

Subject name: Basics of management		subject code: GMXBM1CBNF GMXBM1CBLF	weekly/semester hours: full time: 2Lc+2Pr+0lab part-time: 10Lc+10Tgy+0lab
Credits: 4 Requirement: midterm mar		Pre-requirement: -	
Subject owner: Dr. Horváth Szilárd	Beosztás: assistant professor	Faculty and Department name: Keleti Károly Faculty of Business and Management Department of Marketing, Management and Methodology	
Way of Assessments: successful completion of a written exam			
Course description: The organisation as a goal-oriented system. Organisational roles. Leadership aptitude, leadership skills. Functions of leadership. Requirements for leaders. Planning future directions. Organisational goals. Strategic success factors. Leadership styles, characteristics of leadership. Leadership motivation. Effective communication in leadership. Organisation of management information, negotiation, meeting management. Leadership methods. Group methods in leadership. Time management of the leader, the importance of time in leadership. Effectiveness and measurement of management work. Continuous organisation and leadership development, change and change management. Foundations of transformational leadership. Leadership development. Concepts, understanding, areas of activity and methods of organisation. Organisation theory. Basics of organisational activity. Organisational goals, processes and organisations. Sub-technologies of organisation.			
Detailed description of the subject, schedule			
Education weeks	Topics for lectures and practices		
1.	Introduction to the subject. Conditions for completing the subject.		
2.	Management trends		
3.	Informal and formal groups in the organization. Organizational forms.		
4.	Leadership styles. Management methods		
5.	Motivation, motivational theories		
6.	Workforce development, internal training. Leadership training.		
7.	The changing environment of management. Strategic planning, strategic management		
8.	The decision as a managerial activity. Decision models		
9.	Theory of communication, types of organizational communication. Conflict management.		
10.	Project management and process management		
11.	Change management (test)		
12.	Risk management		
13.	Functional management		
14.	Closing the subject. Evaluation of results. test		
Mid-term requirements			
Midterm papers, exams, submissions:			
1.	Writing the final test on the lecture surface		
2.	Writing 1 test on the practice		
3.	Preparing the tasks and presentations required for the practices		
4.	Active participation in the practices		

<p>The signature requirement, the method used to form an exam mark:</p> <p>Absence from classes may not exceed the amount specified in the TVSZ. Online test 20 points.</p> <p>Writing 1 test during the semester is 40 points</p> <p>practical tasks 40 points</p> <p>In the case of all sub-tasks, 50% must be completed</p> <p>Evaluation of the semester:</p> <p>0-60%: unsatisfactory (1);</p> <p>61-70 %: satisfactory (2);</p> <p>71-80%: average (3);</p> <p>81-90 %: good (4);</p> <p>91-100%: excellent (5).</p>
Professional competences to be acquired
<p>a) knowledge</p> <ul style="list-style-type: none"> - Knowledge of the basic, broad concepts, theories, facts, national economic and international contexts of economics, relevant economic actors, functions and processes. - Acquire the basic theories and characteristics of the micro and macro levels of organisation of the economy, and have a command of basic methods of information gathering, mathematical and statistical analysis. - Knowledge of the rules and ethical standards of cooperation in projects, teams and work organisations, project management. - Knowledge of the functioning and organisation of commercial enterprises, the main work processes and techniques of commercial activity. Knowledge of logistics processes. - To know the methods and background of e-business. - Possess a basic professional vocabulary of economics in your mother tongue and at least one foreign language. <p>b) abilities</p> <ul style="list-style-type: none"> - Plan and organise economic activities, projects, small businesses and business organisations, manage and control. By applying the theories and methods learnt, he/she identifies facts and basic relationships, organises and analyses, draws independent conclusions, makes critical observations, prepares proposals for decisions, and makes decisions in routine and partly unfamiliar contexts, both national and international. - Follows and interprets global economic and international business processes, changes in economic policy and related policies and legislation relevant to the field, their effects, and takes them into account in his/her analyses, proposals and decisions. - The ability to present professional proposals and positions, professionally formulated from a conceptual and theoretical point of view, orally and in writing, in Hungarian and in a foreign language, according to the rules of professional communication. - Ability to cooperate with other fields of knowledge and socio-economic subsystems. - Ability to communicate in written, oral and modern info-communication tools in a foreign language. <p>c) attitude</p> <ul style="list-style-type: none"> - In the effort to achieve quality work, he/she is problem-sensitive, proactive, constructive, cooperative and proactive in projects and team work. - Receptive to new information, new professional skills and methodologies, open to new tasks and responsibilities requiring autonomy and cooperation. - Seeks to develop his/her knowledge and working relationships, in cooperation with colleagues. - Efforts to make self-learning a means to achieve their professional goals. - Seeks to take decisions in complex or unexpected decision-making situations, taking full account of legal and ethical standards. - Receptive to the opinions of others, sectoral, regional, national and European values (including social, social and ecological, sustainability aspects). <p>d) autonomy and responsibility</p> <ul style="list-style-type: none"> - independently carries out and organises the tasks defined in the job description under general professional supervision. - Assumes responsibility for his/her analyses, conclusions and decisions.

- Independently leads, organises and manages a department, a work group, a company or a small enterprise in an economic organisation, taking responsibility for the organisation and the co-workers.
- Assume responsibility for compliance with professional, legal and ethical standards and rules relating to work and conduct.
- Gives presentations and conducts discussions independently. Participates independently and responsibly in professional forums within and outside the organisation.

Literature

Required:

David Robbins, Stephen P. and Coulter, Mary and De Cenzo (2014): Fundamentals of Management, Global Edition, Pearson Education Limited

George, Jennifer M., Hill, Charles W.L. and Jones, Gareth R. (2011): Contemporary Management. Irwin McGraw-Hill; Global Edition

Williams, C. (2005): Management. Third Edition, South-Western College Publishing, a division of Thomson Learning

Recommended:

1. DuBrin, A.: Management Essentials. (9th edition). New Delhi: Cengage Learning, 2012

2. Hitt, M. A., Freeman, R. E., & Harrison, J. S.: Handbook of strategic management. Malden, MA: Blackwell, 2001

3. Tidd, J & Bessant, J.: Managing innovation : integrating technological, market and organizational change, 6th edition, Wiley, 2018