B 2.1.2)	X	X		X	X	
5	Practical English course (B 2.2.1)	X	X		X	X	
6	Practical English course (B 2.2.2)	X	X		X	X	
	Foreign (English) language component						
7	Practical English Course (B1.1)	X	X		X	X	

¹² Foreign language module means the appropriate level of knowledge in English and German language. The student will choose that component which is defined according to special language test

¹³ Foreign language (English) component – for Georgian philology educational programme student to whom according exams was defined the level of language knowledge B1.

8	Practical English Course (B1.2)	X	X		X	X	
9	Practical English Course (B2.1)	X	X		X	X	
10	Practical English Course (B2.2)	X	X		X	X	
	Foreign (English) language component¹⁴						
11	Practical English Course (A 2.1)	X	X		X	X	
12	Practical English Course (A 2.2)	X	X		X	X	
13	Practical English Course (B 1.1)	X	X		X	X	
14	Practical English Course (B 1.2)	X	X		X	X	
	Foreign Language (German) component¹⁵						
15	Practical German Course (B 2.1)	X	X		X	X	
16	Practical German Course (B 2.2)	X	X		X	X	
17	Practical German Course (B 2.3)	X	X		X	X	
18	Practical German Course (B 2.4)	X	X		X	X	
	Foreign language (German) component¹⁶						
19	Practical German Course (B1.1)	X	X		X	X	
20	Practical German Course (B1.2)	X	X		X	X	
21	Practical German Course (B2.1)	X	X		X	X	
22	Practical German Course (B2.2)	X	X		X	X	
23	Foreign (German) Language component¹⁷						
24	Practical German Course (A 2.1)	X	X		X	X	
25	Practical German Course (A 2.2)	X	X		X	X	
26	Practical German Course (B 1.1)	X	X		X	X	
27	Practical German Course (B 1.2)	X	X		X	X	
	University Elective Subjects						
30	Basic of political sciences	X	X	X	X	X	
31	Career management* (George/English)	X	X			X	X
32	Psychology	X	X	X	X		
33	Corporate and social responsibility	X	X	X	X	X	X
	Obligatory subjects for the main study						
34	Principles of microeconomics	X	X	X	X	X	X

¹⁴ Foreign (English) language component _ for the Georgian Philology Bachelor programme to whom according exam was defined English language knowledge level A2.

¹⁵ Foreign (German) language component _ for Business Administration educational programme student to whom according exams was defined level of language knowledge B1.

Note: if the student has no appropriate A2 level of English or German language level. In other case, a student can use free credits for foreign language study and then register on those courses.

¹⁶ Foreign (German) language component _ for the Business Administration Bachelor programme to whom according exam was defined German language knowledge level A2.

¹⁷ Foreign (German) language component _ for the Business Administration Bachelor programme to whom according exam was defined German language knowledge level A1

35	Calculus	X	X			X	
36	Mathematics for business	X	X			X	
37	Principles of Macroeconomics	X	X	X	X	X	X
38	Basics of business	X	X	X	X	X	X
39	Theory of probability	X	X	X		X	
40	Basics of management	X	X	X	X	X	X
41	Theory of finance	X	X	X	X	X	
42	Statistics for business	X	X	X	X	X	
43	Financial calculations	X	X	X	X		
44	Basics of marketing	X	X	X	X	X	X
45	Corporate finance	X	X	X	X	X	
46	Public resource management	X	X	X	X	X	X
47	Industrial law	X	X	X	X	X	
48	Investments	X	X	X	X		
49	Project management	X	X	X	X	X	X
50	Strategic management	X	X	X	X	X	X
51	Operations management	X	X	X	X		
52	International business	X	X	X	X	X	X
53	Logistics	X	X	X	X		
54	Industrial practice	X	X	X	X	X	X
	Elective subjects and modules of the specialty						
	Finanace and banking						
55	Finanacial markets	X	X	X	X		
56	Basics of banking	X	X	X	X		
57	Basics of insurance	X	X	X	X	X	
58	Basics of economics and financial risk management	X	X	X	X	X	
	Accounting reporting audit						
59	Basics of accounting	X	X	X	X		
60	Expenditures, analyse of effectiveness	X	X	X	X	X	
61	Economical analyses	X	X			X	
62	IT progframme is accounting	X	X	X	X	X	X
63	Basics of audit	X	X	X	X		
	Marketing						

64	Basics of marketing research	X	X	X	X	X	
65	Industrial marketing	X	X	X	X		
66	Social marketing	X	X	X	X		
67	Internet marketing	X	X	X	X		
68	Business ethics and etiquette	X	X		X		X
69	Taxation and tax fees	X	X	X	X	X	
70	Environment and sustainable development	X	X	X	X	X	X
71	Regional economics	X	X	X	X		
72	Bachelor thesis	X	X	X	X	X	X
73	Small enterprise	X	X	X	X		
74	Business English	X	X		X	X	

Information about the head of the educational programme

Name surname	Gela Svirava			
position	Professor			
Contact information	telephone:	+99577295592	email:	gsvirava@gmail.com

