



ქართულ-ამერიკული  
უნივერსიტეტი

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## Business School

### Curriculum

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#### Program Name

Business Administration (English, 180 Credits)

#### Academic Level

Bachelor's

#### Qualification to be conferred

Bachelor of Business Administration

#### Head of the Program

Tamaz Uzunashvili - Professor, Deputy Dean of the School of Business

#### Program volume

Bachelor's Program of Business Administration is based on ECTS system. A student must accumulate 180 (ECTS) credits within the framework of the education program in order to be conferred the qualification of Bachelor in Business Administration.

Bachelor's Program in Business Administration consists of the mandatory courses (core components) relevant to the major study sphere and of the free components.

The duration of the study on the Bachelor's Level of Business Administration is 3 years, 6 semesters.

A student accumulates 60 credits during an academic year, i.e. 30 credits during a semester, although based on the individual workload of a student, the number of credits per annum can be more or less than 60, but no more than 75 (ECTS).

**A student accumulates 120 credits from the core courses relevant to the major study sphere.**

**A student accumulates 30 credits in the free components of the major study courses.**

**A student accumulates 30 credits from the elective components relevant to the major study sphere.**

**Practical component (elective) - 6 credits:**

Out of 36 credits from the elective components of the major study sphere, a student can use 6 credits for practical component.

A student will accomplish a practical component of the study program at the institutions, organizations or companies with whom the University or the Business School have signed a memorandum/agreement of cooperation.

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**Bachelor's Thesis (elective) – 12 credits:**

A student can accumulate 12 credits out of 36 credits of elective courses relevant to the major study sphere by writing a Bachelor's thesis.

**A student accumulates 12 credits through the elective courses of the free component (any course from another Bachelor's program at the university, practical or research component).**

Instead of electives of free components, a student can earn 12 free credits from any offered elective courses from the educational program of School of Business (major study sphere, free component) or from any other academic program of the equal level at Georgian-American University; from the academic educational program of equivalent level at any other accredited higher educational institution of Georgia or from the academic educational program of equivalent level at a foreign higher educational institution, if these credits are approved by Georgian legislation.

**Language of instruction**

Georgian

**Aims of the program**

The aims of the Bachelor's Program in Business Administration are:

1. To impart a wide-scale knowledge to a student in the sphere of Business Administration, that will enable him/her to analyze business problems and to prepare the strategies of their solutions that will guarantee effective and continuous development of business.
2. To equip a student with the skills and cutting-edge methods in mathematical statistics, data analysis and business modeling that are applied for the solutions of business problems based on the preliminary instructions.
3. To raise a qualified specialist of high academic and ethical standards who will work effectively in business sphere and will guarantee the establishment of modern methods.

**Prerequisites for the admission to the program**

In accordance with Georgian legislation, a person may be enrolled on a Bachelor's Program in Business Administration based on the results of the Unified National Entry Examinations and on the results of an exam in the English Language (taken at Unified National Entry Examinations) with the gross points of no less than 40%.

Enrollment of students in the Bachelor's program in Business Administration without having taken Unified National Entry Examinations is only possible in exceptional cases that are permitted by Georgian legislation. A person wishing to be enrolled in the program without Unified National Entry Examinations must produce a B1 level certificate of the English Language.

The entrants who have completed English-medium education in high schools are exempt from the requirement to produce such a certificate.

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## Estimate Number of Students

150

## Spheres of employment

A completion of the Bachelor's Program in Business Administration enables a graduate to hold the following positions in any commercial and non-commercial organizations: low- and mid-level manager, accountant, marketing specialist, sales manager, manager of financial department in a firm, etc.

## Learning outcomes

Upon the successful completion of the Bachelor's Program in Business Administration, a graduate:

1. Discusses the major theories and concepts of business management; describes the problems pertaining to the sphere and identifies relevant solutions to those problems;
2. Gives a detailed description of the challenges facing business management field, and current events and business processes going on in the functional sphere;
3. Analyzes the operation of an organization using the cutting-edge methods in mathematical, statistical and business modeling, elaborates the problem solution strategies and offers recommendations pertaining to the functional spheres of business;
4. Introduces the concept of business value and uses the methods of its measurement;
5. Identifies the risks related to the unpredictable / uncertain conditions in business and defines the ways of risk management;
6. Carries out research and practical projects in business management under the guidance of a lecturer and presents them in context-appropriate technical format;
7. Acts in accordance with leadership and collaboration principles during teamwork;
8. Makes illustrative presentations of business-related ideas, existent problems and the ways of their solutions in front of academic and professional audience by adhering to ethical norms and applying modern technologies;
9. Makes an assessment of social operation of an organization, plans development-oriented activities aimed at the solution of business problems, and illustrates the ways of their realization by adhering to ethical principles;
10. Plans the ways of pursuing one's own and others' continuous professional development and further study needs.

