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**Curriculum**

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| --- | --- |
| **Program name** | **Business Administration** |
| **Academic degree / qualification to be awarded** | **Bachelor of Business Administration (BBA)**  |
| **Faculty name** | Faculty of Business, Law and Social Sciences |
| **Program Manager / Supervisors / Coordinator** | Nana Shonia, Professor in Finance, Monetary Circulation and Credit, Department of Business Administration.Nana.shonia@atsu.edu.ge  |
| **Program Duration / Volume (Semester, Number of Credits)** | Program duration - 4 academic years, 8 semesters.Number of credits - 240 ECTS credits (major / minor):**- Major program** - 180 credits, including compulsory courses in the field of basic education - 157 credits, free components - 23 credits);- **Minor program -** 60 credits. |
| **Language of the program** | Georgian |
| **Program development and renewal dates;** | Decision of the Accreditation Council of Educational Programs N1 09.01.2019 Decision of the Faculty Council Protocol №18 07.06.2021Decision of the Academic Council №1 (21/22) 17.09.2021 |
| **Prerequisites for admission to the program** |
| * Document -certificate of Full General Education and results of the Unified National Examinations;
* Without passing the Unified National Examinations, in accordance with the rules and within the timeframe established by the Ministry of Education and Science of Georgia, learning is admissible :

a)For foreign nationals and stateless people who have received full general or equivalent education in a foreign country;b)For Georgian citizens who have received full general or equivalent education in a foreign country and last 2 years of general education received in a foreign country;c)For people who have been studying / studied and received credits in a foreign country in a higher education institution recognized in accordance with the legislation of that country.* External and internal mobility.
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| **Program Objectives** |
| The objective of the Bachelor of “Business Administration “ program is to train a specialist with extensive knowledge of business administration, who will be able to formulate a business idea, draw up a business plan, identify / find sources of funding and participate in business administration at both national and international levels. |
| **Learning Outcomes:** |
| **Knowledge and understanding** | A graduate of the Business Administration program will be able to:* Define organizational-legal forms of enterprises, sources of business financing, both national and international trends and opportunities for business development by using modern information systems and technologies;
* Explain the economic categories and key characteristics of the business sector;
* Critically understand the principles and latest aspects of business administration.
 |
| **Skills:** | A graduate of the Business Administration program will be able to:* Formulate a business idea and compile / present a business plan using modern means of communication;
* Record, analyze and make reasoned conclusions about financial, material and human resources in the business sector;
* Plan and manage an effective sales process using modern techniques and methods;
* Solve business tasks using modern information technologies;
* Clarify the current processes in the business sector, draw the right conclusions, outline alternative ways of development and make optimal decisions.
 |
| **Responsibility and autonomy** | A graduate of the Business Administration program will be able to:* Participate in the process of value formation and strive to establish them.
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| **Teaching methods** |
| **Forms of learning -** lecture, practical training, laboratory training, professional practice, consulting and independent work.**Learning Methods -** Discussion / Debate, Collaborative, Group Work, Problem-Based Learning (PBL), Heuristic, Case Studies (Cases), Brainstorming, Role-playing and Situational Games, Demonstration Method, Induction, Deduction, Analysis and Synthesis Methods, Verbal and written methods, practical, explanatory, action-oriented teaching, project development and presentation, e-learning with attendance. |
| **Program structure** |
| Program volume - 240 ECTS credits (major / minor),including:Major Program - 180 ECTS credits (Compulsory courses in the field of basic education - 157 credits, free components – 23 credits )Minor program - 60 ECTS credits.The program consists of major and minor program studying courses, the major program provides both compulsory studuing courses relevant to the main field of study, as well as free components.The Minor program is selected at the end of the second semester and from the third semester they obtain 10 credits in each semester.There are two minor programs attached to the major one - "Business Administration" and "Agribusiness Management", which can be chosen by any undergraduate student at the university (except the regulated program).**Curriculum, see Appendix 1.** |
| **Student knowledge assessment system and criteria** |
| **The assessment system at Akaki Tsereteli State University is divided into the following components:** Out of the total score of an educational program (100 points), mid-term evaluation amounts to a total of 60 points,which in turn includes the following assessment forms * Student activity during the semester (*includes various components of assessment*) - not more than 30 points;
* Midterm exam – not less than 30 points;
* Final exam - 40 points.

