

Free Academy of Tbilisi



Business Administration

Bachelor Educational Programme

Bachelor Educational Programme

Title of the educational Programme
Business Administration
Academic higher education level
First level, Bachelor
Type of educational Programme:
Higher Education Academic Programme
Qualification to be awarded
Bachelor of Business Administration
Duration of study
8 semesters (4 academic years)
Programme volume in credits
240 (ECTS)
Language of teaching
Teaching in the educational Programme is conducted in the Georgian language
Head of the Programme
Marine Kobalava Doctor of Economic Sciences
Davit Shoshitashvili Doctor of Business Administration

Prerequisite for Admission to the Programme

Access to the Bachelor Programme has holder of the general education certificate or equivalent who has passed Unified National Exams, through internal/external mobility and without passing Unified National Exams accordance with the rules established by the legislation of Georgia.

The educational Programme has a transparent prerequisite for admission, which is in compliance with the legislation and is focused on the person's ability to cope with the Programme. The official website of the Academy contains relevant information and that is available for all interested parties.

Programme Duration/volume

The duration of the bachelor's Programme is 8 semesters (four academic years), and the semester includes a combination of study weeks, exams, additional examn(s) and the evaluation period of the student's achievement.

The bachelor's Programme includes 240 credits.

The credit expresses the required workload for the student and it can be obtained through the achievement of learning outcomes according to the order N3 of 2007 of the Minister of Education and Science of Georgia.

One academic year includes 60 (ECTS) credits.

One credit (ECTS) is equivalent to a student's study activity (student *workload*) for 25 hours and includes both contact and independent hours.

The distribution of credits among the various learning components is based on a realistic assessment of the workload of a student with average academic achievement required for achieving the learning outcomes set for each component.

When calculating the credit, the time specified for the additional exam (preparation, passing, evaluation) as well as the consultation time with the person implementing the component of the educational Programme is not taken into account.

Taking into account the specifics of the higher education Programme and/or the student's individual educational Programme, it is allowed that the student's annual workload to exceed 60 credits or be less than 60 credits. It is not allowed that the student's annual academic workload to exceed 75 (ECTS) credits.

In the event that a student is unable to complete the Programme within 4 academic years and obtain at least 240 credits, he/she is given the opportunity to complete the Programme in an additional semester/s and obtain a bachelor's degree.

The final results of the bachelor's Programme are achieved by taking the components outlined in the bachelor's Programme. For the awarding of the bachelor's academic degree it is mandatory to prepare and defense bachelor's

thesis and defence of practice report.

Programme Structure

The bachelor educational Programme of Business Administration is drawn up in accordance with the requirements of the ongoing reform in the education system. The Programme is focused on the requirements declared by the Bologna process and accumulates on the priority of competitiveness of teaching quality assessments. Taking into account the bachelor's competencies defined in the framework of higher education qualifications and the employment market requirements for the bachelor of business administration, the preparation of the bachelor of business administration is carried out through mandatory courses of the main field of study, elective courses of the main field of study, elective and free courses. The logical sequence of the formation of achievable competencies determines the content of the bachelor's Programme, its structure and is reflected in the curriculum.

240 credits of the educational Programme are distributed as follows:

Mandatory components of the main field of study- 175 credits, including:

- Mandatory courses of the main field of study - 125 credits;
- English language components (I-IV) - 20 credits;
- Practice component – 10 credits;
- Bachelor thesis - 20 credits.

Elective components - 65 credits, including:

- Elective courses of the main field of study - compulsory 35 credits;
- Elective courses - compulsory 10 credits;
- Free components - compulsory 20 credits.

Mandatory components of the main field of study are focused on giving the student fundamental knowledge about the features of the development of the field of business administration, the main principles and theories. The components of mandatory courses of the main field of study provide complex knowledge of all determinants of business - management, marketing, finance, managerial and financial accounting, development of skills and values necessary for professional work based on the acquired knowledge.

The English language component is focused on the use of English-language sources in the learning and teaching process and strengthening the element of internationalization. In particular, they ensure mastery of skills corresponding to the B2 level of the English language defined by the Common European Framework of Languages, mastering skills appropriate to the level, knowledge and actualization of aspects of the language, development of communication skills.

