

Identification	Subject	MGT 305 Management – 3KU credits (6 ECTS)
	Program	Undergraduate
	Department	Economics and Management
	Term	Fall 2026
	Instructor	Nasiba Khalilzade
	Contact email	Nasiba.khalilzade@khazar.org
	Classroom/hours	
	Office hours	By appointment
Prerequisites	ECON 101 Introduction to Economics	
Language	English	
Compulsory/Elective	Compulsory	
Text books and course materials	Core Textbooks: Robbins, Stephen P. & Coulter, Mary publication date 2021– <i>Management</i> - One of the most widely used books in business schools. Clear, structured, and full of real-world examples. - Edition: 15th or 16th https://www.pearson.com/en-us/subject-catalog/p/management/P200000006487 Daft, Richard L. publication date 2015 – <i>Management</i> - Covers organizational behavior, innovation, and leadership in addition to traditional management topics. - Edition: 13th (or latest) https://www.cengage.com/c/management-13e-daft Bateman, Thomas S., & Snell, Scott A. publication date 2020– <i>Management: Leading & Collaborating in a Competitive World</i> - Focuses on leadership, ethics, and strategic thinking. https://www.mheducation.com/highered/product/management-leading-collaborating-competitive-world-bateman-snell/M9781260260459.html Mintzberg, Henry – <i>Managers Not MBAs / Managing .</i> publication date 2004 - A more critical and conceptual view of management from a top researcher. https://www.amazon.com/Managing-Henry-Mintzberg/dp/160994357X	
Course Outline	This course is aimed at equipping students with fundamental knowledge and practical skills essential for effective management in today’s dynamic business environment. Throughout the program, students will develop critical competencies including strategic planning, organizational leadership, decision-making, and team collaboration. The course emphasizes real-world application through case studies, group projects, and interactive discussions. Students will gain insights into modern management theories, organizational behavior, and ethical practices, fostering a holistic understanding of how to lead and manage diverse teams successfully. Moreover, the course nurtures communication skills and adaptability, preparing students to thrive in complex professional settings and to respond proactively to evolving business challenges.	

Course objectives	• Understand fundamental principles and functions of management • Develop skills in strategic planning and decision-making • Analyze organizational structures and design effective workflows • Apply motivation theories to improve employee engagement • Master techniques of performance control and evaluation • Enhance communication and teamwork abilities • Explore different leadership styles and their impact • Manage conflicts and negotiate solutions effectively • Understand basics of human resource management • Implement change management and innovation strategies • Recognize ethical considerations and corporate social responsibility • Adapt to dynamic professional environments and challenges		
Learning outcome	By the end of the course, students should be able to: • Understand and explain key management concepts and principles. • Apply strategic planning and decision-making tools in organizational contexts. • Analyze organizational structures and propose effective solutions for workflow optimization. • Demonstrate effective leadership and team management skills. • Use motivation theories to enhance employee performance and engagement. • Implement control and performance evaluation methods. • Communicate clearly and collaborate effectively within teams. • Manage conflicts and negotiate outcomes in professional settings. • Understand and apply ethical principles and social responsibility in management practices. • Adapt to changing business environments and lead organizational change initiatives.		
Teaching methods	Lecture	X	
	Group discussion	X	
	Presentation	X	
	Case analysis	X	
	Assignment	X	
	Lecture	X	
	Group discussion	X	
Evaluation	Methods	Deadline	Percentage (%)
	Mid-term exam	MGT	30
	Attendance		5
	Group presentation (research)	Week 4	10
	Individual assignment (Resume & Cover Letter preparation)	Week 7	10
	Mock interview		10
	Final exam	MGT	35
	Total		100
Policy	Instructional Methods Students will engage in a variety of learning experiences throughout the course. The course format emphasizes short lectures, discussion of assigned readings, in-class and out-of-class exercises, video case studies, and practical case analyses. Students are expected to actively participate in class discussions, drawing on both theoretical knowledge and real-life managerial experiences. AI Use Policy		

Use of Generative AI: Students may use generative AI tools as a learning and decision-support resource. AI may be used for brainstorming, research, analysis, and exploring alternative solutions. However, students remain fully responsible for the accuracy, originality, and critical evaluation of their work. AI-generated content must not be submitted as the student's own work without appropriate acknowledgment. For assignments and assessments, the instructor may specify when AI use is permitted, restricted, or prohibited. AI in Management: Students will also examine how managers can responsibly adopt AI in organizations, including AI-assisted decision-making, productivity, ethical considerations, risks, and human oversight. Here are explanations of the assessment elements: Activity/Participation: - This assessment is based on students' active involvement in class discussions and their ability to respond thoughtfully to questions posed during lectures. Group Work: - Students will form groups of 3-4 members to research specific management topics. - Groups will collaborate to prepare and deliver presentations demonstrating their understanding of the subject matter. Individual Assignments – Case Study and Management Analysis: - Each student will be evaluated on their ability to analyze management cases or scenarios individually, applying course concepts. Management Development Plan: - Each student is required to prepare a Management Development Plan, which includes a self-assessment of their managerial strengths and areas for improvement. - Students will also set personal development goals related to their future roles as managers. Mock Interview: - To prepare the student for real-life interviews - To improve answering techniques and communication - To identify strengths and weaknesses - To reduce stress and build self-confidence			
Tentative Schedule			
Week	Date	Topic	Source
1	Topic	Recommended Books / Materials	Format
2	Introduction to Management	<i>Management</i> by Stephen P. Robbins & Mary Coulter (latest edition)	Lecture, discussion

3	Evolution of Management Theories	<i>Management</i> by Richard L. Daft	Lecture, reading
4	Planning as a Management Function	<i>Management</i> by Stephen P. Robbins & Mary Coulter	Case studies, exercises
5	Organizing: Structures and Design	Selected chapters from <i>Management</i> by Bateman & Snell	Group work, presentations
6	Motivation Theories and Applications	<i>Management</i> by Stephen P. Robbins & Mary Coulter	Role-play, discussion
7	Controlling and Performance Management	<i>Management</i> by Richard L. Daft	Quizzes, case analysis
8	Communication and Teamwork	Harvard Business Review articles on communication and teamwork/ Mid-Term Exam	Group exercises
9	Leadership Styles and Approaches	<i>Managing</i> by Henry Mintzberg	Video analysis, debate
10	Decision-Making in Management	Selected case studies from Harvard Business Publishing	Individual assignments
11	Conflict Management and Negotiation	Harvard Business Review cases on negotiation and conflict management	Group role-plays
12	Basics of Human Resource Management	<i>Management</i> by Stephen P. Robbins & Mary Coulter	Guest speaker, discussion
13	Strategic Management and Competitive Advantage	<i>Management</i> by Bateman & Snell/Human vs. AI decision-making How managers should lead AI adoption	Simulation games/McKinsey/Harvard Business Review
14	Organizational Change and Innovation	Articles and case studies from Harvard Business Review	Seminar discussion
15	Business Ethics and Corporate Social Responsibility	<i>Management</i> by Richard L. Daft	Case study, presentations
16		Final Exam	