



Avicenna Community College LLC

Catalog of Vocational Educational Programs

Tbilisi
2018

The activities of Avicenna International Community College LLC are based on the principles and approaches in the educational space. The institution aims at creating a type of educational space responsible for the qualification of its staff

Mission

Provision of labor market-oriented competitive, qualified staff training, employment and self-employment for the purpose of economic development of the country by social inclusion, personal and professional development of the individual, professional orientation counseling, introduction of career planning system, innovative approaches and technological development

Vision

By 2024, in the field of vocational education programs implemented by the institution, partially satisfying the labor market requirements with competitive and highly qualified staff

Values

Modern infrastructure;

Facilitate access to vocational education for all public sector representatives; Rich bookstore fund;

Facilities of multi-purpose practice in order to facilitate employment -

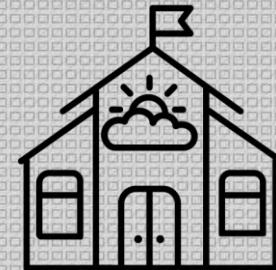
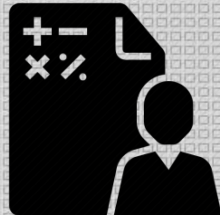
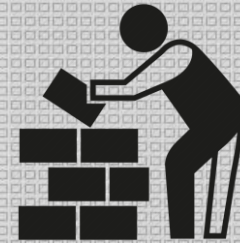
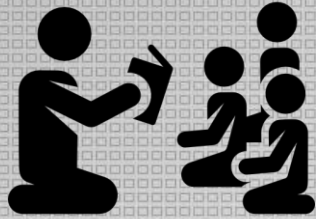
Cooperation with potential employers;

Various Student Services - Implementation of Youth and Civic Activities through Students' Engagement;

Career planning and professional orientation service.

Environmentally adapted for individuals with disabilities (individual lift)

Vocational education is education that prepares people to assist in various fields. It prepares a well-educated and flexible staff who is better able to deal with existing and constantly changing needs of the labor market



Description of vocational programs:



Kindergarten teacher-tutor V level



Accounting service V level

Description of vocational educational programs

Kindergarten teacher-tutor



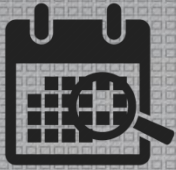
Level V

Prerequisite for access to the program: Full general education

Goal of the program:

The program aims to prepare a qualified staff who will be able to care for, care for and grow up the children at an early age. For this purpose, she/he should provide safe and effective work environment and in this process to be able to communicate with the family of the child, the kindergarten staff, the representatives of the field and care for own professional development.

Vocational qualifications to be granted: Vocational qualification of the fifth level of the kindergarten teacher-tutor.



The volume and duration of the program:

For the people who have proven the competence in the Georgian language

Volume: 101 credits

Duration: 73 studying month

For the people who have not proven the competence in the Georgian language

Volume: 131 credits

Duration: 93 studying month

For the people who have not proven the competence in the Georgian language, it is mandatory to pass the Georgian language modules A2 and B1. Training of professional educational programs for these individuals starts with the modules of Georgian language



In order to gain professional qualification, vocational students should obtain credits provided by compulsory general and compulsory professional modules defined by the Vocational Education Program

Mandatory general modules	
Name	Credit
Information literacy 2	3
Entrepreneurship 3	3
English language	5
Georgian language A2 (for those, who have not proven the competence in the Georgian language)	15
Georgian language B1 (for those, who have not proven the competence in the Georgian language)	15

Mandatory general modules

Name	Credit
Introductory practice - a kindergarten teacher	2
Entrepreneurship practice - a kindergarten teacher	12
Practical project - a kindergarten teacher	6
Early developmental peculiarities	6
Early Education Curriculum	6
Child – oriented approach	6
Nurturing environment	6
Nurturing process	6
Content of the teaching: communication, speech, literacy	6
Content of the teaching: Science and Mathematics	5
Content of the teaching: Fine and Performance Arts and Physical Activities	5
Observation and Evaluation	5
Qualities of working with children with special needs	6
Family, community and childcare institution	4
Health and safety	6
Professional ethics	3

Learning Outcomes:

After completion of the program, the person can:

Use the child support development strategies

The holistic development of the preschool age child, taking into account their age peculiarities, interests and individual abilities.

