

## DESCRIPTION AND SYLLABUS

Name of the subject in Hungarian:	Management and Organization
Name of the subject in English:	Management and Organization
Credit value of the subject:	3
The code of the subject in the electronic study system:	BN-MANORG-03-EA
Classification of the subject:	Obligatory
Language of instruction (in case of non-Hungarian courses):	English
Institute or department responsible for the subject:	Institute of Management
Course type and number of contact hours:	Lecture, class per week: 2, class per semester: 0
Mode of study: (Full-time / Part-time):	Full-time training
The semester in which the subject is open for registration:	2022/2023 1st semester
Prerequisite(s):	-

### THE PURPOSE OF THE SUBJECT, LEARNING OUTCOMES:

This is an introductory course in organizational and management theories and practice. The main goal of the class is for students to get a comprehensive understanding of what organizations are and how they function. Emphasis will be on the development of management, organizational structures and functions, – both formal and informal – the impact of environmental forces, organizational culture, change and innovation. Throughout the semester, participants will have different individual and team tasks that aim to assess the level of understanding and appliance of these concepts in practical setting. By the end of the course students should be able to have a critical discourse regarding the world of organizations.

### SUMMARY OF THE CONTENT OF THE SUBJECT

The course is designed to facilitate a better understanding of the theoretical concepts of organizations and the processes of management. The key concepts of the course include basic management functions, behavioural aspects of management, as well as contemporary tendencies in the theory of organizational management.

### STUDENT'S TASKS AND PLANNED LEARNING ACTIVITIES:

Preparing for class will involve reading all weekly assignments and handing in (if given) any written assignments. Readings and assignments given out in the class are also compulsory. In order to be graded, assignments have to be turned in before the specified deadline!  
**NOTE: THIS IS NOT A ROTE MEMORY COURSE. YOU CAN NOT PARTICIPATE EFFECTIVELY IF YOU ARE NOT PREPARED, OR IF YOU ARE NOT IN CLASS. THEREFORE, REGULAR CLASS ATTENDANCE IS ADVISED.**

### EVALUATION OF THE SUBJECT:

The final grade will be constructed as follows:

Written exam: (100%)

Time of arrival: 5 minutes before the exam starts (check the exact time and date of your exam on Neptun)!

**NOTE:** students who will be late more than 5 minutes are not allowed to take the test (e.g. if you go to a theatre and arrive late, you're not granted permission to enter the room after the play has started);

Time frame: 60 minutes

Question types:

10 multiple-choice questions (there can be one or more correct answers to a question),

4 short, open-ended questions,

1 case study (with 2-3 possible questions connected to the given text);

Point system for evaluation: (the max. amount of points that you can achieve is 50)

0-10 p. = 1

11-20 p. = 2

21-30 p. = 3

31-40 p. = 4

41-50 p. = 5

Examination misconduct and irregularities:

Academic misconduct in examinations includes but is not limited to the following:

- Communicating with another student by oral, electronic or written means;
- Copying from another student;
- Introducing any written or printed materials into the examination.
- Use of mobile phones, smart watches, etc.

Please note: any action by a student contrary to the letter or spirit of these regulations, whether discovered during the examination or afterwards, may result in disqualification!

Offered grade can be given: No.

#### **OBLIGATORY READING LIST:**

- Robbins, Stephen P.: *Management*. Pearson, 2018
- STEPHEN LINSTAD, LIZ FULOP, SIMON LILLEY : MANAGEMENT AND ORGANISATION, PALGRAVE MACMILLAN, 2009
- WANKEL, CHARLES ED. : 21ST CENTURY MANAGEMENT: A REFERENCE HANDBOOK, SAGE PUBLICATIONS, THOUSAND OAKS, 2008
- WILLIAMS, CHUCK: Management, South-Western College Publishing, 2007