

Unit of Study:	Management		Subject code:	GVMMD1KTNC	
Institute:	Institute of Enterprise Management (1084 Budapest, Tavaszmező str. 15-17.)			Credits:	3
Course type:	Full-time	Language:	English	Term:	Spring
Major:					
Lecturer-in-charge:	Bianka Parragh, Ph.D.	Lecturer(s)::	Bianka Parragh, Ph.D.		
Prerequisites:					
No. of sessions per week/term:	Weekly	Lecture:	2	Seminar:	0
		Lab:	0	Consultation:	0
Exam/Course assignment:	Midterm exam				
Course objectives:	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.				
Course assessment:	<p>For credit, a minimum 40 % of possible points are necessary, otherwise no affirming signature will be issued.</p> <p>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.</p> <p>Europass CV!</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),</p>				

	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.
Week (consultation)	Course content
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-orientated system
3.	Basic milestones of scientific development, the classical school, human-centred schools of thought, structural theories
4.	Hungarian SMEs environment. Human resources management.
5.	Case study – text understanding exercise.
6.	Case study – text understanding exercise
7.	Japanese management and leadership. A comparison between American and Japanese leadership theories. Z theory The organization.
8.	The organization and its environment. Internal characteristics of the organization. Motivation. Decision-making as a leadership activity.
9.	Groups in an organization. Group methods and group techniques in the leadership. Handling problems and solving problems.
10.	Organizational structures. Organizational behaviour. Intellectual and creative group techniques. Organization conflicts. The culture of an organization.
11.	Leadership functions. Leadership theories. Planning future guidelines. Strategic planning.
12.	Student presentations.
13.	Written examination. Student presentations
14.	Written examination.

Assessment (method of assessment, make-ups and re- sits):	<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> <table data-bbox="544 344 1050 595"> <tr> <td>51 points and above</td> <td>sufficient</td> </tr> <tr> <td>63 points and above</td> <td>average</td> </tr> <tr> <td>75 points and above</td> <td>good</td> </tr> <tr> <td>86 points and above</td> <td>excellent</td> </tr> </table>	51 points and above	sufficient	63 points and above	average	75 points and above	good	86 points and above	excellent
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Course completion (written or oral exam, test, etc.):	<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>								
Compulsory literature:	<p>Dr. Bianka Parragh (2016.) „Management” – a digitally available textbook of theory and practice, Óbuda University, VMI</p>								
Recommended literature:	<p>Manfred Kets de Vries (2006): The leadership mystique - Leading behaviour in the human enterprise, Prentice Hall</p> <p>Derek Rowntree (2006): The Manager’s checklists, Pearson Prentice Hall</p>								
Additional material:									
Quality management aspects:	<p>TÜV CERT EN ISO 9001:2000</p>								