The right to take the final exam is given to a student whose minimum competency threshold in the components of the midterm assessments is at least 18 points.**The system of assessment recognizes:**a) 5 types of passing grades:a. a) (A) excellent –91-100 pointsa. b) (B) very good – 81-90 pointsa. c) (C) good – 71 -80 pointsa. d) (D) satisfactory– 61-70 pointsa. e) (E) sufficient– 51-60 pointsB) two types of negative assessment:b. a) FX (unsatisfactory) **-** 41-50 points out of the maximum grade, which means that some more work is required to pass the exam and the student has the right to retake the exam one more time after the independent study.b. b) F (fail) **–** 40 points out of the maximum grade or lower, meaning that considerable further work is required and the student has to study the subject again.In case of receiving FX in the educational component of a program, an additional exam will be scheduled in no less than 5 days after the announcement of the final exam results. (This obligation does not apply to a dissertation, MA project / thesis, creative work or other research project / thesis).* The grade obtained in the additional exam is the student's final grade, which does not include the negative score obtained in the main final exam.
* Considering the additional exam result, in case of getting 0-50 points in the final assessment of the educational component, the student will be given the grade F-0.
* The minimum grade obtained by the student in the final exam has to be 15 points.
* The grade obtained by the student in the final exam is not added to the additional exam result.
* The additional exam provides the final result and is reflected in the final assessment of the learning component of the educational program.

**Basis:** Order№3 ( 05.01.2007) of the Minister of Education and Science of Georgia.**Note:** Additional criteria for assessing student achievement are defined in the syllabus of the studying courses. |
| **Employment sectors:** |
| Positions of lower and middle level managers of the business sector across the country, financial institutions, Revenue Service, financial-economic services and marketing departments of private or public government bodies, international organizations. |
| **Supporting conditions / resources for learning** |
| **Necessary human resources for the implementation of the educational program:** The program is served by academic staff in various fields, as well as doctoral students and invited practice specialists .Including: Professor - 7; Associate Professor - 30; Assistant Professor - 4; PhD student - 2; Invited practitioner - 5**Necessary material resources for the implementation of the educational program:**The following material resources are used to implement the business administration program: ATSU Educational buildings (Address: Kutaisi, Tamar Mepe Street №59, Educational buildings № I, II and III, 2205 - Vasil Chantladze Auditorium, 2205 - Banking Technology Laboratory, 1118 Auditorium and I. Chavchavadze Avenue №21), ATSU Library and Reading Halls; Literary fund in the Department, University Computer Center Auditoriums. |
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**Appendix 1**

