Study plan

Name of study plan: B-PM-prez.forma od 12/13

Faculty/Institute/Others:

Department:

Branch of study guaranteed by the department: Welcome page

Garantor of the study branch: Program of study: Welcome page Type of study: unknown full-time

Required credits: 180 Elective courses credits: 0 Sum of credits in the plan: 180

Note on the plan:

Name of the block: Compulsory courses Minimal number of credits of the block: 146

The role of the block: Z

Code of the group: 1.S.BPM-P-OD-12/13

Name of the group: 1.s.BPM od 12/13 prezen ní forma

Requirement credits in the group: In this group you have to gain 30 credits

Requirement courses in the group: In this group you have to complete 8 courses

Credits in the group: 30 Note on the group:

Code	Name of the course / Name of the group of courses (in case of groups of courses the list of codes of their members) Tutors, authors and guarantors (gar.)	Completion	Credits	Scope	Semester	Role
04BJA1	English Language 1	Z	4	0P+4C		Z
51OP	General Psychology and Psychology of Personality	Z,ZK	6	3P+1C	Z	Z
51R	Rhetoric and Communication Skills	Z,ZK	4	2P+2C		Z
51RLZ	Human Resources Management	Z,ZK	4	2P+1C	Z	Z
TV1	Physical Education	Z	0	0+2	Z	Z
51TV1	Physical Education 1	Z	0	0P+2C		Z
51UEK	Introduction to Economics	Z,ZK	4	2P+2C		Z
51UM	Introduction to Mathematics	Z,ZK	4	2P+2C		Z
51UV	Introduction to University Studies	Z	4	2P+1C	Z	Z

Characteristics of the courses of this group of Study Plan: Code=1.S.BPM-P-OD-12/13 Name=1.s.BPM od 12/13 prezen ní forma

04BJA1	English Language 1		4			
The course is suitable for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as grammar. The course focuses on						
developing language skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening and improving grammar. All						
interconnected language skills are submitted to the goal of developing the required level needed for students'professional life.						
		: -				

51OP	General Psychology and Psychology of Personality	Z,ZK	6
51R	Rhetoric and Communication Skills	Z,ZK	4
51RLZ	Human Resources Management	Z.ZK	4

Human Resources Management (HRM), personal management in organisation from the point of view of future managers. Contemporary challenges in HRM, the history of HRM, basic problems of labour market, recruitment and selections, job analysis information, process of adaptation of new employees in organisation, professional carriers, knowledge of principles of HRM for future managers, job motivation and stimulation of employees.

	0 //		
TV1	Physical Education	Z	0
51TV1	Physical Education 1	Z	0
51UEK	Introduction to Economics	Z,ZK	4

The course is focused on the following subjects: basic economic relations and consequences. Economic aggregates and their consequences. Operating of the economics according to so called macroekonomic circle, various economic theories. Consumption behaviour in microeconomics. Theory of production. Different markets and competitions.

51UM	Introduction to Mathematics	Z,ZK	4	
51UV	Introduction to University Studies	Z	4	

Content of the subject includes knowledge assisting students in quick and effective adaptation to conditions of university studies. Content of the subject:Part 1 - adaptation, Part 2. - ways of studying at universities, Part 3 - education and self-education.

Code of the group: 2.S.BPM-P OD 10/11

Name of the group: 2.s.BPM-od 10/11 prezen ní forma

Requirement credits in the group: In this group you have to gain 26 credits

Requirement courses in the group: In this group you have to complete at least 6 courses

Credits in the group: 26 Note on the group:

Code	Name of the course / Name of the group of courses (in case of groups of courses the list of codes of their members) Tutors, authors and guarantors (gar.)	Completion	Credits	Scope	Semester	Role
04BJA2	English Language 2	Z	4	0P+4C		Z
51PP1	Law and Business 1	Z,ZK	4	2P+1C	L	Z
51SOP	Social Psychology	Z,ZK	6	2P+2C		Z
51S	Sociology	Z,ZK	6	2P+2C	L	Z
51TV2	Physical Education 2	Z	0	0P+2C		Z
51ZPM	Basics of Business Management	Z,ZK	6	2P+2C	Z,L	Z

Characteristics of the courses of this group of Study Plan: Code=2.S.BPM-P OD 10/11 Name=2.s.BPM-od 10/11 prezen ní forma

04BJA2	English Language 2	Z	4		
The course is suitable for students of bachelor managerial studies. The course focuses on developing all four language skills at the given level, i.e. reading, writing, speaking and					
listening, on unders	tanding and orientation in a wide-range of topics in the students' respective professional and acedemic context, as well as on strer	ngthening and imp	oroving grammar		
All interconnected la	anguage skills are submitted to the goal of developing the required level needed for students' academic and professional life.				
51PP1	Law and Business 1	Z,ZK	4		
Subject of course L	aw and business includes the following: -labour law, its basis and role within the legal system -labour relations, international cons	sequences -emplo	yment and its		
regulation -terminat	ion of employment -working hours, vacancy -wage, salary, -discretion and duties of the employer and employees -health and saf	ety			
51SOP	Social Psychology	Z,ZK	6		
51S	Sociology	Z,ZK	6		
Content of the cours	se is focused especially on the following topics:Sociology as a science, sociologic way of thinking including historic aspects, termino	ology. Sociology a	nd management		
Social roles management. The Czech society in 21st century. Sociologic research.					
51TV2	Physical Education 2	Z	0		
51ZPM	Basics of Business Management	Z,ZK	6		

Code of the group: 3.S.BPM-P OD 12/13

HR Management

Name of the group: 3.s.BPM-od 12/13 prezen ní forma

Requirement credits in the group: In this group you have to gain 26 credits

Requirement courses in the group: In this group you have to complete 6 courses

Credits in the group: 26 Note on the group:

51PM

Code	Name of the course / Name of the group of courses (in case of groups of courses the list of codes of their members) Tutors, authors and guarantors (gar.)	Completion	Credits	Scope	Semester	Role
51FGRA	Financial Literacy	KZ	4	2P+1C		Z
51ITPGR	Information Technology and Computer Literacy	Z,ZK	4	1P+2C		Z
51PM	HR Management	Z,ZK	4	2P+2C	3	Z
51PV	Corporate Education	Z,ZK	4	2P+1C	Z	Z
51PP2	Law and Business 2	Z,ZK	4	2P+1C	Z	Z
51SRL	Strategic Human Resource Management and Development	Z,ZK	6	3P+1C		Z

