

Edutus University

Business Administration and Management undergraduate training program

Curriculum 2018/2019

Last updated
2018.08.14.

Basic Information:

Gazdálkodási és menedzsment (Business Administration and Management)	
Institution responsible for the program	Edutus Egyetem (Edutus University)
Institution ID number	FI38139
Address	2800 Tatabánya, Stúdium tér Pf. 181.
Tatabánya campus	„A” épület: Tatabánya, Stúdium tér 1. „B” épület: Tatabánya, Béla király krt. 58.
Budapest campus	1114 Budapest, Villányi út 11-13.
Sümege campus	8330 Sümege, Petőfi Sándor u. 18.
Website	www.edutus.hu
Responsible leader	Némethné Dr. Gál Andrea, acting rector
Leaders of program	
Responsible department	Department of Business and Management Sciences
Head of department	Vigh László PhD
Program leader	Dr. Antalík Imrich
Specializations and heads of specializations	
E-business	Dr. Duga Zsófia
Innovative businesses	Némethné Dr. Gál Andrea
SSC (English language program)	Dr. Juhász Krisztina
Castle tourism (Sümege)	Gondos Borbála
Program information	
Admission requirements	secondary school leaving certificate (Érettségi Bizonyítvány or its foreign equivalent)
Level of training	undergraduate / first level
Qualification	BSc
Qualification as in the diploma in Hungarian	közgazdász gazdálkodási és menedzsment alapképzési szakon
Qualification as in the diploma in English	Economist in Business Administration and Management
Training period	7 semesters

Number of credits to be acquired	180+30
Aim of the training program	The aim of the program is to produce highly educated economics professionals who by virtue of their theoretical and methodological skills are able to independently and creatively apply an economist's approach while analyzing, planning and managing the work processes of the organizations in the private and public sectors. With the acquired knowledge they are able to plan, lead and organize business activities and processes. Their knowledge is sufficiently established to pursue studies on Master's level.
Internship	12 weeks in semester 7 (for full time students: 400 hours, for correspondent students: 200 hours). Credits obtainable for the uninterrupted internship: 20 credit points
Criteria of pursuing internship	To collect at least 60 credit points from module C of the sample curriculum and passing the comprehensive exams of the program.
Criteria of issuing pre-degree certificate	The pre-degree certificate certifies the successful passing of all the exams required in the curriculum and the fulfillment of all the other educational obligations – except for the language certificate – and the collection of the required number of credits stipulated in the training and outcome requirements. It proves, without evaluation, that the student fulfilled his/her academic requirements and passed the required exams.
Thesis	The thesis must comprise a solution of a particular task or a research activity in the field of economics, which can be written and completed in one semester, relying on the student's previous studies, relevant literature, and the on the directions of the external and internal supervisors. The thesis proves that the candidate has acquired the necessary expertise in applying his/her theoretical knowledge in practice, is able to perform the tasks of an economist, and is familiar with not only the curriculum, but other professional literature as well and can create value by using it. Formal requirements: guidelines can be downloaded from Neptun (Academic Information System) Credits obtainable for the thesis: 10 credit points
Criteria of taking the final exam	Students close their undergraduate studies with taking the final state exam. The criterion of taking the final exam is the pre-degree certificate, which includes the thesis accepted for evaluation and fulfilling all the other required criteria.

