
	<b>TOROS UNIVERSITY</b> <b>FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES</b>					
	<b>2020-2021 ACADEMIC YEAR CURRICULUM FORM</b>					
Department / Program	BUSINESS ADMINISTRATION	Course Code	MAN 204			
		Course Title	ACCOUNTING II			
		Semester	<input type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring		
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective		
		Course Language	<input checked="" type="checkbox"/> Turkish	<input type="checkbox"/> English		
Grade	2. Grade	Course Credits	Teori	Uygulama	AKTS	
			3	0	5	
Instructor	Asst. Prof. Seda TURNACIGİL					
Information about Course	ACCOUNTING PROCEDURES THROUGH LUCA ACCOUNTING PROGRAM					
<b>WEEKLY COURSE CONTENTS</b>						
Week	Topics				Teaching Methods and Techniques	
1. Week	Introduction to the LUCA Program				Asynchronous (lms.toros.edu.tr)	
2. Week	Company Formation Procedures				Asynchronous (lms.toros.edu.tr)	
3. Week	Assigning employees to the company created and Operations Related to Employees				Asynchronous (lms.toros.edu.tr)	
4. Week	Personnel Operations in LUCA accounting program				Asynchronous (lms.toros.edu.tr)	
5. Week	Client transactions in the LUCA accounting program				Asynchronous (lms.toros.edu.tr)	
6. Week	General Applications				Asynchronous (lms.toros.edu.tr)	
7. Week	General Applications				Asynchronous (lms.toros.edu.tr)	
Midterm (Explanation)*	(Online Test) Midterm has a weight of %40 and will be held synchronized.					
8. Week	Receipt and Invoice Transactions in Luca Accounting Program				Asynchronous (lms.toros.edu.tr)	
9. Week	Voucher and Invoice Transactions in LUCA Accounting Program				Asynchronous (lms.toros.edu.tr)	
10. Week	Banking in LUCA Accounting Program				Asynchronous (lms.toros.edu.tr)	
11. Week	Stock Transactions in LUCA Accounting Program				Asynchronous (lms.toros.edu.tr)	
12. Week	Currency Transactions in LUCA Accounting Program				Asynchronous (lms.toros.edu.tr)	
13. Week	Fixed Asset Transactions in LUCA Accounting Program				Asynchronous (lms.toros.edu.tr)	
14. Week	Implications				Asynchronous (lms.toros.edu.tr)	
Final (Explanation)**	(Homework) Final has a weight of %60 and will be given in the form of project paper.					
Make-Up (Explanation)	The make-up exam will be done in the form of homework.					
<b>Select and explain in detail the teaching methods and techniques to be used in course.</b>						
Synchronous	<input type="checkbox"/>					
Asynchronous	<input checked="" type="checkbox"/>	Problems and solutions related to theoretical issues will be done asynchronously.				
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>					
Face-to-Face	<input type="checkbox"/>					
Other	<input type="checkbox"/>					
<b>Other explanations for the effective and efficient conduct of the course</b>						
Course Resources						
Auxiliary Resources						
Course Counseling	Consulting Management (Synchronous, Face-to-Face and others)			Senkron, Yüzyüze		
	Consulting Topics			Date	Time	
	Counseling will be given face to face and synchronously / asynchronously.					
	The relevant day and time will be notified to students later.					

\* Arasınanın nasıl yapılacağı (yazılı sınav, yapılacak ödev, quiz, rapor, sunum vb) ve bu faaliyetlerin başarıya katkı oranı belirtilmelidir.


\*\* Final sınavın nasıl yapılacağı ve arasınanın (yazılı sınav, yapılacak ödev, quiz, rapor, sunum vb) başarı notuna katkı oranı belirtilmelidir.

\*\*\* Yüzyüze eğitimlerde devam oranı % 70, Senkron veya asenkron video izleme %70, Asenkron devam şartı aranmamaktadır.

