



საქართველოს ტექნიკური უნივერსიტეტი  
GEORGIAN TECHNICAL UNIVERSITY

Approved by  
Academic Board of GTU  
2012 05 September  
Order № 740

Modified by  
Academic Board of GTU  
2018 02 April  
Order № 01-05-04/95

## Master's Educational Program

### Name of the program

ბიზნესის ადმინისტრირება

Business Administration

### Faculty

ბიზნესტექნოლოგიების

Faculty of Business Technologies

### Program Supervisor

Professor Irine Iashvili

### Qualification to award

ბიზნესის ადმინისტრირების მაგისტრი

MBA Master of Business administration

*In case of implementation of no less than 120 credits of the educational program*

### The language of teaching

English

### Precondition for admission to the program

The right to learn at graduate course has a person having at least a Bachelor or equivalent academic degree who is enrolled on the basis of the results of the Master's Exams (General Master's Exam / Tests defined by GTU in English). Examination issues / tests will be posted at the website of GTU Educational Department <http://www.gtu.ge/study/index.php> at least one month before exams. Enrollment on the program without passing the Master's Exams can be made by the regulation of Ministry of Education and Science of Georgia.

### Description of the program

The program is drawn up by ECTS system, 1 credit is equal to 25 hours, which involves both hours of contact and independent work. The credit distribution is presented in the program curriculum. The program lasts 2 years (4 semesters) and includes 120 credits. Study component - 70 credits, including elective training courses - 20 credits, production practice - 5 credits. Research component - 45 credits including: Master's research project / prospectus - 5 credits, theoretical / experimental research / colloquium - 10 credits, completion and defense of

master thesis - 30 credits.

The study process is as follows: The semester includes 20 weeks, from which the training process takes place 16 weeks. The XVII Week is dedicated to the thematic project and preparation for the final exam, the final exam is conducted on the XVIII-XIX week. XX week, if needed, is required for an additional exam.

**The first semester** includes five mandatory training courses (each 6 credits).

**The second semester** consists of five mandatory training courses (one 6, three 5 and one-4 credits) and a master's research project / prospectus (5 credits).

**The third semester** consists of two mandatory courses (6 and 4 credits), one elective course (5 credits), theoretical / experimental research / colloquium (10 credits) and production practice (5 credits).

**The fourth semester** – The graduate student performs and defends a master's work - 30 credits.

The order about supervisor of the graduate student and a title of graduate work will be issued by Dean in accordance with the graduate student's personal learning plan (the graduate student's personal learning plan see at:

[http://gtu.ge/Study-Dep/Files/Pdf/mag\\_deb\\_danarTi\\_3\\_Sd.pdf](http://gtu.ge/Study-Dep/Files/Pdf/mag_deb_danarTi_3_Sd.pdf)

The maximum evaluation of the interim assessment is 60 points, the maximum score of the semester exam is 30 points, the minimum competence level is limited by 15 points, the current activity's evaluation is: maximum 30 and minimum 15 points; The maximum score of the final / additional exam is 40 points, the minimum competence level is limited by 20 points.

The additional exam is conducted at least after 5 days of the final examination.

### **Research component**

Research component of Master's Educational Program includes 45 credits. Its mandatory elements are:

Master Research Project / Prospectus (5 credits)

Theoretical / experimental research / colloquium (10 credits)

Completion and defense of master thesis (30 credits).

Masters study the research component according to the topic of the Master's Thesis. Master Research Project / Prospectus is rated at a maximum of 100 points. Graduate Study Project / Prospectus Assessment Criteria and Scales are given in GTU's Rules for Evaluation of Master's Education Program Component:

[http://gtu.ge/pdf/magistraturis\\_danarti\\_4\\_Sefasebis\\_wesi.pdf](http://gtu.ge/pdf/magistraturis_danarti_4_Sefasebis_wesi.pdf)

The project of a master's research – prospectus– the graduate student begins prospectus in the first year of the course, in the second semester. A prospectus represents the outcome of review and analysis, the preliminary draft of the Master's thesis. Prospectus should look at the subject matter of the study, theoretical, practical value of the selected topic. Prospectus should include the results of processing the relevant literature and the necessary bibliography; The main issues and work plans of the research should be established.

