

## Business Administration - Management

<b>Name of the Educational Programme:</b>	<b>Business Administration - Management</b>
<b>Awarded Qualification:</b>	Bachelor of Business Administration (BBA) in Management / ბიზნესის ადმინისტრირების ბაკალავრი მენეჯმენტში/
<b>Credit Value of the Programme:</b>	180 ECTS
<b>Language of Education:</b>	English
<b>Programme Admission Preconditions:</b>	<p>The entrant is enrolled in the bachelor's educational program in accordance with the rules established by the legislation of Georgia - based on the results of the Unified National Examinations. One of the compulsory subjects is: Mathematics /History. In addition, the entrant must pass only English in foreign languages at the Unified National Examinations and is required to exceed the 50% + 1.</p> <p>A person with a full general education has the right to enroll in a Bachelor's degree program. Enrollment in cases provided by law is possible in accordance with the rules established by law, without passing the Unified National Examinations. Conditions for admission to the program for foreign citizens can be found at the link - <a href="https://iro.ibsu.edu.ge/admissions/">https://iro.ibsu.edu.ge/admissions/</a>. The order of the Minister of Education and Science of Georgia №10 / N (4.02.2010) on the "Rules for Transfer from the Higher Education Institution to Other Higher Education Institutions and Approval of Fees" students shall be enrolled in accordance with the mobility rules.</p>
<b>Purpose of the Programme:</b>	<ol style="list-style-type: none"> <li>1. to provide a high quality education oriented towards professionalism. Program prepares competitive, modern type managers and enable them to do business successfully in private, public and non-governmental sectors, both locally and internationally;</li> <li>2. to give students broad knowledge of theoretical and practical issues about the basic principles of business, which will enable the graduate's to participate in business processes happening in internal and external organizational environment, to analyze modern trends in business and make effective managerial decisions.</li> <li>3. to prepare management professionals with broad theoretical knowledge of the field, practical skills and competencies required to perform managerial activities.</li> </ol>

<b>Learning outcome</b>	<b>Knowledge and understanding</b>	<p>1. Defines modern trends, theories and technics of basic functional fields of business, information and communication technologies, principles of conducting business research using different research methods and technologies;</p> <p>2. Describes broad process of management, attitudes to human resources management and development, basic principles of ethics and corporate social responsibilities, process of organizational change and development;</p> <p>3. Explains basic principles of strategic management, ever changing components of internal and external environment of business, specifics of using management information systems, basic theoretical and practical aspects of project management process;</p> <p>4. Identifies and describes basic principles, approaches, modern theories and practical aspect of operation and production management, logistics, international business, small and medium enterprises, entrepreneurship.</p>
	<b>Skill</b>	<p>5. Participates in various practical and analytical processes regarding business administration and management, in processing financial information and preparing relevant documents, in obtaining and processing data with different research methods;</p> <p>6. In order to attain organizational goals and objective in ethical manner analyses managerial functions using modern methods, instruments and technologies;</p> <p>7. Establishes relations and communicates with different stakeholders in English language and demonstrates essential skills needed in highly uncertain stressful and conflicting environment.</p>
	<b>Responsibility and autonomy</b>	<p>8. Formulates further learning needs for professional development;</p>

	<p>9. Implements professional development activities in complex and uncertain learning and working environment in compliance with ethical standards and academic honesty.</p>
<p><b>Evaluation Criteria</b></p>	<p>The goal of evaluation is to determine student's education results qualitatively in relation to academic program goals and parameters.</p> <p>Students may be assessed orally and/or in a written way. A student's knowledge and skills are assessed through 100 points grading system. It consists of midterm and final evaluations, the sum of which makes up 100 points.</p> <p>Grading system allows:</p> <p>a) Five types of positive grades</p> <ol style="list-style-type: none"> <li>1) (A) Excellent – 91 – 100:</li> <li>2) (B) Very good – 81-90.</li> <li>3) (C) Good – 71-80:</li> <li>4) (D) Satisfactory – 61-70.</li> <li>5) (E) Sufficient – 51-60.</li> </ol> <p>b) Two types of negative grades</p> <ol style="list-style-type: none"> <li>1) (FX) Fail – 41-50 , meaning that a student requires some more work before passing and is given a chance to sit an additional examination after independent work;</li> <li>2) (F) Fail – 40 and less , meaning that the work of a student is not acceptable and he/she has to study the subject anew.</li> </ol> <p>For the midterm and final evaluations minimal passing grade is set. The final evaluation minimal passing grade is 51% of final evaluation grade.</p> <p>Midterm and final evaluation grade distribution, their minimal competence levels and assessment criteria are described in the corresponding syllabus.</p> <p>A credit can be awarded only after the attainment of learning outcomes, envisaged by the course syllabus and following requirements:</p> <ol style="list-style-type: none"> <li>a) Obtaining minimal competence levels set for midterm and final evaluations;</li> <li>b) Obtaining minimum 51 points out of 100 points of final grade.</li> </ol> <p>A student is allowed to take an additional (make-up) exam in case he/she scored 41-50 points of final grade or minimum 51 points, but did not obtain minimal competence level set for final evaluation.</p>

	Considering its specification, the format and the assessment criteria of mid-term and final evaluations can be determined in the specific module/course syllabus.
<b>Field of Employment:</b>	With the knowledge and skills acquired within the framework of the Management Bachelor program, the graduates are able to work in the public and private sectors, in various profile organizations (industrial and business structures), where he/he will practically perform key managerial functions individually and in groups. Graduates can continue their studies not only in business and management, but also in other fields, by meeting the relevant requirements of relevant MA programs.

