



Name of the program	Business Administration
Supervisor	Tamta Mikaberidze
Language	Georgian with English teaching components
Qualification to be awarded	Bachelor of Business Administration in Management
Programme Volume with Credits	240 ECTS (8 semesters. One semester covers 18 weeks. One academic year consists of 2 semesters and includes an average of 60 ECTS credits, depending on the features of the educational program and / or the student's individual curriculum, the number of credits per year may be less than 60 or more, but not more than 75 (One credit = 25 astronomical hours).
Programme Approval Date and Record Number	29.10.2012 № 11-12
Programme Renewal Date and Record Number	08.09.2023 № 04-23

Program Admission Requirement

Enrolment on the Bachelor's Program is carried out on the basis of Unified National Examinations results (ranking document) or in cases specified by the Law of Georgia "On Higher Education", in the established manner, through administrative registration and order of the rector.

Enrollment on the Bachelor Degree Program of Business Administration in mobility manner is possible twice a year, within the timeframe established by the Ministry of Education and Science of Georgia, following the mandatory procedures and rules set by the University.

Enrollment in Bachelor Degree Program or transfer from the recognized higher education institution of the foreign country is carried out on the basis of the decision of the Ministry of Education and Science of Georgia.

Goal of the Program

The goal of the program of bachelor of business administration is to:

- Train qualified, competitive, meeting the demand of the labor market specialists with European values in Bachelor of Business Administration in management, who will have the competencies of scientific, theoretical and methodological analyzes in economical, business, management, finance and marketing fields.
- The graduate will be able to practice the knowledge gained through the interconnection of different disciplines. Making correct and rational decisions in a multicultural environment;
- The graduate will gain the ability to formulate reasonable conclusions based on knowledge and share them with the academic or professional community through the received knowledge by interconnection of different disciplines.
- Develop the ability to conduct studying independently and conduct initial research, as well as to enable graduates to express their professional interests and improve their knowledge at a higher level of education;
- Develop the ability to form and defend professional-ethical values.

Learning Outcomes

Knowledge and understanding

The undergraduate will know / be aware of:

- (A) Understand the scientific, theoretical and methodological basics of various disciplines;
 - Fundamental theories and principles of economics;
 - basic principles of business functionality (general, strategic, operational and innovative management, project and human resource management, marketing and financial accounting), and management;
 - issues related to company operations and maneuvering strategies in a local and global business environment;

skills

The undergraduate will know / be aware of:

- (B) Process relevant statistical and financial information when analyzing business processes in the local and international market and working on strategic plans, carry out research work and implement practical project individually and in group;
- (C) Analyze the external and internal business environment, competitiveness, strategy, formulate reasoned conclusions and give recommendations through SWOT analysis, statistical information analysis, and other standard and / or distinguished methods and on this basis, submit oral and written reports to the academic and professional circles in Georgian and English languages;
- (D) Consistently and multilaterally evaluate his own learning process and identify further learning needs; develop knowledge independently using literature, identify research methods and work on a bachelor project;

Responsibility and Autonomy

- (E) Analyze the social responsibility of the business, and the need to conduct it in a civilized manner; participate in the formation of organizational, ethical and social norms.

Goal of the Program

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lecture	Working in the group	Practical work	Workshop	E-resource training
<input type="checkbox"/>	<input type="checkbox"/>			
E-training	Other			

Student knowledge assessment system

Evaluation of the level of achievement of student learning outcomes in the training component of the educational program includes assessment forms – midterm (single or multiple) and final assessment, the sum of which is a final grade (100 points).

Midterm and final assessment (assessment forms) include component/components, determines the method / methods for assessing student knowledge and / or skills and / or competencies (oral / written exam, homework, practical / theoretical work, etc.). Assessment component combines common assessment methods (test, essay, demonstration, presentation, discussion, practical / theoretical assignment, working in a group, participating in a discussion/simulation, etc.). Method / Methods of assessment are measured by assessment criteria, i.e. through unit of measurement of the assessment method, which determines the level of achievement of learning outcomes.

Each form and component of assessment from the assessment total point (100 points) has a specific share in the final assessment, which is reflected in the specific syllabus and is reported to the student at the beginning of the semester.

