

2024-2025

COURSE DESCRIPTIONS

Program: BSc in Human Resource Management

Subject: Accounting

Number of hours: 45

Credits: 5

Assessment: Mid-term grade

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements. Students will get to know the rules of compiling financial statements in detail, and by the end of the semester, they will be able to independently compile the individual parts of the financial statements, as well as perform and interpret the tasks related to the year-end closing.

Knowledge:

Entrepreneurship and accounting. The concept, purpose and areas of accounting. The regulation of accounting, the Accounting Act. Types, information content and parts of accounting reports. The concept of the balance sheet, the content of each balance sheet line. The concept and types of the Profit and Loss Account, the categories of results. The content elements of the supplementary annex and the business report. The rules of auditing, disclosure, deposit, and disclosure. The concept and tasks of accounting closure, the issues of inventory and inventory, valuation principles and procedures.

Competences:

The students

- will know the basic concepts of accounting, the accounting information system, the components of the financial statements and the accounting processes supporting them;
- will know the relationships of accounting, will have an overview of the most important theoretical approaches, and will have mastered the basics of financial thinking;
- will be able to cooperate with other fields of knowledge and socio-economic subsystems;
- will be receptive to new information, new professional knowledge and methodologies, and open to taking on new, independent and cooperative tasks and responsibilities;
- will, under general professional supervision, independently perform and organize the tasks specified in the job description;
- will be able to take responsibility for their analyses, conclusions and decisions

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature: as announced by the teachers.

Subject: Fundamentals of Corporate Economics

Number of hours: 45

Credits: 6

Assessment: Exam

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

The basic concepts of corporate economics, the target system, stakeholders, organizational frameworks of companies, profit-oriented and non-profit organizations. Establishment, operation and dissolution of companies. Company theories. The environment of companies. The social role of the company. Market and market conditions. The economic role of the state. Characteristics of state-owned enterprises. Alternative economics and responsible business. Globalization and its impact on the activities of companies. The role and functions of competition. Key features of key corporate activities (marketing, innovation, production and service, logistics, human resource management, finance, information and knowledge management). Industry 4.0's impact on the company's activities and its elements. Enterprise Resource Planning Systems. The corporate strategy and the process of its implementation.

Competences:

The students

- will have knowledge of the basic, comprehensive concepts, theories, facts, national economic and international contexts of economics, with regard to the relevant economic actors, functions and processes;
- will have mastered the basic theories and characteristics of the micro and macro levels of organization of the economy, and will be in possession of the basic methods of information collection, mathematics and statistical analysis;
- will be receptive to new information, new professional knowledge and methodologies, and open to taking on new, independent and cooperative tasks and responsibilities

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Business Communication

Number of hours: 30

Credits: 3

Assessment: Mid-term grade

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

Communication in personal relationships. The process of communication. Communication as a personal competence. Conflicts in communication. Barriers to communication, physical barriers, semantic barriers. The role of psychological factors in personal communication. Communication during conflicts. Conflict management strategies. It is a competitive, cooperative, compromise, avoidant, adaptable strategy. Communication of cooperation. Communication tools for business cooperation. Team communication. Collaborate and communicate in the team. Communication techniques for problem-solving team meetings. Culture and communication. Planning business communication. Oral forms of business-organizational communication. Preparation for communication. Interviews. Presentations. Meetings, discussions.

Competences:

The students

- will know the rules of cooperation in a project, team, and work organization;
- will be able to present a professional proposal and position professionally formulated from a conceptual and theoretical point of view, orally and in writing, in Hungarian and foreign languages, in accordance with the rules of professional communication;
- will be receptive to new information, new professional knowledge and methodologies, and open to taking on new, independent and cooperative tasks and responsibilities;
- will be able to give lectures and lead debates independently. They will participate independently and responsibly in the work of professional forums within and outside the business organization.

