

**CALL FOR APPLICATION FOR GTFP FELLOW  
AT THE BUDAPEST BUSINESS SCHOOL**

Within the framework of GTFP, [Budapest Business School](#) in Hungary invites applications for the Spring 2017 semester for the position of Visiting Teaching Fellow.

The position requires teaching one or two courses on **undergraduate level in English**. Applicants can choose from the following courses:

**List of courses, spring semester**

**Business mathematics 2 (*Department of Methodology*)**

We learn concepts and methods that are essential to analyse and understand random processes in the economy. We lay the foundations for statistics, finance and operations research courses too. We want our students to recognise random phenomena in business and economy and learn to choose and use the proper mathematical model to evaluate a situation and extract the required information.

**Operation research (*Dep. of Methodology*)**

Optimization means that we want to find the best way of doing something: achieve the most profit by choosing optimal product structure or organize transportation with the lowest cost. This course activates your knowledge of mathematics to solve particular economic problems.

**Statistics 1 (*Dep. of Methodology*)**

The course is an introduction to the elements of descriptive and (partly) inferential statistics preparing students to solve real life problems, to handle different quantitative methods and to understand Statistics II. The present, first part of the course deals with descriptive statistics.

Basic notions, population and samples, variables, ratios, scales of measurements.

Summarizing numerical information by graphical methods: frequency distributions, histograms, Stem and leaf plot, bar and pie chart. Cumulative frequency distribution, measure of concentration.

Measures of association between two variables, covariance, correlation coefficient, Cramer's and Tchuprov's measures of association and the decomposition of variance. Comparisons based on standardization and index numbers. Index numbers. Value-, price- and quantity indices. Relations between the two types of index number, series of indices.

Introductory analysis of time series. Smoothing procedures. The four components of time series; measure seasonal variation using the ratio-to-moving average method.

**Economics 2 (*Dep. of Economics*)**

This is an intermediate Macroeconomic course.

Students are expected to gain some insight how the economy works at the national level and what are the consequences of different policies and tendencies in a closed economy.

**Finance (*Dep. of Finance*)**

This course is an introductory corporate finance course offering basic understandings of the role of money and incomes, and the instruments and institutions within the flow of funds.

Monetary policy and institutions; Fiscal policy and institutions; Foreign exchange rate policies are discussed.

**Business law 2 (*Dep. of Economics*)**

The aim of the present lecture is to provide an introduction to the core Hungarian business laws, with special regard to the provisions laid down in the Hungarian Civil Code effective since 15 March 2014; Company Act and the Act about the branch offices and representation offices of foreign companies. All types of companies regulated by the Hungarian laws are reviewed, including their establishment, operation, tasks and obligations of their main bodies and their termination. Students will also be informed about the special bankruptcy/liquidation and winding-up procedures. The lectures put emphasis on providing students with practical examples.

#### Human resource management (*Dep. of Management*)

The primary objective of this course is to provide students with an understanding of the key concepts and skills used within the context of HRM. The class will examine the various processes and strategies employed by organizational leaders and human resource professionals throughout the "lifecycle" of the employer-employee relationship.

The course will cover key topics such as strategic HRM, recruitment, selection, performance management, reward management and pay structures. The instructor will make use of cases and examples drawn from the private, public and the not-for-profit sectors.

#### Basics of business information technology (*Dep. of Business Information Systems*)

To introduce the basic categories of economic informatics. To establish in the students the system-theoretic thinking, and the system-approaching knowledge. To introduce the general features of information models in economic systems. To acquaint the students with the possibilities of the business applications of informatics and with the characteristics of the widely-used applications. To provide an overview of supporting and organizing of those applications that constitute the information systems of economic organizations.

#### Financial accounting 1 (*Dep. of Accounting*)

This course is closely related to the course of Introduction into Accounting and based on the knowledge obtained in that course and improve the book-keeping knowledge. During the course the students will learn the detailed lines of the balance sheet, the related transactions and events, steps of book-keeping of the transactions and the effects of them on the balance sheet and P&L statement.

#### Management accounting (*Dep. of Accounting*)

The subject of Management Accounting builds on the knowledge obtained in the Financial Accounting and gives a summary on information which need to the management to make different decisions. The aim is to teach the student what kind of information and data are necessary to the management, in what level these shall be provided and which division in the business activity. The students learn the basis of the budgetary procedures, correspondences, analysis of budgets and costs. After learning the methods of calculations, the students will learn the book-keeping of the whole production activity, using nature of costs, cost centres and cost objects. It will give them a wider and deeper understanding of cost recognition and analysis.