Final exam	<p>The final exam is the testing and evaluating the knowledge, skills and abilities required for the diploma, when students have to prove that they are able to apply their theoretical knowledge in practice.</p> <p>The exams comprises two parts: thesis defense and a comprehensive oral exam.</p> <p>At the final exam the candidate gets two grades (on a scale of five) as follows:</p> <p>a) final grade for the thesis, decided by the Committee on the basis of the two evaluation grades and on the grade given for the defense.</p> <p>b) result of the comprehensive oral exam.</p> <p>The final grade for the final exam is the arithmetic mean of the two grades.</p>
General average of the diploma	<p>The classification of the diploma is calculated by taking the weighted arithmetic means of the followings:</p> <p>a) one comprehensive exam (20%),</p> <p>b) final grade of the thesis (50%)</p> <p>c) result of the final oral exam (30%).</p>
Classification	<p>Outstanding 4,80-5,00</p> <p>Excellent 4,50-4,79</p> <p>Good 3,50-4,49</p> <p>Average 2,50-3,49</p> <p>Satisfactory 2,00-2,49</p>
Criteria of issuing the diploma	<p>The criteria of issuing a certificate is a successful final state exam and the required language certificate.</p> <p>For the bachelor's diploma students are required to have a state recognized B2 level complex Language for Specific Purposes certificate in a foreign language or a C1 level general complex exam, or an equivalent foreign secondary school leaving certificate.</p>
Other criteria	<p>a) For full time students: to complete a Physical Education course in one the first four active semesters.</p> <p>b) To pass the comprehensive exam stipulated in the curriculum not later than the beginning of the internship</p> <p>c) To fulfill the criteria stipulated in the sample curriculum</p>
Language for specific purposes courses	English, German
General language courses	English, German, Italian, Russian
Program schedules	full time, part time (correspondent)

Competencies to acquire

A person who has completed the Business Administration and Management undergraduate training program acquired the following

a) *knowledge*

- the person knows the fundamental, comprehensive concepts, theories, and facts of the field of economics, the correlations in national and international economics, concerning the relevant players of the economy and economic processes.
- the person knows the fundamental theories and features of the economy on micro and macro level, is familiar with the fundamental data collection, mathematical and statistical analysis methods
- the person is familiar with the rules and ethical norms of cooperation, working in a team and leading a project and is able to work in a team and community
- the person knows the basic rules and methods of establishing an organization or institution, formulating and altering their structure and organizational behavior
- the person knows and understands the principles and methods of leading, organizing and operating economic processes, as well as the fundamental of analytical, decision making and supporting methods
- the person knows the fundamentals of other related domains (technical, legal, environmental, quality assurance, etc.)
- the person knows the fundamentals of preparing, launching and leading projects, SMEs and has the necessary basic leading and organizing skills
- the person is able to use relevant information and office technology tools which support the operation of businesses and economic processes
- the person is able to communicate professionally and efficiently in speaking and writing and is able to present data by using tables and graphs
- the person is familiar with the vocabulary of the field of economics in his/her native and at least in one foreign language

b) *skills*

- the person plans and organizes projects and economic activities, leads and controls small business organizations
- the person explores, methodizes and analyzes basic facts and relations, draws the consequences and critical conclusions, makes recommendations to prepare decisions, decides in routine and partly unfamiliar cases in national and international environment
- the person follows and understands world and international business processes and changes in the relevant legal rules and regulations in the field of economic policy and his/her main domains, and gives analyses, makes recommendations and decisions based on these changes.
- the person is able to foresee the complex results of economic processes and on-goings in the organization
- the person is able to apply different problem-solving techniques and methods, regarding the

limits and shortcomings of these techniques

- the person is able to cooperate with representatives from other fields
- the person participates in team work, projects and after gaining sufficient experience he/she leads, organizes, controls and evaluates them
- after gaining sufficient experience the person is able to lead an organizational unit or department or an SME
- the person is able to present his/her theoretically and conceptually well-articulated recommendation in speaking and writing, both in his/her native language and in a foreign language
- the person is able to communicate in a foreign language in business environment at intermediate level

c) attitude

- to deliver high-quality work, the person is problem-sensitive, pro-active and while working in a team he/she is constructive, cooperative, initiating.
- the person is open and receptive to new information, methods and novelties. He/she welcomes individual and team work, and is ready to take responsibility. He/she is trying to improve his/her knowledge and relationships at work, and to cooperate with colleagues.
- the person is receptive to changes in his/her job, organization, and in the broader social and economic environment of the business. Tries to follow and understand changes.
- the person accepts opinions different from his/hers, accepts sectoral, regional, national and European values (including social, ecological and sustainability points-of-view)
- the person accepts and understands the importance of career-planning
- the person demands life-long-learning at and after work.

