



**Sulkhan-Saba Orbeliani**  
UNIVERSITY

**Bachelor Educational Program**

<i>Title of the Program</i>	Business Administration
<i>Program Director</i>	Tamta Mikaberidze
<i>The language of instruction</i>	Georgian, with English components
<i>Qualification Granted</i>	Bachelor of Business Administration in Management
<i>Volume of the educational Program in credits</i>	240 ECTS (8 semesters. A semester is composed of 16 weeks. One academic year is divided into two semesters and includes an average of 60 ECTS; however, due to the unique characteristics of the educational program and/or the student's individual study program, the number of credits per year may be less than 60 or more, but not more than 75 (one credit = 25 astronomical hours).
<i>Date of Program Approval</i>	29.10.2012
<i>Protocol Number</i>	№ 11-12
<i>Date of Program Renewal and Protocol Number</i>	25.04.2024 №02-24

**Program Admission Requirement**

Enrollment in the bachelor's program is conducted on the basis of the results of the unified national exams (ranking document) or in the cases specified by the law of Georgia on higher education, in accordance with the established rules, on the basis of administrative registration and the order of the rector.

It is possible to enroll in the bachelor's degree program of business administration on a mobility basis twice a year, within the deadlines set by the Ministry of Education and Science of Georgia, following the mandatory procedures and the rules set by the university.

Enrollment in an undergraduate educational program, or enrollment in a transfer manner from a recognized higher educational institution of a foreign country, is carried out based on the decision of the Ministry of Education and Science of Georgia.

## Program Objectives

The objectives of the Bachelor of Business Administration educational program are to/for:

- Prepare a bachelor of business administration in management equipped with competencies corresponding to the requirements of the labor market with European values, who will be able to critically understand the complex issues of economics, business, management, finance and marketing based on theoretical knowledge.
- Graduates to be able to apply the knowledge gained through the interconnection of different disciplines in practice, to make correct and rational managerial decisions in a multicultural environment;
- Graduates to develop the ability to form reasoned conclusions based on the knowledge gained in the field of business and management by connecting the components of various training courses and share them with interested parties in Georgian and English languages.
- Graduates develop the ability to independently conduct their studies and conduct primary research, as well as the ability to highlight their professional interests and improve their knowledge at a higher level of education;
- Graduates to develop the ability to form and protect professional-ethical values.

## Learning Outcomes

Graduate:

- (A) Explains the basic theories and principles of economic principles; describes the management issues of business organizations, namely: basic principles and methods of management of functional areas of business - general, strategic, operational and innovative management, project and human resource management, marketing and financial accounting; issues of company operation and strategy maneuvering in the local and global business environment;
- (B) Analyzes business processes; searches for and processes relevant statistical and financial information while working on strategic plans; participates in the implementation process of individual and group research works and practical business projects;

- (C) Describes the external and internal environment of the business, analyzes the competitive strategy, substantiates and formulates conclusions and business ideas, offers recommendations through SWOT analysis, statistical information analysis and other standard and/or innovative methods. Based on this, he/she will present an oral and written report to academic and professional circles in Georgian and English using effective communication and modern technologies.
- (D) Consistently and multifacetedly evaluates own learning process and determines further learning needs; Able to increase knowledge independently, using literature, recognize research methods and work on a bachelor's project.
- (E) Analyzes the social responsibility of business, can participate in the process of formation of organizational, ethical, social norms.

### Teaching and learning methods

- Lecture    Working in group    Practical work    Colloquium    Teaching by electronic resources
- e-learning    other

### Evaluation system for student's knowledge

In the learning component of the educational program, the evaluation of the level of achievement of learning outcomes by the student includes following assessment forms - Midterm (one-off or multiple) and final examination, the sum of which is the final mark (100 points).

Midterm and final evaluations (evaluation forms) include the evaluation component/components, which determine the evaluation means of a student's knowledge, skills and/or competences (oral/written examination, oral/written testing, homework, practical/theoretical work, etc.). The evaluation component combines the unified evaluation methods (test, essay, demonstration, presentation, discussion, performance of practical/theoretical task, working in a working group, participation in discussions, solving cases, participation in mock trials etc.). The evaluation method/methods are measured by the evaluation criteria, i.e. by a measurement unit of the evaluation method, which determines the level of learning outcomes achievement.

Out of the total score (100 points), a certain share is assigned for each form and component of assessment in the final evaluation, which is envisaged in the specific syllabus and notified to the student in the beginning of the academic semester. Credit should not be granted using only one form of evaluation (midterm or final evaluation). Credit is earned, if the student receives a positive assessment.

