



CURRICULUM INFORMATION

EÖTVÖS JÓZSEF COLLEGE

BUSINESS ADMINISTRATION AND MANAGEMENT

BA

STATE GOVERNMENT / ENTREPRENEURSHIP SPECIALIZATION

FOR FIRST YEAR STUDENTS

EÖTVÖS JÓZSEF COLLEGE

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Table of contents

- I. Information about the course
- II. Basic Training and Output Requirements (KKK) in Business Administration and Management (BA)
- III. Lesson, exam, and credit plan of the Business Administration and Management (BA)
- IV. Practical training
- V. Thesis, final exam

I. Information about the course

Students **who graduate in Business Administration and Management** are able to plan and analyze the processes of business organizations and institutions, as well as to manage and organize business and entrepreneurial activities and processes with their knowledge of economics, social theory, applied economics, and methodology.

Obtaining a bachelor's degree can also mean entitlement to participate in a master's course related to the field.

In the Business Administration and Management bachelor course of the College, students can choose from between specializations from the fifth semester:

Entrepreneurship specialization

The specialization aims to prepare students for entrepreneurial careers, start-ups, and the management of new businesses. The training focuses on the knowledge and skills required for the establishment and successful operation of businesses. The curriculum focuses on the rules of market competition, financial, accounting, company and labor legislation, the institutional system, taxation, and issues, with a special focus on the small and medium-sized enterprise sector. The most typical employment opportunities: financial, accounting, managerial positions, and starting and managing an independent business.

State government specialization:

The aim of the specialization is to provide a specialized qualification, which is lacking in the region, and which can be used well in the management organization tasks of budgetary organizations, institutions, and local governments, thus offering a good employment opportunity in the region for our recent graduates.

II. Basic Training and Output Requirements (KKK) in Business Administration and Management (BA)¹

The name of the bachelor course: Business Administration and Management

The level of education that can be obtained in the bachelor program and the indication of the qualification in the diploma

- level of education: a basic level
- qualification: Economist in Business Administration and Management

Field of study: economics

Training time in semesters: 7 semester

Number of credits to be collected to obtain the bachelor degree: 180+30 ECTS

- orientation of the course: practice-oriented (60-70 percent)
- - minimum credit value of related practical training outside the institution: 30 ECTS, of which the credit value assigned to the preparation of the dissertation: 10 ECTS,
- Minimum credit value of optional subjects: 10 ECTS

Territorial classification of fields of study according to the uniform classification system of professional qualifications: 345

The training goal and professional competencies of the bachelor program

The aim of the training is to train economic professionals who, with their knowledge of economics, applied economics, and methodology and the knowledge acquired within the specializations, are able to plan and analyze the operational processes and economic relations of economic organizations and institutions. After gaining practical knowledge and experience, they are able to manage and organize farming and entrepreneurial activities and processes. They are prepared to continue their studies in a master's degree.

The acquired professional competencies

- a) The knowledge of the student

- Has basic, comprehensive concepts and theories of economics, knowledge of its facts, national economic and international context, which is relevant for the economic operators, functions and processes.
- He/she has mastered the basic theories of micro and macro theories and characteristics. He/she is able to use basic information gathering, math and statistics methods of analysis.
- methods of analysis. He/she knows the project management rules and ethical standards and understand the importance of the teamwork and cooperations.
- He/she is familiar with the principles and methods of setting up organizations and institutions and knows the structure, organizational behavior and changes.
- He/she knows and understands the principles and methods of management and operation processes, the methodology of the analysis of management processes, the methodological bases of decision preparation and decision support.
- He/she knows the basics of other fields (technical, legal, environmental, quality assurance, etc.) related to his/her major and specializations.
- He/she has basic knowledge of management and organization as well as project preparation and management of small and medium-sized enterprises.
- He/she knows the operation of organizations, the use of IT and office technology tools that support management processes.
- He/she has mastered the written and oral forms of professional and effective communication, the graphical ways of presenting data.
- He/she has a basic professional vocabulary of economics in the mother tongue and at least one foreign language.

b) Abilities of the student

- He/she plans, organizes, manages and controls economic activities and projects, small businesses and economic organizations.
- Using the learned theories and methods, he/she explores, systematizes and analyzes facts and basic connections, formulates independent conclusions and critical remarks, makes decision-making proposals, and makes decisions in routine and partly unknown - domestic and international - environments.
- He/she follows and interprets world economic and international business processes, changes in related to economic policy and takes them into account in its analyzes, proposals and decisions.
- He/she is able to determine the complex consequences of economic processes and organizational events.
- He/she is able to apply economic problem solving techniques, problem solving methods, their application conditions and limitations.
- He/she is able to collaborate with experts in other fields
- He/she participates in projects and group task (makes solutions), after gaining practical knowledge and experience, he/she manages, organizes, evaluates and controls the activity as a leader.
- He/she able to manage small and medium-sized enterprises and organizational units in a business organization after gaining practical knowledge and experience.
- From a conceptual and theoretical point of view, he/she presents the professionally formulated proposal and viewpoint (oral and written form) in Hungarian and in a foreign language, according to the rules of professional communication.
- He/she is able to use a professional foreign language at the intermediate level.

