



Sulkhan-Saba Orbeliani
UNIVERSITY

Bachelor Educational Program

Title of the Program	Business Administration
Program Director	Tamta Mikaberidze
The language of instruction	Georgian, with English components
Qualification Granted	Bachelor of Business Administration in Management
Volume of the educational Program in credits	180 ECTS (6 semesters. A semester is composed of 16 weeks. One academic year is divided into two semesters and includes an average of 60 ECTS; however, due to the unique characteristics of the educational program and/or the student's individual study program, the number of credits per year may be less than 60 or more, but not more than 75 (one credit = 25 astronomical hours).
Date of Program Approval Protocol Number	29.10.2012 № 11-12
Date of Program Renewal and Protocol Number	24.06.2026 №05-26

Program Admission Requirement

Enrollment in the bachelor's program is conducted on the basis of the results of the unified national exams (ranking document) or in the cases specified by the law of Georgia on higher education, in accordance with the established rules, on the basis of administrative registration and the order of the rector.

It is possible to enroll in the bachelor's degree program of business administration on a mobility basis twice a year, within the deadlines set by the Ministry of Education and Science of Georgia, following the mandatory procedures and the rules set by the university.

Enrollment in an undergraduate educational program, or enrollment in a transfer manner from a recognized higher educational institution of a foreign country, is carried out based on the decision of the Ministry of Education and Science of Georgia.

Program Objectives

The Bachelor's Educational Programme in Business Administration aims to:

- Prepare graduates with the competencies required by the labour market and grounded in European values, awarding a Bachelor of Business Administration in Management. Graduates will be able to critically analyse complex issues in economics, business, management, finance, and marketing based on solid theoretical knowledge.

- Enable graduates to apply interdisciplinary knowledge in practice and make informed, rational managerial decisions in multicultural environments.
- Develop graduates' ability to formulate well-reasoned conclusions based on the integration of knowledge acquired across different courses in the fields of business and management, and to communicate these conclusions effectively to relevant stakeholders in both Georgian and English.
- Foster graduates' capacity for independent learning and the conduct of primary research, while enabling them to identify their professional interests and pursue further academic and professional development at higher levels of education.
- Develop graduates' ability to establish, uphold, and demonstrate professional and ethical values in their academic and professional activities.

Learning Outcomes

Graduate:

(A) Explains fundamental economic theories and principles and describes the key aspects of business administration, including the functional areas of business such as general, strategic and operational management, project and human resource management, as well as the basic principles and methods of marketing and financial accounting. Demonstrates an understanding of company operations and strategic decision-making within both local and global business environments;

(B) Analyses business processes and applies relevant statistical and financial information in strategic planning, including the implementation of individual and group research assignments and practical business projects;

(C) Analyses the internal and external business environment and competitiveness strategies using SWOT analysis, statistical data, and other standard and/or innovative methods. Presents conclusions, entrepreneurial ideas, recommendations, and oral and written reports to academic and professional audiences in Georgian and English, employing effective communication skills and modern technologies;

(D) Evaluates personal learning processes and further develops knowledge through the use of academic literature. Identifies further learning needs, recognises the main research methods, and undertakes independent work on a bachelor's project;

(E) Analyses issues related to corporate social responsibility and demonstrates the ability to contribute to the development and promotion of organisational, ethical, and social norms and values.

Teaching and learning methods

☒ Lecture ☒ Working in group ☒ Practical work ☒ Colloquium ☒ Teaching by electronic resources

☐ e-learning ☒ other

Evaluation system for student's knowledge

In the learning component of the educational program, the evaluation of the level of achievement of learning outcomes by the student includes following assessment forms - Midterm (one-off or multiple) and final examination, the sum of which is the final mark (100 points).

Midterm and final evaluations (evaluation forms) include the evaluation component/components, which determine the evaluation means of a student's knowledge, skills and/or competences (oral/written examination, oral/written testing, homework, practical/theoretical work, etc.). The evaluation component combines the unified evaluation methods (test, essay, demonstration, presentation, discussion, performance of practical/theoretical task, working in a working group, participation in discussions, solving cases, participation in mock trials etc.). The evaluation method/methods are measured by the evaluation criteria, i.e. by a measurement unit of the evaluation method, which determines the level of learning outcomes achievement.

