Study plan

Name of study plan: B-PM-prez.forma od 10/11

Faculty/Institute/Others:

Department:

Branch of study guaranteed by the department: Welcome page

Garantor of the study branch:

Program of study: Economy and Management

Type of study: Bachelor 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: 156

The role of the block: Z

Code of the group: 1.S.BPM-P OD 10/11

Name of the group: 1.s.BPM-od 10/11 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 at least 7 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
51RKD	Rhetoric and Communications Skills	Z,ZK	6	2P+2C	Z	Z
51RLZ	Human Resources Management	Z,ZK	4	2P+1C	Z	Z
51TV1	Physical Education 1	Z	0	0P+2C		Z
51UE	Introduction to Economics	Z,ZK	6	2P+2C	Z	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 10/11 Name=1.s.BPM-od 10/11 prezen ní forma

04BJA1	English Language 1	Z	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					
nterconnected 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
51RKD	Rhetoric and Communications Skills	Z,ZK	6

Rhetoric and Communication Skills provides an insight into rhetorical skills, voice & Dead and phrasing. The curriculum includes verbal communication practise based on pre-prepared and impromptu presentations, methods of developing rhetorical skills, target audience identification, preparation and types of speeches and language creativity. The course lays the foundations for effective communication training that is then followed up in Social Psychology-related courses.

51RL <i>Z</i>	Human Resources Management	7.7K	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.

51TV1	Physical Education 1	Z	0
51UE	Introduction to Economics	Z,ZK	6

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.

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

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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 understa	anding and orientation in a wide-range of topics in the students' respective professional and acedemic context, as well as on strer	ngthening and imp	roving grammar.				
All interconnected la	nguage 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 La	w and business includes the following: -labour law, its basis and role within the legal system -labour relations, international cons	equences -emplo	yment and its				
regulation -termination	on 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 course	e 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 11/12

Name of the group: 3.s.BPM-od 11/12 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 at least 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
04BJA3	English Language 3	Z	4	0P+4C		Z
51FGR	Financial Literacy	KZ	2	2P+1C		Z
51ITPG	Information Technology and Computer Literacy	Z,ZK	2	2P+1C		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
51UM	Introduction to Mathematics	Z,ZK	4	2P+2C		Z

Characteristics of the courses of this group of Study Plan: Code=3.S.BPM-P OD 11/12 Name=3.s.BPM-od 11/12 prezen ní forma

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 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.

51FGR	Financial Literacy	KZ	2
51ITPG	Information Technology and Computer Literacy	Z,ZK	2

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.

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. 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 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 Strategic Human Resource Management and Development 7.7K 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

Z,ZK

Code of the group: 4.S.BPM-P OD 11/12

Name of the group: 4.s.BPM-od 11/12-prezen ní forma

Introduction to Mathematics

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 5 courses

knowledge for effective targeted innovations for enhancing the value added of the respective product and increase the company's competitiveness.

Credits in the group: 26

Note on the group:

51UM

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		Z
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 OD 11/12 Name=4.s.BPM-od 11/12-prezen ní forma

04BJA4	English Language 4	Z,ZK	6				
The course is suitable	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 lang	All interconnected language skills are submitted to the goal of developing the required level needed for students' academic and professional life.						

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.

51NTP | New Trends in HR Management | Z,ZK | 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 | 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.

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
51LRT	Leadership and Talent Management	Z,ZK	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

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.

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 applicability); 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.

51PR Project Management

7 7K

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.

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

ΚZ

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.

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	7	8	0+8	L	7

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

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 are integration processes, economic provincement and personal liberty.

on integration processes, economic environment and personal liberty.

51TBP Bachelor Thesis

7

8

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
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

E4VDDM	Design and Brand Management	V7	1
and their writing will be	easier to understand.		
such as fixed expression	is, sentence structures, linking words, prepositions, verb tenses, and punctuation etc. It will help students to write effective e	mails, express the	mselves clearly,
level, and consists of se	ssions of language practice covering a wide range of business topics. It includes exercises on email style, but also practices n	nore conventional	language areas,
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	ntermediate or upp	er-intermediate
51XBCCAJ	Business Correspondence and Communication	KZ	4

51XDBM	Design and Brand Management	KZ	4
51XPDM	Grant Management	KZ	4
51XPNES	Economics Statistics	Z,ZK	4
51XPES	Economic Statistics	KZ	4
The publicat of 2Econor	nio Statistica? is ariented an maggurament of aconomic avents at microsconomic and magraconomic level. This course will	provide studente	with a colid

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.

