

Study plan

Name of study plan: B-PM-prez.forma od 11/12

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: 146

The role of the block: Z

Code of the group: 1.S.BPM-P OD 11/12

Name of the group: 1.s.BPM-od 11/12 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 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 |
|--------|---|------------|---------|-------|----------|------|
| 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 |
| 51TV1 | Physical Education 1 | Z | 0 | 0P+2C | | Z |
| 51UEK | Introduction to Economics | 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 11/12 Name=1.s.BPM-od 11/12 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 interconnected language skills are submitted to the goal of developing the required level needed for students' professional life. |
| 51OP | General Psychology and Psychology of Personality | Z,ZK | 6 | |
| 51R | Rhetoric and Communication Skills | Z,ZK | 4 | |
| 51RLZ | Human Resources Management | Z,ZK | 4 | Human Resources Management (HRM), personal management in organisation from the point of view of future managers. Contemporary challenges in HRM, the history of HRM, basic problems of labour market, recruitment and selections, job analysis information, process of adaptation of new employees in organisation, professional carriers, knowledge of principles of HRM for future managers, job motivation and stimulation of employees. |
| 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 macroeconomic 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: 1.S.BPM-VP 11/12

Name of the group: 1.s.BPM-výb r.p .od 11/12 prez.

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

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) <i>Tutors, authors and guarantors (gar.)</i> | Completion | Credits | Scope | Semester | Role |
|-------|--|------------|---------|-------|----------|------|
| 51UM | Introduction to Mathematics | Z,ZK | 4 | 2P+2C | | z |
| 51ZSO | Health, Safety and Fire Prevention Principles | Z,ZK | 4 | 2P+2C | | z |

Characteristics of the courses of this group of Study Plan: Code=1.S.BPM-VP 11/12 Name=1.s.BPM-výb r.p .od 11/12 prez.

| | | | | | | |
|-------|---|--|--|------|--|---|
| 51UM | Introduction to Mathematics | | | Z,ZK | | 4 |
| 51ZSO | Health, Safety and Fire Prevention Principles | | | Z,ZK | | 4 |

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) <i>Tutors, authors and guarantors (gar.)</i> | Completion | Credits | Scope | Semester | Role |
|--------|--|------------|---------|-------|----------|------|
| 04BJA2 | English Language 2 | Z | 4 | 0P+4C | | z |
| 51PP1 | Law and Business 1 | Z,ZK | 4 | 2P+1C | L | z |
| 51SOP | Social Psychology | Z,ZK | 6 | 2P+2C | | z |
| 51S | Sociology | Z,ZK | 6 | 2P+2C | L | z |
| 51TV2 | Physical Education 2 | Z | 0 | 0P+2C | | z |
| 51ZPM | Basics of Business Management | Z,ZK | 6 | 2P+2C | Z,L | z |

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

| | | | | | | |
|--|-------------------------------|--|--|------|--|---|
| 04BJA2 | English Language 2 | | | Z | | 4 |
| The course is suitable for students of bachelor managerial studies. The course focuses on developing all four language skills at the given level, i.e. reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics in the students' respective professional and academic 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. | | | | | | |
| 51PP1 | Law and Business 1 | | | Z,ZK | | 4 |
| Subject of course Law and business includes the following: -labour law, its basis and role within the legal system -labour relations, international consequences -employment and its regulation -termination of employment -working hours, vacancy -wage, salary, -discretion and duties of the employer and employees -health and safety | | | | | | |
| 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. | | | | | | |
| 51TV2 | Physical Education 2 | | | Z | | 0 |
| 51ZPM | Basics of Business Management | | | Z,ZK | | 6 |

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

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

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

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

Credits in the group: 26

Note on the group:

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

| | | | | | | |
|-------|--|------|---|-------|--|---|
| 51SRL | Strategic Human Resource Management and Development | Z,ZK | 6 | 3P+1C | | z |
|-------|--|------|---|-------|--|---|

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

| | | | | | | |
|---|---|--|--|------|--|---|
| 51FGRA | Financial Literacy | | | KZ | | 4 |
| 51ITPGR | Information Technology and Computer Literacy | | | Z,ZK | | 4 |
| Students will learn how 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 | | | Z,ZK | | 4 |
| 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 | | 4 |
| The course covers basic approaches to corporate education, and deals with connection of corporate training and education of employees with other types of education and human resource functions, and with current approaches to the development of individuals, teams and enterprises. | | | | | | |
| 51PP2 | Law and Business 2 | | | Z,ZK | | 4 |
| Course content: -development of the commercial law, its relation to the civil law -system of the commercial law -business (not based on the Trade law), entrepreneur -business relations and legal requirements -ensurance of business commitment -different contracts in accordance with the Commercial Code -business companies: -partnerships -companies with limited liability -joint stock companies -other companies -international and multinational companies | | | | | | |
| 51SRL | Strategic Human Resource Management and Development | | | Z,ZK | | 6 |
| Strategic HR Management and HR Development analyses some key processes of strategic HR management; in particular, the focus is on optimum management of HR education and development and subsequent synthesis aimed at establishing a "learning organisation" based on mutual teaching, updating of knowledge, creative development and use of such knowledge for effective targeted innovations for enhancing the value added of the respective product and increase the company's competitiveness. | | | | | | |

