

Identification	Subject	MGT 305 Management - 3KU credits (6ECTS)	
	Program	Undergraduate	
	Department	Economics and Management	
	Term	Fall 2023	
	Instructor	Khumar Huseynova khumar.huseynova@khazar.org	
	Classroom/hours	Saturday 11:50-13:20, room 307N	
Prerequisites	ECON 10 Introduction to Economics		
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"><li>To provide students with the core concepts, methods and techniques of the principles of management</li></ul> <i>Specific Objectives of the Course:</i> <ul style="list-style-type: none"><li>To learn organizational principles and know concepts, procedures, and technologies used by managers.</li><li>Acquire some practical organizational skills, and managerial way of thinking.</li><li>Develop the self-awareenes and personal capacities which are vital to becoming a manager.</li></ul> Gain three hours of credit towards graduation.0		
Learning outcomes	<b>At the end of this course students will be able to:</b> <ul style="list-style-type: none"><li>Explain the different approaches to defining management and the standard cycle of the management process.</li><li>Explain how the values that management holds can impact an organization.</li><li>Examine how a manager can add value to an organization.</li><li>Recognize the value of delegating.</li><li>Analyze the leadership styles of managers.</li><li>Examine what and how to motivate employees.</li><li>Understand and apply leadership and motivation theories.</li><li>Understand the use of roles when working as a team.</li><li>Identify decision making style.</li><li>Recognize own commitment levels and the commitment levels of others to the organization's goals.</li><li>Explain how planning adds to an organization's goals.</li><li>Define the concept of organizational structure.</li><li>Demonstrate a knowledge of organizational design options.</li><li>Understand contingency variables.</li><li>Explain the concept of the 'boundaryless organization'.</li><li>Understand the benefits of a 'learning organization'.</li><li>Define control as a function of management.</li><li>Assess the importance of managing positively in a changing environment.</li></ul>		
Teaching methods	Case analysis		x
	Group discussion		x
	Experiential exercise		x
	Lecture		x
Evaluation Criteria	Methods	Date/deadlines	Percentage (%)
	Midterm Exam	11.11.2023	30
	Class Attendance		5
	Activity		5
	Case analysis	09.12.2023	10
	Project	23.12.2023	10
	Final exam	To be announced	40
Policy	<b>Attendance:</b> Students exceeding the 25% absence limit will not be allowed to participate at final exam. <b>Activity:</b> 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. <b>Quizzes:</b> There will be 2 quizzes		

		throughout the course. Project will cover Financial Literacy topics that students will participate in edu.e-cbar.az Case analysis: <b>Case analysis</b> 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.	
<b>Week</b>	<b>Date/Day (tentative)</b>	<b>Topics</b>	<b>Textbook/Assignments</b>
1	16.09.2023	Managers and Management, History Module	Ch.1
2	23.09.2023	The Management Environment	Ch.2
3	07.10.2023	Integrative Managerial issues	Ch.3
4	14.10.2023	Foundation of Decision Making, Quantitative, Module	Ch.4
5	21.10.2023	Foundations of Planning	Ch.5
6	28.10.2023	Organizational Structure and Design	Ch.6
7	04.11.2023	Managing Human Resources/ Career/ Module: Building your career	Ch.7
8	11.11.2023	<b>Midterm</b>	
9	18.11.2023	Foundations of individual behavior	Ch.9
10	25.11.2023	Understanding Groups and Managing Work Teams	Ch.10
11	02.12.2023	Motivating and Rewarding Employees	Ch.11
12	09.12.2023	Leadership and Trust	Ch.12, Case analysis
13	16.12.2023	Foundation of Control	Ch.14
14	23.12.2023	Operations Management/ <b>project</b>	Ch.15
15	Yanvar 2024	<b>Final exam</b>	