Credit should not be granted using only one form of assessment (midterm or final assessment). Credit is granted, if the student receives a positive assessment

During the implementation of the educational program, the specific share of minimum competence limit of student's midterm and final assessment will be reflected in the specific curriculum and will be communicated to the student at the beginning of the semester. The assessment system includes:

Five types of positive assessment:

(A) Excellent	91-100% of max grade
(B) Very good	81-90% of max grade
(C) Good	71-80% of max grade
(D) Satisfactory	61-70% of max grade
(E) Sufficient	51-60% of max grade

Two types of negative assessment:

(FX) Unsatisfactory	41-50% of max grade - meaning a student needs more effort to pass an examination and is given an extra chance to pass an additional examination through independent work;
(F) Failed	40% and less of max grade - meaning the student's effort is not enough and he has to learn the subject anew.

Forms and components of assessment

Forms and components of assessment	Max grade
Midterm assessment, including:	70 points
Written / oral exam	30
Midterm written / oral exam	30
Individual homework / presentation	10
Final Assessment	30 points
Final written / oral exam	30
Total	100 points
<p>In the training component of the educational program, in the event of receiving FX, an additional exam will be scheduled at least 5 calendar days after the announcement of the results of the final exam. The points earned in the final assessment are not cumulative with the points obtained in the additional exam. The additional exam's assessment is a final assessment and will be reflected in the final assessment of the training component of the educational program. Given the grade obtained on the additional exam, if the student earns 0-50 points in the final grade of the educational component he will be given F-0 points.</p>	

Field of Employment

The undergraduate can be employed as a lower and / or intermediate level manager in both public and private Georgian and foreign companies, effectively carry out professional, as well as organizational-managerial, administrative-economic, information-analytical, entrepreneurial, etc. activities, where a Bachelor of Business Administration degree in Management is required /sufficient. The undergraduates can also be employed: in case of study of additional tourism specialization program – in both Georgian and foreign travel companies, in public and commercial sectors of tourism organizations, resort units and / or others; In case of study of additional specialization program of international relations - in the Ministry of Foreign Affairs, in international organizations, mass media, libraries, various short and long-term projects, etc.; In case of study of additional theology program - public and private institutions, governmental and non-governmental organizations, mass media, religious organizations, publishing and scientific- research institutions and / or others.

Continuous Learning Opportunities

Undergraduate of the program can increase his knowledge on higher education stage (Master Program) in master's programs at Higher Institutions in Georgia and abroad, which, as a precondition considers/does not ban academic - Bachelor of Business Administration in Management

Material resources necessary for the implementation of the program

The material resources owned by the Teaching University ensure the realization of the goals of the Master Program and the achievement of the planned learning outcomes:

Buildings – Bachelor Program is performed at buildings owned by university in which all types of sanitary rules and hygienic security meet the

requirements of the regulations (signalization is installed, fire extinguishers are available, perimeter is controlled by video monitoring cameras and, security office of the university is responsible for the security). Buildings fully comply with technical requirements set for Higher Institutions. Audiences for lecture and practical classes are equipped with appropriate technique and inventory (projectors, chairs, desks, blackboards and etc.).

Library – All bibliographical resources necessary for master degree program components can be found at university library in printed or/and electronic form, which are available for students, invited and academic personnels. Library is equipped with appropriate inventory (chairs, tables, computers) and reading halls. The library has a multifunction xerox device that a student can use with the help of library staff. In the reading room, students can use the Internet and international electronic resources. High speed internet services and international digital resources (Legislative Herald, EBSCO, HeinOnline, ELSEVIER: Scopus, Science Direct, Scival Funding). The University Library has an electronic catalog.

Working space for academic personnel - Working space for academic personnel is equipped with appropriate inventory, technique (chairs, tables, closets, computers, internet service, multifunction xerox device and etc.) and comfortable working atmosphere

Information-Communication Technologies – To facilitate the implementation and administration of a master degree program, University uses information-communication technologies. Namely, relevant software packages, computers, internet services meet modern requirements and they are available for students, academic, invited and administrative personnel. In order to provide students with access to assessment, monitor student performance and facilitate the learning process the University uses computer-based management (electronic) system to assess student's knowledge and organize teaching process. Catalogs about education programs as well as any kind of information related to the implementation of educational programs and learning process are available at university website. University ensures information publicity and availability as well.