Management of the childcare process using the principles of positive guidance
Creating a successful, safe supporting childcare environment

Graduates career opportunities:

After completion of the program, the person can be employed in kindergarten, school readiness programs, private children's institutions, children's entertainment centers, day care centers, pre-school childcare center and so on.

Accounting service



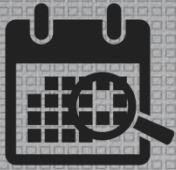
level V

Prerequisite for access to the program: Full general education

Goal of the program:

The program aims to prepare a qualified staff who will be able to take part in planning, organizing of accounting policies of entrepreneurial, non-entrepreneurial, state organization / institution or person; inspection and analysis of financial accounting reports and records to ensure their compliance with the established legislation and standards. Perform accounting entries; conclude and submit the tax declarations in the prescribed manner; Ensures transfers of tax liabilities in the state budget; he/she will also be able to make financial statements, initial accounting and various financial documentation for external and internal users.

Vocational qualifications to be granted: Vocational qualification of the fifth level of the accountant.



The volume and duration of the program:

For the people who have proven the competence in the Georgian language

Volume: 99 credits

Duration: 66 studying month

For the people who have not proven the competence in the Georgian language

Volume: 129 credits

Duration: 86 studying month

For the people who have not proven the competence in the Georgian language, it is mandatory to pass the Georgian language modules A2 and B1. Training of professional educational programs for these individuals starts with the modules of Georgian language



In order to gain professional qualification, vocational students should obtain credits provided by compulsory general and compulsory professional modules defined by the Vocational Education Program

Mandatory general modules	
Name	Credit
Information literacy 2	3
Entrepreneurship 3	3
English language	5
Georgian language A2 (for those, who have not proven the competence in the Georgian language)	15
Georgian language B1 (for those, who have not proven the competence in the Georgian language)	15

Mandatory general modules

Name	Credit
Introductory practice - accounting	2
Practical project - Preparing accounting and tax reporting	6
Fundamentals of accounting	7
Production of basic and primary accounting documents	3
Creation of accounting database	9
Work in Computer Accounting Program	5
Tax Declaration	4
Obligations towards State Budget	4
Inventory	2
Make financial statements	8
Manufacturing of accounting according to the type of economic activity	12
Managing Accounting	8
Ms Excel	6
Business English	5
Fundamentals of audit	2
Economic analysis	5

Learning Outcomes:

After completion of the program, the person can:

Development of accounting policies;

Filling and validating work forms (accounting documents).;

Performing accounting operations;

Filing and sending declarations;

Prepare financial accounting;

Performing accounting according to some types of economic activity;

Control of the accounting of the economic subject;

Managing accounting;

Perform economic analysis.

Graduates career opportunities:

After completion of the program, the person with V level of qualification in accounting can be employed as main accountants, accountant assistants, calculation accountants in private and public agencies, NGOs, accounting and finance offices, auditor and consulting companies. Self-employment is possible through private professional practice.

WHAT IS MODULE?



Module is a separate, independent learning unit that enables vocational students / listeners to acquire concrete completion and / or skills and / or knowledge.

WHAT IS CREDIT?

Credit is a unit of measurement of student's skills. Credit is a conditional unit that expresses the time of contact and independent work that the student needs to acquire a course / module / program and to achieve appropriate learning outcomes.



The evaluation of a professional student is a process of verifying the knowledge and skills defined by the professional education program

The assessment of the achievement of a professional student is the developing and determinative.

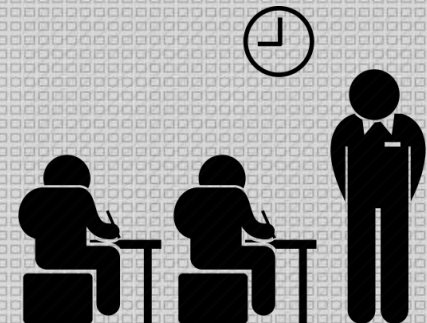
The developing evaluation has 2 types of evaluation:

- a) Learning outcome has been confirmed;
- b) Learning outcome has not been confirmed;

In case of receiving a negative result in determining assessment, a vocational student is entitled to request confirmation of the learning outcome before the completion of the vocational education program or before the module starts, the predecessor of which was a module not proved. The vocational student is given the opportunity to realize the abovementioned right only twice within one study result. In case of failure to confirm, the vocational student is entitled to reenter the module, for which he/she shall be obliged to pay fee for the above-mentioned module.