The practice component is focused on the realization of the theoretical and practical knowledge gained during the learning process. This component gives the student the opportunity to acquire the experience of applying the knowledge and skills acquired in the academic environment in practice.

Bachelor's thesis is focused on the development of skills necessary for the performance of a theoretical thesis. The student will carry out a bachelor's thesis/research according to the degree of independence. When working on a bachelor's thesis, the compliance of the level of knowledge and the quality of practical skills achieved as a result of studying the mandatory and elective components of the bachelor's Programme with the learning outcomes determined by the bachelor's Programme will be revealed.

Free components are focused on promoting the development of general and transferable skills in order to expand horizons in areas of interest to the student. The logical sequence and evolution of the formation of achievable results determines the content of the Programme, its structure and curriculum.

Programme Compliance with the Mission

Free Academy of Tbilisi creates a modern learning environment by introducing innovative methods. In the ever-changing digital age, the Academy ensures to prepare competitive, highly qualified and socially aware generations for the labor market. The educational Programme is focused on providing the local and international labor market with competitive specialists with education corresponding to the requirements of the civil society working in the field of business administration.

Based on its mission, the bachelor law education Programme is focused on preparing strategically-minded qualified specialists who will have effective management and development skills.

Programme Actuality

Business administration specialization is one of the sought-after professions in the labor market, and the academic degree of Bachelor of Business Administration is in demand due to its wide range of employment, because a person with an academic degree of Bachelor of Business Administration can be employed both in the state and in the private sector. Accordingly, in the modern labor market there is almost no field where a graduate of business administration cannot be employed. The actuality of the Programme derives from the popularity of the field, which is caused by a combination of such factors as the relevance of starting a business activity, its management and the prestige of the field. The undergraduate Programme is focused on the needs of employers, as the labor market has become extremely competitive.

A graduate of the Bachelor of Business Administration educational Programme will be able to find employment in private and public institutions where a master's degree is not required. In particular:

- State institutions;
- Central, local and municipal bodies of state management;
- Local and international companies;
- Governmental and non-governmental organizations;
- Private sector;
- Insurance companies;

- Banking sector;
- Microfinance organizations;
- Finance, tax, accounting, auditing, brokerage and various functional areas of business.

They will also be able to hold positions of financial managers, marketing managers and other important positions. Graduates will be able to carry out professional activities in the field of education, healthcare, management, production and business, social assistance of the population, and also, it can be research organizations, public opinion research centers, training centers, advertising and PR industry, and consulting centers, etc. Նօ՞նճյՅՅ A bachelor of administration will be able to establish his own business and lead the work of a group of professionals in the process of business activity.

The graduate of the mentioned bachelor's Programme will also be able to use the acquired knowledge and be employed in the field of related specialty. Graduates will be able to continue their studies to obtain a master's degree in business administration, as well as in other fields.

Goal of the Programme

The goals and the learning outcomes of the Bachelor of Business Administration Programme are fully aligned, measurable and realistic. The business administration education Programme is diverse and focuses on the application of multidisciplinary knowledge of the business environment.

Programme Goals:

- a. Preparation of a Bachelor of Business Administration relevant to the first level of education and the labor market, the qualification of which ensures its competitiveness in the employment market;
- b. Acquiring basic theoretical knowledge about the main areas of business administration and develops relevant skills;
- c. Development of the ability to effectively use the knowledge gained in the field of business in practical activities and enhancement of the other skills necessary for specialized activities.

Programme Learning Outcomes

The learning outcomes of the Programme are measurable, realistic and describe the knowledge that the student acquires upon completion of the Programme. Achieving learning outcomes provides the graduate with a solid foundation for mastering the next level of academic Programmes.

Programme learning outcomes:

1. Understands the basic concept of active components of business administration - business, management, marketing, finance, financial accounting, money and monetary - credit system, risk management, insurance,

tax regulation, corporate finance and financial management and the context of their use;

2. Describes the main economic actors of the business, business concepts, main goals and functions of the activity, investigates specific cases and predicts the situation based on the analysis;
3. Identifies the main indicators of synchronization business markets, consumer markets;
4. Critiques the budget discussion using economic criteria and formulates the appropriate budget policy in relation to the change in the business cycle;
5. Formulates opinions about existing problems in the field and their solutions in a coherent and argumentative manner in order to effectively manage business challenges;
6. Implements a project of a practical nature specific to the field of business administration in accordance with predetermined guidelines, performs their qualitative and quantitative analysis using mathematical methods and models;
7. Establishes communication in English by demonstrating professional terminology.

