

Module for Human resource management

ECTS range: 15

Courses: 1) Grant writing; 2) Personnel and labour activities requirements; 3) Introduction to labour markets

(1) Course: Grant writing	ECTS: 4
Elective	
Ratio of theory – practice: 100% practice	
Type of lesson: seminar and number of lessons in semester of teaching: 45 Language of instruction: <i>English</i>	
Specific techniques or methods in teaching (if any e.g. specific software): offline / online templates in techniques, search engines – call for proposals. Use of computers.	
Type of examination and course mark: practical mark Further methods of examination or mid/end term testing (e.g. project works): tendering, tender writing, case studies	
Semester: 4	
Preconditions of the course: -	

Description of course content:

The aim of this course is to provide information to the students about the definitions, techniques of grant writing, project management, (PCM, Project Cycle Management). To show an overview of the relevant grant systems in European Union and some about it in Hungary. To show them real ongoing calls for proposals and real life nonprofit activity. To involve them to some of these fields: project generation, proposal finding, interpreting the guidelines, feasibility study writing, other processes.

Compulsory and recommended literatures (2-5 pieces) with full bibliography*Compulsory literature:*

Peter Hobbs: Project management (Essential Managers), DK, USA, 2015, ISBN-10: 1405335459
European Commission: Aid delivery Methods Volume 1: Project Cycle Management Guidelines, March 2004. https://ec.europa.eu/europeaid/sites/devco/files/methodology-aid-delivery-methods-project-cycle-management-200403_en_2.pdf

Recommended literature:

Project Management Institute: A Guide to the Project Management Body of Knowledge, (PMBOK® Guide) 2000 Edition, © Project Management Institute, Four Campus Boulevard, Newton Square, PA 19073-3299 USA, ANSI/PMI 99-001-2000, ISBN-10: 1880410222
http://dbmanagement.info/Books/MIX/Guide_to_the_Project_Management_Body_of_Knowledge.pdf
Peter Taylor: The Lazy Project Manager: How to Be Twice As Productive and Still Leave the Office Early, Infinite Ideas Limited, 36 St Giles Oxford, United Kingdom, 2009, ISBN-10: 9781906821678 (<https://s3-eu-west-1.amazonaws.com/logs.omnibuilder/undefined/5d47d7ce-0cd6-4c3e-9481-332981ef00c1.pdf>)

Elements of Student Requirement System (KKK) that the course contributes to:**a) knowledge**

- has got knowledge about the details of project cycle management
Knows the related definitions (like: stake holders, indicator, problem tree, goal tree, guidelines, logical framework matrix, etc.)
- Knows the scientific, research and NGO grant supporting system of the European Union, and some other (like: EEA and Norway grants, Twin cities grant, etc.)

b) skills

- He as able to take part in project generation, implement a project plan.
- To implement the learned methodologies (like: stakeholder analysis, problem tree, goal tree, logframe matrix techniques, etc.)
- To take part in grant writing,
- To be able to find grants on the internet,
- To understand guide lines of the proposals, relevant rules, communication and design guidelines,
- To prepare presentation about a guideline, project,
- To be able to present the presentation for the group mates,

c) attitude

- has a need for critical analysis and processing of information
- is open to all forms of professional innovation, inclusive and at the same time critical to theoretical, practical and methodological innovations.

d) autonomy and responsibility

- consciously represents the methods (s)he works with in his/her field and accepts the different methodological characteristics of other disciplines.
- also performs complex assignments in accordance with the professional requirements of a particular job.

Course leader: Dr. Gyöngyi Bánkúti PhD, associate professor

Further teachers involved: -