



საქართველოს ტექნიკური უნივერსიტეტი
GEORGIAN TECHNICAL UNIVERSITY

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Bachelor's Educational Program

Program Title

ბიზნესის ადმინისტრირება

Business Administration

Faculty

ბიზნესტექნოლოგიების ფაკულტეტი

Faculty of Business Technology

Program Heads

Associate Professor Tatia GHURTSKAIA; Associate Professor Lala JIKIA

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

Bachelor of Business Administration

It will be awarded after the completion of 215 credits of the main specialty provided by the program and 25 credits in the form of free components, in case of completion of at least 240 credits.

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 has the right to study at the bachelor's level, who is enrolled in accordance with the rules established by the legislation of Georgia.

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 program will provide 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 educational process is described as follows: the semester includes 20 weeks, the educational process lasts for 16 weeks, the XVII week is devoted to the thematic project and preparation for the final exam, the XVIII-XIX week is the final exam. XX week, if necessary, is devoted to an additional exam.

The program includes training courses of 215 credits in the main specialty and 25 credits in the form of free components. The volume of each semester is - 30 ECTS credits. The duration of the program is 4 years (8 semesters). One semester includes 20 academic weeks.

In each semester, the maximum score of the intermediate evaluation is 60, the minimum positive evaluation is 7.5 points. The maximum score of the current activity is 30, the minimum total positive evaluation is 15. The maximum score of the final exam is 40, the minimum positive grade is 10 points. The right to pass the final exam is given to a student who has scored at least a minimum positive grade in the components of the intermediate assessment.

In case of FX, an additional exam is prescribed, not less than 5 days after the announcement of the results. The mark obtained in the additional exam is not added to the mark obtained in the final exam.

The duration of the first academic year is 2 semesters (40 weeks). In the first semester, the student will study 5 compulsory courses (25 credits) and one free component (5 credits). During the second semester, he/she will study 6 compulsory courses (30 credits).

The duration of the second academic year is 2 semesters (40 weeks). In the 3rd semester, the student will study 5 compulsory courses (25 credits) and one free component (5 credits). In the fourth semester, he/she will study 6 compulsory courses (30 credits).

The duration of the third academic year is 2 semesters (40 weeks). During the 5th semester, the student will study 6 compulsory courses (30 credits). In the 6th semester, he/she will study two compulsory study courses (10 credits), one optional study course (5 credits) and 3 free components (15 credits).

The duration of the fourth academic year is 2 semesters (40 weeks). In the 7th semester, the student can choose one of the four concentrations, within the framework of which he/she will study 5 mandatory training courses of the main specialty (25 credits), undergo production practice (5 credits). In this semester, concentration management students will study one course in Georgian or English according to their choice. In the 8th semester, he/she will work on a bachelor's thesis (10 credits), study 3 compulsory concentration subjects (15 credits) and one optional subject (5 credits).

Educational program	ECTS Credits
Compulsory training courses	150
Concentrations	40
Elective courses	10
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 train 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 and to participate in the management of business processes.

Learning Outcomes/Competences (general and sectoral)

Knowledge and Understanding

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

- Concepts and basic principles of business management;
- Business system, organizational-legal forms;
- Financial activity planning and management mechanisms, their functions and principles;
- Marketing activity management, planning, control and marketing research methods;
- Theoretical-methodological and decision-making bases of management;
- Basic postulates of international accounting standards.

A 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:

- Plan financial, marketing, managerial activities in the field of business and participate in the management process;
- Take part in the identification of administrative, personnel, accounting, financial, technical-economic problems in the field and determine ways to solve them in accordance with predetermined instructions;
- Find financial information and prepare appropriate financial documents, using international accounting and financial systems;
- Formulate goals and objectives of a specific research/practical business project, both in Georgian and in foreign languages;

Ability to make conclusions

A graduate can:

- Collect and analyze necessary data for evaluating the company's financial situation, marketing research, business organization to solve issues related to business processes. Formulate a reasoned conclusion using appropriate methods.
- Formulate and argue one's own opinion.

Communication skills

A graduate can:

- Involve in debates on legal norms governing the field of business administration, finance and state budget functioning, marketing research, business startup and innovative entrepreneurship, financial accounting and management issues, demonstrate a different opinion, prepare a detailed written report on existing problems and solutions, transmit information orally in Georgian and foreign languages for specialists and non-specialists, use computer office programs and communication technologies in a creative way;

Ability to learn

A graduate can:

- Search for legislative changes on business regulatory legal norms, finance, marketing, management, accounting issues and constantly update knowledge on these issues;
- Find appropriate materials and expand knowledge using Internet sources to ensure successful business operations and compliance with the ever-changing demands of the labor market.

Values

A graduate can:

- Identify cultural values characteristic of business operations, participate in the process of formation of ethical values and strive to establish them;
- Implement business 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 Bachelor thesis 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 – 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.

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.

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 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.

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.

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.

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.

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.

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.

Synthesis method - involves grouping separate issues into a whole. This method helps to develop the ability to see the problem as a whole.

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.

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.

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-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.

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 program can be employed in the private sector, as well as in the public sector and non-governmental organizations.

Opportunities for continuing education

Graduates can continue their studies on a master's program.

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: 103