

Name of subject: Basics of Management	NEPTUN-code: GVXMA1QBNE	Number of hours: <i>lec+gs+lab</i> 1+1+0	Credit: 3 Requirements: examination
Course coordinator: Bianka Parragh PhD	Title: assistant lecturer	Prerequisite: -	
Subject content:			
<p>Management as a scientific discipline (theories and waves). Content of the managerial activity, skills and tasks. Decision like the centre of the managerial activity. Decision theories. Relationship of the leader and employees. Leadership styles and typology of the leadership. The organizations, structures (organogram) and characteristics. The successful and effective managers. Fields of management: strategic-, project-, innovation-, and marketing management, TQM. Environmentally friendly management. Deal and handle the problems, conflicts, crisis management. Goals for the Human Resource Management (recruitment and selection). Corporate culture and identity. Self management, communication skills, personality tests. Creation, creativity techniques. Case studies from the fields of decision, responsibility, emotions, moral. Recruitment and selection, demonstration of a job interview.</p>			
Bibliography:			
1. Dr. Bianka Parragh (2011): "Management" – digitally available textbook of theory and practice, Óbuda University, VMI			
2. Montana P. J. – Charnov B. H. (2008): Management, Barron's Educational Series			
3. Manfred Kets de Vries (2006): The leadership mystique – Leading behavior in the human enterprise, Prentice Hall			
4. Derek Rowentree (2006): The manager's checklists, Pearson Prentice Hall			