

## Business Administration - finances

<b>Name of the Educational Programme:</b>	<b>Business Administration - Finances</b>	
<b>Awarded Qualification:</b>	Bachelor of Business Administration in Finances / ბიზნესის ადმინისტრირების ბაკალავრი ფინანსებში	
<b>Credit Value of the Programme:</b>	240 ECTS	
<b>Language of Education:</b>	English	
<b>Programme Admission Preconditions:</b>	<p>Students are enrolled in the undergraduate program in accordance with the procedure established by the legislation of Georgia - based on the results of the Unified National Exams. One of the obligatory subjects is mathematics. Passing English Language is obligatory (minimum competency level (50%+1). Persons with full secondary education may apply for a bachelor's program.</p> <p>In cases provided for by law, enrollment may be conducted in accordance with the procedure established by the relevant legislation without passing the Unified National Exams. The conditions for admission to the program for foreign citizens can be found at the link-(<a href="https://iro.ibsu.edu.ge/en/home">https://iro.ibsu.edu.ge/en/home</a>)</p>	
<b>Purpose of the Programme:</b>	<p>The goal of the Bachelor program of Business Administration - Finances is based on the student-centered teaching (1) to prepare competitive specialists who will be able to perform modern business management activities according to the national and international standards in different sectors, which provides a fine opportunity for employment in Public, Private, and Non-governmental sectors; (2) The program aims to provide students with a thorough knowledge of practical skills and general competences of theoretical and practical aspects of business and finances activities. (3) The program provides opportunity for students to correspond to challenges of the modern business environment and supports them to plan and develop their professional career.</p>	
<b>Learning outcome</b>	<b>Knowledge and understanding</b>	<ol style="list-style-type: none"> <li>1. The graduate has a wide range knowledge of business fields that include critical understanding of theories and principles, can understand complex business issues, basic principles of general management, marketing, finance, accounting and their intercorrelation.</li> <li>2. The graduate knows: contents of business processes, market economy infrastructure; principles of using contemporary information and</li> </ol>

		<p>communication technologies (ICT), 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 institutes; basic principles of functioning of the financial system; 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 prognosis; the essence and significance of international finance, the peculiarities and the principles of their use.</p> <p>5. The graduate knows: the essence and purpose of banking system, principles of management of commercial bank, the essence and importance of investments; investment portfolios assessment and management basics.</p>
	<b>Applying Knowledge</b>	<p>6. Graduate can: explaining the socio-economic situation of the country, the objective reality of the business environment, analyzing market condition, identification of microeconomic and macroeconomic processes on business firms, preparation of financial documentation, planning, analyzing and management of organization's finances; communication with local and international financial institutions within its competence.</p>
	<b>Making Judgments</b>	<p>7. Graduate can: making rational economic decisions and managing resources effectively, analyzing and judgmental reporting of scientific works, theories and hypothesis, collecting statistical information and data, studying independently and generalizing results, evaluating the profitability.</p>
	<b>Communication Skills</b>	<p>8. Graduate can communicate with specialists and non-specialists regarding business-related ideas, problems and the ways of solutions by providing detailed information and by using communication tools.</p>