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Business English 2

Number of hours: 45

Credits: 3

Assessment: Mid-term grade

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

1. Effective oral and written communication with business partners.

Communication via the phone, making and receiving phone calls, leaving and taking messages. Strategies to bridge communication breakdowns: paraphrasing, politely requesting repeating etc. Business correspondence: types of business letters and e-mails (asking for and giving information on products/services/terms of delivery etc. placing and confirming orders, asking for quotation, inviting business partners, accepting and politely declining invitations, placing complaints, responding to complaints etc.) Conventions of business letter/e-mail writing (content, structure and style), professional terms and conventional phrases used. Writing business reports.

Successful presentations: main parts, attention grabbing introductions, effective closings; discourse markers; visual backup, style, handling questions.)

Simulation: handling complaints. (Expressing dissatisfaction politely, making requests and demands, in writing and orally)

Case study: analysing data regarding consumer satisfaction about a product or a service; designing, writing up and presenting an action plan to remedy the situation.

2. Business ethics and etiquette

The relevance of cultural awareness in business communication. Safe topics of small talk, rules of polite behaviour and interaction in different cultures, aspects of body language and their relevance in polite communication. Different patterning of interaction, business negotiations and presentations in different cultures.

Case studies: analysing conflicts stemming from cultural differences. Roleplays: handling cultural clashes in business life.

Hospitality rules in different cultures, customs regarding gift giving, dress codes, time management in different cultures.

Business ethics: basic principles of ethical business conduct; unethical business practices and their consequences.

Case studies: analysing cases of unethical business behaviour. Simulation: how to resolve a business issue without breaking the rules of ethical behaviour?

3. Marketing

The concept of marketing. Marketing mix (4P). The most frequently used ways of influencing customers (advertising, sales, prize draws).

Case studies: typical features of effective marketing campaigns.

Small group project work: designing a marketing campaign and presenting it to the potential customer.

Competences:

The students

- will possess the basic professional vocabulary of economics in your native language and at least one foreign language;
- will understand and use the typical online and printed literature of the field in Hungarian and foreign languages;
- will be able to communicate in writing, orally and with modern info-communication tools, in a foreign language;
- will develop the attitudes necessary for successful intercultural communication

Teaching methodology:

The teaching is carried out by using interactive language teaching methods based on the traditions of communicative language teaching. During teaching, the instructor also uses info-communication devices. In order to intensively develop language skills, students solve pair and group tasks. Students are admitted to the different student groups on the basis of a language level assessment. Instructors provide online and printed materials for students upon request.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Competence and Incentives Management

Number of hours: 30

Credits: 4

Assessment: Exam

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

Interpretation of competence. Measurement of competence, application issues. Getting to know key competencies: objective or sensitive, calm or lively, assertive, team player (FLAG test), conflict management style (test Thomas-Killmann conflict management model), presentation and presentation, and leadership competencies. The relationship between competence and incentive management. Content theories of motivation (Maslow's theory of need-hierarchy motivation, Aldefer's theory of three-factor motivation, Herzberg's theory of two-factor motivation and Mleland's relationship-performance-power theory). Process theories of motivation (Vroom's theory of expectation, Adams' theory of fairness, Latham–Locke's theory of goal, Skinner's theory of reinforcement). Practical application of motivational questions, for example, motivating sales staff. The relationship between performance and motivation.

Competences:

The students

- will be familiar with the impact of competence development on individual and organizational skills, and the examination of human capital investments and returns.
- will be familiar with the analysis and coordination of labour market, interest reconciliation and human resource development processes, as well as the solution of related decision-making tasks in all areas of the economy.
- will be able to independently understand the latest professional knowledge of human resource management and apply it in his/her work.
- will be receptive to new information, new professional knowledge and methodologies, and open to taking on new, independent and cooperative tasks and responsibilities.
- will strive to develop their knowledge and working relationships, and to cooperate with their colleagues;
- will independently identify their training and development needs, and organize their own professional and general development

Teaching methodology:

Teacher presentations, workshops and individual assignments.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Economic History and Economic Philosophy

Number of hours: 30

Credits: 3

Assessment: Mid-term grade

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

It is a world-system approach to the history of the economy, a system of connections. The European Development Model and Hungary. Characteristics of the development of the Hungarian economy in different historical periods. The impact of philosophy on the economy. European Development Model and Hungary. The model of organic and subsequent development. The characteristics of the development of the Hungarian economy in the XVI-XX. centuries. The "search for a way" of the Hungarian economy after the 1956 revolution. The Consolidation of the Kádár Regime – Economy and Society in the Socialist Decades. The Impact of Regime Change on the Hungarian Economy. The relationship between economic performance and the structure of the economy. Changes and events after the turn of the millennium.

