



საქართველოს ტექნიკური უნივერსიტეტი  
GEORGIAN TECHNICAL UNIVERSITY

**Approved by**  
Resolution № 740 of the  
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## Bachelor's Educational Program

### Program Title

ბიზნესის ადმინისტრირება

Business Administration

### Faculty

ბიზნესტექნოლოგიების ფაკულტეტი

Faculty of Business Technology

### Program Head

Professor Teimuraz KANDASHVILI

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

Bachelor of Business Administration

will be awarded after acquiring 210 credits of the main specialty provided by the program and 30 credits in the form of free components, in case of completion of at least 240 credits.

### Language of Teaching

Russian

### 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 according to the procedure established by the legislation of Georgia, has the right to study at the bachelor's level. It is necessary to know the Russian language (B2 level), which is confirmed by a state document (certificate), a certificate or an interview/testing at the GTU.

## Program Description

The undergraduate educational program is compiled by sharing the experience of leading European universities (Saarbrücken University of Technology and Economics - Germany; Catholic University of San Antonio - Spain). The undergraduate educational program - business administration provides students with the knowledge and basic skills necessary for the profession, which will help them create a successful career in the future. 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 volume of the educational program is 215 credits of the main specialty and 25 credits of optional free components. The volume of each semester is - 30 ECTS credits. The educational program lasts 4 years (8 semesters). One semester includes 20 academic weeks.

The educational 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.

Evaluation forms are used for student evaluation, which have a specific share in the final evaluation: the maximum score of the intermediate evaluation is 60, of which: the maximum score of the current activity is 30, the minimum total positive evaluation is 15 points; The maximum score of the mid-semester exam is 30, the minimum positive grade is 15 points; The maximum score of the final exam is 40, the minimum positive score is 20.

The supplementary exam is held at least 5 days after the announcement of the results of the final exam. The number of points obtained in the final assessment is not added to the grade obtained in the additional exam.

In the first academic year (two semesters), the student studies 12 courses (60 credits), of which 11 subjects (55 credits) are compulsory, and 1 subject (5 credits) is optional.

In the second academic year, the student studies 12 compulsory courses (60 credits) during two semesters.

In the third academic year, the student studies 12 courses (60 credits) during two semesters. Of these, 35 credits are compulsory courses and 25 credits are optional free components.

In the fourth academic year, the student studies 11 training courses of the main specialty (60 credits) for two semesters: concentration - 9 training courses (45 credits), production practice (5 credits) and bachelor thesis (10 credits) one training course with a thematic project.

Educational program	ECTS credit
Compulsory training courses	155
Concentrations	45
Free components	25
Practice	5
Bachelor thesis	10

## Program Objective

In accordance with the mission of the Georgian Technical University, the objective of the educational program is to prepare business administration bachelors who are competitive in the labor market, highly qualified and focused on democratic and humane values, who will have the relevant knowledge and practical skills to perform critical tasks in the complex system of modern socio-economic relations.

## Learning Outcomes/Competences (general and professional)

### Knowledge and Understanding

A graduate of the Bachelor of Business Administration educational program knows:

- Fundamental provisions, concepts and basic principles of business management;
- Definition of appropriate terminology in the field of business;
- Quantitative methods necessary for work in the field of business.
- Application of elementary mathematical concepts in the field of economics and business, analysis of demand and supply, determination of national income;
- Simple and compound interest, financial debt repayment schedule, annuity, investment evaluation - comparison criteria;

The graduate understands:

- The role and importance of business for the sustainable development of the economy;
- The necessity of interconnection of functional areas of business administration;
- The importance of using information and communication technologies in business administration;
- The need to effectively manage human, financial and material resources;
- The importance of knowing a foreign language for conducting business relations.

### Ability to apply knowledge in practice

A graduate can:

In order to solve issues related to business processes use standard and also some distinctive methods characteristic of business administration;

Identify existing problems in the field and determine ways to solve them in accordance with predetermined instructions: solve administrative - personnel, accounting, financial, technical-economic issues of the organization;

Formulate goals and objectives of a specific research/practical business project;

Demonstrate the features of the development of modern business administration.

Model and solve economic and business problems of practical, theoretical and practical content using linear algebra, financial mathematics and mathematical analysis methods.

### Ability to make conclusions

A graduate is able to:

- Ensure information provision of business processes: collection and interpretation of characteristic data
- Analyse data and business situations used in business processes using standard and also some unique methods
- Formulate one's own opinion and formulate an argumentative conclusion.

### Communication skills

A graduate can:

- Prepare a detailed written report on the implementation of ideas and solutions to specific problems in the field of business administration, as well as an oral presentation for specialists and non-specialists in the field;
- Prepare reports and presentations in Georgian and foreign languages using computer office programs and communication technologies creatively.

### Ability to learn

A graduate can:

- On the basis of consistent and multifaceted assessment of one's own learning process, determine the needs of further learning for the purpose of professional development or raising qualifications;
- Search for appropriate materials and use printed or Internet sources to expand knowledge to ensure successful professional activity in the field of business and compliance with the ever-changing demands of the labor market.