d) autonomy and responsibility

- the person organizes carries out tasks defined in his/her job description independently under general professional supervision
- the person assumes and bears responsibility for his/her analyses, conclusion and decisions
- the person independently leads, organizes, manages a department or a team in an organization or a smaller business, taking responsibility for the organization and its employees
- the person – by his/her qualification – organizes, leads and supervises economic activities in an enterprise
- the person assumes responsibility for keeping the professional, legal and ethical rules and norms connected to work and behavior
- as a member of a team or organizational unit, the person performs his/her tasks individually and with responsibility
- the person is able to give presentations and lead a debate autonomously, participates in professional forms individually and with responsibility within and out of the organization.

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Core subjects									
Students are required to complete ALL subjects from these courses during their studies									
Pre-requisite		Code	Subject	Lessons per week		Credit	Requirement	Module	Department
1.	2.			lecture	seminar				
Semester 1									
			Economics Mathematics I.	1	3	5	5 course mark	A1	KMA
			Information Technology	0	2	3	5 course mark	A1	KMA
			Economics I. - Microeconomics	2	2	5	5 exam	A2	KMA
			Public and Economics Law	3	0	4	5 exam	A3	KMA
			Business Economics	1	2	5	5 exam	A3	GTT
			Business and Professional Communication	1	2	5	5 course mark	A3	NYK
Placement test			Business Language I. (English)	0	4	2	5 course mark	A3	NYK
Total (7 subjects)				8	15	29			
Semester 2									
			Economics Mathematics II.	1	3	5	5 course mark	A1	KMA
			Statistics I.	1	2	5	5 course mark	A1	KMA
			Economics II. - Macroeconomics	2	2	5	5 exam	A2	KMA
Enterprise economics			Finance	2	0	3	5 exam	A2	GTT
			Marketing	1	2	5	5 exam	A3	GTT
Enterprise economics			Leadership, Organisation	1	2	5	5 exam	A3	GTT
Business Language I. (English)			Business Language II. (English)	0	4	2	5 course mark	A3	NYK
Total (7 subjects)				8	15	30			
Semester 3									
Statistics I.			Statistics II.	1	2	5	5 course mark	A1	KMA
			International Economics	2	0	4	5 exam	A2	GTT
Enterprise economics			Accounting I.	2	2	5	5 exam	A3	GTT
Enterprise economics			Logistics	1	2	5	5 exam	A3	GTT
			EU Studies	2	0	3	5 exam	B	GTT
Financial			Financial Markets	1	2	5	5 course mark	C1	GTT
-			Elective courses 1	2	0	3	5 exam	B	
Total (7 subjects)				11	8	30			
Semester 4									
Information Technology	Statistics II.		Applied Informatics	0	2	3	5 course mark	A1	KMA
Financial	Accounting I.		Corporate Finance	1	2	5	5 course mark	C1	GTT
Leadership, Organisation			Human Resources Management	0	2	3	5 course mark	C1	GTT
Accounting I.			Accounting II.	1	2	4	5 course mark	C1	GTT
Accounting I.	Financial		Controlling	1	2	5	5 exam	C1	GTT
Economic Mathematics II.			Operation Research	0	2	3	5 course mark	C1	KMA
			Optional courses 1	0	2	3		C2	
			Specialization courses 1	2	1	4		C3	
Total (8 subjects)				5	15	30			
Semester 5									
Leadership, Organisation	Corporate finance		Strategic and Business Planning	1	2	5	5 course mark	C1	GTT
Leadership, Organisation			Project Management	1	2	4	5 course mark	C1	GTT
Accounting II.			Accounting III.	2	2	5	5 course mark	C1	GTT
			Elective courses 2	2	0	3	5 exam	B	
			Optional courses 2	0	2	4		C2	
			Specialization courses 2	1	2	4		C3	
			Specialization courses 3	1	2	4		C3	
Total (7 subjects)				8	12	29			
Semester 6									
Economics II. - Macroeconomics			Environmental Economics	2	0	3	5 exam	A2	KMA
Economics II. - Macroeconomics			Economics of Transnational Enterprises	2	0	4	5 exam	C1	GTT
Marketing			Marketing Planning	1	2	4	5 course mark	C1	GTT
			Elective courses 3	2	0	3	5 exam	B	
			Optional courses 3	0	2	3		C2	
			Specialization courses 4	1	2	5		C3	
			Specialization courses 5	1	2	5		C3	
			Specialization courses 6	1	2	5		C3	
Total (8 subjects)				10	10	32			
Obtainable credit points in the semester (44)						180			

