Business Administration - Management

Name of the Educational Programme:	Business Administration - Management
Awarded Qualification:	Bachelor of Business Administration (BBA) in Management / ბიზნესის ადმინისტრირების ბაკალავრი მენეჯმენტში/
Credit Value of the Programme:	180 ECTS credits
Language of Education:	Georgian
Programme Admission Preconditions:	· Persons who "On approval of the procedure for submission and review of documents by entrants/master's degree candidates/students with the right to study without passing unified national exams/common master's exams" of the Minister of Education and Science of Georgia dated December 29, 2011 No. 224/N. They have the right to enroll in the university without passing the Unified National Exams. The mentioned persons are obliged to confirm their knowledge of the Georgian language at the B2 level. · "On approval of the procedure and fees for transferring from a higher educational institution to another higher educational institution" according to the order No. 10/n of the Minister of Education and Science of Georgia dated February 4, 2010, students enrolled by the mobility rule.
Purpose of the Programme:	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; 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. 3. to prepare management professionals with broad theoretical knowledge of the field, practical skills and competencies required to perform managerial activities.

Learning Outcomes:	Knowledge and understanding	1. Defines modern trends, theories and tectonics of basic functional fields of business, information and communication technologies, principles of conducting business research using different research methods and technologies;
		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;
		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;
		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.
	Skill	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;
		6. In order to attain organizational goals and objective in ethical manner analyses managerial functions using modern methods, instruments and technologies;
		7. Establishes relations and communicates with different stakeholders in Georgian language and demonstrates essential skills needed in highly uncertain, stressful and ever-changing organizational environment.

	Responsibility and autonomy:	8. Formulates further learning needs for professional development; 9. Implements professional development activities in complex and uncertain learning and working environment in compliance with ethical standards and academic honesty.
Evaluation Criteria		The goal of evaluation is to determine student's education results qualitatively in relation to academic program goals and parameters. 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. Grading system allows: a) Five types of positive grades 1) (A) Excellent – 91 – 100: 2) (B) Very good – 81-90. 3) (C) Good – 71-80: 4) (D) Satisfactory – 61-70. 5) (E) Sufficient – 51-60. b) Two types of negative grades 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; 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. For the midterm and final evaluations minimal passing grade is set. The final evaluation minimal passing grade is 60% of final evaluation grade. Midterm and final evaluation grade distribution, their minimal competence levels and assessment criteria are described in the corresponding syllabus. A credit can be awarded only after the attainment of learning outcomes, envisaged by the course syllabus and following requirements: a) Obtaining minimal competence levels set for midterm and final evaluations; b) Obtaining minimum 51 points out of 100 points of final grade.

		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.
		The minimum competency threshold for midterm and final assessments is 51% of the respective assessment. Considering its specification, the format and the assessment criteria of mid-term and final evaluations can be determined in the specific module/course syllabus.
Field of Employment:		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 /	Midterm Exam	Final Exam	Total number		
Free Compulsory Courses			20 ECTS												
Academic Writing	Compulsory	5	5						14	14	2	2	32	93	125
Computer Skills	Compulsory	5	5						14	14	2	2	32	93	125
General English B2.1	Compulsory	5	5						28	28	2	4	62	63	125
General English B2.2	Compulsory	5		5					28	28	2	4	62	63	125

Compulsory Courses							140 ECTS							
Mathematics I	Compulsory	**5**	5					14	28	2	2	46	79	125
Principles of Economics	Compulsory	**5**	5					14	14	2	2	32	93	125
Introduction to Business Administration	Compulsory	**5**	5					13	15	2	2	32	93	125
Mathematics II	Compulsory	**5**		5				14	28	2	2	46	79	125
Principles of Management	Compulsory	**5**		5				14	14	2	2	32	93	125
Principles of Marketing	Compulsory	**5**		5				14	14	2	2	32	93	125
Principles of Accounting	Compulsory	**5**		5				15	13	2	2	32	93	125
Data analysis and business modelling with spreadsheets	Compulsory	**5**		5				14	14	2	2	32	93	125
Legal Environment of Business	Compulsory	4			4			14	14	2	2	32	68	100
Introduction to Finance	Compulsory	5			5			16	12	2	2	32	93	125
Business English	Compulsory	5			5			14	14	2	2	32	93	125
Business Communication	Compulsory	4			4			14	14	2	2	32	68	100
Human Resources Management	Compulsory	5			5			14	14	2	2	32	93	125
Statistics and Probability for Business	Compulsory	6			6			14	28	2	2	46	104	150

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Course	Type													
Small and Medium-Size Enterprises and Entrepreneurship	Compulsory	5			6			28	14	2	2	46	104	150
Management Information Systems	Compulsory	4			4			13	15	2	2	32	68	100
Business Ethics and Corporate Social Responsibility	Compulsory	4			4			14	14	2	2	32	68	100
Organizational Behavior	Compulsory	4			4			14	14	2	2	32	68	100
Introduction to Strategic Management	Compulsory	5			5			14	14	2	2	32	93	125
Principles of Production Management	Compulsory	5			5			14	14	2	2	32	93	125
Managerial Finance I	Compulsory	5				5		14	14	2	2	32	93	125
Logistics	Compulsory	4				4		14	14	2	2	32	93	125
International Business Management	Compulsory	5				5		13	15	2	2	32	93	125
Business Research Methods	Compulsory	5				5		14	14	2	2	32	93	125
Project Management	Compulsory	4				4		14	14	2	2	32	68	100
Organizational Change and Development	Compulsory	4					4	14	14	2	2	32	68	100
Internship	Compulsory	10					10		180		1	181	69	250
Bachelor Thesis	Compulsory	6					6		45		1	46	129	175

Elective Course		10 ECTS										
Introduction to Psychology	Elective	4			4			14	14	2	2	32	68	100
Introduction to Tourism	Elective	4			4			14	14	2	2	32	68	100
Financial Accounting	Elective	6			6			16	26	2	2	46	104	150
Innovations Management	Elective	5			5			14	14	2	2	32	68	125
Sales Management	Elective	5				5		14	14	2	2	32	93	125
Public Relations	Elective	4				4		14	14	2	2	32	68	100
Analytical Instruments for Business	Elective	5				5		14	14	2	2	32	93	125
Pythons for Business and Economics	Elective	5				5		14	14	2	2	32	93	125
Principles of Digital Marketing	Elective	5				5		14	14	2	2	32	93	125
Career Management	Elective	4					4	14	14	2	2	32	68	100
Leadership	Elective	4					4	14	14	2	2	32	93	125
Business Process Modelling and Optimization	Elective	5					5	14	14	2	2	32	93	125

Marketing Management	Elective	6				6	14	28	2	2	46	104	150
Principles of Total Quality Management	Elective	5				5	14	14	2	2	32	93	125
Managerial Finance II	Elective	6				6	14	14	2	2	32	93	125
Basics of AI and MarTech	Elective	5				5	14	14	2	2	32	93	125
Free Courses		10				10							
Total		180											