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**Curriculum**

**2021-22**

**Program Name: Business Administration**

**Qualification to be awarded: Bachelor of Business Administration**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **№** | **Name of the course** | **Prerequisite matrix** | **ECTS[[1]](#footnote-1)** | **Work-load volume, per hour** | **L/Pr/Lab/Ex** | **Semester** |
| **Total** | **Cont.hours** | **Ind. work** | **I** | **II** | **III** | **IV** | **V** | **VI** | **VII** | **VIII** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** |
|  | 1. **Compulsory training courses relevant to the main field of study**
 |
| I.1 | Academic writing |  | 5 | 125 | 48 | 77 | 1/2/0/3  | 5 |  |  |  |  |  |  |  |
| I.2 | Foreign language 1 |  | 5 | 125 | 63 | 62 | 0/4/0/3  | 5 |  |  |  |  |  |  |  |
| I.3 | Mathematics for business 1 |  | 5 | 125 | 48 | 77 | 1/2/0/3  | 5 |  |  |  |  |  |  |  |
| I.4 | Principles of economics 1 |  | 5 | 125 | 48 | 77 | 1/2/0/3  | 5 |  |  |  |  |  |  |  |
| I.5 | Fundamentals of management |  | 5 | 125 | 48 | 77 | 1/2/0/3  | 5 |  |  |  |  |  |  |  |
| I.6 | Fundamentals of Business Administration |  | 5 | 125 | 48 | 77 | 1/2/0/3  | 5 |  |  |  |  |  |  |  |
| I.7 | Foreign language 2 | **I.2** | 5 | 125 | 63 | 62 | 0/4/0/3  |  | 5 |  |  |  |  |  |  |
| I.8 | Mathematics for business 2 | **I.3** | 5 | 125 | 48 | 77 | 1/2/0/3  |  | 5 |  |  |  |  |  |  |
| I.9 | Principles of economics 2 | **I.4** | 5 | 125 | 48 | 77 | 1/2/0/3  |  | 5 |  |  |  |  |  |  |
| I.10 | Human resource management | **I.5** | 5 | 125 | 48 | 77 | 1/2/0/3  |  | 5 |  |  |  |  |  |  |
| I.11 | Fundamentals of marketing |  | 5 | 125 | 63 | 62 | 2/2/0/3  |  | 5 |  |  |  |  |  |  |
| I.12 | Fundamentals of accounting |  | 5 | 125 | 48 | 77 | 1/2/0/3   |  | **5** |  |  |  |  |  |  |
| I.13 | Foreign language 3 | **I.7** | 5 | 125 | 63 | 62 | 0/4/0/3  |  |  | 5 |  |  |  |  |  |
| I.14 | Probability theory and mathematical statistics | **I.8** | 5 | 125 | 48 | 77 | 1/2/0/3   |  |  | 6 |  |  |  |  |  |
| I.15 | Financial accounting | **I.12** | 5 | 125 | 63 | 62 | 1/1/1/3 |  |  | 5 |  |  |  |  |  |
| I.16 | Finance, monetary circulation and credit | **1.9** | 6 | 150 | 48 | 102 | 1/2/0/3  |  |  | **6** |  |  |  |  |  |
| I.17 | Fundamentals of management accounting | **I.15** | 5 | 125 | 48 | 77 | 1/2/0/3  |  |  |  | 5 |  |  |  |  |
| I.18 | Business-statistics | **I.14** | 4 | 100 | 48 | 52 | 1/2/0/3  |  |  |  | 4 |  |  |  |  |
| I.19 | Risks and insurance | **I.16** | 5 | 125 | 48 | 77 | 1/2/0/3  |  |  |  | 5 |  |  |  |  |
| I.20 | Tax case | **I.16** | 6 | 150 | 63 | 87 | 2/2/0/3  |  |  |  |  | 6 |  |  |  |
| I.21 | Sales management | **I.11** | 5 | 125 | 48 | 77 | 1/2/0/3  |  |  |  |  | 5 |  |  |  |
| I.22 | Information technologies in business |  | 5 | 125 | 48 | 77 | 1/0/2/3 |  |  |  |  | 5 |  |  |  |
| I.23 | Corporate finance | **I.16** | 5 | 125 | 48 | 77 | 1/2/0/3   |  |  |  |  |  | 5 |  |  |
| I.24 | Fundamentals of banking | **I.16** | 5 | 125 | 48 | 77 | 1/1/1/3 |  |  |  |  |  | 6 |  |  |
| I.25 | Project management | **I.5** | 5 | 125 | 48 | 77 | 1/2/0/3  |  |  |  |  |  |  | 4 |  |
| I.26 | Basics of investing  | **I.16** | 5 | 125 | 48 | 77 | 1/2/0/3  |  |  |  |  |  |  | 5 |  |
| I.27 | Service marketing |  | 5 | 125 | 48 | 77 | 1/2/0/3  |  |  |  |  |  |  | 6 |  |
| I.28 | Business planning and administration | **I.6 I.5** | 5 | 125 | 48 | 77 | 1/2/0/3  |  |  |  |  |  |  |  | 5 |
| I.29 | International business | **I.6** | 5 | 125 | 48 | 77 | 1/2/0/3  |  |  |  |  |  |  |  | 5 |
| I.30 | Economic analysis of business data |  | 6 | 150 | 63 | 87 | 1/1/1/3 |  |  |  |  |  |  |  | 6 |
| I.31 | Professional practice | **I.5; I.11; I.16** | 5 | 125 | 91 | 34 | 0/6/0/3  |  |  |  |  |  |  |  | 5 |
|  |  **Total** |  | **157** | **3925** | **1621** | **2304** |  | **29** | **31** | **22** | **13** | **16** | **11** | **15** | **21** |
|  | II. Free components |
| II.1 | **IV სემესტრი** | 5 |  |
|  | Foreign language professional course | I.13 | 5 | 125 | 63 | 62 | 0/4/0/3 |  |  |  |  |  |  |  |