Characteristics of the courses of this group of Study Plan: Code=3.S.BPM-P OD 12/13 Name=3.s.BPM-od 12/13 prezen ní forma

51FGRA	Financial Literacy	KZ	4			
51ITPGR	Information Technology and Computer Literacy	Z,ZK	4			
Students will learn how	Students will learn how to adjust MS Excel user interface, to create, edit and format tables, enter basic as well as advanced formulas and functions (with economic and managerial					
applications); to understand and apply absolute / relative cell references, create and format charts. They will learn to work with databases in Excel and learn how to use the functions						
for searching, sorting data, using conditional formatting. Students will become familiar with multiple consolidation ranges, analyze external data source, as well as large spreadsheets						
or databases to create more complex types of graphs, create a PivotTable and graphs.						

As part of corporate management, HR Management is focused on staff management, particularly in terms of recruiting, developing, utilising and organising people and interlinking their work, as well as exploring the results of their work, their professional skills and work-related behaviour, their attitude to the work they do, to their company and their colleagues, personal satisfaction they get out of their work and various aspects of personal and social development.

51PV Corporate Education

The course covers basic approaches to corporate education, and deals with connection of corporate training and education of employees with other types of education and human resource functions, and with current approaches to the development of individuals, teams and enterprises.

51PP2 Law and Business 2 Z,ZK 4

Course content: -development of the commercial law, its relation to the civil law -system of the commercial law -business (not based on the Trade law), enterpreneur -business relations and legal requirements -ensurance of business commitment -different contracts in accordance with the Commercial Code -business companies: -partnerships -companies with limited liability -joint stock companies -other companies -international and multinational companies

51SRL Strategic Human Resource Management and Development Z,Z

Strategic HR Management and HR Development analyses some key processes of strategic HR management; in particular, the focus is on optimum management of HR education and development and subsequent synthesis aimed at establishing a "learning organisation" based on mutual teaching, updating of knowledge, creative development and use of such knowledge for effective targeted innovations for enhancing the value added of the respective product and increase the company's competitiveness.

Code of the group: 4.S.BPM-P OD12/13

Name of the group: 4.s.BPM-od 12/13 prezen ní forma

Requirement credits in the group: In this group you have to gain 20 credits

Requirement courses in the group: In this group you have to complete 4 courses

Credits in the group: 20 Note on the group:

Code	Name of the course / Name of the group of courses (in case of groups of courses the list of codes of their members) Tutors, authors and guarantors (gar.)	Completion	Credits	Scope	Semester	Role
51VC	Appraisal and Performance Management and Controlling	KZ	4	2P+1C	Z,L	Z
51NTP	New Trends in HR Management	Z,ZK	6	3P+1C	Z,L	Z
51PIS	Human Resource Information Systems	Z	4	2P+1C	L	Z
51PPO	Work and Organizational Psychology	Z,ZK	6	2P+2C	L	Z

Characteristics of the courses of this group of Study Plan: Code=4.S.BPM-P OD12/13 Name=4.s.BPM-od 12/13 prezen ní forma

Appraisal and Fenormance Management and Controlling	, r. <u> </u>	, 4			
Concept and approach to performance management. Concept of performance. Principles and process of performance management. Forms, criteria and methods of employee evaluation.					
Links to other HR functions. Implementation appraisal interview. Concepts and approaches to strategic human resource management. Application of Assessment Center / Development					
Center. Application of 360-degree feedback. Concept of Balanced Scorecard / HR Scorecard. HR controlling / HR audit.					
51NTD Now Tronds in HP Management	7 7K	6			

51NTP	New Irends in HR Management	∠,∠K	6		
The course deals with the theoretical foundations and practical use of trends in personnel management.					
51PIS	Human Resource Information Systems	Z	4		
The course enables students to acquire knowledge on principles, practices and technologies for processing of personnel data and personnel records, required by employers to fulfill					

the obligations arising from legislation and to ensure human resource management in the organization.

51PPO Work and Organizational Psychology

Course Psychology of work and organization contains the following: theory, research and practices in psychology of work, individual differences among people and their relationship to work behaviour, work analysis, monitoring of the effectiveness. Psychological basis for staff selection, employees evaluation, analysis and modification of work behaviour, work motivation, psychological aspects of personnel training, work under pressure. Basic terminology.

Z,ZK

Code of the group: 5.S.BPM-P OD 12/13

Name of the group: 5.s.BPM-od 12/13 prezen ní forma

Requirement credits in the group: In this group you have to gain 30 credits

Requirement courses in the group: In this group you have to complete 6 courses

Credits in the group: 30 Note on the group:

Code	Name of the course / Name of the group of courses (in case of groups of courses the list of codes of their members) Tutors, authors and guarantors (gar.)	Completion	Credits	Scope	Semester	Role
51DHS	Mental Health and Stress	Z	4	2P+1C	Z	Z
51LRT	Leadership and Talent Management	Z,ZK	4	2P+1C	Z	Z
51MK	Marketing	Z,ZK	6	2P+2C	Z	Z
51PBP	Project of Bachelor Thesis	Z	6	1P+2C	Z	Z
51PR	Project Management	Z,ZK	6	2P+2C	Z	Z
51DTB	Online Information Retrieval and the Work with Electronic Information Resources	KZ	4	1P+2C	Z	Z

Characteristics of the courses of this group of Study Plan: Code=5.S.BPM-P OD 12/13 Name=5.s.BPM-od 12/13 prezen ní forma

51DHS	Mental Health and Stress	Z	4
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Leadership and Talent Management

Leadership and Talent Management provides an insight into the specifics of staff leadership with differentiated use of soft and hard management tools. Comparative analysis of methods for managing key competences of managers and leaders; leadership as a tool for identification of staff's competences and talents, targeted management thereof and facilitation, a tool that supports teamwork, mutual trust and responsibility for achieving desirable results, with focus on potential development and staff motivation, energization and synergetic effects. Characteristics of a leader as the vision and mission carrier and a strategist pursuing the accomplishment of the organisation's key goals.