51XP2ES	Economic Statistics	KZ	4
The subject of ?Econon	nic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will	provide students	with a solid
	e statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the seasonality.		
51XP1ES	Economic Statistics	KZ	4
•	nic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will be statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the seasonality.	provide students	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	1	•
51XPHT	Technology Assessment	KZ	4
51XPIP	Intercultural Psychology	KZ	4
51XIP	Intercultural Psychology	KZ	4
	acteristics International dimension in management Cultural differences in management - trade, human resources Hoefsted n	l .	•
and etiquet in intercultu	ral management Charakteristics of selected national cultures and their comparison		
51XPKM	Knowledge Management	KZ	4
	nt deals with the management knowledge and skills in the enterprise with the aim of increasing the competitiveness of organ		
51XKMAJ	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 impaining and forecasting while translating internal and external customer demands; and managing the supply chain while evaluations.		
	s and concepts. In this specialization students will learn to meet these challenges by getting to grips with key issues in supply	-	
	ation for production facilities and distribution centres, and identifying the resources they need. They will learn how to structure	_	
production, warehousing	g, transport and distribution, and purchasing. The key is to give customers the standard of service they want and to ensure p	rocess reliability. I	Production and
	about understanding the impact of customized logistical designs on overall performance. Students will apply advanced softw	are tools for enter	prise resource
	ear programming problems, capacity analysis of production systems, distribution planning and vehicle routing.	147	
51XMKV	Quality Management for Human Resources Managers	KZ .	4
	ensure quality management - the history , theory and practice , principles and terminology . Simple statistical and analytical finternational 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		
	ality Award) for quality assessment.	.ou quanty manag	oo
51XP2MNP	Managerial Tools and Calculations	KZ	4
51XP3MNP	Managerial Tools and Calculations	KZ	4
51XNM	Material Science	KZ	4
	te of materials engineering, overview of technical materials, internal structure of metals, crystal lattices and their defects, def	ormation, recrysta	allization and
fracture of materials, str	ucture and properties of materials and their testing, iron-carbon phase diagram, overview of steels, cast irons and nonferrou	s metals.	
51XPJN	German Language	KZ	4
51XNEAJ	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 stra	•	
	n, interaction and behaviour in typical networking situations (creation and management of a network of business contacts with the property of the plant of the property of the plant of the property of the plant of		· ·
· ·	nent of business opportunities) through language analysis, role-plays and practice situations, vocabulary and grammar devel uage skills will be systematically developed in contexts and situations relevant to professional work.	opment, teamwor	k, and individual
51XEPP	Computer Presentations	KZ	4
	cs of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present inform	l	
	g into account the audience. Students should adapt the form of their presentation to expectations, level of understanding and		
Students will learn to ap	ply modern didactic techniques in their presentations.		
51XPPP	Computer Presentations	KZ	4
	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	experience of the	audience.
	oply modern didactic techniques in their presentations.	V7	4
51XPU	Accounting verwiev about the creation, the content and the usage of financial information from financial reports on various levels in ever	KZ	
	erstanding common financial terms and for daily work with them in all companies without regard of working position of the er		5, 61 664166, 1116
51XPPD	Presentation Skills	KZ	4
51XPD	Presentation Skills	KZ	4
	people act and interact, develop rules of verbal and nonverbal communication, including most common mistakes. In addition	1	-
presentation skills. Stud	ents will present their skills using videotechniques and get feedback, "peer-review".		
51XPPMLG	Operational Management and Logistics	KZ	4
	Entrepreneurial characteristics of production system. operations competitiveness, productivity and strategy, Japanese method		=
	ems designing, the significance of logistical planning, production planning and budgeting process, reasons for preparing the	-	=
	uction management, using forecast information in production system, value analysis introduction, processes of manufacturing s Idvancement of the production quality systems. Teaching methods will include lectures, group presentations and discussions o		
	to complete the terminal assignment.	n cases as wen as	Olifici CACIOISCS.
51XPPT	Industrial Technologies	KZ	4
51XPSMP	HR Statistical Techniques	KZ	4
	Methods in Personality? is oriented on measurement of events in sociology and in HRM at microeconomic level. This course	1	
foundation of descriptive	e statistics, regression and correlation analysis, time series, statistical estimate and statistical tests.		
51XPNSMP	HR Statistical Techniques	Z,ZK	4
	cal methods in HR management at Masaryk Institute of Advanced Studies will aim to train you to solve real-world statistical pro		· ·
	itationally-intensive methods and their use in the analysis of data. Topics include basic statistical principles; graphic presentational leading information and by not begin to along a fragree of linear expension and by not begin to along a fragree of linear expension.		
	nd location; inferential statistics and hypothesis testing; analysis and inference of linear correlation coefficient, slope of regres adology, robust design, random effects model, and statistics quality control methods. Students will apply statistical concepts t	_	
· ·	adology, robust design, random enects model, and statistics quality control methods. Stadents will apply statistical concepts to ed in examining statistical information.	oui wond sildai	.c.io. Junoin
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51XP2SMR	Statistical Methods for Decision Making	KZ	4			
51XSMR	Statistical Methods for Decision Making	KZ	4			
51XP1SMR	Statistical Methods for Decision Making	KZ	4			
51XPJS	Spanish Language	KZ	4			
51XMOE	The beginning formation the primary structures of international trade as part of the genesis of EU	KZ	4			
51XZVK	Basics of Visual Communication	KZ	4			
51XPZSO	Health, Safety and Fire Prevention Principles	KZ	4			
51XP2ZSO	Health, Safety and Fire Prevention Principles	KZ	4			
prevention.Training of st	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.					
51XP3ZSO	Health, Safety and Fire Prevention Principles	KZ	4			
51XZSO	Health, Safety and Fire Prevention Principles	KZ	4			
51XPZS	Healthy Lifestyle	KZ	4			

