**ministry of SCIENCE AND education of the republic of azerbaijan**

**AZERBAIJAN TECHNICAL UNIVERSITY**

**APPROVED BY**

Director of Higher Education Institute

\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­\_\_\_\_\_\_\_\_\_\_

«\_\_\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2024

**Specialty:** 060409 “Business Management”

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COURSE SYLLABUS**

**for academic years 2024/2025**

**for course** **“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**”

|  |  |  |
| --- | --- | --- |
| Total: |  | credits |
| Academic year |  | year |
| Semester |  | semester |
| Class(es) |  | class |
| Lecture |  | hour |
| Seminar |  | hour |
| Lab |  | hour |
| Assessment |  | point |
| Student’s presentation under tutor’s lead |  | hour |
| Individual Project |  | hour |
| Interim Assessment |  | semester |
| Total classroom hours |  | hour |
| Outside class hours |  | hour |
| Total work hours |  | hour |

**BAKU 2024**

**“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”**

1. Description of the course
2. Goals and objectives of the course
3. Summary of the course
4. Format and duration of the course
5. Individual tasks of students and their duration, consultation hours
6. Tutor information
7. Teacher requirements
8. Current knowledge assessment criteria, interim assessment schedule
9. Information-methodical support of the course
10. **Description of the Course**
11. **Goals and Objectives of the course**
    1. **Objective of the course**
    2. **The task of the mastering of the course**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Summary of the course**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Course format and duration**

The main teaching aids on this subject are lectures, presentations, class discussions, analysis and interactive discussion of articles from various magazines and websites.

The class formats provided in the syllabus and allocated classroom hours are shown in Table 1, the hours allocated in relation to the topics are shown in Table 2, and the content of lectures is shown in Table 3, respectively.

**Table 1**

**Distribution of study hours and educational work format**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **№** | **Code and name of the course** | **Hours allocated to each format** | | | | **Proj** | | **Credit** | **Se-mester** |
| **Total** | **Lecture** | **Seminar** | **Lab** | **Total** | **İnc. Ind. Proj** |
| 1 | 060409  “Business  managemen  t” |  |  |  |  |  |  |  |  |

**Table 2**

**Distribution of study hours allocated to each topic**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **№** | **Topics** | **Total** | **Study hours** | | |
| **Lecture** | **Lab** | **Seminar** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
|  | **Total** |  |  | **-** | **-** |

**Table 3**

**Distribution of topics and hours by session type**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **№** | **Date** | **Topics** | **Contents** | **Reading** | | **Number of lecture hours** | **Proj** |
| **I Semestr** | | | | | | | |
| 1 |  |  |  |  | |  |  |
| 2 |  |  |  |  | |  |  |
| 3 |  |  |  |  | |  |  |
| 4 |  |  |  |  | |  |  |
| 5 |  |  |  |  | |  |  |
| 6 |  |  |  |  | |  |  |
| 7 |  |  |  |  | |  |  |
| 8 |  |  |  | |  |  |  |
| 9 |  |  |  | |  |  |  |
| 10 |  |  |  |  | |  |  |
| 11 |  |  |  |  | |  |  |
| 12 |  |  |  |  | |  |  |
| 13 |  |  |  |  | |  |  |
| 14 |  |  |  |  | |  |  |
| 15 |  |  |  |  | |  |  |
| **Total** | | | |  | |  |  |

1. **Students individual works, due dates və consultation hours**

Individual assignments for masters in the course "\_\_\_\_\_\_\_\_\_\_\_\_” are their independent work outside the classroom. The number of hours allocated for individual work is \_\_\_\_\_\_ hours. Acceptance of individual assignments for students for the course "\_\_\_\_\_\_\_\_\_“ will be carried out in the form of presentations on the topics listed in Table 4. Students can choose other topics that are relevant to the content of the subject as a topic of independent work in consultation with the instructor. This work plays an important role in the mastery of the subject by students. 0-10 points are provided for each presentation. Consultation on all issues is carried out according to the lecturer's work schedule for the current semester.

