

Business Administration - Management

Name of the Educational Programme:	Business Administration - Management	
Awarded Qualification:	Bachelor of Business Administration in Management	
Credit Value of the Programme:	240	
Language of Education:	Georgian	
Programme Admission Preconditions:	<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</p> <p>A person with a complete general education has the right to enroll in a bachelor's educational program.</p> <p>In the cases provided for by the legislation, enrollment is possible in accordance with the rules established by the legislation, without passing the unified national exams.</p>	
Purpose of the Programme:	<p>The goals of the undergraduate educational program correspond to the mission, strategic goal of the International Black Sea University and are in line with the requirements of the labor market.</p> <p style="text-align: center;">1. To provide a high quality education oriented towards professionalism that will help prepare competitive, modern type managers and enable them to do business successfully in private and non-governmental sectors, both locally and internationally</p> <p style="text-align: center;">1.1 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.</p> <p style="text-align: center;">1.2 to prepare management professionals with broad theoretical knowledge of the field, practical skills and competencies required to perform managerial activities.</p>	
Learning outcomes	Knowledge and understanding	1. The graduate describes and explains the main theories and principles in different functional areas of business and explains their interrelation; defines the main principles of the market economy and describes the main tools of the economy; understands the processes taking

		<p>place in the micro and macro environment of the business and explains their meaning; owns office programs and critically understands their importance in business processes; knows the modern information technologies, mathematical, quantitative and statistical methods necessary for conducting business process research; Knows the legal environment of business and entrepreneurial activity.</p> <p>2. describes and distinguishes between the main theories and principles related to the field of management; defines management levels; distinguishes and explains the general functions and tools of management, classifies organizational structures and explains the process of structure formation, is aware of and critically thinks about the role of managers of different links in the ongoing processes in the organization and in solving the tasks and challenges facing the organization; describes the communication process and barriers, understands the role of internal and external communication for effective management; describes and differentiates oral and written forms of business communication and considers ways to improve them; describes and explains basic theories and approaches of human resource management and organizational behavior; understands and critically considers the basic principles of business ethics and corporate social responsibility; Understands and explains the process and methodological principles of organizational changes and development.</p> <p>3. The graduate describes and understands the process of managerial decision-making and its features, distinguishes different models of individual and group decision-making; explains the basic principles of managerial finance; describes management information systems and is aware of their importance in the decision-making process at operational, functional and strategic levels;</p>
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	<p>Ability/ skill</p>	<p>5. The graduate can: identify, describe, evaluate and analyze micro and macro economic factors affecting business; classification and description of business types and organizational-legal forms; drafting and processing of a business plan; definition and application of legal norms applicable in the field of business; Use of office programs and data analysis.</p> <p>6. The graduate can: demonstrate basic knowledge in the main functional areas of business and participate in discussions; characterization</p>

of business financial indicators; assessment of accounting elements and preparation of financial documentation; explanation of current events in economy and business with mathematical and quantitative characteristics; Collecting, processing, analyzing data necessary for business research in compliance with ethical norms, using quantitative, qualitative and mixed methods; Able to generalize, evaluate and present research results.

7. The graduate can: plan, organize, drive/motivate and control work within the scope of competence; Correct assignment and delegation of tasks; participating in strategic planning together with the top management of the organization, developing an action plan, participating in the formation of an effective organizational structure taking into account the vision and mission of the organization;

In the process of strategic management, he/she modifies various strategies, uses the methods needed to scan the internal and external environment of the organization and analyze the industry; participates in the development of a successful strategy for the company; Making, implementing and taking responsibility for ethical decisions within the scope of competence. The use of different models, financial management knowledge and management information systems in the decision-making process; application of ethical standards during business management; analysis of the international business environment and selection of the right strategies for action; Planning and implementation of short-term and long-term projects.