List of courses of this pass:

Code	Name of the course	Completion	Credits
04BJA1	English Language 1	Z	4
The course is s	uitable for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as gram	mar. The course fo	cuses on
developing lar	nguage skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening a	nd improving gram	mar. All
	interconnected language skills are submitted to the goal of developing the required level needed for students'professional lit	fe.	
04BJA2	English Language 2	Z	4
The course is s	uitable 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 under	rstanding and orientation in a wide-range of topics in the students' respective professional and acedemic context, as well as on strength	•	ng gramma
	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 s	suitable for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as gram	mar. The course fo	cuses on
developing lar	nguage skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening a	nd improving gram	mar. 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 s	uitable 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 under	rstanding and orientation in a wide-range of topics in the students' respective professional and acedemic context, as well as on strength	ening and improvin	ng grammar
	All interconnected language skills are submitted to the goal of developing the required level needed for students' academic and profe	ssional life.	
51DHS	Mental Health and Stress	Z	4
51DTB	Online Information Retrieval and the Work with Electronic Information Resources	KZ	4
This course is f	, locused on knowledge and skills required for the work with course and scientific literature, for information searching in relevant and va	luable scientific inf	ormation
resources, for ac	equiring desired information and literature, for applying newly acquired knowledge in practice during the work on bachelor thesis, and	for acquiring the pr	inciples of
	citation ethics and citation practice incl. citing and creating reference lists.		
51FGR	Financial Literacy	KZ	2
51G	Globalization	Z,ZK	6
	s to explain globalization as an economic phenomenon and to bring the environment in which the world economy develops. Demonstr		_
	on integration processes, economic environment and personal liberty.	g.	
51ITPG	Information Technology and Computer Literacy	Z.ZK	2
	rn how to adjust MS Excel user interface, to create, edit and format tables, enter basic as well as advanced formulas and functions (w	_,,	_
	inderstand and apply absolute / relative cell references, create and format charts. They will learn to work with databases in Excel and		•
	ting data, using conditional formatting. Students will become familiar with multiple consolidation ranges, analyze external data source,		
3 ,	or databases to create more complex types of graphs, create a PivotTable and graphs.	5 .	
51LRT	Leadership and Talent Management	Z.ZK	4
-	elent Management provides an insight into the specifics of staff leadership with differentiated use of soft and hard management tools. Co	. , .	
•	competences of managers and leaders; leadership as a tool for identification of staff's competences and talents, targeted managemen		
	mwork, mutual trust and responsibility for achieving desirable results, with focus on potential development and staff motivation, energi		
	Characteristics of a leader as the vision and mission carrier and a strategist pursuing the accomplishment of the organisation's ke		
51MK	Marketing	Z,ZK	6
-	burse makes the students familiar with some basic concepts, such as marketing and business strategies, market segmentation, market	. ,	_
_	n thereof, product policy, new product, product life cycle, pricing policy, pricing strategy, pricing methods and factors, distribution policy, ty	_	_
	links, marketing distribution systems, marketing communications and new trends in marketing.	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
51NTP	New Trends in HR Management	Z.ZK	6
J., 111	The course deals with the theoretical foundations and practical use of trends in personnel management.	_,_,	,
51OP	General Psychology and Psychology of Personality	Z,ZK	6
		2,2R	_
51PBP	Project of Bachelor Thesis	. – .	6
	Plor'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 applicability); hypothesis formulation and their applicability); hypothesis formulation and their applicability applicability); hypothesis formulation and their applicability applicability); hypothesis formulation and their applicability applicability); hypothesis formulation and design, literature and sources analyses; paper goalse (structure of the goals and their applicability); hypothesis formulation and design, literature and sources analyses; paper goalse (structure of the goals and their applicability); hypothesis formulation and design, literature and sources analyses; paper goalse (structure of the goals and their applicability); hypothesis formulation and design, literature and sources analyses; paper goalse (structure of the goals and their applicability); hypothesis formulation and their applicability and their app		esis, partia
пуро	otheses); empiric survey; sample research (e.g. respondents and their analyses); time table of each work periods; plan and consultatio	TIS WILL LUTOF ETC.	

