



LEPL Shota Meskhia State Teaching University of Zugdidi □

Master Educational Programme

Name of the programme	/ Small Bussines Management
Language	Georgian
Qualification	020326 Master of Small Business Management
ESTC credits	Educational Programme is designed on the base of ECTS system. Oriented to students and based on academic workload which is needed to achieve the goals defined by the programme. Educational programme of Small Business Management consists of 120 ECTS, 60 credits per year, 30 credits per semester, so the length of the Programme is 2 years or 4 semesters. According to students individual workload, it can vary from 60 credits till 75.
Head of the educational programme	Nino Makatsaria, Associate professor, (full detail information about the head of the programme is attached in CV) Assistant to the Head of the programme Maia Gonashvili, Ph.D. of Economics, invited specialist

Description of the programme

The aim of the programme	The aim of the Small Business management Master programme is: To prepare the specialist for small business with the qualification of Small Business Management master, who will be equipped
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	<p>with the knowledge and skills needed for national and international labor markets, with appropriate competencies. The graduate will have the systematic and deep knowledge of small business management, skills for creating new ideas, to look for the original ways of problem-solving, skills of individual works. The programme aims to prepare the specialists who will have deep knowledge and practical skills of small business functions, research methods, investment management; marketing works of small business, organizing statement, financial and innovative management systems. The graduate will have the knowledge of legal acts related to the business sphere and their usage in practice. Skills in using knowledge in the new, unpredictable and multidisciplinary environment. Skills of taking into consideration economic potential of the country and complex understanding of the importance of small business meaning in economics. Ability to plan the research work individually in small business, to make a judgment on the base of arguments, prepare the presentation by using IT technologies and to share the knowledge with the audience, professional society, the ability to take part in the process of formation values.</p> <p>The graduate of the programme will be able to carry their successful career in the field, and carry on their study procedure in doctorate, to react on the changes rapidly, quick adaptation and realize their knowledge in the society.</p>
<p>Programme prerequisite</p>	<p>To enter the Master educational programme of Small Business management able person having Bachelor degree in the field who passed the common master examination and exams in teaching university. (test in a foreign language (English) and interview in the field. Those who would like to enter the educational programme of Small business management must fill the test in foreign language (English) level B2.</p> <p>Those who will have the appropriate certificate on the level B2 (issued by the international organization) or during the first cycle of the academic programme (Bachelor) gained the credits in a foreign language will be freed from the exams of a foreign language. Or will have the certificate issued by the Shota Meskhia State Teaching University of Zugdidi on the level B2.</p> <p>To enter the programme without passing examinations possible according to the Georgian legislation.</p> <p>To use the mobility to enter the programme possible twice in a year according to the rules and procedures and deadlines defined by the National Center for educational quality enhancement and by the teaching university.</p>
<p>Learning outcomes</p> <p>(the graduate of the Small Business Management Master programme will have the</p>	<p>Knowledge and understanding</p> <p>Master programme graduate has deep and systematic knowledge in small business management. Able to make a decision in the changeable situation. To describe the financial and investment activities, to estimate them and manage them. Able to make research work and advertisement. By using modern research methods able to make original ideas.</p> <p>Understands specifics of small business, challenges in the management system understands legislations related to the business and specifics of some sphere in business. Understands the difficulties in the modern business sphere and knows the ways of their solving.</p> <p>Applying knowledge</p> <p>On the base of theoretical knowledge gained during the study the graduate will be able to do some practical works: analyze the problems face small business, estimate them by using modern methods and approaches. In a new, unpredictable and multidisciplinary environment make the strategy, investment politics, and marketing research according to the business environment. Able to estimate small business role in country economics. A small business management graduates able to choose the strategic position in the economics of the firm. Able to prevent legislation problems in business. To look for the new and original ways of solving complex</p>

