საქართველოს ტექნიკური უნივერსიტეტი
GEORGIAN TECHNICAL UNIVERSITY

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Bachelor's Educational Program

Program Title

საბანკო და საფინანსო ტექნოლოგიები
Banking and Finance Technology

Faculty

ბიზნესტექნოლოგიების ფაკულტეტი
Faculty of Business Technologies

Program Head

Professor Rati BURDIASHVILI

Qualification to be Awarded and the Extent of the Program in terms of Credits

Bachelor of Business Administration in Finance It will be awarded in case of completion of 240 credits provided by the program.

Language of Teaching

Georgian

Prerequisite for Admission to the Program

The holder of a state certificate confirming complete general education or a document equivalent to it, who is enrolled in accordance with the legislation of Georgia and established rules, has the right to study at the bachelor's level.

Program Description

In the educational program, the competences defined for the bachelor's degree and the requirements of the employment market are considered according to the framework of higher education qualifications. The preparation of the bachelor is carried out through credits determined by compulsory and free components.
Compulsory components include: learning courses, industrial practice and a bachelor's thesis. The educational program is compiled using the ECTS system. 1 credit is equal to 25 hours, which includes both contact and independent work hours. The study process is described as follows:
The semester includes 20 weeks, of which the educational process lasts 16 weeks. XVII week is devoted to the thematic project and exam preparation, XVIII-XIX week is the final exam. XX week, if necessary, is devoted to an additional exam.
The volume of the educational program is 225 compulsory credits and 15 credits of free components. In addition to the education course programs (syllabi) offered by the educational program in this component, the student can choose university-wide education courses (syllabi) within the framework of the free component, which do not have prerequisites for admission.
The volume of each semester is - 30 ECTS credits. The duration of the program is 4 years (8 semesters). One semester includes 20 study weeks. In each semester, out of the total score of the course evaluation (100 points), the maximum score for the intermediate evaluation (current activity and mid-semester exam) is 60, and for the final exam - 40. The maximum score of the current activity is 30, the minimum total positive evaluation is 15 points. The maximum grade of the mid-semester exam is 30 points, the minimum is 7.5 points. The maximum grade of the final exam is 40 points, the minimum is 10 points. During the semester, the student passes one mid-semester and one final exam. If necessary, XX week is devoted to an additional exam. A student passes the supplementary exam only if he/she has scored 41 to 50 points after passing the final exam. An additional exam is scheduled at least 5 days after the announcement of the final exam. The number of points obtained in the final assessment is not added to the grade received by the student in the additional exam.
In the framework of the educational program "Banking and Finance Technology", the educational process provides for the academic and invited staff to introduce the student in a verbal format, from which of the mandatory literature, specific topics should be studied according to the weeks.

The duration of the first academic year is 2 semesters (40 weeks). During two semesters, the student will study 12 education courses (60 credits): 11 compulsory education courses (55 credits), including 1 education course with thematic project and 1 optional education course (5 credits).

The duration of the second academic year is 2 semesters (40 weeks). During two semesters, the student will study 12 education courses (60 credits): 11 compulsory education courses (55 credits), including 3 education courses with a thematic project and 1 education course of free study components (5 credits).

The duration of the third academic year is 2 semesters (40 weeks). During two semesters, the student will study 12 education courses (60 credits): 9 compulsory education courses (45 credits), including 4 education courses with a thematic project, 1 optional education course (5 credits) and 2 education courses of free study components (10 credits).

The duration of the fourth academic year is 2 semesters (40 weeks). During two semesters, the student will accumulate 60 credits: he/she will study 9 compulsory education courses (45 credits), including 1 education course with a thematic project, he/she will undergo practice (5 credits) and work on a bachelor's thesis (10 credits).

Competencies relevant to the academic degree of the Bachelor of Business Administration in Finance are achieved through the study of various education courses. The acquisition of relevant knowledge and skills will be carried out according to the structure below.

Program structure	ECTS credits
Compulsory education courses	210
Practice	5
Bachelor thesis	10
Free component education courses	15
Total	240

Program Objective

In accordance with the mission of the Georgian Technical University educating the student as an independent person, a full-fledged member of the free and democratic world; preparation of competitive specialists in the local and international labor market for financial and banking activities in the field of business administration, providing the necessary theoretical broad knowledge; developing the necessary skills for practical activities in financial and banking institutions and forming the ability to use financial and banking technologies in the field of business administration.