#### Methods of business analysis (*Dep. of Accounting*)

The aims of this subject are the sketching of the analysis and control besides the methodological foundation of essential areas of analysis and control.

This subject provides students the opportunity to apply these methods of analysis and control that help the managerial decision making and monitor the execution of these and evaluate success of decisions.

The other focus of the unit is to show the systems of audit and control with case studies, structure and operation of these systems.

By the end of the unit, students will be expected to know basic conclusions of analysis that meet the requirements of controlling and audit in following terms.

#### Corporate finance 2 (*Dep. of Finance*)

Financing decisions, CapEx, Investment valuation, WACC, Asset composition and capital structure of companies, working capital management and valuation, The process of financial planning, external financing, financial planning.

#### Basics of public finance (*Dep. of Finance*)

Introduction to the basic issues of public finances, with special emphasis on the status and objectives of a welfare state.

#### Money and capital markets (*Dep. of Finance*)

This course provides a detailed introduction to financial markets and instruments. We focus on trading and pricing of debt, equity securities and contracts of futures and options markets. Major topics include:

1. Functions of financial markets and instruments
2. Pricing debts and equities
3. Introduction to security analysis
4. Instruments on options and futures markets
5. Investment funds

#### Complex analysis (*Dep. of Accounting*)

The purpose of the course is – with using the information from the accounting courses – to acquire the methods and scopes of the financial statements analysis based on the information learned.

This subject provides students the opportunity to apply these methods of analysis and control that help the managerial decision making and monitor the execution of these and evaluate success of decisions.

This subject requires the knowledge of attained subjects in previous semesters, aspires to the complex, individual and quality thinking from the view of the stakeholders of the financial statements.

#### Financial and Accounting IT II. (*Dep. of Business Information Systems*)

The course focuses on the base IT requirements to establish accounting systems. This is necessary for specific planning of informational systems because it is indispensable to get appropriate knowledge on informatics as well as knowledge on accountancy.

Students gain competence in understanding the logic of integrated company management system and get an insight in the operation of an integrated system.

### List of courses, autumn semester

#### Business mathematics 1 (*Dep. of Methodology*)

We want to develop your ability to reason, and to lay the foundation to understand important economic concepts like marginal profit, marginal demand, elasticity, etc. We want our students to master mathematical concepts and methods that are essential to learn probability, statistics, economy, finance and other specialized courses. Our students should be able to identify a problem, chose and use the proper mathematical tool, and finally, to evaluate the results.

#### Information technology (*Dep. of Business Information Systems*)

Information Technology is a one term course that surveys computer science and information technology with emphasis on computer business applications. The unit investigates the application of computer technology, looking at the basics, the languages of programming, together with the applications of computers.

Students study the theory of information processing and the possible options for information transfer. They will be exposed to computer concepts including terminology, communications, networking, Internet usage, protection, ethical issues. The course incorporates the basics of databases, data warehousing and information generation.

Work in the computer centre focuses on the commonly used software applications, word processing, spreadsheets, and database management. Common database management systems are introduced focusing on data analysis.

### Statistics 2 (*Dep. of Methodology*)

In this course you will: distinguish between the use of descriptive and inferential statistics, use the results drawn from samples to estimate population parameters, review confidence intervals and hypothesis testing, explain the concept of using a confidence interval to estimate a population parameter, identify when hypothesis testing may be appropriate and explain the methodology as it relates to the scenario.

This course introduces to two important concepts used in inferential statistics: confidence intervals for estimating population parameters and hypothesis testing for proving inferences about population parameters. In the second part of semester we deal with correlation, regression and time series analysis.

### Economics 1 (*Dep. of Economics*)

The Economics course is about to deliver basic knowledge in relation with the actors, goods and operation of the market in a modelled way with the tools of positive economics. During this course, students are expected to gain some insight how the economy works at the individual and corporate level and what are the different market failures as a possible field of state intervention. Our aim is to allow students to understand today's economic environment.

### Business law 1 (*Dep. of Economics*)

The aim of the present lecture is to provide an introduction to the base civil law rules of Hungary in order to prepare appropriate legal basis for the review of the "core" business law forming the part of the lectures in the next semester. In the course of the lectures the review of the life-phases of contracts, i.e. the rules about concluding, completing and terminating agreements and the enforcement of claims arising therefrom will be of utmost importance. Emphasis is out on the most widespread type of agreements. Continuous review of case studies and the judicial practice.

