Business Administration and Management BSc. Courses Acquired competences	Basics of Accounting	Basics of Management I.	Basics of Management II.	Basics of project management	Business communication I.	Business communication II.	Business economics	Business information technology	Business law	Business planning	Competence Portfolio I.	Competence Portfolio II.	Controlling	Corporate finance I.	Corporate finance II.	Economic history	Economic mathematics I.	Economic mathematics II.	Economics I.	Economics II.	Environmental economics	Finance	Financial accounting and accounting analysis	Fundamentals of the European Union	General and economic law	Leadership and organizational skills	Management of value-chain processes	Marketing basics	Marketing management	Physical education I	Physical education II	Professional foreign language I. English	Professional foreign language I. Hungarian	Social behavior	Statistics I.	Statistics II.	Strategic planning	Taxation
Knowledge																																					
Possesses knowledge of the fundamental and comprehensive concepts, theories, and facts of economics, as well as their national and international contexts, with regard to relevant economic actors, functions, and processes.	x						x							x	x		x	x	x	x	x	x	x										x	x		x
Has mastered the fundamental theories and characteristics of the micro- and macro-organizational levels of the economy and possesses basic information-gathering, mathematical, and statistical analysis methods.	x	x	x	x			x			x			x	x	x		x	x	x	x	x	x	x			x	x		x				x	x	x	x
Understands the rules and ethical standards of cooperation in projects, teams, and work organizations, as well as project management.		x	x	x	x	x				x	x	x	x													x	x		x						x	
Is familiar with the principles and methods related to the establishment of organizations and institutions, as well as the development and modification of their structures and organizational behavior.		x	x	x						x			x													x	x		x						x	
Understands the principles and methods of managing, organizing, and operating business processes, the methodology for analyzing business processes, and the methodological foundations of decision preparation and decision support.	x						x							x	x		x	x	x	x	x	x	x										x	x		x
Is familiar with the fundamentals of other fields related to their specialty (technical, legal, environmental, quality assurance, etc.).																																					
Possesses basic knowledge of management and organization, as well as the preparation, launch, and management of projects and small and medium-sized enterprises.		x	x	x						x			x													x	x		x						x	
Understands the operation of organizations and the use of IT and office technology tools that support business processes.		x	x	x						x			x													x	x		x						x	
Has mastered professional and effective written and oral communication, as well as tabular and graphical methods of data presentation.					x	x					x	x																									
He or she has a command of the basic technical vocabulary of economics in his or her native language and in at least one foreign language.	x						x							x	x		x	x	x	x	x	x	x										x	x		x
Skills:																																					
Plans and organizes economic activities and projects; manages and oversees small businesses and economic organizations.	x	x	x	x			x			x			x	x	x		x	x	x	x	x	x	x			x	x		x				x	x	x	x
Applies learned theories and methods to identify, systematize, and analyze facts and fundamental relationships; formulates independent conclusions and critical observations; prepares recommendations for decision-making; and makes decisions in both routine and partially unfamiliar domestic and international environments.	x						x							x	x		x	x	x	x	x	x	x										x	x		x
They monitor and interpret global economic and international business processes, as well as changes in economic policy and relevant sector-specific policies and legislation, along with their impacts, and take these into account in their analyses, recommendations, and decisions.	x						x							x	x		x	x	x	x	x	x	x										x	x		x
Is able to determine the complex consequences of economic processes and organizational events.	x	x	x	x			x			x			x	x	x		x	x	x	x	x	x	x			x	x		x				x	x	x	x
Can apply techniques for solving economic problems and problem-solving methods, taking into account their conditions and limitations.	x						x							x	x		x	x	x	x	x	x	x										x	x		x
Is able to collaborate with representatives of other fields.																																					
Participates in projects and group tasks; after acquiring practical knowledge and experience, leads, organizes, evaluates, and supervises activities in these contexts as a leader.																																					
Is capable of managing a small or medium-sized enterprise or an organizational unit within a business entity after acquiring practical knowledge and experience.		x	x	x						x			x													x	x		x						x	
Presents professional recommendations and positions—formulated with conceptual and theoretical precision—both orally and in writing, in Hungarian and a foreign language, in accordance with the rules of professional communication.					x	x					x	x																									
Is capable of using a foreign language at an intermediate professional level.																																					
Attitude:																																					
To ensure high-quality work, demonstrates a problem-solving mindset and proactive behavior; in projects and group tasks, is constructive, cooperative, and takes the initiative.																																					
Is receptive to new information, new professional knowledge, and methodologies, and is open to taking on new tasks and responsibilities that require independence and collaboration. Strives to develop their knowledge and professional relationships, including through collaboration with colleagues.																																					
Is open to changes in the broader economic and social environment of their specific job, work organization, and company, and strives to follow and understand these changes.	x	x	x	x			x			x			x	x	x		x	x	x	x	x	x	x			x	x		x				x	x	x	x
Is receptive to the opinions of others and to sectoral, regional, national, and European values (including social, ecological, and sustainability considerations).																																					
Accepts and recognizes the importance of career planning.																																					
Strives for lifelong learning both in and outside the workplace.																																					
Autonomy and responsibilities:																																					
Under general professional supervision, independently performs and organizes the tasks specified in the job description.																																					
Takes responsibility for analyses, conclusions, and decisions.	x						x							x	x		x	x	x	x	x	x	x										x	x		x
Independently leads, organizes, and manages an organizational unit, workgroup, or business within a business entity, or a smaller business entity, assuming responsibility for the organization and its employees.		x	x	x						x			x													x	x		x						x	
Within a business organization, in an economic role, organizes, manages, and supervises economic activities in accordance with their qualifications.	x	x	x	x			x			x			x	x	x		x	x	x	x	x	x	x			x	x		x				x	x	x	x
Takes responsibility for adhering to professional, legal, and ethical standards and rules related to their work and conduct.																																					
As a member of projects, workgroups, and organizational units, performs assigned tasks independently and responsibly.		x	x	x						x			x													x	x		x						x	
Delivers presentations and moderates discussions independently. Participates independently and responsibly in the work of professional forums both within and outside the business organization.		x	x	x						x			x													x	x		x						x	