51MK Marketing Z,ZK

The Marketing course makes the students familiar with some basic concepts, such as marketing and business strategies, market segmentation, marketing research, marketing mix and the application thereof, product policy, new product, product life cycle, pricing policy, pricing strategy, pricing methods and factors, distribution policy, types of intermediate distribution links, marketing distribution systems, marketing communications and new trends in marketing.

51PBP Project of Bachelor Thesis

Projekt of bachelor's degree paper will particularly include paper topic, topis specialization, explanation, further concretization; teoretic basis - survey of literature; paper structure; research problem formulation and design, literature and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation (main hypothesis, partial hypotheses); empiric survey; sample research (e.g. respondents and their analyses); time table of each work periods; plan and consultations with tutor etc.

Project Management

The basics of the project management-based approach to complex corporate processes, including analysis of initial preconditions for a successful project, integration of basic structural, technological, managerial and economic knowledge, all this based on network analysis. The course deals with the stages of project planning, implementation and evaluation, including responses to unplanned requirements and project risks. Field examples and analysis of field case studies

51DTB Online Information Retrieval and the Work with Electronic Information Resources

This course is focused on knowledge and skills required for the work with course and scientific literature, for information searching in relevant and valuable scientific information resources, for acquiring desired information and literature, for applying newly acquired knowledge in practice during the work on bachelor thesis, and for acquiring the principles of citation ethics and citation practice incl. citing and creating reference lists.

Code of the group: 6.S.BPM-P OD 12/13

Name of the group: 6.s.BPM-od 12/13-prezen ní forma

Requirement credits in the group: In this group you have to gain 14 credits

Requirement courses in the group: In this group you have to complete 2 courses

Credits in the group: 14 Note on the group:

Code	Name of the course / Name of the group of courses (in case of groups of courses the list of codes of their members) Tutors, authors and guarantors (gar.)	Completion	Credits	Scope	Semester	Role
51G	Globalization	Z,ZK	6	2P+2C	L	Z
51TBP	Bachelor Thesis	Z	8	0+8	L	Z

Characteristics of the courses of this group of Study Plan: Code=6.S.BPM-P OD 12/13 Name=6.s.BPM-od 12/13-prezen ní forma

Globalization

The overall aim is to explain globalization as an economic phenomenon and to bring the environment in which the world economy develops. Demonstrate the effects of globalization on integration processes, economic environment and personal liberty.

Bachelor Thesis

Ζ

Realization of the project of Bachelor's degree paper conditions concretization, particularly: paper topic, explanation and application; teoretical basis, analyses of theoretical sources; paper structure; formulation of research problem incl. literature analysis; final goals; hypothesis formulation); empirical part(e.g. survey, test, sociometry etc.); research sample (e.g. respondents); timetable of each part realization; plan a consultations with the tutor; final version, including required enclosures (the Universities Act, Internal Czech Technical University Regulations); Bachelor's paper submitment and defence. Prezentation preparation

Name of the block: Compulsory elective courses

Minimal number of credits of the block: 24

The role of the block: PV

Code of the group: PVP-B-PM OD 12/13

Name of the group: PVP-B-PM prezen ní forma od 12/13

Requirement credits in the group: In this group you have to gain 24 credits

Requirement courses in the group: In this group you have to complete 6 courses

Credits in the group: 24

Note on the group:

Code	Name of the course / Name of the group of courses (in case of groups of courses the list of codes of their members) Tutors, authors and guarantors (gar.)	Completion	Credits	Scope	Semester	Role
51XBCCAJ	Business Correspondence and Communication	KZ	4	0P+2C		PV
51XDBM	Design and Brand Management	KZ	4	2P+0C		PV
51XPDM	Grant Management	KZ	4	2P+0C		PV
51XPNES	Economics Statistics	Z,ZK	4	2P+1C		PV

JOINI LO	Economic Statistics	112	T	21 1 10		, · ·
51XP2ES	Economic Statistics	KZ	4	2P+1C		PV
51XP1ES	Economic Statistics	KZ	4	2P+1C		PV
51XES	Economic Statistics	KZ	4	2P+1C	L	PV
51XPHT	Technology Assessment	KZ	4	2P+1C		PV
51XPIP	Intercultural Psychology	KZ	4	2P+1C		PV
51XIP	Intercultural Psychology	KZ	4	2P+1C	L	PV
51XPKM	Knowledge Management	KZ	4	2P+1C		PV
51XKMAJ	Knowledge Managemen in English Language	KZ	4	2P+0C		PV
51XPLG	Logistics	KZ	4	2P+1C		PV
51XMKV	Quality Management for Human Resources Managers	KZ	4	2P+1C		PV
51XP2MNP	Managerial Tools and Calculations	KZ	4	2P+1C		PV
51XP3MNP	Managerial Tools and Calculations	KZ	4	2P+1C		PV
51XNM	Material Science	KZ	4	2P+1C	L	PV
51XPJN	German Language	KZ	4	0P+3C		PV
51XNEAJ	Networking in English	KZ	4	0P+2C		PV
51XEPP	Computer Presentations	KZ	4	0P+3C	L	PV
51XPPP	Computer Presentations Computer Presentations	KZ	4	0P+3C		PV
51XPU	Accounting	KZ	4	2P+1C		PV
51XPPD	Presentation Skills	KZ	4	0P+3C		PV
51XPD	Presentation Skills	KZ	4	0P+3C		PV
51XPPMLG	Operational Management and Logistics	KZ	4	2P+1C		PV
51XPPT	Industrial Technologies	KZ	4	2P+1C		PV
51XPSMP	HR Statistical Techniques	KZ	4	2P+1C		PV
51XPNSMP	HR Statistical Techniques	Z,ZK	4	2P+1C		PV
51XP2SMR	-	KZ	4	2P+1C		PV
51XSMR	Statistical Methods for Decision Making	KZ	4	2P+1C		PV
51XP1SMR	Statistical Methods for Decision Making	KZ	4	2P+1C		PV
51XPJS	Statistical Methods for Decision Making	KZ	4	0P+3C		PV
	Spanish Language The hoginaing formation the primary structures of					
51XMOE	The beginning formation the primary structures of international trade as part of the genesis of EU	KZ	4	2P+0C		PV
51XZVK	Basics of Visual Communication	KZ	4	2P+0C		PV
51XPZSO	Health, Safety and Fire Prevention Principles	KZ	4	2P+1C		PV
51XP2ZSO	Health, Safety and Fire Prevention Principles	KZ	4	2P+1C		PV
51XP3ZSO	Health, Safety and Fire Prevention Principles	KZ	4	2P+1C		PV
51XZSO	Health, Safety and Fire Prevention Principles	KZ	4	2P+1C		PV
51XPZS	Healthy Lifestyle	KZ	4	2P+1C		PV
51XBCCAJ The aim of the course level, and consists of	bof the courses of this group of Study Plan: Code=PVP-B-PM OD Business Correspondence and Communication to help students write better emails in English as emails are the most common form of the sessions of language practice covering a wide range of business topics. It includes exercisions, sentence structures, linking words, prepositions, verb tenses, and punctuation etc.	written communication	n. It is aimed t also practice	at intermedi es more con	KZ iate or uppo oventional la	4 er-intermediate anguage areas,
-	pe easier to understand.					,,
51XDBM	Design and Brand Management			_	KZ	4
51XPDM	Grant Management			_	KZ ZV	4
51XPNES	Economics Statistics			 	Z,ZK	4