**Table 4**

**Project work topics**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | **Project presentation topics** | **Reading** | **Deadline** | **hours** |
| 1 |  |  |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |

**VI. Information about lecturer**

Information about lecturer is given in the Table 5

**Table 5**

**Information about lecturer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name, Surname, Patr** | **Academic degree** | **Room number** | **Consultation hours** | **Consultation room** |
|
|
|
| \_\_\_\_\_\_\_\_ | - | - | - | - |

**VII. Course requirements**

Lecturer requirements include the following criterion:

1. Regular student participation in classes;

2. To actively participate in the lessons as a result of working independently on the topics covered in the lectures;

3. Work freely with the recommended literature;

4. To take an active part in the lessons, to ask questions to the teacher about unclear points;

5. Students are responsible for conducting knowledge tests in each lesson during the semester and recording the results in a group journal and for the results of the tests to affect the student's grades during the semester;

6. Demonstration of students' efforts to complete the results of the colloquium held once a semester with high results in order to master the subject at the required level before the exam;

7. Prepare presentation assignments at the required level in a timely manner;

8. Demanding a teacher in order to master the subject;

9. Make a serious effort to achieve the maximum score for mastering the subject during the semester.

**VIII. Ongoing knowledge assessment criteria, interim assessment schedule**

Subject assessment is based on a multi-point system. Criteria for assessment of ongoing knowledge are determined in accordance with the "Temporary regulations on the assessment of knowledge of students studying in the credit system" approved by the order of the Ministry of Education of the Republic of Azerbaijan No. 1060 dated 11.09.2008. According to the regulations, the maximum number of points earned by a student in the course during the semester is 50. In order to determine the ongoing level of mastery of the course by students, frontal surveys are conducted in lecture classes. In the process of teaching the subject, the student's activity in the classroom is assessed on a 10-point scale between 0-10 points.

According to the order of AzTU No.152 dated August 27, 2021 on the approval of the academic calendar plan for the 2023/2024 academic year, a colloquium is held once a semester.

1. The main person responsible for the colloquium is the lecturer himself.

2. Colloquium questions are prepared on the topics taught during this period.

3. At the colloquium, the student's knowledge is assessed on a 30-point scale between 0-30 points (maximum 30 points). If the student does not participate in the colloquium, the journal will be marked "0" (zero).

4. The maximum assessment for the components of the subject " \_\_\_\_\_\_\_\_\_\_” is shown in Table 6.

**Table 6**

**Grades will be based upon performance on the following**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course components** | **Results of colloquium** | **Presentation** | **Attendance** | **Total** |
| Highest point | 30 | 10 | 10 | 50 |

5. At the end of the course, a final exam is held once. The student's answer in the exam can be evaluated in the range of 0-50 points (maximum 50 points). The exam is organized in written or online test format. Exam questions on the course are compiled in accordance with the content of the lecture texts.

6. If a student does not score a minimum of 17 points in the final exam, then the points accumulated before the exam are not collected, the student does not earn credit in this course and his academic debt on the course remains.

7. If a student has any complaints regarding the assessment of the results of the examination, the student may apply to the Conflict (Appeal) Commission in accordance with the general rules established at AzTU.

8. Students' final knowledge of the subject is assessed on a 100-point scale. The maximum number of points is 100 points.

9. After the final exam, all the points earned by the student in the course are collected and the final grade (points) is calculated (Table 7).

**Table 7**

**Grades will be based upon performance on the following:**

|  |  |  |
| --- | --- | --- |
| **Components** | **Points** | **Percentage** |
| Exam (final) | 50 | 50% |
| Colloquium | 30 | 30% |
| Presentations | 10 | 10% |
| Attendance | 10 | 10% |
| **Total:** | **100** | **100%** |

Depending on the final points earned by the student during the semester (before and during the exam) on the course, his final knowledge is assessed as follows (Table 8):

**Table 8**

**Final grading of the students knowledge**

|  |  |  |
| --- | --- | --- |
| **Numeric grading** | **Traditional grading** | **Letter grading** |
| 91-100 points | Excellent | **A** |
| 81-90 points | Very good | **B** |
| 71-80 points | Good | **C** |
| 61-70 points | Satisfactory | **D** |
| 51-60 points | Less than satisfactory | **E** |
| Less than 51 points | Unsatisfactory performance | **F** |

If the student's final score is less than 51 points (i.e. his / her knowledge is assessed as "unsatisfactory performance"), the student does not receive credit on this course and his / her academic debt on the subject remains

**IX. Information-methodical support of the course**

* 1. **Reading list**

1.

2.

3.

* 1. **Additional reading**

1.

2.

3.

The syllabus of the course "\_\_\_\_\_\_\_\_\_\_\_\_" is based on the curriculum of the specialty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the program of the course "\_\_\_\_\_\_\_\_\_\_\_".

Prepared by: \_\_\_\_\_\_\_\_\_

The syllabus was discussed at the “\_\_\_” “\_\_\_\_\_\_\_\_\_\_\_” 202… meeting of the “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” department and recommended for approval (protocol № \_\_\_\_).

Head of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_