Study plan

Name of study plan: B-PM-prez.forma od 13/14

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

English Language 1

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:

OAD IA4

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

0 4 D3A1	English Language	_	, +
The course is suitable for	or students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as gran	nmar. The course	focuses on
developing language ski	lls - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening ar	nd improving gram	ımar. All
interconnected language	e 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 13/14

Name of the group: 2.s.BPM-od 13/14 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 7 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
51PPP1	Law and Business 1	Z,ZK	3	2P+1C		Z
51SOP	Social Psychology	Z,ZK	6	2P+2C		Z
51S	Sociology	Z,ZK	6	2P+2C	L	Z
TV2	Physical Education	Z	0	0+2	L	Z
51PDTB	Searching Library Databases	KZ	2	1P+1C		Z
51PZPM	Basics of Business Management	Z,ZK	5	2P+2C		Z

Characteristics of the courses of this group of Study Plan: Code=2.S.BPM-P OD 13/14 Name=2.s.BPM-od 13/14 prezen ní forma

04BJA2	English Language 2	Z	4					
The course is suitable for	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 understanding and orientation in a wide-range of topics in the students' respective professional and acedemic context, as well as on strengthening and improving grammar.								
All interconnected langu	lage skills are submitted to the goal of developing the required level needed for students' academic and professional life.							

51PPP1	Law and Business 1	Z,ZK	3
51SOP	Social Psychology	Z,ZK	6
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.

TV2	Physical Education	Z	0
51PDTB	Searching Library Databases	KZ	2

This course is focused on knowledge and skills required for the work with course and scientific literature, for information searching in relevant and valuace 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 station ethics and station practice incl. citing and creating reference lists. 51PZPM Basics of Business Management Z.ZK 5

Code of the group: 3.S.BPM-P OD 14/15

Name of the group: 3.s.BPM-od 14/15 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 7 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
51PFG	Financial Literacy	KZ	3	2P+1C		Z
51VC	Appraisal and Performance Management and Controlling	KZ	4	2P+1C	Z,L	Z
51LR	Leadership and talent management	Z,ZK	4	2P+1C		Z
51PMNP	Managerial Tools and Calculations	Z,ZK	3	2P+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

Characteristics of the courses of this group of Study Plan: Code=3.S.BPM-P OD 14/15 Name=3.s.BPM-od 14/15 prezen ní forma

51PFG	Financial Literacy	KZ	3				
Subject Financial literacy is engaged in the search for the principle of long-term equilibrium in financial management at the level of human families, but also businesses, communities							
and the state.	and the state.						
51VC	Appraisal and Performance Management and Controlling	KZ	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.

51LR 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.

51PMNP Managerial Tools and Calculations Z,ZK

The course is targeted on the key managerial tools used for Enterprise Management Control and on the ability to work efficiently with them. Process Control and Activity Based Control is supposed to be applied as the base for enterprise control. During the course the students create their own model (M)-enterprise for applying managerial tools. Students works in 2-3 members teams and step by step apply the selected managerial tools on their M-enterprise. On the seminars present their progress, which is discussed together with other students and the teacher to assess the suggested solution. The computerized models are used for presentation key principles and features, including key integrated links, of the managerial tools. They are prepared and on the intranet available also many others learning aids including presentations used during the lectures, solved cases, and also written text support, incl. questions and answers to each chapter, in the scope of 77 pp.

51PM HR Management Z.ZK

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 Z.ZK

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.

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

Code of the group: 4.S.BPM-P OD 14/15

Name of the group: 4.s.BPM-od 14/15 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
51ITPGR	Information Technology and Computer Literacy	Z,ZK	4	1P+2C		Z
51PIS	Human Resource Information Systems	Z	4	2P+1C	L	Z
51PPO	Work and Organizational Psychology	Z,ZK	6	2P+2C	L	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=4.S.BPM-P OD 14/15 Name=4.s.BPM-od 14/15 prezen ní forma

51ITPGR Information Technology and Computer Literacy Z,ZK

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.

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.

51PPO Work and Organizational Psychology Z,ZK

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.

