



## **BUSINESS ADMINISTRATION AND MANAGEMENT BACHELOR'S PROGRAM**

**Valid:** For students starting their studies in the 2020/2021/1 semester

**Updated:** 22/03/2022

### **General Informations:**

**Person responsible for the major:** Dr. Márta Aranyossy, associate professor

**Place of the training:** Budapest, Székesfehérvár

**Training schedule:** full-time

**Language of the training:** Hungarian, English

**Is it offered as dual training:** yes

### **Specialization:**

No specialisation.

### **Training and outcome requirements**

- 1. Bachelor's degree title:** Business Administration and Management
- 2. The level of qualification attainable in the Bachelor's programme, and the title of the certification**
  - qualification level: bachelor (baccalaureus, abbreviation: BSc)
  - qualification in Hungarian: közgazdász gazdálkodási és menedzsment alapképzési szakon
  - qualification in English: Economist in Business Administration and Management
- 3. Training area:** economics
- 4. Training duration, in semesters:** 7 semesters
- 5. The number of credits to be completed for the Bachelor's degree: 180+30 credits**
  - degree orientation: practice oriented (60-70 percent)
  - minimum credit value of the comprehensive extra-institution practical training: 30 credits, credit value of the thesis: 10 credits
  - minimum credit value of optional courses: 10 credits
- 6. International Standard Classification of Education field of education code:** 345
- 7. Bachelor's degree training objectives and professional competences**

The objective of the programme is the training of economic experts who, in possession of their economic, applied economic, and methodological knowledge and the knowledge attained in specialisations are capable of understanding, planning, and analysing the operating processes of business organisations and institutions. After attaining practical knowledge and experience, they are capable of managing and organising business and entrepreneurial activities and processes. They are prepared to continue their training at the Master's level.



## 7.1. Attained professional competences

### 7.1.1. The economist with the business administration and management undergraduate degree has

#### a) knowledge

- Knows the basic, comprehensive concepts, theories, facts, national and international economy interrelationships regarding relevant economic actors, functions, and processes.
- Has studied the basic theories and characteristics of the micro and macro levels of economy, possesses the basic information-gathering, mathematical, and statistical analytic methods.
- Knows the rules and ethical norms of cooperation in a project, team, work organisation, and of managing projects.
- Knows the principles and methods regarding the creation of organisations and institutions and the creation and modification of their structure and organisational behaviour.
- Knows and understands the principles and methods of managing, organising, and operating business processes, the methodology of analysing business processes, and the methodological bases of decision preparation and decision support.
- Knows the bases of other specialisations (engineering, legal, environmental, quality assurance, etc.) related to the specialist field.
- Possesses basic managerial and organisational skills and skills for the preparation, initiation, and management of founding small and medium enterprises.
- Is knowledgeable about IT and office automation tools that support the operation of organisations and economic processes.
- Has learned the written and oral forms of professional and efficient communication, and the spreadsheet and graphic methods of presenting data.
- Possesses the basic technical terminology of economics in the mothertongue and in at least one foreign language.

#### b) skills

- Plans and organises business activities and projects, manages and controls small enterprises and businesses.
- Can uncover, systemise, and analyse facts and basic interrelationships by utilising the studied theories and methods, can formulate independent deductions and critiques, makes decision-preparation suggestions, and makes decisions in routine and partially unknown – Hungarian or international – environments.
- Follows and interprets international and world economy business processes, changes in economic policy and in policies and laws relevant to his/her professional specialisation, their effects, and considers these in analyses, suggestions, and decisions.
- Is capable of determining the complex consequences of economic processes and organisational events.
- Can use the techniques of solving economic problems, problem-solving methods, considering their applications and limits.
- Is capable of cooperating with representatives of other specialisations.



- Participates in projects, group work, and after attaining practical knowledge and experience, manages, organises, evaluates, and controls activity in them as a leader.
- After attaining practical knowledge and experience, is capable of leading small and medium enterprises or organisational units of business organisations.
- Presents professional suggestions, formulated in a conceptually and theoretically correct way in an oral or written form, in Hungarian or in foreign languages, according to the rules of professional communication.
- Is capable of using a professional foreign language at an intermediate level.