### Business communication (*Dep. of Management*)

The course Business Communication aims to deliver basic understanding of the communication process, business communication forms, and the social psychological background of human communication. We do NOT aim to develop English language skills.

During the course, students are expected to develop their self-knowledge, get an insight in the social psychological background of the communication process, exercise verbal and nonverbal communication, and get experience in different forms of written communication.

### Business economics (*Dep. of Management*)

The aim of this course is to present the status and role of companies in our current economic environment. By the end of the course students will comprehend what forms companies may take, what attributes they possess, how they operate, what key functional areas they work by and how their performance is evaluated.

### Introduction to accounting (*Dep. of Accounting*)

The object of the subject is to make the students aware that the accounting is not a separate activity in the firm, but it is an information system to provide different type of information in an effective way to the internal and external users of annual report. The communication role of accounting will be familiarized with the student, stressed out the importance of methodology of accounting in business life.

It is highly important to obtain the basic theoretical knowledge of accounting, to know the logic of accounting, the principals and the practice to be able to help the accounting and communication activities of firms.

### Management (*Dep. of Management*)

This course presents a systematic coverage of management theory and practice. It will cover the application of management theories to practical problems in planning, organizing, leading and controlling business activity.

Contemporary management theory and practice are changing rapidly and those changes will be discussed during the course.

Case studies, problems and discussion of relating articles, studies will help the deeper understanding of the discussed areas.

#### Marketing (*Dep. of Management*)

At the end of the module, students will know and understand the role of marketing; they will be able to describe the function of marketing management and its responsibilities; they will be able to list the ingredients of the marketing mix; and they will understand the variety of ways of conducting market research.

On completion of the module, students will be able to formulate a strategy for market penetration and development of existing products; they will be able to conduct preliminary market research; and they will develop basic skill in constructing promotional campaigns.

#### Corporate finance 1 (*Dep. of Finance*)

This course deepens the basic knowledge of the students in Corporate Finance. We introduce the basic mathematical tools to assess real and financial assets, and to evaluate projects as well.

The basic terminology and fundamental theories of modern corporate finance will be introduced during this course. All important aspects of financial decisions will be taught along with their practical applications such as numerical methods and techniques.

#### Financial accounting 2 (*Dep. of Accounting*)

This course is closely related to the course of Financial Accounting I. and based on the knowledge obtained in that course. The aim of this course to deepen the knowledge and improve the capability of the students to be able to prepare the whole financial statement of an economic entity. During this course, students are expected to gain the knowledge of preparation of financial statement.

#### Taxation 2 (*Dep. of Finance*)

The subject examines fiscal policy, the tax system, the tax legislation and the structure of subsidies. It gives an insight into public finances system and discusses the state's roles and functions in public finance, like allocation, redistribution, fiscal and economic stabilization.

Special emphasis is paid to the tax harmonization of the European Union.

#### Banking (*Dep. of Finance*)

This course in Banking is about to deliver comprehensive knowledge in relation with the monetary flows of income, and in relation with the instruments and contemplating credit institutions.

#### Business planning (*Dep. of Accounting*)

The aim of this course is to apply basic economic, accounting and finance knowledge in practice in the preparation of a business plan for a small start-up venture in Hungary in the current economic environment. Analysis of the environment, the venture's strength and weaknesses and competitive advantage. Preparation of a bottom up revenue and operating cost plan for a 5 year planning horizon, working capital and capital expenditures plans and planning of the financing need and schedule. Distillation of this plan in a 5 year forecast of the balance sheet and profit and loss statement and cash flow statement. Simple valuation of the venture.

#### Financing public operations (*Dep. of Finance*)

The aim of the course is to get a good understanding of pros and cons of a common fiscal policy on European level. The course deals with Hungarian fiscal performance from the early 2000s. Special attention will be

given to the pension issue both on an international level and in Hungary. The course is designed as a seminar with lot of interactions. Students are required to make team presentations on various subjects based on their own research.

Financial and Accounting IT I. (*Dep. of Business Information Systems*)

The curriculum means a base to establish accounting systems. This is necessary for specific planning of informational systems because it is indispensable to get appropriate knowledge on informatics as well as knowledge on accountancy.

Competence in understanding the logic of integrated company management system and get an insight in the operation of an integrated system.

For further details concerning the content of the courses please contact **Dr. István Ábel, Head Department, Faculty of Finance and Accountancy** at [Abel.Istvan@uni-bge.hu](mailto:Abel.Istvan@uni-bge.hu)