


Business administration- Finances

Name of the Educational Programme:	Business Administration - Finances	
Awarded Qualification:	Bachelor of Business Administration in Finances	
Credit Value of the Programme:	240 ECTS credits	
Language of Education:	Georgian	
Programme Admission Preconditions:	Enrollment of the student in the undergraduate educational program is done according to the procedure established by the legislation of Georgia - on the basis of the results of the unified national exams. To enroll in the program, it is mandatory to pass mathematics. The applicant must pass one of the following foreign languages: English, German, French, Russian; 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.	
Purpose of the Programme:	<p>The purpose of the Bachelor's program in Business Administration – Finances is to (1) train competitive specialists with student-oriented learning who will be able to participate in the implementation of activities of various sectors of business according to modern standards at the local and international level, which will provide employment opportunities in the state, private, and non-governmental sectors;</p> <p>(2) The purpose of the program is also to provide students with basic knowledge and practical skills of theoretical and practical fundamental issues of business and finance; (3) The program enables students to respond to the challenges of the modern business environment and helps them plan and develop their own careers.</p>	
Learning outcomes	Knowledge and understanding	<ol style="list-style-type: none"> The graduate has a broad knowledge of the field of business, which includes a critical understanding of theories and principles. Is able to understand the basic principles of complex issues of business, general management, marketing, finance, accounting and their interrelationships;

		<p>2. The graduate knows: the content of the processes taking place in the business environment, the infrastructure of the market economy; The importance and principles of using modern information technologies, mathematical, quantitative and statistical methods for business research and management; principles of legal, ethical and intercultural responsibility in the organization and society;</p> <p>3. The graduate knows: financial infrastructure and institutions; basic principles of financial system functioning; the role of financial management in business development; assessment and management of relevant risks;</p> <p>4. The graduate knows: the essence of financial reporting as an important means of regulation and forecasting; The essence and importance of international finance, the compatibility and principles of their use;</p> <p>5. The graduate knows: basics of banking; principles of commercial bank management; The essence and meaning of investments; Basics of evaluation and management of investment portfolios.</p>
	<p>Ability / skill</p>	<p>6.The graduate can: explain the socio-economic situation of the country, the objective reality of the business environment, identify the economic factors affecting the business firm, the company, analyze the market situation, prepare financial documentation, plan, analyze and manage the finances of the organization; Relations with local and international financial institutions within their competence.</p> <p>7.The graduate has the practical ability to make economic decisions and effectively manage resources, to solve complex and unforeseen problems through rational thinking; The ability to analyze scientific papers, theories and hypotheses in the</p>

		<p>field of business and formulate a reasoned conclusion, collect statistical information and data, independently study and generalize, evaluate profitability.</p> <p>8 The graduate can communicate business-related ideas, problems and solutions with specialists and non-specialists using communication technologies and detailed information.</p>
	<p>Responsibility and autonomy</p> 	<p>9.The graduate can evaluate his own knowledge in the field of business and finance consistently and from different angles, determine the needs of further study and exercise a high degree of independence; Conducting and implementing 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 evaluation system allows:</p> <ul style="list-style-type: none"> a) Five types of positive assessment <ul style="list-style-type: none"> a. (A) Excellent – 91-100 points; b. (B)Very good – 81-90 points; c. (C) Good - 71-80 points; d. (D) Satisfactory - 61-70 points; e. (E) Enough - 51-60 points; <p>Two types of negative grades</p> <ul style="list-style-type: none"> 1) (FX) Fail – 41-50 of maximum point, 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 of maximum point, meaning that the work of a student is not acceptable and he/she has to study the subject anew. <p>The minimum competency threshold for intermediate and final assessments is 30% of the respective assessment.</p>	

	<p>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.</p> <p>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>) in case of obtaining at least 51 points out of the maximum 100 points of the final assessment.</p> <p>A student is allowed to take 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. The format and evaluation criteria of the intermediate and final assessment components are determined according to the syllabus of each study course/undergraduate thesis/practice, taking into account their specificities and following the above criteria.</p>
Field of Employment:	<p>Business administration - with the help of the knowledge and skills acquired within the framework of the bachelor's program in finance, the graduate will have the opportunity to be employed in the public and private sector, in organizations of various profiles (production and business structures), where he will practically carry out the main professional functions both independently and while working in a group. A graduate can continue his studies not only in business and finance, but also in another profile, taking into account the prerequisites for admission to the relevant master's program and the requirements of legislation.</p>

Study course / module / practice / research component	Status	Number of credits	Distribution of credits for training according to courses and semesters				Distribution of hours				Number of contact
			I A.Y	II A.Y	III A.Y	IV A.Y	Contact	Ind	epe	nd	