During the implementation of the educational program, the share of the minimum competence threshold of the student's midterm and final evaluations are reflected in the specific syllabus and notified to the student in the beginning of each academic semester. The evaluation system includes:

***Five types of positive evaluation:***

(A) Excellent	91-100 points of maximum evaluation;
(B) Very Good	81 - 90 points of maximum evaluation;
(C) Good	71 - 80 points of maximum evaluation;
(D) Satisfactory	61 - 70 points of maximum evaluation;
(E) Sufficient	51 - 60 points of maximum evaluation.

***Two types of negative evaluation:***

(FX) Unsatisfactory	41-50 score of total evaluation, meaning that a student requires more work to pass and is given the right to attempt an additional examination by means of independent work;
(F) Failed	40 and less points that means the work of the student is not sufficient and he/she has to retake the course.

**Evaluation forms and components**

<b><i>Evaluation forms and components</i></b>	<b><i>The maximum score</i></b>
<b><i>Midterm Evaluation, including:</i></b>	<b><i>70 points</i></b>
1.1	
1.2	
1.3	
<b><i>Final Evaluation</i></b>	<b><i>30 points</i></b>
Final written/oral exam	30
<b><i>Total</i></b>	<b><i>100 points</i></b>

In the learning component of the educational program, in case of getting the FX, an additional exam will be appointed within no later than 5 calendar days after announcing the final exam results. The amount of points received in the final evaluation is not added to the evaluation received by a student for the additional examination. The evaluation obtained during the additional exam is the final one and it will be reflected in the final evaluation of the teaching component of the educational program. Considering the evaluation at the additional exam, if a student receives 0-50 points in the final evaluation of the educational component, a student will have F-0 points assigned.

**Field of employment:**

A graduate can be employed in both public and private Georgian and foreign companies in the position of a lower and/or intermediate link manager and effectively carry out professional activities, including organizational management,

administrative-economic, information-analytical, entrepreneurial, or other. Activities for which an academic degree is required or sufficient: Bachelor of Business Administration in Management. Also, the graduate can be employed in both Georgian and foreign tourism companies, state and commercial tourism organizations, resort facilities, and/or others. In governmental and non-governmental organizations, mass media, publishing, and scientific research institutions.

### Continuous Learning Opportunities

A graduate can continue his studies in foreign and Georgian higher educational institutions at the next level of higher education (a master's degree) in a master's educational program that considers or does not prohibit the academic degree of Bachelor of Business Administration in Management as a prerequisite for admission.

### Material resources necessary for the program implementation

The material resources available and owned by the Teaching University ensure the realization of the goals of the undergraduate educational Programme and the achievement of the planned learning outcomes:

**Buildings and Facilities**– The undergraduate education Programme is implemented in the premises owned and operated by the teaching university 24 hours a day, where sanitary and hygienic and safety standards are maintained (the buildings have alarms, fire extinguishers, video monitoring system is in place, and the university security guard is in charge). The building is fully aligned with the technical requirements set for the higher education institution, with auditoriums equipped with proper equipment and inventory (projectors, chairs, desks, boards, etc.) for lectures and practical classes.

**Library**–The university library maintains a printed and electronic fund corresponding to the undergraduate educational program, which is available to students, invited guests and academic staff. The library has a reading hall equipped with appropriate equipment (chairs, tables, computers). There is a multifunctional photocopier in the library, which the student can use with the help of a library employee. In the reading room, students have the opportunity to use the Internet and international electronic resources (Legislative Bulletin, EBSCO; HeinOnline, Elsevier, UpToDate). The university library has an electronic catalog.

**Academic Staff Workspace** - The academic staff is provided with work space equipped with the appropriate inventory and equipment (chairs, desks, cupboards, internet access, multifunctional copier).

**Information and Communication Technologies** - To facilitate the implementation and administration of the undergraduate educational Programme, the teaching university uses information and communication technologies. Technical support for Bachelor's degree-related software is available, existing computers respond to modern needs. They are connected to the Internet and are available to students, academic, invited, and administrative staff. Electronic learning management system is used to facilitate students' access to their assessment, control of students' academic performance by the administrative staff and the teaching process. Through the website of the Teaching University, which contains a catalog of educational Programmes and information related to their implementation, conduct, etc., Teaching University provides publicity and access to information

### Characteristics of Organizing Studies

In order to complete the bachelor's program in business administration, the student must accumulate 240 credits, of which compulsory courses amount to 198 credits, which are distributed as follows: compulsory coursework in the main field of study amounting to 144 credits, and within the framework of the free component, the student must take compulsory coursework to the amount of 54 credits, of which 30 credits There are university courses, and 24 credits - English language component. Of the remaining 42 credits, the student can take 12 credits from elective courses in the major field of study, and 30 credits can be completed either from elective courses in the major field of study or from program faculty elective courses or from any undergraduate program(s) operating at the university.