The course enable	Human Resource Information Systems	Z	4
	es students to acquire knowledge on principles, practices and technologies for processing of personnel data and personnel records, re	equired by emplo	yers to fulfill
	the obligations arising from legislation and to ensure human resource management in the organization.		
51PM	HR Management e management, HR Management is focused on staff management, particularly in terms of recruiting, developing, utilising and organisin	Z,ZK	4
	ploring the results of their work, their professional skills and work-related behaviour, their attitude to the work they do, to their company a		
, 40 40 0	satisfaction they get out of their work and various aspects of personal and social development.	and mon concag.	200, po.00.1a
51PP1	Law and Business 1	Z,ZK	4
-	Law and business includes the following: -labour law, its basis and role within the legal system -labour relations, international consequences and business includes the following: -labour law, its basis and role within the legal system -labour relations, international consequences.		nent and its
	ulation -termination of employment -working hours, vacancy -wage, salary, -discretion and duties of the employer and employees -hea		
51PP2	Law and Business 2 evelopment of the commercial law, its relation to the civil law -system of the commercial law -business (not based on the Trade law), ent	Z,ZK	4
	ents -ensurance of business commitment -different contracts in accordance with the Commercial Code -business companies: -partner	•	
3	liability -joint stock companies -other companies -international and multinational companies		
51PPO	Work and Organizational Psychology	Z,ZK	6
	gy of work and organization contains the following: theory, research and practices in psychology of work, individual differences among	•	-
to work behavio	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.	on of work behav	iour, work
51PR	Project Management	Z,ZK	6
	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, implementa	_	
	responses to unplanned requirements and project risks. Field examples and analysis of field case studies.		
51PV	Corporate Education	Z,ZK	4
The course cover	s basic approaches to corporate education, and deals with connection of corporate training and education of employees with other type resource functions, and with current approaches to the development of individuals, teams and enterprises.	oes of education	and human
51RKD	Rhetoric and Communications Skills	Z.ZK	6
	Tribition and Communications Skills provides an insight into rhetorical skills, voice & mp; breath management, understandable articulation/pronunciation,	,	-
	cludes verbal communication practise based on pre-prepared and impromptu presentations, methods of developing rhetorical skills, ta		
preparation and ty	pes of speeches and language creativity. The course lays the foundations for effective communication training that is then followed up	in Social Psycho	ology-related
	courses.		
51RLZ	Human Resources Management	Z,ZK	4
	Management (HRM), personal management in organisation from the point of view of future managers. Contemporary challenges in HI market, recruitment and selections, job analysis information, process of adaptation of new employees in organisation, professional car	-	
problems of labour	of HRM for future managers, job motivation and stimulation of employees.	nicis, knowicage	or principles
51S	Sociology	Z,ZK	6
Content of the cou	se is focused especially on the following topics:Sociology as a science, sociologic way of thinking including historic aspects, terminology	. Sociology and n	nanagement.
	Social roles management. The Czech society in 21st century. Sociologic research.		1
51SOP	Social Psychology	Z,ZK	6
51SRL	Strategic Human Resource Management and Development		
		Z,ZK	6
-	igement and HR Development analyses some key processes of strategic HR management; in particular, the focus is on optimum mana	agement of HR e	ducation and
development an		agement of HR e velopment and u	ducation and
development an	igement and HR Development analyses some key processes of strategic HR management; in particular, the focus is on optimum mana d subsequent synthesis aimed at establishing a "learning organisation" based on mutual teaching, updating of knowledge, creative de	agement of HR e velopment and u	ducation and
development an k	gement and HR Development analyses some key processes of strategic HR management; in particular, the focus is on optimum manal d subsequent synthesis aimed at establishing a "learning organisation" based on mutual teaching, updating of knowledge, creative de nowledge for effective targeted innovations for enhancing the value added of the respective product and increase the company's company.	agement of HR e velopment and u petitiveness.	ducation and se of such
