



შპს უმაღლესი სასწავლებელი ჯორჯია
HIGH SCHOOL GEORGIA – LLC

Approved:
Higher Educational Institution Georgia
Academic Council
Protocol N1, 06.03.2018

Bachelor Programme

Faculty Title	Business Administration
Educational Programme Title	Business Administration
Academic degree to be awarded	Bachelor of Business Administration
Academic higher education cycle	first cycle, Bachelor's degree programme
Type of the Educational Programme	Academic
Language of instruction	Georgian
Programme Instructor	Merab Mikelashvili, affiliated professor, Phd in Economics

Programme Prerequisites

The right to learn on Business Administration bachelor program has a person who passes the United National Exams, passes mobility or is enrolled without passing Unified National exams according Georgian law.

Gaining, suspension, termination of student status, recognizing credits, mechanisms to ensure students further education in case of cancellation of program, also other conditions regarding student status are given in the Learning Process Regulatory Rules of High School.

Programme Duration /ECTS

Duration of Bachelor's programme is 8 semesters (4 academic years); Duration of each semester is 21 weeks

Bachelor's program includes 240 (ECTS) credits

One academic year includes 60 (ECTS) credits

One credit (ECTS) is equal to student learning activities (student workload) during 25 astronomic hours and covers both contact and independent hours.

The allocation of credits between different learning components is based on the actual assessment of the student of average academic achievement, which is required for achieving the learning outcome envisaged for each component.

The calculation of the credit does not include the time specified for sitting the additional exam (preparation, delivery, assessment) and consultation time with the person implementing the component of the educational program.

Considering the peculiarities of the higher education program and/or student's individual curriculum, the student's annual workload may exceed 60 credits or be less than 60 credits.

It is inadmissible that the student's annual workload exceed 75 (ECTS) credits.

If the student fails to acquire the compulsory components of the program during 4 academic years, i.e. 8 semesters and obtain at least 240 credits, he/she is given the opportunity for an additional semester/ semesters to exhaust the program and obtain Bachelor's degree.

The final results of the Bachelor's Program will be achieved as a result of studying the components envisaged by the program.

For granting Bachelor's degree it's compulsory to prepare and defence Bachelor thesis and complete industrial practice.



Programme Structure

Business Administration Bachelor Program is compiled in line with the requirements of the ongoing reform in the education system. The program is focused on demands avowed by the Bologna Process and is accumulated in the priority of quality assurance assessments and competitiveness.

Foreseeing the competencies identified in the Higher education qualifications framework and employment market requirements for the Bachelor of Business Administration, teaching of the students is carried out on the basis of mandatory (specialty) and optional/free learning components. The logical sequence of forming competencies determines the content of the Bachelor programme, its structure and is represented in the curriculum.

Bachelor programme covers 240 credits

- Mandatory components - 180 credits, including:
 - Mandatory training courses of specialty - 120 credits
 - English Language component (I-IV) - 20 credits
 - General mandatory training courses (Academic Writing, Informatics) – 10 credits
 - Industrial practice component – 10 credits
 - Bachelor thesis - 20 credits
- Optional components - 60 credits, including:
 - Optional training courses of specialty - mandatory 30 credits
 - Optional training courses (Rhetoric, Informational Technologies, Philosophy, Image Making - mandatory 10 credits
 - Free training courses - mandatory 20 credits
- Components of mandatory training courses of specialty (120 credits) are oriented to give students fundamental knowledge in peculiarities of business administration sphere development, basic principles and theories of business management. Provides comprehensive understanding of all the business determinants - management, marketing, finance, managerial and financial accounting, on the bases of acquired knowledge generates skills and values required for professional activities.
- English language component (20 credits) is focused on the use of English-language sources in learning and teaching process and strengthening the element of internationalization. In particular, it provides the ability to master the skills of the English language B2 level defined by the Common European Framework of Languages and acquire the knowledge of language aspects and development of communication skills.
- Component of general mandatory training courses (10 credits) is oriented on development of written and verbal communication skills and the ability to use information-communication technologies for the purpose of finding and transmitting information.
- The component of industrial practice (10 credits) is focused on the realization of theoretical and practical knowledge obtained in the learning process. This component allows students to acquire the experience of using knowledge and skills obtained in academic environment.
- Bachelor thesis (20 credits) is focused on the development of the skills needed for writing theoretical written work. Working on Bachelor thesis shall reveal compliance of knowledge and practical skills envisaged by the mandatory and optional training courses of the educational programme with learning outcomes.
- Optional training courses of specialty (compulsory 30 credits) is oriented on deepening the broad knowledge acquired in the frame of the specialty mandatory training courses in the direction corresponding to students' specific interECTS.



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- The component of optional training courses (compulsory 10 credits) is focused on expanding the student's worldview and supporting of values formation process.
- The component of free training courses gives students the possibility to choose a separate training course in accordance with his/her interECTS without any formal unifying scheme that will enhance the student's range of knowledge and skills of conducting communication using business terminology.