Out of the total score (100 points), a certain share is assigned for each form and component of assessment in the final evaluation, which is envisaged in the specific syllabus and notified to the student in the beginning of the academic semester. Credit should not be granted using only one form of evaluation (midterm or final evaluation). Credit is earned, if the student receives a positive assessment.

During the implementation of the educational program, the share of the minimum competence threshold of the student's midterm and final evaluations are reflected in the specific syllabus and notified to the student in the beginning of each academic semester. The evaluation system includes:

Five types of positive evaluation:

(A) Excellent	91-100 points of maximum evaluation;
(B) Very Good	81 - 90 points of maximum evaluation;
(C) Good	71 - 80 points of maximum evaluation;
(D) Satisfactory	61 - 70 points of maximum evaluation;
(E) Sufficient	51 - 60 points of maximum evaluation.

Two types of negative evaluation:

(FX) Unsatisfactory	41-50 score of total evaluation, meaning that a student requires more work to pass and is given the right to attempt an additional examination by means of independent work;
(F) Failed	40 and less points that means the work of the student is not sufficient and he/she has to retake the course.

Evaluation forms and components

Evaluation forms and components

Evaluation forms and components

Midterm Evaluation, including:

Midterm Evaluation, including:

Written/oral testing

Written/oral testing

Midterm Written/Oral Exam

Midterm Written/Oral Exam

Individual homework/presentation

Individual homework/presentation

<i>Final Evaluation</i>	<i>Final Evaluation</i>
Final written/oral exam	Final written/oral exam
<i>Total</i>	<i>Total</i>
In the learning component of the educational program, in case of getting the FX, an additional exam will be appointed within no later than 5 calendar days after announcing the final exam results. The amount of points received in the final evaluation is not added to the evaluation received by a student for the additional examination. The evaluation obtained during the additional exam is the final one and it will be reflected in the final evaluation of the teaching component of the educational program. Considering the evaluation at the additional exam, if a student receives 0-50 points in the final evaluation of the educational component, a student will have F-0 points assigned.	

Field of employment
A graduate can be employed in both public and private Georgian and foreign companies in the position of a lower and/or intermediate link manager and effectively carry out professional activities, including organizational management, Sulkhani-Saba Orbeliani University 5 administrative-economic, information-analytical, entrepreneurial, or other. Activities for which an academic degree is required or sufficient: Bachelor of Business Administration in Management. Also, the graduate can be employed in both Georgian and foreign tourism companies, state and commercial tourism organizations, resort facilities, and/or others. In governmental and non-governmental organizations, mass media, publishing, and scientific research institutions.

Continuous Learning Opportunities
A graduate can continue his studies in foreign and Georgian higher educational institutions at the next level of higher education (a master's degree) in a master's educational program that considers or does not prohibit the academic degree of Bachelor of Business Administration in Management as a prerequisite for admission.

Material resources necessary for the program implementation
The material resources available and owned by the Teaching University ensure the realization of the goals of the undergraduate educational Programme and the achievement of the planned learning outcomes: Buildings and Facilities – The undergraduate education Programme is implemented in the premises owned and operated by the teaching university 24 hours a day, where sanitary and hygienic and safety standards are maintained (the buildings have alarms, fire extinguishers, video monitoring system is in place, and the university security guard is in charge). The building is fully aligned with the technical requirements set for the higher education institution, with auditoriums equipped with proper equipment and inventory (projectors, chairs, desks, boards, etc.) for lectures and practical classes. Library – The university library maintains a printed and electronic fund corresponding to the undergraduate educational program, which is available to students, invited guests and academic staff. The library has a reading hall equipped with appropriate equipment (chairs, tables, computers). There is a multifunctional photocopier in the library, which the student can use with the help of a library employee. In the reading room, students have the opportunity to use the Internet and international electronic resources (Legislative Bulletin, EBSCO; HeinOnline, Elsevier, UpToDate). The university library has an electronic catalog. Academic Staff Workspace - The academic staff is provided with work space equipped with the appropriate inventory and equipment (chairs, desks, cupboards, internet access, multifunctional copier).