Peculiarities for organization of training

To obtain a bachelor's degree in Business Administration, a student must earn 240 credits, of which 180 are the components of the main specialty: compulsory training courses of 174 credits and optional training courses of 6 credits. To earn the remaining 60 credits, a student can choose subjects from any bachelor's program(s) or take 60 credits in one of the additional specialties: Theology, Tourism, International Relations and 60 credits from any bachelor's program (s) of the teaching university.

A student enrolled in BBA program in a mobility manner, as a free component can choose other training courses learned at another institution of higher education.

The foreign language component includes the following training courses: English language (A1), English language (A2), English language (B1.1), English language (B1.2) English language (B2.1), English language (B2.2)

Bachelor is required to complete English language level B2, which in the program corresponds to the English language course (B2.2)

Placement to English language training courses takes place immediately after enrolling in a bachelor's program.

For placement, the student must write a test determining the level, which is mandatory.

On the bases of assessment of level test, the students will be distributed to the following English language levels:

- English Language (A1) - 21 - 40 points
- English Language (A2) - 41 - 51 points
- English Language (B1.1) – 52 - 61 points
- English Language (B1.2) – 62 - 71 points
- English Language (B2.1) - 72 - 81 points
- English Language (B2.2) - 82 - 100 points

Note: Graduate who earns 0–20 points as a result of testing will undergo level (A0) through intensive course and will begin to study from level A1 to accumulate credits.

The structure of the Bachelor program envisages 24 credits of English language. If a student enters Beginner English language level as a result of level test, he/she will earn the remaining 12 credits at the expense of the elective subjects of the program, in order to complete the program with a level of English language proficiency (B2.2).

Students, who has submitted the following international English Language certificate with relevant assessments will be exempted from the obligation to study English at the university. 24 English language credits envisaged by the program shall be earned at the expense of the elective subjects. A student who will provide another English Language B2 or B2 level certificate, namely: FCE; IELTS- 5.5-6.5; TOEFL Paper 513-547; TOEFL CBT-183 – 210;

TOEFL IBT- 65-78. Note: All aforementioned certificates should be valid at the time of submission and the applicant must present them. Ivalid documents will not be considered.

Curriculum of the educational program

№	Module / subject	Precondition	ECTS credits								Academic load	
			1 st year		2 nd year		3 rd year		4 th year		Contact hours	Indepe ndent hours
			Semester									
			I	II	III	IV	V	VI	VII	VIII		
	Compulsory university training courses											
1.	Computer Office Programmes	No prerequisites	6/150								31	119
2.	Communication, Presentation and Discussion Techniques	No prerequisites		6/150							31	119
3.	Basics of Psychology	No prerequisites	6/150								44	106
4.	Europe and Georgia	No prerequisites					6/150				44	106
	Specialty Compulsory Courses											
5.	Basics of Business	No prerequisites		6/150							31	119
6.	Principles of Microeconomics	No prerequisites	6/150								31	119
7.	Calculus	No prerequisites	6/150								44	106
8.	Principles of Macroeconomics	Principles of Microeconomics		6/150							31	119
9.	Mathematics for economics and business	Calculus		6/150							44	106
10.	Financial accounting	No prerequisites			6/150						44	106

11.	Fundamentals of management	No prerequisites			6/150						31	119
12.	Fundamentals of Finance	Principles of Microeconomics Mathematics for economics and business			6/150						31	119
13.	Statistics for business	Basics of Business; Mathematics for economics and business			6/150						44	106
14.	Managerial accounting	Financial accounting				6/150					31	119
15.	Basics of Marketing	No prerequisites				6/150					31	119
16.	International Management	Fundamentals for Management				6/150					26	124
17.	Risk management	Fundamentals for Management				6/150					31	119
18.	Basics for Project Management	Fundamentals for Management							6/150		31	119
19.	Introduction to Innovation Management	Fundamentals for Management						6/150			31	119
20.	Operations Management	Fundamentals for Management						6/150			31	119
21.	Introduction to Leadership	Fundamentals for Management					6/150				31	119
22.	Tax Basics	Financial accounting; Fundamentals of Finance					6/150				31	119
23.	Sectoral English for Business	English language B2/2					6/150				58	92
24.	Fundamentals for Strategic Management	Fundamentals for Management						6/150			31	119
25.	Human Resource Management	Fundamentals for Management					6/150				31	119

