

Business administration

1. The brief description of theme-based direction

The Bachelor program “Business administration” provides students with opportunity to gain knowledge, necessary for successful activity in contemporary business, to develop ability for making independent and responsible decisions. The graduates of the program will possess the skills and competence, needed as main functions in business companies:

- acquisition;
- production of goods and services;
- sale and marketing;
- service.

For additional functions such as design, development and support of business companies:

- company infrastructure;
- company structure;
- informational systems;
- finance administration;
- human resources administration.

The graduates of the Bachelor program can be involved in economic and administrative activity of the business companies, as well as in human resources administration of a business organization. On the basis of main aims of the program, the graduates of the program must possess the practical skills of a manager:

- realization of communications;
- making administrative decisions;
- conflicts and stress management;

For this purpose the graduates must have the following abilities, necessary for different companies:

- To know how to expose the existing problem;
- To evaluate assumptions and aims for solution of a problem;
- Ability to make decisions;
- To define risks connected with making choice;
- To substantiate and support the choice made.

For this the graduates must possess the following qualities:

- Leader skills
- To be able to lead the process as well as people
- To be knowledgeable and to be able to understand the situation.

2. Specialization and employment (the name of specialization in this direction and where the graduate will be employed)

The graduate on the direction “Business administration” must be prepared for professional activity, providing rational administration of the business, production and social development of enterprises at the positions, demanding the basic higher economic education, as well as for the work at state administration and local authorities’ bodies, at the positions in business companies, demanding professional knowledge of economy and administration.

The main kinds of professional activities of the program graduate:

- organizational – administrative;
- marketing;
- administrative;
- financial-analytical;
- project-analytical;
- control and audit;

The opportunity of professional adaptations:

- planning – economic;
- rate - analytical.

Cycle	Employment
The first	The first cycle of the degree means that the graduates will be able to occupy the <u>basic positions in administration</u> of trade and marketing, business organization; The administration of human resources, finance, accounting and banking; in informational technologies; different forms of specialized analyses.
The second	The second cycle of the degree means, that the graduates can occupy the special <u>positions in operations administration</u> ; trade and marketing,, organization; human resources administration; finance and accounting; strategy to think and plan; informational technologies; different types of analyses, functions.

3.The results of the training and competence-description by cycles (what the main competences for the first and the second cycles in given direction).

The sum of the competences and studies- the scheme of the cycle's level.

The first cycle	
The main competences	The main skills
<p>Students have to know how:</p> <ul style="list-style-type: none"> • To use and estimate the business's sphere to analyze the company; • To work in special spheres of business; • To connect with different functions of business; • To prepare the acceptance of decision, mainly on operating and tactical levels; • To argue the principles, exploitable for taking decisions on main, operating and tactical levels; • To defend proposed decision 	<p>The main knowledge of the profession The main knowledge of study sphere Ability for working in the team Ability for adaptation in new situation Elementary computer's skills Ability for study Ability for creating oral and written presentations on the native language</p>
The second cycle	
The main competences	The main skills
<p>Students have to possess competences of the first cycle. Students have to know how:</p> <ul style="list-style-type: none"> • To take part in working out the strategic decisions; • To create and manage investigations; • To work independently; • To realize critical estimation on strategic decisions; • To manage changes; 	<p>Students have to possess skills of the first cycle. Ability for analyzing and synthesizing Ability for solving problems Ability for self-criticism International mobility Knowledge of foreign language</p>
The third cycle	
The main competences	The main skills
<p>Students have to: Demonstrate ability for creating independent, original and publishing investigations in one or some business or subject spheres concerning analyses of problems, choice of the decision and management of business</p>	<p>Expert skills in special subjects Research skills Creativity Evaluation of diversity and multicultural Critical self-critical skills</p>

4. The load and ECTS (to explain how the conception of students' load is used in given direction)

Courses and credits

The cycle of study	The name of the program	The quantity of credits
The first	Bachelor	240 credits ECTS
The second	Magistracy	120 credits ECTS
The third	Post-graduate course	180 credits ECTS
The sum		540 credits ECTS

Training, teaching and evaluation (information and recommendations on methods of teaching, studying and evaluation of knowledge (exams etc) let the students get the required results and achieve the mentioned competences.

Students have an ambiguous attitude on evaluation of training results. Majority of students understand necessity of evaluation of training results, estimate positively its role in the process of training, would like to learn to evaluate the quality of their knowledge themselves. But at the same time for majority of students process of evaluation is stressful because of both the fact of control itself, and individuality of a teacher.

One of the possible ways of solving of pointed out problems would be an application of such a technology in the teaching process, which from one hand, would cause stimulus for studying during the whole semester, and from another hand would solve the problem on effective evaluation of quality of gained knowledge and unbiased evaluation of a student's work. Thus, Module-rate technology of training is of great interest.

In a range of higher education institutes a module-rate technology of training is widely known and introduced and applied since 1992.

According to this technology, the whole curriculum should be divided into modules. Module is a logically final part of a course (theme, section) which is completed by the evaluation of training results.

After division into modules it's necessary to work out the training-methodology plan for every module and make the mark many-scored, as a module is evaluated in scores and it lets consider and estimate the complexity of work, fulfilled by the student. As a current mark (for work in discussion class, lecture) is represented in definite amount of scores; the same evaluation is referred to the written exam (final evaluation) and represented in more scores (approximate correlation is 40% and 60%).

Thus, in this system balance coefficient is taken into account, depending on the complexity of educational activity of a student.