Information and Communication Technologies - To facilitate the implementation and administration of the undergraduate educational Programme, the teaching university uses information and communication technologies. Technical support for Bachelor's degree-related software is available, existing computers respond to modern needs. They are connected to the Internet and are available to students, academic, invited, and administrative staff. Electronic learning management system is used to facilitate students' access to their assessment, control of students' academic performance by the administrative staff and the teaching process. Through the website of the Teaching University, which contains a catalog of educational Programmes and inform

Characteristics of Organizing Studies

In order to complete the bachelor's program in business administration, the student must accumulate 180 credits, of which compulsory courses amount to 156 credits, which are distributed as follows: compulsory coursework in the main field of study amounting to 120 credits, while 18 ECTS credits are allocated to university-wide compulsory courses and 18 ECTS credits to the English language component. The remaining 24 ECTS credits may be earned from elective courses within the major field of study, faculty elective courses offered by the program, or courses offered by any other bachelor's degree program at the university.

A student enrolled in the bachelor's degree program of business administration on the basis of mobility can recognize as a free component other study courses that he has mastered in another higher educational institution.

The foreign language component includes the following courses: Intensive English Language Course (A1-A2), English language (B1.1), English language (B1.2), English language (B2).

It is mandatory for the student of the bachelor's program to complete the English language at the B2 level, which corresponds to the study course English language (B2) in the program.

Allocation to English language courses is made upon enrollment in the undergraduate program. The basis of the distribution is the writing of the level-determining test, which is mandatory for the student. Based on the assessment results of the level-determining test, students will be allocated to the following English language levels:

- English language (A1-A2) - 21 - 51 points
- English language (B1.1) – 52 - 61 points
- English language (B1.2) – 62 - 71 points
- English language (B2) - 72 - 100 points

Note: A student who scores 0-20 points (A0) on the test will go through an intensive course and start studying for credits at Intensive English Language Course (A1-A2) level.

The structure of the bachelor's program includes 18 credits of English. If the placement test reaches the initial level of English, the student collects the remaining 6 credits at the expense of the optional subjects of the program in order to reach the end of the program with the specified level of foreign language proficiency - English language (B2).

Those students who, at the stage of enrollment at the university, present one of the following international certificates confirming knowledge of the English language at the B2 level: FCE, IELTS, TOEFL, PBT, TOEFL, CBT, TOEFL, IBT, VERSANT, CERTUS. PEARSON, with appropriate evaluations, are released from the obligation to teach English at the university. 18 foreign language credits provided by the structure of the program are collected at the expense of optional subjects.

Note: All the above certificates must be valid at the time of application and the applicant must be able to present it. Expired documents will not be considered.

Educational Program Curriculum

№	Module / subject	Precondition	ECTS credits							Academic workload
			1st year		2nd year		3rd year		C o n t a c t h o u r s	Indepen dent hours
Semester										
I	II	III	IV	V	VI					
Compulsory university training courses										
1.	Business Communication and Digital Technologies	Without precondition	6/150						29	121
2.	Special Georgian language course	Without precondition	6/150						28	122
3.	Academic writing	Without precondition			6/150				41	109

Compulsory courses of the core field of study										
4.	Principles of microeconomics	Without precondition	6/150						29	121
5.	Mathematics for economics and business	Without precondition	6/150						44	106
6.	Principles of macroeconomics	Principles of microeconomics		6/150					29	121
7.	Fundamentals of management	Without precondition		6/150					29	121
8.	Statistics for business	Mathematics for economics and business		6/150					42	108
9.	Financial accounting	Without precondition			6/150				42	108
10.	Basics of marketing	Without precondition			6/150				29	121
11.	Fundamentals of Finances	Principles of macroeconomics		6/150					29	121
12.	Managerial accounting	Financial accounting				6/150			29	121
13.	Risk management	Fundamentals of management			3/75				15	60