Theoretical / Experimental Survey – the graduate student begins colloquium in the second year of the course, in the third semester, and assumes the preparation and presentation of the material related to the master topic and / or its parts. At the colloquium, it is necessary to demonstrate the volume and depth of the concrete question and the results.

The main purpose of the colloquium is to systemize the knowledge of the master's degree, presenting the results of the work, acquiring the modern methods of research, forming and solving independently the issues raised during the work. Ability to communicate with professional community.

The colloquial assessment criteria and scales are given in the Rule of Evaluation of the Master's Education Program Research Component

Evaluation criteria and scales of qualification work are given in the Rule of Evaluation of Master's Education Program Research Component

Detailed information about the Rule of Evaluation of Master's Education Program Research Component is given on GTU website:

[http://gtu.ge/pdf/magistraturis\\_danarti\\_4\\_Sefasebis\\_wesi.pdf](http://gtu.ge/pdf/magistraturis_danarti_4_Sefasebis_wesi.pdf)

Instruction for submitting a work presented for award of a Master academic degree is given in GTU website [http://gtu.ge/pdf/magist\\_debuleba\\_dan5\\_2017\\_SD.pdf](http://gtu.ge/pdf/magist_debuleba_dan5_2017_SD.pdf)

### The purpose of the program

To prepare specialists competitive in the labor market and strong managers with deep theoretical knowledge and practical skills in business field based on innovations, carrying out general humanitarian values, student-oriented teaching skills, Which will be able to assess the current socio-economic events and processes in the dynamic environment in accordance with the specific instructions.

### Learning Outcomes and Competences (General and Sectoral)

**Knowledge and understanding** - He/she has a deep and systematic knowledge of business administration field that gives the opportunity to develop new, original ideas, realizes the existing in the field concrete problems and their solving ways; Namely: deeply aware of: strategic, financial, marketing, innovative, time, project, sales and international management. Business Statistics and Business Research and Business Forecasting Methods.

**Applying knowledge** - He/she can operate in a new, unforeseen and multidisciplinary environment; Establishes new, original ways of solving complex problems; uses the knowledge in order to implement a research independently by the latest methods and approaches;

**Making judgments** - He/she can establish reasoned conclusions on the basis of critically analysis of the latest research; decision making independently and implementation; Ability to formulate grounded conclusions based on the newest research in economic environmental impact assessment.

**Communication skills** - He/she can write in a concise, clear and grammatical manner; can create logically constructed written constructions; can prepare oral and written reports on various events and processes in English and transfer to the others can communicate with specialists and non-specialists using modern information technologies; Communicate with foreigners, professionals as well as with non-professionals applying the strategies and techniques for producing laconic, logical and effective written messages; Apply modern information technologies in delivering adequately compressed and well-organized written information to the recipient.

**Learning skills** - he/she has ability to evaluate the study process consistently and versatile; has ability to determine the need for further learning and the direction of learning; has ability to explain the issue easily without breach of integrity; - has ability to use of a heuristic approach (short way) in order to solve difficult tasks (situation); has ability to use similar (case-to-face) approaches (strategy, tactic, method, managerial decision) to solve specific tasks. Has ability to use alternative (different) approaches for assessing of socio-economic events and situations in the conditions of limited material, financial, human and time resources.

**Values** - He/she can evaluate his/her dependence and the dependence of the others towards professional and universal values and contribute to the establishment of new values;- protects the ethical and moral norms.

### Methods of achieving learning outcomes (teaching and learning)

Lecture  Seminar (work in group)  Practical  Laboratory  practice  Course paper / project

Master's paper  Consultation  Independent work

Based on the specific course of study in the learning process, the relevant below listed activities of the teaching-learning methods are used, which are reflected in the relevant training courses (syllabus):

**Discussion/debates.** 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 of reasoning and substantiating their own ideas.

**Cooperative teaching** is a teaching strategy in the process of which each member of a group not only has to learn

the subject himself, but also to help his fellow-student to learn it better. Each member of the group works at the problem until all of them master the issue.

**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.

**Case study** – the teacher discusses concrete cases together with the students and they study the issue thoroughly. E.g., in the sphere of engineering safety it can be a discussion of a concrete accident or catastrophe, or in political science it can be a study of a concrete, e.g., Karabakh problem (Armenian-Azeri conflict).

