

PROGRAMME SPECIFICATION

Bachelor Programme: Business Administration (Finances)

Academic Degree/Qualification: Bachelor of Business Administration (BBA)

Programme Duration, Credits and Structure:

Students should complete a minimum of 240 credits for the successful completion of the programme. 1 credit includes 25 astronomical hours. Programme consists of 4 academic years and each semester includes 19 weeks. 15 weeks are devoted to lectures and 4 weeks – to evaluation and examinations.

- **Compulsory Courses – 162 ECTS**
- **Elective Courses – min. 36 ECTS**
- **Language Courses – 24 ECTS**
- **Free Credit Courses – max. 18 ECTS**

Language of Instruction: English

Programme Aim:

- To prepare internationally competitive specialists, who will be able to administer on national and international level, using international professional standards. Graduates will be able to create employment possibilities in private, governmental and non-government sectors;
- To equip graduates with necessary subject oriented theoretical knowledge, as well as to enhance practical skills and maintain generic competences.

Programme Goal: Economical, Financial, Managerial, Informational, Analytical and Innovative Analyses of Business Sector. Theoretical knowledge and practical experience gained by the students in the scope of the programme, will contribute in the development of private and public sectors in their countries in the future.

Admission Requirements: Knowledge of English (B2 level), high school diploma, documents required by the Ministry of Education and Science of Georgia.

Learning Outcomes:

Knowledge and Understanding	<p>Graduate acknowledges:</p> <ul style="list-style-type: none">• Description methods of organizations' National and Global Economic environment;• The role of business sector in the countries' economic systems and significance in the process of the sustainable economic development.• Market theory; business processes; infrastructure of market economy - the banking system, operational principals of central and commercial banks, insurance companies and audit organizations;• Principles and provisions of market economy, which is based on Business Administration basic methodologies and techniques, relevant definitions and concepts, methods of problem revealing and solving;• Principles and communicational, informational and interaction problems of: common and operational management, sales and marketing, finance, accounting;• The basic principles of the financial infrastructure and financial systems functionalities; Risk Management; Financial management role in managing of financial resources; Financial statements as an important means of regulation and prediction;• Principles of taxation; taxes in economic and financial sense; tax liabilities and responsibilities; main aspects of tax and customs - tariffs regulations;• Principles and gains from utilization of quantitative and statistical methods in a business research, etc.
Applying Knowledge	<p>Graduate is able to:</p> <ul style="list-style-type: none">• Explain the objective reality of countries and business socio-economic conditions, identify the influence of microeconomic and macroeconomic variables on business firm.• Work out a plan how to achieve and maintain competitive power, market research and analyze, guess consumer behavior and preferences, implement efficient strategies of marketing, manage risks, search for potential customers and estimate their needs, prepare financial, accounting and tax forms;• Planning and implementation of projects related to business under guidance of a supervisor;• Use common methods of business (Business Plan Development, Market Segmentation, Operation Plan Building, Possibility Analyses, Situation Analyses, Monitoring and Problem Solving, etc.) to solve problems.• Implement managerial decisions, detect a problem and solve it considering duties and responsibilities, management of human resource and intellectual capital, organize timetables with available resources in a rationale manner.
Making Judgements	<p>Graduate possesses the following skills:</p> <ul style="list-style-type: none">• Rational thinking, which helps to implement economic decisions, manage resources effectively and optimize outcomes;• Techniques of analyzing and solving problems effecting business sector;• Ability to analyze existing literature in the sphere of business and develop argumentative summary;• Ability to collect and evaluate financial and statistical data using different tools and techniques;• Ability to use following methods typical for Business Administration: development of business strategies, target building, analyzing the options, operational plan building, situation analyzing, decision making, process monitoring, correction making.

Communications Skills	Graduate possesses the following skills: <ul style="list-style-type: none"> • Ability to transform ideas related to business, problems and solutions comprising it, from real life to paper and vice versa; • Skills to build reports for professionals and for non-professionals using international standards. • Ability to use subject specific terminology during the discussion and provide qualified answers to the raised professional questions; explain complicated information to specialists and non-specialists of the business sector; • Ability to work in a team, develop decisions as a team member and effectively solve disputes; • Skills to use modern informational and communicational technologies in the study and research.
Learning Skills	Graduate possesses the following skills: <ul style="list-style-type: none"> • Successive and multilateral evaluation of his/her knowledge in the sphere of business; • Ability to define needs for further education and professional development.
Values	Graduate has: <ul style="list-style-type: none"> • Knowledge of ethical norms, high sense of intellectual property rights and recognition of the principles of academic honesty; • Sense of responsibility over obliged duties; Respect for individual liberty, tolerance and high sense of civil duty.

