



# Caucasus International University

Tbilisi, 2023

Faculty of Business and Technology

Bachelor's Educational Program in Business Administration in English

Approved at the meeting of the academic council

Minute # 30, 23. 06. 2106

By the Order of Rector N02-247

23. 06. 2106

The changes were approved under the rector's

order # 02-282

26.07.2017

Protocol #37, 26.07. 2017 at the

Academic Council Session.

### **1. Title of the Education Program**

Bachelor's Education Program of Business Administration in English

### **2. Stage of higher education**

Bachelor degree course

### **3. Type of Educational Program**

The Higher Education Program

### **4. Broad Field**

Business, Administration and Law

### **5. Narrow Field**

Business and Administration

### **6. Detailed Field**

Management and Administration

### **7. fields of study**

Business administration

### **8.. Duration of Study**

4 years; 8 semesters

### **9. Program volume in credits**

240 credits

### **10. Tuition Form**

Full time

### **11. Tuition Language**

English

### **12. Qualification to be awarded**

*Bachelor of Business Administration*

### **13. Acting Program Director**

**Nino Samchkuashvili,**

Doctor of Business administration, associate Professor at the Faculty of Business and Technology of Caucasus International University.

### **14. Precondition for admission to the course**

Citizens of Georgia holding the general certificate of education are entitled to enroll for the English Bachelor's Educational Program of Business Administration on the basis of the results of the Unified State Examinations (at least 60 points in English language).

Individuals who have not passed the Unified State Examination are allowed to enroll in accordance with the

requirements of Georgian legislation (Law of Georgia on “Higher Education” Article 52).

To be eligible for the admission, you are required to be in full compliance with the prerequisite in the following: **English language B2 level.**

Upon obtainment of the status of a student of Caucasus International University a person is obliged to submit to the university a document certifying full basic education or its equivalent while a person being on file for military service in line with the applicable legislation shall submit a document confirming that a person is on file for military service.

Enrollment for the **English Bachelors’ Educational Program of Business Administration** via academic mobility is permitted upon completion of one academic year of studies. Academic mobility is allowed twice a year within the terms established by the Ministry of Education and Science of Georgia with observation of obligatory procedures approved under the Deed of the Director of Legal Person of Public Law National Center of Development of Education Quality and rules determined by the University.

Enrollment for the **English Bachelor’s Educational Program of Business Administration** or enrollment by means of transfer from acknowledged higher education institution of a foreign country is accomplished on the basis of decision/consent of the Ministry of Education and Science of Georgia.

#### **15. Duration and Volume of Studies**

- One academic year comprises of **38 weeks;**
- I term duration is **19 weeks;**
- II term duration is **19 weeks.**

Out of which:

- (a) Period from **1<sup>st</sup> to 15<sup>th</sup> week** is the period of studies, when lecture-seminars, practical trainings, midterm examinations are held, presentations and research papers are prepared, made and defended, etc.
- (b) During the period from **16<sup>th</sup> to 18<sup>th</sup> week** final examinations are conducted;
- (c) During the final **19<sup>th</sup> week** reexaminations are held.

#### **16. The aim of the Educational Programme**

Undergraduate Programme in Business Administration (in English) aims at fostering an administrator being aware of Management, Marketing, Finances and Accounting for small, medium, national or multinational corporations operating in Georgia, Caucasus or the Black Sea Region. The administrator will possess the knowledge and skills to properly manage the processes in the field of production, service, construction and commodity circulation, taking into account world business challenges and the pace of development.

Each individual aiming at participating in business activities has to evaluate the advantages and disadvantages of his/her economic entity, company, country in comparison with the rivals. Generalizing processes in the business field an individual thinks about how to gain advantage in business and gain victory of company, individual and country within the competitive environment. Correspondingly, the current programme aims at creating such kind of “stock of advantages” for students with the help of latest knowledge, business skills which contributes to maintaining long-term competitiveness in the employment market and it will enable the employer company to efficiently and rationally provide him/her with business resource: land, workers, capital and phenomenal ability of entrepreneurship in business environment.

