

**Approved by**  
Saint Tbel Abuserisdze Teaching University of the Patriarchate of Georgia

Decision No 02-01/04 of the Academic Council 08.02.2019

Chairperson of Academic Council  
Rector, Skhalta Archbishop Spiridon

**Reviewed by**  
By the Council of the Faculty of Agricultural Sciences and Business Administration

Protocol № 02-04-06/01 02.02.2019

**The Saint Tbel Abuserisdze  
Teaching University of the Patriarchate of Georgia**

**Faculty of Agricultural Sciences and Business Administration**

**Bachelor's educational program**

**Business Administration**

**Business Administration**

Qualification/Academic Degree:  
Bachelor of Business Administration

Volume of the program: 240 ECTS

Heads of Program:  
Professor Edvard Mikeladze

Assistant - Sonia Chechelashvili

1. **Program name:** Business Administration

2. **Education level:** Bachelor's

3. **Qualification/academic degree to be awarded:**

Bachelor of Business Administration

4. **Program volume in credits:** 240 ECTS

The Bachelor's program is comprised of 240 credits, where mandatory learning courses are comprised of 190 credits, out of which 10 credits are allocated for the scientific and research component, whereas 5 credits for practice. 35 credits are dedicated to the university learning courses, whereas 15 ECTS credits are elective subjects of specialization.

Each ECTS credit determines no more than 40% of contact teaching and no more than 60% of student's independent work. Contact teaching takes place during the period of eight semesters, with the duration of 16 academic weeks in a semester. (The ninth week is dedicated to midterm assessments). The scientific and research component and practice is performed by the student in the eighth academic semester.

5. **Language of instruction:** The program will be implemented in Georgian

6. **The importance and goal of the educational program:**

The importance of preparing the Bachelor's students in Business Administration by means of the education program in Business Administration is based on the irreversible nature of forming corresponding institutions and relations of the mixed, multi-purpose, socially oriented market economics. Various level managers and businessmen of entrepreneurial subjects, as a rule, have to study the existing market environment in order to make their managerial decisions effective in real environment. In this case, a huge emphasis is made on the knowledge and usage of different tools of financial fields - marketing, management, audit, accounting, insurance, credit and banking that are regulating the management area of business structures.

The importance of the educational program is also driven by the management of individual economic agents or business in a variety of fields, to ensure effective management of material, labor and financial resources, the necessity of managing organized financial and tax issues, which in its turn is also confirmed by the labor market data, according to which the demand for professions of this area is maintained in the crisis periods of the economy. Therefore, due to the indicated relevance, the objective of the Bachelor's educational program in Business Administration is to prepare Management Specialists for the Legal Entities of Private Law in accordance with the legislation of Georgia and the standards for business management and administration, recognized internationally.

As it is also known, that the financial-economic instability, expectations of state intervention in economy, speculation pressure to gain the profit, and others serve as the reason for the initiation of the risks of financial regulation. All agents, state, business world, civil society

participate in these financial and economic relations. Each one of them has their own interest, the main aspiration of which is to step towards the stability of monetary income and growth, which needs management, thus, the demand for the preparation of qualified managers, marketing managers, financial analysts has appeared in the business area and the financial economics and it has been growing on a daily basis. Any business problem should be regulated by the knowledge and skills of the aforementioned professionals.

Therefore, the objective of the Bachelor's program is defined by the preparation of such specialists who will:

- possess the competences corresponding to the modern requirements. be qualified, easily adaptable to the competitive and changeable professional environment, individuals with high civilian awareness and activity,
- have rethought the content characteristics of management, marketing, finance and accounting and their social and economical importance in the field,
- possess the skills for the effective management and administration of financial, material and labor resources of the entrepreneurial subjects and their organizational sub-units;
- possess a theoretical knowledge for the establishment of legal issues of a business;
- possess the practical skills of working individually and in teams.

The objectives of the program are fully aligned with the mission of the university, which implies the upbringing of qualified, easily adaptable to the competitive and changeable professional environment specialists possessing the relevant mental and national values.

**7. Program admission preconditions:** Admission to the program is administered in accordance with the legislation of Georgia and the governing rule for the educational process of "Saint Tbel Abuserisdze of the Patriarchate of Georgia".