Teaching and learning methods: To achieve the learning outcomes of the programme, teaching and learning methods such as lectures, seminars and working groups are used: verbal or oral method, induction, deduction, analysis and synthesis, group work, role-playing and situational games, discussion / debate, explanation method, demonstration method, action-oriented teaching, etc.

Assessment System: To assess students performance midterms and final exams are used. 100 points is the maximum score for each course. Points given to final exam could be between 30 and 40 and it should be held in a written or combined written (oral and written) manner. On final exam only students who can score a minimum of 51 points are admitted, considering the midterm and maximum point of the final exam.

Grading Scale:

Letter Grade	Value	Interpretation
A	91 – 100	Excellent
B	81 – 90	Very Good
C	71 – 80	Good
D	61 – 70	Satisfactory
E	51 – 60	Passing
FX	41 – 50	Unsatisfactory
F	0 – 40	Failed

Grading policy for individual courses are given in the syllabi.

Employment: Graduates will be able to search for a relevant job in a private or public sector both on the national or international level. Possible employers could be: Commercial Banks, Insurance Companies, Investment Funds, National Bank, Ministry of Finance, Ministry of Economic, Business Companies, Non-Governmental Organizations etc.

Post-Graduate studies: After the completion of the programme graduates will be able to apply for Master/Graduate Programmes not only in the field of business, but in any other field, considering admission rules and regulations defined by the relevant Master/Graduate Programme and legislation of the selected country.

Programme Infrastructure: Modern lecture and seminar rooms equipped with computers and projectors, conference halls, library, copying machine, computer labs with free access to the computers, free wi-fi service, sport and dining facilities are at students disposal. Library of the university is equipped with all compulsory literature and electronical resources defined by the syllabi.

Programme Human Resources: Recognized professionals, highly qualified and experienced academic staff, professors, associate and assistant professors, lecturers of different generations are involved in teaching.

Programme Coordinator: Professor Dr. Avtandil Gagnidze

Contact Information: info@eeu.edu.ge

Website: <http://eeu.edu.ge/eng/home>

Study Plan – Bachelor Programme “Business Administration”

№	Course Title	Status	Number of Credits	Working with students/ contact hours per semester		Independent working hours of student per semester				Required prerequisites			Lecturer/Lecturers (Consultation hours are defined by the consultation table)
				Lecture	Working Group / Practice	Preparation for Lecture / Practice	Preparation of Midterm Exams	Final Examination					
	Courses of Generic Competencies		24										
1	Academic Writing	Compulsory	6	30	30	70	8	10	2	Not Required	x		Jeffrey Siverman, Vardiko Gvarjaladze
2	Business English	Compulsory	6	30	30	70	8	10	2	Not Required	x		Vardiko Gvarjaladze, Marine Chagelishvili
3	Information Technologies 1 st	Compulsory	6	30	30	70	8	10	2	Not Required	x		Aleqsandre Dvali, Eka Zerekidze
4	Information Technologies 2 nd	Compulsory	6	30	30	70	8	10	2	Information Technologies 1 st		x	Aleqsandre Dvali, Eka Zerekidze
	Compulsory Courses		138										
5	Quantitative Methods	Compulsory	6	30	30	70	8	10	2	Not Required	x		Avtandil Gagnidze, Aleqs Dvali
6	World Economic Geography	Compulsory	6	30	30	70	8	10	2	Not Required		x	Aleqsandre Giorgidze,
7	Introduction to Business	Compulsory	6	30	30	70	8	10	2	Not Required	x		Nino Shoshitaishvili, Marina Lezhava
8	Applied Calculus 1 st	Compulsory	6	30	30	70	8	10	2	Not Required		x	Avtandil Gagnidze, Levan Sigua,

