

Óbuda University
Keleti Faculty of Business and Management

Unit of Study:	Basics of management		Subject code:	GVXME1ABNE	
Institute:	Department of Enterprise Management (1084 Budapest, Tavaszmező str. 15-17.)		Credits:	6	
Course type:	Full-time	Language:	English	Term:	Fall / Spring
Major:					
Lecturer-in-charge:	Gábor László, Ph.D.	Lecturer(s):	Gábor László, Ph.D.		
Prerequisites:					
No. of sessions per week/term:	Weekly	Lecture:	2	Seminar:	2
		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:	Participation in the tutorial classes is mandatory. Participation in the lectures is recommended. Condition to receive credit: 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!				
Week (consultation)	Course content				
1.	Basic management concepts I (Management and Organizations. Management History Module including Historical Background of Management. Adam Smith The Wealth of				

	Nations in 1776. Industrial Revolution/Fredrick Winslow Taylor. The theory of scientific management/General Administrative Theory. Henri Fayol. Max Weber)
2.	Basic Management Concept II. Will also pay special attention to 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
3.	Organizing People and Designing Structures I. Basic Organizational Design, Adaptive Organizational design
4.	Organizing People and Designing Structures II. Managing Human Resources, Managing Your Career Module, how to create and develop a corporate structure in the process of change, features of a learning organization, recruitment & selection, employee development and talent, performance evaluation and reward systems, career path and career portfolio, CV europass, motivation letter and backup for job interview))
5.	Individual Career Task.
6.	Leading and Motivating for Success I. The organization and its environment. Internal characteristics of the organization. Motivation.
7.	Leading and Motivating for Success II. Decision-making as a leadership activity. Leadership functions. Leadership theories. Planning future guidelines. Strategic planning.
8.	Managing Teams. Understanding Individual Behavior. (how to handle the process of group development, how to handle conflicts and group creative problem solving techniques
9.	Managers and Communication (written and oral and horizontal vertical and diagonal communication, communication planning and strategy)
10.	Planning Methodologies and Tools I. (Foundations of Planning, Strategic Management, Planning Tools and Techniques including SWOT and PESTEL analysis.)
11.	Planning Methodologies and Tools II. (5F Porter and Porter Diamond, setting vision, mission and strategic goals and objectives, governance issues)
12.	Student presentations
13.	Student presentations. Written Examination
14.	Written Examination
Assessment (method of assessment, make-ups and re-sits):	<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>51 points and above sufficient 63 points and above average 75 points and above good 86 points and above excellent</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 %: 51 points and above sufficient 63 points and above average 75 points and above good 86 points and above excellent</p>
<p>Course completion (written or oral exam, test, etc.):</p>	
<p>Compulsory literature:</p>	<p>Stephen P. Robbins, Mary Coulter (2012): Management. Pearson Prentice Hall. Bianka Parragh (2019): Basics of Management. Digitally textbook.</p>
<p>Recommended literature:</p>	<p>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</p>
<p>Additional material:</p>	
<p>Quality management aspects:</p>	