Information about the assistant of the head of the educational programme

Name surname	Maya Gonashvili			
Position	Invited professor			
Contact information	telephone:	+995793636	Email:	maya_gonashvili@yahoo.com

Information about the human resource

№			
1.	Academic writing	Teona Khupenia	Ph.D. of Philology, professor
2.	Information technologies	Revaz Khaindrava	PhD of Economics, associated professor
3.	History of Philosophy (conceptual aspects)	Irakli Taboridze	Master of European Law, Invited Specialist
4.	Democracy and citizenship	Lasha Narsia	Ph.D. of Economics invited Specialist
5.	Practical English course (B 2.1.1)	Sophia Kvaratskhelia	Teacher of English language and literature, Master of Philology, teacher
6.	Practical English course (B 2.1.2)	Sophia Kvaratskhelia	Teacher of English language and literature, Master of Philology, teacher
7.	Practical English course (B 2.2.1)	Sophia Kvaratskhelia	Teacher of English language and literature, Master of Philology, teacher
8.	Practical English course (B 2.2.2)	Sophia Kvaratskhelia	Teacher of English language and literature, Master of Philology, teacher
9.	Practical English Course (B1.1)	Tamriko Lukava	Master of Education in teaching methods of English language, teacher
10.	Practical English Course (B1.2)	Tamriko Lukava	Master of Education in teaching methods of English language, teacher
11.	Practical English Course (B2.1)	Tamriko Lukava	Master of Education in teaching methods of English language, teacher
10	Practical English Course (B2.2)	Tamriko Lukava	Master of Education in teaching methods of English language, teacher
12	Practical English Course (A 2.1)	Natia Tsipuria	Master of Humanitarian Study, teacher
13	Practical English Course (A 2.2)	Natia Tsipuria	Master of Humanitarian Study, teacher
14	Practical English Course (B	Natia Tsipuria	Master of Humanitarian Study, teacher

	1.1)		
12.	Practical English Course (B 1.2)	Natia Tsipuria	Master of Humanitarian Study, teacher
13.	Practical German Course (B 2.1)	Tinatin Lolua	Philology, Teacher of German language and Literature
14.	Practical German Course (B 2.2)	Tinatin Lolua	Philology, Teacher of German language and Literature
15.	Practical German Course (B 2.3)	Tinatin Lolua	Philology, Teacher of German language and Literature
16.	Practical German Course (B 2.4)	Tinatin Lolua	Philology, Teacher of German language and Literature
17.	Practical German Course (B1.1)	Tinatin Lolua	Philology, Teacher of German language and Literature
18.	Practical German Course (B1.2)	Tinatin Lolua	Philology, Teacher of German language and Literature
19.	Practical German Course (B2.1)	Tekle Kikalishvili	Teacher of German and English Languages, interpreter-reperent; invited specialist
20.	Practical German Course (B2.2)	Tekle Kikalishvili	Teacher of German and English Languages, interpreter-reperent; invited specialist
21.	Practical German Course (A 2.1)	Tekle Kikalishvili	Teacher of German and English Languages, interpreter-reperent; invited specialist
22.	Practical German Course (A 2.2)	Tekle Kikalishvili	Teacher of German and English Languages, interpreter-reperent; invited specialist
23.	Practical German Course (B 1.1)	Tekle Kikalishvili	Teacher of German and English Languages, interpreter-reperent; invited specialist
24.	Practical German Course (B 1.2)	Tekle Kikalishvili	Teacher of German and English Languages, interpreter-reperent; invited specialist

25.	Basic of political sciences	Malkhaz Gogua	Ph.D. of Politics, invited specialist
26.	Career management* (George)	Tamriko Lukava	Master of Education in teaching methods of English language, teacher
27.	Career management* (Eng)	Tamriko Lukava	Master of Education in teaching methods of English language, teacher
28.	Psychology	Guram Kvikvinia	Ph.D. of Psychology, invited specialist
29.	Corporate and social responsibility	Ketevani Lataria	Ph.D. of Geography, associated professor
30.	Principles of microeconomics	Maya Gonashvili, Nino Makatsaria	Ph.D. of Economics, invited specialist, Ph.D. of economics, associate professor
31.	Calculus	Manana Mosia / Platon Janjgava	Ph.D. of Physics and mathematics, invited specialist, / mathematician, invited specialist
32.	Mathematics for business	Manana Mosia / Platon Janjgava	Ph.D. of Physics and mathematics, invited specialist, / mathematician, invited specialist
33.	Principles of Macroeconomics	Nino Makatsaria	Ph.D. of economics, associate professor
34.	Basics of Business	Gela Svirava	Ph.D. of economics, professor
35.	Theory of Probability	Manana Mosia	Ph.D. of Physics and mathematics, invited specialist
36.	Business ethics and etiquette	Tamar Beridze	Ph.D. of Technics invited Specialist
37.	Basics of accounting	Tamar Rostiashvili	Ph.D. of economics, associate professor
38.	Basics of management	Giorgi Svirava	Ph.D. of economics, associate professor
39.	Theory of finance	Nino Makatsaria	Ph.D. of economics, associate professor
40.	Statistics of finance	Tamar Beridze	Ph.D. of Technics invited Specialist
41.	Financial accounting	Tamar Rostiashvili	Ph.D. of economics, associate professor