**8. Teaching format:** Teaching will be implemented in the format of lectures, seminars and practical studies.

## 9. Learning outcomes

Criteria	Field competencies
Knowledge and understanding	<p><b>The student has:</b></p> <ol style="list-style-type: none"> <li>1. A theoretical knowledge of: main principles of economics; calculation of important micro-economical indicators; business relations; managerial skills; business analysis on the basis of theoretical methods of statistics and applying mathematical methods.</li> <li>2. A relevant terminological knowledge, which makes it easier for the student to understand the business and the issues related to it.</li> </ol> <p><b>The student understands:</b></p> <ol style="list-style-type: none"> <li>1. The interrelation between business, finance, credits, insurance, management, marketing, accounting, communication management, IT and mathematical programming.</li> </ol>
Ability to apply knowledge in practice	<p><b>The student has:</b></p> <ol style="list-style-type: none"> <li>1. The skills of interpreting business related documents, collecting and analyzing financial information, calculating the prime cost of production, applying the simplest methods of planning an optimal volume of production supplies, as well as on the basis of the book records and financial accounting, preparing and submitting a company's budget and financial statements using modern information technologies.</li> <li>2. The skills for performing the research work in accordance with the recommendations and/or instructions that have been agreed on in advance.</li> </ol>
Making Judgment	<p><b>The student has the ability to:</b></p> <ol style="list-style-type: none"> <li>1. Analyze the business activity and opportunities of the company, the decisions for economical tasks and financial accounting.</li> <li>2. Find and apply analogies in business area, formulate a justified conclusion with regard to the improvement of existing problems and activity of business.</li> </ol>
Communication skills	<p><b>The student is able to:</b></p> <ol style="list-style-type: none"> <li>1. Participate in a discussion with the specialists of a relevant field corresponding to business and economics;</li> <li>2. Prepare work in the form of a report; compose a business document using business vocabulary; formulate/determine a complex issues/question, in a written form and orally.</li> <li>3. Prepare and transfer analytical information by using modern information technologies.</li> </ol>
Ability to learn	<p><b>The student is able to:</b></p> <ol style="list-style-type: none"> <li>1. Understand and study the necessary information independently by means of business, economics and other field literature as well as other sources with the help of the acquired knowledge.</li> <li>2. Determine the need for his/her knowledge in one of the business fields and organize a learning process independently.</li> </ol>
Values	<ol style="list-style-type: none"> <li>1. The student understands the importance of fulfilling the responsibility stipulated by the Law, which facilitates the formation of the civil culture.</li> <li>2. The student will be able to understand socially important business problems, and be aware of the responsibility to solve them.</li> </ol>

## 10. Learning outcomes achievement methods

The following methods will be used in the implementation of the program:

1. **Discussion** - discussion process significantly increases the level of student involvement and activity. This process is not limited only to the questions raised by a professor. This method develops the ability of a student to argue and substantiate his/her own opinion.

2. **Collaborative work** - this method of teaching involves dividing students into groups and giving them a learning task. Members of the group individually elaborate the issue and concurrently share it with other members of the group. Depending on the set objective, it is possible to divide the functions among the members of the Group's work process. This strategy ensures a maximal involvement of all the students into the learning process, both in a written and oral form.

3. **Problem based learning (PBL)** uses a problem as the initial stage of integration process and acquiring the knowledge. Solving the problem requires a student to work with the book.

4. **Role and situational games** - The role played by the scenario allows students to look at the issue from a different perspectives and give them the possibility to develop an alternative viewpoint. As well as discussion, the role games also develop a student's ability to express his/her own position independently and defend it during debates.

5. **Demonstration method** implies a visual presentation of information. It is quite effective in terms of achieving the result. In most cases it is possible to deliver the material to the students by a method of multimedia. The studied material can be demonstrated by a teacher as well as by a student. The method helps to visualize different levels of perception of study material and to specify the work that students will have to accomplish independently; at the same time, this strategy visually demonstrates the essence of a issue/problem. It is possible to deliver the material online.

6. **Practical methods** unite all the forms of teaching that form student's practical skills, a student fulfills different activities on the basis of the acquired knowledge and professor's consultation, the activities may include the preparation of different programs and presentations, conduct of a statistical observation, finding analytical information and work on it, preparation of a Bachelor's thesis, etc.

