



SUBJECT DATASHEET

BASICS OF MANAGEMENT

BMEGT20A005

I. SUBJECT DESCRIPTION

1. SUBJECT DATA

Subject name

BASICS OF MANAGEMENT

ID (subject code)

BMEGT20A005

Type of subject

contact lessons

Course types and lessons

<i>Type</i>	<i>Lessons</i>
Lecture	4
Practice	0
Laboratory	0

Type of assessment

term grade

Number of credits

5

Subject Coordinator

<i>Name</i>	<i>Position</i>	<i>Contact details</i>
Dr. Szabó Tibor	assistant professor	szabo.tibor@gtk.bme.hu

Educational organisational unit for the subject

Department of Management and Business Economics

Subject website

<https://edu.gtk.bme.hu>

Language of the subject

magyar - HU; angol - ENG

Curricular role of the subject, recommended number of terms

Programme: **BA in Management and Business Administration**
Subject Role: **Compulsory**
Recommended semester: **1**

Programme: **BA in International Business**
Subject Role: **Compulsory**
Recommended semester: **1**

Programme: **BA in Finance and Accounting**
Subject Role: **Compulsory**
Recommended semester: **1**

Programme: **BSc in Engineering Management**
Subject Role: **Compulsory**
Recommended semester: **1**

Direct prerequisites

<i>Strong</i>	None
<i>Weak</i>	None
<i>Parallel</i>	None
<i>Exclusion</i>	None

Validity of the Subject Description

Approved by the Faculty Board of Faculty of Economic and Social Sciences, Decree No: 5881478/13/2024 registration number. Valid from: 11.12.2024.

2. OBJECTIVES AND LEARNING OUTCOMES

Objectives

The aim of the course is to give participants an insight into the basic theoretical and practical knowledge of the management discipline. It is important for the audience to understand the fundamental difference between a manager and a leader, the descriptors and drivers of the behavior of managers and subordinates, the specifics of groups in the work environment, and the rules for designing and operating the organization. In discussing the topics, we refer to the applicable management methods and their effects on the members of the organization and on the team performance. During the discussion of each topic, we present real problems and possible solutions through practical examples.

Academic results

Knowledge

1. know all the important elements of the concept of management and organizational science, understands the connections that form the basis of managerial work.
2. have an overview of the interactions between organizations, managers and employees, and the operational practices of organizations.
3. have confident methodological knowledge in various areas of management, understands and understands the application possibilities and combination possibilities of the learned methodologies.

Skills

1. are able to synthesize the basic theories and concepts related to motivational, leadership and management functions developed with the development of management, to formulate rational arguments, ie to form and defend his / her opinion during discussions in different fields of communication.
2. confidently use the vocabulary of the management profession, the basic scientific concepts of the profession, and the elements of the special vocabulary based on them.

Attitude

1. accept that organizational behavioral phenomena arising from organizational culture are historically and socially defined and variable.
2. accept the historical and contemporary diversity of the Hungarian and European management tools and undertakes to represent these values.
3. are open to all forms of professional innovation, accepting theoretical, practical and methodological innovations.
4. are open to critical self-assessment, various forms of professional development, self-improvement methods of intellectual worldview and strives for self-development in these areas.
5. consciously represent the methods he uses in his own profession and accept the different methodological peculiarities of other disciplines.

Independence and responsibility

1. entering a professional work community, are able to perform and manage complex tasks in accordance with the professional expectations there.
2. organize its work and the activities of the employees working under its management with the independence and responsibility corresponding to its place in the organizational structure.
3. are independent, constructive and assertive in forms of cooperation inside and outside the institution.

Teaching methodology

Lectures

Materials supporting learning

- A tárgyhoz kapcsolódó tananyag letölthető a Moodle rendszerből a tantárgy oldaláról.
- Subject materials can be downloaded from the Moodle system from the subject page.
- Bakacsi Gyula – A szervezeti magatartás alapjai. Semmelweis Kiadó, Budapest, 2015
- Cole, Chris – Management. Pearson, Frenchs Forest, 2010.
- Rollinson, Derek – Organisational Behaviour and Analysis. Pearson, Essex, 2008.
- Yukl, Gary – Leadership in Organizations. Pearson, Upper Saddle River, 2010

II. SUBJECT REQUIREMENTS

TESTING AND ASSESSMENT OF LEARNING PERFORMANCE

General Rules

The evaluation of the learning outcomes stated in 2.2: The subject has continuous assessment through 3 midterms which contain topics of almost equal weight.

Performance assessment methods

The evaluation is done in writing. A total of 30 points can be obtained based on the three midterms, each midterm is worth 10 points. The condition for passing the subject is to obtain a total of at least 15 points (50%) based on the combined results of the three midterms.

There is no minimum score criterion for each midterm.

Percentage of performance assessments, conducted during the study period, within the rating

- 1st midterm: 33
- 2nd midterm: 33
- 3rd midterm: 33
- total: 100

Percentage of exam elements within the rating

Conditions for obtaining a signature, validity of the signature

Issuing grades

Excellent	95
Very good	87-94
Good	75-86
Satisfactory	63-74
Pass	50-62
Fail	0-49

Retake and late completion

It is possible to replace/retake all three midterms. In the case of a replacement/retake, the result of the replacement/retake counts in the final result.

Coursework required for the completion of the subject

participation in contact hours	56
preparation for evaluation	94
total	150

Approval and validity of subject requirements

Consulted with the Faculty Student Representative Committee, approved by the Vice Dean for Education, valid from: 04.11.2024.

III. COURSE CURRICULUM

THEMATIC UNITS AND FURTHER DETAILS

Topics covered during the term

In order to achieve the learning outcomes set out in 2.2., the subject consists of the following thematic blocks. In the syllabus of the course announced in each semester, these topics are scheduled according to the calendar and other conditions.

- 1 Understanding the definition and functions of management
- 2 Management – Leadership – Governance relationship
- 3 Managerial skills and roles
- 4 Managerial trends
- 5 Organizations, organizational structures
- 6 Group work in organizations
- 7 Change management in organizations
- 8 Conflicts in the organization
- 9 Development cycles of organizations
- 10 Theories of leadership styles
- 11 Motivation theories
- 12 Power in organizations
- 13 Organizational policy and its application
- 14 Persuasion and negotiation
- 15 Models of organizational culture
- 16 Basics of human resource management

Additional lecturers

Approval and validity of subject requirements