Note:

1. Optional training courses of specialty are selected according to the Bachelor's Program curriculum, where the prerequisites and the logical sequence of the courses are envisaged. From the offered 15 (fifteen) courses, the student should choose the desired six (six) courses (30 credits);
2. From the 4 (four) offered optional training courses student must choose 2 (two) courses (10 credits).
3. Free training courses are chosen according to the Bachelor Program Curriculum, taking into consideration the prerequisite of the offered courses and offering semester (autumn, spring).

Programme Actuality

Representative evaluation of Business Administration programme revealed the actuality of the program in the labor market. According several sources researches done by High School Georgia show that special effort is needed to suggest innovative institutional connections to business/employer. This is highly important in preparation of new specialists. Graduate should have knowledge in the field as well as metacognitive skills. That means the specialist has understanding of what he/she knows, what can do and what is needed to deepen knowledge. This is challenge of labor market and it will take time, but working out appropriate strategy and activities to be implemented should be named as prioritized problem.

Quantity of Entrants on Business Administration Bachelor Program is rising every year. On the other side it should be mentioned that Business Administration Bachelor Program is named as one of the requested and successful course. High School Georgia also studied the given vacancies in internet. The main demand is high education in Business Administration. In the research period (27.02.2018 - 01.03.2018) it is revealed that bachelor of Business Administration is very requested.

Goal of the Programme

The goal of the High School Georgia Bachelor's Program of Business Administration and the learning outcomes are in full compliance with each other, are measurable and realistic.

The goal of the Bachelor's Program is to offer to successful, career-oriented generation the educational programme which allows the graduates to develop relevant skills in order to meet labor market demands both within and outside the country. The aim of the program is to prepare highly qualified specialists with Bachelor's Degree in Business Administration, that will enable them to be engaged in business processes, work in multinational corporations and organizations, or found and manage their own business structures on the basis of realization of the acquired knowledge.

Learning of all the functional spheres of Business Administration is carried out through teaching different study courses. The curriculum is diversified and focuses on the usage of multidisciplinary knowledge of business environment.



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The Bachelor Program is focused on the needs of employers because the labor market has become extremely competitive.

Program goals described by competences

The program aims at:

Field knowledge

- Give students the fundamental knowledge of principles of the peculiarities of business administration development, the complex theories of companies effective management and the basic principles and directions of functioning money-and-credit currency relations system.

Field skills

- Give students the general/transferable skills required for mastering the profession;
- Generate the ability to identify dominant paradigms of business administration and use them in practice;
- Give the students the skills to assess determinative criteria of finances, corporate finances and financial indicators and select optimal methods of managing finances for solving problems;
- Provide knowledge to write a small format research work (bachelor thesis) and the course of industrial practice envisaged by the Bachelor's Program specificity based on theoretical and practical knowledge accumulated during the study period.

General skills

- Generate the ability to obtain information in Georgian and English languages (B2 level), ability to communicate orally and in written form and ability to use modern communication technologies creatively;
- Generate the ability to generalize data and give substantiated conclusions about financial and fiscal sectors activities based on analyzing various information sources and factual materials;
- Ensure the ability to evaluate the needs of learning, update knowledge and determine needs for further education;
- Ensure the ability to participate in the professional values formation process, taking into consideration the principles and norms of corporate ethics and social responsibility.

Programme Learning Outcomes

The learning outcomes of the program are measurable, realistic and describe the knowledge students acquire upon its completion. Learning outcomes are in line with the Higher Education Qualification Framework and qualification awarded. Achieving the learning outcomes of the programme ensures the graduates to continue studies at the next (Master) level of education and/or be employed by profession and satisfy the requirements of the labor market.

Field knowledge

Upon completing the program, the student will be able to:

- Identify complex issues of theories and principles specific for business administration.

Field Skills

Upon completing the program, the student will be able to:

- Use transferable skills generated within the program in real environment; Qualitative and quantitative analysis of the



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field tasks, usage of mathematical methods and models;

- Analyze practical issues of all business administration constituents - the organizational-legal forms of entrepreneurship, environmental, corporate ethics and social responsibility, management, marketing, money and monetary credit system, financial accounting, tax regulation, risk management and insurance;
- Evaluate criteria determining corporate finance and financial indicators, selecting optimal methods of financing management and their usage in practice;
- Implement a practical project characteristic of business administration according to predetermined instructions.

General Skills

Upon completing the program, the student will be able to:

- Communicate in English (B2 level), find information in Georgian and English languages and transmit it orally and in written form using modern information and communication technologies;
- Analyze and evaluate financial and fiscal sectors activity and formulate substantiated conclusions;
- Identify business development trends and determine the needs for further learning;
- Identify ethical and social values and participate in the formation process of professional values of modern business.