### 7. Induction, deduction

- **The Induction method** of learning defines the form of any topic knowledge, when the process of thinking is directed from the private to the particular, from facts to generalization, or the process is transmitted from the particular to general.
- **The deductive method** of learning defines the form of transferring any subject knowledge that, based on general knowledge, represents a logical process of discovering the new knowledge or the process flows from the general to the particular.

9. The **Explanatory method** is based on a discussion covering the given issue. The professor provides the particular example which is discussed in details within the frame of given topic.

10. **Action-oriented method** requires intensive involvement of professors and students in the teaching process where the practical interpretation of theoretical material is of special importance.

11. **The Verbal or Oral method.**

12. **Situation modeling method.**

13. **Method of Working on a Book**

14. **Method of working in a written form**

## 11. Student evaluation system

1. The evaluation of students is performed in accordance with the rule governing the educational process of Saint Tbel Abuserisdze Teaching University of the Patriarchate of Georgia.

2. The student's work performed during a semester in every subject is evaluated by 100 points, which are accumulated through different activities, based on the participation in seminars/practical sessions, as well as on the results of abstracts, presentations, research components, midterm assessment, final exams and other results envisaged by the academic course.

3. The final evaluation of the learning course is the fulfillment of the requirements envisaged by the same academic course, which is divided into two parts and implies the sum of midterm and final evaluations

4. Out of the 100 points of the learning course, the midterm evaluation has 60 points, whereas the final evaluation has 40 points. Midterm and final evaluations are composed of the evaluation components that unite written and/or oral surveys, examinations, practical and theoretical works, etc. the evaluation of a student is performed using a number or components, which are written out in the syllabus of the learning courses in details.

5. Midterm evaluation is composed of:

Midterm examination- 20 points. The number of midterm evaluations is determined considering the content requirements of a particular learning course.

Current evaluations - 40 points. Current evaluations may be performed in a written and/or oral form, except for the written and oral evaluations, depending on the needs of the course, other evaluation method may be used.

6. Methods for the evaluation of separate components of the evaluation, evaluation criteria and the rule for accumulating the appropriate point are determined by the syllabus of a particular learning course, where the following minimum requirements should be met:

a) each written examination of current evaluation may be evaluated by a maximum of 10 points;

b) each oral examination of current evaluation may be evaluated by a maximum of 5 points;

7. The threshold for the minimal competency of the midterm evaluation is 21 points; whereas the threshold for the minimal competency for the final examination is 20 points.

8. A student is required to attend at least 50% of the learning courses, otherwise he/she will not be allowed to take the final examination.

9. The student's work is evaluated by the following scheme:

Positive evaluations:

a) A – Excellent. 91 - 100 points of maximum evaluation

b) B - Very Good. 81 - 90 points of maximum evaluation

c) C - Good. 71 - 80 points of maximum evaluation

d) D – Satisfactory. 61 - 70 points of maximum evaluation

e) E – Sufficient. 51 - 60 points of maximum evaluation

Negative evaluations:

f) FX - Did not pass. 41-50 points of maximum evaluation, meaning that a student requires some more work for passing and is given the right to sit an additional examination by means of an independent work;

g) F - Failed. 40 and less points of maximum evaluation that means that the work of the student is not sufficient and he/she has to retake the course again.

1. The amount of points in the final evaluation is not added to the evaluation received by a student for the additional examination.

2. Evaluation received at the additional examination is the final one and will be reflected in the final evaluation of the educational program component.

3. Considering the evaluation at the additional exam, if a student gets 0-40 points in the final evaluation of the educational component, a student will have F-0 points assigned.

**A Bachelor's thesis** is a research component equal to another learning courses that the educational program is composed of. It is evaluated by a 100 point system, in accordance with the following criteria:

logic, argumentation, reasoning - 30 points, architectonics of the paper - 20 points, skills of conveying the knowledge - 15 points, innovation - 10 points, engagement in the discussion - 15 points, use of presentation material - 10 points). The procedures for designing, submitting and defending the Bachelor's thesis are determined by the regulation governing the educational process of Saint Tbel Abuserisdze University of the Patriarchate of Georgia.