Competences:

The students

- will have the knowledge of the basic, comprehensive concepts, theories, facts, national economic and international contexts of economics, in relation to relevant economic actors, functions and processes;
- will follow and interpret the global economic and international business processes, the changes in the related policies and legislation relevant to the economic policy and the field, and their effects, and will take these into account in their analyses, proposals and decisions;
- will be receptive to the opinions of others towards sectoral, regional, national and European values (including social, social, ecological, sustainability aspects).

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Economics 2

Number of hours: 45

Credits: 6

Assessment: Exam

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

The concept, object and methods of analysis of macroeconomics. Sectors of the national economy. Measurement of macroeconomic performance and flow of income. Aspects of measuring macroeconomic performance and the system of indicators. Elements of aggregate demand. Consumption function, saving function. Investment demand. Government demand. Commodity market equilibrium. Income expenditure model. The multiplier. IS curve. The functions of money. The demand for money. The money supply. The balance of the financial markets. The financial market equilibrium and the LM curve. The IS-LM model. The aggregate demand curve. The impact of monetary policy, fiscal policy, external shocks on aggregate demand. The basic categories of the labour market. Unemployment. The supply of work. It is a production function and a marginal product of labour. The labour demand curve. Aggregate supply curve. Labour market equilibrium. Macroeconomic equilibrium and stabilization policy. Expansionary fiscal policy. Expansionary monetary policy. Macroeconomics in equilibrium and inflation. Inflation and the Fisher effect. The quantitative theory of money. Inflation and unemployment, Phillips curve. The open economy. Balance of payments and the foreign exchange market. The sources, the process, the equation of economic growth. Encouraging productivity growth. Sustainable development. New directions in economic methodology/economic philosophy.

Competences:

The students

- will have the knowledge of the basic, comprehensive concepts, theories, facts, national economic and international contexts of economics, with regard to the relevant economic actors, functions and processes;
- will have mastered the basic theories and characteristics of the micro and macro levels of organization of the economy, and is in possession of the basic methods of information collection, mathematics and statistical analysis;
- will follow and interpret the global economic and international business processes, the changes in the related policies and legislation relevant to the economic policy and the field, and their effects, and will take these into account in their analyses, proposals and decisions;
- will be receptive to new information, new professional knowledge and methodologies, and open to taking on new, independent and cooperative tasks and responsibilities.

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature: as announced by the teachers.

Subject: Human Resource Management and Administration

Number of hours: 45

Credits: 4

Assessment: Exam

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

Strategic Human Resource Management. HR strategy - a complex system of external environmental factors, internal characteristics, corporate strategy. The areas of Human Resource Management and the relationships between them. Future trends in HR. Methodology and possibilities of job and competence analysis. The process of recruitment, selection and onboarding. The performance evaluation system. Developing human resources through training. The importance of career management at the level of the individual and the organization. The importance of labour relations for HRM

Competences:

The students

- will have knowledge of the basic, comprehensive concepts, theories, facts, national economic and international connections of economics, in relation to the relevant economic actors, functions and processes;
- will know and understand the principles and methods of the management, organization and operation of management processes, the methodology of the analysis of management processes, the methodological foundations of decision preparation and decision support;
- will, by applying the theories and methods learned, explore, systematize and analyse facts and basic connections, formulate independent conclusions and critical remarks, prepare proposals for decision-making, make decisions on routine and partly unknown domestic and international environment;
- will be receptive to new information, new professional knowledge and methodologies, open to taking on new, independent and cooperative tasks and responsibilities;
- will strive to develop their knowledge and working relationships, and to cooperate with their colleagues;
- will be open to changes in the wider economic and social environment of the given job, work organisation or enterprise, will strive to follow and understand the changes;
- will take responsibility for their analyses, conclusions and decisions.

