



# **SUBJECT DATASHEET**

**Basics of management**

**BMEGT20RRR5000-00**

# I. SUBJECT DESCRIPTION

## 1. SUBJECT DATA

### Subject name

Basics of management

### ID (subject code)

BMEGT20RRR5000-00

### Type of subject

contact unit

### Course types and lessons

| <i>Type</i> | <i>Lessons</i> |
|-------------|----------------|
| Lecture     | 7              |
| Practice    | 0              |
| Laboratory  | 0              |

### Type of assessment

obtaining  
signature

### Number of credits

2

### Subject Coordinator

| <i>Name</i>       | <i>Position</i>     | <i>Contact details</i>   |
|-------------------|---------------------|--------------------------|
| Dr. Surman Vivien | associate professor | surman.vivien@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

### Curricular role of the subject, recommended number of terms

#### Direct prerequisites

*Strong* None

*Weak* None

*Parallel* None

*Exclusion* None

### Validity of the Subject Description

Approved by the Faculty Board of Faculty of Economic and Social Sciences, Decree No: 580387/26/2025 registration number. Valid from: 2025.05.28.

## 2. OBJECTIVES AND LEARNING OUTCOMES

### Objectives

The course aims to introduce students to various aspects of management fundamentals, including complaint management, ethical compliance, data protection, and remuneration, with particular attention to ESG aspects.

### Academic results

#### Knowledge

1. Has confident methodological knowledge in various subfields of management, understands and sees through the application and combination possibilities of the methodologies that was learned.
2. Knows the functioning of complaint handling systems, their role in the ESG framework
3. Knows the principles of ethics and compliance rules
4. Knows the basic concepts of data protection
5. Knows the basics of remuneration schemes, in particular ESG-related incentives

#### Skills

1. Able to recognize the main characteristics of basic leadership and management theories in practice and to develop rational arguments in relation to them.
2. Able to design and assess complaint handling processes
3. Able to identify ethical risks
4. Able to monitor data protection compliance
5. Able to design remuneration structures that integrate ESG considerations

#### Attitude

1. Consciously represents the management methods that he encounters in his own profession and field of expertise, and accepts the different methodological characteristics of other disciplines.
2. Cooperates with the lecturer and other students.
3. Committed to operating ethically and legally.
4. Uses the opportunities offered by IT tools in an integrated manner.

#### Independence and responsibility

1. Organizes his own work and the activities of the staff working under his supervision with the independence and responsibility appropriate to his position in the organizational structure.
2. Independently selects and applies the relevant problem-solving and analytical methods in solving the analytical tasks belonging to his / her field.
3. Able to independently identify and deal at a basic level with grievance, ethics, data protection or remuneration issues in an ESG project

### Teaching methodology

Online lecture

### Materials supporting learning

- Előadásmű - PPT slideshow

## II. SUBJECT REQUIREMENTS

### TESTING AND ASSESSMENT OF LEARNING PERFORMANCE

#### General Rules

The assessment of the learning outcomes stated in point 2.2. is based on an online Moodle test.

#### Performance assessment methods

Checking of learning the lecture slides.

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

#### Percentage of exam elements within the rating

#### Conditions for obtaining a signature, validity of the signature

Active participation in class and/or online consultation with the lecturer. Completing the questionnaire on the course's Moodle page by the deadline.

#### Issuing grades

|              |   |
|--------------|---|
| Excellent    | 0 |
| Very good    | 0 |
| Good         | 0 |
| Satisfactory | 0 |
| Pass         | 0 |
| Fail         | 0 |

#### Retake and late completion

The active participation in the contact lectures can be compensated during the semester by watching the recorded lectures afterward. There is no option for test retake.

#### Coursework required for the completion of the subject

|                               |    |
|-------------------------------|----|
| Előadás                       | 7  |
| Háttéranyagok feldolgozása    | 13 |
| Tananyag önálló elsajátítása  | 20 |
| Záróvizsgára való felkészülés | 20 |
| Total                         | 60 |

#### Approval and validity of subject requirements

Consulted with the Faculty Student Representative Committee, approved by the Vice Dean for Education, valid from: 05.05.2024.

# III. COURSE CURRICULUM

## THEMATIC UNITS AND FURTHER DETAILS

### Topics covered during the term

Subject includes the topics detailed in the course syllabus to ensure learning outcomes listed under 2.2. can be achieved.

- 1 Management skills, roles and trends
- 2 Leadership
- 3 Conflict management
- 4 Complaints handling
- 5 Ethics compliance, corruption and bribery
- 6 Data protection
- 7 Remuneration

### Additional lecturers

### Approval and validity of subject requirements