Methods of achieving learning outcomes

In order to achieve learning outcomes the following teaching-learning methodology is used:

- Discussion/debate is one of the most common methods of interactive teaching. The discussion process dramatically increases the quality of student engagement and activity. The discussion can turn into an debate, and this process is not limited to questions asked by the teacher. It develops the student's ability to reason and justify his/her own opinion in order to expand his horizons;
- Presentation/Demonstration Method – This method helps to make visible the different stages of understanding the learning material, at the same time, this strategy visually presents the essence of the issue/problem, which is quite effective in terms of achieving results. The study material can be demonstrated by both the lecturer and the student;
- Inductive method - defines such a form of transfer of any knowledge, when the course of thought in the learning process is directed from facts to generalization, i.e., when conveying material, the process proceeds from specific to general;
- Deductive method - defines a form of transfer of any knowledge, which is a logical process of discovering new knowledge based on general knowledge, that is, the process proceeds from the general to the specific;
- Analysis method - helps to break down the learning material as a whole into its constituent parts. This facilitates the detailed coverage of individual issues within complex problems;
- Synthesis method - involves grouping separate issues to form a single whole. This method helps to develop the ability to see the problem as a whole;
- Explanation - explanatory method - is based on reasoning around the given issue within the given topic. When presenting the material, the professor cites a specific example, which is discussed in detail. The method promotes the maximum involvement of the group in the process of discussion of issues, the student's ability to think logically, form an independent opinion, justify his/her own opinion and respect the

opinion of others;

- Generating examples - means creating different modeled examples of a specific issue/problem within a specific topic;
- Action-oriented teaching - requires the active involvement of the teacher and the student in the teaching process, where the practical interpretation of the theoretical material acquires special importance;
- Electronic learning (E-learning) - this method provides for the use of electronic resources in the process of teaching a foreign language. The teaching methods used in the implementation of the training course are specifically presented in the syllabus of the training course;
- Socratic method - a teaching method that involves actively involving students in building their own knowledge by answering questions. It involves focusing on questions that are only problematic and not informative. The Socratic method can be used through discussion and debate. This method develops students' critical and logical thinking.

In order to achieve learning outcomes, the following assessment methods are used:

- Practical work - based on the acquired knowledge, the student independently performs this or that action, which gives him practical skills;
- Presentation - involves the selection of students into appropriate groups. Presentation topics can be selected by students under the guidance of the lecturer or independently and based on the processing of the found material, they can present it in Power-Point to the audience;
- Verbal presentation - includes knowledge of theoretical issues, which is carried out in the form of a narrative or in the format of answering questions and includes participation in a survey, discussion. Verbal presentation provides demonstration of knowledge of theoretical issues and discussion on specific issues;
- Brain Storming - involves the formation of as many, radically different, opinions and ideas about a specific issue/problem within a specific topic and promoting its presentation, which contributes to the development of a creative approach to the problem;
- Searching for resources - finding new information/material independently using electronic and printed means;
- Questions for thinking - are an effective teaching and learning strategy that promote the development of students' thinking skills;
- Problem-based learning (PBL) - is a learning method that uses a problem as the initial stage of the process of acquiring and integrating new knowledge. Its application makes the learning process particularly effective and increases the motivation of students to learn. Develops students' transfer, critical, analytical, creative, communication, cooperation and other skills;
- Study/analysis of cases (Case study) is a method of situational analysis, the basis of which is teaching by solving specific tasks/situations using so-called "solving cases". "Case" is a kind of tool that allows the use of

acquired theoretical knowledge to solve practical problems by combining theory and practice. The method effectively develops the ability to make informed decisions in a limited time;