8. The graduate can: participate in the initiation and management of organizational changes, analyze and evaluate different methods and strategies of production and operations; Analysis of information necessary

		<p>for logistics management, logistics means and expected results of logistics choices; Identification of changing environmental factors affecting entrepreneurial activity and analysis of ongoing changes in it; assessment of small and medium-sized business development directions and drawing up a business plan based on the company's goals; Integrating human resource management concepts into a real work environment; Able to communicate orally and in writing, internally and externally in Georgian and English, lead and lead, negotiate, cooperate and collaborate, persuade and inspire, motivate others and self, manage stressful and conflict situations and work in a changing, unpredictable environment.</p>
	<p>Responsibility and autonomy</p>	<p>9.The graduate can evaluate his own knowledge in the field of business and management consistently and from different angles, determine the needs of further study and implementation with the high degree of independence . Conduct and implement development-oriented activities in a complex, unpredictable learning and/or work environment while adhering to ethical principles/academic integrity.</p>
<p>Evaluation Criteria</p>	<p>The purpose of assessment is to qualitatively determine the student's learning outcomes in relation to the goals and parameters of the academic program.</p> <p>Assessment of the student's knowledge is carried out in oral and/or written form. The maximum evaluation of the training course/component is equal to 100 points. The assessment includes an intermediate and final assessment, the sum of which is 100 points.</p> <p>The rating system allows five types of positive ratings:</p> <ol style="list-style-type: none"> 1) (A) Excellent – 91 – 100: 2) (B) Very good – 81-90. 3) (C) Good – 71-80: 	

	<p>4) (D) Satisfactory – 61-70.</p> <p>5) (E) Acceptable – 51-60.</p> <p>b) Two types of negative grades :</p> <p>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;</p> <p>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.</p> <p>The minimum competence threshold for intermediate and final assessments is at least 30% of the corresponding assessment. The point distribution of midterm and final assessments, their minimum competency thresholds and assessment rubrics are spelled out in the syllabus of the relevant component. Credit can be obtained only after the student has achieved the learning outcomes set by the syllabus, taking into account the following necessary requirements:</p> <p>a) in case of exceeding the minimum competence limit of intermediate and final assessments;</p> <p>b) in case of obtaining at least 51 points out of the maximum 100 points of the final assessment.</p> <p>A student will be admitted to the additional exam if he scored 41 - 50 points out of a maximum of 100 points in the final assessment or at least 51 points, but did not pass the minimum competence limit defined for the final assessment.</p> <p>The format and evaluation criteria of the midterm and final assessment components are determined by the syllabus of each study course/undergraduate thesis/practice, taking into account their specificities and following the above criteria.</p>
<p>Field of Employment:</p>	<p>With the help of the knowledge and skills acquired within the bachelor program of management, the graduate has the opportunity to be employed in a management position in various profile organizations of the state and private sector, where he will practically carry out the main professional functions both independently and while working in a group.</p>

A graduate student can continue his studies not only in business and management, but also in another profile, taking into account the prerequisites for admission to the relevant master's program and the requirements of legislation.

Study course / module / practice / research component	Status	Distribution of credits for training according to courses and semesters										Distribution of hours						
		Credits	IA.Y		II A.Y		III A.Y		IV A.Y		Lecture/consultation	Contact				Independent work	Total hours	Number of contact hours per week
			I semester	II semester	III semester	IV semester	V semester	VI semester	VII semester	VIII semester		seminar/group work/practical work	Midterm exam (s)	Finaal exam	Total contact			
Mandatory training courses in business administration and management	Mandatory	175	25	25	24	21	21	25	12	17	753	879	60	62	175	2494	425	113
academic writing	Mandatory	5	5								14	14	2	2	32	93	125	2
Information technologies	Mandatory	5	5								14	28	2	2	46	79	125	3
Mathematics I	Mandatory	5	5								14	28	2	2	46	79	125	3

