

Identification	Subject (Code, title, credits)	MGT 305 – Management– 3KU credits (6 ECTS)	
	Department	Economics and Management	
	Program (Undergraduate, graduate)	Undergraduate	
	Term	Fall 2023	
	Instructor	Bahadır Baysal	
	E-mail:	bbaysal@khazar.org	
	Phone:	+994124217916 (256)	
	Classroom/hours	Monday 13:40 - 16:50 41 Mehseti street (Neftchilar campus), Khazar University	
Prerequisites	ECON 101 Introduction to Economics		
Language	English		
Compulsory/Elective	Compulsory		
Required textbooks and course materials	Main Textbook: Stephen Robbins and Mary Coulter Management (2021) 15 th Edition Richard L. Daft (2012) Management 10 th edition. Understanding of Management Richard Draft (2002) 12 th edition		
Course outline	This course is designed to provide you a broad information about management. It will provide a basic framework regarding the role and functions of a manager for better understanding. We will explain the principles, concepts and methods used to carry out these role and functions. Main topics for management are planning, organizing, leading, controlling and other organization related issues.		
Course objectives	The aim of this course is allowing students to think and act like a manager and become successful manager with the given knowledge. The course confers the functions of management and the methods and techniques that are used by managers to accomplish organization`s goals. The course also explores how managers can adapt themselves to unexpected conditions.		
Learning outcomes	Upon successful completing this course, students will be able to: <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.•		
Teaching methods	Lecture		X
	Presentation		X
	Case analysis		X
	Course paper		X
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm Exam	Week 8	30
	Class Attendance		5
	Activity		5
	Project	Week 14	10
	Presentation	Week 15	10
	Final Exam	Week 16	40
	Total		100
Policy	Attendance: Students exceeding the 25% absence limit will not be allowed to participate at final exam.		

		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 Presentation & Project: There will be presentations and 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 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.	
Tentative Schedule			
Week	Date/Day (tentative)	Topics	Textbook
1	Week 1	Managers and You in the Workplace	Stephen Robbins and Mary Coulter Management Chapter 1
2	Week 2	Influence of the External Environment and the Organization’s Culture Managing in a Global Environment	Stephen Robbins and Mary Coulter Management Chapter 3,4
3	Week 3	Managing Diversity Managing Social Responsibility and Ethics	Stephen Robbins and Mary Coulter Management Chapter 5,6
4	Week 4	Managing Change and Disruptive Innovation	Stephen Robbins and Mary Coulter Management Chapter 7
5	Week 5	Foundations of Planning	Stephen Robbins and Mary Coulter Management Chapter 8
6	Week 6	Managing Strategy	Stephen Robbins and Mary Coulter Management Chapter 9
7	Week 7	Entrepreneurial Ventures	Stephen Robbins and Mary Coulter Management Chapter 10
8	Week 8	<u>Mid - t e r m E x a m</u> / Class continues	
9	Week 9	Designing Organizational Structure	Stephen Robbins and Mary Coulter Management Chapter 11
10	Week 10	Managing Human Resources Managing Communication	Stephen Robbins and Mary Coulter Management Chapter 12, 14
11	Week 11	Understanding and Managing Individual Behavior	Stephen Robbins and Mary Coulter Management Chapter 15
12	Week 12	Motivating Employees	Stephen Robbins and Mary Coulter Management Chapter 16

13	Week 13	Being an Effective Leader	Stephen Robbins and Mary Coulter Management Chapter 17
14	Week 14	Controlling People and Operations/ Project	Stephen Robbins and Mary Coulter Management Chapter 18
15	Week 15	Presentation Wrap-up; Review of final exam	
16	Week 16	Final exam	

This syllabus is a guide for the course and any modifications to it will be announced in advance.