14.	Introduction to Leadership	Fundamentals of management			3/75				15	60
15.	International economics	Principles of macroeconomics				6/150			29	121
16.	Basics of project management	Fundamentals of management				6/150			29	121
17.	English language for Tourism and Business	English language B2				6/150			81	69
18.	Information Technologies in Management	Business Communication and Digital Technologies, Fundamentals of management English language B1.2					6/150		29	121
19.	Fundamentals of strategic management	Fundamentals of management					6/150		29	121
20.	Operations management	Fundamentals of management					6/150		27	123
21.	Human resource management	Fundamentals of management				6/150			29	121
22.	Entrepreneurship and business models	Fundamentals of management; Basics of project management					6/150		28	122

23.	Bachelor project	Business Communication and Digital Technologies; Academic writing ; macroeconomics; Fundamentals of management; Fundamentals of Finances; Statistics for business; Managerial accounting; Basics of marketing; International economics; Risk management; Basics of project management; Operations management; Fundamentals of strategic management; Human resource management; Entrepreneurship and business models; English language B2.						8/200	18	182
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24.	Practice	Business Communication and Digital Technologies; Academic writing; Principles of macroeconomics; Fundamentals of management; Fundamentals of Finances; Statistics for business; Managerial accounting; Basics of marketing; Risk management Basics of project management; Information technologies in management; Operations management; Introduction to Leadership; English language – B1.2						4/100	77	23
Elective courses of the core field of study										
25.	Organizational behavior	Fundamentals of management					6/150	+	28	122
26.	Introduction to Innovation Management	Fundamentals of management					6/150	+	29	121

27.	Basics of Business	Without precondition					6/150	+	29	121
28.	International management	Fundamentals of management					6/150	+	26	124
29.	Banking	Principles of macroeconomics					6/150	+	29	121
30.	Basics of financial management	Fundamentals of Finances, Financial accounting					6/150	+	29	121
31.	Investment management	Fundamentals of Finances					6/150	+	28	122
32.	Risks and insurance	Fundamentals of management					6/150	+	29	121
33.	Logistics	Basics of marketing					6/150	+	29	121
34.	Tax Basics	Financial accounting; Fundamentals of Finances					6/150	+	29	121
35.	Internal audit	Without precondition					6/150	+	29	121
Faculty Elective Courses										
36.	Europe and Georgia	Without precondition						6/150	28	122

37.	A history of economic policy challenges	Without precondition					6/150	+	29	121
38.	Basics of psychology	Without precondition						6/150	42	108
39.	Creativity and idea generation techniques	Without precondition					6/150	+	29	121
40.	Social responsibility and ethics of business	Without precondition					3/75	+	15	60
41.	Digital communication strategy	Basics of marketing					6/150	+	29	121
42.	Startup production methods	Principles of macroeconomics; Fundamentals of management					6/150	+	29	121
43.	Environmental, Social and Corporate Governance (ESG)	English language B1.2					3/75	+	16	59
44.	Personal branding	English language B1.2					3/75	+	16	59
45.	International marketing	basics of marketing					6/150	+	29	121
46.	Consumer behavior	Consumer behavior					6/150	+	29	121

47.	Branding	Basics of marketing					6/150	+	29	121
Foreign Language Component										
48.	Intensive English Language Course (A1–A2)	Without precondition	6/150						81	69
49.	English language (B1.1)	Intensive English Language Course (A1–A2)	6/150						55	95
50.	English language (B1.2)	English language (B1.1)		6/150					55	95
51.	English language (B2)	English language (B1.2)			6/150				55	95
Semester			30	30	30	30	30	30		
Year			60		60		60			
Total			180							

Map of the program objectives and learning outcomes

The Goals of Educational Program	Program Learning Outcomes				
	A	B	C	D	E
➤ The objective of the program is to prepare a bachelor of business administration in management, equipped with competencies corresponding to the requirements of the labor market with European values, who will be able to critically understand the complex issues of economy, business, management, finance and marketing based on theoretical knowledge.	✓	✓			
➤ The objective of the program is for the graduate to be able to apply the knowledge gained through the interconnection of various disciplines in practice, to make correct and rational managerial decisions in a multicultural environment.		✓	✓		
➤ The objective of the program is for the graduate to develop the ability to form reasoned conclusions based on the knowledge gained in the field of business and management and share them with interested parties in Georgian and English languages by connecting the components of various training courses.		✓	✓		
➤ The objective of the program is for the graduate student to develop the ability to independently conduct studies and conduct primary research, as well as for the graduate student to be able to highlight their professional interests and improve their knowledge at a higher level of education.			✓	✓	
➤ The objective of the program is for the graduate to develop the ability to form and protect professional-ethical values..					✓