51SRL Strategic Human Resource Management and Development Z,ZK

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: 5.S.BPM-P OD 15/16

Name of the group: 5.s.BPM od 15/16 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
51HAS	Mental Health and Stress	Z	3	2P+1C		Z
51MK	Marketing	Z,ZK	6	2P+2C	Z	Z
51NTP	New Trends in HR Management	Z,ZK	6	3P+1C	Z,L	Z
51PBP	Project of Bachelor Thesis	Z	6	1P+2C	Z	Z
51PR	Project Management	Z,ZK	6	2P+2C	Z	Z
51PNBOZP	Health, Safety and Fire Prevention Principles	Z,ZK	3	2P+1C		Z

Characteristics of the courses of this group of Study Plan: Code=5.S.BPM-P OD 15/16 Name=5.s.BPM od 15/16 prezen ní forma

51HAS	Mental Health and Stress	Z	3
51MK	Marketing	Z,ZK	6

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 t	ne theoretical foundations and practical use of trends in personnel management.		
51PBP	Project of Bachelor Thesis	Z	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.

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.

51PNBOZP Health, Safety and Fire Prevention Principles

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 staff. Occupational accidents. Report of the accident. Documentation to ensure the health and safety. Labour Inspection, KHS, Environmental Engineering. Fire protection. The law on the protection of public health. Occupational Hygiene. Personal protective equipment. Safety signs and signals. Technical equipment.

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

51G	Globalization	Z,ZK	6
The overall aim is to exp	plain globalization as an economic phenomenon and to bring the environment in which the world economy develops. Demon	strate the effects	of globalization
on integration processe.	s economic environment and personal liberty		

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

Bachelor Thesis

The role of the block: PV

51TBP

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
51XPES	Economic Statistics	KZ	4	2P+1C		PV
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	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	L	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	Statistical Methods for Decision Making	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	Spanish Language	KZ	4	0P+3C		PV
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

Characteristics of the courses of this group of Study Plan: Code=PVP-B-PM OD 12/13 Name=PVP-B-PM prezen ní forma od 12/13

51XBCCAJ	Business Correspondence and Communication	KZ	4
The aim of the course	to help students write better emails in English as emails are the most common form of written communication. It is aimed at in	termediate or upp	per-intermediate
level, and consists of s	essions of language practice covering a wide range of business topics. It includes exercises on email style, but also practices n	ore conventional	language areas,
such as fixed expressi	ons, sentence structures, linking words, prepositions, verb tenses, and punctuation etc. It will help students to write effective e	mails, express the	emselves clearly,
and their writing will be	easier to understand.		

51XDBM	Design and Brand Management	KZ	4
51XPDM	Grant Management	KZ	4
51XPNES	Economics Statistics	Z,ZK	4