Fundamentals of microeconomics	Mandatory	5	5							14	14	2	2	32	93	125	2
Basics of business administration	Mandatory	5	5							14	14	2	2	32	93	125	2
Mathematics II	Mandatory	6		6						14	28	2	2	46	104	150	3
Fundamentals of macroeconomics	Mandatory	5		5						14	14	2	2	32	93	125	2
Fundamentals of management	Mandatory	5		5						14	14	2	2	32	93	125	2
basics of marketing	Mandatory	5		5						14	14	2	2	32	93	125	2
Legal environment of business	Mandatory	4		4						14	14	2	2	32	93	125	2
Business English I	Mandatory	5	5*	5*	5*	5*				14	14	2	2	32	93	125	2
Introduction to Statistics and Probability Theory	Mandatory	5			5					14	14	2	2	32	93	125	2
Basics of accounting	Mandatory	5			5					14	14	2	2	32	93	125	2
Data analysis and modeling with electronic spreadsheets	Mandatory	5			5					14	14	2	2	32	93	125	2
business communication	Mandatory	4			4					14	14	2	2	32	68	100	2
Business English II	Mandatory	5		5*	5*	5*	5*			14	14	2	2	32	93	125	2
Business statistics	Mandatory	6				6				14	28	2	2	46	104	150	3
Fundamentals of Finance	Mandatory	5				5				14	14	2	2	32	93	125	2
Information systems in management	Mandatory	5				5				14	14	2	2	32	93	125	2
Business ethics and corporate social responsibility	Mandatory	4					4			14	14	2	2	32	68	100	2
Managerial finance I	Mandatory	6					6			14	28	2	2	46	104	150	3
management of human resources	Mandatory	5					5			14	14	2	2	32	93	125	2

International business management	Mandatory	6					6			28	14	2	2	46	104	150	3
organizational behavior	Mandatory	4					4			14	14	2	2	32	68	100	2
Fundamentals of Business Research	Mandatory	5					5			14	14	2	2	32	93	125	2
Logistics	Mandatory	5					5			14	14	2	2	32	93	125	2
Fundamentals of strategic management	Mandatory	5					5			14	14	2	2	32	93	125	2
Project management	Mandatory	5					5			14	14	2	2	32	93	125	2
Organizational changes and development	Mandatory	6					6			28	14	2	2	46	104	150	3
Small and medium business management and entrepreneurship	Mandatory	5					5			14	14	2	2	32	93	125	2
Operations management and business modeling	Mandatory	6					6			28	14	2	2	46	104	150	3
Practice	Mandatory	10							10		180		1	181	69	250	12
Bachelor thesis	Mandatory	7							7		45		1	46	129	175	3
Elective courses in business administration and management	Optional	15		4	4	4	4	5	5	87	42	6	6	141	234	375	9
Basics of psychology	Optional	4		4						14	14	2	2	32	68	100	2
Basics of tourism	Optional	4			4					14	14	2	2	32	68	100	2
Financial accounting	Optional	6			6					14	28	2	2	46	104	150	3
Public relations	Optional	4					4			14	14	2	2	32	68	100	2
Marketing management	Optional	6					6			14	28	2	2	46	104	150	3
Analytical tools in business	Optional	5					5			14	14	2	2	32	93	125	2
Career management	Optional	4					4			14	14	2	2	32	68	100	2
Business relationship marketing	Optional	4					4			14	14	2	2	32	68	100	2
Managerial finance II	Optional	6					6			14	28	2	2	46	104	150	3
Leadership	Optional	4						4		14	14	2	2	32	68	100	2

Sales management	Optional	5							5		14	14	2	2	32	93	125	2
Business forecasting	Optional	5								5	14	14	2	2	32	93	125	2
Principles of quality management	Optional	5								5	14	14	2	2	32	93	125	2
Additional specialty/free credits	Optional	50			10	10	10	10	10/15	15/10	319	154	22	22	517	858	137	33
(English A1/A2/B1/B2, Russian A1/A2/B1/B2, German A1/A2/B1/B2, French A1/A2/B1/B2, Spanish A1/A2/B1/B2, Turkish A1/A2 /B1/B2)	Optional	15	5	5	5						45	129	6	6	186	189	375	12
Total		240	30	30	30	30	30	30	30									