

## Tárgytematika / Course Description

### Management

**KGNB\_MMTA039**

**Tárgyfelelős neve /**

**Teacher's name:** dr. Lőre Vendel

**Félév / Semester:** 2020/21/1

**Beszámolási forma /**

**Assesment:** Vizsga

**Tárgy heti óraszám /**

**Teaching hours(week):** 2/2/0

**Tárgy féléves óraszám /**

**Teaching hours(sem.):** 0/0/0

### OKTATÁS CÉLJA / AIM OF THE COURSE

The aim of this course is to introduce students to planning, organization, control and leadership. It will provide knowledge and tools for future managers to understand and utilize management literature. Students are expected to know basic term and concepts of management in order to participate. Additionally, the course aims to help students' self-assessment and insights, to promote collaboration and management skills (such as time management, motivation, communication, teamwork prioritization or conflict management). The composition of the course is based on the latest methods, thus builds on several source materials. Besides class participation, students are expected to process handouts and case studies, or watch suggested video materials to obtain professional self-development skill and adopt life-long learning.

### TANTÁRGY TARTALMA / DESCRIPTION

Week	Topic	
	Lecture	Seminar
1.	Introduction and course requirements, structure and assessment	Introduction and time management. 7 habits of highly effective people
2.	Basics of management: terms and definitions	Roles of managers: management functions, governance
3.	Organizational environment / Business environment	Case study on organizational environment
4.	Planning and strategy, ethics and corporate social responsibility	Business plan analysis: context, critical points
5.	Organization: structures, models and processes	Business planning: practice

6.	Simple and functional organization model	Student presentations
7.	Divisional and matrix organization models	Case study on organization structures
8.	Process management	Flowcharts - Assignment
9.	Personnel management	Case study
10.	Motivation	Motivational training
11.	Leadership models	Case study
12.	Teams management and organizational communication	Case study
13.	Controlling	Controlling case study
14.	Exam	Evaluation and feedback

### **SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESMENT'S METHOD**

Exam registration will be authorized (“aláírás”) based on active course participation and preparation, which includes reading the distributed materials, case studies, submitting assignments.

Grades are based on the written exam (60%) and the seminar participation (40%).

The written exam can be completed during the time of the last lecture or in the exam period. Students will be tested on their knowledge in a combination of short question and longer essay-type questions or case studies. Points from seminar participation will come from active participation during class, the assessment of allocated assignments and group presentations. Details and submission platform will be available on Moodle (SZE-learning).

#### Grading scheme:

0-59 points: fail (1)

60-69 points: pass (2)

70-79 points: satisfactory (3)

80-89 points: good (4)

90-100 points: excellent (5)

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## **KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL**

Distributed materials (articles, case studies, videos, etc.)

Textbook: <https://open.lib.umn.edu/principlesmanagement/>

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