	<b>Learning Skills and Values</b>	<p>9. Graduate has ability to evaluate his/her knowledge in the field of business in a complex and consistent manner and to determine the necessity for further learning and implementing with high degree of independence; to pursue and implement activities oriented on development in the complex and unforeseen learning/working environment whilst conforming with ethics/academic integrity rules.</p>
<b>Evaluation Criteria</b>	<p>The goal of evaluation is to determine student's education results qualitatively in relation to academic program goals and parameters.</p> <p>Student may be assessed orally and/or in a written way. A student's knowledge and skills are assessed through 100 points grading system. It consists of midterm and final evaluations, sum of which makes up 100 points.</p> <p>Grading system allows:</p> <ul style="list-style-type: none"> <li>a) Five types of positive grades <ul style="list-style-type: none"> <li>1) (A) Excellent – 91-100 points;</li> <li>2) (B) Very good – 81-90 points;</li> <li>3) (C) Good – 71-80 points;</li> <li>4) (D) Satisfactory – 61-70 points;</li> <li>5) (E) Acceptable – 51-60 points.</li> </ul> </li> <li>b) Two types of negative grades <ul style="list-style-type: none"> <li>1) (FX) Fail – 41-50 points, meaning that a student requires some more work before passing and is given a chance to sit an additional examination after independent work;</li> <li>2) (F) Fail – 40 points and less, meaning that the work of a student is not acceptable and he/she has to study the subject anew.</li> </ul> </li> </ul> <p>For the midterm and final evaluations minimal passing grade is 30% of the relevant assessment.</p> <p>Midterm and final evaluation grade distribution, their minimal competence levels and assessment criteria are described in the corresponding syllabus.</p> <p>A credit can be awarded only after the attainment of learning outcomes, envisaged by the course syllabus and following requirements:</p> <ul style="list-style-type: none"> <li>a) Obtaining minimal competence levels set for midterm and final evaluations;</li> <li>b) Obtaining minimum 51 points out of 100 points of final grade.</li> </ul>	

	<p>A student is allowed to take an additional (make-up) exam in case he/she scored 41-50 points of final grade or minimum 51 points, but did not obtain minimal competence level set for final evaluation.</p> <p>Considering its specification, the format and the assessment criteria of mid-term and final evaluations can be determined in the specific course syllabus/bachelor thesis syllabus/internship syllabus.</p>
<b>Field of Employment:</b>	<p>With the help of skills acquired within the Bachelor program of Business Administration - Finances, the graduates will be able to work in the public and private sector, in different profile organizations (production and business structures), where it practically performs basic professional functions both independently and in the group. Graduates can continue studying not only business and finances, but also other profiles, taking into consideration the requirements of admission to the relevant Masters Program and the requirements of the legislation.</p>

Course / Module / Internship / Research Component	Status	Credit number	Distribution of credits per courses and semesters								Distribution of hours						Number of contact hours per	
			I s.y.		II s.y.		III s.y.		IV s.y.		Contact hours							
			I Semester	II Semester	III Semester	IV Semester	V Semester	VI Semester	VII Semester	VIII Semester	Lecture / Consultation	Seminar / Group Work / Practice / Lab. Work	Midterm exam(s)	Final exam	Total number of contact hours	Independent work		Total number of hours
Foreign Language (English, Georgian (for foreign language speakers), Russian, German, French, Spanish, Turkish).	Elective	15	5	5	5						45	129	6	6	186	189	375	12
Minor Program/Free Credits	Elective	60			10	10	10	10	10	10	180	336	24	24	564	936	1500	36
Compulsory Courses	Compulsory	153	25	25	20	22	15	16	15	15	392	684	56	57	1189	2636	3825	76

<b>Academic Writing</b>	Compulsory	5	5									14	14	2	2	32	93	125	2
<b>Information Technology</b>	Compulsory	5	5									14	28	2	2	46	79	125	3
<b>Mathematics I</b>	Compulsory	5	5									14	28	2	2	46	79	125	3
<b>Principles of Microeconomics</b>	Compulsory	5	5									14	14	2	2	32	93	125	2
<b>Introduction to Business Administration</b>	Compulsory	5	5									14	14	2	2	32	93	125	2
<b>Mathematics II</b>	Compulsory	6		6								14	28	2	2	46	104	150	3
<b>Principles of Macroeconomics</b>	Compulsory	5		5								14	14	2	2	32	93	125	2
<b>Principles of Management</b>	Compulsory	5		5								14	14	2	2	32	93	125	2
<b>Principles of Marketing</b>	Compulsory	5		5								14	14	2	2	32	93	125	2
<b>Legal Environment of Business</b>	Compulsory	4		4								14	14	2	2	32	68	100	2
<b>Business English I</b>	Compulsory	5			5*	5*						14	14	2	2	32	93	125	2
<b>Introduction to Statistics and Probability</b>	Compulsory	5			5							14	14	2	2	32	93	125	2
<b>Principles of Accounting</b>	Compulsory	5			5							14	14	2	2	32	93	125	2
<b>Data Analysis and Business Modeling with Spreadsheets</b>	Compulsory	5			5							14	14	2	2	32	93	125	2
<b>Business English II</b>	Compulsory	5				5*	5*					14	14	2	2	32	93	125	2
<b>Business Statistics</b>	Compulsory	6				6						14	28	2	2	46	104	150	3
<b>Financial Accounting</b>	Compulsory	6				6						14	28	2	2	46	104	150	3
<b>Introduction to Finance</b>	Compulsory	5				5						14	14	2	2	32	93	125	2
<b>Managerial Finance I</b>	Compulsory	6					6					14	28	2	2	46	104	150	3
<b>Principles of Taxation</b>	Compulsory	4						4				14	14	2	2	32	68	100	2
<b>Introduction to Banking</b>	Compulsory	5						5				14	14	2	2	32	93	125	2
<b>Managerial Finance II</b>	Compulsory	6							6			14	28	2	2	46	104	150	3

