

Identification	Department	Economics and Management		
	Program	Undergraduate		
	Subject	MGT 310 Management and Organization– 3KU credits (6ECTS credits)		
	Term	Fall 2019		
	Instructor	Toghrul Mammadov, togrul.m@hotmail.com		
	Classroom/hours	Mehseti Str. 41, Friday 18:30-21:00, Room 303 N		
Prerequisites	ECON 100 Introduction to Economy			
Language	English			
Compulsory/Elective	Compulsory			
Text books and course materials	<i>Textbook:</i> Fundamentals of Management: Management Myths Debunked/ Tenth Edition by Stephen P.Robbins, David A.DeCenzo, Mary Coulter 10 th edition 2016			
Course	This course is carrying out by using traditional face-to-face classes. All course related materials including, but not limited to, syllabus, supplementary readings, course announcements, cases and assignments will be provided.			
Teaching methods	Case analysis			x
	Group discussion			x
	Lecture			x
	Course paper			
	Others			
Evaluation Criteria		Methods	Date/deadlines	Percentage (%)
		Midterm Exam	15/11/2019	30
		Class Attendance		5
		Activity		5
		Case analysis	20/12/2019	10
		2 quizzes	08/11/2019 27/12/2019	10
		Final exam		40
Course objectives	<p><i>Generic Objective of the Course:</i></p> <ul style="list-style-type: none"> To provide students with the core concepts, methods and techniques of the principles of management <p><i>Specific Objectives of the Course:</i></p> <ul style="list-style-type: none"> To learn organizational principles and know concepts, procedures, and technologies used by managers. Acquire some practical organizational skills, and managerial way of thinking. Develop the self-awareness and personal capacities which are vital to becoming a manager. 			
Course outline	Course description: This course provides a basic framework for understanding the role and functions of a manager and to explain the principles, concepts, and techniques that can be used in carrying out these functions. Specific topics include management functions such as planning, organizing, leading, controlling and other organization related issues. The aim of this course is to increase students' knowledge of management and ability to manage effectively.			
Learning outcomes	<p>At the end of this course students will be able to:</p> <ul style="list-style-type: none"> Explain the different approaches to defining management and the standard cycle of the management process. Explain how the values that management holds can impact an organization. Examine how a manager can add value to an organization. Recognize the value of delegating. Analyze the leadership styles of managers. Examine what and how to motivate employees. Understand and apply leadership and motivation theories. Understand the use of roles when working as a team. Identify decision making style. Recognize own commitment levels and the commitment levels of others to the organization's goals. Explain how planning adds to an organization's goals. Define the concept of organizational structure. Demonstrate a knowledge of organizational design options. Understand the benefits of a 'learning organization'. Define control as a function of management. 			

- **Case analysis** will be based on an essay. The cases will be provided during the lesson and will focus on the taught material.

Activity - students are expected to be active during lessons in the form of participation in the discussion of the topic and participation in Q&A sessions at the beginning of each lesson.

Class participation - will be scored on 5 point scale. Every other missed 2 lessons will result in deduction of 1 point.

- **Quiz** - will be evaluated on 5 point scale and will consist of 10 questions (8 multiple choice , 2 open questions) . Each question is equal to 0.5 points.

Week	Date/Day (tentative)	Topics	Textbook/Assignments
1	20/09/2019	Managers and Management	Ch.1
2	27/09/2019	The Management Environment	Ch.2
3	04/10/2019	Integrative Managerial issues	Ch.3
4	11/10/2019	Foundation of Decision Making, Quantitative, Module	Ch.4, Case analysis
5	18/10/2019	Foundations of Planning	Ch.5
6	25/10/2019	Organizational Structure and Design	Ch.6
7	01/11/2019	Managing Human Resources/ Career/ Module: Building your career	Ch.7
8	08/11/2019	Foundations of individual behavior	Ch.9, Quiz 1
9	15/11/2019	Midterm exam	
10	22/11/2019	Understanding Groups and Managing Work Teams	Ch.10
11	29/11/2019	Motivating and Rewarding Employees	Ch.11
12	06/12/2019	Leadership and Trust	Ch.11, Case analysis
13	13/12/2019	Managing Communication and information	Ch.12
14	20/12/2019	Foundation of Control/ Case analysis	Ch.14
15	27/12/2019	Operations Management	Ch. 15, Quiz 2
		Final exam	