#### **c) attitudes**

- Demonstrates a problem-sensitive, proactive behaviour for quality work; is constructive, cooperative, and takes initiative in project and group work.
- Is open to new information, to new professional knowledge and methodologies, and to performing new tasks and tasks that require cooperation. Strives to improve knowledge and work relationships and to cooperate with colleagues in this.
- Is open to changes in the economic and social environment of the job, work organisation, or enterprise; strives to follow and understand changes.
- Is open to the opinions of others, to sectoral, regional, national, and European values (including social, ecological, and sustainability considerations).
- Accepts and recognises the importance of career planning.
- Strives for lifelong learning in the working life and outside of it.

#### **d) autonomy and responsibilities**

- Performs and organises the tasks defined in his/her job description independently, with a general professional oversight.
- Takes responsibility for analyses, conclusions, and decisions made.
- Leads, organises, manages organisational units and work groups in business organisations or enterprises and minor business organisations, taking responsibility for the organisation and the employees.
- Organises, manages, and controls business activities in business organisations, in business jobs according to his/her training.
- Takes responsibility for observing professional, legal, and ethical norms and rules regarding work and behaviour.
- As a member of projects, group work, and organisational units, performs the assigned tasks independently and responsibly.
- Does presentations and moderates debates independently. Participates in the work of professional forums inside and outside the business organisation independently and responsibly.

### **8. Bachelor's degree characteristics**

#### **8.1. Professional properties**

##### **8.1.1. The scientific fields and areas that the training is based on are:**

- economy, methodology, and business skills [Mathematics, Statistics, Informatics, Micro and Macro Economics, International Economics, Finance, Corporate Economics, Economic Law, Marketing, Accounting Management, Business Communication, Terminology, Environmental Economics, other basic business studies] 80-90 credits;



- social science studies (European Union Studies, General and Financial Law Studies, Economic History, Sociology, Psychology, Philosophy) 10-20 credits;
- business administration and management professional studies (Corporate Finance, Accounting Analysis, Human Resource Management, Marketing Management, Management and Administration, Management of Value Creating Processes, Decision Theory and Methodology, Controlling, Business Ethics, Strategic Planning, Production Management, Process and Quality Management, Human Resource Management, Team Management, Public Management, Organisation Methodology, Information Management, optional specialisation) 70-90 credits.

**8.1.2.** The credit value of special studies in fields necessary for the needs of an economist with business administration and management studies in the entirety of the programme is a maximum of 30 credits.

### **8.2. Foreign language requirements**

To obtain undergraduate degree, one must have at least one intermediate "B2" complex type state-recognized foreign language examination, professional foreign language examination recognized in the relevant field of study or state recognized upper level (C1) complex type general foreign language examination or an equivalent high school graduation certificate or diploma is required.

### **8.3. Internship requirements**

The duration of the internship is 12 weeks (400 hours for full-time courses, 200 hours for part-time courses) of contiguous training.

## **9. Comprehensive examination**

There are no comprehensive examinations.

## **10. Conditions of the issuance of the final certificate**

- the full performance of the credit requirements in a structure described in the operative curriculum the number of credits necessary to receive a diploma within the maximum training period and in line with the training and outcome requirements. At least 2/3 of the required number of credits must be obtained at the parent university;
- the performance of practical professional training prescribed.

## **11. Thesis requirements**

The substantive and formal requirements of the thesis on the undergraduate level are covered in Annex1/A.1.2. of the Study and Exam Regulation.

## **12. Final examination authorization requirements**

- obtaining the absolutory,
- submitting the thesis and the acceptance thereof by the reviewer(s),
- fulfilment of all payment obligations owed to the University.

## **13. Parts of the final examination**

The student shall defend his/her thesis before a final examination committee and answer questions, relating to the thesis, in the topics determined as final examination requirements.

## **14. Determination of the final examination grade**

The grade received on the final examination is the average of the review grade or grades and the grade received on the oral defence of the thesis, calculated to two decimal places.

## **15. Elements of the diploma classification, the calculation method**

It is based on the weighted average of the following items, calculated to two decimal places:



- the average of the grades of the mandatory and (in the amount prescribed by the curriculum) the professional elective / specialization elective subjects,
- the grades received on final examinations with doubled value.

#### **16. Preparation for master's programme, development of new talent**

The preparation of the students for further education may be realised the most in the individual project work occurring in the fifth or the sixth semester.