### Structure of learning plan

Curriculum																	
№	Components	Number of credits	Number of hours	Distribution of hours						Distribution of credits by semesters							
				Lecture	Practical/Practice	Work in group	Midterm examination	Final examination	Independent work	I semester	II semester	III semester	IV semester	V semester	VI semester	VII semester	VIII semester
	<b>Mandatory courses of the specialization</b>	<b>190</b>															
1	Economics I	5	125	15		27	1	2	80	5							
2	Higher mathematics for Economists	5	125	15		27	1	2	80	5							
3	Fundamentals of Law	5	125	15		25	2	3	80	5							
4	Economics II	5	125	15		27	1	2	80		5						
5	Fundamentals of Business	5	125	15		27	1	2	80		5						
6	Management Sociology	2	50	15		15	1	2	17		2						
7	Probability Theory	3	75	12		15	1	2	45		3						
8	Fundamentals of Marketing	5	125	15		27	1	2	80		5						
9	Fundamentals of Management	5	125	15		27	1	2	80			5					
10	Marketing Management	5	125	15		27	1	2	80			5					
11	Finance and Banking	5	125	15		27	1	2	80			5					
12	Theory of Statistics	5	125	15		27	1	2	80			5					
13	Mathematical Modeling of Economical Processes in Business	5	125	15		27	1	2	80			5					
14	Insurance Business	5	125	15		27	1	2	80				5				
15	Business Statistics	5	125	15		27	1	2	80				5				
16	Operational Management	5	125	15		27	1	2	80				5				
17	Accounting Theory	5	125	15		27	1	2	80				5				
18	International Business	5	125	15		27	1	2	80					5			
19	Financial Accounting	5	125	15		27	1	2	80					5			

20	HR Management	5	125	15		27	1	2	80					5			
21	Business PR Technologies	5	125	15		27	1	2	80					5			
22	Business Law	5	125	15		27	1	2	80					5			
23	Taxation	5	125	15		27	1	2	80					5			
24	Fundamentals of Financial Management	5	125	15		27	1	2	80					5			
25	Managerial Accounting	5	125	15		27	1	2	80					5			
26	Fundamentals of Investment	5	125	15		27	1	2	80					5			
27	Risk Management	5	125	15		27	1	2	80					5			
28	Customs Affairs	5	125	15		27	1	2	80						5		
29	State and Municipal Management	5	125	15		27	1	2	80						5		
30	Time Management	5	125	15		27	1	2	80						5		
31	IT Program "Oris"	5	125			42	1	2	80						5		
32	Strategic Management	5	125	15		27	1	2	80						5		
33	Tourism Management	5	125	15		27	1	2	80						5		
34	Market of Securities and Stock Exchange	5	125	15		27	1	2	80							5	
35	Application of IT in Business	5	125	15		27	1	2	80							5	
36	Production Practice	10	250	10	230			10									10
37	Bachelor's Thesis	10	250						250								10
38	<b>Elective academic courses of the specialization</b>	<b>15</b>												<b>5</b>	<b>5</b>	<b>5</b>	
38/1	Small Business Management	5	125	15		27	1	2	80								
38/2	Logistics	5	125	15		27	1	2	80								
38/3	Project Management	5	125	15		27	1	2	80								
38/4	Culture of Economics and Business Ethics	5	125	15		27	1	2	80								
38/5	International Credit, Finance and Monetary Relations	5	125	15		27	1	2	80								
38/6	Company Economics	5	125	15		27	1	2	80								
38/7	World Economy	5	125	15		27	1	2	80								
38/8	Economics Analysis	5	125	15		27	1	2	80								

38/9	Accounting and Control in Commercial Banks	5	125	15		27	1	2	80								
<b>39</b>	<b>University subjects</b>	<b>35</b>															
39/1	Academic Writing	3	75	5		21	2	2	45	3							
39/2	Psychology	2	50	14		3	1	2	30	2							
39/3	History of Georgia	3	75	15		8	4	3	45	3							
39/4	Philosophy	2	50	15		15	1	2	17	2							
39/5	Office Computer Programs	5	125	15		25	2	3	80		5						
39/6	<b>English language</b>	20															
	Foreign language A1 I	5	125		40		2	3	80	5							
	Foreign language A2 II	5	125		40		2	3	80		5						
	Foreign language B1 III	5	125		40		2	3	80			5					
	Foreign language B2 IV	5	125		40		2	3	80				5				
	<b>Total sum</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>

#### **Comment to the English language learning courses**

English language learning is comprised of 20 credits in total. Teaching of English language is performed on the basis of the level of student's language knowledge according to the following scheme:

1. Students with no knowledge of the language start learning the language from level A-1 and continue on to level A-2.
2. Students with the basic knowledge of the language start learning the language from level A-2 and continue on to level B-1.