9	Applied Calculus 2 nd	Compulsory	6	30	30	70	8	10	2	Applied Calculus 1 st	x		Avtandil Gagnidze, Levan Sigua
10	Applied Linear Algebra	Compulsory	6	30	30	70	8	10	2	Quantitative Methods		x	Avtandil Gagnidze, Levan Sigua
11	Principles of Economics 1 st	Compulsory	6	30	30	70	8	10	2	Not Required		x	Avtandil Gagnidze, Mariam Menteshashvili
12	Principles of Economics 2 nd	Compulsory	6	30	30	70	8	10	2	Principles of Economics 1 st	x		Avtandil Gagnidze, Mariam Menteshashvili
13	Foundations of Financial Analyses	Compulsory	6	30	30	70	8	10	2	Not Required		x	Avtandil Gagnidze, Mariam Menteshashvili
14	Foundations of Accounting	Compulsory	6	30	30	70	8	10	2	Not Required		x	Mikheil Gvatua
15	Financial Accounting	Compulsory	6	30	30	70	8	10	2	Foundations of Accounting	x		Mikheil Gvatua
16	Financial Markets and Institutions	Compulsory	6	30	30	70	8	10	2	Principles of Economics 2 nd		x	Givi Adeishvili
17	Introduction to Statistics	Compulsory	6	30	30	70	8	10	2	Not Required	x		Avtandil Gagnidze, Lasha Labadze
18	Business Statistics	Compulsory	6	30	30	70	8	10	2	Introduction to Statistics		x	Avtandil Gagnidze, Lasha Labadze
19	Foundations of Management	Compulsory	6	30	30	70	8	10	2	Introduction to Business		x	Nino Shoshitaishvili, Marina Lezhava
20	Foundations of Marketing	Compulsory	6	30	30	70	8	10	2	Introduction to Business	x		Nino Shoshitaishvili, Marina Lezhava
21	International Economics	Compulsory	6	30	30	70	8	10	2	Principles of Economics 2 nd		x	Mariam Menteshashvili, Givi Adeishvili
22	Corporate Finance	Compulsory	6	30	30	70	8	10	2	Foundations of Financial Analyses	x		Avtandil Gagnidze, Grigol Modebadze
23	Basics of Organizational Behavior	Compulsory	6	30	30	70	8	10	2	Foundations of Management		x	Marina Lezhava
24	Human Resource Management	Compulsory	6	30	30	70	8	10	2	Foundations of Management	x		Lili Bibilashvili
25	Operational Management	Compulsory	6	30	30	70	8	10	2	Foundations of Management	x		Nino Shoshitaishvili
26	Course Project 1 st	Compulsory	6	-	45	85	8	10	2	Relevant Course	x		Relevant Professor
27	Course Project 2 nd	Compulsory	6	-	45	85	8	10	2	Relevant Course		x	Relevant Professor

	Elective Courses		36										
28	Public Finance	Elective	6	30	30	70	8	10	2	Financial Markets and Institutions	x*	x*	Levan Lagvilava, Givi Adeishvili
29	International Finance	Elective	6	30	30	70	8	10	2	Financial Markets and Institutions	x*	x*	Givi Adeishvili, Baqar Baratashvili
30	Project Management	Elective	6	30	30	70	8	10	2	Foundations of Management	x*	x*	Nino Shoshitaishvili
31	Managerial Economics	Elective	6	30	30	70	8	10	2	Principles of Economics 1 st	x*	x*	Avtandil Gagnidze
32	Macroeconomics	Elective	6	30	30	70	8	10	2	Principles of Economics 2 nd	x*	x*	Grigol Modebadze, Levan Lagvilava
33	Economic Dynamics	Elective	6	30	30	70	8	10	2	Principles of Economics 2 nd	x*	x*	Avtandil Gagnidze
35	Firm's Economics	Elective	6	30	30	70	8	10	2	Managerial Economics	x*	x*	Givi Adeishvili
36	Additional Course Project 1 st	Elective	6	-	45	85	8	10	2	Relevant Course	x*	x*	Relevant Professor
37	Additional Course Project 2 nd	Elective	6	-	45	85	8	10	2	Relevant Course	x*	x*	Relevant Professor
38	Professional Practice	Elective	6	-	150					Corporate Finance			
	Language Courses		24										
39	Language Course 1 st (French)	Compulsory	6	30	30	70	8	10	2	Not Required	x		Giuli Kalatozishvili
40	Language Course 2 nd (French)	Compulsory	6	30	30	70	8	10	2	Language Course 1 st		x	Giuli Kalatozishvili
41	Language Course 3 st (French)	Compulsory	6	30	30	70	8	10	2	Language Course 2	x		Giuli Kalatozishvili
42	Language Course 4 nd (French)	Compulsory	6	30	30	70	8	10	2	Language Course 3		x	Giuli Kalatozishvili