The characteristic of the bachelor programme is that the graduates may continue their studies at any of the business master's programmes (finance, accounting, marketing, etc.).

In addition to the already known forms of talent development, we intend to make special use of those - primarily European Union - scholarship opportunities which may speed up the experience-gaining process of the students, as well as integration into the labour market.



**Business Administration and Management bachelor programme in Budapest, in English, full time training Curriculum for 2020/2021. (1.) fall semester for beginning students**

Subject Code	Subject Name	Type	Number of hours per week hours		Credits	Evaluation	Fall or Spring Semester	2020/21 Academic year		2021/22 Academic year		2022/23 Academic year		2023/24 Academic year	Credit	Subject responsible	Institute	Requirement		Equivalent subject		Remarks
			Lecture	Seminar				1	2	3	4	5	6	7				Code	Name	Code	Name	
								Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester								
<b>Core courses</b>																						
<b>Foundation core courses (economic, methodological and business foundation courses)</b>																						
293NCOMK223B	Business Data Analysis	C	2	2	6	pg	fall	6								Fodor Szabina	Institute of Information Technology					
293NEDUK150B	Learning Methods	C	1	1	4	pg	fall	4								Neulinger Ágnes	Institute of Marketing					
293NECOK131B	Microeconomics	C	2	2	6	ex	fall	6								Trautmann László	Institute of Economics					
293NMATK112B	Mathematics I. (Calculus)	C	2	2	6	ex	fall	6								Tallós Péter	Institute of Mathematics and Statistical Modelling					
293NECOK136B	Macroeconomics	C	2	2	6	ex	spring		6							Major Klára	Institute of Economics					
293NMATK225B	Mathematics II. (Probability and Statistics)	C	2	2	6	ex	spring		6							Tallós Péter	Institute of Mathematics and Statistical Modelling					
293NFINK156B	Basic Finance	C	2	2	6	ex	spring		6							Berlinger Edina	Institute of Finance, Accounting and Business Law					
293NSTAK146B	Statistics I.	C	2	2	6	ex	spring		6							Sugár András	Institute of Mathematics and Statistical Modelling					
293NECOK238B	International Economics	C	2	2	6	ex	fall			6						Tétényi András	Institute of International, Political and Regional Studies					
293NBUSK276B	Business Economics	C	2	2	6	ex	fall			6						Stocker Miklós György	Institute of Business Economics					
293NMATK217B	Quantitative Methods	C	2	2	6	ex	fall			6						Solyosi István Tamás	Institute of Mathematics and Statistical Modelling					
293NACCK191B	Elements of Accounting	C	2	2	6	ex	fall			6						Lakatos László Péter	Institute of Finance, Accounting and Business Law					
293NLAWK462B	Introduction to Legal Studies	C	2	2	6	ex	spring				6					Metzinger Péter	Institute of Finance, Accounting and Business Law					
293NMARK370B	Marketing	C	2	2	6	ex	spring				6					Bauer András	Institute of Marketing					



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			Lecture	Seminar				1	2	3	4	5	6	7				Code	Name	Code	Name	
								Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester								
<b>Professional Core courses</b>																						
								<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>30</b>	<b>30</b>	<b>0</b>	<b>78</b>							
293NFINK351B	Corporate Finance	C	2	2	6	ex	spring				6					Váradí Kata	Institute of Finance, Accounting and Business Law					
293NOPRK212B	Decision Techniques	C	1	2	6	ex	spring				6					Szántó Richárd	Institute of Business Economics					
VGLE035NABB	Sustainability Management	C	2	2	6	ex	spring				6					Csutora Mária	Institute of Business Economics					
293NCOMK534B	Intelligent Systems	C	2	2	6	pg	spring						6			Borbásné Szabó Ildikó	Institute of Information Technology					
293NBUSK489B	Business Communication	C	2	2	6	ex	fall					6				Kacsirek László	Institute for the Development of Enterprises					
293NMANK481B	Organizational Theory and Behavior	C	2	2	6	ex	fall					6				Primecz Henriett	Institute of Management					
293NACCS314B	Managerial Accounting	C	2	2	6	ex	fall					6				Gyenge Magdolna	Institute of Finance, Accounting and Business Law					
VF00062NABB	International Business	C	2	2	6	ex	fall					6				Kacsirek László	Institute for the Development of Enterprises					
293NMANK485B	Human Resource Management	C	2	2	6	ex	spring						6			Takács Sándor	Institute of Management					
293NFINS451B	Corporate Finance II. (Financing Policy)	C	2	2	6	ex	spring						6			Berlinger Edina	Institute of Finance, Accounting and Business Law					
293NBUSS439B	Business Policy and Strategy	C	2	2	6	ex	spring						6			Kozma Miklós	Institute of Business Economics					
293NOPRK313B	Operations Management	C	2	2	6	ex	spring						6			Városiné Demeter Krisztina	Institute of Business Economics					
293NSTAK420B	Statistics II. (Statistical Methods)	C	2	2	6	ex	spring					6				Sugár András	Institute of Mathematics and Statistical Modelling					
<b>Core elective courses</b>																						
								<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>							
MAME028NABB	English for Specific Purposes I.	C	2	2	5	ex	fall	5								Patrick Bohl	Institute of Marketing					
MAME029NABB	English for Specific Purposes II.	C	2	2	5	ex	spring		5							Patrick Bohl	Institute of Marketing					