During recent years, the importance of low and middle level managers in business field was specially raised in Georgian business life, who are aware of local, regional and world market, aspects of dynamics and development of regional and world processes and are able to have a positive influence on the complex business issues applying the knowledge and skills.

The programme aims at not only fostering the specialist of Business, Management, Finances, Accounting for Georgian, regional and world business but also creating and developing a particular type – classical entrepreneur being aware of plenty of entrepreneurial skills, knowledge and flexibility that is characterized for business.

### **17. English Bachelor's Educational Programme of Business Administration**

**240 credits**

**Mandatory components – 180 credits**

**Including:**

- University mandatory courses of study – **25 credits;**
- Facultative (business administration) mandatory courses of study – **50 credits;**
- Mandatory courses of study in specialty– **105 credits;**

**Optional Components – 60 credits**

**Including:**

- University optional courses of study – **10 credits;**
- Facultative (business administration) optional courses of study – **6 credits;**
- Optional courses of study in specialty– **24 credits;**
- Free credits – **20 credits**

University and facultative mandatory or optional courses of study deepen student's knowledge and together with compulsory disciplines of specialty, help him acquire general and field-specific competences expedient for labor market or further stage of education.

### **18. Methodology of study**

Management of study process is aimed at application of methodologies that as a result of practical implementation of the Bachelor's program ensures obtainment respective knowledge, skills and competences for the Bachelor's degree/qualification.

The following teaching methods are applied in the course of academic activity:

**Verbal method** – explanation, questioning and consideration of a topic; discussion-debates; presentaiton;

**Written method** (implies preparation of assignement/ presentation, homeworks for practical trainings, holding group presentations) ;



**Application of information technologies** (implies researching and processing of information, doing practical tasks in respect of specialty, preparing illustrative material for reports/presentations etc.);

**Combined methods:**

**At lectures** – Listening and making notes;

**Working in groups:**

**Verbal method** – (implies consideration of topics related to the learned material and debates/discussions as well as making presentation. **Written method** (implies preparation of assignment/ presentation, homeworks for practical trainings, holding group presentations)

**Application of information technologies** (implies researching and processing of information in respect of particular topic, preparing illustrative material for reports/presentations via application computer techniques and respective programs.);

**The following methods are also applicable in education process: Practical method, discussion/debates, Group (collaborative) work; Problem Based Learning(PBL); Cooperative teaching; Case study; Role plays and simulation games, demonstration methods, induction, deduction, analysis, synthesis, explanatory method, action-oriented teaching, electronic teaching, student motivation and feedback providing method;**

The education process also envisages: critical analysis and appraisal of his own work by a student; sound criticism of others' works and taking into consideration criticism of others towards their own performance. Search of information in electronic format via computers and library resources, review of information and literature relevant to set objectives.

Application and combination of various methods result in diversification of education process and more active participation of students. Combination of methods ensures involvement of students and presentation and development of their abilities.

**Students are getting used to:**

Independent, individual and group work;

Set objectives and apply adequate methods for their attainment, make work schedule and manage time;

Apply widely information-communication technologies and library for obtainment necessary information and its analysis.

Draw conclusions and opinions, communicate orally and in writing, prepare and show presentation, self-presentation of his own knowledge and competences, defend his own opinion presenting well grounded arguments.

Deriving from specifics of education group preference may be given to any particular method within the education process since selection of applied methods aims at activation of study, development and stimulation of cognitive activities and active involvement of students in education process.

## **19. System of students' knowledge evaluation**

**Students knowledge shall be assessed in accordance with 100 score system.**

Summative evaluation of work performed by the students while mastering study courses envisages two component elements – midterm and final examinations evaluation. Midterm evaluation implies weekly assessment of the work of student and the evaluation of midterm exam. Each element has its own percentage in general evaluation system.

