

Identification	Subject (code, title, credits)	MGT 310 – Management and Organization– 3KU credits (6 ECTS credits)	
	Department	Economics and Management	
	Program (undergraduate,graduate)	Undergraduate	
	Term	Fall 2019	
	Instructor	Bahadır Baysal	
	E-mail:	bbaysal@khazar.org	
	Phone:		
	Classroom/hours	41 Mehseti street (Neftchilar campus), room 416 old, Khazar University, Mondays 13:40-16:50, Wednesday 11:50-15:10	
Prerequisites	ECON 100 Introduction to Economy		
Language	English		
Compulsory/Elective	Compulsory		
Required textbooks and course materials	Main Textbook: Richard L. Daft (2015) Management 12 th edition Richard L. Daft (2013) Management 11 th edition Richard L. Daft (2012) Management 10 th edition. Understanding of Management Richard Draft (2002).		
Course outline	This course is designed to provide you a broad information about management. It will provide a basic framework regarding the role and functions of a manager for better understanding. We will explain the principles, concepts and methods used to carry out these role and functions. Main topics for management are planning, organizing, leading, controlling and other organization related issues.		
Course objectives	The aim of this course is allow students to think and act like a manager and become successful manager with the given knowledge. The course confers the functions of management and the methods and techniques that are used by managers to accomplish organization`s goals. The course also explores how managers can adapt themselves to unexpected conditions.		
Learning outcomes	Upon successful completing this course, students will be able to: <ul style="list-style-type: none"> • explain the different approaches and standards of management process; • confer how a manager can add value and how it impacts the organization; • learn management ethics and social responsibility; • learn and understand delegating techniques; • understand the leadership styles and use them and understand how to motivate employees; • understand the use of roles when working as a team; • confer the concept of diversity and its importance; • understand and identify decision making style; • assess the importance of managing positively in a changing environment. • 		
Teaching methods	Lecture		X
	Group discussion		-
	Presentation		X
	Case analysis		-
	Simulation		-
	Course paper		X
	Others		-
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm Exam	4.11.19	30
	Case studies		-
	Class Attendance		5
	Activity		5
	Assignment and quizzes	30.09.19 14.10.19	15

		25.11.19	
	Project/Presentation	23.12.19	10
	Final Exam		35
	Total		100
Policy	<p>Attendance: Students exceeding the 25% absence limit will not be allowed to participate at final exam.</p> <p>Quizzes: There will be four quizzes throughout the course. The quizzes might be made of multiple choice questions, true/false questions and short open questions. The questions will cover the subjects learned until each preceding class. Each quiz will be 5 points.</p> <p>Presentation/Project: There will be presentations or a project. A situation will be given to students, a leader will be chosen. They will analyze the situation according to knowledge they learned. If it is a presentation the work of the group will not only graded based on the job they did, but also how they were successful to work as a team. If it is a project it will be graded individually.</p>		
Tentative Schedule			
Week	Date/Day (tentative)	Topics	Textbook
1	16.09.19	Innovative Management for a Changing World,	Chapter 1
2	23.09.19	The Environment of Corporate Culture & Managing in a Global Environment	Chapter 3,4
3	30.09.19	Quiz 1 Managing Ethics and Social Responsibility	Chapter 5
4	07.10.19	Managing Small Business Start-Ups	Chapter 6,
5	14.10.19	Quiz 2 Managerial Planning and Goal Setting	Chapter 7
6	21.10.19	Strategy Formulation and Execution	Chapter 8
7	28.10.19	Managerial Decision Making	Chapter 9
8	4.11.19	<u>Mid - term Exam / Class continues</u>	
9	11.11.19	Designing Adaptive Organizations & Managing Change and Innovation	Chapter 10 & 11
10	18.11.19	Managing Human Resources & Managing Diversity	Chapter 12, 13
11	25.11.19	Quiz 3 Understanding Individual Behavior	Chapter 14
12	02.12.19	Leadership, Leading Teams	Chapter 15,18
13	09.12.19	Motivating Employees Managing Communications	Chapter 16, 17
14	16.12.19	Managing Quality and Performance	Chapter 19
15	23.12.19	Presentation/Project Wrap-up; Review of final exam	
16		Final exam	

This syllabus is a guide for the course and any modifications to it will be announced in advance.