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## Business School

### Curriculum

#### **Program Name**

Business Administration

#### **Academic Level**

Master's

#### **Qualification to be conferred.**

Master of Business Administration

#### **Program Managers**

Dina Aslamazishvili - Professor, School of Business

#### **Program volume:**

The Program of Business Administration consists of 120 credits.

Based on the individual workload of a student, the number of credits per annum can be more or less than 60, but no more than 75 (ECTS).

Master's Program in Business Administration consists of the following components: study, practical, research and free.

The study component is the compilation of study elements that are aimed at field-specific professionalization of a student, and at his/her preparation for carrying out practical assignments.

A student must accumulate 90 credits in the study component of the program – wherein 60 credits are allotted to the mandatory major field-related courses, and 20 credits are allotted to the elective field-related courses. Free 10 credits can be accumulated from the educational program of School of Business or from any other electives offered by an academic program of the equal level at Georgian-American University; from the academic educational program of equivalent level at any other accredited higher educational institution of Georgia or from the academic educational program of equivalent level at a foreign higher educational institution, if these credits are approved by Georgian legislation.

**A student must accumulate 10 credits in practical component:**

A student must enroll in a practicum, if he/she is unemployed. He/she can accomplish a practical component of the study program at the institutions, organizations or companies with whom the University or the Business School have signed a memorandum/agreement of cooperation. If a student is employed in the field-related sphere, he/she must produce a certificate from a workplace giving a detailed description of the position held and duties performed. If a student is exempt from practical work, he/she has to choose a course from the offered electives and accumulate 10 credits.

**A student must accumulate 20 credits in the research component of the program:**

A student may embark on a master's thesis work, if he/she has completed all the mandatory study courses defined by the program and has accumulated 70 or more credits.

The research topic of Master's thesis must involve the study of business problems existent in the firms and organizations of Georgia or other countries; it should consider the regulations of Georgian business, the adaptation of foreign regulations and other relevant issues. It must be based on authentic data analysis that will prepare a student for work in the business sphere.

Detailed information on the research component is provided in the regulation of the Master's program of Business School.

**Language of Instruction**

English

**The aim of the program**

The aim of the Master's Program in Business Administration is:

- Preparation of the post-Bachelor level specialist and his/her equipment with the knowledge, skills and qualifications necessary for work in the spheres of business: organizations, strategies, operations, markets, marketing, finances, etc.
- Mastery of the skills essential for the independent work on scientific-research topic;
- Preparation of the graduates for practical work in business sphere;
- Mastery of decision-making skills under unpredictable / uncertain conditions.

**Prerequisites for the admission to the program:**

A person holding a bachelor's degree or equivalent may be enrolled on a Master's program based on the results of Unified Master's Examinations, on the results of the internal university test in a foreign language (English, student should have at least 70%) and on the interview in the specialty. A person wishing to be enrolled on the master's program in

business administration must pass B2 level test in a foreign language (English). A person holding a B2 level English-language certificate or having completed English-medium education at the previous level academic program is exempt from such a test.

#### **Estimated student number**

50

#### **Spheres of employment**

A Master in Business Administration is prepared to perform qualified business administration work in the sphere of business administration and to pursue fundamental scientific work.

#### **Learning outcomes**

Based on the abilities to critically analyze the acquired in-depth and systemic knowledge, a graduate of Master's Program in Business Administration can:

1. Carry out in-depth and systemic description of the concepts related to business administration;
2. Discuss and argue critically key problems, strategies and leadership issues in the field of business administration;
3. Analyze business development possibilities and trends, and make decisions on development strategies using the theoretical knowledge acquired from the program of business administration
4. Use modern concepts of business administration for identifying, formulating and finding original ways of solution to the problems in business field (by applying modern technologies and innovations);
5. Use quantitative and qualitative research methods (statistical, data analysis, interpretation and extrapolation instruments) in making decisions for the purpose of value-increase of a company;
6. Conduct independent research with the aim of analyzing specific events and cases in business sphere by applying well-established and cutting-edge methods and adhering to the principles of academic honesty and standards;
7. Work independently and conduct projects in unfamiliar and multi-disciplinary environment based on critical analysis of competitive business surroundings and assessment of internal resources of a firm;
8. Present one's own ideas in front of academic and professional audience by adhering to ethical norms;
9. Share and evaluate the norms of social responsibility and business ethics;
10. Take a responsibility on continuous professional development and conduct study process independently based on consistent and multi-faceted assessment of one's own abilities.