51XPES	Economic Statistics	KZ	4
1	nic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will a statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the seasonality.	provide students v	with a solid
51XP2ES	Economic Statistics	KZ	4
	nic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will a statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the seasonality.	provide students v	with a solid
51XP1ES	Economic Statistics	KZ	4
· ·	nic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will estatistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the seasonality.	provide students v	with a solid
51XES	Economic Statistics	KZ	4
	e tools of descriptive statistics, tools of regressive and corelation analyses, index analyses,time series analyses and other b		
51XPHT	Technology Assessment	KZ	4
51XPIP	Intercultural Psychology	KZ	4
51XIP Main world culture chara	Intercultural Psychology acteristics International dimension in management Cultural differences in management - trade, human resources Hoefsted in	KZ nodel of national o	•
	al management Charakteristics of selected national cultures and their comparison		
51XPKM	Knowledge Management	KZ	4
51XKMAJ	It deals with the management knowledge and skills in the enterprise with the aim of increasing the competitiveness of organ Knowledge Managemen in English Language	KZ	4
51XPLG	Logistics	KZ	4
	many facets of logistics and supply chain management to create significant competitive advantages. The graduates can find the		=
' -	and scheduling process; making effective use of the enterprise resources planning (ERP) system, while anticipating its impa ning and forecasting while translating internal and external customer demands; and managing the supply chain while evalua		
	and concepts. In this specialization students will learn to meet these challenges by getting to grips with key issues in supply	-	
l	ation for production facilities and distribution centres, and identifying the resources they need. They will learn how to structure	•	•
1 '	g, transport and distribution, and purchasing. The key is to give customers the standard of service they want and to ensure p about understanding the impact of customized logistical designs on overall performance. Students will apply advanced softw	-	
"	ear programming problems, capacity analysis of production systems, distribution planning and vehicle routing.	are toole for onter	prioc roccuroc
51XMKV	Quality Management for Human Resources Managers	KZ	4
1	ensure quality management - the history, theory and practice, principles and terminology. Simple statistical and analytical international standard ISO 9001 (the current version) quality management systems. Types of audits in systems management		
' ' '	es. Preparation, implementation and evaluation of internal audit management systems. Presentation of examples of establish		
. EFQM (European Qua	ality Award) for quality assessment.		•
51XP2MNP	Managerial Tools and Calculations	KZ	4
51XP3MNP			
	Managerial Tools and Calculations	KZ	4
51XNM	Material Science	KZ	4
51XNM History and present stat	•	KZ ormation, recrysta	4
51XNM History and present stat fracture of materials, str 51XPJN	Material Science e of materials engineering, overview of technical materials, internal structure of metals, crystal lattices and their defects, defucture and properties of materials and their testing, iron-carbon phase diagram, overview of steels, cast irons and nonferrou German Language	KZ ormation, recrysta s metals. KZ	4 Illization and
51XNM History and present stat fracture of materials, str 51XPJN 51XNEAJ	Material Science e of materials engineering, overview of technical materials, internal structure of metals, crystal lattices and their defects, defucture and properties of materials and their testing, iron-carbon phase diagram, overview of steels, cast irons and nonferrous German Language Networking in English	KZ ormation, recrysta s metals. KZ	4 allization and 4
51XNM History and present stat fracture of materials, str 51XPJN 51XNEAJ Focusing on the practical	Material Science e of materials engineering, overview of technical materials, internal structure of metals, crystal lattices and their defects, defucture and properties of materials and their testing, iron-carbon phase diagram, overview of steels, cast irons and nonferrous German Language Networking in English Il communicative needs of the students, the aim of the course is to acquire and systematically develop language skills and stra	KZ ormation, recrysta s metals. KZ KZ ttegies of effective	4 and appropriate
51XNM History and present stat fracture of materials, str 51XPJN 51XNEAJ Focusing on the practical business communication extension and developm	Material Science e of materials engineering, overview of technical materials, internal structure of metals, crystal lattices and their defects, defucture and properties of materials and their testing, iron-carbon phase diagram, overview of steels, cast irons and nonferrous. German Language Networking in English Il communicative needs of the students, the aim of the course is to acquire and systematically develop language skills and strate, interaction and behaviour in typical networking situations (creation and management of a network of business contacts with lent of business opportunities) through language analysis, role-plays and practice situations, vocabulary and grammar devel	KZ ormation, recrysta s metals. KZ KZ ttegies of effective th people who mig	4 allization and 4 4 and appropriate the help with
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51XNM History and present stat fracture of materials, str 51XPJN 51XNEAJ Focusing on the practica business communication extension and developm feedback. Practical lang 51XEPP	Material Science e of materials engineering, overview of technical materials, internal structure of metals, crystal lattices and their defects, defucture and properties of materials and their testing, iron-carbon phase diagram, overview of steels, cast irons and nonferrous German Language Networking in English al communicative needs of the students, the aim of the course is to acquire and systematically develop language skills and strate, interaction and behaviour in typical networking situations (creation and management of a network of business contacts with lent of business opportunities) through language analysis, role-plays and practice situations, vocabulary and grammar developed skills will be systematically developed in contexts and situations relevant to professional work. Computer Presentations	KZ ormation, recrysta s metals. KZ KZ ttegies of effective th people who mig opment, teamwork	4 allization and 4 4 and appropriate the help with the standing individual
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51XNM History and present stat fracture of materials, str 51XPJN 51XNEAJ Focusing on the practica business communication extension and developm feedback. Practical lang 51XEPP Students will learn basic which form to use taking Students will learn to ap 51XPPP Students will learn to ap 51XPU Accounting gives total onecessary base for under 51XPU Accounting gives total onecessary base for under 51XPD 51XPD Students will learn how presentation skills. Stud 51XPPMLG Problem areas include: trends for logistical systidecision making in product and capacity planning, a Each student is required 51XPPT 51XPSMP The subject ?Statistical	Material Science e of materials engineering, overview of technical materials, internal structure of metals, crystal lattices and their defects, defucture and properties of materials and their testing, iron-carbon phase diagram, overview of steels, cast irons and nonferrous German Language Networking in English It communicative needs of the students, the aim of the course is to acquire and systematically develop language skills and strate, interaction and behaviour in typical networking situations (creation and management of a network of business contacts witem of business opportunities) through language analysis, role-plays and practice situations, vocabulary and grammar develuage skills will be systematically developed in contexts and situations relevant to professional work. Computer Presentations as of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present inform into account the audience. Students should adapt the form of their presentation to expectations, level of understanding and ply modern didactic techniques in their presentations. Computer Presentations so of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present inform into account the audience. Students should adapt the form of their presentation to expectations, level of understanding and ply modern didactic techniques in their presentations. Accounting wernview about the creation, the content and the usage of financial information from financial reports on various levels in every erestanding common financial terms and for daily work with them in all companies without regard of working position of the erest and interact, develop rules of verbal and nonverbal communication, including most common mistakes. In addition ents will present their skills using videotechniques and get feedback, "peer-review". Operational Management and Logistics Entrepreneurial characteristics of production system, operations competitiveness, productiv	KZ ormation, recrystals s metals. KZ KZ tegies of effective the people who migopment, teamwork KZ mation and results experience of the e	4 allization and 4 4 and appropriate the help with ke, and individual 4 of their work, audience. 4 of their work, audience. 4 s, of course, the 4 delop their own 4 delop their own 4 audience.

