

Óbuda University Keleti Faculty of Business and Management										
GVXME1ABNE		Basics of management								
Department:		Institute of Economics and Social Sciences 1084 Budapest, Tavaszmező u. 17.					ECTS:		5	
Training		Full-time			Language:		English		Semester	2019/20/1
Training Programme		Technical Management BSc								
Responsible professor for course		Dr. Parragh Bianka			Professor:		Dr. Parragh Bianka			
Required preliminary										
Number of classes (week/semester):		Weekly	Lecture:	2	Practice:	0	Laboratory:	0	Consultation:	0
Obtaining grade:		midterm grade								
Requirements for signature:										
Assessment:		<p>For credit, a minimum 40 % of possible points are necessary, otherwise no affirming signature will be issued. If the student is absent from more than 30 % of the semester's tutorial classes, the student is not entitled to receive the signature, and will not receive a passing grade. There is no difference between justified and not-justified absences. Europass CV!</p> <p>Obtaining a semester-confirming signature during the first 10 business days of the examination period:</p> <p>Submitting corrected or new papers, or obtaining a minimum of 50 % of possible points.</p> <p>Conditions for receiving grades during the semester:</p> <p>Work during the semester: As agreed with the professor of the lecture and with the professor of the tutorial classes, in the framework of small groups (2-3 students), reports and presentations must be prepared by the student, after a preliminary consultation and a draft The presentation is due in the second half of the semester.</p> <p>Obtaining a passing grade during the first 10 work days of the examination:</p> <p>Submitting corrected or new papers, or obtaining a minimum of 50 % of possible points.</p> <p>Obtaining exam grades:</p> <p>Written paper in the examination period. Exams must be attended on a specified examination date. There will be 3 examination dates, one of these in the last week of the examination period. Exam dates and the number of students who can attend each date will be determined by the professor who is responsible for the subject in consultation with the student</p> <p>Method for calculating the grades:</p> <p>The final grade of the semester is determined by the exam results or by points acquired through studies: (maximum number of points: 100): The exam has a share of 60 %, work during the semester 40 %:</p> <p>51 points and above sufficient 63 points and above average 75 points and above good 86 points and above excellent</p>								
Goal of the subject:		Acquiring management theory and practice. Self-management, development of leaders' personality characteristics, managerial-organizational knowledge, learning methods and techniques for applying these. Development of interpersonal communication skills necessary for managerial activity. Mechanisms of decision, problem –solving techniques and their correct application.								
Requirements during the semester:		Participation in the tutorial classes is mandatory. Participation in the lectures is recommended.								
Week		Topics (lecture)								
1.		Basic management concepts (economy and society formations, management, leadership, requirements and roles of managers and that of leaders, views of the future, managerial tasks, leadership functions, activities of a manager								
2.		Individual and organizational goals, factors of successful leadership, fundamental theory topics, the organization, as a target-oriented system.								
3.		Basic milestones of scientific development, the classical school, human-centred schools of thought, structural theories.								
4.		Japanese management and leadership. A comparison between American and Japanese leadership theories. Z theory.								
5.		Case study – text understanding exercise.								
6.		Case study – text understanding exercise.								
7.		The organization. The organization and its environment. Internal characteristics of the organization. Organizational structures.								
8.		Motivation. Decision making as a leadership activity. Groups in an organization. Handling problems and solving problems.								
9.		Student presentations								

10.	Student presentations
11.	Leadership functions and -theories. Strategic management, project management.
12.	Continuous development of the organization. Hungarian SMEs environment.
13.	Written examination.
14.	Written examination.
Week	Lecture (practice)
1.	
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14.	
	Required literature
1	Dr. Bianka Parragh (2011.) „Management” – a digitally available textbook of theory and practice, Óbuda University, VMI
2	
3	
4	
	Recommended literature
1	Manfred Kets de Vries (2006): The leadership mystique - Leading behaviour in the human enterprise, Prentice Hall Derek Rowntree (2006): The Manager's checklists, Pearson Prentice Hall
2	
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Quality assurance method:	
	Developed competencies