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Environmental Economics

Number of hours: 45

Credits: 5

Assessment: Mid-term grade

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

Interpretation and principles of sustainable development. The relationship between economic growth and environmental quality. Environmental impact. Kuznets curves. Characterization of well-being, well-being indicators. Macroeconomic indicators. Unevenness of income distribution. Measuring human development. UNDP index. Ecological footprint and its calculation. Natural resources. Overuse of public goods. Depleting and renewable resources. Non-extractable natural resources. Monetary assessment of the environment. The economics of environmental pollution. Basic types of pollution. External influences. Optimal size of externalities. Pigou and Coase's theories and environmental policy implications. Reducing pollution. Environmental policy instruments. Earth's atmosphere and climate change. Means of regulating environmental protection. Direct intervention, incentive-based regulation, self-regulation. Environmental regulation in the EU. Environmental risks of businesses. Eco-friendly products.

Competences:

The students

- will have knowledge of the basic, comprehensive concepts, theories, facts, national economic and international contexts of economics, with regard to the relevant economic actors, functions and processes;
- will be receptive to the opinions of others towards sectoral, regional, national and European values (including social, social, ecological, sustainability aspects);
- will be receptive to new information, new professional knowledge and methodologies, and open to take on new, independent and cooperative tasks and responsibilities.

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor. The student can access these in Neptun Meet Street.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: The European Union and Its Economic Policy

Number of hours: 30

Credits: 3

Assessment: Mid-term grade

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

Interpretation and areas of economic policy. Its role and significance in national and international aspects. Basics of integration theory. The EU and the liberal ideology. The development, structure and foundations of the functioning of the European Union. The EU's institutional system. Competences of the European Union. Decision-making and law-making in the EU. EU law. The internal market and the four fundamental freedoms. EU internal policies. The economic policy of the EU, the areas of economic policy. Economic and Monetary Union. Competition policy. Agricultural policy. Transport policy. Regional aid. Employment and social policy. Industrial and enterprise policy. Research and technological development policy. Energy policy. Environmental policy. Consumer policy. The EU's external policies. Enlargement of the European Union. Questions of economic philosophy of globalization and sustainability. Integration challenges and solutions in our days. Crisis management in the EU, opportunities for the emergence of new economic philosophical trends.

Competences:

The students

- will have knowledge of the basic, comprehensive concepts, theories, facts, national economic and international contexts of economics, in relation to the relevant economic actors, functions and processes, will follow and interpret the global economic and international business processes, the changes in the related policies and legislation relevant to the economic policy and the field, and their effects, and take these into account in their analyses, proposals and decisions;
- will be receptive to the opinions of others towards sectoral, regional, national and European values (including social, ecological, and sustainability aspects).

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: General English 2

Number of hours: 45

Credits: 0 (zero)

Assessment: Signature

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

Vocabulary Development and Grammar Skills in English

- Travelling; Holidays; Sights and sounds of a place; Story-telling; Past simple tense: regular and irregular forms. Writing short reports.
- Flats, houses, floor-plans. Asking for and giving directions; Writing a postcard. There is/There are; There was/There were; The Present Progressive tense; Present Simple or Present Progressive.
- Food and drinks; At a restaurant; Predicting the future; Future plans. Countable and uncountable nouns; to be going to...; quantifiers: much, a lot etc.
- Comparing and contrasting things, people; checking out of a hotel; Adjectives and adverbs; ; comparative and superlative forms of adjectives; comparative structures

Competences:

- By the end of the course, students will recall and strengthen their knowledge of the most basic grammatical structures, the most important functional language elements and vocabulary used in everyday situations;
- By the end of the course, the students' openness to foreign languages will increase, and their self-confidence will be strengthened; language learning strategies will have improved.

Teaching methodology:

- Interactive group work with lots of pair and small group speaking opportunities
- Simultaneous development of the four skills
- Classroom work supported by the exploitation of the possibilities provided by the interactive whiteboard
- Doing grammar drills at home

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Health Insurance and Pension Systems

Number of hours: 45

Credits: 5

Assessment: Exam

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

The aim of the course is for the student to become familiar with the current social security system, history of the pension insurance and thus to get a complete picture of the current cash benefits available in the field of pension insurance and health insurance, their eligibility conditions and the state coverage system for all these.