A student enrolled in the bachelor's degree program of business administration on the basis of mobility can recognize as a free component other study courses that he has mastered in another higher educational institution.

The foreign language component includes the following courses: English language (A1), English language (A2), English language (B1.1), English language (B1.2) English language (B2.1), English language (B2.2) It is mandatory for the student of the bachelor's program to complete the English language at the B2 level, which corresponds to the study course English language (B2.2) in the program. Allocation to English language courses is made upon enrollment in the undergraduate program. The basis of the distribution is the writing of the level-determining test, which is mandatory for the student. Based on the assessment results of the level-determining test, students will be allocated 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:** A student who scores 0-20 points (A0) on the test will go through an intensive course and start studying for credits at A1 level. The structure of the bachelor's program includes 24 credits of English. If the placement test reaches the initial level of English, the student collects the remaining 12 credits at the expense of the optional subjects of the program in order to reach the end of the program with the specified level of foreign language proficiency - English language (B2.2).

Those students who, at the stage of enrollment at the university, present one of the following international certificates confirming knowledge of the English language at the B2 level: FCE, IELTS, TOEFL, PBT, TOEFL, CBT, TOEFL, IBT, VERSANT, CERTUS. PEARSON, with appropriate evaluations, are released from the obligation to teach English at the

university. 24 foreign language credits provided by the structure of the program are collected at the expense of optional subjects.

**Note:** All the above certificates must be valid at the time of application and the applicant must be able to present it. Expired documents will not be considered.

№	Module / subject	Precondition	ECTS credits								Academic workload	
			1 <sup>st</sup> year		2 <sup>nd</sup> year		3 <sup>rd</sup> year		4 <sup>th</sup> year		Contact hours	Independent hours
			Semester									
			I	II	III	IV	V	VI	VII	VI II		
<b>Learning outcome</b>												
	<b>Compulsory university training courses</b>											
1.	Office computer programs	Without precondition	6/15 0								29	121
2.	Basics of psychology	Without precondition	6/15 0								42	108
3.	Communication, presentation and discussion techniques	Without precondition		6/15 0							30	120
4.	Europe and Georgia	Without precondition					6/15 0				28	122
5.	Academic writing	Without precondition						6/150			41	109
	<b>Compulsory courses of the core field of study</b>											
6.	Principles of microeconomics	Without precondition	6/15 0								29	121
7.	Principles of macroeconomics	Principles of microeconomics		6/15 0							29	121
8.	Basics of Business	Without precondition		6/15 0							29	121
9.	Financial accounting	Without precondition			6/15 0						42	108
10.	Basics of marketing	Without precondition				6/15 0					29	121

11.	Calculus	Without precondition	6/15 0								42	108
12.	Mathematics for economics and business	Calculus		6/15 0							44	106
13.	Fundamentals of management	Without precondition			6/15 0						29	121
14.	Fundamentals of Finances	Principles of macroeconomics			6/15 0						29	121
15.	Statistics for business	Basics of Business; Mathematics for economics and business			6/15 0						40	110
16.	Managerial accounting	Financial accounting				6/15 0					29	121
17.	Risk management	Fundamentals of management				3/75					15	60
18.	Introduction to Leadership	Fundamentals of management				3/75					15	60
19.	International economics	Principles of macroeconomics				6/15 0					29	121
20.	Human resource management	Fundamentals of management					6/15 0				29	121
21.	Information Technologies in Management	Office computer programs; Fundamentals of management					6/15 0				29	121
22.	English Language for Tourism and Business	English language B2/2					6/15 0				81	69
23.	Introduction to Innovation Management	Fundamentals of management						6/150			29	121
24.	Operations management	Fundamentals of management						6/150			28	122
25.	Basics of project management	Fundamentals of management							6/15 0		29	121