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

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

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

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

Credits in the group: 20

Note on the group:

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

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

| | | | | | | |
|--|--|--|--|------|--|---|
| 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, employees evaluation, analysis and modification of work behaviour, work motivation, 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 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. | Z,ZK | 4 |
| 51MK | Marketing The Marketing course makes the students familiar with some basic concepts, such as marketing and business strategies, market segmentation, marketing research, marketing mix and the application thereof, product policy, new product, product life cycle, pricing policy, pricing strategy, pricing methods and factors, distribution policy, types of intermediate distribution links, marketing distribution systems, marketing communications and new trends in marketing. | Z,ZK | 6 |
| 51PBP | Project of Bachelor Thesis Projekt of bachelor's degree paper will particularly include paper topic, topic specialization, explanation, further concretization; theoretic basis - survey of literature; paper structure; research problem formulation and design, literature and sources analyses; paper goal (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. | Z | 6 |
| 51PR | 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. | Z,ZK | 6 |
| 51DTB | Online Information Retrieval and the Work with Electronic Information Resources This course is focused on knowledge and skills required for the work with course and scientific literature, for information searching in relevant and valuable scientific information resources, for acquiring desired information and literature, for applying newly acquired knowledge in practice during the work on bachelor thesis, and for acquiring the principles of citation ethics and citation practice incl. citing and creating reference lists. | KZ | 4 |

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

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|-------|--|------|---|
| 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 on integration processes, economic environment and personal liberty. | Z,ZK | 6 |
| 51TBP | Bachelor Thesis Realization of the project of Bachelor's degree paper conditions concretization, particularly: paper topic, explanation and application; theoretical 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 submission and defence. Presentation preparation | Z | 8 |

