

Identification	Subject (Code, title, credits)	MGT 305 Management– 3KU credits (6 ECTS)	
	Department	Economics and Management	
	Program	Undergraduate	
	Term	Fall 2025	
	Instructor	Anar Muradov	
	E-mail:	anar.muradov@khazar.org	
	Classroom/hours	By appointment	
	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 explores the core principles and practices of management and decision-making within business and other organizational contexts. Students will examine key concepts in planning, organizing, controlling, and leadership, and learn how to apply these ideas to real-world management challenges.</p> <p>What you’ll gain from this course:</p> <ul style="list-style-type: none">• A clear understanding of organizational structures and how they function• Enhanced leadership and decision-making skills• The ability to think strategically and plan effectively• Experience in teamwork and collaborative problem-solving• Improved time and resource management abilities• Awareness of ethical and social responsibilities in management		
Course objectives	<p><u>General Objective:</u></p> <ul style="list-style-type: none">• To give students a solid understanding of the fundamental concepts, methods, and techniques in management. <p><u>Specific Objectives:</u></p> <ul style="list-style-type: none">• Learn the core principles, concepts, processes, and tools that managers use in organizations.• Develop practical organizational skills and adopt a managerial way of thinking.• Build self-awareness and personal abilities that are essential for effective management.• Explore how managers can adapt and respond to unexpected challenges in real-world situations.		
Learning outcomes	<p>By the end of this course, students will be able to:</p> <ul style="list-style-type: none">• Explain different approaches and standards in the management process.• Understand how a manager adds value and its impact on the organization.• Apply management ethics and recognize social responsibilities.• Learn and practice effective delegation techniques.• Identify and use leadership styles to motivate and guide employees.• Understand team roles and how to work effectively in a team.• Recognize the importance of diversity in the workplace.		
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 who exceed 25% absence will not be allowed to take the final exam.</p> <p>Class Participation: Active participation includes asking and answering questions, sharing insights, providing feedback, and showing commitment to class discussions.</p> <p>Quizzes: There will be two quizzes during the course. They will be based on end-of-chapter questions and/or case studies. The main goal is to help students prepare for exams and practice answering open-ended questions.</p> <p>Project: The project will be done in groups and will cover the main course topics. Students will analyze an international company, examining its organizational structure, management styles, and strategy, and then interpret their findings.</p> <p>Cheating/plagiarism Cheating or other plagiarism during the Quizzes, Mid-term and Final Examination will lead to paper cancellation. In this case, the student will automatically get zero (0), without any considerations.</p> <p>Professional behavior guidelines The students shall behave in the way to create favorable academic and professional environment during the class hours. Unauthorized discussions and unethical behavior are strictly prohibited.</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		Chapter 8 Foundation of the Planning / Quiz 1	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		Chapter 18 Management Control / Quiz 2	Chapter 18
15		Review/ Project	