26.	Fundamentals of strategic management	Fundamentals of management							6/150		29	121
27.	Entrepreneurship and business models	Fundamentals of management							6/150		28	122
28.	Bachelor project	Office computer programs; Academic writing;  Communication, presentation and discussion techniques; Basics of Business; Principles of macroeconomics; Fundamentals of management; Fundamentals of Finances; Statistics for business; Managerial accounting; Basics of marketing; International economics; Risk management; Basics of project management; Introduction to Innovation Management; Operations management; Fundamentals of strategic management; Human resource management; English language – B2/1								10/250	25	225
29.	Practice	Office computer programs; Communication, presentation and discussion techniques; Basics of Business; Principles of macroeconomics; Fundamentals of								8/200	122	78

		management; Fundamentals of Finances; Statistics for business; Managerial accounting; Basics of marketing; Risk management Basics of project management; Information technologies in management; Operations management; Introduction to Leadership; English language – B1/2												
	<b>Elective courses of the core field of study</b>		<b>can be selected</b>											
30.	Organizational behavior	Fundamentals of management				+	+	+	+	+	6/15 0	28	122	
31.	International management	Fundamentals of management				+	+	+	+	+	6/15 0	26	124	
32.	Introduction to Business Law	Basics of Business				+	+	+	+	+	6/15 0	39	111	
33.	Banking	Principles of macroeconomics				+	+	+	+	+	6/15 0	29	121	
34.	Basics of financial management	Fundamentals of Finances, Financial accounting				+	+	+	+	+	6/15 0	29	121	
35.	Investment management	Fundamentals of Finances				+	+	+	+	+	6/15 0	28	122	
36.	Risks and insurance	Basics of Business				+	+	+	+	+	6/15 0	29	121	
37.	Logistics	Basics of marketing				+	+	+	+	+	6/15 0	29	121	
38.	Sociology of management	Without precondition				+	+	+	+	+	6/15 0	28	122	

39.	Tax Basics	Financial accounting; Fundamentals of Finances					+	+	+	+	6/15 0	29	121
40.	Corporate Communication (English)	Fundamentals of management;  English language – B2/2					+	+	+	+	6/15 0	28	122
41.	Internal audit	Without precondition					+	+	+	+	6/15 0	29	121
<b>Faculty Elective Courses</b>			<b>can be selected</b>										
42.	A history of economic policy challenges	Without precondition					+	+	+	+	6/15 0	29	121
43.	Creativity and idea generation techniques	Without precondition			+	+	+	+	+	+	6/15 0	29	121
44.	Social responsibility and ethics of business	Without precondition					+	+	+		3/75	15	60
45.	Social science research methods	Without precondition		+	+	+	+	+	+		6/15 0	28	122
46.	Introduction to Philosophy	Without precondition	+	+	+	+	+	+	+	+	6/15 0	29	121
47.	Digital communication strategy	Basics of marketing					+	+	+	+	6/15 0	29	121
48.	Startup production methods	Principles of macroeconomics; Fundamentals of management; Basics of Business					+	+	+	+	6/15 0	29	121
49.	Environmental, Social and Corporate Governance (ESG)	English language B1.2					+	+	+	+	3/75	16	59

50.	Personal branding	English language B1.2			+	+	+	+	+	+	3/75	16	59	
51.	International marketing	basics of marketing						+	+	+	6/15 0	29	121	
52.	Consumer behavior	basics of marketing						+	+	+	6/15 0	29	121	
53.	Branding	Basics of marketing						+	+	+	6/15 0	29	121	
54.	Probability theory and mathematical statistics	Calculus				+	+	+	+	+	6/15 0	29	121	
<b>English Language Component</b>														
55.	English language A1	Without precondition	6/15 0									81	69	
56.	English language A2	English language A1	6/15 0									81	69	
57.	English language – B1/1	English language A2	6/15 0									81	69	
58.	English language – B1/2*	English language – B1/1		6/15 0								81	69	
59.	English language – B2/1*	English language – B1/2*			6/15 0							81	69	
60.	English language – B2/2	English language – B2/1*				6/15 0						81	69	
<b>Semester</b>			<b>30</b>											
<b>Year</b>			<b>60</b>											
<b>Total</b>												<b>240</b>		

**Educational Program Curriculum**

*Map of the program objectives and learning outcomes*

The Goals of Educational Program	Program Learning Outcomes				
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
➤ The objective of the program is to prepare a bachelor of business administration in management, equipped with competencies corresponding to the requirements of the labor market with European values, who will be able to critically understand the complex issues of economy, business, management, finance and marketing based on theoretical knowledge.	√	√			
➤ The objective of the program is for the graduate to be able to apply the knowledge gained through the interconnection of various disciplines in practice, to make correct and rational managerial decisions in a multicultural environment.		√	√		
➤ The objective of the program is for the graduate to develop the ability to form reasoned conclusions based on the knowledge gained in the field of business and management and share them with interested parties in Georgian and English languages by connecting the components of various training courses.		√	√		
➤ The objective of the program is for the graduate student to develop the ability to independently conduct studies and conduct primary research, as well as for the graduate student to be able to highlight their professional interests and improve their knowledge at a higher level of education.			√	√	
➤ The objective of the program is for the graduate to develop the ability to form and protect professional-ethical values..					√