2P+1C

51XPES

Economic Statistics

51XPES **Economic Statistics** ΚZ 4 The subject of ?Economic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will provide students with a solid foundation of descriptive statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the seasonality. **Economic Statistics** ΚZ 4 The subject of ?Economic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will provide students with a solid foundation of descriptive statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the seasonality. 51XP1ES Economic Statistics ΚZ 4 The subject of ?Economic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will provide students with a solid foundation of descriptive statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the seasonality. ΚZ 4 **Economic Statistics** Students will learn to use tools of descriptive statistics, tools of regressive and corelation analyses, index analyses, time series analyses and other basic statistic tools. 4 51XPHT ΚZ Technology Assessment

51XPIP	Intercultural Psychology	KZ	4
51XIP	Intercultural Psychology	KZ	4
	acteristics International dimension in management Cultural differences in management - trade, human resources Hoefsted m		
	ral management Charakteristics of selected national cultures and their comparison	iodor or ridiloridi (Sanaroo Enquo
1XPKM	Knowledge Management	KZ	4
	nt deals with the management knowledge and skills in the enterprise with the aim of increasing the competitiveness of organi		
1XKMAJ	Knowledge Managemen in English Language	KZ	4
1XPLG	Logistics	KZ	4
	ا many facets of logistics and supply chain management to create significant competitive advantages. The graduates can find th		
	and scheduling process; making effective use of the enterprise resources planning (ERP) system, while anticipating its impa		
nd on inventories; plar	nning and forecasting while translating internal and external customer demands; and managing the supply chain while evaluat	ting it and making	g effective use
levant tools, principle	s and concepts. In this specialization students will learn to meet these challenges by getting to grips with key issues in supply	chain design. Th	is involves
-	ation for production facilities and distribution centres, and identifying the resources they need. They will learn how to structure	•	_
	g, transport and distribution, and purchasing. The key is to give customers the standard of service they want and to ensure pr	· ·	
	about understanding the impact of customized logistical designs on overall performance. Students will apply advanced softwate programming problems, capacity analysis of production systems, distribution planning and vehicle routing.	are tools for enter	iprise resource
1XMKV	Quality Management for Human Resources Managers	KZ	4
	ensure quality management - the history , theory and practice , principles and terminology . Simple statistical and analytical		1
	f international standard ISO 9001 (the current version) quality management systems . Types of audits in systems manageme		
	ies. Preparation, implementation and evaluation of internal audit management system. Presentation of examples of establish		
	ality Award) for quality assessment.	. , ,	•
1XP2MNP	Managerial Tools and Calculations	KZ	4
1XP3MNP	Managerial Tools and Calculations	KZ	4
1XNM	Material Science	KZ	4
	te of materials engineering, overview of technical materials, internal structure of metals, crystal lattices and their defects, defo		
	ructure and properties of materials and their testing, iron-carbon phase diagram, overview of steels, cast irons and nonferrous	=	
1XPJN	German Language	KZ	4
1XNEAJ	Networking in English	KZ	4
	al communicative needs of the students, the aim of the course is to acquire and systematically develop language skills and strat		and appropria
siness communicatio	n, interaction and behaviour in typical networking situations (creation and management of a network of business contacts with	h people who mig	ght help with
tension and developr	nent of business opportunities) through language analysis, role-plays and practice situations, vocabulary and grammar develo	opment, teamwor	k, and individu
edback. Practical lang	guage skills will be systematically developed in contexts and situations relevant to professional work.		
1XEPP	Computer Presentations	KZ	4
tudents will learn basi	cs of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present inform	nation and results	of their work,
hich form to use takin	g into account the audience. Students should adapt the form of their presentation to expectations, level of understanding and	experience of the	audience
		•	dudionioo.
	oply modern didactic techniques in their presentations.		_
1XPPP	Computer Presentations	KZ	4
1XPPP tudents will learn basi	Computer Presentations cs of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present inform	KZ nation and results	4 s of their work,
1XPPP tudents will learn basi hich form to use takin	Computer Presentations cs of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present inform g into account the audience. Students should adapt the form of their presentation to expectations, level of understanding and	KZ nation and results	4 s of their work,
1XPPP tudents will learn basi hich form to use takin tudents will learn to ap	Computer Presentations cs of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present inform g into account the audience. Students should adapt the form of their presentation to expectations, level of understanding and oply modern didactic techniques in their presentations.	KZ nation and results experience of the	4 s of their work, e audience.
1XPPP tudents will learn basi hich form to use takin tudents will learn to a 1XPU	Computer Presentations cs of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present inform g into account the audience. Students should adapt the form of their presentation to expectations, level of understanding and oply modern didactic techniques in their presentations. Accounting	KZ nation and results experience of the	4 s of their work, e audience.
1XPPP tudents will learn basi hich form to use takin tudents will learn to ap 1XPU ccounting gives total of	Computer Presentations cs of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present inform g into account the audience. Students should adapt the form of their presentation to expectations, level of understanding and oply modern didactic techniques in their presentations. Accounting overwiev about the creation, the content and the usage of financial information from financial reports on various levels in every	KZ nation and results experience of the KZ y company. This is	4 s of their work, e audience.
1XPPP tudents will learn basi hich form to use takin tudents will learn to ap 1XPU ccounting gives total of ecessary base for und	Computer Presentations cs of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present inform g into account the audience. Students should adapt the form of their presentation to expectations, level of understanding and oply modern didactic techniques in their presentations. Accounting overwiev about the creation, the content and the usage of financial information from financial reports on various levels in every lerstanding common financial terms and for daily work with them in all companies without regard of working position of the em	KZ nation and results experience of the KZ y company. This is nployee.	4 s of their work, e audience. 4 s, of course, th
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51XP2ZSO	Health, Safety and Fire Prevention Principles	KZ	4				
Basic legislation on C	Basic legislation on OSH. EU, Czech Labour Code. Implementing regulations of the Labour Code. Duties of the employer. The rights and obligations of the employee. Risk						
prevention. Training of	prevention. Training of staff. Occupational accidents. Report of the accident. Documentation to ensure the health and safety. Labour Inspection, KHS, Environmental Engineering. Fire						
protection. The law or	the protection of public health. Occupational Hygiene. Personal protective equipment. Safety signs and signals. Technical equ	ipment.					
51XP3ZSO	Health, Safety and Fire Prevention Principles	KZ	4				
51XZSO	Health, Safety and Fire Prevention Principles	KZ	4				
51XPZS	Healthy Lifestyle	KZ	4				

