

2024-2025

COURSE DESCRIPTIONS

Program: BSc in Human Resource Management

Subject: Life Path and Career Planning

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. Students should become familiar with the possibilities, basic concepts and tools of career planning, taking into account the harmony of career planning and the characteristics of society.

Knowledge:

The stages of the career, their relationship with career guidance and planning. Life Path Analysis; Life path types. The personal life plan. The conditions for successful career building. Theoretical framework of career guidance supporting life path Modern interpretation of the process of career guidance. Career guidance in the individual policy subsystems. Competencies of the consultant and on-line counselling systems. The role of self-knowledge and decisions in career choice. Work and/or career counselling as a human service. Requirements for professionals performing career guidance tasks. Explore career opportunities.

Competences:

The students

- will independently identify their training and development needs, and organize their professional and general development,
- will strive for self-education for the development of their professional and personal competences;
- 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 English 1

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 to be acquired in English:

1. Labour market.

Skills, knowledge and attitudes needed to do different jobs; job descriptions: activities, responsibilities, duties.

Basic parts of job advertisements. Writing job advertisements. Composing a CV and a covering letter: formal requirements.

Simulation: choosing the most suitable candidate for a vacancy.

2. Commerce

Describing products, highlighting distinct features of products. The most frequent commercial services.

Naming and describing forms of trading and types of retail establishments. (barter transactions, e-commerce, wholesalers and retailers, domestic and multinational chain stores, etc.) Comparing their services and listing their advantages and disadvantages.

Simulation of a sales situation: presenting a product, comparing it with similar products, setting the price, recommending related services, agreeing on payment method. Functional language, phrases and expressions needed to conduct sales negotiations,

Methods and procedures used to analyse commercial activities: analysing data, understanding and describing trends based on different types of charts, graphs, diagrams. Vocabulary used to describe trends.

Presentation: analysing sales trends based on a graph.

3. Knowledge of companies.

Corporate forms and their definition: vocabulary for company description, company history.

Comparison of companies. Requirements for starting a business. Structure of the companies.

Organization chart. Company structure, areas of responsibility, areas of responsibility, responsibilities, superiors and subordinates. Role play: Dealing with conflicts (inappropriate work performance, expressing dissatisfaction, explanation, agreement) Preparation for company presentation, gathering information. Single presentation.

Competences:

The students

- will possess the basic professional vocabulary of economics in their 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.

Teaching methodology:

The curriculum is processed in seminars and on the basis of the student's work done individually or in a group. At the seminars, students solve tasks under the guidance of the instructor, acquire professional linguistic vocabulary, practice adequate foreign language behaviour in various business situations, 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 1

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:

Economy, scarcity, resources. Economic models. Measuring economic performance. The market and the market mechanism. The consumer choice. Indifference curves, rate of substitution and marginal rate. The utility function and the marginal utility. Budget straight. The consumer's optimal decision. Analysis of demand. The effect of incomes, prices and expectations on demand. Individual and market demand. The demand price and the consumer surplus. Theoretical foundations of the company and production. The production function (short-term, long-term). Costs of production. Cost functions. Marginal cost, average cost. Shifting cost curves. The competitive market. Profit maximization. The supply curve of the competitive firm. Individual and market offer. The supply price and the producer surplus. Competitive market equilibrium, momentary, short-term and long-term market equilibrium. Imperfect market competition and monopoly. Main market forms. Profit maximization. The effects of monopoly on income distribution and welfare. The market for factors of production. Saving and investing. International trade and comparative advantage. Trade policy. Market failures, externalities and welfare losses.

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 is 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 are 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: Educational Policy

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:

Interpretation of educational policy. The Goals and Means of Educational Policy in Hungarian Society. The role of the political system in the efficient functioning of the education system. The situation and relationship of the educational sub-policies (primary, general education, vocational training, higher education and adult education). Tasks of their further development.