 <b>TOROS UNIVERSITY</b> <b>FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES</b> <b>2020-2021 ACADEMIC YEAR CURRICULUM FORM</b>					
Department / Program	Business Administration	Course Code	MAN214		
		Course Title	Research Methods		
		Semester	<input type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring	
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective	
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English	
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS
			3	0	5
Instructor	Title, Name-Last Name		Asst.Prof. Kenan ORÇANLI		
	Contact Information		<a href="mailto:kenan.orcanli@toros.edu.tr">kenan.orcanli@toros.edu.tr</a>		
Information about Course	Two very fundamental aims of Research Methods are: 1. To enable the students to acquire knowledge and skills in the field of research methods 2. To prepare the students to undertake research on their own applying the knowledge and skills of research methods on a research topic relevant to your area of study.				
<b>WEEKLY COURSE CONTENTS</b>					
Week	Topics		Teaching Methods and Techniques		
1. Week	Introduction to Research		Synchronous ( <a href="https://lms.toros.edu.tr">lms.toros.edu.tr</a> )		
2. Week	Research Methodology and The Research Cycle		Synchronous ( <a href="https://lms.toros.edu.tr">lms.toros.edu.tr</a> )		
3. Week	Literature Review and Critical Reading		Synchronous ( <a href="https://lms.toros.edu.tr">lms.toros.edu.tr</a> )		
4. Week	Sampling		Synchronous ( <a href="https://lms.toros.edu.tr">lms.toros.edu.tr</a> )		
5. Week	Primary and Secondary Data Collection		Synchronous ( <a href="https://lms.toros.edu.tr">lms.toros.edu.tr</a> )		
6. Week	Surveys, Interviews and Focus Groups,		Synchronous ( <a href="https://lms.toros.edu.tr">lms.toros.edu.tr</a> )		
7. Week	Descriptive Quantitative Analysis (Introduction, Descriptive Statistics, Point and Interval Estimation)		Synchronous ( <a href="https://lms.toros.edu.tr">lms.toros.edu.tr</a> )		
Midterm (Explanation)*	Written Exam (Synchronous and calculated 20%) on virtual class				
8. Week	Descriptive Quantitative Analysis (Decision making, hypotes test and its steps)		Synchronous ( <a href="https://lms.toros.edu.tr">lms.toros.edu.tr</a> )		
9. Week	Descriptive Quantitative Analysis (One sampling t test, Two independent sampling t test)		Synchronous ( <a href="https://lms.toros.edu.tr">lms.toros.edu.tr</a> )		
10. Week	Descriptive Quantitative Analysis (Two independent sampling t test and Two dependent sampling t test)		Synchronous ( <a href="https://lms.toros.edu.tr">lms.toros.edu.tr</a> )		
11. Week	Descriptive Quantitative Analysis (One way ANOVA)		Synchronous ( <a href="https://lms.toros.edu.tr">lms.toros.edu.tr</a> )		
12. Week	Descriptive Quantitative Analysis (Ki square test)		Synchronous ( <a href="https://lms.toros.edu.tr">lms.toros.edu.tr</a> )		
13. Week	Corelation and regression		Synchronous ( <a href="https://lms.toros.edu.tr">lms.toros.edu.tr</a> )		
14. Week	Writing and Presenting the Dissertation		Synchronous ( <a href="https://lms.toros.edu.tr">lms.toros.edu.tr</a> )		
Final (Explanation)**	The final will be held on-line in a written examination. Final Exam %60 + Midterm Exam %20 + Homework %20				
Make-Up (Explanation)	The make-up will be held on-line in a written examination.				
<b>Select and explain in detail the teaching methods and techniques to be used in course.</b>					
Synchronous	<input checked="" type="checkbox"/>	At time on <a href="https://lms.toros.edu.tr">lms.toros.edu.tr</a> (Lecture, presentation and problem solving)			
Asynchronous	<input checked="" type="checkbox"/>	Homework will be sent to students on Fridays and homework will be completed on Sundays.			
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>				
Face-to-Face	<input type="checkbox"/>				
Other	<input type="checkbox"/>				
<b>Other explanations for the effective and efficient conduct of the course</b>					
Attendance***	70% attendance requirement for asynchronous				
Course Resources	1. Research Methods for Business and Social Science Students (Second Edition) John Adams, Hafiz T. A. Khan, Robert Raeside 2. Basic Statistics for Business & Economics Ninth Edition DOUGLAS A. LIND, WILLIAM G. MARCHAL and SAMUEL A. WATHEN				
Auxiliary Resources	Introduction to Statistics, David R.Anderson Dennis J. Sweeney				
Course Counseling	Consulting Management (Synchronous, Face-to-Face and others)		Synchronous and asynchronous		
	Consulting Topics		Date	Time	
	No specific time for supervising				