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Semester 7									
Comprehensive exam*	from module C min. 60 credits		Thesis-writing seminar	0	2	critierion	2 signature	D	Ss must enroll to both of them parallel
Comprehensive exam*	from module C min. 60 credits		Tutorial for Thesis			10	2 report	D	
Comprehensive exam*	from module C min. 60 credits		Internship	15 weeks		20	3 report	D	
Total (1 course)				0	2	30			
Total number of lessons per week/semester and obtainable credit points for the program (45 subjects)				50	77	210			
Must be completed one course during semesters I-IV.			Physical Education	0	2	critierion	2 signature		NYK
* Comprehensive exam : Accounting III., Corporate finance, Strategic and Business Planning									
** final grade for the thesis is decided by the Committee.									
Elective courses									
At least 9 credit points must be obtained from the following subjects									
Pre-requisite		Code	Subject	Lessons per week		Credit	Requirement	Module	Department
1.	2.			lecture	seminar				
Elective courses 1 semester III									
			Sociology	2	0	3	5 exam	B	KMA
			Philosophy	2	0	3	5 exam	B	KMA
			Psychology	2	0	3	5 exam	B	KMA
			Cultural History	2	0	3	5 exam	B	TUR
Elective courses 2 semester V									
			History of Economics	2	0	3	5 exam	B	KMA
			Globalisation	2	0	3	5 exam	B	TUR
			History of Economic Theory	2	0	3	5 exam	B	KMA
Elective courses 3 semester VI									
			Business Ethics	2	0	3	5 exam	B	KMA
			Intercultural Magnagement and Negotiation Techniques	0	2	3	5 exam	B	NYK
Enterprise economics	Economics II. - Macroeconomics		Economic Policy	2	0	3	5 exam	B	KMA
Optional courses									
At least 10 credit points must be obtained from the following subjects.									
Pre-requisite		Code	Subject	lessons per week		Credit	Requirement	Modulw	Department
1.	2.			lecture	seminar				
Recommended for semester IV.									
			Organizational Behaviour	0	2	4	5 exam	C2	GTT
			Quality Management	0	2	3	5 exam	C2	GTT
Recommended for semester V.									
Accounting I.			Taxation, International Taxation	0	2	4	5 exam	C2	GTT
European Studies	Financial		International Finance	2	0	3	5 exam	C2	GTT
Recommended for semester VI.									
			Presentation and Career Planning	0	2	3	5 course mark	C2	NYK
Economic Mathematics II.			Analytic Ecology	0	2	3	5 course mark	C2	KMA
			Competence Development for the Language Exam	0	2	3	5 course mark	C2	NYK
Any semester									
			Achievment connected to the study program			1-3		C2	
*** E.g. College for Advanced Studies, Scientific Students' Associations Conference, professional competition, professional events, International Week									

Legend:

MODULE

CORE SUBJECTS

Foundation courses in methodology	A1
Foundation courses in economics	A2
Foundation courses in business	A3
Courses in social sciences	B
Professional core courses	C1

NON-CORE SUBJECTS

Professional courses: optional subjects	C2
Professional courses: specialization subjects	C3
Criteria connected to the closure of studies	D

CRITERIA

two-point grading system	2
three-point grading system	3
five-point grading system	5
course mark	course mark
examination	exam
signature	signature
report	report
criterion requirement	crit

Departments

Department of Business and Management Sciences	GTT
Department of Economics and Methodology	KMA
Department of Foreign Languages and Communication	NYK
Department of Tourism	TUR