- Collaborative work - involves dividing students into groups and giving them learning tasks. Group members work on the issue individually and simultaneously share their opinions with the rest of the group. Depending on the set task, it is possible to redistribute functions among the members during the work of the group. This strategy ensures maximum involvement of all students in the learning process;
- Individual project - is a teaching-learning method, which includes the preservation of the acquired knowledge and its active use. It is a kind of plan, which describes the possibility of modeled implementation of a specific issue/problem;
- The heuristic method is based on the step-by-step solution of the issue and the independent determination of facts during teaching. The method involves calculation of general indicators reflecting the development of this or that direction of the foreign sector of the economy, determining the regularity of the development of events and drawing conclusions by students. The student should present the results in practical classes and should be able to lead a discussion with the audience;
- Cooperative learning - each member of the group is obliged not only to study by himself/herself, but also to help his/her teammate to study the subject better. Each member of the group works on the problem until all of them have mastered the issue;
- Situational imitation - is a method where the student is given the opportunity to imagine and further analyze a specific issue/topic; With the help of this method, the student learns to complete the task by studying the reflection between observations and actions. The learning-by-imitation paradigm is gaining popularity because it facilitates teaching complex tasks based on minimal expert knowledge of the tasks;
- Quiz - is a written work (checking the theoretical material within the scope of the topic). This method measures the student's knowledge, abilities, and skills. The quiz consists of theoretical questions;
- Role-playing games - are an active teaching method aimed at developing dialogic and monologue speaking and listening skills. During the role-playing games, the field vocabulary, linguistic constructions, clichés relevant to the communication situation are used and memorized. The purpose of this activity is for the participants to gain more knowledge based on sharing each other's experiences. Games implemented according to pre-developed scenarios allow students to look at the issue from different positions. It helps them to form an alternative point of view. This method builds the student's ability to express his position independently and defend it in an argument;
- Essay - independent work on a topic predetermined by the lecturer - is an effective method of evaluating students' learning outcomes. Its use in teaching contributes to the development of students' habits of forming thoughts clearly and correctly, in a logical sequence. Also, the essay accustoms the students to use examples, quotes, to state their own opinion about the discussed topic. The purpose of the essay is to diagnose the productive and creative part of the students' cognitive activity, which involves evaluating the skills of information analysis, its interpretation, construction of arguments, formulation of conclusions;

- Translation - based on field vocabulary, students will develop practical translation skills, improve translation techniques, study how to understand the language of the text, understand explicit and implicit information;
- Exercises - are a necessary component in the process of teaching a foreign language for the actualization of grammatical and lexical skills, for the improvement and deepening of the field vocabulary;
- Written work - students perform/present various tasks in written form;
- Working on a book - independently finding, preparing, grouping, systematizing and processing educational text-books;
- Listening - develops the student's skills of understanding authentic English speech, concentration of attention, perception and analysis of general and specific information from the material heard;
- Blitz-questioning - is a frontal questioning within the framework of the passed material, which reveals the level of perception of the passed material by the student in a relatively short time;
- Seminar report - is a method that develops the student's skills of independently searching for relevant, reliable and quality sources of the issue, collecting and explaining data, highlighting problems, presenting ways to solve them, developing theses and presenting conclusions. A seminar report reveals the level of knowledge of the subject and the depth of processing the material.

Note:

The selection of specific activities or their combination depends on the objectives and learning outcomes of the respective component. The lecturers implementing the courses, taking into account the specifics of the course, determine the various methods to be used in the process, which are reflected in the syllabi of the relevant course.

Lectures are interactive. Their purpose is to theoretically understand, generalize and discuss the topics provided by the syllabus at the problem level, to form an independent learning orientation for students. At the lectures, attention is focused on highlighting the main provisions of the discussed issue, formulating substantiated theses and their critical analysis.

The purpose of the work/practical work in the working group is to deepen and specify the knowledge received at the lectures and its practical application; theoretical material is understood, opinions are formed and shared, debates and argumentation of positions are carried out, concrete practical work is performed, and professional activity habits are formed.

Assessment of students' achievements

At the higher education institution the 100 - grading point student assessment system is in place, approved by the Order N3 of 2007 of the Minister of Education and Science of Georgia. The maximum total point of assessment is equal to 100 (one hundred), therefore, the maximum positive assessment is 100 points, and the minimum positive assessment is 51 points. Each assessment method has a minimum competence limit, which may be different in different courses, taking into account the specificity of the course and the interest in achieving learning outcomes.

Student assessment:

A. Five types of positive assessment:

- a.a) (A) Excellent - 91 -100;
- a.b) (B) Very good - 81-90;
- a.c) (C) Good - 71-80;
- a.d) (D) Satisfactory - 61-70;
- a.e) (E) Sufficient - 51-60.