Learning Outcomes/Competences (general and sectoral)

Knowledge and Understanding

A graduate of the educational program knows:

- Basic principles, essence, functions, meaning and features of business, finance, banking and insurance activities; Operations and processes carried out in financial institutions;
- Concepts related to financial and banking technologies, basic principles of computer processing of information and banking projects;

Ability to apply knowledge in practice

A graduate can:

- Perform operations typical for financial institutions and effective customer service;
- Apply financial and banking technologies in practical activities;

- Describe financial institution's business processes and drawing up strategic management maps;

Ability to make conclusions

A graduate can:

- Collect data necessary for management using information technologies in the field of finance, banking and insurance, analyze indicators and formulate a conclusion;

Communication skills

A graduate can:

- Lead a discussion in Georgian and foreign languages, demonstrate one's comments and arguments within the framework of financial, banking and insurance topics. Also, present knowledge convincingly in written and oral form;

Ability to learn

A graduate can:

- Understand, evaluate and manage the situation in the financial, banking and insurance spheres, which will be used to strengthen and update the acquired knowledge, to be ready for innovations and for self-realization.

Values

A graduate can:

- Implement professional activities in the financial, banking and insurance spheres in compliance with established ethical norms, principles of justice and equality;

Methods of Achieving Learning Outcomes (teaching-learning)

☒ Lecture ☒ Seminar (group work) ☒ Practical ☒ Laboratory

☒ Practice ☒ Course work/project ☒ Consultation ☒ Independent work

In the learning process, depending on the specifics of a particular study course program, the following activities of the teaching-learning methods are used, which are outlined in the relevant study course programs (syllabi): (discussion, debate, presentation, group work, etc.)

1. **Discussion/debate** – this is the most widely spread method of interactive teaching. A discussion process greatly increases the quality of students' involvement and their activity. A discussion may turn into an argument and this process is not merely confined to the questions posed by the teacher. It develops students' skills in reasoning and substantiating their own ideas.

2. **Cooperative learning** - this is a teaching strategy in which each group member is required not only to learn independently, but also to help his teammate learn the subject better. Each group member works on a problem until everyone has mastered it.
3. **Collaborative work** - using this method implies dividing students into separate groups and giving each group its own task. The group members work at their issues individually and at the same time share their opinions with the rest of the group. According to the problem raised, it is possible to shift the functions among the group members in this process. This strategy ensures the students' maximum involvement in the learning process.
4. **Problem-based learning (PBL)** - a method that uses a specific problem as the initial stage of the process of acquiring and integrating new knowledge.
5. **Case study** - the teacher discusses specific cases with students and they study the issue comprehensively and thoroughly. For example, in engineering safety it might be a discussion of a specific accident or disaster, in political science it might be a specific issue, such as an analysis of the Karabakh problem (the Armenian-Azerbaijani conflict), etc.
6. Brain storming - this method involves facilitating the formation and expression of as many, preferably radically different, opinions and ideas on a particular issue/problem within the theme as possible. The mentioned method stipulates the development of a creative approach to the problem. The use of the method is effective when there are large groups of students and consists of several basic stages:
- definition of the problem/issue from a creative point of view;
- during a certain period of time, uncritical recording of thoughts expressed by listeners on a problem (mostly on the board);
- definition of the evaluation criteria to determine whether the idea corresponds to the purpose of the research;
- evaluation of the chosen ideas according to predetermined criteria;
- through exclusion, to highlight those ideas that are most relevant to the issue
- identification of the idea with the highest score as the best way to solve the problem.
7. Role-playing and situational games -games, implemented according to pre-designed scenarios, allow students to look at the problem from different positions. This helps them to form an alternative point of view. As well as discussion, these games also develop the student's ability to independently express their position and defend it in an argument
8. Demonstration method - this method implies a visual presentation of information. It is quite effective in terms of achieving results. In many cases, it is better to present the material to students in both audio and visual form simultaneously. The material being studied can be demonstrated by both the teacher and the student. This method helps to make visible the different stages of understanding the learning material, to clarify what students will have to do independently; At the same time, this strategy visualizes the essence of the issue/problem. The demonstration can take a simple form.
9. Inductive method - determines the form of transfer of any knowledge when, in the process of learning, the course of thought is directed from facts to generalization, i.e., when transferring the material, the process goes from the specific to the general.
10. Deductive method - determines the form of transferring any knowledge, which is a logical process of discovering new knowledge based on general knowledge, i.e., the process goes from the general to the specific.
11. Method of analysis - helps to break down the learning material as a whole into its component parts. This facilitates detailed coverage of individual issues within a complex problem.
12. Synthesis method - involves grouping separate issues into a whole. This method helps to develop the ability to see the problem as a whole.
13. Verbal or oral method. This method includes lecture, narration, conversation, etc. In the above process, the teacher conveys and explains the learning material through words, and students actively perceive and internalize it by listening, memorizing, and understanding.