|  | Computer skills |  | 5 | 125 | 48 | 77 | 0/0/3/3 |  |  |  |  |  |  |  |
|  | Philosophy (general course) | - | 5 | 125 | 48 | 77 | 1/2/0/3 |  |  |  |  |  |  |  |
|  | Environmental protection and sustainable development | - | 5 | 125 | 48 | 77 | 1/2/0/3 |  |  |  |  |  |  |  |
|  | Communicative and organizational skills | - | 5 | 125 | 48 | 77 | 1/2/0/3 |  |  |  |  |  |  |  |
|  | Role of civil society | - | 5 | 125 | 48 | 77 | 2/1/0/3 |  |  |  |  |  |  |  |
|  | Democracy and citizenship |  | 5 | 125 | 48 | 77 | 1/2/03 |  |  |  |  |  |  |  |
|  | **V Semester** |
|  | Administration of public procurement | 1.16 | 4 | 100 | 48 | 52 | 1/2/0/3 |  |  |  |  | 4 |  |  |  |
|  | Time management |  | 4 | 100 | 48 | 52 | 1/2/0/3 |  |  |  |  |  |  |  |
|  | Fundamentals of agribusiness | 1.6 | 4 | 100 | 48 | 52 | 2/1/0/3 |  |  |  |  |  |  |  |
|  | Corporate management | 1.5 | 4 | 100 | 48 | 52 | 1/2/0/3 |  |  |  |  |  |  |  |
|  | Food security of the country | - | 4 | 100 | 48 | 52 | 2/1/0/3 |  |  |  |  |  |  |  |
|  | **VI Semester** |  |  |  |
|  | General audit |  | 5 | 125 | 48 | 77 | 1/2/0/3 |  |  |  |  |  | 10 |  |  |
|  | Innovative management | 1.5 | 5 | 125 | 48 | 77 | 2/1/0/3 |  |  |  |  |  |  |  |
|  | Agricultural economy and organization | 1.9 | 5 | 125 | 48 | 77 | 1/2/0/3 |  |  |  |  |  |  |  |
|  | Tax systems of foreign countries |  | 5 | 125 | 48 | 77 | 1/2/0/3 |  |  |  |  |  |  |  |
|  | Business Law | - | 5 | 125 | 48 | 77 | 1/2/0/3 |  |  |  |  |  |  |  |
|  | Customer behavior | 1.11 | 5 | 125 | 48 | 77 | 1/2/0/3 |  |  |  |  |  |  |  |
|  | Farm management | 1.5 | 5 | 125 | 48 | 77 | 1/2/0/3 |  |  |  |  |  |  |  |
|  | Organization and management of food industry enterprises | - | 5 | 125 | 48 | 77 | 1/2/0/3 |  |  |  |  |  |  |  |
|  | Fundamentals of financial mathematics | 1.8 | 5 | 125 | 48 | 77 | 1/2/0/3 |  |  |  |  |  |  |  |
|  | **VII Semester** |  |  |
|  | Financial markets and financial instruments | 1.16 | 4 | 100 | 48 | 52 | 1/2/0/3 |  |  |  |  |  |  | 4 |  |
|  | Accounting in public law entities | 1.12 | 4 | 100 | 48 | 52 | 1/2/0/3 |  |  |  |  |  |  |  |
|  | Financial accounts | 1.15 | 4 | 100 | 48 | 52 | 1/2/0/3 |  |  |  |  |  |  |  |
|  | International marketing | 1.11 | 4 | 100 | 48 | 52 | 1/2/0/3 |  |  |  |  |  |  |  |
|  | International tax systems and instruments |  | 4 | 100 | 48 | 52 | 1/2/0/3 |  |  |  |  |  |  |  |
|  | Competition in the agri-food sector | - | 4 | 100 | 48 | 52 | 2/1/0/3 |  |  |  |  |  |  |  |
|  | Land resources management | - | 4 | 100 | 48 | 52 | 2/1/0/3 |  |  |  |  |  |  |  |
| **Total** |  | **23** | **450** | **192** | **258** |  |  |  |  | **5** | **4** | **10** | **4** |  |
| **V** | **Minor[[2]](#footnote-2) and/or Free components** |
| V.1 | Minor 1 | - |  |  |  |  |  |  |  | x |  |  |  |  |  |
| V.2 | Minor 2 | - |  |  |  |  |  |  |  | x |  |  |  |  |  |
| V.3 | Minor 3 | - |  |  |  |  |  |  |  |  | x |  |  |  |  |
| V.4 | Minor 4 | - |  |  |  |  |  |  |  |  | x |  |  |  |  |
| V.5 | Minor 5 | - |  |  |  |  |  |  |  |  |  | x |  |  |  |
| V.6 | Minor 6 | - |  |  |  |  |  |  |  |  |  | x |  |  |  |
| V.7 | Minor 7 | - |  |  |  |  |  |  |  |  |  |  | x |  |  |
| V.8 | Minor 8 | - |  |  |  |  |  |  |  |  |  |  | x |  |  |
| V.9 | Minor 9 | - |  |  |  |  |  |  |  |  |  |  |  | x |  |
| V.10 | Minor 10 | - |  |  |  |  |  |  |  |  |  |  |  | x |  |
| V.11 | Minor 11 | - |  |  |  |  |  |  |  |  |  |  |  |  | x |
| V.12 | Minor 12 | - |  |  |  |  |  |  |  |  |  |  |  |  | x |
| **Total:** |  | **60** |  |  |  |  |  |  | **8** | **12** | **10** | **10** | **10** | **10** |
| **ToTal:** |  | **240** | **6000** |  | **60** | **60** | **60** | **60** |

1. Auxilary markings: **Cr-**credit; **H-**hour; **L**-Lecture; **Pr–**Practical training;**Lab-**Laboratory training, **Ex-** exam hours; **Cont**-Contact hours; **Ind—**Independent working time [↑](#footnote-ref-1)
2. The student is required to choose Minor program at the end of the second semester and continue his/her studies from the third semester.In each semester, the student takes study courses with the volume of 10 credits. [↑](#footnote-ref-2)