B. Two types of negative assessment:

b.a) (FX) Unsatisfactory (could not pass) - 41-50 points from maximum grading points, meaning that the student needs considerable more further work to pass and he/she is allowed to take the additional exam once in the current semester.

b.b) (F) Failed - 40 points and less from maximum grading points, meaning that the work performed by the student is not sufficient and further work is required to learn the subject over again.

The midterm assessment is divided into components: practical activity (work in a working group/seminar/practical teaching, presentation, etc.) and midterm exam. Each has its own percentage share in the assessment system.

From the 100-point system, 60 points are allocated to the mid-semester components, and 40 points are allocated to the final exam. The 60 points determined for the mid-semester components are distributed according to mid-term assessment.

Academic requirements for student assessment:

In order to be awarded credit, the student has to overcome the minimum competence threshold established in each evaluation form/component by the course syllabus.

A. The limit of minimum competence established in each form of assessment of the course provided for by the educational Programme should not exceed the following amounts:

- Out of 40 points of practical work/activities, the student is obliged to accumulate 20 points;
- Out of 20 points of the intermediate exam, the minimum competence limit is 11 points;
- Out of 40 points of the final exam, the minimum competence limit is 20 points;

B. In the practice component provided by the educational Programme assessment is multiple and multi-component.

The evaluation includes the intermediate evaluation of the student on the practice object - 40 points and the final evaluation - 60 points. The minimum competence limit established in each form of practice assessment should not exceed the following:

- Intermediate assessment - 40 points; The minimum competence limit for the intermediate assessment is 20 points. The intermediate evaluation includes the evaluation of practical work - 20 points (minimum competence limit - 10 points) and activity on practical lessons - 20 points (minimum competence limit - 10 points).
- Final assessment - 60 points; 60 points of the final assessment - practice defense has a minimum competence

limit of 31 points. The final evaluation includes the defense of the practice report - 40 points (minimum competence limit - 20 points) and public presentation - 20 points (minimum competence limit - 11 points).

C. In the educational component provided by the educational Programme - bachelor's thesis, the assessment is multiple and multi-component. The minimum competence limit established in each assessment form should not exceed the following:

- Intermediate assessment - 40 points; The minimum competence limit for the intermediate assessment is 21 points.
- Final assessment - defense of bachelor's thesis - 60 points; Out of the maximum 60 points, the student must accumulate 30 points.

If the student fails to pass the minimum competency limit set in each form/component of the evaluation determined by the course, he/she will be removed from the course and given a grade of "F" and will have to take the said course over again. The final exam is held at the end of the semester, in the time frame determined by the academic calendar of the educational process. The right to pass the final exam is granted to a student who has passed the minimum competence limit established in each form/component of the intermediate assessment.

In case of not appearing on the final exam and/or getting FX assessment, as well as in order to improve the received assessment, the student is given the right to retake the exam once for an additional exam in the same semester, not less than in 5 days after the final exam. The assessment grade obtained on the additional exam is final grade. Taking into account the grade received on the additional exam, in case of receiving 0-50 points as the final grade, the student is given an F-point grade.

Note:

- Forms and components of assessment, their specific share in the overall assessment and the minimum level of competence, as well as assessment methods and criteria are outlined in the syllabus of each course and are available for students;
 - The final exam is held at the end of the semester, within the time limits determined by the academic calendar of the educational process;
 - A one-time assessment of the student's learning results is not allowed;
- In order to carry out practice and work on a bachelor's thesis, the student must have mastered the mandatory courses of the main field of study of the educational Programme.

Issuance of diploma confirming academic degree/qualification

The qualification for the graduate of the undergraduate educational Programme of Business Administration is granted in accordance with the order of the Minister of Education and Science of Georgia No. 69/N of April 10, 2019, on the framework of national qualifications and fields classifier. The graduate of the educational Programme is awarded the academic degree/qualification of Bachelor of Business Administration and is given a diploma confirming completion of the relevant bachelor's Programme and diploma supplement.

Human resources necessary for the implementation of the Programme

The implementation of the Programme is ensured by highly qualified personnel. The components provided by the curriculum are led by the academic staff of the institution, invited staff with relevant experience and competences, and practicing specialists.