<p>knowledge and general skills in the field) □</p>	<p>problems. To make research individually by using new methods and approaches.</p> <hr/> <p>Make a judgment Te graduate will have the ability on the base of critical thoughts make a judgment in a difficult situation. The ability of innovative synthesis of newest information.</p> <hr/> <p>Communication skills The graduate able to make own judgments have the presentation in front of the specialist on an academic way by using modern information technologies.</p> <hr/> <p>Learning skills Knowledge gained during the study, competencies, and skills will able to the graduate ability to deal with his or her study procedure individually. Plan how to deal with the knowledge, research work in the field. Have the ability on a high level how to understand specifics in a study procedure and plan strategy.</p> <hr/> <p>Values To estimate own and others attitude to the social values. To take part in the process of establishment of new values. To take part in the process of making human-oriented business environment.</p>
<p>Teaching-learning methods</p>	<p>To transfer the knowledge from the course leader to the students carried out by using the following methods: lecture, working with a group, practical works, seminars, studying with electronic resources, electronic study and etc. each those methods consists different activities (discussion, debates, demonstration, presentation, seminars and etc).</p>
<p>Students knowledge assessment system</p>	<p>To study courses in educational programme of Small Business Management means students active performance and based on the non-finished process of assessment.</p> <p>During the implementing educational programme of Small Business Management students, achievements can be evaluated according to the decision of the Ministry of Education and Science of Georgia N3, 2007 years 5th January Regarding “ECTS credit system calculation rules in HE”</p> <p>In the courses of the educational programme of Small Business Management evaluation system of students achievements consist following forms _ midterm and final exams and the sum of those is final evaluation (100 scores)</p> <p>Midterm and final evaluation forms consist of evaluation component(s), which is the tools for evaluating students knowledge and skills. Those tools are: writing/oral exam, writing/oral questionnaires, home works, practical/theoretical works and etc. evaluation components combine similar methods (test, essay, demonstration, presentation, discussion, working on practical/theoretical works, working in group, taking active participation in discussion, quiz and etc). assessment tools can be measured with assessment criteria, with scores which shows the level of achievement.</p> <p>Each form and component of assessment has its maximum of the score from the final (100 score) score which is defined in syllabus and students will be informed from the beginning of the semester.</p> <p>It is not allowed to asses the student with only one form (midterm or final) of assessment. Credit point will be gained by the students only in case of the positive mark.</p>

	<p>The minimum score of the components of midterm and final evaluation must not exceed 60% of middle evaluations and 60% for the final exam. Head of each course will inform students about minimal competences of middle and final evaluation in the concrete syllabus at the beginning of the semester.</p> <p>Assessment system forms:</p> <p>Five types of positive grade:</p> <p>(A) excellent – 91-100 points (B) very good – 81-90 points of maximum grade (C) good – 71-80 points of maximum grade; (D) satisfactory – 61-70 points of maximum grade; (E) acceptable – 51-60 points of maximum grade</p> <p>Two types of negative grade;</p> <p>(FX) fail with exam – 41-50 points of maximum grade, which means that student needs some more time before passing the exam and will be given chance to pass the additional exam once again (F) fail – 40 points and less of maximum grade, it means that the work done by the student is not acceptable and he/she has to study the subject anew.</p> <p>In case of FX grade, the additional exam may be appointed at least 5 calendar days after the announcement of the final exam results. the grade got in the additional exam cannot be added to the grade gained during the final exam. score gained in the additional exam is final score and will be inserted in the final evaluation. In case of getting 0-50 score as a final assessment after additional exam student will be assessed F – 0 score.</p>
Fields of employability	The graduate of the programme of small business management can be employed in small business, public and private sector, on the managerial position in the business sphere.
The chance to proceed with the learning	The graduate will be able to carry on his or her study procedure in the doctoral programme.
The infrastructure of the programme services	<p>To achieve the learning outcomes defined by the educational programme of Small Business management can be used teaching university infrastructure without limitation like:</p> <p>Teaching/learning auditorium and conference hall with equipment Library with computers and internet Classes for computing with continuous internet sources computer programmes adequate for teaching and learning Different technics and equipment</p> <p>Educational programme is guaranteed with the proper literature defined by the syllabus of each course. There are plenty of electronic books, scientific works. The library is provided with an electronic catalog of books which is listed on the website of the teaching university.</p>
The human resource of the educational programme	Educational programme of small business management is secured with the proper human resource. Academic and some invited staff of teaching university deal with subjects defined by the programme. (full information about staff can be seen in the list attached)

Structure of the programme

Small business management programme consists of: :

Obligatory subjects _ 62 credits. Elective subjects 28 credits. Industrial practice 5 credits Research component _ 25 credits.	
Obligatory subjects _ 62 credits	Obligatory subjects _ 62 credits which are the combination of separate subjects mainly oriented to give to the students the knowledge and competencies defined by learning outcomes. Within those subjects, students will gain the skills of making a judgment, communication skills and skills of forming values.
Elective subjects 28 credits	Students will have the possibility to enhance their knowledge in the field
Industrial practice 5 credits	Students will have industrial practice
Research component _ 25 credits	The master thesis which is oriented to give the student's research skills.