*	The way of making the midterm (written exam, homework, quiz, report, presentation etc.) and the rate of contribution of these activities to success should be specified.
**	How the final exam will be done and the contribution rate to the success grade of the midterm exam (written exam, homework, quiz, report, presentation etc.) must be specified.
***	Attendance rate in face-to-face education is 70%, Synchronous or synchronous video watching is 70%, Asynchronous attendance is not required.

24.02.2021 tarihli ve 04/12 sayılı Fakülte Yönetim Kurulu Karar eki.


		<b>TOROS UNIVERSITY</b> <b>FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES</b> <b>2020-2021 ACADEMIC YEAR FALL SEMESTER CURRICULUM FORM</b>			
Department / Program	Business and Administration	Course Code	FLE 202		
		Course Title	ENGLISH IV		
		Semester	<input type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring	
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective	
		Course Language	<input checked="" type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English	
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS
			3	0	5
Instructor	Title, Name-Last Name		Öğr. Gör. Sena TEKELİ		
	Contact Information		<a href="mailto:sena.tekeli@toros.edu.tr">sena.tekeli@toros.edu.tr</a>		
Information about Course	This is a theoretical course with 3 hours per week. It will be taken as distance education. The students can study and work on the course topics				
WEEKLY COURSE CONTENTS					
Week	Topics			Teaching Methods and Techniques	
1. Week	Introductory Lesson, Explaining the Syllabus and Worksheet 1			Mixed (Synchronous + Asynchronous)-	
2. Week	Unit 10-Ethics- Voc. Lis. Read.			Synchronous- lms.toros.edu.tr	
3. Week	Unit 10-Ethics- Case Study			Synchronous- lms.toros.edu.tr	
4. Week	Worksheet 2			Synchronous- lms.toros.edu.tr	
5. Week	Unit 11-Leadership- Voc. Lis. Read.			Synchronous- lms.toros.edu.tr	
6. Week	Unit 11-Leadership- Case Study			Synchronous- lms.toros.edu.tr	
7. Week	Review for the exam/ Worksheet 3			Mixed (Synchronous + Asynchronous)-	
8. Week/ Midterm (Explanation)	Written Exam/ Online % 30 of total Grade				
9. Week	Exam Feedback/ Worksheet 4			Synchronous- lms.toros.edu.tr	
10. Week	Unit 12-Competition- Voc. Lis. Read.			Synchronous- lms.toros.edu.tr	
11. Week	Unit 12- Competition- Case Study			Synchronous- lms.toros.edu.tr	
12. Week	Worksheet 5			Synchronous- lms.toros.edu.tr	
13. Week	Presentations % 10 of total Grade			Mixed (Synchronous + Asynchronous)-	
14. Week	Presentations			Mixed (Synchronous + Asynchronous)-	
15. Week	Final Exam** % 60 of total Grade				
Final (Explanation)**	Final exam will be written exam. / Online				
Make-Up (Explanation)	Make-up exam will be written exam. / Online				
Select and explain in detail the teaching methods and techniques to be used in course.					
Synchronous	<input type="checkbox"/>				
Asynchronous	<input type="checkbox"/>				
Mixed (Synchronous + Asynchronous)	<input checked="" type="checkbox"/>	Courses and exams will be on lms.toros.edu.tr . Course topics will be dealt with online at some weeks and through videos and materials at other weeks. Detailed information related to teaching methods and techniques is stated in the weekly course			
Face-to-Face	<input type="checkbox"/>				
Other	<input type="checkbox"/>				
Other explanations for the effective and efficient conduct of the course					
Attendance***	Synchronous attendance will be kept during online courses on the distance education system. Asynchronous studies will be followed by weekly homeworks.				
Course Resources	Market Leader, Business English Course Book, David Cotton, David Falvey, Simon Kent. Pearson.				
Auxiliary Resources					
Course Counseling	Consulting Management (Synchronous, Face-to-Face and others)				
	Consulting Topics		Date	Time	
	Course during their regular weekly class hours via Google Classroom, and also they can ask her questions				
	The weekly assignments/homeworks will be sent to the instructor through e-mail/ Google Classroom.				
	and the powerpoint file (presentation) will be sent to the instructor through e-mail/ Google Classroom on e				