## Remarks:

Type: C-compulsory courses, CE-core elective courses, E-elective (optional) courses

Methods of assessment: ex-exam (exam at the end of the semester, but other forms of assessment are possible during the semester), pg- grade based on the practical assignments given during the course of the semester, a=signature, ce- Comprehensive examination

## Criterion subjects:

\* : Hungarian Language is a compulsory subject for the students participating in the Stipendium Hungaricum scholarship program in the first two semesters.

\*\* : Sports/Physical Education is a compulsory subject in the first two semesters.

The international semester can be completed in either the sixth and seventh semesters.

The specialisation can be completed in either the sixth and seventh semesters.

**Courses are recommended to be taken according to the prescribed time schedule of the study programme ("sample"). You can plan your own individual programme in respect of the following conditions:**

1. the prerequisite system of their study-programme must be taken into consideration when registering for courses.
2. the availability of courses in the semester (most courses are offered either in the fall or in the spring semesters only)
3. completing an average of 30 credits per semester, as a general rule.

## Curriculum

**Courses are recommended to be taken according to the prescribed time schedule of the study programme ("sample"). You can plan your own individual programme in respect of the following conditions:**

1. in the last two active semesters state-scholarship students will have to acquire at least 50% of the credits prescribed in the study programme, otherwise they can only continue their studies in a tuition-fee based form
2. the prerequisite system of their study-programme must be taken into consideration when registering for courses (for further information please visit: <http://isp.uni-corvinus.hu/index.php?id=55464>)
3. the availability of courses in the semester (most courses are offered either in the fall or in the spring semesters only)
4. completing an average of 30 credits per semester, as a general rule.

## Pre-degree certificate – Final Exam – Diploma

### Pre-degree certificate:

1. Completing 180+30 credits in the structure detailed in the study programme. At least 2/3 of the prescribed credits must be acquired at Corvinus University.
2. Completing the studies in keeping with the requirements set out in CBS's appendix to the Study and Exam Regulations.
3. Completing the mandatory business internship. For further information about the internship, please read the Study and Exam Regulations and CBS's Amendment to the Study and Exam Regulations.

### Final Exam:

1. Students can take a Final Exam on the condition that:

- they have fully completed the study programme
- they have submitted their Thesis Work and the assessors have accepted it

2. The final exam is an integrated assessment necessary for obtaining the higher education qualification. It consists of defending the thesis work and answering thesis-related questions in front of a Thesis Defence Committee.

3. The grade received for the Final Exam is the mathematical average (calculated to two decimal points) of the two grades received from the assessors of the thesis work and the grade received for the oral thesis defence.

4. Students must submit and defend their Thesis Work within max. 2 years from the time they have achieved the requirements for the pre-degree certificate

### Diploma:

1. Requirements:

- acquisition of the final (pre-degree) certificate (completing the study programme)
- a successful Final Exam

2. The qualification of the diploma is calculated in keeping with the CBS's Amendment to the Study and Exam Regulations

## **Important!**

**The fees for credits completed over the allowed limit and other fees are set out in the Study Contract signed at enrollment.**

**The curriculum may be subject to minor changes.**