Programme workload

№	CODE	Prerequisite	Subject / module	ECTS credits/hours ¹				Students workload ²		
				I year		II year		Contact hours ³	Independent hours ⁴	
				semester						
				I	II	III	IV			
			obligatory subjects □	22	20	20	30			
1.	SBM02.1	Without	Modern business strategies	6/150				49	101	6
2.	SBM02.2	Without	Research methods	6/150				49	101	6
3.	SBM02.3	Without	Small business management	6/150				49	101	6

¹Unit, which expresses students workload and to gain it possible after learning outcomes achievement.

²Time, which is needed to achieve the learning outcomes. Student's workload is based on contact and individual hours

³Estimated time for students workload with an enrollment of leader of course

⁴Estimated time for students workload without enrollment of leader of course (home works and time for exam preparation)

№	CODE	Prerequisite	Subject / module	ECTS credits/hours ¹				Students workload ²		
				I year		II year		Contact hours ³	Independent hours ⁴	
				semester						
				I	II	III	IV			
4.	SBM02.4	Without	Business Law	4/100				49	51	4
5.	SBM02.5	Without	Organizational behavior		6/150			49	101	6
6.	SBM02.6	SBM02.3	Marketing in small business		4/100			35	65	4
7.	SBM02.7	Without	Managerial calculation		6/150			49	101	6
8.	SBM02.8	SBM02.1	Innovative management		4/100			49	51	4
9.	SBM02.9	SBM02.6	advertisement in the small business			4/100		35	65	4
10	SBM02.10	SBM02.7	Financial management			6/150		49	101	6
11	SBM02.11	Without	Investigation management			5/125		49	76	5
12	SBM02.12	SBM02.1	International management			5/125		49	76	5
13	SBM02.13	SBM02.1 SBM02.2 SBM02.3 SBM02.4 SBM02.5 SBM02.6 SBM02.7 SBM02.8 SBM02.9 SBM02.10	Industrail practice				5/125	94	31	5
14	SBM02.14	SBM02.1 SBM02.2 SBM02.3 SBM02.5 SBM02.9 SBM02.10	Master thesis				25/625	48	577	25
			Elective subjects	8	10	10				
1.	SBM02.15	SBM02.1	Anticrisis management		X	X		35	65	4
2.	SBM02.16	Without	Economical politics	X	X	X		49	76	5
3.	SBM02.17	Without	Leadership and group management	X	X	X		35	65	4
4.	SBM02.18	SBM02.1	Quality management		X	X		49	51	4
5.	SBM02.19	Without	Public Relation	X	X	X		49	76	5
6.	SBM02.20	Without	Econometrics	X	X	X		49	76	5
7.	SBM02.21	SBM02.1	Knowledge management		X	X		35	65	4

№	CODE	Prerequisite	Subject / module	ECTS credits/hours ¹				Students workload ²		
				I year		II year		Contact hours ³	Independent hours ⁴	
				semester						
				I	II	III	IV			
8.	SBM02.22	Without	Agrarian Business	X	X	X		35	65	4
9.	SBM02.23	Without	Tourism management	X	X	X		49	51	4
10	SBM02.24	SBM02.1	Banking management		X			49	76	5
Semester				30	30	30	30			
Year				60		60				

Learning outcomes mapping

#	Code	Subject	Competencies					Values
			Knowledge and understanding	Applying knowledge	Making judgment	Communication skills	Learning skills	
		obligatory subjects						
1.	SBM02.1	Modern business strategies	X	X	X	X	X	X
2.	SBM02.2	Research methods	X	X	X	X	X	X
3.	SBM02.3	Small business management	X	X	X	X	X	X
4.	SBM02.4	Business Law	X	X	X	X	X	X
5.	SBM02.5	Organizational behavior	X	X	X	X	X	
6.	SBM02.6	Marketing in small business	X	X	X	X	X	