*	The way of making the midterm (written exam, homework, quiz, report, presentation etc.) and the rate of contribution of these activities to success should be specified.
**	How the final exam will be done and the contribution rate to the success grade of the midterm exam (written exam, homework, quiz, report, presentation etc.) must be specified.
***	Attendance rate in face-to-face education is 70%, Synchronous or synchronous video watching is 70%, Asynchronous attendance is not required.


24.02.2021 tarihli ve 04/12 sayılı Fakülte Yönetim Kurulu Karar eki.

		<b>TOROS UNIVERSITY</b> <b>FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES</b>			
<b>2020-2021 ACADEMIC YEAR CURRICULUM FORM</b>					
Department / Program	Business Administration	Course Code	ITL 244		
		Course Title	E COMMERCE		
		Semester	<input type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring	
		Course Type	<input type="checkbox"/> Compulsory	<input checked="" type="checkbox"/> Elective	
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English	
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS
			3	0	5
Instructor	Title, Name-Last Name		Asst. Prof. Aslihan Yavuzalp Marangoz		
	Contact Information		<a href="mailto:aslihan.marangoz@toros.edu.tr">aslihan.marangoz@toros.edu.tr</a>		
Information about Course	The aim of the course to explain the basic e- commerce issues with the actual cases.				
<b>WEEKLY COURSE CONTENTS</b>					
Week	Topics			Teaching Methods and Techniques	
1. Week	Introduction to course			Synchronous- lms.toros.edu.tr	
2. Week	E commerce concept, history			Synchronous- lms.toros.edu.tr	
3. Week	Markets in E commerce			Synchronous- lms.toros.edu.tr	
4. Week	Models of e commerce			Synchronous- lms.toros.edu.tr	
5. Week	E marketing			Synchronous- lms.toros.edu.tr	
6. Week	Consumer Behavior in electronic Markets			Synchronous- lms.toros.edu.tr	
7. Week	E- relationships			Synchronous- lms.toros.edu.tr	
Midterm (Explanation)*	Online written exam %40				
8. Week	Payment in e commerce			Synchronous- lms.toros.edu.tr	
9. Week	E commerce standards			Synchronous- lms.toros.edu.tr	
10. Week	E commerce applications			Synchronous- lms.toros.edu.tr	
11. Week	Web site organisation			Synchronous- lms.toros.edu.tr	
12. Week	Final project presentations			Synchronous- lms.toros.edu.tr	
13. Week	Final project presentations			Synchronous- lms.toros.edu.tr	
14. Week	Final project presentations			Synchronous- lms.toros.edu.tr	
Final (Explanation)**	All final projects must be sent until 12.week. Students will be informed about the project during the courses. Students will present their projects in last 3 weeks online.				
Make-Up (Explanation)	Make up projects will be given.				
<b>Select and explain in detail the teaching methods and techniques to be used in course.</b>					
Synchronous	<input checked="" type="checkbox"/>	Interactive courses on our online system.			
Asynchronous	<input type="checkbox"/>				
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>				
Face-to-Face	<input type="checkbox"/>				
Other	<input type="checkbox"/>				
<b>Other explanations for the effective and efficient conduct of the course</b>					
Attendance***					
Course Resources	E commerce book, J. ReynoldsManzoor, A. (2010). E-commerce: an introduction. Amir Manzoor.				
Auxiliary Resources					
Course Counseling	Consulting Management (Synchronous, Face-to-Face and others)				
	Consulting Topics		Date	Time	
			Course hour		