14. Writing work method - implies the following forms of activity: copying, taking notes, making a synopsis of the material, composing theses, writing an abstract or essay, etc.

15. Explanatory method - is based on discussing a given issue. In the process of explaining the material, the teacher brings concrete examples, the detailed analysis of which is made in the framework of the given topic.

16. Activity-based learning - requires the active involvement of the teacher and the student in the learning process, where the practical interpretation of theoretical material is especially important.

17. Project development and presentation - during the work on the project, the student uses the acquired knowledge and skills to solve a real problem. Project-based learning increases students' motivation and responsibility. The work on a project includes the stages of planning, research, practical activity, and presentation of the results in accordance with the chosen issue. A project is considered to be realized if its results are presented in a clear and convincing manner and in a correct form. It can be done individually, in pairs, or in groups. It can also be done within one subject or within several subjects (subject integration). Once completed, the project will be presented to a wider audience

Student's Knowledge Assessment System

The student's knowledge is assessed on a 100-point scale.

Positive grades are:

- (A)-Excellent - 91-100 points;
- (B)-Very Good – 81-90 points;
- (C)-Good – 71-80 points;
- (D)-Satisfactory – 61-70 points;
- (E)-Sufficient – 51-60 points.

Negative grades are:

- (FX) - Failed to pass – 41-50 points, which means that the student needs more work to pass and is allowed to take an additional exam once with independent work;
- (F) - Failed - 40 points or less, which means that the work done by the student is insufficient and he/she will have to study the subject again.

Fields of employment

Banks, microfinance organizations, credit unions, insurance companies, investment funds, brokerage and leasing companies, enterprises.

Opportunities for continuing education

A graduate of a bachelor's program can continue his/her studies at a master's program of a corresponding and adjacent profile.

Human and material resources needed to implement the program

The program is provided with appropriate human and material resources. See the attached documents for more information.

Number of attached syllabi: 76

Annex 1

Program learning outcome[1]

Education Course										
	Basic principles, essence, functions, meaning and features of business, finance, banking and insurance activities;	The operations and processes carried out in financial institutions and features;	Concepts related to financial and banking technologies, basic principles of computerized information processing and banking projects;	Performance of operations typical for financial institutions and effective customer service;	Application of financial and banking technologies in practical activities;	Description of financial institution's business processes and drawing up strategic management maps;	Collecting data necessary for management using information technologies in the field of finance, banking and insurance, analyzing indicators and formulating a conclusion;	Conducting discussions in Georgian and foreign languages, demonstrating own comments and arguments within the framework of financial, banking and insurance topics. Also, presenting knowledge convincingly in written and oral form;	Understanding, evaluating and managing the situation in the financial, banking and insurance sphere, which will be used to strengthen and update the acquired knowledge, to be ready for innovations and for self-realization.	Implementation of professional activities in financial, banking and insurance spheres in compliance with established ethical norms, principles of justice and equality;

[1] In the learning outcomes of the program, indicate the appropriate numbers: introduction - 1; deepening - 2; advancement - 3.

Introduction to Philosophy										1
Basics of economics	1							1	1	1
Information technologies in business	1		1		1	1	1	1	1	1
Mathematics in economics and business -1	1	1	1	1	1	1	1		1	
Foreign language (English B 1.1, German B 1.1, French B 1.1, Russian B1.1)				1				1	1	1
Written and oral communications				1		1	1	1	1	1
Business psychology	2			2				2	2	2
Mathematics in economics and business -2	2	2	2	2	2	2	2		2	
Foreign language (English B 1.2, German B 1.2, French B 1.2, Russian B 1.2)				2				2	2	2
Basics of business	1			1			1	1	1	1
Basics of finance	2	2		2			2	2	2	2
Probability theory and mathematical statistics 2.1	3	3	3	3	3	3	3		3	
Foreign language (English B 2.1, German B 2.1, French B 2.1, Russian B 2.1)				2				2	2	2

[1] In the learning outcomes of the program, indicate the appropriate numbers: introduction - 1; deepening - 2; advancement - 3.