ethods in HR management at Masaryk Institute of Advanced Studies will aim to train you to solve real-world statistical pro ally-intensive methods and their use in the analysis of data. Topics include basic statistical principles; graphic presentatic ation; inferential statistics and hypothesis testing; analysis and inference of linear correlation coefficient, slope of regres	on; descriptive me	•				
· · · · · · · · · · · · · · · · · · ·	•	ocus on modern computationally-intensive methods and their use in the analysis of data. Topics include basic statistical principles; graphic presentation; descriptive measures of central				
ation; inferential statistics and hypothesis testing; analysis and inference of linear correlation coefficient, slope of regres		asarcs or certifal				
y, robust design, random effects model, and statistics quality control methods. Students will apply statistical concepts t	o real world situat	ions. Current				
xamining statistical information.						
istical Methods for Decision Making	KZ	4				
istical Methods for Decision Making	KZ	4				
istical Methods for Decision Making	KZ	4				
nish Language	KZ	4				
beginning formation the primary structures of international trade as part of the genesis of EU	KZ	4				
ics of Visual Communication	KZ	4				
Ith, Safety and Fire Prevention Principles	KZ	4				
Ith, Safety and Fire Prevention Principles	KZ	4				
Czech Labour Code. Implementing regulations of the Labour Code. Duties of the employer. The rights and obligations	of the employee.	Risk				
ccupational accidents. Report of the accident. Documentation to ensure the health and safety. Labour Inspection, KHS,	Environmental E	ngineering. Fire				
tection of public health. Occupational Hygiene. Personal protective equipment. Safety signs and signals. Technical equi	ipment.					
Ith, Safety and Fire Prevention Principles	KZ	4				
Ith, Safety and Fire Prevention Principles	KZ	4				
Ithy Lifestyle	KZ	4				
	amining statistical information. stical Methods for Decision Making nish Language beginning formation the primary structures of international trade as part of the genesis of EU cs of Visual Communication th, Safety and Fire Prevention Principles th, Safety and Fire Prevention Principles Czech Labour Code. Implementing regulations of the Labour Code. Duties of the employer. The rights and obligations cupational accidents. Report of the accident. Documentation to ensure the health and safety. Labour Inspection, KHS, ection of public health. Occupational Hygiene. Personal protective equipment. Safety signs and signals. Technical equith, Safety and Fire Prevention Principles th, Safety and Fire Prevention Principles	amining statistical information. stical Methods for Decision Making stical Methods for Decision Making stical Methods for Decision Making KZ stical Methods for Decision for Decisio				

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	Z	4
The course is suitable	for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as gran	nmar. The course	focuses on
developing language	skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening ar	nd improving gram	nmar. All
interconnected langua	age skills are submitted to the goal of developing the required level needed 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 gran	nmar. The course	focuses on
developing language	skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening ar	nd improving gram	nmar. All
interconnected langua	age 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, r	eading, listening
and writing. In the cou	rse, students foster their knowledge of grammar and vocabulary for everyday situations. The course focuses on communicative skil	ls. It is suitable for	pre-intermediate
students.			
04BJS3-1	Spanish Language 3-1	Z	2
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	t: speaking, readir	ng, listening and
writing. Students will t	amiliarise themselves with the basics of Spanish grammar and lexis for everyday situations. The course focuses on communica	ative skills. The co	urse is designed

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:

EXCLUSIVELY for beginners/ false beginners.

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
The course is suitable for students of bachelor managerial studi	ies. The course focuses on developing all four language skills at the given level, i.	.e. reading, writing, s	peaking and

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 understanding and orientation in a wide-range of topics in the students' respective professional and accedemic context, as well as on strengthening and improving grammar. All interconnected language skills are submitted to the goal of developing the required level needed for students' academic and professional life.

04BJA4-1 English Language 4-1

Code

Z,ZK

4

Completion Credits

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 understanding and orientation in a wide-range of topics in the students' respective professional and accedemic context, as well as on strengthening and improving grammar. All interconnected language skills are submitted to the goal of developing the required level needed for students' academic and professional life.