26.	Academic writing	No prerequisites						6/150			48	102	
27.	Bachelor Project	Computer Office Programmes; academic writing; Communication, Presentation and Discussion Techniques Fundamentals for business; Principles of Microeconomics; Principles of Macroeconomics; Fundamentals for Management; Fundamentals for finance; Statistics for Business; Managerial accounting; Basics of Marketing; International Management; Risk management; Basics for Project Management; Introduction to Innovation Management ; Operations Management; Tax Basics; Fundamentals for Strategic Management; Human Resource Management;								10/250	28	222	
28.	Practice	Fundamentals for Management; Basics of Marketing; Fundamentals for business ; Financial accounting; Principles of Macroeconomics								8/200	118	82	
Specialty Elective Courses			არჩევა შესაძლებელია								ECTS		
29.	Organizational Behavior	Fundametals for Management				+	+	+	+	+	6/150	31	119
30.	Management of non- profit organizations	Fundamentals for Management				+	+	+	+	+	6/150	31	119
31.	Banking operations and their management	Fundamentals for Finance				+	+	+	+	+	6/150	31	119

32.	Probability Theory and Mathematical Statistics	No prerequisites				+	+	+	+	+	6/15 0	31	119
33.	The economy of the firm	Principles of Microeconomics				+	+	+	+	+	6/15 0	31	119
34.	Banking	Principles of Macroeconomics				+	+	+	+	+	6/15 0	31	119
35.	Management Psychology	No prerequisites			+	+	+	+	+	+	6/15 0	31	119
36.	Fundamentals for Financial Management	Fundamentals for Finance Financial accounting				+	+	+	+	+	6/15 0	31	119
37.	Corporate Finance	Fundamentals for Finance; Mathematics for Economics and Business				+	+	+	+	+	6/15 0	31	119
38.	Investment Management	Fundamentals for Finance				+	+	+	+	+	6/15 0	31	119
39.	Financial institutions and markets	Fundamentals for Finance				+	+	+	+	+	6/15 0	31	119
40.	Risks and insurance	Fundamentals for Business				+	+	+	+	+	6/15 0	31	119
41.	History of Economic Thought	No prerequisites			+	+	+	+	+	+	6/15 0	31	119
42.	Economics and Management of Public Sector	Principles of Macroeconomics			+	+	+	+	+	+	6/15 0	31	119
43.	Economics of Georgia	Principles of Macroeconomics			+	+	+	+	+	+	6/15 0	31	119
44.	World Economy (Main Aspects)	No prerequisites			+	+	+	+	+	+	6/15 0	31	119
45.	Logistics	Basics of Marketing				+	+	+	+	+	6/15 0	31	119
46.	Sociology of Management	No prerequisites			+	+	+	+	+	+	6/15 0	31	119

47.	Introduction to Business Law	Fundamentals for Business			+	+	+	+	+	+	6/15 0	44	106
48.	International Marketing	Basics of Marketing					+	+	+	+	6/15 0	31	119
49.	Fundamentals for Advertising Management	Basics of Marketing				+	+	+	+	+	6/15 0	31	119
50.	Customer behavior	Basics of Marketing				+	+	+	+	+	6/15 0	31	119
51.	Economic analysis	Financial accounting			+	+	+	+	+	+	6/15 0	31	119
52.	Branding	Basics of Marketing					+	+	+	+	6/15 0	31	119
53.	Fundamentals for audit	Financial accounting				+	+	+	+	+	6/15 0	31	119
54.	International Business (English / Georgian according to student's wish)	Fundamentals for Business (English language B2 / 2)1			+	+	+	+	+	+	6/15 0	31	119
55.	Corporate communication (In English)	Fundamentals for Management; English language B2 / 2					+	+	+	+	6/15 0	31	119
56.	Information Technologies in Management	Computer Office Programmes; Fundamentals for Management;				+	+	+	+	+	6/15 0	31	119
57.	Entrepreneurship and business models	Fundamentals for Management;					+	+	+	+	6/15 0	31	119
58.	International Financial Credit Relations	International Business				+	+	+	+	+	6/15 0	31	119
59.	Internal audit	No prerequisites				+	+	+	+	+	6/15 0	31	119
60.	History of economic challenges	No prerequisites					+	+	+	+	6/15 0	31	119