7.	SBM02.7	Managerial calculation	X	X	X	X		
8.	SBM02.8	Innovative management	X	X	X	X	X	X
9.	SBM02.9	advertisement in the small business □	X	X		X	X	X
10.	SBM02.10	Financial management	X	X	X	X	X	
11.	SBM02.11	Investition management	X	X	X	X	X	
12.	SBM02.12	International management	X	X	X	X	X	
13.	SBM02.13	Industrail practice	X	X	X	X	X	X
14.	SBM02.14	Master thesis	X	X	X	X	X	X
		Elective subjects						
15.	SBM02. 15	Anticrisis management	X	X	X	X		
16.	SBM02.16	Economical politics	X	X	X		X	
17.	SBM02.17	Leadership and group management	X	X	X	X	X	X
18.	SBM02.18	Quality management	X	X	X	X	X	X
19.	SBM02.19	Public Relation	X	X	X	X	X	X
20.	SBM02.20	Econometrics	X	X	X	X	X	
21.	SBM02.21	Knowledge management	X	X	X	X	X	X
22.	SBM02.22	Agrarian Business	X	X	X	X		
23.	SBM02.23	Tourism management	X	X	X	X		
24.	SBM02.24	Banking management	X	X	X	X	X	X

Information about the head of the programme

Name Surname □	Nino Makatsaria			
Position	Associate professor			
Contact information	Telephone:	+995 593 53 20 10	email:	ninomaqacaria@gmail.com

Information about the assistant of the head of the programme

Name surname	Maia Gonashvili
Position	Invited professor

Contact information	telephone:	+995793636	email:	maya_gonashvili@yahoo.com
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Information about the human resource

Nº	Obligatory subjects	Name surname	Degree, position
1	Modern business strategies	Gela Svirava	Ph.D. of economics, professor
2	Research methods	Tamar Beridze	Ph.D. of technics, invited specialist □
3	Small business management	Nino Makatsaria	Ph.D. of economics, Associate Professor
4	Business Law	Beka Kantaria Irakli Abshilava	Ph.D. of Law, invited specialist Jurist, invited specialist
5	Organizational behavior	Maia Gonashvili	Ph.D. of economics, invited specialist
6	Marketing in small business	Maia Soselia	Ph.D. of economics, Associate Professor
7	Managerial calculation	Tamar Rostiashvili	Ph.D. of economics, Associate Professor
8	Innovative management	Lasha Narsia	Ph.D of economics, invited specialist
9	advertisement in small business	Tamar Beridze	Ph.D. of thecnics, invited specialist
10	Financial management	Tamar Rostiashvili	Ph.D. of economics, Associate Professor
11	Investition management	Giuli Ekhvaia	Ph.D. of Economics, invited specialist.

12	International management	Gela Svirava	Ph.D. of economics, professor
13.	Industrail practice	Ketevan Lataria	Ph.D. of Geography, associate professor
14	Master thesis	Nino Makatsaria Ketevan Lataria	Ph.D. of economics, Associate Professor Ph.D. of Geography, associate professor
	Elective subjects		
16.	Anticrisis management	Shorena Patchkoria	Ph.D. of economics, Associate Professor
17.	Economical politics	Nino Makatsaria	Ph.D. of economics, Associate Professor
18.	Leadership and group management	Ketevan Lataria	Ph.D. of Geography, associate professor
19.	Quality management	Shorena Patchkoria	Ph.D. of economics, Associate Professor
20.	Public Relation	Ketevan Lataria	Ph.D. of Geography, associate professor
21.	Econometrics	Tamar Beridze	Ph.D. of tec3nics, invited specialist□
22.	Knowledge management	Giorgi Svirava	Ph.D. of economics, Associate Professor
23.	Agrarian Business	Gela Svirava	Ph.D. of economics, professor
24.	Tourism management	Giorgi Svirava	Ph.D. of economics, Associate Professor
25	Banking management	Tamar Rostiashvili	Ph.D. of economics, Associate Professor