Competences:

The students

- will be familiar with the analysis and coordination of labour market, interest reconciliation and human resource development processes, and the 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

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: Finance

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 and development of money. Forms and functions of money. The development of monetary systems. The process of money creation. The relationship between economic policy and financial policy. Monetary policy and its toolkit. Banking system and its institutions. One-tier banking system, two-tier banking system. The role of the central bank and commercial banks. Banking operations, financial services. Cash flow. General rules of payment flow. Types of payment methods. Domestic payment systems. Fiscal policy, the institutions of the fiscal system. Institutional system of financial control. Securities, concept, grouping. Securities market participants. Investment and ancillary investment services, financial instruments. Institutions providing investment services. The concept and operation of the stock exchange. Development, structure and institutions of international financial systems The financial system of the European Union, EMU and financial stability issues. The EU's fiscal system. Financial crises and problems in the financial systems.

Competences:

The students

- will be familiar with 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;
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- 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 able to cooperate with other fields of knowledge and socio-economic subsystems.

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

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:

English Language:

1. Getting to know each other; completing a form. Revision of basic grammar, to be, asking yes-or-no questions, personal and possessive pronouns
2. Talking about jobs and family. Booking a room. Writing an informal e-mail. The Present Simple Tense.. The possessive 's'
3. Daily routine. Telling the time. Ordering food. Asking wh-questions. Adverbs of frequency. Giving the date, telling the time.
4. Talking about ability. Talking about likes and dislikes, hobbies. Free time activities. Possessive pronouns, object pronouns. The auxiliary 'can'; Verb phrases.

Competences:

At the end of the course, the student will review and expand basic grammatical structures, linguistic functional elements and vocabulary. Possessing these, they will be able to handle basic communication situations in writing and orally, and move forward towards learning professional language.

Teaching methodology:

The classes are based on the traditions of communicative language teaching. The curriculum is processed in seminars and on the basis of the student's work done individually or in a group. The processing of the curriculum is supported by modern ICT tools, self-monitoring tasks and other educational aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: 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:

Basic knowledge of EXCEL program, file operations, general functions. Operations with rows, columns, worksheets. Data entry options. Formatting options within the cell. Change the size of fields, cell merge, line break types. Hide rows, columns, worksheets. Sparklines. Document options. Formulas and functions. Input methods. More commonly used functions. Converting functions and formulas into values. Error messages, error analysis. Other actions: Capture a pane; Naming cells and cell areas. Sort data; search and exchange; operations with tables. Manage objects and graphics. Use of text boxes and symbols. Graphs and charts. Chart types. Creating graphs and diagrams. Modify charts: move; resizing; formatting data series; Change chart type; Changing source data. Create a slide show in Power Point. Inserting and formatting texts, tables, text boxes, graphic elements (images, lines, diagrams). Modify a slide layout afterwards. Set slide attributes (themes, background, header, footer). Switching between slides, animation, links. Projection settings. Print options for a slide series.

Competences:

The students

- will be is proficient in basic methods of information gathering, mathematics and statistical analysis;
- will be able to communicate in writing, orally and with modern info-communication tools, in a foreign language;
- will be receptive to new information, new professional knowledge and methodologies, and are open to taking on new, independent and cooperative tasks and responsibilities;
- under general professional supervision, he/she will independently perform and organize the tasks specified in the job description.

Teaching methodology:

The curriculum is based on seminars and work done by the student individually or in a group. 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: International Economics

Number of hours: 30

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:

It is a subject of international economics. Differences between closed and open economies. The principle of the international division of labour. Labour productivity and comparative advantage. The Ricardian model. Multilateral trade cooperation (EU, ASEAN, NAFTA, MERCOSUR). Economies of scale, international factor movements (goods, services, capital, labour). Commercial policy instruments. Universal and regional development financial institutions. They are the defining characteristics of the money and capital markets. Money, interest rate, currency, foreign currency, exchange rate. It is the supranational development financial institution of European integration. Activities of the European Investment Bank
Economic policy and coordination at national level in the European Union. National development banks in the service of economic and development policy. Presentation of the national institutional system facilitating the export/import activities of the individual national economies.

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 follow and interpret the global 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: Law

Number of hours: 30

Credits: 3

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 legal concepts. Hierarchy of laws. Fundamental Law. The application of the law. The division of the legal system. The structure of the Civil Code, the subjects of civil law. The concept and principles of civil law. Man as a legal entity. Legal entities of legal persons. General rules of contracts. The general rule of civil liability. Legal regulation of the economy. The functions of law in economic relations, the main areas of legal regulation in economic life. The subjects of economic law, the characteristics and forms of their relations. Types of contracts in business law. Decisions of authorities and local governments influencing the activities of economic entities. The law, establishment, organisational forms, management and responsibility, control, minority rights of business associations. Consumer protection and competition law. Termination of business associations; (with and without a legal successor) liquidation, voluntary liquidation, bankruptcy proceedings. Sole proprietorship law. The role of courts in economic law, with special regard to the courts of registration. Unfair market conduct. Basic provisions of labour law. Economic criminal law. Intellectual Property Law.