42.	Basics of marketing	Maya Soselia	Ph.D. of economics, associate professor
43.	Corporative finance	Giuli Ekhvaia	Ph.D. of economics, invited specialist
44.	Human resource management	Giorgi Svirava	Ph.D. of economics, associate professor
45.	Industrial law	Beka Kantaria, Irakli Abshilava	Ph.D. of Law, invited Specialist, Lawyer, invited Specialist
46.	Investment	Giuli Ekhvaia	Ph.D. of economics, invited specialist
47.	Project management	Lasha Narsia	Ph.D. of Economics invited specialist
48.	Taxation and tax fees	Kakha Todua	Ph.D. of Economics invited specialist
49.	Strategic management	Lasha Narsia	Ph.D. of Economics invited specialist
50.	Operative management	Tamar Beridze	Ph.D. of Technics invited Specialist
51.	Environment and sustainable development	Ketevani Lataria	Ph.D. of Geography, Associate Professor
52.	International business	Gela Svirava	Ph.D. of economics, professor
53.	Regional economics	Gela Svirava	Ph.D. of economics, professor
54.	Logistics	Giuli Ekhvaia	Ph.D. of economics, invited specialist
55.	Industrial practice	Nino Makatsaria Ketevani Lataria	Ph.D. of Economics, associate professor Ph.D. of Geography, Associate Professor
56.	Financial markets	Giuli Ekhvaia	Ph.D. of economics, invited specialist
57.	Basics of banking	Giorgi Shengelia	Economist, Invited specialist
58.	Basics of insurance	Kakha Todua	Ph.D. of Economics invited specialist

59.	Basics of economical and finance risk management	Shorena Patchkoria	Ph.D. of Economics, Associate Professor
60.	Expenditure analyses of effectiveness	Shorena Patchkoria	Ph.D. of Economics, Associate Professor
61.	Analyse of economics	Kakha Todua	Ph.D. of Economics invited specialist
62.	IT programmes for accounting	Jimsher Beradze	Engineer economist, invited specialist
63.	Basics of audits	Besik Tchejhia	Economist, invited specialist
64.	Basics of marketing research	Maya Soselia	Ph.D. of economics, associate professor
65.	Industrial marketing	Maya Soselia	Ph.D. of economics, associate professor
66.	Social marketing	Mamuka Tsotseria	Economist, Invited Specialist
67.	Internet marketing	Revaz Khaindrva	Ph.D. of Economics, Associate Professor
68.	Bachelor thesis	Gela Svirava	Ph.D. of economics, professor
69.	Business English	Sophia Kvaratskhelia	Teacher of English language and literature, Master of Philology, teacher
70.	Small enterprice	Nino Makatsaria	Ph.D. of economics, associate professor

minor programme of business administration

№	CODE	Pre-requisite	Subject/module	ECTS credits/hours ¹⁸								Student's workload ¹⁹		Number of credits
				I year		II year		III year		IV year		Contact hours ²⁰	Independent hours ²¹	
				semester										
				I	II	III	IV	V	VI	VII	VIII			
78.	SBB.2.1	Without	Principles of microeconomics	5/125								49	76	5
79.	SBB.2.4	SBB.2.1	Principles of Macroeconomics		5/125							49	76	5
80.	SBB.2.5	Without	Basics of business		5/125							49	76	5
81.	SBB.2.7	Without	Basics of management			5/125						49	76	5
82.	SBB.2.10	Without	Accounting of finance			6/150						49	101	6
83.	SBB.2.11	SBB.2.5	Basics of marketing			6/150						49	101	6
84.	SBB.2.12	SBB.2.8	Corporative finance				5/125					49	76	5
85.	SBB.2.13	SBB.2.7	Human resource management				4/100					49	51	4
86.	SBB.2.15	SBB.2.5	Investment					5/125				49	76	5
87.	SBB.2.16	SBB.2.7	Project management					4/100				49	51	4
88.	SBB.2.17	SBB.2.7	Strategic management						5/12			49	76	5

¹⁸Unit defines the student's workload and to gain it possible after achieving learning outcomes.

¹⁹Time, which is needed to achieve the learning outcomes. Students workload is based on the independent and contact hours

²⁰Time defined for teaching and learning by the involvement of course teacher

²¹Time defined for teaching and learning without the involvement of the course teacher (preparing home works, exams and etc.)

№	CODE	Pre-requisite	Subject/module	ECTS credits/hours ¹⁸								Student's workload ¹⁹		Number of credits
				I year		II year		III year		IV year		Contact hours ²⁰	Independent hours ²¹	
				semester										
				I	II	III	IV	V	VI	VII	VIII			
89.	SBB.2.18	SBB.2.7	Operative management						5			49	76	5
totally														60

