

Identification	Subject	MGT 305 Management - 3KU credits (6ECTS)	
	Program	Undergraduate	
	Department	Economics and Management	
	Term	Fall 2024	
	Instructor	Khumar Huseynova	
	E-mail	khumar.huseynova@khazar.org	
	Classroom/hours	Thursday 18:30-21:00	
	Office hours	By appointment	
Prerequisites	ECON 101 Introduction to Economics		
Language	English		
Compulsory/Elective	Compulsory		
Textbooks and course materials	<i>Textbook:</i> Fundamentals of Management: Management Myths Debunked/ 11 Edition, 2020 by Stephen P.Robbins, David A.DeCenzo, Mary Coulter		
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	<p><i>Generic Objective of the Course:</i></p> <ul style="list-style-type: none"> ▪ To provide students with the core concepts, methods and techniques of the principles of management <p><i>Specific Objectives of the Course:</i></p> <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. <p>Gain three hours of credit towards graduation.0</p>		
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 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	TBA	30
	Class Attendance		5
	Activity		5
	Project 1	During the semester	10
	Project 2	During the semester	10
	Final exam	TBA	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. **Projects** will cover Financial Literacy topics that students will participate in edu.e-cbar.az. **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.

Week	Date/Day (tentative)	Topics	Textbook/Assignments
1		Managers and Management, History Module	Ch.1
2		The Management Environment	Ch.2
3		Integrative Managerial issues	Ch.3
4		Foundation of Decision Making, Quantitative, Module	Ch.4
5		Foundations of Planning	Ch.5
6		Organizational Structure and Design	Ch.6
7		Managing Human Resources/ Career/ Module: Building your career	Ch.7
8		Midterm	
9		Foundations of individual behavior	Ch.9
10		Understanding Groups and Managing Work Teams	Ch.10
11		Motivating and Rewarding Employees	Ch.11
12		Leadership and Trust	Ch.12, Case analysis
13		Foundation of Control	Ch.14
14		Operations Management/ project	Ch.15
15		Operations Management/ project	Ch.15
16		Final exam	