61.	Creative and Idea Generating Techniques	No prerequisites			+	+	+	+	+	+	6/15 0	31	119
62.	Ethics	No prerequisites	+	+	+	+	+	+	+		6/15 0	31	119
63.	Logic	No prerequisites	+	+	+	+	+	+	+		6/15 0	31	119
64.	Fundamentals for Sociology	No prerequisites	+	+	+	+	+	+	+		6/15 0	31	119
65.	Introduction to Philosophy	No prerequisites	+	+	+	+	+	+	+	+	6/15 0	31	119
66.	Public relations	No prerequisites					+	+	+	+	6/15 0	31	119
67.	Digital marketing	No prerequisites					+	+	+	+	6/15 0	31	119
68.	Start-up production methods	Principles of Macroeconomics; Fundamentals for Management					+	+	+	+	6/15 0	31	119
	General Elective Courses												
69.	Introduction to Law	No prerequisites									6/15 0	44	106
70.	Religion and Society	No prerequisites									6/15 0	47	103
71.	World civilizations and Georgia	No prerequisites									6/15 0	43	107
	English language component												
72.	English language A1	No prerequisites	6/1 50									84	66
73.	English language A2	English language A1	6/1 50									84	66
74.	English language – B1/1	English language A2	6/1 50									84	66

75.	English language – B1/2*	English language B1/1		6/150								84	66
76.	English language – B2/1*	English language B1/2			6/150							84	66
77.	English language – B2/2	English language B2/1				6/150						84	66
Semester			30	30	30	30	30	30	30	30			
Year			60	60		60	60	60					
Total			240										

Map of program goals and learning outcomes

The Goals of Educational Program	Learning Outcomes				
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
<ul style="list-style-type: none"> ➤ The program aims to prepare Bachelor of Business Administration in Management with competencies that meet the requirements of the European labour market, which will have a deep understanding of the scientific, theoretical and methodological basics of economics, business, management, finance and marketing. 	√				
<ul style="list-style-type: none"> ➤ The aim of the program is that the graduate can put into practice the knowledge gained as a result of interconnecting different disciplines; make the right and rational decisions in a multicultural environment. 		√	√		
<ul style="list-style-type: none"> ➤ The program aims to develop the graduate's skills in formulating reasoned conclusions and share them to academic and professional society. 		√	√	√	
<ul style="list-style-type: none"> ➤ The program aims to develop the graduate's skills to study independently and conduct initial research, as well as to mark out their professional interests and improve knowledge at higher levels of teaching. 			√	√	
<ul style="list-style-type: none"> ➤ The purpose of the program is to develop a graduate's ability to formulate and defend professional ethics. 					√

D	Module/subject	Course status		Learning outcomes				
				(A)	(B)	(C)	(D)	(E)
1.	Office software	D	P		X	X	X	
2.	Communication, presentation and discussion techniques	D				X	X	
3.	Fundamentals for Psychology	D						X
4	Europe and Georgia	I	D	X	X	X	X	X
5	Fundamentals for business	I	D	X	X	X		
6	Principles of Microeconomics	D	P	X	X		X	
7	Calculus	D	P		X		X	
8	Principles of Macroeconomics	D	P	X	X		X	
9	Mathematics in Economics and Business	D	P		X		X	
10	Financial accounting	I	D		X	X	X	
11	Fundamentals for Management	I	D	X	X	X		X
12	Fundamentals for Finance	I	I	X	X	X	X	
13	Business Statistics	D	P		X	X	X	
14	Managerial accounting	I	D		X	X	X	
15	Fundamentals for marketing	I	D	X	X	X	X	
16	International Management	D		X	X	X	X	X
17	Risk management	D	P		X	X	X	X
18	Project Management Basics	D	P	X	X	X	X	X
19	Introduction to Innovation Management	D		X		X	X	
20	Operations Management	D	P	X	X	X	X	X
21	Introduction to Leadership	I	D			X	X	X
22	Fundamentals for Strategic Management	D		X	X	X	X	X
23	Human Resources Management	D		X		X	X	X