Map of mandatory training courses and program learning outcomes

№	Module/Subject	Course status	Program Learning Outcomes
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				(A)	(B)	(C)	(D)	(E)
1.	Business Communication and Digital Technologies	D	P		X	X	X	
2.	Special Georgian language course	I	D		X	X	X	X
3.	Principles of microeconomics	D	P	X	X		X	
4.	Principles of macroeconomics	D	P	X	X		X	
5.	Mathematics for economics and business	D	P		X		X	
6.	Financial accounting	I	P		X	X	X	
7.	Fundamentals of management	I	D	X	X	X		
8.	Fundamentals of Finances	I	D	X	X	X	X	
9.	Statistics for business	D	P		X	X	X	
10.	Managerial accounting	I	P		X	X	X	
11.	Basics of marketing	I	D	X	X	X	X	
12.	International economics	I	D	X	X	X	X	X
13.	Risk management	D	P		X	X	X	X

14.	Basics of project management	D	P	X	X	X	X	X
15.	Operations management	D	P	X	X	X	X	X
16.	Introduction to Leadership	I	D			X	X	X
17.	Fundamentals of strategic management	D		X	X	X	X	X
18.	Human resource management	D		X		X	X	X
19.	Information technologies in managemen	D	P			X	X	
20.	English Language for Tourism and Business	P	M		X	X	X	
21.	Entrepreneurship and business models	D	M		X	X		
22.	Academic writing	D	M				X	X
23.	Bachelor project	P	M	X	X	X	X	X
24.	Practice	P	M	X	X	X	X	X

Course status

I – Introduction	D - Developing	P - Practical	M- Master

Map of the learning outcomes of the compulsory and elective courses of the Program

№	Module/Subject	Learning outcomes		
		Knowledge and understanding	Skills	Responsibility and Autonomy
1.	Business Communication and Digital Technologies	X	X	X
2.	Basics of psychology	X	X	
3.	Europe and Georgia	X	X	X
4.	Academic writing	X	X	X
5.	Special Georgian language course	X	X	X
6.	Principles of microeconomics	X	X	
7.	Principles of macroeconomics	X	X	
8.	Basics of Business	X	X	
9.	Financial accounting	X	X	
10.	Basics of marketing	X	X	X
11.	Mathematics for economics and business	X	X	

12.	Fundamentals of management	X	X	
13.	Fundamentals of Finances	X	X	
14.	Statistics for business	X	X	
15.	Managerial accounting	X	X	
16.	Risk management	X	X	
17.	Introduction to Leadership	X	X	
18.	International economics	X	X	X
19.	Human resource management	X	X	
20.	Information technologies in management	X	X	X
21.	English Language for Tourism and Business	X	X	
22.	Introduction to Innovation Management	X	X	
23.	Operations management	X	X	X
24.	Basics of project management	X	X	
25.	Fundamentals of strategic management	X	X	
26.	Entrepreneurship and business models	X	X	X

27.	Bachelor project	X	X	X
28.	Practice	X	X	X
29.	Organizational behavior	X	X	
30.	International management	X	X	X
31.	Banking	X	X	
32.	Basics of financial management	X	X	
33.	Investment management	X	X	
34.	Risks and insurance	X	X	
35.	Logistics	X	X	X
36.	Tax Basics	X	X	
37.	Internal audit	X	X	X
38.	A history of economic policy challenges	X	X	X
39.	Creativity and idea generation techniques	X	X	X
40.	Social responsibility and ethics of business	X	X	X
41.	Digital communication strategy	X	X	

42.	Startup production methods	X	X	X
43.	Environmental, Social and Corporate Governance (ESG)	X	X	
44.	Personal branding	X	X	
45.	International marketing	X	X	X
46.	Consumer behavior	X	X	X
47.	Branding	X	X	
48.	Intensive English Language Course (A1–A2)/ English language (A2)	X	X	
49.	English language (B1.1)	X	X	X
50.	English language (B1.2)	X	X	X
51.	English language (B2)	X	X	X