Basics of management	1	1		1			1	1	1	1
Basics of accounting	1	1	1	1			1	1	1	1
Basics of marketing	1			1			1	1	1	1
Basics of banking	2	2	2	2	2		2	2	2	2
Foreign language (English B 2.2, German B 2.2, French B 2.2, Russian B 2.2)				3				3	3	3
Financial accounting	2	2	2	2			2	2	2	2
Basics of the theory of algorithms	3		3		3	3	3	3	3	3
Basics of insurance	3	3	3	3	3		3	3	3	3
Basics of banking engineering and management	2		2		2	2	2	2	2	2
Information technologies in the bank	2	2	2	2	2	2	2	2	2	2
Basics of corporate finance	2	2	2		2		2	2	2	2
Basics of risk management	3	3	3		3		3	3	3	3
Project management	3	3	3		3	3	3	3	3	3
Technological solutions in the financial industry	3	3	3		3	3	3	3	3	3
Securities and	3	3		3			3	3	3	3

[1] In the learning outcomes of the program, indicate the appropriate numbers: introduction - 1; deepening - 2; advancement - 3.

financial markets										
Financial investments	3	3	3		3		3	3	3	3
Excel in business	3	3	3	3	3	3	3	3	3	3
Leadership and team management	3	3		3			3	2	3	3
Banking operations and processes	3	3	3	3	3	3	3	3	3	3
Accounting assurance of banking operations and processes	3	3	3	3	3	3	3	3	3	3
Bank operating systems	3	3	3	3	3	3	3	3	3	3
Tax regulation of business	3	3	3		3		3	3	3	3
Normative regulation of financial and banking activities	3	3	3		3		3	3	3	3
Banking project management systems	3	3	3		3	3	3	3	3	3
Settlement systems	3	3	3	3	3		3	3	3	3
Monetary policy	3	3	3		3		3	3	3	3
Managerial accounting	3	3	3	3			3	3	3	3
Practice - "Positioning and selling banking retail products"	3	3	3	3	3	3	3	3	3	3
Production practices	3	3	3	3	3	3	3	3	3	3

[1] In the learning outcomes of the program, indicate the appropriate numbers: introduction - 1; deepening - 2; advancement - 3.

in business organization and management										
Bachelor thesis	3	3	3	3	3	3	3	3	3	3
Elective courses										
Democracy and citizenship										1
Sociology										1
History and culture of Georgia										1
Numismatics and bonistics										1
Electronic commerce	3			3			3	3	3	3
Public finances	3	3		3			3	3	3	3
Money, basics of money circulation and credit	3	3	3	3	3		3	3	3	3

[1] In the learning outcomes of the program, indicate the appropriate numbers: introduction - 1; deepening - 2; advancement - 3.

Annex 2

Map of program objectives and learning outcomes[2]

Program objectives	Basic principles, essence, functions, meaning and features of business, finance, banking and insurance activities;	The operations and processes carried out in financial institutions and features;	Concepts related to financial and banking technologies, basic principles of computerized information processing and banking projects;	Performance of operations typical for financial institutions and effective customer service;	Application of financial and banking technologies in practical activities;	Description of financial institution's business processes and drawing up strategic management maps;	Collecting data necessary for management using information technologies in the field of finance, banking and insurance, analyzing indicators and formulating a conclusion;	Conducting discussions in Georgian and foreign languages, demonstrating own comments and arguments within the framework of financial, banking and insurance topics. Also, presenting knowledge convincingly in written and oral form;	Understanding, evaluating and managing the situation in the financial, banking and insurance sphere, which will be used to strengthen and update the acquired knowledge, to be ready for innovations and for self-realization.	Implementation of professional activities in financial, banking and insurance spheres in compliance with established ethical norms, principles of justice and equality;

[2] Mark the learning outcomes of the program with the "√"

According to the mission of the Georgian Technical University, the student should be brought up as an independent person, a full-fledged member of the free and democratic world.				✓	✓		✓	✓	✓	✓
Providing theoretical broad knowledge necessary for becoming competitive specialists in the local and international labor market for activities in the financial and banking field.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Development of skills necessary for practical activities in financial and banking institutions and formation of the ability to use financial and banking technologies.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

[2] Mark the learning outcomes of the program with the "√"

[2] Mark the learning outcomes of the program with the "√"