Map of learning outcomes								
№	Components	Number of credits	Field competencies					
			Knowledge and understanding	Ability to apply knowledge in practice	Making judgment	Communication skills	Ability to learn	Values
	<b>Mandatory courses of the specialization</b>	<b>185</b>						
1	Fundamentals of Law	5	+	+	+		+	+
2	Economics I	5	+	+	+	+	+	
3	Higher mathematics for Economists	5	+	+	+	+	+	+
4	Economics II	5	+	+	+	+	+	+
5	Fundamentals of Business	5	+	+	+	+	+	+
6	Management Sociology	5	+	+	+	+	+	+
7	Probability Theory	5	+	+	+	+	+	
8	Fundamentals of Marketing	5	+	+	+	+	+	+
9	Fundamentals of Management	5	+	+	+	+	+	+
10	Marketing Management	5	+	+	+	+	+	+
11	Finance and Banking	5	+	+	+	+	+	+
12	Theory of Statistics	5	+	+	+	+		
13	Mathematical Modeling of Economical Processes in Business	5	+	+	+	+	+	
14	Insurance Business	5	+	+	+	+	+	+
15	Business Statistics	5	+	+	+	+	+	+
16	Operational Management	5	+	+	+	+	+	+
17	Accounting Theory	5	+	+	+	+	+	+
18	International Business	5	+	+	+	+	+	+
19	Financial Accounting	5	+	+	+	+	+	+
20	HR Management	5	+	+	+	+	+	+
21	Business PR Technologies	5	+	+	+	+	+	+
22	Business Law	5	+	+	+	+	+	
23	Taxation	5	+	+	+	+	+	+
24	Fundamentals of Financial Management	5	+	+	+	+	+	+
25	Managerial Accounting	5	+	+	+	+	+	+
26	Fundamentals of Investment	5	+	+	+	+	+	+
27	Risk Management	5	+	+	+	+	+	+
28	Customs Affairs	5	+	+	+	+	+	
29	State and Municipal Management	5	+	+	+	+	+	+
30	Time management	5	+	+	+	+	+	+
31	IT Program "Oris"	5	+	+	+	+		
32	Strategic Management	5	+	+	+	+	+	+
33	Tourism Management	5	+	+	+	+	+	+
34	Market of Securities and Stock Exchange	10	+	+	+	+	+	+

35	Application of IT in Business	5	+	+	+	+	+	+
36	Production Practice	5	+	+	+	+	+	+
37	Bachelor's Thesis	10	+	+	+	+	+	+
38	<b>Elective academic courses of the specialization</b>	<b>15</b>						
38/1	Small Business Management	5	+	+	+	+	+	+
38/2	Logistics	5	+	+	+	+	+	+
38/3	Project Management	5	+	+	+	+	+	+
38/4	Culture of Economics and Business Ethics	5	+	+	+	+	+	+
38/5	International Credit, Finance and Monetary Relations	5	+	+	+	+	+	+
38/6	Company Economics	5	+	+	+	+	+	+
38/7	World Economy	5	+	+	+	+	+	+
38/8	Economics Analysis	5	+	+	+	+	+	+
38/9	Accounting and Control in Commercial Banks	5	+	+	+	+	+	+
39	<b>University subjects</b>	<b>40</b>						
39/1	Academic Writing	3	+	+	+	+	+	
39/2	Psychology	2	+	+	+			
39/3	History of Georgia	3	+	+	+	+	+	+
39/4	Philosophy	2	+	+	+	+	+	+
39/5	Office Computer Programs	5	+	+	+	+	+	+
39/6	<b>English language</b>	<b>20</b>						
	Foreign language A1 I		+	+	+	+	+	+
	Foreign language A2 II		+	+	+	+	+	+
	Foreign language B1 III		+	+	+	+	+	+
	Foreign language B2 IV		+	+	+	+	+	+
	<b>Total sum:</b>	<b>240</b>						