**Brain storming** – this method implies forming and presenting as many radically different ideas and opinions on a given topic as possible. This method sets conditions for developing a creative approach towards a problem. This method is effective in a large group of students and consists of the following stages:

- using a creative approach for defining a problem/issue;
- for a certain period of time listing (mainly on the blackboard) students' ideas on the problem without any criticism;
- determining the evaluation criteria for stating the correspondence of the idea to the aim of the research;
- evaluating the chosen ideas according to the previously determined criteria;
- selecting the ideas that most of all correspond to the given issue by applying the method of exclusion;
- revealing the best idea for solving the given problem.

**Demonstration method** implies presenting information with the help of visual aids. It is quite effective in reaching the required result. It is frequently advisable to present the material simultaneously through audio and visual means. The material can be presented both by a teacher and a student. This method helps us to make different steps of perceiving the teaching material more obvious, specify what steps the students are supposed to take independently; at the same time this strategy visually shows the essence of an issue/problem. Demonstration can be very simple.

**Inductive method** determines such a form of conveying any kind of knowledge when in the process of learning the train of thought is oriented from facts towards generalization, i.e. while presenting the material the process goes from concrete to general.

**Deductive method** determines such a form of conveying any kind of knowledge which presents a logical process of discovering new knowledge on the basis of general knowledge, i.e. the process goes from general to concrete.

**Analytical method** helps us to divide the whole teaching material into constituent parts. In this way the detailed interpretation of separate issues within the given complex problem is simplified.

**Synthetic method** implies forming one issue from several separate ones. This method helps students to develop the ability of seeing the problem as a whole.

**Verbal or oral method** comprises a lecture, narration, conversation, etc. During the process the teacher conveys, explains the material verbally, and students perceive and learn it by comprehending and memorizing.

**Written method** implies the following forms of activity: copying, taking notes, composing theses, writing essays, etc.

**Practical methods** unite all the teaching forms that stimulate developing practical skills in students. In this case a student independently performs different kinds of activity on the basis of the knowledge acquired e.g. field study, teaching practice, field work, etc.

**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.

**Activity-oriented teaching** implies teachers' and students' active involvement in the teaching process, when practical interpretation of the theoretical material takes place.

**Designing and presenting a project.** While designing a project a student applies the knowledge and skills he has acquired for solving a problem. Teaching by means of designing projects increases students' motivation and responsibility. Working on a project involves the stages of planning, research, practical activity and presenting the results according to the chosen issue. The project is considered to be completed if its results are presented clearly, convincingly, and correctly. It can be carried out individually, in pairs or in groups; also, within the framework of one or several subjects (integration of subjects); on completion the project is presented to a large audience.

## Student knowledge assessment system

Grading system is based on a 100-point scale.

Positive grades:

- (A) - Excellent - the rating of 91-100 points;
- (B) – Very good - - the rating of 81-90 points
- (C) - Good - the rating of 71-80 points
- (D) - Satisfactory - the rating of 61-70 points
- (E) - Enough - the rating of 51-60 points

Negative grades:

- (FX) - Did not pass - 41-50 points of rating, which means that the student needs more work to pass and is given the right to take the exam once more with independent work;
- (F) – Failed - 40 points and less, which means that the work carried out by the student is not enough and he/she has to learn the subject from the beginning.

The Syllabus provides the relevant forms and methods of assessing the student's knowledge. Describe the relevant methods, criteria and scales of evaluation forms. Assessment rule of research component is given on the university website

[http://gtu.ge/pdf/magistraturis\\_danarti\\_4\\_Sefasebis\\_wesi.pdf](http://gtu.ge/pdf/magistraturis_danarti_4_Sefasebis_wesi.pdf)

## Field of employment

The graduate student can work at

- Business companies;
- Public Institutions;
- Governmental and non-governmental organizations;
- Foreign business companies.

## Opportunity to continue learning

Doctoral Educational Programs

## Human and material resources necessary for the implementation of the program

The program provides the appropriate human and material resources. For more information see the attached syllabi.