Name of the block: Jazyky

Minimal number of credits of the block: 10

The role of the block: J

Code of the group: 3.S.BPM-JAZ.OD 12/13 Name of the group: 3.s.BPM-cizí jazyk od 12/13

Requirement credits in the group: In this group you have to gain 4 credits

Requirement courses in the group: In this group you have to complete at least 1 course (at most 2)

Credits in the group: 4 Note on the group:

Code	Name of the course / Name of the group of courses (in case of groups of courses the list of codes of their members) Tutors, authors and guarantors (gar.)	Completion	Credits	Scope	Semester	Role
04BJA3	English Language 3	Z	4	0P+4C		J
04BJA3-1	English Language 3-1	Z	2	0P+2C		J
04BJN3-1	German Language 3-1	Z	2	0P+2C		J
04BJS3-1	Spanish Language 3-1	Z	2	0P+2C		J

Characteristics of the courses of this group of Study Plan: Code=3.S.BPM-JAZ.OD 12/13 Name=3.s.BPM-cizí jazyk od 12/13

04BJA3	English Language 3		4				
The course is suitable for	or students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as gran	mar. The course f	focuses on				
developing language skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening and improving grammar. All							
interconnected language	a skills are submitted to the goal of developing the required level peeded for students' professional life						

04BJA3-1 | English Language 3-1 | Z | 2
The course is suitable for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as grammar. The course focuses on developing language skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening and improving grammar. All

interconnected language skills are submitted to the goal of developing the required level needed for students' professional life.

04BJN3-1 | German Language 3-1 | Z | 2
The course is suitable for bachelor students. The course develops all language competencies in the German language at level A2-B1 according to the CEFR: speaking, reading, listening and writing. In the course, students foster their knowledge of grammar and vocabulary for everyday situations. The course focuses on communicative skills. It is suitable for pre-intermediate

and writing. In the course, students foster their knowledge of grammar and vocabulary for everyday situations. The course focuses on communicative skills. It is suitable for pre-intermediate students.

04BJS3-1 Spanish Language 3-1 Z 2
The course is suitable for backdar at death. The course develops all language skills in the Spanish language on the level A1 according to the CEER; specking reading listening on

The course is suitable for bachelor students. The course develops all language skills in the Spanish language on the level A1 according to the CEFR: speaking, reading, listening and writing. Students will familiarise themselves with the basics of Spanish grammar and lexis for everyday situations. The course focuses on communicative skills. The course is designed EXCLUSIVELY for beginners/ false beginners.

Code of the group: 4.S.BPM-JAZ.OD 12/13 Name of the group: 4.s.BPM-cizí jazyk od 12/13

Requirement credits in the group: In this group you have to gain 6 credits

Requirement courses in the group: In this group you have to complete at least 1 course (at most 2)

Credits in the group: 6 Note on the group:

Code	Name of the course / Name of the group of courses (in case of groups of courses the list of codes of their members) Tutors, authors and guarantors (gar.)	Completion	Credits	Scope	Semester	Role
04BJA4	English Language 4	Z,ZK	6	0P+4C		J
04BJA4-1	English Language 4-1	Z,ZK	4	0P+2C		J
04BJN4-1	German Language 4-1	Z	2	0P+2C		J
04BJS4-1	Spanish Language 4-1	Z	2	0P+2C		J

Characteristics of the courses of this group of Study Plan: Code=4.S.BPM-JAZ.OD 12/13 Name=4.s.BPM-cizí jazyk od 12/13