N	Course Title	Status	Required prerequisites	I Sem.	II Sem	III Sem	IV Sem	V Sem	VI Sem	VII Sem	VIII Sem
1	Academic Writing	Compulsory	Not Required	6 ECTS							
2	Business English	Compulsory	Not Required		6 ECTS						
3	Language Course 1st (French)	Compulsory	Not Required	6 ECTS				6 ECTS*	6 ECTS*	6 ECTS*	6 ECTS*
4	Language Course 2nd (French)	Compulsory	Language Course 1st		6 ECTS			6 ECTS*	6 ECTS*	6 ECTS*	6 ECTS*
5	Language Course 3st (French)	Compulsory	Language Course 2			6 ECTS			6 ECTS*	6 ECTS*	6 ECTS*
6	Language Course 4nd (French)	Compulsory	Language Course 3				6 ECTS			6 ECTS*	6 ECTS*
7	Information Technologies 1st	Compulsory	Not Required	6 ECTS							
8	Information Technologies 2nd	Compulsory	Information Technologies 1st		6 ECTS						
9	Quantitative Methods	Compulsory	Not Required	6 ECTS							
10	World Economic Geography	Compulsory	Not Required	6 ECTS							
11	Introduction to Business	Compulsory	Not Required			6 ECTS					
12	Applied Calculus 1st	Compulsory	Not Required		6 ECTS						
13	Applied Calculus 2nd	Compulsory	Applied Calculus 1st			6 ECTS					
14	Applied Linear Algebra	Compulsory	Quantitative Methods				6 ECTS				
15	Principles of Economics 1st	Compulsory	Not Required		6 ECTS						
16	Principles of Economics 2nd	Compulsory	Principles of Economics 1st			6 ECTS					
17	Foundations of Financial Analyses	Compulsory	Not Required			6 ECTS					
18	Foundations of Accounting	Compulsory	Not Required				6 ECTS				
19	Financial Accounting	Compulsory	Foundations of Accounting					6 ECTS			
20	Financial Markets and Institutions	Compulsory	Principles of Economics 2nd					6 ECTS			
21	Introduction to Statistics	Compulsory	Not Required					6 ECTS			
22	Business Statistics	Compulsory	Introduction to Statistics						6 ECTS		
23	Foundations of Management	Compulsory	Introduction to Business					6 ECTS			
24	Foundations of Marketing	Compulsory	Introduction to Business						6 ECTS		
25	International Economics	Compulsory	Principles of Economics 2nd				6 ECTS				
26	Corporate Finance	Compulsory	Foundations of Financial Analyses							6 ECTS	
27	Basics of Organizational Behavior	Compulsory	Foundations of Management						6 ECTS		
28	Human Resource Management	Compulsory	Foundations of Management							6 ECTS	
29	Operational Management	Compulsory	Foundations of Management								6 ECTS
30	Course Project 1st	Compulsory	Relevant Course							6 ECTS	
31	Course Project 2nd	Compulsory	Relevant Course								6 ECTS
32	Public Finance	Elective	Financial Markets and Institutions						6 ECTS*	6 ECTS*	6 ECTS*
33	International Finance	Elective	Financial Markets and Institutions						6 ECTS*	6 ECTS*	6 ECTS*
34	Project Management	Elective	Foundations of Management						6 ECTS*	6 ECTS*	6 ECTS*
35	Managerial Economics	Elective	Principles of Economics 1st						6 ECTS*	6 ECTS*	6 ECTS*
36	Macroeconomics	Elective	Principles of Economics 2nd						6 ECTS*	6 ECTS*	6 ECTS*
37	Economic Dynamics	Elective	Principles of Economics 2nd						6 ECTS*	6 ECTS*	6 ECTS*
38	Firm's Economics	Elective	Managerial Economics						6 ECTS*	6 ECTS*	6 ECTS*
39	Additional Course Project 1st	Elective	Relevant Course							6 ECTS*	6 ECTS*
40	Additional Course Project 2nd	Elective	Relevant Course							6 ECTS*	6 ECTS*
41	Professional Practice	Elective	Corporate Finance							6 ECTS*	6 ECTS*
	Compulsory Courses ECTS Credits			30	30	30	24	24	18	18	12
	Elective Courses ECTS Credits			-	-	-	6	6	12	12	18
	Total			30	30	30	30	30	30	30	30