c) Attitudes of the student

- He/she demonstrates problem-sensitive, proactive behavior for quality work, constructive, cooperative, proactive in a project and team work.
- He/she receptive to new information, new professional knowledge and methodologies, open to solve and undertake new, independent and cooperative tasks and responsibilities. He strives to improve his knowledge and working relationships during the cooperation and team work.
- He/she shows openness to the given job, work organization, economic, social changes in the environment and seeks to track and understand the importance and reasons of the change.
- He/she receptive to the views of others, to sectoral, regional, national and European values (including social, societal and ecological, sustainability aspects).
- He/she accepts and recognizes the importance of career planning.
- He/she seeks lifelong learning in the world of work and beyond.

d) The autonomy and the responsibility of the student

- Under general professional supervision, he/she performs and organizes independently in the job description specific tasks.
- He/she takes responsibility for his/her analyzes, conclusions and decisions.
- He/she leads, organizes, controls an organizational unit in a business organization, working group or a smaller economic entity independently, and takes responsibility for the organization and staff members.
- In an economic organization according to his/her qualifications he/she organizes, manages and controls economic activity.
- He/she is responsible for the professional, legal and ethical aspects of his work and for compliance with standards and rules.
- As a member of projects, group work and organizational units, he/she performs his/her tasks independently.
- He/she holds presentations, conducts discussions independently. He/she participates independently and responsibly in the work of professional forums inside and outside of the business organization.

Characteristics of the bachelor training

Professional characteristics

Disciplines leading to the qualification, fields of expertise from which the program is composed:

- economic, methodological and business knowledge (mathematics, statistics, informatics, micro and macroeconomics, international economics, finance, corporate economics, business law, marketing, accounting management, business communication, professional language, environmental economics, other basic business knowledge) 80-90 ECTS;

- social science knowledge (basic of the European Union, general and economic law, economic history, sociology, psychology, philosophy) 10-20 ECTS;
- professional knowledge of management and administration (corporate finance, accounting analysis, human resource management, marketing management, leadership and organization, process management, decision theory, and methodology, controlling, business ethics, strategic planning, production management, process and quality management, human resource management, team management, public management organizational methodology, information management, and optional specializations) 70-90 ECTS.

The proportion of special knowledge credits that can be acquired in the fields corresponding to the needs of the profession of the economist with management and management knowledge is a maximum of 30 ECTS within the training as a whole.

Foreign language requirement

To obtain a bachelor's degree from a foreign language, a state-recognized, intermediate (B2), complex type, professional language or state-recognized, advanced (C1), complex type general language examination, or an equivalent baccalaureate certificate or diploma is required.

Internship requirements

The internship is a twelve-week continuous internship (400 hours in full-time, 200 hours in part-time).

III. Lesson, exam, and credit plan of the Business Administration and Management (BA)

Subjects	1. semester				2. semester				3. semester				4. semester				5. semester				6. semester				7. semester				Jelleg	Előadás	Gyakorlat	Kredit				
	E	Gy	Kr	SZ																																
General and economic law	2	0	4	v																													K	2	0	4
Mathematics for economics 1.	1	3	5	v																													K	1	3	5
Information Technology 1.	1	3	4	v																													K	1	3	4
Economics 1.	3	0	5	v																													K	3	0	5
Businesss Communication	0	2	4	v																													K	0	2	4
Business Language 1.	0	2	4	é																													KV	0	2	4
Information Technology 2.					0	3	4	é																									K	0	3	4
Economics 2.					1	2	5	v																									K	1	2	5
Mathematics for economics 2.					1	3	5	v																									K	1	3	5
Basic of Accounting					1	2	5	v																									K	1	2	5
Statistics 1.					1	3	5	v																									K	1	3	5
Business language 2.					0	2	4	é																									KV	0	2	4
Environmental economics									1	1	4	v																					K	1	1	4
Basic of Marketing									2	2	5	v																					K	2	2	5
Fundamentals of Finance									2	2	5	v																					K	2	2	5
Business economics									1	1	4	v																					K	1	1	4

IV. Practical training

Our students are required to complete 400 hours of related practice in accordance with the conditions set out in the KKK. The College's extensive network of contacts allows each student to spend this internship period in the area that is most appealing to them. A wide range of businesses, budget organizations, and municipalities working with us are waiting for interns from the financial sector through marketing to municipal management.

V. Thesis, final exam

The dissertation is prepared by a supervisor and a seminar. In connection with the narrower research areas of the lecturers, students can choose from a number of subject areas. During the preparation of the dissertation, at least six consultation hours should be held. In addition to the supervisor, the dissertation is evaluated by an instructor and/or an external expert.

The condition for the final exam is the successful completion of the semesters and the collection of the necessary credits. Before the final examination, the candidate reports on his/her knowledge acquired in 3 subject areas (finance, accounting - marketing, management - specialization) before the three-person examination committee, and briefly presents his/her dissertation, and answers the judge's questions.