04BJA4	English Language 4	Z,ZK	6
	e for students of bachelor managerial studies. The course focuses on developing all four language skills at the given level, i.e. reading		-
All interconnected la	nding and orientation in a wide-range of topics in the students' respective professional and acedemic context, as well as on strengthe guage skills are submitted to the goal of developing the required level needed for students' academic and professional life.		ig grammar.
04BJA4-1	English Language 4-1	Z,ZK	4
	e for students of bachelor managerial studies. The course focuses on developing all four language skills at the given level, i.e. readir nding and orientation in a wide-range of topics in the students' respective professional and acedemic context, as well as on strengthe	0	ū
=	iguage skills are submitted to the goal of developing the required level needed for students' academic and professional life.	eriirig arid irriprovii	ig grannnar.
04BJN4-1	German Language 4-1	Z	2
04BJS4-1	Spanish Language 4-1	Z	2
	e for bachelor students. The course develops all language skills in the Spanish language on the level A1 according to the CEFR: spe familiarise themselves with the basics of Spanish grammar and lexis for everyday situations. The course focuses on communicative		
EXCLUSIVELY for b	ginners/ false beginners.		
	List of courses of this pass.		
	List of courses of this pass:		
Code	Name of the course	Completion	Credits
04BJA1	English Language 1	Z	4
	ا able for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as gramn		· ·
	age skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening ar		
	interconnected language skills are submitted to the goal of developing the required level needed for students'professional life	e.	
04BJA2	English Language 2	Z	4
	ble for students of bachelor managerial studies. The course focuses on developing all four language skills at the given level, i.e. rea		-
-	nding and orientation in a wide-range of topics in the students' respective professional and acedemic context, as well as on strengthe interconnected language skills are submitted to the goal of developing the required level needed for students' academic and profes		ng grammar.
04BJA3	English Language 3	Z	4
	ا able for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as gramn		
		mar. The course fo	I =
	age skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening ar		cuses on
04BJA3-1	age skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening ar interconnected language skills are submitted to the goal of developing the required level needed for students' professional lif	nd improving gram	cuses on
	interconnected language skills are submitted to the goal of developing the required level needed for students' professional life English Language 3-1	nd improving gram fe. Z	cuses on mar. All
	interconnected language skills are submitted to the goal of developing the required level needed for students' professional life English Language 3-1 able for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as gramm	nd improving gram fe. Z mar. The course fo	cuses on mar. All
	interconnected language skills are submitted to the goal of developing the required level needed for students' professional life English Language 3-1 able for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as grammage skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening are	nd improving gram fe. Z mar. The course fo nd improving gram	cuses on mar. All
developing lang	interconnected language skills are submitted to the goal of developing the required level needed for students' professional life English Language 3-1 able for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as grammage skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening are interconnected language skills are submitted to the goal of developing the required level needed for students' professional life.	nd improving gram fe. Z mar. The course fo nd improving gram fe.	cuses on mar. All 2 cuses on mar. All
developing langu	interconnected language skills are submitted to the goal of developing the required level needed for students' professional life English Language 3-1 able for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as grammage skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening are interconnected language skills are submitted to the goal of developing the required level needed for students' professional life English Language 4	nd improving gram fe. Z mar. The course fo nd improving gram fe. Z,ZK	cuses on mar. All 2 cuses on mar. All 6
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04BJA4 The course is suit listening, on understa	interconnected language skills are submitted to the goal of developing the required level needed for students' professional life English Language 3-1 able for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as grammage skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening are interconnected language skills are submitted to the goal of developing the required level needed for students' professional life English Language 4 ble for students of bachelor managerial studies. The course focuses on developing all four language skills at the given level, i.e. reading.	nd improving gram fe. Z mar. The course fo nd improving gram fe. Z,ZK ading, writing, spea ening and improvir	cuses on mar. All 2 cuses on mar. All 6 aking and
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51DHS	Mental Health and Stress	Z	4
51DTB	Online Information Retrieval and the Work with Electronic Information Resources	KZ	4

This course is focused on knowledge and skills required for the work with course and scientific literature, for information searching in relevant and valuable scientific information resources, for acquiring desired information and literature, for applying newly acquired knowledge in practice during the work on bachelor thesis, and for acquiring the principles of citation ethics and citation practice incl. citing and creating reference lists.

	51FGRA	Financial Literacy	KZ	4		
	51G	Globalization	Z,ZK	6		
l	The overall aim is to explain globalization as an economic phenomenon and to bring the environment in which the world economy develops. Demonstrate the effects of global					
ı		on integration processes, economic environment and personal liberty.				

51ITPGR Information Technology and Computer Literacy Z,ZK 4

Students will learn how to adjust MS Excel user interface, to create, edit and format tables, enter basic as well as advanced formulas and functions (with economic and managerial applications); to understand and apply absolute / relative cell references, create and format charts. They will learn to work with databases in Excel and learn how to use the functions