## 12. HR resources of the program

1. **Edvard Mikelade - Doctor of Economics, Professor** (International Business, Business PR Technologies, Time Management, Fundamentals of Investment, Logistics, Marketing Management, Fundamentals of Marketing, Fundamentals of Management, Operations Management, Project Management, Strategic Management, Risk Management)
2. **Lia Beridze - Doctor of Business Management, professor** (Accounting and Control in Commercial Banks)
3. **Sonia Chechelashvili - Doctoral student of Economics, assistant** (Accounting Theory, Financial Accounting, Managerial Accounting, IT program "Oris", Theory of Statistics, Business Statistics, Economics Analysis)
4. **Lela Jakhaia - Doctor of Economics, Associate professor** (Economics 1, Economics 2, Fundamentals of Business, Finance and Banking, Insurance Business, World Economics, Fundamentals of Business, State and Municipal Management)
5. **Hamlet Sanikidze - Doctoral student of Economics, assistant** (IT use in Business, Tourism Management, Economics of a Company, HR Management, International Credit, Finance and Monetary Relations, Small Business Management, Economical Culture and Business Ethics)
6. **Givi Chumburidze - Doctor of Mathematics, associate professor** (Probability Theory, Mathematical Modeling of Processes in Business)
7. **Suliko Putkaradze - Doctor of Business Management, professor - production practice**
8. **Asie Tsintsadze - Doctor of Business Administration, invited lecturer** (Bachelor's theses)
9. **Ramin Tsinaridze - Doctor of Business, invited lecturer** (Customs, Business Law)
10. **Giorgi Abuseridze - Doctor of Economics, invited lecturer** (Taxation)
11. **Lasha Beridze - Doctor of Business, associate professor** (Fundamentals of Financial Management, Securities and Stock Exchange)
12. **Nino Tsinaridze - Doctor of Mathematics, invited lecturer** (Calculus for Economists)
13. **Iver Mukutadze - Master of Mathematics, invited lecturer** (Office Computer Programs)
14. **Razhden Putkaradze - Doctor of Law, invited lecturer** (Fundamentals of Law)
15. **Sulkhan Aleksaia - Doctor of Historical Sciences, professor** (History of Georgia)
16. **Medea Rizhvadze - Doctor of Philology, professor** (Academic Writing)
17. **Natela Beridze - Doctor of Social Sciences in Mass Communications, professor** (Philosophy, Management Sociology)
18. **Tea Khintibidze - Master of Clinical Psychology, invited lecturer** (Psychology)
19. **Lili Dolidze - English and German languages teacher. invited lecturer** (foreign language - English A1 I , A2 II , B1 III , B2 IV levels)

### 13. Program material resources:

In the implementation of the program a special attention is paid to conducting practical and seminar works as well as lectures in the classrooms on a high level. The university has an educational and scientific library available for all the students.

The area of Business Administration has all the necessary literature for learning the courses envisaged by the program, as well as the literature of adjacent disciplines.

There is a library of online textbooks which is available to all the students. **There is a collection of certain scientific articles, different journals according to the specializations and scientific journals.** There is a computer class, which provides service to its customers, if necessary. Additionally, student can always use brief lecture courses composed by their lecturers and teachers, both in an online format and by using the copies, the availability of which is ensured by the university. The student has an opportunity to use the private libraries of lecturers and teachers of the university.

**Maximum student population for the admission to the program:** Depending on the material-technical base, the educational program esteems to admit 56 students annually.

**Areas of employment:** A highly professional alumnus will be prepared upon mastering the full course of the program. The graduate will be able to analyze material and financial resources of a company with any organizational and legal form as well as make relevant optimal decisions. The alumni will be able to engage in the process of business activity and hold lower and medium managerial and marketing positions, they will also be able to work as financial analysts and experts in business structures. Their work may be related to any area of economics and business.

A graduate of the Bachelor's program in the Business Administration can be employed in:

- private and state companies of different organizational and legal forms in the specialization of Manager-Analysts, Office Managers or Finance Managers;
- any organization and institution related to the economic activity;
- organizations that have international businesses as medium and low level Managers.