**Number of attached syllables: 16**

## Program Study Load

№	Course Title	Precondition of admit	ECTS Credits			
			I Year		II Year	
			Semester			
			I	II	III	IV
1	Business English	No precondition	6			
2	International Marketing	No precondition	6			
3	Financial Management	No precondition	6			
4	Marketing Management	No precondition	6			
5	Business-statistics	No precondition	6			
6	International Management	No precondition		6		
7	Project management	Business statistics		4		

8	Research Methods	Business statistics		5		
9	Innovative Management	Marketing Management		5		
10	Sales Management	Marketing Management		5		
11	Strategic management	International Management			6	
12	Logistics	Marketing Management			4	
13	Production practice in Business Administration	Financial Management, Marketing Management, Sales Management, Project Management, Innovative Management, , Business Statistics, Research Methods			5	
<b>Elective courses</b>						
14	Time management	No precondition				
15	Tourism Business	No precondition			5	
16	Business forecasting	Business statistics				
<b>Per semester</b>			30	25	20	
<b>Total:</b>						
<b>Research Component:</b>						
	Master Research Project / Prospectus	No precondition		5		
	Theoretical / experimental research / colloquium	Master Research Project / Prospectus			10	
	Accomplishment and Defense of Master's Thesis	Mandatory Study and Research Components				
<b>Total per semester:</b>			30	30	30	30
<b>Total per year:</b>			60		60	
<b>Total:</b>				120		

### Map of learning outcomes

No	Course Title	Knowledge and understanding	Ability to use knowledge in practice	Making judgments	communication skill	ability to learn	Values
1	Business English	X	X		X	X	
2	International Marketing	X	X	X	X		X
3	Financial Management	X	X	X		X	
4	Marketing Management	X	X		X		X
5	Business-statistics	X	X	X		X	
6	International Management	X	X		X	X	X
7	Project management	X	X	X	X	X	
8	Research Methods	X	X	X	X	X	X
9	Innovative Management	X	X	X	X	X	
10	Sales Management	X	X		X		X

11	Strategic management	X	X	X	X	X	X
12	Logistics	X	X	X			
13	Production practice in Business Administration		X	X	X	X	X
14	Time management	X	X			X	
15	Tourism Business	X	X		X		X
16	Business forecasting	X	X	X			
<b>Research Component:</b>							
	Master Research Project / Prospectus	X	X	X	X	X	X
	Theoretical / experimental research / colloquium	X	X	X	X	X	X
	Accomplishment and Defense of Master's Thesis	X	X	X	X	X	X

### Program curriculum

№	Course code	Course Title	ESTS credits / hours	Hours									
				Lecture	Seminar (work in the group)	Practical classes:	Laboratory	Practice	Course paper / project	Mid-semester exam	Final exam	Independent work	
1	LEH10113E1-P	Business English	6/150			60					1	2	87
2	BUA52013E1-LS	International Marketing	6/150	30	30						1	2	87
3	BUA23613E1-LSPK	Financial Management	6/150	30	15	10				5	1	2	87
4	BUA52113E1-LSk	Marketing Management	6/150	30	15					15	1	2	87
5	MAS20913E1-LSP	Business-statistics	6/150	30	15	15					1	2	87
6	BUA30913E1-LSK	International Management	6/150	30	15					15	1	2	87
7	BUA47013E1-LS	Project management	4/100	15	15						1	1	68
8	BUA47013E1-LS	Research Methods	5/125	30	10	5					1	2	77
9	BUA39013E1-LSP	Innovative Management	5/125	30	12	3					1	2	77
10	BUA39013E1-LSP	Sales Management	5/125	15	30						1	2	77
11	BUA46313E1-LSk	Strategic management	6/150	30	15					15	1	2	87
12	BUA52313E1-LSB	Logistics	4/100	15	10		5				1	1	68
13	BUA47313E1-R	Production practice in Business Administration	5/125			15		30			1	1	78
14	BUA31513E1-LS	Time management	5/125	15	30						1	2	77
15	BUA46413E1-LS	Tourism Business	5/125	30	15						1	2	77
16	BUA46513E1-LP	Business forecasting	5/125	30		15					1	2	77

Program Supervisor

Irine Iashvili

Faculty of Business Technology

Head of Quality Assurance Service

Nino Chikviladze

Dean of the Faculty

Rusudan Kutateladze

**Accepted at**

The Council of the Faculty  
of Business Engineering  
03.09. 2012

Order № 7

The Head of the Faculty Council

**Agreed with**

Quality Assurance Service of GTU

Irma Inashvili

**Modified by**

Faculty of Business Technology  
At the meeting of Faculty Board  
28.03.2018

Chairman of the Faculty Board

Rusudan Kutateladze