In many in institutes of higher education rate is calculated by rather complex formulas. Simpler way of rate calculation is possible and reasonable: arithmetical summing of scores, which determines the scale of rate for every module of a subject, semester and school year. Scale of rate should be announced to the students and fixed up to the end of a school year.

For increase of interests of students in results of training, it's necessary to inform the students of the essence of rate system, rules of score calculation, ways of rate increase, reasons of rate decrease. According to the rate, gained by the student during the year or semester, the final mark should be put.

All the gained scores of students should be registered by teacher in the bulletin of current and final evaluation, which afterwards should be worked up by computer program. After working up, the rate-lists should be printed, where scores of current module is put opposite the name of a student, and rate of a student is concluded in group and faculty etc.

Everything abovementioned allows to estimate the advantages of this method:

All the kinds of educational activities of a student are taken into account and his independent work is stimulated.

Knowledge of students, regularly attending the classes is exactly and fairly evaluated.

System of "leveling" is excluded, knowledge of a student is clarified during the exact period of time.

Possibility of learning by individual plans appears.

Rhythm of training is provided.

6. Quality ensuring: how to ensure and achieve quality by the definite direction.

Characteristics of program quality include: various aspects of academic activity; autonomy of higher education institutes; goals and means of training; students' selection and admission criteria; availability of appellation procedures; quality of educational programs; quality and quantity characteristics of teaching stuff; feedback with students; transference and accumulation of educational credits; interdisciplinary; training in the frame of various programs of higher

education institutes; infrastructure and equipment; receiving of non-budget funds; motivation of teachers and researchers; investment of building and equipment; systematic audit; relation with labor market; international scientific competitiveness; mechanism of international quality control; participation in the actual public discussions and contribution to the development of democracy; innovative potential in scientific, technical and cultural spheres.

The circuit of the curriculum based on loading of students ECTS, the first cycle on management of business						
1 st year 1 st sem.	Bases of macroeconomic 5 ECTS	History of economics 5 ECTS	Mathematics 1 5 ECTS	A rate at a choice 2,5 ECTS	Kyrgyz (russian) 2,5 ECTS	IT 1 2,5 ECTS
				History of Kyrgyzstan 2,5 ECTS	English 2,5 ECTS	A rate at a choice 2,5 ECTS
1 st year 2d sem.	Bases of macroeconomic 5 ECTS	Statistics 5 ECTS	Mathematics 2 5 ECTS	Philosophy 2,5 ECTS	Kyrgyz (russian) 2,5 ECTS	IT 2 2,5 ECTS
				Concepts of modern natural sciences 2,5 ECTS	English 2,5 ECTS	Jurisprudence 2,5 ECTS
2d year 3d sem.	Bases of book keeping 5 ECTS	Finances 5 ECTS	Mathematics 3 5 ECTS	A rate at a choice 5 ECTS	Kyrgyz (russian) 2,5 ECTS	IT 3 2,5 ECTS
					English 2,5 ECTS	A rate at a choice 2,5 ECTS
2d year 4 th sem.	The financial account 5 ECTS	Bases of financial activity of the enterprise 5 ECTS	Organizational behaviour 5 ECTS	A rate at a choice 5 ECTS	Kyrgyz (russian) 2,5 ECTS	IT 4 2,5 ECTS
					English 2,5 ECTS	A rate at a choice 2,5 ECTS
3d year 5 th sem.	The administrative account 5 ECTS	Bases of investment 5 ECTS	Leadership in organizations 5 ECTS	Discipline of specialization 5 ECTS	Practice 5 ECTS	IT 5 2,5 ECTS Business English 2,5 ECTS
3d year 6 th sem.	Bases of marketing 5 ECTS	Bases of management 5 ECTS	Management of human resources 5 ECTS	Discipline of specialization 5 ECTS	Final job 5 ECTS	IT 6 2,5 ECTS Business English 2,5 ECTS
4 th year 7 th sem.	Management of small business 5 ECTS	The commercial right 5 ECTS	Discipline of specialization 5 ECTS	Discipline of specialization 5 ECTS	Final job 5 ECTS	IT 7 2,5 ECTS Business English 2,5 ECTS
5 th year 8 th sem.	Discipline of specialization 5 ECTS	Discipline of specialization 5 ECTS	Discipline of specialization 5 ECTS	Discipline of specialization 5 ECTS	Final job 5 ECTS	IT 8 2,5 ECTS Business English 2,5 ECTS

The circuit of the curriculum based on loading of students ECTS, the second cycle on management of business

1 st year 1 st sem.	Foreign language 3 ECTS	Management of information system 3 ECTS	Macroeconomic (the advanced rate) 6 ECTS	Book keeping 2 3 ECTS	Marketing 2 3 ECTS
	Professional foreign language 3 ECTS	Mathematical methods in economy 3 ECTS		The finance 2 3 ECTS	Bases of decision-making 2 3 ECTS
1 st year 2d sem.	The business right 3 ECTS	Financial management 6 ECTS	Administrative economy 6 ECTS	Formation of strategy and organizational designing 6 ECTS	Business statistics 3 ECTS
	Professional foreign language 3 ECTS				Psychology of the enterprise 3 ECTS
2d year 3d sem.	A rate at a choice 3 ECTS	A rate at a choice 3 ECTS	Marketing research 6 ECTS	Discipline of specialization 3 ECTS	Discipline of specialization 3 ECTS
	A rate at a choice 3 ECTS	A rate at a choice 3 ECTS			
2d year 4 th sem	practice 6 ECTS	Research practice 12 ECTS		The master's dissertation 12 ECTS	