Material and technical resources necessary for the implementation of the bachelor's Programme

The possibility of realizing the goals provided by the Programme and achieving the learning outcomes is provided by appropriate equipment and modern technologies, equipped classrooms, professors' rooms, library fund (hard copies and electronic versions), computer center, computer Programmes, continuous Internet. An electronic system for managing the educational process is functioning in HEI.

Free Academy of Tbilisi has access to the following international electronic databases:

- Cambridge Journals Online - The database includes 360 titles of academic journals and more than 30,000 titles of e-books in the following scientific areas: economics, mathematics, politics, astronomy, etc.;
- e-Duke Journals Scholarly Collection - The database provides open access to books and journals published by Duke University Press. This publishing house annually publishes 120 new books and more than 50 electronic scientific journals in various scientific fields;
- Edward Elgar Publishing Journals and Development Studies e-books - The database includes scientific studies, monographs, textbooks, dictionaries, encyclopedias and journals in economics, business, social sciences and law. Among the authors 14 are Nobel Prize laureates;
- IMechE Journals - The database includes scientific journals in social sciences and humanities, in health and biomedical fields, engineering and physical sciences;
- Royal Society Journals Collection - The base includes biology, physics and engineering-mathematical sciences, directions on environment and climate, etc.;
- SAGE Journals - The database includes more than 900 journals of various scientific fields and more than 700,000 publications. Users can access materials published since 1999;
- Openedition Journals - The database combines 4 platforms, which include electronic resources of

humanities and social sciences;

- Edward Elgar Publishing Journals;
- Mathematical Sciences Publishers Journals.

Financial support of the undergraduate educational Programme

In order to fully implement the Bachelor of Business Administration Programme and support the professors, the financial provision of the Bachelor Programme is carried out by the Programme budget. The amount allocated from the budget is directed to the constant updating of the resources provided by the Programme, filling the library book fund with textbooks, promoting research projects, organizing student scientific conferences, developing the professors of the Academy, including the development/publishing of their works, textbooks, and other activities.

Teaching and methodical provision of the educational process

Academy, which are based on the Law of Georgia "On Higher Education", the orders of the President of Georgia and the Minister of Education and Science of Georgia, the orders of the Director of the National Center for Education Quality Enhancement.

The teaching process of all study courses provided by the curriculum of the undergraduate educational Programme is provided with relevant teaching-methodical materials, relevant course syllabi, mandatory and optional manuals, hard copies and electronic versions of manuals and information sources.

Structure of the undergraduate Programme

	Name of the course	Code of the course	Credits	Hours	Lecture	Practical lessons	Midterm exam	Final exam	Contact hours	Independent hours	Distribution of credits by semesters							Prerequisite	
											I	II	III	IV	V	V I	V II		V II I
	Mandatory courses of the main field of study										I	II	III	IV	V	V I	V II	V II I	
1	Calculus	CALC 111	4	100	15	15	2	3	35	65	4								without prerequisites
2	Basics of Business	BBIZ111	5	125	15	30	2	3	50	75	5								without prerequisites
3	Academic Writing	ACWR 111	4	100	15	15	2	3	35	65	4								without prerequisites
4	Microeconomics	MICR111	6	150	15	30	2	3	50	100	6								without prerequisites
5	Macroeconomics	MACR121	6	150	15	30	2	3	50	100		6							Microeconomics
6	Mathematics for Business	MATB121	4	100	15	15	2	3	35	65		4							Calculus
7	Business Management	BMAN121	6	150	15	30	2	3	50	100		6							Basics of Business
8	Basics of Management	MANP131	6	150	15	30	2	3	50	100			6						without prerequisites
9	Marketing 1	BASM131	6	150	15	30	2	3	50	100			6						without prerequisites
10	Basics of Finance	ACCT131	5	125	15	30	2	3	50	75			5						without prerequisites
11	Marketing 2	MACO141	6	150	15	30	2	3	50	100				6					Marketing 1