№	Module/subject	კომპეტენციები		
		ცოდნა და გაცნობიერება	უნარი	პასუხისმგებლობა და ავტონომიურობა
1.	Fundamentals for Business	X	X	X
2.	Principles of Microeconomics	X	X	X
3.	Calculus	X	X	
4.	Principles of Macroeconomics	X	X	X
5.	Mathematics in Economics and Business	X	X	
6.	Financial Accounting	X	X	X
7.	Fundamentals for Management	X	X	X
8.	Managerial accounting	X	X	X
9.	Fundamentals for Finance	X	X	X
10.	Business Statistics	X	X	X
11.	Fundamentals for Marketing	X	X	X
12.	International Management	X	X	X
13.	Project Management Basics	X	X	
14.	Introduction to Innovation Management	X	X	X
15.	Introduction to Leadership	X	X	X
16.	Operations Management	X	X	X
17.	Fundamentals of Strategic Management	X	X	X
18.	Human Resource Management	X	X	X
19.	Basics of Taxation	X	X	X
20.	Academic writing	X	X	X
21.	Bachelor Project	X	X	X
22.	Practice		X	X
23.	Organizational Behavior	X	X	X
24.	Management of non-profit organizations	X	X	
25.	Banking operations and their management	X	X	X
26.	Probability Theory and Mathematical Statistics	X	X	
27.	Economy of the firm	X	X	X
28.	Banking	X	X	X
29.	Management Psychology	X	X	X
30.	Fundamentals for Financial Management	X	X	
31.	Corporation Finance	X	X	X
32.	Investment Management	X	X	X
33.	Financial institutions and markets	X	X	X
34.	Risks and insurance	X	X	X
35.	Risk management	X	X	X
36.	History of Economic Thought	X	X	X
37.	Public Sector Economics and Management	X	X	X
38.	Economy of Georgia	X	X	X

სულხან-საბა ორბელიანის სასწავლო უნივერსიტეტი Sulikhan-Saba Orbeliani Teaching

39.	The World Economy (Main Aspects)	X	X	X
40.	Logistics	X	X	X
41.	Sociology of Management	X	X	
42.	Introduction to Business Law	X	X	
43.	International Marketing	X	X	X
44.	Fundamentals of Advertising Management	X	X	
45.	Customer behavior	X	X	X
46.	Economic analysis	X	X	X
47.	Branding	X	X	X
48.	Fundamentals of audit	X	X	X
49.	International Business	X	X	X
50.	Sectoral English for Business	X	X	X
51.	Corporate communication (EN)	X	X	X
52.	Information Technologies in Management	X	X	X
53.	Entrepreneurship and business models	X	X	X
54.	International Financial-Credit Relations	X	X	X
55.	Internal audit	X	X	X
56.	History of economic challenges	X	X	X
57.	Creative and Idea Generating Techniques	X	X	X
58.	Communication, presentation and discussion techniques	X	X	X
59.	Office software	X	X	
60.	English language B1/1	X	X	X
61.	English language B1/2	X	X	X
62.	English language B2/1	X	X	X
63.	English language B2/2	X	X	X
64.	English language A1	X	X	X
65.	English language A2	X	X	X
66.	Ethics	X	X	X
67.	Logic	X	X	X
68.	Fundamentals of Sociology	X	X	
69.	Introduction to Philosophy	X	X	X
70.	Fundamentals of Psychology	X	X	X
71.	Public Relations	X	X	
72.	Digital Marketing	X	X	X
73.	Startup manufacturing process	X	X	X
74.	Europe and Georgia	X	X	X
75.	World Civilizations and Georgia	X	X	X
76.	Religion and Society	X	X	X
77.	Introduction to Law	X	X	X

