

Management and Business Economics

Code: MK3MEN1M4SX17-EN

ECTS Credit Points: 4

Evaluation: exam

Year, Semester: 4th year, 2nd semester

Its prerequisite(s): -

Further courses are built on it: Yes/No

Number of teaching hours/week (lecture + practice): 4+0

Topics:

The aim of the course is to provide students with a comprehensive knowledge of organization's operation and the role of leadership and organization. Understand the different forms of business, the stakeholders of a company, the concept of investments and economic analysis. Students should be able to analyse corporate costs and expenses, and make calculations. Acquire basic knowledge of human and wage management. The acquisition of basic relationships of corporate strategy and marketing.

Literature:

Compulsory:

- A. Griffiths, S. Wall: Economics for Business and Management, Pearson, 2011
- James C. Collins: Good to Great: Why Some Companies Make the Leap...and Others Don't, Harper Business, 2001
- P. Hawken: Growing a Business, Simon and Shuster, 1988

Schedule

1 st week Registration week	
2 nd week: Lecture: The company's core resources and processes	3 rd week: Lecture: The company as an organization
4 th week: Lecture: Management functions, manager roles, tasks	5 th week: Lecture: Organization theory
6 th week: Lecture: Theoretical basics of management methodology	7 th week: Lecture: Flow of information in the organisation
8 th week: 1 st drawing week	
9 th week: Lecture: Entrepreneur concept, stakeholders. Forms of companies	10 th week: Lecture: Corporate strategy, Business Plan
11 th week: Lecture: Concept of investments, economical analysis	12 th week: Lecture: Definition of costs, coverage calculation

13th week:

Lecture: Human resource management,
waging and motivation

14th week:

Lecture: Corporate marketing

15th week: 2nd drawing week

Requirements

A, for a signature:

Participation at lectures is compulsory. Students must attend lectures and may not miss more than three of them during the semester. In case a student does so, the subject will not be signed and the student must repeat the course. Attendance at lectures will be recorded by the lecturer. Being late is equivalent with an absence. In case of further absences, a medical certification needs to be presented. Missed lectures must be made up for at a later date, being discussed with the tutor.

Students have to write two mid-term tests during the semester. The first (40 points max) in the 8th, the second (40 points max) in the 14th week. At the end of the semester everybody will get a seminar grade on the basis of the following: (score/grade): 0-39 = fail; 40-50 = pass (2); 51-60 = satisfactory (3); 61-70 = good (4); 71-80 = excellent (5).

If somebody fails then he/she has to write both tests in the 1st week of the exam period again. If the result is 40 points (50%) or better, then he/she can take an exam. If somebody has to repeat his/her mid-term tests then his/her seminar grade can't be better than (2).

There will be homework week by week. Only students who have handed in all their homework at the time of the mid-term test will be allowed to write it. The problems have to be solved in the mid-term tests will be selected from the homework assignments.

B, for a grade:

Everybody will get an exam grade for their exam. The final grade will be the average of the seminar and the exam grade. If it is for example (3.5) then the lecturer decides if it is (3) or (4).

State Administration, Low & Estate Registering

Code: MK3GAZ2M4SX17-EN

ECTS Credit Points: 4

Evaluation: exam

Year, Semester: 4th year, 2nd semester

Its prerequisite(s): -

Further courses are built on it: Yes/No

Number of teaching hours/week (lecture + practice): 4+0

Topics:

This subject helps the students to understand the basics of a legal relationships. The subject also covers the organization of the, powers, duties, and functions of public authorities of all kinds engaged in administration; their relations with one another and with citizens and nongovernmental bodies; legal methods of controlling public administration; and the rights and liabilities of officials. The subject also helps the students understand the organization of a national legislature, the structure of the courts, the characteristics of a cabinet, and the role of the head of state, and the government. It introduces sources of law and legal method, business organizations and legal relationships, contracts including the supply of goods and services. Since Hungary is a part of the European Union the subjects also covers the basic knowledge of European Union Law.

Literature:

Compulsory:

- The basic Law of Hungary, Lóránt Schink, Balázs Schanda, András Zs. Varga, Clarus Press, 978-1-905536-45-0

Schedule

1st week Registration week

2nd week

Lecture: The introduction of Hungarian legal system, the basics, the Constitution, and the sources of law in Hungary and in the European Union.

4th week:

Lecture: The role of the local governments in Hungary, and the institutes of the local administration.

6th week:

Lecture: The basic legal phrases of the civil law in Hungary and in the law of the European Union, the sources of law, the legal relationships, the law system.

8th week: 1st drawing week

9th week:

Lecture: The most important features and rules of contracts in Hungarian and EU Law. The rules of the freedom of the contracts.

11th week:

Lecture: The working and development Estate Registry in Hungary, and the common rules in the European Union.

13th week:

Lecture: The Hungarian legal system compared with other legal systems in the European Union, examining the continental legal system, and the common law.

15th week: 2nd drawing week

3rd week:

Lecture: The basics of state administration, the legislative, executive bodies, the Parliament, the Government, the Head of state. The court system in general.

5th week:

Lecture: Hungary and The European Union, the history, the legal and institutional changes since Hungary joined the EU. The sources of Law in the European Union.

7th week:

Lecture: The most important features and legal rules of the legal person. The founding documents, the common rules of legal persons (entrepreneurships), the organization of legal persons.

10th week:

Lecture: Most important individual contracts in Hungarian and EU Law, especially sales contract, entrepreneurship contract, employment contract.

12th week:

Lecture: The practical introduction of the individual contracts, explaining the common rules and the differences.

14th week:

Lecture: Questions and answers, comparison of Hungarian legal system with the students home countries'.

Requirements

A, for a signature:

Participation at lectures is compulsory. Students must attend lectures and may not miss more than three occasions during the semester. In case a student does so, the subject will not be signed and the student must repeat the course. Students can't take part in any lectures with another group. Attendance at lectures will be recorded by the practice leader. Being late is equivalent with an absence. In case of further absences, a medical certification needs to be presented. Missed lectures must be made up for at a later date, being discussed with the tutor.

B, for a grade:

For their exam everybody will get an exam grade.