### Methods of achieving learning outcomes:

☒ lecture ☒ seminar ☒ using electronic resources ☒ practical work and others

- Verbal Method;
- Demonstration Method
- Presentation
- Practical Work
- Group Work
- Project Based Study
- Problem Based Study
- Learning by Doing
- Case Study
- Simulation Study
- Discussions/Debates
- Application of electronic resources;
- Others

### Activities used in the process of teaching-learning:

- Independent elaboration / explanation / interpretation of a textbook;
  - Practical examples;
  - Drafting a professional report;
  - Preparing answers to the questions;
  - Fulfillment of written tasks;
  - Case studies;
  - Participation in discussions and debates;
  - Carrying out a research and preparing a paper under the guidance of a supervisor;
  - Completing a paper/project/thesis independently and learning through practical work;
  - Others
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### Assessment system

The accumulation of credits in a study course by a student is made possible only by successful accomplishment of the work defined in the course syllabus and by gaining evaluation of a minimum threshold within the framework of one of the positive assessments as defined by the legislation.

The evaluation of the achieved level of study results involves the following assessment forms – midterm and final assessments, the sum of which makes up the final assessment – maximum 100 points.

Final exam is allotted 40 points, the remaining 60 points are allotted to midterm assessments; One midterm examination is mandatory in midterm assessment, which is allotted a total of 20 points.

The remaining 40 points of midterm assessment can include several tests, active participation in seminars and practical classes based on the specific nature of a course and prescribed in the relevant syllabus by a leading professor.

A student will be admitted to final exam only if he/she achieves minimum threshold of competence as prescribed by a syllabus.

A student may re-sit an exam in the same semester. Time interval between a final exam and appropriate make-up exams may not be longer than 5 days.

Evaluation of Master's Thesis is defined by the given assessment system.

For establishing the final rating of a student and stimulating him/her, a cumulative grade is calculated (a cumulative grade is calculated at the end of each semester).

A cumulative grade is calculated in the following way: the points accumulated by a student in each study course are multiplied by the credit points allotted to each course, and thereafter, the total number is divided by the credit points accumulated by a student.

### Assessment system

Student assessment is conducted according to the following evaluation system:

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Positive assessment:

(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 assessment:

(FX) Could not pass \_ 41-50 points, which means that a student needs to work more and is granted the right to re-take an exam once after additional independent work;

(F) Failed \_ 40 points and less, which means that the work done by a student is insufficient and he/she needs to re-take the course.

In case of receiving the assessment of FX, an additional exam is set within 5 calendar days after the announcement of the results of the final exam.

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### The Resources to be Utilized for the Realization of the Program

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#### Material resources:

- The space as defined by legislation (study and supplementary);
- The auditoria equipped with relevant inventory, conference halls, work spaces for the academic personnel, work spaces for the administrative staff;
- The system for continuous provision of electricity;
- Wet points;

- Natural illumination;
- Heating facilities;
- Fire extinguishing mechanisms and safety inventory;
- Evacuation plan;
- Medical facilities; medical service center;
- University security services and mechanisms for keeping order;
- Sufficient number of computers and access to the Internet;
- The library equipped with the relevant study manuals / textbooks and with the modern information-communication technologies;

**Human resources:**

- Academic staff members are selected according to Georgian legislature, considering their qualifications.
- Practitioners and lecturers possessing relevant qualifications and individuals holding academic / scientific degree are invited to the University as researchers and instructors.

**Attachment 1: study plan of the program**

**Attachment 2: CV – Teimuraz Toronjadze**