Competences:

The students

- will be familiar with the processes, legal and ethical requirements of sales and business activities.
- will be able to 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 strive to make balanced decisions in situations requiring a complex approach and in unexpected decision-making situations, taking full account of the law and ethical norms.
- will assume responsibility for complying with professional, legal and ethical norms and rules related to their work and conduct.

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: Marketing

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 marketing, the change of its role. The marketing mix. Marketing orientation. Legal and ethical considerations in marketing. Interpretation of consumer behaviour. Factors influencing consumer behaviour. Your purchase process. Modelling consumer behaviour. Protecting consumer interests. Market segmentation, target group formation, positioning. Organizational behaviour. Specifics of the organizational market. Factors influencing the activities of organizations. A model of organizational behaviour. Organizational Buying Process. The product policy. The interpretation of the product, its utility levels, the market life curve of the product, supply, product policy decisions. Specifics of service marketing. The pricing policy. Prices and pricing, pricing methods, pricing in practice. The sales system. Interpretation, functions, sales route planning, centralization, decentralization, sales system management, integration, the role of commerce in the sales system. Tools for marketing communication. Advertising, personal sales, purchase promotion, PR activities. Specifics of international marketing.

Competences:

The students

- will be familiar with the most important connections and theories related to the field of marketing and the system of concepts that build them;
- will be familiar with the concepts, notions, toolkit and methodology of marketing in the business and non-profit spheres. They will know the role of marketing in the operation of the company or the institution, and the relationship of marketing with other processes and functions of the organization;
- will be familiar with the process of consumer and customer behaviour, and the field of consumer protection;
- will be problem-sensitive, proactive, constructive, cooperative and proactive in projects or group assignments in order to achieve quality work.

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 1

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 sets, functions. Operations with sets and functions. Number sequences: monotony; limitation; convergence. Endless row. Limit of functions, continuity. Differential calculus: the relationship between differential quotient, differentiability and continuity. Examination of functions: monotony; extreme; convex-concave, inflection point. Multivariate functions: contours; partial derivative; extreme. Examine multivariate functions. Economic applications: extreme value tasks, financial calculations. Indefinite integral. Definite integral, Newton-Leibniz formula; applications.

Competences:

The students

- will possess the basic methods of information gathering and mathematical analysis
- will apply the theories and methods learned, they will 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 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 application of theoretical knowledge in practice, during which students solve tasks under the guidance of the instructor, 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: Organisational Behaviour

Number of hours: 30

Credits: 3

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 organizational behaviour. Individual in the organization. The psychological foundations of individual performance. Individual decision. The role and significance of motivation. Motivational content theories. Motivational process theories. Groups in your organization. The relationships between the individual and the group, and the organization and the group. The external conditions and structure of the group. Group decision. Communication in the organization. Traditional model. Directions and forms of communication. Behavioural factors of communication. Negotiation. Power and organizational policy. The interpretation and sources of power. Power field. Organizational policy. Interpretation and theories of leadership. The relationship between power and leadership. Conflicts in the organization. Conflict management at the individual, group and organizational level. Interpretation of organizational culture and its influencing factors. Models of organizational culture. Strong and weak organizational culture. Organizational change, organizational learning. Resistance to change. Change management strategies and tactics. Organizational development.

Competences:

The students

- will have a comprehensive knowledge of the basic facts, directions and boundaries of the field of commerce and marketing, the structure, operation and relationship system of economic and professional organizations, the behaviour of the actors, the external and internal environmental, behavioural, decision-making information and motivational factors that determine it.
- will strive to develop his knowledge and working relationships, and to cooperate with their colleagues in this. –
- will strive to make self-education one of the tools for achieving their professional goals.
- 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: Physical Education

Number of hours: 30

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 and competences:

Basic physiological knowledge. Basic knowledge of prevention and rehabilitation. Independent practical application basics. To learn and apply the methods and techniques leading to the achievement of optimal health and physical condition. To learn about the importance and necessity of prevention and rehabilitation and to apply it in practice.