12	Corporate Management	CMAN141	5	125	15	30	2	3	50	75				5					Basics of Management
13	Statistics in Economics and Business	STEB141	5	125	15	30	2	3	50	75				5					without prerequisites
14	Strategic Management	SMAN151	5	125	15	30	2	3	50	75					5				Corporate Management
15	Economic Policy	ECONP151	5	125	15	30	2	3	50	75					5				Macroeconomics
16	Corporate Finance	CFIN151	5	125	15	30	2	3	50	75					5				Basics of Finance
17	International business	INBU151	5	125	15	30	2	3	50	75					5				Business Management
18	Human Resources Management	HMAN161	5	125	15	30	2	3	50	75						5			Strategic Management
19	Accounting	ACC161	5	125	15	30	2	3	50	75						5			without prerequisites
20	Public Finances	PUFI 161	5	125	15	30	2	3	50	75						5			Corporate Finance
21	Basics of Investments	INBAS161	5	125	15	30	2	3	50	75						5			Basics of Finance
22	Audit	AUDI171	4	100	15	15	2	3	35	65								4	Accounting
23	Banking	BANK171	4	100	15	15	2	3	35	65								4	Basics of Finance
24	Tax	TAX171	4	100	15	15	2	3	35	65								4	Basics of Business
25	Organizational behavior	ORG171	5	125	15	30	2	3	50	75								5	Human Resources Management
	total		125	3125	375	660	50	75	1160	1965									
	English language component																		
1	English language 1	ENGL 111	5	125	-	45	2	3	50	75	5								without prerequisites
2	English language 2	ENGL 121	5	125	-	45	2	3	50	75		5							English language 1
3	English language 3	ENGL 131	5	125	-	45	2	3	50	75			5						English

																			language 2	
4	English language 4	ENGL 141	5	125	-	45	2	3	50	75								5	English language 3	
	total		20	500	-	180	8	12	200	300										
1	Practice	PRAC181	10	250	_	225	_	5	230	20									10	Mandatory courses
2	Bachelor thesis	BACHT181	20	500	_	_	_	5	45	450									20	Mandatory courses
	total		30	750	_	225	_	5	410	340										
	The total sum of mandatory components		175	4375	375	1065	58	92	1770	2605										
	Elective courses of the main field of study																			
1	Informatics	INFO110	5	125	15	30	2	3	50	75	5									without prerequisites
2	Basics of Critical Thinking	PCT120	4	100	15	15	2	3	35	65		4								without prerequisites
3	Corporate Ethics and Social Responsibility	CESR130	4	100	15	15	2	3	35	65			4							without prerequisites
4	History of Economics	HECON130	3	75	15	15	2	3	35	40			3							without prerequisites
5	Probability Theory and Mathematical Statistics	ALBT130	3	75	15	15	2	3	35	40			3							Mathematics for Business
6	Financial Management	FINM140	4	100	15	15	2	3	35	65				4						without prerequisites
7	Project Management	PMAN 140	4	100	15	15	2	3	35	65				4						without prerequisites
8	Leadership	LID140	3	75	15	15	2	3	35	40				3						without prerequisites
9	Business Communication	BCOM140	3	75	15	15	2	3	35	40				3						without prerequisites
10	Public Relations	PR150	5	125	15	30	2	3	50	75								5		without prerequisites
11	Branding	BREN160	4	100	15	15	2	3	35	65								4		without prerequisites

12	Financial-Banking Statistics	FBS160	3	75	15	15	2	3	35	40						3			without prerequisites
13	State Securities Market	STOC160	4	100	15	15	2	3	35	65						4			without prerequisites
14	Internet Marketing	INMAR160	4	100	15	15	2	3	35	65						4			without prerequisites
15	Insurance	INS170	3	75	15	15	2	3	35	40							3		without prerequisites
16	Advertising and Promotion	ADPRO170	4	100	15	15	2	3	35	65							4		without prerequisites
17	Marketing Management	MARK170	4	100	15	15	2	3	35	65							4		without prerequisites
18	Small and Medium Business	SMBUS170	4	100	15	15	2	3	35	65							4		without prerequisites
	total		68	1700	270	300	36	54	660	1040									
	Elective courses																		
1	Rhetoric	RETH120	3	75	15	15	2	3	35	40		3							without prerequisites
2	Information Technologies	INFO120	3	75	15	15	2	3	35	40		3							without prerequisites
3	Philosophy	PHIL130	4	100	15	15	2	3	35	65			4						without prerequisites
4	Image making	IMAG130	3	75	15	15	2	3	35	40			3						without prerequisites
5	Business Law	BLAW140	3	75	15	15	2	3	35	40				3					without prerequisites
6	Retail	RET150	3	75	15	15	2	3	35	40					3				without prerequisites
7	International Statistics	INST150	4	100	15	15	2	3	35	65					4				without prerequisites
8	Fundamentals of Consumer Behaviour	CONB170	4	100	15	15	2	3	35	65							4		without prerequisites
	total		27	573	120	120	16	24	280	395									
	Free courses																		
1	Logic	LOGI102	3	75	15	15	2	3	35	40									without