## Methods of achieving learning outcomes

☒ lecture ☒ seminar ☒ teaching through electronic resources ☒ practical seminars and others

- Verbal Method;
  - Demonstration Method
  - Presentation
  - Practical Work
  - Group Work
  - Project Based Study
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- Problem Based Study
  - Learning by Doing
  - Case Study
  - Simulation Study
  - Discussions/Debates
  - Application of electronic resources;
  - Others

**Activities used in the process of teaching-learning:**

- Independent elaboration / explanation / interpretation of a textbook;
- Practical examples;
- Drafting a professional report;
- Preparing answers to the questions;
- Fulfillment of written tasks;
- Case studies;
- Participation in discussions and debates;
- Carrying out a research and preparing a paper under the guidance of a supervisor;
- Completing a paper/project/thesis independently and learning through practical work;
- Others

### **Assessment system**

The evaluation of the level of the achieved study results is carried out in accordance with the assessment system approved by the order # 3 of January 5, 2007, of “The Rule of Calculation by Credits of Higher Education Programs” issued by the Minister of Education and Science of Georgia.

The accumulation of credits in a study course by a student is made possible only by successful accomplishment of the work defined in the course syllabus and by gaining evaluation of a minimum threshold within the framework of one of the positive assessments as defined by the legislation.

The evaluation of the achieved level of study results involves the following assessment forms – midterm and final assessments, the sum of which makes up the final assessment – maximum 100 points.

Final exam is allotted 40 points, the remaining 60 points are allotted to midterm assessments; One midterm examination is mandatory in midterm assessment, which is allotted a total of 20 points. The remaining 40 points of midterm assessment can include several tests, active

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participation in seminars and practical classes based on the specific nature of a course and prescribed in the relevant syllabus.

A student will be admitted to final exam only if he/she accumulates minimum 25 points in midterm assessments throughout a semester.

A student who does not accumulate the mandatory minimum competence threshold – 25 points for midterm assessment, and does not gain other mandatory points in certain tasks as defined in a syllabus, will not be admitted to the final exam. Minimum mandatory points for the final exam are 16.

For establishing the final rating of a student and stimulating him/her, a cumulative grade is calculated (a cumulative grade is calculated at the end of each semester).

A cumulative grade is calculated in the following way: the points accumulated by a student in each study course are multiplied by the credit points allotted to each course, and thereafter, the total number is divided by the credit points accumulated by a student.

Assessment system
<p>Student assessment is conducted according to the following evaluation system:</p> <p>Positive assessment:</p> <p>(A) Excellent _ 91-100 points;</p> <p>(B) Very good _ 81-90 points;</p> <p>(C) Good _ 71-80 points;</p> <p>(D) Satisfactory _ 61-70;</p> <p>(E) Sufficient _ 51-60 points.</p> <p>Negative assessment:</p> <p>(FX) Could not pass _ 41-50 points, which means that a student needs to work more and is granted the right to re-take an exam once after additional independent work;</p>

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(F) Failed \_ 40 points and less out of maximum assessment, which means that the work done by a student is insufficient and he/she needs to re-take the course.

In case of receiving the assessment of FX, an additional exam is set within 5 calendar days after the announcement of the results of the final exam.

### **The resources to be utilized for the realization of the program**

#### **Material resources:**

- The space as defined by legislation (study and supplementary);
- The auditoria equipped with relevant inventory, conference halls, work spaces for the academic personnel, work spaces for the administrative staff;
- The system for continuous provision of electricity;
- Wet points;
- Natural illumination;
- Heating facilities;
- Fire extinguishing mechanisms and safety inventory;
- Evacuation plan;
- Medical facilities; medical service center;
- University security services and mechanisms of keeping order;
- Sufficient number of computers and access to the Internet;
- The library equipped with the relevant study manuals / textbooks and with the modern information-communication technologies;

**Human resources:**

- Academic staff members are selected according to Georgian legislature, considering their qualifications.
- Practitioners and lecturers possessing relevant qualifications and individuals holding academic / scientific degree are invited to the University as researchers and instructors.

**Attachment 1: study plan of the program**

**Attachment 2: CV – Tamaz Uzunashvili**