Teaching methodology:

Theoretical knowledge transfer by the instructor; exercises that stabilize and develop health, physical fitness and condition.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Psychology & Economic Psychology

Number of hours: 30

Credits: 3

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 of psychology. Interdisciplinary sources and focuses of economic psychology. Rationality and irrationality. The relationship between values, perception and behaviour. Economic utility vs. pleasure: The basics of activation theory. Basic psychological mechanisms of influencing interpersonal behaviour. The role of emotions in decision-making. Fundamentals of behavioural economics. Decision-making in case of uncertainty: heuristic thinking, social heuristics. The problems of group decision, the arduous way to make a good decision. The economic psychological aspects of cooperation and competition: basic concepts of game theory, one-man game theory dilemmas. Everyday trap situations. Present orientation vs. future orientation. Economic psychological aspects of cooperation and competition.

Competences:

The students

- will be are receptive to new information, new professional knowledge and methodologies, and will be 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 on this;
- will be able to make self-education one of the tools for achieving their professional goals.

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 Administrative System of Public Administration and Social Security

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 main framework for the structure of the state organization, the organization of state administration and local government administration, and the most important rules of its operation. The rules of the General Administrative Procedure. Labour legislation in force. The history of the Hungarian social security institutions, their organizational transformations and the reasons for it. Tasks, powers and competences of certain administrative bodies. Initiation of procedures, necessary documents. Remedy system. The state management of central bodies today.

Competences:

The students

- will be familiar with the legislation related to human resource management and its changes, and they will take these into account in their 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 strive for self-education for the development of their professional and personal competences;

- 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: Recruitment, Selection, Placement

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:

Assessment of labour needs. The process of sourcing labour. External and internal sources. The process and methods of recruitment and selection. Analysis of job advertisements, planning and preparation of relevant job advertisements. Types of employment of labour. Methods and techniques of selecting the workforce, applicable tools. Types of employment of labour. Analysis of documents for work. Onboarding the workforce. The process and stages of insertion. Risks and typical problems of workplace incorporation.

Competences:

The students

- will be familiar with the processes of labour market, reconciliation of interests and human resource development and 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

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. Pair exercises and their analysis. Document analysis.

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: Regional Development and Regional Workforce Management

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 interpretation of regional policy, the tools of regional policy. The tools of regional development. The institutional system of regional development. Regional development in the EU and Hungary. The EU's regional and urban development policy. Regions in Hungary. Resources of regional development. Planning of regional development. Functions and techniques of area management. The relationship between regional development and labour management. Differences in labour management and its effects on the development of regions.

Competences:

The students

- will know and understand the basic objectives, functions and relationships of economic policy and policies related to human resource management;
- will take ethical norms into account in their decisions, act empathetically and keep in mind the aspects of social responsibility in addition to complying with legal requirements;
- 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: Study and Research Methodology

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:

General characteristics of higher education training. Lesson types, reports, exams. Self-knowledge in learning methodology: learning motivation, learning style, learning strategies. Learning techniques, methods: reading, learning from textbooks, taking notes. Resource-based learning: library and internet use. Preparing for exams, passing exams. Short lectures, presentations. Shaping learning habits: optimal external and internal conditions, time management. Specifics of scientific research and business research. The necessity of research. Research directions. Induction and deduction. Knowledge skills and research. Continuity of research. Research and ethics. The process of research. Research problems and hypotheses. Planning the research. Research purpose. Design of research methods, problems of measurement. Task plan, time plan and cost plan. Conduct of the research. Sources of secondary and primary information. How we collect data. Prepare and analyse the data. The research study. Research result presentation. Specific research studies. Applications and possibilities of research methodology in project work.

Competences:

The students

- will be familiar with learning and research methods, their digital opportunities and methods.
- 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 are open to taking on new, independent and cooperative tasks and responsibilities.

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: Self-Awareness and Personality Studies

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:

Basic psychological concepts related to personality psychology (personality, personality types, identity), stages of personality development. The biological basis of psychology, heredity, evolutionary effects. Methods of measuring personality. Thinking. Individual-work-stress, identifying the most important stressors of our social environment, coping strategies. Concepts related to self-knowledge (self-knowledge, self-esteem, self-awareness, components of self-awareness). Self-knowledge model, the importance of feedback.

