

Identification	Subject (Code, title, credits)	MGT 303 Fundamentals of Management (6ECTS)	
	Department	Economics and Management	
	Program	Undergraduate	
	Term	Fall, 2026	
	Instructor	Sabina Guliyeva	
	E-mail	sabina.guliyeva@khazar.org	
	Classroom/hours	By appointment	
Prerequisites			
Language	English		
Compulsory/Elective	Compulsory		
Required textbooks and course materials	Core textbooks: <i>Robbins, S. P., Coulter, M. A., & Long, L. (2024). Management (16th ed.). Pearson.</i> Supplementary textbook: Hill, L. A., & Lineback, K. (Eds.). (2017). <i>HBR’s 10 must reads: The manager’s handbook</i> . Harvard Business Review Press. Erikson, T. (2019). <i>Surrounded by idiots: The four types of human behavior and how to effectively communicate with each in business (and in life)</i> . St. Martin’s Press.		
Course description	This course provides students with a foundational understanding of management principles, theories, and practices within organizations. It examines the core functions of management and their application in organizational settings, with emphasis on how managers plan, organize, lead, and control organizational activities. The course connects theoretical concepts with practical organizational contexts, enabling students to develop a strong foundation for further academic study and professional practice.		
Course objectives	The course aims to develop students’ understanding of fundamental management concepts, principles, and functions while strengthening their managerial thinking, analytical, and problem-solving skills. It also familiarizes students with contemporary management approaches and prepares them to address organizational challenges effectively in professional settings.		
Learning outcomes	- Demonstrate knowledge of core management theories, concepts, and processes. - Evaluate the responsibilities and strategic contribution of managers in organizational settings. - Apply appropriate leadership and motivational approaches to workplace situations. - Assess the role of delegation, collaborative work, and decision-making in achieving organizational objectives. - Examine the relationship between planning, organizational design, and performance control. - Integrate management principles when addressing practical challenges in organizations.		
Teaching methods	Lecture		✓
	Practical		✓
	Group discussions / Case Studies		✓
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm Exam	To be announced	30

	Attendance		5
	Activity		5
	Quizzes	To be announced	15
	Group Project	To be announced	10
	Final Exam	To be announced	35
	Total		100
Class policy	Late assignments will not be accepted without prior approval. Plagiarism or cheating will not be tolerated, and disciplinary action will follow. Deadlines are not flexible unless modified by the instructor. Active participation in discussions, case analyses, and experiential learning activities is expected. Contributions should demonstrate critical thinking, application of course concepts, and constructive collaboration with peers to foster a cooperative learning environment. Midterm Exam: The midterm exam will evaluate students' understanding of the main concepts, theories and applications covered in the first half of the course. The test can contain multiple choice questions, short answers, and analysis questions based on a case. Attendance: Students are expected to attend at least 75% of classes and demonstrate active listening during the class. Consistent attendance is crucial for understanding the course material and engaging in class discussions. Participation: Active participation involves being a contributor to discussion, participating in case studies, activities in course of learning and responding and acting intelligently to colleagues. The contributions must be based on critical thinking, and concept application. Students will be expected to be able to listen to others, to respect other opinions, and to create an environment of support and positive learning atmosphere. Quizzes: Periodic short graded and non-graded quizzes will be given to assess the student understanding of readings and lecture content assigned to them. Quizzes will be used to promote preparations and consolidate learning. Quizzes that are missed cannot be retaken, unless a valid reason is provided in advance and granted by the instructor. Group Presentation: Each team will make a presentation and discuss a chosen theme to the course. The presentation will be graded on content quality, depth of analysis, creativity and group work. Students will demonstrate all the tools of presenting professional presentation, organizing their ideas, creating efficient delivery techniques and proven teamwork. They must be able to combine theoretical and practical examples, as well as to discuss the material with the classroom. Final Exam: It can involve a series of multiple-choice questions, essays, case studies. The students should be able to show an in-depth knowledge of the different sections of the course and be able to synthesize their knowledge. Students are not only required to demonstrate their familiarity with facts but also understand how to apply theoretical models to real-life situations. Generative AI Policy: Students may use generative artificial intelligence (GenAI) tools to support learning activities in this course, especially during the development and improvement of ideas. All GenAI tools used must be declared in the submitted work, together with an explanation of their purpose and application, in line with the guidelines set out in Section 8. Students are responsible for checking the accuracy and trustworthiness of AI-generated information. The final		

		submission must clearly demonstrate the student’s independent thought, critical judgment, and personal intellectual input.	
Tentative Schedule			
Week	Date/Day Tentative	Topics	Textbook
1		Introduction to Management	Management
2		Guidelines for Using Generative Artificial Intelligence	Generativ Süni İntellektdən istifadə qaydaları
3		Basics of Managing in Today’s Workplace	Management
4		Planning	Management
5		Managing Strategy Organizing: Structure and Design	Management
6		Managing Human Resources	Management
7		Managing Groups and Teams	Management
8		Midterm Exam	
9		Leading: Leadership Principles and Styles	Management
10		Managing Communication Understanding Individual Behavior	Management The four types of human behavior
11		Motivating Employees and Managing Performance	Management
12		Monitoring and Controlling Current Issues in Managing Operations	Management
13		Change Management	Management
14		Global Management & Cross-Cultural Issues	Management
15		Group presentation	
16		Final Exam	

***Note:** This syllabus is tentative. The course topics and contents may be modified during the semester, and all the corresponding updated material will be provided in the end of every class so that the students will be guided appropriately by the instructor.