Map of mandatory training courses and program learning outcomes

№	Module/Subject	Course status		Program Learning Outcomes				
				<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1.	Office computer programs	D	P		X	X	X	
2.	Communication, presentation and discussion techniques	D				X	X	
3.	Basics of psychology	D						X
4	Europe and Georgia	I	D	X	X	X	X	X
5	Basics of 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 for economics and business	D	P		X		X	
10	Financial accounting	I	P		X	X	X	
11	Fundamentals of management	I	D	X	X	X		
12	Fundamentals of Finances	I	D	X	X	X	X	
13	Statistics for business	D	P		X	X	X	
14	Managerial accounting	I	P		X	X	X	
15	Basics of marketing	I	D	X	X	X	X	
16	International economics	I	D	X	X	X	X	X

17	Risk management	D	P		X	X	X	X
18	Basics of project management	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 of strategic management	D		X	X	X	X	X
23	Human resource management	D		X		X	X	X
24	Information technologies in management	D	P			X	X	
25	English Language for Tourism and Business	P	M		X	X	X	
26	Entrepreneurship and business models	D	M		X	X		
27	Academic writing	D	M				X	X
28	Bachelor project	P	M	X	X	X	X	X
29	Practice	P	M	X	X	X	X	X

**Course status**

I –Introduction	D - Developing	P - Practical	M- Master

Map of the learning outcomes of the compulsory and elective courses of the Program

№	Subject	Learning outcomes		
		Knowledge and understanding	Skills	Responsibility and Autonomy
<b>Compulsory university training courses</b>				
1	Office computer programs	X	X	
2	Basics of psychology	X	X	
3	Communication, presentation and discussion techniques	X	X	X
4	Europe and Georgia	X	X	X
5	Academic writing	X	X	X
6	Principles of microeconomics	X	X	
7	Principles of macroeconomics	X	X	
8	Basics of Business	X	X	
9	Financial accounting	X	X	
10	Basics of marketing	X	X	X
11	Calculus	X	X	
12	Mathematics for economics and business	X	X	
13	Fundamentals of management	X	X	
14	Fundamentals of Finances	X	X	
15	Statistics for business	X	X	

16	Managerial accounting	X	X	
17	Risk management	X	X	
18	Introduction to Leadership	X	X	
19	International economics	X	X	X
20	Human resource management	X	X	
21	Information technologies in management	X	X	X
22	English Language for Tourism and Business	X	X	
23	Introduction to Innovation Management	X	X	
24	Operations management	X	X	X
25	Basics of project management	X	X	
26	Fundamentals of strategic management	X	X	
27	Entrepreneurship and business models	X	X	X
28	Bachelor project	X	X	X
29	Practice	X	X	X
30	Organizational behavior	X	X	
31	International management	X	X	X
32	Introduction to Business Law	X	X	
33	Probability theory and mathematical statistics	X	X	
34	Banking	X	X	
35	Basics of financial management	X	X	
36	Investment management	X	X	
37	Risks and insurance	X	X	
38	Logistics	X	X	X

39	Sociology of management	X	X	
40.	Tax Basics	X	X	
41.	Corporate Communication (English)	X	X	X
42.	Internal audit	X	X	X
43.	A history of economic policy challenges	X	X	X
44.	Creativity and idea generation techniques	X	X	X
45.	Social responsibility and ethics of business	X	X	X
46.	Social science research	X	X	
47.	Introduction to Philosophy	X	X	X
48.	Digital communication strategy	X	X	
49.	Startup production methods	X	X	X
50.	Environmental, Social and Corporate Governance (ESG)	X	X	
51.	Personal branding	X	X	
52.	International marketing	X	X	X
53.	Consumer behavior	X	X	X
54.	Branding	X	X	
55.	English language A1	X	X	
56.	English language A2	X	X	
57.	English language – B1/1	X	X	X
58.	English language – B1/2*	X	X	X
59.	English language – B2/1*	X	X	X
60.	English language – B2/2	X	X	X