- A student is able to gain the midterm weekly evaluation via being active at lectures, seminars and practical trainings and in working groups, as well as through preparing home-works and solving particular cases, accomplishing written quizzes and preparing and presenting research papers as well as group and individual projects etc. **By intermediate weekly evaluation a student may score maximum 40 points.**
- **Midterm exam in every subject is held once a semester and is evaluated by 30 points;**
- With consideration of specifics of particular course of study components included in the element of intermediate evaluation can be specified: the content and share is determined by the leading lecturer of the course of study.
- **By midterm evaluation a student may score maximum 70 points;**
- The student scoring minimum **25 points** with intermediate evaluation during semester will be allowed to pass **the final examination;**
- **Final examination is obligatory, in evaluation system its share constitutes maximum 30 points;**
- **The final exam** is considered as “passed” in case of having obtained **the minimum passing grade -16 points;**
- **A student is given a credit in case of having obtained 51 points** based on the outcomes of the midterm and final examinations;
- Evaluation components and their percentages are indicated in syllabuses of the courses of study and information on evaluation system and its components are available for the students.

**Forms and criteria of knowledge evaluation:**

**Maximum positive evaluation is 100 points, minimum positive evaluation – 51 points.**

1. **Working at lectures and work groups** (activity at lectures, seminars and practical trainings; preparing home-works and solving particular cases, accomplishing written quizzes and preparing and presenting research papers as well as group and individual projects etc. ) – **in total 30-36 points; Presentation of a topic selected in advance, preparation and defending a research paper, individual or group projects– 4-10 points;**
2. **Intermediate examination – 30 points;**
3. **Final examination – 30 points;**
4. **Final evaluation – 100 points.**

Academic achievement in every discipline is evaluated by the evaluation system relevant to **European Credits Transfer System (ECTS)** and “**the rule of calculation of credits of higher education programs**” approved by the order No3 of January 5, 2007 of the Minister of Sciences and Education of Georgia.

**Evaluation system envisages 5 types of positive and 2 types of negative evaluations:**

Point	Evaluation
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91-100 points	A	Excellent
81-90 points	B	Very good
71-80 points	C	Good
61-70 points	D	Satisfactory
51-60 points	E	Sufficient
41-50 points	Fx	Did not pass ( <i>Student needs to work harder to pass the examination and is allowed to take an additional exam after working independently.</i> )
0-40points	F	Failed ( <i>The work accomplished by the student is not sufficient and he/she must take a course anew.</i> )

The students who receive a failing grade (failed a final exam) are allowed to re-take the exam in the same term no later than 5 days after having available the results of the final examinations.

## 20. Grade Point Average (GPA)

Academic achievement of a student is determined by point scored in respect of courses of study, as well as by 4-point equivalent of mentioned points – Grade Point Average (GPA).

## 21. Academic Degree/Qualification to be granted

Qualification is granted to the graduate of the English Bachelor's Education Program of **Business Administration** qualification/academic degree of a **Bachelor of Business Administration** and is awarded state-recognized diploma certifying completion of bachelor's program together with the appendix of state-recognized degree.

## 22. Field of Employment

As a result of mastering mandatory theoretical knowledge and general competences necessary for practical activities the Bachelor of Business Administration will have the following capabilities upon completion of Bachelor's program:

- To participate in formation of a new business entity and apply efficiently knowledge and skills acquired in the course of study while being self employed. To create local company oriented on national goals and hire other individuals. Student will be motivated to incorporate his/her own business on the third and fourth years of study that will result in independent business activity after completion of study.
- Become employed in multinational and transnational companies with the purpose of acquiring professional experience in the field of menegement, marketing, management of finances and accounting and obtain professional image and reputation;
- Become employed in regional Business Company and participate in each field of its activity. Apply his/her English business education and skills for expansion of activites of the said regional company on internation market;

- Become employed in Georgian local companies especially in entites having export potential where penetration of foreing markets are of vital importance and apply his/her knowledge acquired in English in the sphere of menegement, marketing, finances and accounting.
- Become employed in companies incorporated by the State for promotion of export, employment, economic development and small businesses as well as research institutes and agencies where English based business professionals are in high demand.
- Become employed in state organizations, various ministries where professionals in the sphere of economics and business are also in high demand.





