

Identification	Subject (Code, title, credits)	MGT 303 Fundamentals of Management - 3KU credits (6ECTS)
	Department	Economics and Management
	Program	Undergraduate
	Term	Fall, 2024
	Instructor	Elkhan Gurbanli
	E-mail:	elkhan.gurbanli@khazar.org
	Classroom/hours	41 Mehseti street (Nefitchilar campus), Khazar University
	Office hours	By appointment
Prerequisites	THM 102 Introduction to Tourism	
Language	English	
Compulsory/Elective	Compulsory	
Required Textbooks and Course Materials	<p>Core Textbook: Management / Stephen P. Robbins, Mary Coulter. — 11th ed. p. cm. 2019.</p> <p>Supplementary materials: Management, Richard L. Daft, 2021.</p> <p>https://elearn.daffodilvarsity.edu.bd/pluginfile.php/925812/mod_resource/content/3/Management-Stephen.P%20Robbins.pdf</p>	
Course Website	<p>This course combines traditional face-to-face classes with online learning. For support learning following websites can be used:</p> <p>https://www.uagc.edu/blog/5-principles-of-great-management</p> <p>https://theintactone.com/</p>	
Course Outline	<p>This course provides an introduction to the fundamental principles, concepts, and techniques of management. It explores essential managerial functions such as planning, organizing, leading, and controlling. The course emphasizes understanding how managers contribute to achieving organizational goals and developing effective strategies in a dynamic global business environment. It is designed to provide students with a comprehensive understanding of what management entails and how it plays a pivotal role in the success of any organization. Through a combination of theoretical frameworks and practical applications, students will learn to navigate the complexities of modern management in a global context.</p>	
Course Objectives	<p>Objectives given below are designed to provide a clear direction for the course, focusing on essential management skills and concepts.</p> <ul style="list-style-type: none"> • Understand the Role of Management: Define management and describe its key functions (planning, organizing, leading, and controlling) and recognize the roles and responsibilities of managers at various levels of an organization. • Analyze Business Environments: Assess internal and external factors that influence management decisions, including globalization, competition, and organizational culture. • Apply Management Theories: Use classical and contemporary management theories to analyze real-world business scenarios and suggest appropriate managerial actions. • Develop Planning and Decision-Making Skills: Demonstrate the ability to create business plans, set objectives, and make informed decisions using analytical tools and techniques • Examine Leadership and Motivation: Explore various leadership styles and motivation theories, and understand how they can be applied to enhance employee performance and team dynamics. • Enhance Communication and Interpersonal Skills: Understand the importance of effective communication in a managerial role and develop skills to handle communication barriers in the workplace. • Understand Human Resource Management Principles: Learn the fundamentals of managing people, including recruitment, selection, training, development, and performance evaluation 	
Learning Objectives	<p>By the end of this course students will be able to:</p> <ul style="list-style-type: none"> • Understand the role of managers and the importance of management in organizations. 	

	<ul style="list-style-type: none"> Analyze and apply basic management principles to real-world situations. Develop skills in planning, decision-making, and problem-solving. Explore effective leadership styles and communication strategies. Recognize the significance of organizational culture, ethics, and corporate responsibility. 		
Teaching Methods	Lecture		X
	Group Discussion		X
	Experiential Exercise		X
	Case analysis		X
	Methods	Date/deadlines	Percentage (%)
Evaluation	Midterm Exam	To be announced	30
	Class Attendance		5
	Class activity		5
	Quizzes	Week 3/10	10
	Project/Presentation	Week 9/10/11/12	10
	Final Exam	To be announced	40
	Total		100
Policy	<p>Assignments / reports submitted by email will not be accepted under any circumstances.</p> <p>Attendance: Students exceeding the 25% absence limit will not be allowed to participate at final exam.</p> <p>The quizzes: There will be three 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.</p> <p>Presentation/Project: There will be presentations or a project. A situation will be given to students; a leader will be chosen. They will analyze the situation according to knowledge they learned. If it is a presentation the work of the group will not only be graded based on the job they did, but also how they were successful to work as a team. If it is a project it will be graded individually.</p> <p><u>Cheating / Plagiarism</u></p> <p>Cheating or other plagiarism during the Quizzes, Mid-term and Final Examinations will lead to paper cancellation. In this case, the student will automatically get zero (0), without any considerations.</p> <p>Class Activity: Students will work in small groups to solve real-world management challenges. Each group will be assigned a scenario, such as managing a team during a restructure or allocating limited resources between competing projects. They will have 20 minutes to discuss and devise a solution, considering factors like resource management, team dynamics, and company goals. Following their discussion, each group will present their solution, explaining their decision-making process and addressing potential risks. The class will provide feedback and engage in a discussion to explore different management approaches. This activity helps students apply management principles, develop problem-solving skills, and improve teamwork.</p>		
Week	Date/Day (tentative)	Topics	Textbook/Assignments
1		Administrative environment Functions of management	Chapter 1 Chapter 2
2		Purpose and Basic Principles of Management	Chapter 3
3		Leadership and Leadership Theory	Chapter 4
4		Fundamentals of planning. Managing strategy	Chapter 5, Quiz 1
5		Organizational structure and design	Chapter 6
6		Managing human resources	Chapter 7
7		Managing changes and innovations	Chapter 8
8		Midterm Exam	
9		Fundamentals of organizational behavior	Chapter 9
10		Groups. Managing work commands	Chapter 10
11		Motivation systems	Chapter 11
12		Leadership	Chapter 12, Quiz 2

13		Managing communications and information	Chapter 13
14		Supervision and Monitoring	Chapter 14 Layout work
15		Performance measurement techniques	Chapter 14
16		Final Exam	