**Business Administration and Management**

* The HRM function, recruitment & selection (models, aims, policy goals)
* Performance management & reward management (definitions, aims, models)
* Economic and monetary union within the European Union
* Inventory management (objectives of inventory management, inventory cost, typology of stocks, economic order quantity model)
* Financial statement analysis
* Time value of money and investment decision making (FV, PV, NPV, perpetuity, annuity, IRR)
* Bonds, stocks valuation and WACC
* Strategic management, strategic management process, and analysis of external and internal environment
* Business-level Strategies (Porter's five strategies), Corporate-level Strategies (diversification strategies)
* Leadership (definition, functions, theories, roles)
* Segmentation, targeting, positioning
* Elements of the marketing mix
* Legal forms of business organisations
* Taxation of business activities
* Organizational structures

Debrecen. 20.04.2021

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