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| Identification | Subject | MGT 303 Fundamentals of Management - 3KU credits (6ECTS) | |
| | Program | Undergraduate | |
| | Department | Economics and Management | |
| | Term | Fall 2022 | |
| | Instructor | Hamid Alizade hamid.alizadeh@khazar.org | |
| | Classroom/hours | | |
| Prerequisites | ECON 100 Introduction to Economy | | |
| Language | English | | |
| Compulsory/Elective | Compulsory | | |
| Textbooks and course materials | Textbook: Fundamentals of Management: Management Myths Debunked/ Tenth Edition by Stephen P.Robbins, David A.DeCenzo, Mary Coulter 2016 | | |
| 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. | | |
| Course objectives | <i>Generic Objective of the Course:</i> <ul style="list-style-type: none">To provide students with the core concepts, methods and techniques of the principles of management <i>Specific Objectives of the Course:</i> <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-awarenes and personal capacities which are vital to becoming a manager. Gain three hours of credit towards graduation.0 | | |
| Learning outcomes | At the end of this course students will be able to: <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 contingency variables.Explain the concept of the 'boundaryless organization'.Understand the benefits of a 'learning organization'.Define control as a function of management.Assess the importance of managing positively in a changing environment. | | |
| Teaching methods | Case analysis | | x |
| | Group discussion | | x |
| | Experiential exercise | | x |
| | Lecture | | x |
| Evaluation Criteria | Methods | Date/deadlines | Percentage (%) |
| | Midterm Exam | | 30 |
| | Class Attendance | | 5 |
| | Activity | | 5 |
| | Case analysis | | 10 |
| | Quiz | | 10 |
| | Final exam | | 40 |
| Policy | Attendance: Students exceeding the 25% absence limit will not be allowed to participate at final exam. Activity: Activity shall mean active participation i.e., asking and answering the question, contribute with insights and feedback, and demonstrate willingness and dedication to be part of an overall class discussion. Quizzes: There will be 2 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. Case analysis: Case analysis will be based on an essay. The cases will be provided during the lesson and will focus on the taught material. Case will be based on real world business. | |
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| Week | Date/Day (tentative) | Topics | Textbook/Assignments |
| 1 | | Managers and Management, History Module | Ch.1 |
| 2 | | The Management Environment | Ch.2 |
| 3 | | Integrative Managerial issues | Ch.3 |
| 4 | | Foundation of Decision Making, Quantitative, Module | Ch.4 |
| 5 | | Foundations of Planning | Ch.5 |
| 6 | | Organizational Structure and Design | Ch.6 |
| 7 | | Managing Human Resources/ Career/ Module; Building your career | Ch.7, Quiz 1 |
| 8 | | Midterm | |
| 9 | | Foundations of individual behavior | Ch.9 |
| 10 | | Understanding Groups and Managing Work Teams | Ch.10 |
| 11 | | Motivating and Rewarding Employees | Ch.11 |
| 12 | | Leadership and Trust | Ch.12, Case analysis |
| 13 | | Foundation of Control | Ch.14 |
| 14 | | Operations Management | Ch.15, Quiz 2 |
| 15 | | Final exam | |