			I semester	II semester	III semester	IV semester	V semester	VI semester	VII semester	VIII semester	Lecture/consultation,	seminar/group work/ Practical work	Midterm exam(s)	Final exm	Total contact			
Foreign language (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	18	189	375	12
Additional major/free credits	Optional	60			10	10	10	10	10	10	336	180	24	24	54	936	1500	36
Compulsory courses	Mandatory	153	25	25	20	22	15	16	15	15	392	684	56	57	189	2636	3825	76
1. Academic writing	Mandatory	5	5								14	14	2	2	32	93	125	2
2. Information technologies	Mandatory	5	5								14	28	2	2	46	79	125	3
3. Mathematics I	Mandatory	5	5								14	28	2	2	46	79	125	3
4. Fundamentals of microeconomics	Mandatory	5	5								14	14	2	2	32	93	125	2

5. Basics of business administration	Mandatory	5	5							14	14	2	2	3 2	93	125	2
6. Mathematics II	Mandatory	6		6						14	28	2	2	4 6	104	150	3
7. Fundamentals of macroeconomics	Mandatory	5		5						14	14	2	2	3 2	93	125	2
8. Fundamentals of management	Mandatory	5		5						14	14	2	2	3 2	93	125	2
9. Basics of marketing	Mandatory	5		5						14	14	2	2	3 2	93	125	2
1. Legal environment of business	Mandatory	4		4						14	14	2	2	3 2	68	100	2
2. Business English I	Mandatory	5			5*	5*				14	14	2	2	3 2	93	125	2
3. Introduction to statistics and probability theory	Mandatory	5			5					14	14	2	2	3 2	93	125	2
4. Basics of accounting	Mandatory	5			5					14	14	2	2	3 2	93	125	2
5. Data analysis and modeling with electronic spreadsheets	Mandatory	5			5					14	14	2	2	3 2	93	125	2
6. Business English II	Mandatory	5				5*	5*			14	14	2	2	3 2	93	125	2
7. Business statistics	Mandatory	6				6				14	28	2	2	4 6	104	150	3
8. Financial accounting	Mandatory	6				6				14	28	2	2	4 6	104	150	3
9. Basics of finance	Mandatory	5				5				14	14	2	2	3 2	93	125	2

10. Managerial finance I	Mandatory	6					6			14	28	2	2	4	104	150	3
														6			
11. Basics of taxation	Mandatory	4					4			14	14	2	2	3	68	100	2
														2			
12. Basics of banking	Mandatory	5					5			14	14	2	2	3	93	125	2
														2			
13. Managerial finance II	Mandatory	6					6			14	28	2	2	4	104	150	3
														6			
14. Financial institutions	Mandatory	6					6			14	28	2	2	4	104	150	3
														6			
1. International finance	Mandatory	4					4			14	14	2	2	3	68	100	2
														2			
2. Investment and portfolio management	Mandatory	5						5		14	14	2	2	3	93	125	2
														2			
3. Analysis of financial sources	Mandatory	5						5		14	14	2	2	3	93	125	2
														2			
4. Basics of risk management	Mandatory	5						5		14	14	2	2	3	93	125	2
														2			
5. Financial mathematics	Mandatory	5							5	14	14	2	2	3	93	125	2
														2			
6. Practice	Mandatory	10						10*	10*		180		1	1	69	250	12
														8			
														1			
Elective courses	Optional	12					4	4	5	5	42	42	6	6	201	300	6
														6			
1. Public finances	Optional	4					4			14	14	2	2	3	68	100	2
														2			
2. Basics of the insurance case	Optional	4					4			14	14	2	2	3	68	100	2
														2			

3. Analytical tools in business	Optional	5					5				14	14	2	2	3 2	93	125	2
4. Human resources management	Optional	5					5				14	14	2	2	3 2	93	125	2
5. Business Russian (B1)	Optional	5					5				14	14	2	2	3 2	93	125	2
6. Use of accounting programs (others)	Optional	4					4				14	14	2	2	3 2	68	100	2
7. Money and banking	Optional	4					4				14	14	2	2	3 2	68	100	2
1. Real estate evaluation	Optional	4					4				14	14	2	2	3 2	68	100	2
2. Python for business and economics	Optional	5					5				14	14	2	2	3 2	93	125	2
3. Financial reporting	Optional	6					6				14	28	2	2	4 6	104	150	3
4. Business Russian (B2)	Optional	5					5				14	14	2	2	3 2	93	125	2
5. Basics of business research	Optional	5						5			14	14	2	2	3 2	93	125	2
6. Fundamentals of auditing	Optional	5						5			14	14	2	2	3 2	93	125	2
7. European integration and financial market reforms	Optional	5						5			14	14	2	2	3 2	93	125	2
8. Accounting and business operations program "Balance"	Optional	5							5		14	14	2	2	3 2	93	125	2
9. Securities analysis	Optional	5							5		14	14	2	2	3 2	93	125	2

10. Bachelor thesis	Optional	7							7*	7*		45		1	4	129	175	3
Total		240	30	30	30	30	30	30	30	30	860	1035	92	93	2	3962	6000	130

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