*	The way of making the midterm (written exam, homework, quiz, report, presentation etc.) and the rate of contribution of these activities to success should be specified.
**	How the final exam will be done and the contribution rate to the success grade of the midterm exam (written exam, homework, quiz, report, presentation etc.) must be specified.
***	Attendance rate in face-to-face education is 70%, Synchronous or synchronous video watching is 70%, Asynchronous attendance is not required.

		<b>TOROS UNIVERSITY</b> <b>FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES</b>			
2020-2021 ACADEMIC YEAR CURRICULUM FORM					
Department / Program	BUSINESS ADMINISTRATION	Course Code	LAW 230		
		Course Title	Business Law (İşletme Hukuku)		
		Semester	<input type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring	
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective	
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English	
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS
			3	0	5
Instructor	Title, Name-Last Name		Assoc.Prof.Dr. Tunay KÖKSAL		
	Contact Information		<a href="mailto:tunay.koksak@toros.edu.tr">tunay.koksak@toros.edu.tr</a>		
Information about Course	The aim of this course is to understand the fundamental principles and concepts of Business Law.				
WEEKLY COURSE CONTENTS					
Week	Topics		Teaching Methods and Techniques		
1. Week	Fundamental Concepts of Business Law		Synchronous / Asynchronous		
2. Week	Commercial Enterprise Law		Synchronous / Asynchronous		
3. Week	Unfair Competition		Synchronous / Asynchronous		
4. Week	Types of Commercial Companies		Synchronous / Asynchronous		
5. Week	General Partnership		Synchronous / Asynchronous		
6. Week	Limited Partnership		Synchronous / Asynchronous		
7. Week	Incorporation (Public Company)		Synchronous / Asynchronous		
Midterm (Explanation)*	Homework (40 %)				
8. Week	Limited Company		Synchronous / Asynchronous		
9. Week	Simple Partnership		Synchronous / Asynchronous		
10. Week	Contract Law		Synchronous / Asynchronous		
11. Week	Competition Law		Synchronous / Asynchronous		
12. Week	Tax Law		Synchronous / Asynchronous		
13. Week	Settlement of Commercial Conflicts		Synchronous / Asynchronous		
14. Week	Commercial Arbitration		Synchronous / Asynchronous		
Final (Explanation)**	Homework (online and calculated as 60 %)				
Make-Up (Explanation)	Homework (online and calculated as 60 %)				
Select and explain in detail the teaching methods and techniques to be used in course.					
Synchronous	<input type="checkbox"/>	At time on lms.edu.tr			
Asynchronous	<input type="checkbox"/>				
Mixed (Synchronous + Asynchronous)	<input checked="" type="checkbox"/>				
Face-to-Face	<input type="checkbox"/>				
Other	<input type="checkbox"/>				
Other explanations for the effective and efficient conduct of the course					
Attendance***	70 % attendance requirement				
Course Resources	Tuğrul Ansay & Eric. C. Schneider (Editors), Introduction to Turkish Business Law, Wolters Kluwer, 2014.				
Auxiliary Resources	Mahmut Yavaş, An Introduction to Turkish Business Law, Dora, 2015.				
Course Counseling	Consulting Management (Synchronous, Face-to-Face and others)		All questions and remarks are received via email.		
	Consulting Topics		Date	Time	
	No specific time for supervising.				

