

**Tárgytematika / Course Description****Management****KGNB\_MMTA040****Tárgyfelelős neve /****Teacher's name:** dr. Kurucz Attila**Félév / Semester:** 2021/22/2**Beszámolási forma /****Assesment:** Vizsga**Tárgy heti óraszám /****Teaching hours(week):** 2/0/0**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 not just to know but apply the 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 very practical oriented tools and 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**

Lecture 1. Introduction and course requirements, structure and assessment 2. Basics of management: terms and definitions 3. Organizational environment / Business environment 4. Planning and strategy, ethics and corporate social responsibility 5. Organization: structures, models and processes 6. Simple and functional organization model 7. Divisional and matrix organization models 8. Case study and assignment 9. Personnel management and communication 10. Motivation 11. Leadership models 12. Group assignment and presentation 13. Controlling 14. Closing session for evaluation and sum up the lessons learned.

---

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

Exam registration will be authorized (“aláírás”) based on active course participation and the two submitting assignments.

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

The oral 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 one discussion about a case. Points from seminar participation will come from active participation during class, the assessment of allocated assignments and group presentations.

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)

---

## **KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL**

Distributed materials (articles, case studies, videos, etc.) can be found on [szelearning.sze.hu](http://szelearning.sze.hu).

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