### Values

A graduate can:

- Participate in the process of formation of professional values and use of acquired knowledge to ensure them;

Implementation of professional activities 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**

A graduate of the bachelor's degree program in business administration can occupy the position of manager in any entity of organizational and legal form (enterprises, commercial organizations, institutions, corporations, distribution companies, tourism firms, banks, insurance companies, and others).

**Opportunities for continuing education**

A graduate of a bachelor's program can continue his/her studies on master's educational programs

**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: 70**



Written and oral communications					1				1	
Information technologies 2					2				2	
Mathematics in economics and business - 2	2	2	2			2	2	2		
Microeconomics	2	2		2				2		
Foreign language -B 1. 2 English - B 1. 2 German - B 1. 2 French - B 1. 2					2				2	2
Political science				1						1
Foreign language – B 2.1 English - B 2.1 German - B 2.1 French - B 2.1					2				2	2
Basics of Business	1	1	1	1	1	1	1	1	1	1
Basics of management	1			1	1	1	1			1
Basics of Finance		2	2		2		2	2		
World economy				2	1	2	2		2	2
Foreign language -B 2.2 English -B 2.2 German -B 2.2 French -B 2.2					3				3	3
Statistics in Economics and Business	3	3		3		3	3	3		
International business	2	2		2	2	2	2	2		
Macroeconomics	3	3	3	3	3	3	3	3		3
Accounting	2	2	2			2	2			
Financial institutions and markets		3	3		3	3		3	3	

<sup>1</sup> In the learning outcomes of the program, indicate the appropriate numbers: introduction - 1; deepening - 2; advancement - 3.

Basics of banking	2	2	2	2	2		2	2		2
Basics of marketing	2			2	2	2	2		2	
Basics of insurance	3	3	3	3	3		3	3		3
Engineering psychology and ergonomics in business	3	3		3	3	3	3		3	3
Economic analysis	3	3	3	3	3		3	3	3	
Financial management		3	3		3		3	3		
Academic writing									2	
Production practices in business organization and management	3	3	3	3	3	3	3	3	3	3
Bachelor thesis	3	3	3	3	3	3	3	3	3	3
Organizational behavior					3	3	3			3
Operational management	3	3			3	3	3	3	3	
Corporate management	3	3	3		3	3	3	3	3	3
Project management	3	3	3		3	3	3	3		
Innovative business	3				3	3			3	3
Anti-crisis management		3	3	3	3	3	3	3	3	
Risk management	3	3	3	3	3	3	3	3		
Personnel management				3	3	3	3		3	3
Organization theory	3			3			3			
Banking operations and processes	3		3		3			3		3
Basics of Corporate Finance	3	3	3		3	3	3	3		
Bank operating systems					3	3			3	3
Tax regulation of business	3	3		3	3	3	3	3		

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Management in financial organizations	3	3		3	3	3	3	3		
Financial and banking law	3					3				3
Financial investments	3	3	3	3	3	3	3	3		
Settlement systems	3		3		3			3		3
Money, money circulation and credit	3	3	3	3	3	3	3	3		
General sociology									1	1
Applied psychology									1	1
Critical thinking									1	1
Environmental protection and ecology 2										
Labor safety										
Analysis and representation of culture in mass communications										
Precious stones, precious metals and their resources										
Basics of journalism										
Introduction to tourism										
Finishing materials in the interior										
Textiles in the interior										

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Map of program objectives and learning outcomes<sup>2</sup>

Program Objectives			
<p>The purpose of the educational program is to prepare business administration bachelors who are competitive in the labor market, highly qualified and focused on democratic-humane values, in accordance with the mission of the Georgian Technical University.</p> <p>Bachelors will have relevant knowledge in the field of business administration to perform the tasks defined in the complex system of modern socio-economic relationships.</p> <p>Bachelors will have relevant practical skills in the field of business administration to perform tasks defined in the complex system of modern socio-economic relationships.</p>	Fundamental provisions, concepts and basic principles of business management and definition of appropriate terminology in the field of business;	✓	
	Quantitative methods necessary for working in the field of business and application of elementary mathematical concepts in the field of economics and business, analysis of demand and supply, determination of national income;	✓	
	Simple and compound interest, financial debt repayment schedule, annuity, investment evaluation - comparison criteria;	✓	
	The role and importance of business for the sustainable development of the economy and the necessity of interrelationship between the functional areas of business administration;	✓	
	The importance of using information and communication technologies in business administration and the need to effectively manage human, financial and material resources;	✓	
	To solve issues related to business processes, the use of standard and also some distinctive methods characteristic of business administration;	✓	
	Identifying existing problems in the field and determining ways to solve them in accordance with predetermined instructions: solving administrative - personnel, accounting, financial, technical-economic issues of the organization; Formulation of goals and objectives of a specific research/practical business project;	✓	
	Demonstration of the features of the development of modern business administration. Modeling and solving economic and business problems of practical, theoretical and practical content using linear algebra, financial mathematics and mathematical analysis methods.	✓	
	Preparation of reports and presentations in Georgian and foreign languages using computer office programs and communication technologies creatively.	✓	✓
	Implementation of professional activities in compliance with established ethical norms, principles of justice and equality.	✓	✓

<sup>2</sup> Mark the learning outcomes of the program with the "✓"

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