*	The way of making the midterm (written exam, homework, quiz, report, presentation etc.) and the rate of contribution of these activities to success should be specified.
**	How the final exam will be done and the contribution rate to the success grade of the midterm exam (written exam, homework, quiz, report, presentation etc.) must be specified.
***	Attendance rate in face-to-face education is 70%, Synchronous or synchronous video watching is 70%, Asynchronous attendance is not required.

		<b>TOROS UNIVERSITY</b> <b>FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES</b> <b>2020-2021 ACADEMIC YEAR CURRICULUM FORM</b>			
Department / Program	BUSINESS ADMINISTRATION	Course Code	MAN-228		
		Course Title	Organizational Behavior		
		Semester	<input type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring	
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective	
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English	
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS
			3	0	5
Instructor	Title, Name-Last Name		Assoc. Prof. Dr. Metin OCAK		
	Contact Information		<a href="mailto:metin.ocak@toros.edu.tr">metin.ocak@toros.edu.tr</a>		
Information about Course	The course aims to teach management candidates attitudes and behaviors of employees in organizations. Additionally, all the internal and external factors that effect the behaviors of employees will be studied . The course will be held synchronously on lms.toros.edu.tr. Course materials will be shared via lms.toros.edu.tr. Attending the course is compulsory.				
<b>WEEKLY COURSE CONTENTS</b>					
Week	Topics			Teaching Methods and Techniques	
1. Week	What Is Organizational Behavior?			Synchronous- lms.toros.edu.tr	
2. Week	Diversity in Organizations			Synchronous- lms.toros.edu.tr	
3. Week	Attitudes and Job Satisfaction			Synchronous- lms.toros.edu.tr	
4. Week	Emotions and Moods			Synchronous- lms.toros.edu.tr	
5. Week	Personality and Values			Synchronous- lms.toros.edu.tr	
6. Week	Perception and Individual Decision Making			Synchronous- lms.toros.edu.tr	
7. Week	Review			Synchronous- lms.toros.edu.tr	
Midterm (Explanation)*	Written Exam (Synchronous and calculated 40 %) via e-mail				
8. Week	Motivation Concepts			Synchronous- lms.toros.edu.tr	
9. Week	Foundations of Group Behavior			Synchronous- lms.toros.edu.tr	
10. Week	Communication- Leadership			Synchronous- lms.toros.edu.tr	
11. Week	Power and Politics, Conflict and Negotiation			Synchronous- lms.toros.edu.tr	
12. Week	Organizational Culture			Synchronous- lms.toros.edu.tr	
13. Week	Human Resource Policies and Practices			Synchronous- lms.toros.edu.tr	
14. Week	Review			Synchronous- lms.toros.edu.tr	
Final (Explanation)**	The final will be held in the form of an online written examination. It will be calculated as 60%.				
Make-Up (Explanation)	The make-up will be held in the form of an online written examination. It will be calculated as 60%.				
<b>Select and explain in detail the teaching methods and techniques to be used in course.</b>					
Synchronous	<input checked="" type="checkbox"/>	At time on lms.toros.edu.tr.			
Asynchronous	<input type="checkbox"/>				
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>				
Face-to-Face	<input type="checkbox"/>				
Other	<input type="checkbox"/>				
<b>Other explanations for the effective and efficient conduct of the course</b>					
Attendance***	70% attendance requirement				
Course Resources	Robbins, S. P., & Judge, T. (2013).Organizational Behavior, Global Edition				
Auxiliary Resources	Robbins, S. P., & Judge, T. (2012). Essentials of organizational behavior. Essex: Pearson.				
Course Counseling	Consulting Management (Synchronous, Face-to-Face and others)		All questions and remarks are received via email or Whatsapp group		
	Consulting Topics		Date	Time	
	No specific time for supervising				

*	The way of making the midterm (written exam, homework, quiz, report, presentation etc.) and the rate of contribution of these activities to success should be specified.
**	How the final exam will be done and the contribution rate to the success grade of the midterm exam (written exam, homework, quiz, report, presentation etc.) must be specified.
***	Attendance rate in face-to-face education is 70%, Synchronous or synchronous video watching is 70%, Asynchronous attendance is not required.