

1.	Module code:	B19A06E
2.	Title:	INTRODUCTION TO MANAGEMENT
3.	Credit points:	7
4.	Start term:	spring
5.	Module leader:	NORBERT SIPOS, DR.
6.	Accredited by:	MUBS
7.	Module restrictions:	
	• Pre-requisite	none
	• Programme restrictions	BSc in Business Administration and Management
	• Level restrictions	4
7.	• Other restrictions or requirements	none
8.	Aims: The aim of the course, on the one hand, is to provide students with a holistic view and basic tools to acquire a solid knowledge in the principles of management (planning, organizing, leading and controlling). On the other hand, it is essential that the students achieve a deep understanding of the fundamentals which are required for other specific modules.	
9.	Learning outcomes: On completion of this module, the successful student will be able to: 1. compare and contrast major management evolution-related schools 2. evaluate management functions of an organization, explain how these can be formed and maintained 3. identify the factors influencing the manager's work and analyse characteristics of leadership 4. list the role and intercorrelations of the different organizational functions 5. show individual communication skills through presentations 6. outline computer literacy and tech skills by making presentations 7. analyse different perspectives by participation in case studies'	
10.	Syllabus: <ul style="list-style-type: none"> • Clarification of the course expectations. Managers and Management • The Management Environment • Integrative Managerial Issues • Organizational Structure and Design • Foundations of Planning • Introduction to Managing Human Resource • Midterm examination. Foundations of Decision Making • Managing Change and Innovation • Foundations of Individual Behavior and Individual Work • Understanding Groups and Managing Work Teams • Foundations of Motivation and Rewarding Systems, Managing Communication and Information • Foundations of Control, Operations Management • Final examination in computer room, Summary in classroom 	
11.	Learning and teaching strategy: Each of the participants starting from week 3 has to take a presentation on the topic selected (lecturer offers a list) in week 1 (see learning outcomes 1-2 and 5-6). Subjects covered in the assigned chapters of the text will be presented and discussed in class. Students are expected to answer and discuss selected questions and cases proposed at the end of the different parts of the book (see learning outcome 7), 10 times they should be submitted via e-mail. During lectures, several exercises will	

	demonstrate the practical applicability of themes. Students will be provided with material added to the textbook to increase their knowledge of specific themes (see learning outcomes 3-4).	
12.	<p>Formative assessment scheme</p> <p>Feedback on multiple choice quizzes.</p> <p>Feedback from peers, practice exercises</p> <p>Feedback on group work solutions.</p>	<p>Summative assessment scheme</p> <ol style="list-style-type: none"> 1. The students have to take 15 minutes of presentation plus Q&A and feedback. (30%) The topics are covering the core learning material and fixed in the first week (LO 1-2, 5-7). Evaluation criteria: 5 points for presentation style and quality of slideshow, 10 points for peer involvement, 15 points for content quality and how it addresses the topic. 2. The midterm examination(20%) consists of 40 minutes of exam taken in the computer room (only Faculty computers are allowed to be used), including 20 multi-choice questions for 20 points-20% in the topics discussed until that point. (LO 1-4) 3. The final examination(50%) consists of 75 minutes of exam taken in the classroom, including multi-choice questions (30 pcs for 30 points-30%), and small essays related to a case-study (20 points converted to 20%). (LO 1-4,7) <p>The midterm examination can be taken in the following lesson in case of absence, and the final examination can be taken in the examination period in case of absence. If any of the two exams should be retaken it is only possible in the examination period.</p>
	Seen examination	0%
	Unseen examination	70%
	Coursework (no examination)	30%
13.	Timetabled examination required	YES
14.	Length of exam	40 minutes for the midterm, 75 minutes for the final examination
15.	<p>Learning materials</p> <ul style="list-style-type: none"> • Essential 	<p>Essential reading</p> <p>Robbins, S. P., De Cenzo, D. & Coulter, M. (2017): Fundamentals of Management: Management Myths Debunked!, Prentice Hall, 10th edition, ISBN 9781292146942</p>
	<ul style="list-style-type: none"> • Recommended 	Recommended books

		<p>Robbins, S. P. & Coulter, M. (2012): Management. Prentice Hall, 11th edition, ISBN 978-0-13-216384-2</p> <p>Robbins, S. P. (2016): Fundamentals of Management: Essential Concepts and Applications, Pearson, 10th edition, ISBN: 9780134237473</p>
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