Competences:

The students

- will independently identify their training and development needs, and organize their professional and general development;
- will strive for self-education for the development of their professional and personal competences;
- 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:

During the education, in addition to theoretical knowledge, the instructor contributes to the more effective acquisition of the curriculum by presenting practical examples and research results in an interactive form. Processing and discussing tasks that help self-knowledge in the framework of individual and group work. Use of personality tests. Sensitizing oneself in social relationships with the help of self-knowledge tasks. The processing of the curriculum is supported by self-assessment exercises, examples and other teaching aids developed by the instructor.

Compulsory and Recommended Literature:

as announced by the teachers.

Subject: Social Policy and Social Law

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:

The concept of social policy. Criteria of social need. Social law and related legislation. Conditions of social support, types of social benefits. The system of claiming benefits, its sources, documents, and their disbursement.

Competences:

The students

- will, in addition to complying with legal requirements, take ethical norms into account in their decisions, act empathetically and keep in mind the aspects of social responsibility;
- will strive for self-education for the development of their professional and personal competences;
- 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: Sociology

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:

The development of sociology and its place in the system of sciences. The main directions and schools of development of sociology. The beginnings of Hungarian sociology and its current focus of research. Basic methodological knowledge. Basic concepts of social structure and stratification. The historical development of the structure of Hungarian society. Inequality, poverty. The Hungarian social system. The role of social mobility, its various forms. Mobility channels. Mobility processes in Hungarian society. Migration. Basic demographic concepts, key demographic groups. The process, stages and characteristics of socialization. Social small groups, group dynamics, the relationship between the group and the individual. Social roles, role conflicts, conflict resolution methods. Basic concepts of family sociology. Theories of Family Development and Changes at the Turn of the Millennium. Culture, norms, values, attitudes. Value systems, value system investigations. The role of the school in preserving and transmitting culture. Interpretation of deviant behaviour. Characteristics of deviant behaviours in Hungary. Recognizing and managing deviance. Religion in modern society. The social role and social teachings of the churches. Settlement structure: city and village. Characteristics of the Hungarian settlement structure. The social publicity. Public mood and public opinion. Mass communication. Integrity Management; change in organizational culture and organizational values.

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 able to cooperate with other fields of knowledge and socio-economic subsystems;
- will be receptive to new information, new professional knowledge and methodologies, and are open to taking on new, independent and cooperative tasks and responsibilities.
- will be responsive to the opinions of others towards sectoral, regional, national and European values (including social, social, ecological, sustainability aspects).

Teaching methodology:

The curriculum is processed on the basis of lectures, seminars, and the work done by the student 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: Statistics

Number of hours: 45

Credits: 6

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:

The role of statistics at macro and micro levels. System of statistical data supply. Statistical population, criteria.. Statistical series. Interpretation and types of ratios. Concept and types of mean values. Positional means. The role of averaging, types of averages. The dispersion and its indicators. Analysis by single and multiple criteria. Relationships between criteria. Standardization. Analysis of time series, forecasting. Value, price, volume index. Index rows. Sampling. Random sampling procedures. They are not random sampling procedures. The most important properties of the pattern characteristics. Statistical estimation. Interval estimation, confidence interval in stratified sampling, number of elements in the sample. Hypothesis testing. Single-sample and two-sample statistical tests, other methods. Two-variable correlation and regression calculation. Multivariate correlation and regression calculation. Definition of a linear regression function. Multivariate correlation calculation. Examine the components of time series.

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, by applying the theories and methods learned, explore, systematize and analyse facts and basic relationships, formulate independent conclusions and critical remarks, and prepare proposals for decision-making;
- 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: Organization and Work Sociology

Number of hours: 30

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 history of work and organizational psychology, work as a value-creating activity. Organizational society, the world of organizations. Organization and environment. Theories of motivation and interests. Interests and power relations in the organization. Organizational Authority Relations. Organization hierarchy. Sociological issues of the organization's decision-making system. Conflict in the organization. Organizational culture and organizational communication. Organizational paradigms, organizational vision.

Competences:

The students

- will know the rules and ethical norms of cooperation in a project, team, work organization, project management.
- 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 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.