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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 characteristics International dimension in management Cultural differences in management - trade, human resources Hoefsted models.	KZ	4 Ires Etique
Main wond culture	and etiquet in intercultural management Charakteristics of selected national cultures and their comparison	dei oi riational cuito	iles Etique
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		
	its of international standard ISO 9001 (the current version) quality management systems. Types of audits in systems management,		
and consulting con	npanies. Preparation, implementation and evaluation of internal audit management system . Presentation of examples of established . EFQM (European Quality Award) for quality assessment.	quality manageme	ent systems
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
	ictical communicative needs of the students, the aim of the course is to acquire and systematically develop language skills and strategi	1	appropriate
	nication, interaction and behaviour in typical networking situations (creation and management of a network of business contacts with		-
extension and deve	elopment of business opportunities) through language analysis, role-plays and practice situations, vocabulary and grammar development of business opportunities) through language analysis, role-plays and practice situations, vocabulary and grammar development of business opportunities) through language analysis, role-plays and practice situations, vocabulary and grammar development of business opportunities) through language analysis, role-plays and practice situations, vocabulary and grammar development of business opportunities) through language analysis, role-plays and practice situations, vocabulary and grammar development of business opportunities) through language analysis, role-plays and practice situations, vocabulary and grammar development of business opportunities.		d individual
51XNM	feedback. Practical language skills will be systematically developed in contexts and situations relevant to professional work Material Science	KZ	4
-	iviaterial Science 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 r		anon and
51XP1ES	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
	undation of descriptive statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the		
51XP1SMR	Statistical Methods for Decision Making	KZ	4
51XP2ES	Economic Statistics Economic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will p	KZ	4
•	undation of descriptive statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the		iii a soliu
51XP2MNP	Managerial Tools and Calculations	KZ	4
51XP2SMR	Statistical Methods for Decision Making	KZ	4
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, Er	=	eering. Fire
	tion. The law on the protection of public health. Occupational Hygiene. Personal protective equipment. Safety signs and signals. Tech		4
51XP3MNP 51XP3ZSO	Managerial Tools and Calculations Health, Safety and Fire Provention Principles	KZ KZ	4
51XP3Z3O 51XPD	Health, Safety and Fire Prevention Principles Presentation Skills	KZ KZ	4
	how people act and interact, develop rules of verbal and nonverbal communication, including most common mistakes. In addition, si	1	•
	presentation skills. Students will present their skills using videotechniques and get feedback, "peer-review".		
51XPDM	Grant Management	KZ	4
51XPES	Economic Statistics	KZ	4
51XPES The subject of ?!	Economic Statistics Economic Statistics statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will p	KZ provide students wi	4
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and capacity planni	ng, advancement of the production quality systems. Teaching methods will include lectures, group presentations and discussions of ca Each student is required to complete the terminal assignment.	ses as well as othe	er exercises.
51XPPP	Computer Presentations	KZ	4
-	basics of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present information		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 a	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	I provide students	with a solid
	foundation of descriptive statistics, regression and correlation analysis, time series, statistical estimate and statistical tests	-	
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 co	ompany. This is, of	course, the
neces	sary base for understanding common financial terms and for daily work with them in all companies without regard of workihg 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
51XZSO	Health, Safety and Fire Prevention Principles	KZ	4
51XZVK	Basics of Visual Communication	KZ	4
51ZPM	Basics of Business Management	Z,ZK	6

For updated information see http://bilakniha.cvut.cz/en/FF.html Generated: day 2024-05-13, time 14:17.