Course / Internship / Research Component	Status	Credit number	Distribution of credits per courses and semesters						Distribution of Hours						
			I Year		II Year		III Year		Contact Hours					Independent work	Total number of hours
			I Semester	II Semester	III Semester	IV Semester	V Semester	VI Semester	Lecture	Seminar / Workshop	Midterm	Final Exam	Total number		
<b>Free Compulsory Courses</b>			<b>20 ECTS</b>												
Academic Writing	Compulsory	5	5						14	14	2	2	32	93	125
Computer Skills	Compulsory	5	5						14	14	2	2	32	93	125
English (B2.1)	Compulsory	5	5						28	28	2	4	62	63	125
English (B2.2)	Compulsory	5		5					28	28	2	4	62	63	125
<b>Compulsory Courses</b>			<b>135 ECTS</b>												

<b>Mathematics I</b>	Compulsory	5	5					28	14	2	2	46	79	125
<b>Principles of Economics</b>	Compulsory	5	5					14	14	2	2	32	93	125
<b>Introduction to Business Administration</b>	Compulsory	5	5					14	14	2	2	32	93	125
<b>Mathematics II</b>	Compulsory	5		5				14	28	2	2	46	79	125
<b>Principles of Management</b>	Compulsory	5		5				14	14	2	2	32	93	125
<b>Principles of Marketing</b>	Compulsory	5		5				14	14	2	2	32	93	125
<b>Principles of Accounting</b>	Compulsory	5		5				16	12	2	2	32	93	125
<b>Data analysis and business modelling with spreadsheets</b>	Compulsory	5		5				14	14	2	2	32	93	125
<b>Legal Environment of Business</b>	Compulsory	4			4			14	14	2	2	32	68	100
<b>Introduction to Finance</b>	Compulsory	5			5			14	14	2	2	32	93	125
<b>Business Communication</b>	Compulsory	4			4			14	14	2	2	32	68	100
<b>Human Resources Management</b>	Compulsory	5			5			14	14	2	2	32	93	125
<b>Small and Medium-Size Enterprises and Entrepreneurship</b>	Compulsory	6				6		28	14	2	2	46	104	150
<b>Statistics and Probability for Business</b>	Compulsory	6			6			14	28	2	2	46	104	150

<b>Management Information Systems</b>	Compulsory	4				4			13	15	2	2	32	68	100
<b>Business Ethics and Corporate Social Responsibility</b>	Compulsory	4				4			14	14	2	2	32	68	100
<b>Organizational Behavior</b>	Compulsory	4				4			14	14	2	2	32	68	100
<b>Introduction to Strategic Management</b>	Compulsory	5				5			14	14	2	2	32	93	125
<b>Production and Operations Management</b>	Compulsory	5				5			14	14	2	2	32	93	125
<b>Managerial Finance I</b>	Compulsory	5				5			14	14	2	2	32	93	125
<b>Logistics</b>	Compulsory	4				4			14	14	2	2	32	93	125
<b>International Business Management</b>	Compulsory	5				5			14	14	2	2	32	93	125
<b>Business Research Methods</b>	Compulsory	5				5			14	14	2	2	32	93	125
<b>Project Management</b>	Compulsory	4				4			14	14	2	2	32	68	100
<b>Organizational Change and Development</b>	Compulsory	4					4		14	14	2	2	32	68	100
<b>Internship</b>	Compulsory	10					10		180		1	181	69	250	
<b>Bachelor Thesis</b>	Compulsory	6					6		45		1	46	129	175	
<b>Elective Course</b>									<b>10 ECTS</b>						

<b>Introduction to Psychology</b>	Elective	4			4				14	14	2	2	32	68	100
<b>Introduction to Tourism</b>	Elective	4			4				14	14	2	2	32	68	100
<b>Financial Accounting</b>	Elective	6			6				16	26	2	2	46	104	150
<b>Innovations Management</b>	Elective	5			5				14	14	2	2	32	93	125
<b>Sales Management</b>	Elective	5				5			14	14	2	2	32	93	125
<b>Public Relations</b>	Elective	4			4				14	14	2	2	32	68	100
<b>Analytical Instruments for Business</b>	Elective	5				5			14	14	2	2	32	93	125
<b>Pythons for Business and Economics</b>	Elective	5				5			14	14	2	2	32	93	125
<b>Principles of Digital Marketing</b>	Elective	5				5			14	14	2	2	32	93	125
<b>Career Management</b>	Elective	4				4			14	14	2	2	32	68	100
<b>Leadership</b>	Elective	4				4			14	14	2	2	32	68	100
<b>Marketing Management</b>	Elective	6				6			14	28	2	2	46	104	150
<b>Principles of Quality Management</b>	Elective	5				5			14	14	2	2	32	93	125

<b>Managerial Finance II</b>	Elective	5						5	14	14	2	2	32	93	125
<b>Basics of AI and MarTech</b>	Elective	5						5	14	14	2	2	32	93	125
<b>Free Courses</b>		<b>10</b>					10								
<b>Total</b>		<b>180</b>													