for searching, sorting data, using conditional formatting. Students will become familiar with multiple consolidation ranges, analyze external data source, as well as large spreadsheets or databases to create more complex types of graphs, create a PivotTable and graphs. Z,ZK51LRT Leadership and Talent Management 4 Leadership and Talent Management provides an insight into the specifics of staff leadership with differentiated use of soft and hard management tools. Comparative analysis of methods for managing key competences of managers and leaders; leadership as a tool for identification of staff's competences and talents, targeted management thereof and facilitation, a tool that supports teamwork, mutual trust and responsibility for achieving desirable results, with focus on potential development and staff motivation, energization and synergetic effects. Characteristics of a leader as the vision and mission carrier and a strategist pursuing the accomplishment of the organisation's key goals. 51MK Marketing The Marketing course makes the students familiar with some basic concepts, such as marketing and business strategies, market segmentation, marketing research, marketing mix and the application thereof, product policy, new product, product life cycle, pricing policy, pricing strategy, pricing methods and factors, distribution policy, types of intermediate distribution links, marketing distribution systems, marketing communications and new trends in marketing. 51NTP New Trends in HR Management Z,ZK 6 The course deals with the theoretical foundations and practical use of trends in personnel management. 510P Z.ZK General Psychology and Psychology of Personality 6 51PBP Project of Bachelor Thesis 6 Projekt of bachelor's degree paper will particularly include paper topic, topis specialization, explanation, further concretization; teoretic basis - survey of literature; paper structure; research problem formulation and design, literature and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation (main hypothesis, partial hypotheses); empiric survey; sample research (e.g. respondents and their analyses); time table of each work periods; plan and consultations with tutor etc. 51PIS **Human Resource Information Systems** The course enables students to acquire knowledge on principles, practices and technologies for processing of personnel data and personnel records, required by employers to fulfill the obligations arising from legislation and to ensure human resource management in the organization. 51PM HR Management As part of corporate management, HR Management is focused on staff management, particularly in terms of recruiting, developing, utilising and organising people and interlinking their work, as well as exploring the results of their work, their professional skills and work-related behaviour, their attitude to the work they do, to their company and their colleagues, personal satisfaction they get out of their work and various aspects of personal and social development. 51PP1 Law and Business 1 Z,ZK 4 Subject of course Law and business includes the following: -labour law, its basis and role within the legal system -labour relations, international consequences -employment and its regulation -termination of employment -working hours, vacancy -wage, salary, -discretion and duties of the employer and employees -health and safety 51PP2 Law and Business 2 Course content: -development of the commercial law, its relation to the civil law -system of the commercial law -business (not based on the Trade law), enterpreneur -business relations and legal requirements -ensurance of business commitment -different contracts in accordance with the Commercial Code -business companies: -partnerships -companies with limited liability -joint stock companies -other companies -international and multinational companies 51PPO Work and Organizational Psychology Z,ZK 6 Course Psychology of work and organization contains the following: theory, research and practices in psychology of work, individual differences among people and their relationship to work behaviour, work analysis, monitoring of the effectiveness. Psychological basis for staff selection, emploees evaluation, analysis and modification of work behaviour, work motivationí, psychological aspects of personnel training, work under pressure. Basic terminology. 51PR **Project Management** Z.ZK 6 The basics of the project management-based approach to complex corporate processes, including analysis of initial preconditions for a successful project, integration of basic structural, technological, managerial and economic knowledge, all this based on network analysis. The course deals with the stages of project planning, implementation and evaluation, including responses to unplanned requirements and project risks. Field examples and analysis of field case studies. 51PV Corporate Education Z,ZK 4 The course covers basic approaches to corporate education, and deals with connection of corporate training and education of employees with other types of education and human resource functions, and with current approaches to the development of individuals, teams and enterprises 51R Z,ZK Rhetoric and Communication Skills 51RLZ Human Resources Management Z.ZK 4 Human Resources Management (HRM), personal management in organisation from the point of view of future managers. Contemporary challenges in HRM, the history of HRM, basic problems of labour market, recruitment and selections, job analysis information, process of adaptation of new employees in organisation, professional carriers, knowledge of principles of HRM for future managers, job motivation and stimulation of employees. 51S Sociology Z,ZK 6 Content of the course is focused especially on the following topics:Sociology as a science, sociologic way of thinking including historic aspects, terminology. Sociology and management. Social roles management. The Czech society in 21st century. Sociologic research. Social Psychology 51SOP Z,ZK 6 51SRL Strategic Human Resource Management and Development 7.7K 6 Strategic HR Management and HR Development analyses some key processes of strategic HR management; in particular, the focus is on optimum management of HR education and development and subsequent synthesis aimed at establishing a "learning organisation" based on mutual teaching, updating of knowledge, creative development and use of such knowledge for effective targeted innovations for enhancing the value added of the respective product and increase the company's competitiveness. 51TBP **Bachelor Thesis** Realization of the project of Bachelor's degree paper conditions concretization, particularly: paper topic, explanation and application; teoretical basis, analyses of theoretical sources; paper structure; formulation of research problem incl. literature analysis; final goals; hypothesis formulation); empirical part(e.g. survey, test, sociometry etc.); research sample (e.g. respondents); timetable of each part realization; plan a consultations with the tutor; final version, including required enclosures (the Universities Act, Internal Czech Technical University Regulations); Bachelor's paper submitment and defence. Prezentation preparation 51TV1 Physical Education 1 0 51TV2 Ζ Physical Education 2 0 51UEK Introduction to Economics Z.ZK 4 The course is focused on the following subjects: basic economic relations and consequences. Economic aggregates and their consequences. Operating of the economics according to so called macroekonomic circle, various economic theories. Consumption behaviour in microeconomics. Theory of production. Different markets and competitions. 51UM Introduction to Mathematics Z,ZK 4 51UV Introduction to University Studies 4 Content of the subject includes knowledge assisting students in quick and effective adaptation to conditions of university studies. Content of the subject:Part 1 - adaptation, Part 2. ways of studying at universities, Part 3 - education and self-education.