04BJN4-1	German Language 4-1	Z	2
04BJS4-1	Spanish Language 4-1	Z	2

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.

List of courses of this pass:

Name of the course

Code	Name of the Course	Completion	Cicuits
04BJA1	English Language 1	Z	4
The course is su	itable for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as gram	mar. The course fo	cuses on
developing lan	guage skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening a	nd improving gram	ımar. All
	interconnected language skills are submitted to the goal of developing the required level needed for students'professional li	fe.	
04BJA2	English Language 2	Z	4
The course is su	itable for students of bachelor managerial studies. The course focuses on developing all four language skills at the given level, i.e. re	ading, writing, spea	aking and
listening, on unders	standing and orientation in a wide-range of topics in the students' respective professional and acedemic context, as well as on strength	ening and improvir	ng grammar.
	All interconnected language skills are submitted to the goal of developing the required level needed for students' academic and profe	ssional life.	
04BJA3	English Language 3	Z	4
The course is su	itable for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as gram	mar. The course fo	cuses on
developing lan	guage skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening a	nd improving gram	ımar. All
	interconnected language skills are submitted to the goal of developing the required level needed for students' professional li	fe.	
04BJA3-1	English Language 3-1	Z	2
The course is su	itable for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as gram	mar. The course fo	cuses on
developing lan	guage skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening a	nd improving gram	ımar. All
	interconnected language skills are submitted to the goal of developing the required level needed for students' professional li	fe.	
04BJA4	English Language 4	Z,ZK	6
The course is su	itable for students of bachelor managerial studies. The course focuses on developing all four language skills at the given level, i.e. re-	ading, writing, spea	aking and
listening, on unders	standing and orientation in a wide-range of topics in the students' respective professional and acedemic context, as well as on strength	ening and improvir	ng grammar.
	All interconnected language skills are submitted to the goal of developing the required level needed for students' academic and profe	ssional life.	
04BJA4-1	English Language 4-1	Z,ZK	4
The course is su	itable for students of bachelor managerial studies. The course focuses on developing all four language skills at the given level, i.e. re	ading, writing, spea	aking and
listening, on unders	standing and orientation in a wide-range of topics in the students' respective professional and acedemic context, as well as on strength	ening and improvir	ng grammar.
	All interconnected language skills are submitted to the goal of developing the required level needed for students' academic and profe	ssional life.	
04BJN3-1	German Language 3-1	Z	2
The course is suita	ble for bachelor students. The course develops all language competencies in the German language at level A2-B1 according to the CEF	R: speaking, readi	ng, listening
and writing. In the c	ourse, students foster their knowledge of grammar and vocabulary for everyday situations. The course focuses on communicative skills. It	t is suitable for pre-i	ntermediate
	students.		
04BJN4-1	German Language 4-1	Z	2
04BJS3-1	Spanish Language 3-1	Z	2
The course is suita	ble for bachelor students. The course develops all language skills in the Spanish language on the level A1 according to the CEFR: sp	beaking, reading, li	stening and
writing. Students w	ill 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.		
04BJS4-1	Spanish Language 4-1	Z	2

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.