### Map of Competences

Study Course	Knowledge and Understanding	Skill	Responsibility and Autonomy
Georgian Language – 1	X	X	X
Georgian Language – 2	X	X	X
Georgian Language – 3	X	X	X
Georgian Language – 4	X	X	X
Russian Language-1	X	X	
German Language – 1	X	X	
French Language – 1	X	X	
Russian Language-2	X	X	X
German Language – 2	X	X	X
French Language – 2	X	X	X
Presentation Skills	X	X	X
Basics of Business	X	X	
Calculus –1	X	X	
Microeconomics	X	X	
Calculus –2	X	X	
Macroeconomics	X	X	
Statistics in economics and business -1	X	X	
Business Ethics	X	X	
Statistics in economics and business -2	X	X	
Legal Regulation of Business	X	X	X
Business planning and management	X	X	X
Basics of Management	X	X	
Basics of Marketing	X	X	
Financial Markets and Institutions	X	X	
Bookkeeping for Beginners	X	X	
Entrepreneurship Theory	X	X	
Consumer Behavior	X	X	X
Managerial Accounting	X	X	
Strategic Management	X	X	X

Risk Management	X	X	
Bank Management	X	X	
Financial Accounting and Reporting	X	X	
Human Resources Management	X	X	X
Marketing Management	X	X	
Branding	X	X	X
Stock Exchange and stocks	X	X	
Investment manajement	X	X	
Financial Management	X	X	
Innovative Management	X	X	
Organizational Change and Development	X	X	
Strategic Marketing	X	X	
Practice	X	X	X
Basics of philosophy	X	X	X
History of world civilizations	X	X	X
Culturology	X	X	X
Polish Language – 1	X	X	X
Basics of psychology	X	X	
Cultural anthropology	X	X	
Computer Technologies of Information Processing	X	X	X
Polish Language – 2	X	X	X
Negotiation Methods	X	X	
Public Relations	X	X	
Business Communications	X	X	
International Economic Relations	X	X	
Business Modelling	X	X	
Business Research Methods and forecasting business processes	X	X	
Organizational Behaviour	X	X	X
Decision Making Management	X	X	X
Conflict resolution management	X	X	X
Services Marketing	X	X	
Internet marketing	X	X	

Taxation	X	X	
Crisis communication management	X	X	
Operations management	X	X	
Project Management	X	X	X
Six sigma introduction managemet	X	X	X
Global Financial Markets	X	X	
Leadership and Team Management	X	X	X
Global Marketing	X	X	X
Principles of green marketing	X	X	
Marketing of Financial Services	X	X	X
Organizing of direct sale in a real company	X	X	X
Investment Analysis	X	X	
International business management	X	X	
Performance Management Practice	X	X	
International marketing	X	X	
International Finance	X	X	X
Non-Profit Organization Finance	X	X	
Internal Control and Corporate Governance	X	X	
Financial Audit	X	X	
world economy	X	X	
Tourism and Hospitality Management	X	X	
Small and Medium Enterprises Management	X	X	
Logistics management	X	X	
Marketing for Tourism	X	X	X
Organization and Management of Entrepreneurship and Business Plans	X	X	X
Event Management	X	X	
Alternative forms of finance of the enterprises	X	X	
Hotel Management	X	X	
Foreign Exchange Markets	X	X	
Intrernational business law	X	X	X
Sustainable Toursim Development	X	X	

International trade	X	X	
Menegerial Finance	X	X	
International tourism	X	X	