51VC	Appraisal and Performance Management and Controlling	KZ	4
	ach to performance management. Concept of performance. Principles and process of performance management. Forms, criteria and me		
Links to other HR It	unctions. Implementation appraisal interview. Concepts and approaches to strategic human resource management. Application of Asse Center. Application of 360-degree feedback. Concept of Balanced Scorecard / HR Scorecard. HR controlling / HR audit.	ssment Center / D	evelopment
51XBCCAJ	Business Correspondence and Communication	KZ	4
	rse to help students write better emails in English as emails are the most common form of written communication. It is aimed at interr		- 1
	of sessions of language practice covering a wide range of business topics. It includes exercises on email style, but also practices more		
such as fixed expre	essions, sentence structures, linking words, prepositions, verb tenses, and punctuation etc. It will help students to write effective email	s, express themse	lves clearly,
	and their writing will be easier to understand.		
51XDBM	Design and Brand Management	KZ	4
51XEPP	Computer Presentations	KZ	4
	n basics of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present information to present information to expect the guidance of the form of their presentation to expect the guidance of understanding and of their presentations.		
which form to us	e taking into account the audience. Students should adapt the form of their presentation to expectations, level of understanding and e Students will learn to apply modern didactic techniques in their presentations.	experience or the a	iudierice.
51XES	Economic Statistics	KZ	4
	ill learn to use tools of descriptive statistics, tools of regressive and corelation analyses, index analyses, time series analyses and oth		-
51XIP	Intercultural Psychology	KZ	4
Main world culture	e characteristics International dimension in management Cultural differences in management - trade, human resources Hoefsted mod	ا lel of national cultu	res Etique
	and etiquet in intercultural management Charakteristics of selected national cultures and their comparison		
51XKMAJ	Knowledge Managemen in English Language	KZ	4
51XMKV	Quality Management for Human Resources Managers	KZ	4
	ach to ensure quality management - the history , theory and practice , principles and terminology . Simple statistical and analytical to		1
	nts of international standard ISO 9001 (the current version) quality management systems . Types of audits in systems management , npanies. Preparation, implementation and evaluation of internal audit management system . Presentation of examples of established		
and consulting con	. EFQM (European Quality Award) for quality assessment.	quality manageme	siii systeilis
51XMOE	The beginning formation the primary structures of international trade as part of the genesis of EU	KZ	4
51XNEAJ	Networking in English	KZ	4
	actical communicative needs of the students, the aim of the course is to acquire and systematically develop language skills and strategi	l l	
business commu	nication, interaction and behaviour in typical networking situations (creation and management of a network of business contacts with	people who might	help with
extension and deve	elopment of business opportunities) through language analysis, role-plays and practice situations, vocabulary and grammar development		d individual
543/4.04	feedback. Practical language skills will be systematically developed in contexts and situations relevant to professional work		
51XNM	Material Science	KZ	4
	ent state of materials engineering, overview of technical materials, internal structure of metals, crystal lattices and their defects, defor e of materials, structure and properties of materials and their testing, iron-carbon phase diagram, overview of steels, cast irons and n	=	alion and
51XP1ES	Economic Statistics	KZ	4
	Economic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will p		
fo	oundation of descriptive statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the	seasonality.	
51XP1SMR	Statistical Methods for Decision Making	KZ	4
51XP2ES	Economic Statistics	KZ	4
•	Economic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will p		th a solid
51XP2MNP	bundation of descriptive statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the		1
51XP2IVINP 51XP2SMR	Managerial Tools and Calculations Statistical Methods for Decision Making	KZ KZ	4 4
		KZ	4
51XP2ZSO Basic legislat	Health, Safety and Fire Prevention Principles ion on OSH. EU, Czech Labour Code. Implementing regulations of the Labour Code. Duties of the employer. The rights and obligation		
•	of staff. Occupational accidents. Report of the accident. Documentation to ensure the health and safety. Labour Inspection, KHS, En		
protec	ction. The law on the protection of public health. Occupational Hygiene. Personal protective equipment. Safety signs and signals. Tech	nical equipment.	J
51XP3MNP	Managerial Tools and Calculations	KZ	4
51XP3ZSO	Health, Safety and Fire Prevention Principles	KZ	4
51XPD	Presentation Skills	KZ	4
Students will learn	how people act and interact, develop rules of verbal and nonverbal communication, including most common mistakes. In addition, st	udents will develor	their own
54)/0014	presentation skills. Students will present their skills using videotechniques and get feedback, "peer-review".	147	
51XPDM	Grant Management	KZ	4
51XPES	Economic Statistics	KZ	4
•	Economic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will poundation of descriptive statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the		in a solid
51XPHT	Technology Assessment	KZ	4
51XPIP	Intercultural Psychology	KZ	4
51XPJN	German Language	KZ	4
51XPJS	Spanish Language	KZ	4
51XPKM	Knowledge Management	KZ	4
	edge Management deals with the management knowledge and skills in the enterprise with the aim of increasing the competitiveness		7
51XPLG	Logistics	KZ	4
	overs many facets of logistics and supply chain management to create significant competitive advantages. The graduates can find their o		
	nning and scheduling process; making effective use of the enterprise resources planning (ERP) system, while anticipating its impact of		
	planning and forecasting while translating internal and external customer demands; and managing the supply chain while evaluating	-	
	rinciples and concepts. In this specialization students will learn to meet these challenges by getting to grips with key issues in supply best location for production facilities and distribution centres, and identifying the resources they need. They will learn how to structure	_	
· · ·	ousing, transport and distribution, and purchasing. The key is to give customers the standard of service they want and to ensure proc	-	
	· · · · · · · · · · · · · · · · · · ·	•	l l

logistic manageme	ent is about understanding the impact of customized logistical designs on overall performance. Students will apply advanced software planning and integer linear programming problems, capacity analysis of production systems, distribution planning and vehicle ro		ise resource	
51XPNES	Economics Statistics	Z,ZK	4	
51XPNSMP	HR Statistical Techniques	Z,ZK	4	
The Bc course in St	ı ratistical methods in HR management at Masaryk Institute of Advanced Studies will aim to train you to solve real-world statistical probler		s a particular	
focus on modern co	omputationally-intensive methods and their use in the analysis of data. Topics include basic statistical principles; graphic presentation; c	descriptive measu	ires of central	
tendency, dispersion	on, and location; inferential statistics and hypothesis testing; analysis and inference of linear correlation coefficient, slope of regressio	n line, design od	experiments,	
response surface	methodology, robust design, random effects model, and statistics quality control methods. Students will apply statistical concepts to	real world situation	ons. Current	
	technology will be utilized in examining statistical information.			
51XPPD	Presentation Skills	KZ	4	
51XPPMLG	Operational Management and Logistics	KZ	4	
Problem areas include: Entrepreneurial characteristics of production system. operations competitiveness, productivity and strategy, Japanese methods of improving productivity, rece				
trends for logistic	al systems designing, the significance of logistical planning, production planning and budgeting process, reasons for preparing the m	nanufacturing bus	iness plan,	
decision making in	production management, using forecast information in production system, value analysis introduction, processes of manufacturing stand	dardization, mate	rial resources	
and capacity planni	ing, advancement of the production quality systems. Teaching methods will include lectures, group presentations and discussions of ca	ises as well as oth	ner exercises.	
	Each student is required to complete the terminal assignment.			
51XPPP	Computer Presentations	KZ	4	
Students will learn	n basics of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present informa	tion and results o	f their work,	
which form to us	e taking into account the audience. Students should adapt the form of their presentation to expectations, level of understanding and	experience of the	audience.	
	Students will learn to apply modern didactic techniques in their presentations.			
51XPPT	Industrial Technologies	KZ	4	
51XPSMP	HR Statistical Techniques	KZ	4	
The subject ?Statis	stical Methods in Personality? is oriented on measurement of events in sociology and in HRM at microeconomic level. This course wil	ll provide student	s with a solid	
	foundation of descriptive statistics, regression and correlation analysis, time series, statistical estimate and statistical tests	i.		
51XPU	Accounting	KZ	4	
Accounting gives to	otal overwiev about the creation, the content and the usage of financial information from financial reports on various levels in every or	ompany. This is, c	of course, the	
neces	sary base for understanding common financial terms and for daily work with them in all companies without regard of working position	of the employee		
51XPZS	Healthy Lifestyle	KZ	4	
51XPZSO	Health, Safety and Fire Prevention Principles	KZ	4	
51XSMR	Statistical Methods for Decision Making	KZ	4	

Health, Safety and Fire Prevention Principles

Basics of Visual Communication

Basics of Business Management

Physical Education

ΚZ

ΚZ

Z,ZK

Z

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For updated information see http://bilakniha.cvut.cz/en/FF.html Generated: day 2025-07-19, time 14:09.

51XZSO

51XZVK

51ZPM

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