

Identification	Subject (code, title, credits)	MGT 305 Management - 3KU credits (6 ECTS)	
	Department	Economics and Management	
	Program (undergraduate,graduate)	Undergraduate	
	Term	Fall 2022	
	Instructor	Antony Jose	
	E-mail:	antony.jose@khazar.org	
	Classroom/hours	41 Mehseti street (Neftchilar campus), room 416 old, Khazar University	
Prerequisites	ECON 100 Introduction to Economy		
Language	English		
Compulsory/Elective	Compulsory		
Required textbooks and course materials	Main Textbook: Textbook: Stephen P. Robbins, Mary Coulter, Management, 11th edition or later. Supplementary materials: the Economist and HBR magazines.		
Course outline	This course focuses on the principles and practices used in management and decision- making in a business enterprise, other enterprises and in general. Students also study concepts and philosophies of planning, organizing, controlling and leadership and apply them to contemporary issues in management.		
Course objectives	<u>Generic Objective of the Course:</u> To provide students with the core concepts, methods and techniques of principles of management <u>Specific Objectives of the Course:</u> To learn organizational principles, concepts, procedures, and technologies used by managers. Acquire some practical organizational skills, and managerial way of thinking. Develop self-awareness and personal capacities which are vital to becoming a manager. Define and Understand relationship between Management, Leadership and Vision/Mission with regards to globalization and today’s ever-changing innovative world. This 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		X
	Presentation		X
	Case analysis		X
	Course paper		X
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm Exam		30
	Class Attendance		5
	Activity		5
	Assignment and quizzes		10
	Project		10
	Final Exam		40
	Total		100

Policy	<p><u><i>Academic Integrity</i></u> Every student is expected to familiarize himself or herself with the academic honesty policy of Khazar University. Any evidence of cheating and/or plagiarism will be penalized to a full grade as per the university guidelines. As defined by dictionary.com: Plagiarism is an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author:</p> <p><u><i>Grading and Class Requirements</i></u> Attendance is mandatory. Students may not miss more than one session, and in this case the instructor should be notified about student's absence beforehand (not less than 24 hours before the class). <u>Tardiness – students submitting assignments beyond deadlines in excess of an average 25% for all assignments during the semester will lose 3 points out of a maximum of 10 points. Do not expect the instructor to entertain email OR TEAMS personal chat requests for increasing points not deserved. Mistakes in counting points will, however, be entertained.</u></p> <p><u><i>Case Studies:</i></u> All Students are expected to answer case studies, preferably, based on the combination of all of the following criteria. (a) Quote factual sources through a minimum use of case study text, (b) Quote links or publications (APA Style) (c) your own discernment (d) Organizational Theories (e) a resulting explanation that focuses on the heart of the issue at hand & (f) Suggestions on how to improve the situation.</p> <p><u><i>Assignments:</i></u> Be sure to give yourself plenty of time to complete various assignments not to be overwhelmed and tempted to inadvertently claim another's work as your own (Plagiarism). Any suspicious assignment submission will be checked for plagiarism. Clearly, you will not learn or benefit cognitively by plagiarizing. Deadlines are to be strictly followed. Remember, the Instructor too has deadlines. No requests of extending deadlines will be entertained. Doing so will result in a Error 404, page not found i.e. your emails will go un-answered and disappear into the ethernet. Points will be lost for not submitting assignments on time (normally 10% of assignment grade for every late day of submission).</p> <p><u><i>Project-Chapter Presentation:</i></u> The end-of-semester Project-Chapter presentation (of Student's individual choices) will take place INDIVIDUALLY and graded by your course Instructor (70% weight) and classmates (30% weight) based on the following criteria:</p> <ol style="list-style-type: none"> <u>Not reading from the phone/computer/pages</u> <u>Covering relevant important sub-topics mentioned in the presentation chapters</u> <u>Quoting personal and practical examples/ to explain the topic/issue</u> <u>In-class activities to explain the topic/issue.</u> <u>Sticking to the allotted time (15 - 30 minutes per Student – depending on the # of students per class).</u> <u>Depth of information presented.</u> <u>Not looking at the instructor while presenting your chapter content.</u> <p><u><i>Evaluation Methodology</i></u> 1) Attendance is mandatory and will be recorded 10 minutes into the beginning of every class. Some topics not covered in the textbook will be introduced in lectures to help better understand the subject. This may be asked during the exams. (2) Secondly, experience suggests that comprehension of course material and exam performance is directly proportional to efforts of students who regularly attend, are attentive and participate during lectures. Students found talking incessantly or disrupting the class with unnecessary comments will be given 2 warnings after which they will be politely asked to leave the class and may lose one point (per event) under the category 'Class participation'. (3) Thirdly, participation during lecture promotes lively discussion and benefits the entire class, including the lecturer him/herself. Since the teaching medium is English, all students are expected to continuously develop their knowledge and abilities in writing and conversing in English for this subject.</p>
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Tentative Schedule				
Week	Date/Day (tentative)	Topics		Textbook
1	20 September	- Class Introduction and Discussion of Course Outline - Chapter 1: Management and Organizations- Introduction to Management and its concepts	Chapter 1: Management and Organizations- Introduction	Chapter 1
2	27 September	Chapter 2 Understanding Management's Context: Constraints and Challenges Chapter 3 Managing in a Global Environment	Chapter 3 Managing in a Global Environment	Chapter 2,3
3	04 October	QUIZ 1 Chapter 4 Managing Diversity	Chapter 4 Managing Diversity	Chapter 4
4	11 October	Chapter 5 Managing Social Responsibility and Ethics Chapter 6 Managing Change and Innovation - - Review	Chapter 5 Managing Social Responsibility and Ethics	Chapter 6
5	18 October	Chapter 7 Managers as Decision Makers Chapter 8 Foundations of Planning	Chapter 13 TEAMS	Chapter 7
6	25 October	QUIZ 2 Chapter 8 (continued) Chapter 9 Strategic Management, including module "Planning Tools and Techniques" Review	QUIZ 2 (CLASSES 1 – 5) Strategic Management	
7	01 November	Midterm Exam		
8	08 November	Chapter 10 Basic Organizational Design		Chapter 10
9	15 November	Chapter 12 Managing Human Resources - "Managing your Career"		
10	22 November	Chapter 13 Managing Teams		Chapter 13
11	29 November	Chapter 14 Understanding Individual Behavior Chapter 15 Managers and Communication		
12	06 December	QUIZ 3 Chapter 15 (continued) Chapter 16 Motivating Employees		
13	13 December	Chapter 17 Managers as Leaders Review		
14	20 December	Chapter 18 Introduction to Controlling		
15	27 December	QUIZ 4 Chapter 19 Managing Operations		
16	TBD	Final exam		

* Chapters highlighted in Red Fonts above (or gray in case of B & W printouts) may or may not be covered in class. Students are expected to study the contents of these chapters and submit assignments as requested by the instructor. Any change to the above syllabus will be communicated in advance to the students through Microsoft TEAMS.