ne overall aim is	to explain globalization as an economic phenomenon and to bring the environment in which the world economy develops. Demonstra on integration processes, economic environment and personal liberty.	te the effects of g	iobalization
51HAS	Mental Health and Stress	Z	3
51ITPGR	Information Technology and Computer Literacy	Z,ZK	4
	n how to adjust MS Excel user interface, to create, edit and format tables, enter basic as well as advanced formulas and functions (wi	•	1
	nderstand and apply absolute / relative cell references, create and format charts. They will learn to work with databases in Excel and l		
for searching, sort	ng data, using conditional formatting. Students will become familiar with multiple consolidation ranges, analyze external data source,	as well as large s _l	oreadsheets
541.5	or databases to create more complex types of graphs, create a PivotTable and graphs.	7.71/	1 4
51LR	Leadership and talent management ent Management provides an insight into the specifics of staff leadership with differentiated use of soft and hard management tools. Co	Z,ZK	4
	ent management provides an insignt into the specifics of stain leadership with differentiated use of soft and hard management tools. Collombetences of managers and leaders; leadership as a tool for identification of staff's competences and talents, targeted management		
	nwork, mutual trust and responsibility for achieving desirable results, with focus on potential development and staff motivation, energia		
	Characteristics of a leader as the vision and mission carrier and a strategist pursuing the accomplishment of the organisation's ke	y goals.	
51MK	Marketing	Z,ZK	6
-	urse makes the students familiar with some basic concepts, such as marketing and business strategies, market segmentation, market	_	_
and the application	thereof, product policy, new product, product life cycle, pricing policy, pricing strategy, pricing methods and factors, distribution policy, typ	oes of intermediate	e distribution
51NTP	links, marketing distribution systems, marketing communications and new trends in marketing.	Z,ZK	6
SINIF	New Trends in HR Management The course deals with the theoretical foundations and practical use of trends in personnel management.	Ζ,ΖΚ	0
510P	General Psychology and Psychology of Personality	Z,ZK	6
51PBP	Project of Bachelor Thesis	7	6
	or's degree paper will particularly include paper topic, topis specialization, explanation, further concretization; teoretic basis - survey	_	_
	formulation and design, literature and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formula		
hypo	theses); empiric survey; sample research (e.g. respondents and their analyses); time table of each work periods; plan and consultation	ns with tutor etc.	
51PDTB	Searching Library Databases	KZ	2
	sed on knowledge and skills required for the work with course and scientific literature, for information searching in relevant and valuace s		
for acquiring desir	ed information and literature, for applying newly acquired knowledge in practice during the work on bachelor thesis, and for acquiring	the principles of s	tation ethics
51PFG	and station practice incl. citing and creating reference lists. Financial Literacy	KZ	3
	Final Clai Literacy iteracy is engaged in the search for the principle of long-term equilibrium in financial management at the level of human families, but a		l .
Cubject i maneiar	and the state.	240	
51PIS	Human Resource Information Systems	Z	4
The course enable	es students to acquire knowledge on principles, practices and technologies for processing of personnel data and personnel records, r	equired by employ	ers to fulfill
	the obligations arising from legislation and to ensure human resource management in the organization.		
51PM	HR Management	Z,ZK	4
	e management, HR Management is focused on staff management, particularly in terms of recruiting, developing, utilising and organisir	• .	•
work, as well as ex	ploring the results of their work, their professional skills and work-related behaviour, their attitude to the work they do, to their company satisfaction they get out of their work and various aspects of personal and social development.	and their colleagu	es, persona
51PMNP	Managerial Tools and Calculations	Z,ZK	3
	ted on the key managerial tools used for Enterprise Management Control and on the ability to work efficiently with them. Process Control and the ability to work efficiently with them.		1
is supposed to be	applied as the base for enterprise control. During the course the students create their own model (M)-enterprise for applying manageri	al tools. Students	works in 2-3
	nd step by step apply the selected managerial tools on their M-enterprise. On the seminars present their progress, which is discussed	-	
	o assess the suggested solution.The computerized models are used for presentation key principles and features, including key integr pared and on the intranet available also many others learning aids including presentations used during the lectures, solved cases, and		_
tools. They are pre	questions and answers to each chapter, in the scope of 77 pp.	also writter text s	support, inc
51PNBOZP	Health, Safety and Fire Prevention Principles	Z,ZK	3
	tion on OSH. EU, Czech Labour Code. Implementing regulations of the Labour Code. Duties of the employer. The rights and obligation		l .
_	g of staff. Occupational accidents. Report of the accident. Documentation to ensure the health and safety. Labour Inspection, KHS, En		
prote	ction. The law on the protection of public health. Occupational Hygiene. Personal protective equipment. Safety signs and signals. Tech	nical equipment.	
51PP2	Law and Business 2	Z,ZK	4
	evelopment of the commercial law, its relation to the civil law -system of the commercial law -business (not based on the Trade law), en	-	
	ents -ensurance of business commitment -different contracts in accordance with the Commercial Code -business companies: -partner	snips -companies	s with limited
and legal requirem	liability -joint stock companies -other companies -international and multinational companies Work and Organizational Psychology	7 7K	6