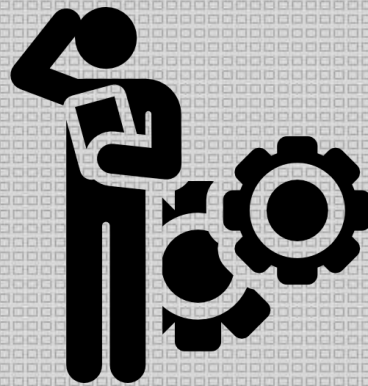
Introduction of the evaluation results for vocational students is carried out through the electronic management system of the institution;

The vocational student has the right to appeal against this decision on the basis of a personal application submitted to the Director.



The following learning methods

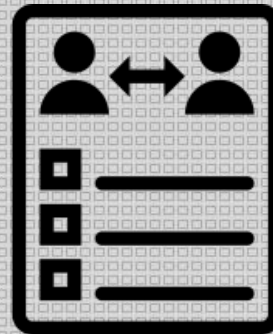
The following learning methods can be used during vocational education programs: lecture, lecture with demonstrations, training excursion, practical exercise, performing instruction, discussion, Case Review, video material analysis, group work, presentation, role playing, field training, study case, independent work analysis, problem solving and more.



Mobility

Mobility of a professional student is a free movement for professional students to participate in the learning process, which is accompanied by recognition of education and credits obtained during the study period. Mobility is a right to any professional student who is a student of vocational institution implementing vocational educational program at the time of mobility, whether he or she has a status of a vocational student.

In the course of mobility, the professional student will be automatically considered to have the module passed in case of fully confirmation of the module learning outcomes. In case of variation or abolition of vocational education program, the institution will provide the student with further education



Material - technical base



Computer Classes



Library



Adapted environment for vocational students with Special Educational Needs (SEN) and disabilities (disabled)

For the purpose of ensuring the involvement of persons with disabilities and special education needs in the professional education program, such persons will be allowed on modules without overcoming the prerequisite / prerequisites of the module.

The credits determined by the vocational education program are assigned to the person only if the results are confirmed. In order to gain vocational qualification, vocational student must obtain credits provided by the modules specified in the Vocational Education Program



Tuition fee

The full cost of studying vocational educational programs in the institution is determined based on the order of the Director (1 credit fee is the full cost of the Vocational Education Program for the total number of Vocational Education Program Credits). Different types of tuition fees may be established for foreign citizens and stateless persons. In connection with the tuition fees, the facility shall apply to the following persons:

veterans of war and armed forces and their children;

Internally displaced persons;

Citizens affected by military actions for territorial integrity, freedom and independence of Georgia;

Persons with disabilities I and II group;

Both parent orphans children in need of care;

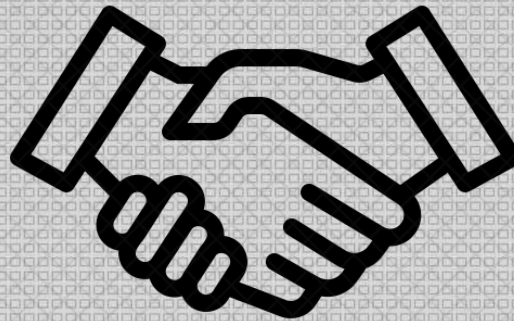
persons carrying socially vulnerable status;

In case of study of more than one person from one family;

A person from large family.



The role of employers in the sphere of vocational education is great, therefore, our goal is to involve as many partner organizations in the process of adaptation / implementation of professional programs, with more employers to engage in mutual understanding memorandums with the purpose of implementing practices.



Our partners are:



112 Georgia - Emergency Assistance Management Center



LEPL Tbilisi Kindergarten #46



Universal Consulting LLC



ANC LC



PROSERVICE LLC



Georgian Business Portal



Registration of Caucasus Domains LLC



LEPL Emergency Management Agency



JSC SILKNET



Library electronic databases



BARSART LLC



ADVERTISING COMPANY



The future starts here!

