

Identification	Subject	MGT 303 Fundamentals of Management - 3KU credits (6ECTS)	
	Program	Undergraduate	
	Department	Economics and Management	
	Term	Fall 2023	
	Instructor	Hamid Alizade hamid.alizadeh@khazar.org	
	Classroom/hours	Saturday, room 45, 18:30-21:00	
Prerequisites	THM 102 Introduction to Tourism		
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	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-awareness 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	To be announced	30
	Class Attendance		5
	Activity		5
	Case analysis	During classes	10
	Quiz	7 th and 15 th week	10
	Final exam	To be announced	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.		

		<p>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:</p> <p>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.</p>	
Week	Date/Day (tentative)	Topics	Textbook/Assignments
1		Managers and Management, History Module	Ch.1 Fundamentals of Management: Management Myths Debunked/ Tenth Edition by Stephen P.Robbins, David A.DeCenzo, Mary Coulter 2016
2		The Management Environment	Ch.2 Fundamentals of Management: Management Myths Debunked/ Tenth Edition by Stephen P.Robbins, David A.DeCenzo, Mary Coulter 2016
3		Integrative Managerial issues	Ch.3 Fundamentals of Management: Management Myths Debunked/ Tenth Edition by Stephen P.Robbins, David A.DeCenzo, Mary Coulter 2016
4		Foundation of Decision Making, Quantitative, Module	Ch.4 Fundamentals of Management: Management Myths Debunked/ Tenth Edition by Stephen P.Robbins, David A.DeCenzo, Mary Coulter 2016
5		Foundations of Planning	Ch.5 Fundamentals of Management: Management Myths Debunked/ Tenth Edition by Stephen P.Robbins, David A.DeCenzo, Mary Coulter 2016
6		Organizational Structure and Design	Ch.6 Fundamentals of Management: Management Myths Debunked/ Tenth Edition by Stephen P.Robbins, David A.DeCenzo, Mary Coulter 2016
7		Managing Human Resources/ Career/ Module: Building your career Quiz 1	Ch.7 Fundamentals of Management: Management Myths Debunked/ Tenth Edition by Stephen P.Robbins, David A.DeCenzo, Mary Coulter 2016 , Quiz 1
8		Midterm	

9		Managing Change and Innovation	Ch.8 Fundamentals of Management: Management Myths Debunked/ Tenth Edition by Stephen P.Robbins, David A.DeCenzo, Mary Coulter 2016
10		Foundations of Individual Behavior	Ch.9 Fundamentals of Management: Management Myths Debunked/ Tenth Edition by Stephen P.Robbins, David A.DeCenzo, Mary Coulter 2016
11		Understanding Groups and Managing Work Teams	Ch.10 Fundamentals of Management: Management Myths Debunked/ Tenth Edition by Stephen P.Robbins, David A.DeCenzo, Mary Coulter 2016
12		Motivating and Rewarding Employees	Ch.11 Fundamentals of Management: Management Myths Debunked/ Tenth Edition by Stephen P.Robbins, David A.DeCenzo, Mary Coulter 2016, Case analysis
13		Leadership and Trust	Ch.12 Fundamentals of Management: Management Myths Debunked/ Tenth Edition by Stephen P.Robbins, David A.DeCenzo, Mary Coulter 2016
14		Managing Communication and Information	Ch.13 Fundamentals of Management: Management Myths Debunked/ Tenth Edition by Stephen P.Robbins, David A.DeCenzo, Mary Coulter 2016, Quiz 2
15		Foundations of Control Quiz 2	Ch.14 Fundamentals of Management: Management Myths Debunked/ Tenth Edition by Stephen P.Robbins, David A.DeCenzo, Mary Coulter 2016
16		Final Exam	