and legal requirem	Work and Organizational Psychology	Z,ZK people and their	6 relationship
and legal requirem 51PPO Course Psycholog		people and their	relationship
and legal requirem 51PPO Course Psycholog	Work and Organizational Psychology by of work and organization contains the following: theory, research and practices in psychology of work, individual differences among	people and their	relationship
and legal requirem 51PPO Course Psycholog	Work and Organizational Psychology by of work and organization contains the following: theory, research and practices in psychology of work, individual differences among bur, work analysis, monitoring of the effectiveness. Psychological basis for staff selection,emploees evaluation, analysis and modification.	people and their on of work behavi	relationship
51PPO Course Psycholog to work behavio	Work and Organizational Psychology by of work and organization contains the following: theory, research and practices in psychology of work, individual differences among bur, work analysis, monitoring of the effectiveness. Psychological basis for staff selection, emploees evaluation, analysis and modificati but motivation, psychological aspects of personnel training, work under pressure. Basic terminology.	people and their on of work behavi	relationship our, work
51PPO Course Psycholog to work behavio 51PPP1 51PR The basics of the p	Work and Organizational Psychology by of work and organization contains the following: theory, research and practices in psychology of work, individual differences among ur, work analysis, monitoring of the effectiveness. Psychological basis for staff selection, emploees evaluation, analysis and modification motivation, psychological aspects of personnel training, work under pressure. Basic terminology. Law and Business 1 Project Management roject management-based approach to complex corporate processes, including analysis of initial preconditions for a successful project,	people and their on of work behavi Z,ZK Z,ZK integration of bas	relationship our, work 3 6 ic structura
51PPO Course Psycholog to work behavio 51PPP1 51PR The basics of the p	Work and Organizational Psychology by of work and organization contains the following: theory, research and practices in psychology of work, individual differences among ur, work analysis, monitoring of the effectiveness. Psychological basis for staff selection, emploees evaluation, analysis and modification motivation, psychological aspects of personnel training, work under pressure. Basic terminology. Law and Business 1 Project Management roject management-based approach to complex corporate processes, including analysis of initial preconditions for a successful project, agerial and economic knowledge, all this based on network analysis. The course deals with the stages of project planning, implements	people and their on of work behavi Z,ZK Z,ZK integration of bas	relationship our, work 3 6 ic structura
51PPO Course Psycholog to work behavio 51PPP1 51PR The basics of the ptechnological, mar	Work and Organizational Psychology by of work and organization contains the following: theory, research and practices in psychology of work, individual differences among ur, work analysis, monitoring of the effectiveness. Psychological basis for staff selection, emploees evaluation, analysis and modification motivation, psychological aspects of personnel training, work under pressure. Basic terminology. Law and Business 1 Project Management roject management-based approach to complex corporate processes, including analysis of initial preconditions for a successful project, agerial and economic knowledge, all this based on network analysis. The course deals with the stages of project planning, implements responses to unplanned requirements and project risks. Field examples and analysis of field case studies.	people and their on of work behaving the Z,ZK Z,ZK integration of bas ation and evaluation	relationship our, work 3 6 ic structura on, includin
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54DL7	Human Danasana Managana	7 71/	1 4
51RLZ	Human Resources Management Management (HRM), personal management in organisation from the point of view of future managers. Contemporary challenges in H	Z,ZK	HRM hasic
	market, recruitment and selections, job analysis information, process of adaptation of new employees in organisation, professional ca	=	
	of HRM for future managers, job motivation and stimulation of employees.		
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, terminology	y. Sociology and n	nanagement.
	Social roles management. The Czech society in 21st century. Sociologic research.		
51SOP	Social Psychology	Z,ZK	6
51SRL	Strategic Human Resource Management and Development	Z,ZK	6
-	gement and HR Development analyses some key processes of strategic HR management; in particular, the focus is on optimum management	-	
=	subsequent synthesis aimed at establishing a "learning organisation" based on mutual teaching, updating of knowledge, creative de	-	se of such
1	nowledge for effective targeted innovations for enhancing the value added of the respective product and increase the company's	•	
51TBP	Bachelor Thesis	Z	8
-	roject of Bachelor's degree paper conditions concretization, particularly: paper topic, explanation and application; teoretical basis, an	=	
	rmulation of research problem incl. literature analysis; final goals; hypothesis formulation); empirical part(e.g. survey, test, sociometry able of each part realization; plan a consultations with the tutor; final version, including required enclosures (the Universities Act, Interr	·	
roopondonio), umo	Regulations); Bachelor's paper submitment and defence. Prezentation preparation	nai 020011 100111110	oai Oilivoioity
51TV1	Physical Education 1	Z	0
51UEK	Introduction to Economics	Z,ZK	4
	sed on the following subjects: basic economic relations and consequences. Economic aggregates and their consequences. Operating	•	1
	d macroekonomic circle, various economic theories. Consumption behaviour in microeconomics. Theory of production. Different mark		