Competences:

Comprehensive knowledge of the social security system, as well as the acquisition of theoretical and practical knowledge necessary for the establishment and payment of the social security pension system and health insurance, as well as certain family support benefits.

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Analysing Interpersonal Problems

Number of hours: 30

Credits: 5

Assessment: Mid-term grade

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

Identification and conceptual scope of conflicts. Individual and organizational sources of workplace conflicts. Causes and their consequences. The crisis. Ways of conflict management. Self-assertion and problem focus. Gordon model. Workplace mobbing. Assertiveness at work. Conflict and communication: passive, aggressive, assertive behaviour. The relationship between stress and conflict at work. Workplace atmosphere and structure, intergroup conflicts. Leadership opportunities in the prevention, management and use of conflict to improve workplace efficiency and workplace climate.

Competences:

The students

- will be able to independently understand the latest professional knowledge of human resource management and apply it in their work;
- will be receptive to new information, new professional knowledge and methodologies, and open to taking on new, independent and cooperative tasks and responsibilities;
- will strive to develop their knowledge and working relationships, and to cooperate with their colleagues.

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: The Labour Market

Number of hours: 45

Credits: 5

Assessment: Exam

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

Employment and the labour market. Characteristics of the workforce. Employment and labour market characteristics in Hungary. Employment and the labour market in a European context. Employment policy in Hungary. Resources, headcount planning, productivity, recruitment. Atypical forms of employment. Self-employment. The role of labour market participants. Earnings-related support for the unemployed, its types. Active and passive employment policy instruments. Assessment of the situation in 2015-2022 in the light of the figures. Reasons for changes.

Competences:

The students

- will be familiar with the analysis and coordination of labour market, interest reconciliation and human resource development processes, as well as the solution of related decision-making tasks in all areas of the economy,
- will be receptive to new information, new professional knowledge and methodologies, and open to taking on new, independent and cooperative tasks and responsibilities.
- Swill strive to develop his/her knowledge and working relationships, and to cooperate with their colleagues in this field.

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Management

Number of hours: 30

Credits: 4

Assessment: Exam

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

Basic concepts (planning, leadership, organization, management), contingency theory, the system of environmental factors influencing the operation of organizations. The differences between manager, leader and governor. Management planning function. The basics of the strategy (its interpretation, objectives, planning and process). Problem identification, problem solving and decision-making. Types of decisions. Advantages and disadvantages of group decision-making. Types, advantages and disadvantages of decision-making procedures. Leading groups, groups in the organization, group types, group roles. Leadership control in the organization, the types of control. The role and tools of time scheduling in managerial work.

Competences:

The students

- will be familiar with the rules and ethical norms of cooperation in a project, teamwork organization, project management;
- will have a fundamental knowledge of economic activities, project design and the organization and control of smaller businesses;
- will be receptive to new information, new professional knowledge and methodologies, and open to taking on new, independent and cooperative tasks and responsibilities.

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Mathematics 2

Number of hours: 45

Credits: 6

Assessment: Exam

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

The concept of probability, axioms and theorems of probability theory, classical formula. Sampling. Conditional probability, multiplication rule. The absolute probability theorem, Bayes' theorem. Independence of events. Discrete and continuous random variables. Notable distributions. Central boundary distribution theorem. Chebyshev is inequality, the law of large numbers. Multidimensional distributions. Two-dimensional random variable and its expected value, covariance, correlation coefficient, conditional probability distribution. Regression function. Economic applications.

Competences:

The students

- will possess the basic methods of information gathering and mathematical analysis;
- by applying the theories and methods learned, will be able to explore, systematize and analyse facts and fundamental connections;
- will be receptive to new information, new professional knowledge and methodologies, and open to taking on new, independent and cooperative tasks and responsibilities;
- will take responsibility for their analyses, conclusions and decisions.

