

Identification	Subject (code, title, credits)	MGT 305 Management– 3KU credits (6 ECTS)	
	Department	Economics and Management	
	Program	Undergraduate	
	Term	Fall 2024	
	Instructor	Toghrul Nabiyeu	
	E-mail:	Toghrul.nabiyeu@khazar.org	
	Classroom/hours	41 Mehseti street (Neftchilar campus), room 416 old , Khazar University	
Prerequisites	ECON 101 Introduction to Economics		
Language	English		
Compulsory/Elective	Compulsory		
Required textbooks and course materials	Main Textbook: Textbook: Stephen P. Robbins, Mary Coulter, Management, 16th edition - 2024.		
Course outline	<p>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.</p> <p>Benefits of the course: Understanding Organizational Structures; Leadership and Decision-Making Skills; Strategic Thinking; Teamwork and Collaboration; Time and Resource Management; Ethical and Social Responsibility.</p>		
Course objectives	<p><u>Generic Objective of the Course:</u></p> <ul style="list-style-type: none"> To provide students with the core concepts, methods and techniques of principles of management <p><u>Specific Objectives of the Course:</u></p> <ul style="list-style-type: none"> 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. This course also explores how managers can adapt themselves to unexpected conditions. 		
Learning outcomes	<p>At the end of this course students will be able to:</p> <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; Define the concept of organizational structure. 		
Teaching methods	Lecture		X

	Group discussion	X	
	Presentation	X	
	Case analysis	X	
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm Exam		30
	Class Attendance		5
	Activity		5
	Quizzes	Week 6 and week 14	10
	Project	Week 15	10
	Final Exam		40
	Total		100
Policy	<p>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. Quizzes will be based on end-of-chapter questions and (or) case studies. The main goal is to prepare students for the exams. Students should be able to answer open-ended questions. Project: Project will be group work and questions will cover main part of total course material. In the project, students will be asked to answer questions based on organizational structure, management styles, and company strategy for the chosen international company and interpret their results.</p>		

Tentative Schedule

Week	Date/Day (tentative)	Topics	Textbook
1		Class Introduction and Discussion of Course Outline Chapter 1 Managers and You in the Workplace	Chapter 1
2		Chapter 3 Making Decisions	Chapter 3
3		Chapter 4 Influence of the External Environment and the Organization's Culture	Chapter 4
4		Chapter 5 Diversity, Equity and Inclusion	Chapter 5
5		Chapter 6 Managing in a Global environment Chapter 7 Managing Social Responsibility and Ethics	Chapter 6, 7
6		Quiz 1 Chapter 8 Foundation of the Planning	Chapter 8
7		Chapter 9 Managing Strategy Review	Chapter 9
8		Midterm Exam	
9		Chapter 10 Design organization Structure	Chapter 10
10		Chapter 11 Managing Human Resources	Chapter 11
11		Chapter 13 Understanding and Managing Individual Behavior	Chapter 13
12		Chapter 14 Motivating Employees	Chapter 14
13		Chapter 15 Managing Groups and Teams	Chapter 15
14		QUIZ 2 Chapter 18 Management Control	Chapter 18
15		Review Project	
16	TBD	Final exam	

* Any change to the above syllabus will be communicated in advance to the students through Microsoft TEAMS.