51UM	Introduction to Mathematics	Z,ZK	4
51UV	Introduction to University Studies		4
	ject includes knowledge assisting students in quick and effective adaptation to conditions of university studies. Content of the subject	_	1 .
	ways of studying at universities, Part 3 - education and self-education.		,
51VC	Appraisal and Performance Management and Controlling	KZ	4
ı	ach to performance management. Concept of performance. Principles and process of performance management. Forms, criteria and me		e evaluation.
Links to other HR fu	nctions. Implementation appraisal interview. Concepts and approaches to strategic human resource management. Application of Asse	essment Center / I	Development
	Center. Application of 360-degree feedback. Concept of Balanced Scorecard / HR Scorecard. HR controlling / HR audit.		
51XBCCAJ	Business Correspondence and Communication	KZ	4
The star of the control			
The aim of the cour	se to help students write better emails in English as emails are the most common form of written communication. It is aimed at intern	mediate or upper-	intermediate
level, and consists of	of sessions of language practice covering a wide range of business topics. It includes exercises on email style, but also practices more	conventional lang	guage areas,
level, and consists of	of sessions of language practice covering a wide range of business topics. It includes exercises on email style, but also practices more ssions, sentence structures, linking words, prepositions, verb tenses, and punctuation etc. It will help students to write effective emails	conventional lang	guage areas,
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level, and consists of such as fixed expre	of sessions of language practice covering a wide range of business topics. It includes exercises on email style, but also practices more ssions, sentence structures, linking words, prepositions, verb tenses, and punctuation etc. It will help students to write effective emails and their writing will be easier to understand. Design and Brand Management	conventional lands, express thems	guage areas, elves clearly,
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E4VD0700			
51XP2ZSO	Health, Safety and Fire Prevention Principles	KZ	4
_	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		
-	tion. The law on the protection of public health. Occupational Hygiene. Personal protective equipment. Safety signs and signals. Tech	_	eening. i ne
51XP3MNP	Managerial Tools and Calculations	KZ	4
51XP3ZSO	Health, Safety and Fire Prevention Principles	KZ	4
51XPD	Presentation Skills	KZ	4
	how people act and interact, develop rules of verbal and nonverbal communication, including most common mistakes. In addition, st		
	presentation skills. Students will present their skills using videotechniques and get feedback, "peer-review".		
51XPDM	Grant Management	KZ	4
51XPES	Economic Statistics	KZ	4
The subject of ?	Economic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will p	rovide students wi	th a solid
	undation of descriptive statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the		
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		
51XPLG	Logistics	KZ	. 4
	vers many facets of logistics and supply chain management to create significant competitive advantages. The graduates can find their on ining and scheduling process; making effective use of the enterprise resources planning (ERP) system, while anticipating its impact of		١
	planning and forecasting while translating internal and external customer demands; and managing the supply chain while evaluating		٠. ا
	inciples and concepts. In this specialization students will learn to meet these challenges by getting to grips with key issues in supply	-	
· · · · · · · · · · · · · · · · · · ·	est 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	-	
logistic manageme	ent is about understanding the impact of customized logistical designs on overall performance. Students will apply advanced software	•	e resource
E4VDNEO	planning and integer linear programming problems, capacity analysis of production systems, distribution planning and vehicle ro		
51XPNES	Economics Statistics	Z,ZK	4
51XPNSMP	HR Statistical Techniques	Z,ZK	4
	•	· '	
	atistical methods in HR management at Masaryk Institute of Advanced Studies will aim to train you to solve real-world statistical problem	ns. The course has	a particular
focus on modern co	atistical methods in HR management at Masaryk Institute of Advanced Studies will aim to train you to solve real-world statistical problem mputationally-intensive methods and their use in the analysis of data. Topics include basic statistical principles; graphic presentation; d	ns. The course has lescriptive measure	a particular es of central
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focus on modern co tendency, dispersic response surface 51XPPD 51XPPMLG Problem areas inclutrends for logistic	atistical methods in HR management at Masaryk Institute of Advanced Studies will aim to train you to solve real-world statistical problem imputationally-intensive methods and their use in the analysis of data. Topics include basic statistical principles; graphic presentation; dentroin, and location; inferential statistics and hypothesis testing; analysis and inference of linear correlation coefficient, slope of regression methodology, robust design, random effects model, and statistics quality control methods. Students will apply statistical concepts to rechnology will be utilized in examining statistical information. Presentation Skills Operational Management and Logistics Ide: Entrepreneurial characteristics of production system, operations competitiveness, productivity and strategy, Japanese methods of all systems designing, the significance of logistical planning, production planning and budgeting process, reasons for preparing the model of the statistical problem.	ns. The course has lescriptive measure in line, design od ex real world situation KZ KZ f improving production	a particular as of central experiments, s. Current 4 4 tivity, recent less plan,
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