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Payroll Tasks

Number of hours: 30

Credits: 5

Assessment: Mid-term grade

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

Concepts of the payroll task, theoretical overview. Analysis and planning of wage costs and variable cost elements. The concept of an insurance relationship. The rules of working time and rest time. Remuneration for work. The concept and types of fringe benefits. The rules on employment relationships (full-time, part-time, commissioned, self-employed, partnership, entrepreneurial). Tax and contribution calculations for the employment relations. Getting to know the structure and use of the Kulcs-Soft Payroll Program. Recording of employee data. Recording of wage data. Set up tax breaks. Query the completed accounting data and information. Analytical payroll and payroll registration tasks (postings)

Competences:

The students

- will be familiar with the legislation related to human resource management and its changes, and he/she takes these into account in his/her analyses, proposals and decisions;
- will be able to independently understand the latest professional knowledge of human resource management and apply it in their work.
- will be open and receptive to new knowledge and changes in human resource management,
- will, under general professional supervision, independently perform and organize the tasks specified in the job description. They will be able to independently organize the analysis of economic processes, the collection, systematization and evaluation of data.
- will take responsibility for their analyses, conclusions and decisions.

Teaching methodology:

The curriculum is processed through seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Project Work

Number of hours: 30

Credits: 4

Assessment: Mid-term grade

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge and skills:

Students will be able to define specific goals for project-like tasks and plan the activity. They will be able to organize and implement a given project work, write a final study and present the results.

Task: Conceptualization, exploration and description of a problem related to human resource management that arises in the course of the activities of a specific company/organization with secondary and primary research tools, by developing a concrete plan in the problem-solving phase.

Competences:

- The aim of the course is to provide students with skills in planning, organizing, implementing project work, and presenting results and preparing a study. In order to achieve a given goal, if necessary, they should be able to cooperate, work in a group, and plan and implement their activities effectively. At the same time, they will be able to further develop and synthesize the knowledge they have acquired in the framework of previously completed marketing-related courses and research methodology subjects.
- The student is familiar with the rules and ethical norms of cooperation in a project, team, work organization, project management.
- The student plans and organizes an economic activity, a project, a small business, an economic organization, manages and supervises. By applying the theories and methods learned, he/she explores, systematizes and analyses facts and fundamental connections, formulates independent conclusions and critical remarks, prepares decision-making proposals, and makes decisions in routine and partly unknown - domestic and international - environments.
- The student is able to work effectively in HR projects, business organizations,
- In order to achieve quality work, the student is problem-sensitive, proactive, constructive, cooperative and proactive in a project or in the case of group assignments

Teaching methodology:

The project work is carried out by the students individually, the instructor monitors their work, helps to solve the problems that arise during the consultations and evaluates the work.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Social Psychology

Number of hours: 30

Credits: 4

Assessment: Exam

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

The interpretation and subject of social psychology, historical overview. Social perception, personal perception, the organization of impressions. The difference between the concepts of stereotype, prejudice, attribution. Changes in behaviour in social space (disindividualization, conformism). Group relations, norm formation, roles, role conflicts. The importance and measurement of attitude research. Theories of aggression and attraction. The social psychology of persuasive communication.

Competences:

The students

- will become familiar with the impact of competence development on individual and organizational skills, and the examination of human capital investments and returns;
- will be able to independently understand the latest professional knowledge of human resource management and apply it in their work;
- will be receptive to new information, new professional knowledge and methodologies, and open to taking on new, independent and cooperative tasks and responsibilities;
- will strive to develop their knowledge and working relationships, and to cooperate with their colleagues.

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Personnel Controlling

Number of hours: 45

Credits: 4

Assessment: Exam

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

Overview of the concepts of EEG and controlling, theoretical foundation. The concept of personnel controlling. Grouping of costs, costs related to labour management. Analysis and planning of the variable cost elements of wage costs. Norming, time balance. Alignment with the organization. Alignment with external and internal regulations on wages and fringe benefits. Personnel controlling in practice.