																			prerequisites
2	Psychology	PSYC102	4	100	15	15	2	3	35	65									without prerequisites
3	History of Georgia	HIST102	4	100	15	15	2	3	35	65									without prerequisites
4	Business English 1	1BENGL102	5	125	_	45	2	3	50	75									English language 4
5	Business English 2	2BENGL102	5	125	_	45	2	3	50	75									Business English 1
6	Introduction to Law	INLW102	4	100	15	15	2	3	35	65									without prerequisites
7	Political Science	POLS102	3	75	15	15	2	3	35	40									without prerequisites
8	Statistics of International Economic Relations	SIER102	3	75	15	15	2	3	35	40									without prerequisites
	total		31	775	90	180	16	24	310	465									

Note

- Student chooses 35 compulsory credits from the 68 credits of the main field of study elective courses offered;
- Student chooses 10 compulsory credits from the 27 credits of the elective courses offered;
- Student chooses 20 compulsory credits from the 31 credits of the free courses offered;

Programme goals and learning outcomes mapping

Programme goals	Programme learning outcome N1	Programme learning outcome N2	Programme learning outcome N3	Programme learning outcome N4	Programme learning outcome N5	Programme learning outcome N6	Programme learning outcome N7
a. Preparation of a Bachelor of Business Administration relevant to the first level of education and the labor market, the qualification of which ensures its competitiveness in the employment market;	√	√					
b. Acquiring basic theoretical knowledge about the main areas of business administration and develops relevant skills;		√	√		√		
c. Development of the ability to effectively use the knowledge gained in the field of business in practical activities and enhancement of the other skills necessary for specialized activities.				√		√	√

Programme learning outcomes mapping

		Courses																														
Programme learning outcomes	English language 1	Calculus	Academic Writing	Basics of Business	Microeconomics	English language 2	Macroeconomics	Mathematics for Business	Business Management	English language 3	Basics of Management	Marketing 1	Basics of Finance	English language 4	Marketing 2	Corporate Management	Statistics for Economy and Business	Strategic Management	Economic Policy	Corporate Finance	International Business	Human Resources Management	Accounting	Public Finance	Basics of Investment	Audit	Banking	Tax	Organizational Behaviour	Practice	Bachelor Thesis	
Understands the basic concept of active components of business administration - business, management, marketing, finance, financial accounting, money and monetary - credit system, risk management, insurance, tax regulation, corporate finance and financial management and the context of their use;				✓					✓		✓	✓	✓					✓		✓		✓	✓								✓	✓
აღწერს ბიზნესის Describes the main economic actors of the business, business concepts, main goals and functions of the activity, investigates				✓	✓						✓								✓						✓				✓	✓	✓	

Analysis of Programme learning outcomes

		Courses																													
Programme learning outcomes	English language 1	Calculus	Academic Writing	Basics of Business	Microeconomics	English language 2	Macroeconomics	Mathematics for Business	Business Management	English language 3	Basics of Management	Marketing 1	Basics of Finance	English language 4	Marketing 2	Corporate Management	Statistics for Economy and Business	Strategic Management	Economic Policy	Corporate Finance	International Business	Human Resources Management	Accounting	Public Finance	Basics of Investment	Audit	Banking	Tax	Organizational Behaviour	Practice	Bachelor Thesis
Understands the basic concept of active components of business administration - business, management, marketing, finance, financial accounting, money and monetary - credit system, risk management, insurance, tax regulation, corporate finance and financial management and the context of their use;				1					2		1	1	1					2		2		3	1		2					3	3
აღწერს ბიზნესის Describes the main economic actors of the business, business concepts, main goals and functions of the activity, investigates specific cases and predicts the situation based on the analysis;				1	1						1								3							2			2	3	3
Identifies the main indicators of				1			2				1				3															3	3