<b>Financial Institutions</b>	Compulsory	6						6			14	28	2	2	46	104	150	3
<b>International Finance</b>	Compulsory	4						4			14	14	2	2	32	68	100	2
<b>Investments and Portfolio Management</b>	Compulsory	5						5			14	14	2	2	32	93	125	2
<b>Financial Statement Analysis</b>	Compulsory	5						5			14	14	2	2	32	93	125	2
<b>Fundamentals of Risk Management</b>	Compulsory	5						5			14	14	2	2	32	93	125	2
<b>Financial Mathematics</b>	Compulsory	5							5		14	14	2	2	32	93	125	2
<b>Internship</b>	Compulsory	10							10		180			1	181	69	250	12
<b>Elective Courses</b>	<b>Elective</b>	<b>12</b>					<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>42</b>	<b>42</b>	<b>6</b>	<b>6</b>	<b>96</b>	<b>204</b>	<b>300</b>	<b>6</b>
<b>Principles of Economics</b>	Elective	5	5								14	14	2	2	32	93	125	2
<b>Statistics and Probability for Business</b>	Elective	6			6						10	32	2	2	46	104	150	3
<b>Public Finance</b>	Elective	4					4				14	14	2	2	32	68	100	2
<b>Principles of Insurance</b>	Elective	4					4				14	14	2	2	32	68	100	2
<b>Accounting Software Applications (ORIS)</b>	Elective	4					4				14	14	2	2	32	68	100	2
<b>Analytical Tools in Business</b>	Elective	5					5				14	14	2	2	32	93	125	2
<b>Human Resource Management</b>	Elective	5					5				14	14	2	2	32	93	125	2
<b>Business Russian (B1)</b>	Elective	5					5				14	14	2	2	32	93	125	2
<b>Money and Banking</b>	Elective	4						4			14	14	2	2	32	68	100	2
<b>Real Estate Valuation</b>	Elective	4						4			14	14	2	2	32	68	100	2
<b>Python for Business and Economics</b>	Elective	5						5			14	14	2	2	32	93	125	2
<b>Financial Reporting</b>	Elective	6						6			14	28	2	2	46	104	150	3
<b>Business Russian (B2)</b>	Elective	5						5			14	14	2	2	32	93	125	2
<b>Business Research Foundations</b>	Elective	5							5		14	14	2	2	32	93	125	2

<b>Audit Foundations</b>	Elective	5							5		14	14	2	2	32	93	125	2
<b>EU Integration and Financial Market Reforms</b>	Elective	5							5		14	14	2	2	32	93	125	2
<b>Bachelor Thesis</b>	Elective	7							7*	7*		45		1	46	129	175	3
<b>Accounting and Business Operations Program “Balance”</b>	Elective	5								5	14	14	2	2	32	93	125	2
<b>Securities Analysis</b>	Elective	5								5	14	14	2	2	32	93	125	2
<b>Total</b>		<b>240</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>659</b>	<b>1191</b>	<b>92</b>	<b>93</b>	<b>2035</b>	<b>3965</b>	<b>6000</b>	<b>130</b>