Competences:

The students

- will have mastered the basic theories and characteristics of the micro and macro levels of organization of the economy, and is in possession of the basic methods of information collection, mathematics and statistical analysis;
- will be familiar with the organizational and information systems of human resource management, their operation, their role in decision preparation, and their connection to other functional areas;
- will be open and receptive to new knowledge and changes in human resource management.

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Personnel Informatics

Number of hours: 30

Credits: 4

Assessment: Mid-term grade

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

Human resources functions that can be supported by IT software. Presentation of system properties and system functions. Analytics of human resources systems. The relationship between data and data files. The general process of the Kulcs-Soft human policy software procedure. Special conditions of operation. Structure and application of the labour and payroll module in company practice.

Competences:

The students

- will have mastered the basic theories and characteristics of the micro and macro levels of organization of the economy, and will be in possession of the basic methods of information collection, mathematics and statistical analysis;
- will be familiar with the organizational and information systems of human resource management, their operation, their role in decision preparation, and their connection to other functional areas;
- will be open and receptive to new knowledge and changes in human resource management.

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Strategy and Project Management

Number of hours: 30

Credits: 4

Assessment: Exam

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements.

Knowledge:

The role of strategy in the management and operation of companies. Interpreting categories. Latest views and their criticism. Different strategies according to the size and age of the organization. Types of strategy. Sub-strategies, the need for follow-up. The role of internal resources and external endowments. The role of strategic management in the activity of the enterprise, its development, paradigms, concepts. Schools of Strategy Creation, System Concept of Strategic Management. Changes in the role of strategic management through the relationship between the environment and the organizational structure. The blue ocean strategy. The system of competition strategies, the characteristics of the application of each strategy. The nature of strategic decisions and the decision-making methods that can be applied, as well as the conditions for their application. The role, tools and methods of change management. The concept and types of the project. The relationship between strategy and project management. Actors and responsibilities in the project. Risk and risk management. Successes and pitfalls in the implementation of projects. Criteria for success. Time, cost, and scope in projects

Competences:

The students

- will know the rules and ethical norms of cooperation in a project, team, work organization, project management;
- will, after gaining practical knowledge and experience, be able to lead a small and medium-sized enterprise or an organizational unit in an economic organization;
- will be receptive to new information, new professional knowledge and methodologies, and open to taking on new, independent and cooperative tasks and responsibilities;
- will strive to develop their knowledge and working relationships, and to cooperate with their colleagues.

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Supportive Relationships and Guided Conversations Methods

Number of hours: 45

Credits: 5

Assessment: Mid-term grade

The aim of the subject:

For the students to improve their competences through the knowledge, skills and attitudes as specified in the training and output requirements. Students should gain insight, learn and try out the conversation leadership, contacting, questioning and other methods used in coaching techniques.

Knowledge:

The concept, framework, ethical issues of helping. Characteristics and conditions of a person-centred approach. The importance of empathy and verbalization. Acceptance and congruence as a framework for a helping relationship. Active and passive techniques of the helper job. Methods of self-image and self-discovery. The importance of guided communication. Requirements for guided conversation. Characteristics and forms of supportive conversation. Planning and implementing a guided conversation. Stages and modules of guided conversation. Establish and maintain a relationship. The importance of the first impression. Methods of leading a conversation. Conversation management techniques: managing the situation, feedback, reflecting, summarizing. Questioning techniques. Interviewing: types of questions, questioning. Close conversation. Practical application of guided conversation. Difficult customers to manage. Use and avoid confrontation. Case studies.

Competences:

The students

- will be familiar with the impact of competence development on individual and organizational skills, and the examination of human capital investments and returns;
- will be able to communicate and present in a professionally adequate manner orally and in writing in their native language and in a foreign language;
- will, in the course of solving their professional tasks, select and apply the appropriate methods independently.

Teaching methodology:

The curriculum is processed through lectures, seminars, and on the basis of the student's work done individually or in groups. The seminars are aimed at the practical application of theoretical knowledge, during which students solve tasks under the guidance of the instructor, process case studies, and develop and present proposals for solving problems in different situations. The processing of the curriculum is supported by modern ICT tools, self-assessment tasks, examples and other educational aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.