

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.

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-requisitesTo 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.

Learning outcomes :

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:

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 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 quantitative 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. Also the modern conception and attitude to the industrial law.

General competences;

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.

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.

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

Students knowledge assessment system :

To study courses in educational programme of Business Administration means students active performance and based on the non-finished process of assessment.

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"

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)

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.

Each form and component of assessment has its maximum of the score from the final (100 score) score which is defined in syllabus and students will be informed from the beginning of the semester.

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.

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.

Assessment system forms:

Five types of positive grade:

- (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

Two types of negative grade;

(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.

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.

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 :

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.

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).