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) <i>Tutors, authors and guarantors (gar.)</i> | 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 Management 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 intermediate or upper-intermediate level, and consists of sessions of language practice covering a wide range of business topics. It includes exercises on email style, but also practices more conventional language areas, such as fixed expressions, sentence structures, linking words, prepositions, verb tenses, and punctuation etc. It will help students to write effective emails, express themselves 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 |
| 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 ?Economic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will provide students with a solid foundation of descriptive statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the seasonality. | | | |
| 51XP1ES | Economic Statistics | KZ | 4 |
| The subject of ?Economic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will provide students with a solid foundation of descriptive statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the seasonality. | | | |
| 51XES | Economic Statistics | KZ | 4 |
| Students will learn to use tools of descriptive statistics, tools of regressive and corelation analyses, index analyses,time series analyses and other basic statistic tools. | | | |
| 51XPHT | Technology Assessment | KZ | 4 |
| 51XPIP | Intercultural Psychology | KZ | 4 |
| 51XIP | Intercultural Psychology | KZ | 4 |
| Main world culture characteristics International dimension in management Cultural differences in management - trade, human resources Hoefsted model of national cultures Etiqué and etiquet in intercultural management Characteristics of selected national cultures and their comparison | | | |
| 51XPKM | Knowledge Management | KZ | 4 |
| Knowledge Management deals with the management knowledge and skills in the enterprise with the aim of increasing the competitiveness of organizations . | | | |
| 51XKMAJ | Knowledge Managemen in English Language | KZ | 4 |
| 51XPLG | Logistics | KZ | 4 |
| This programme covers many facets of logistics and supply chain management to create significant competitive advantages. The graduates can find their career in the field of controlling the production planning and scheduling process; making effective use of the enterprise resources planning (ERP) system, while anticipating its impact on the manufacturing process and on inventories; planning and forecasting while translating internal and external customer demands; and managing the supply chain while evaluating it and making effective use of relevant tools, principles and concepts. In this specialization students will learn to meet these challenges by getting to grips with key issues in supply chain design. This involves pinpointing the best location for production facilities and distribution centres, and identifying the resources they need. They will learn how to structure operations management in production, warehousing, transport and distribution, and purchasing. The key is to give customers the standard of service they want and to ensure process reliability. Production and logistic management is about understanding the impact of customized logistical designs on overall performance. Students will apply advanced software tools for enterprise resource planning and integer linear programming problems, capacity analysis of production systems, distribution planning and vehicle routing. | | | |
| 51XMKV | Quality Management for Human Resources Managers | KZ | 4 |
| A systemic approach to ensure quality management - the history , theory and practice , principles and terminology . Simple statistical and analytical tools managing and improving quality. Requirements of international standard ISO 9001 (the current version) quality management systems . Types of audits in systems management , collaboration with certification and consulting companies. Preparation, implementation and evaluation of internal audit management system . Presentation of examples of established quality management systems . EFQM (European Quality Award) for quality assessment. | | | |
| 51XP2MNP | Managerial Tools and Calculations | KZ | 4 |
| 51XP3MNP | Managerial Tools and Calculations | KZ | 4 |
| 51XNM | Material Science | KZ | 4 |
| History and present state of materials engineering, overview of technical materials, internal structure of metals, crystal lattices and their defects, deformation, recrystallization and fracture of materials, structure and properties of materials and their testing, iron-carbon phase diagram, overview of steels, cast irons and nonferrous metals. | | | |
| 51XPJN | German Language | KZ | 4 |
| 51XNEAJ | Networking in English | KZ | 4 |
| Focusing on the practical communicative needs of the students, the aim of the course is to acquire and systematically develop language skills and strategies of effective and appropriate business communication, interaction and behaviour in typical networking situations (creation and management of a network of business contacts with people who might help with extension and development of business opportunities) through language analysis, role-plays and practice situations, vocabulary and grammar development, teamwork, and individual feedback. Practical language skills will be systematically developed in contexts and situations relevant to professional work. | | | |
| 51XEPP | Computer Presentations | KZ | 4 |
| Students will learn basics of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present information and results of their work, which form to use taking into account the audience. Students should adapt the form of their presentation to expectations, level of understanding and experience of the audience. Students will learn to apply modern didactic techniques in their presentations. | | | |
| 51XPPP | Computer Presentations | KZ | 4 |
| Students will learn basics of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present information and results of their work, which form to use taking into account the audience. Students should adapt the form of their presentation to expectations, level of understanding and experience of the audience. Students will learn to apply modern didactic techniques in their presentations. | | | |
| 51XPU | Accounting | KZ | 4 |
| Accounting gives total overview about the creation, the content and the usage of financial information from financial reports on various levels in every company. This is, of course, the necessary base for understanding common financial terms and for daily work with them in all companies without regard of working position of the employee. | | | |
| 51XPPD | Presentation Skills | KZ | 4 |
| 51XPD | Presentation Skills | KZ | 4 |
| Students will learn how people act and interact, develop rules of verbal and nonverbal communication, including most common mistakes. In addition, students will develop their own presentation skills. Students will present their skills using videot techniques and get feedback, "peer-review". | | | |
| 51XPPMLG | Operational Management and Logistics | KZ | 4 |
| Problem areas include: Entrepreneurial characteristics of production system. operations competitiveness, productivity and strategy, Japanese methods of improving productivity, recent trends for logistical systems designing, the significance of logistical planning, production planning and budgeting process, reasons for preparing the manufacturing business plan, decision making in production management, using forecast information in production system, value analysis introduction, processes of manufacturing standardization, material resources and capacity planning, advancement of the production quality systems. Teaching methods will include lectures, group presentations and discussions of cases as well as other exercises. Each student is required to complete the terminal assignment. | | | |
| 51XPPT | Industrial Technologies | KZ | 4 |
| 51XPSMP | HR Statistical Techniques | KZ | 4 |
| The subject ?Statistical Methods in Personality? is oriented on measurement of events in sociology and in HRM at microeconomic level. This course will provide students with a solid foundation of descriptive statistics, regression and correlation analysis, time series, statistical estimate and statistical tests. | | | |

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| 51XPNSMP | HR Statistical Techniques | Z,ZK | 4 |
| The Bc course in Statistical methods in HR management at Masaryk Institute of Advanced Studies will aim to train you to solve real-world statistical problems. The course has a particular focus on modern computationally-intensive methods and their use in the analysis of data. Topics include basic statistical principles; graphic presentation; descriptive measures of central tendency, dispersion, and location; inferential statistics and hypothesis testing; analysis and inference of linear correlation coefficient, slope of regression line, design of experiments, response surface methodology, robust design, random effects model, and statistics quality control methods. Students will apply statistical concepts to real world situations. Current technology will be utilized in examining statistical information. | | | |
| 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 |
| 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 |

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 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. | | | |
| 04BJA3-1 | English Language 3-1 | Z | 2 |
| The course is suitable for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as grammar. The course focuses on developing language skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening and improving grammar. All interconnected language skills are submitted to the goal of developing the required level needed for students' professional life. | | | |
| 04BJN3-1 | German Language 3-1 | Z | 2 |
| The course is suitable for bachelor students. The course develops all language competencies in the German language at level A2-B1 according to the CEFR: speaking, reading, listening and writing. In the course, students foster their knowledge of grammar and vocabulary for everyday situations. The course focuses on communicative skills. It is suitable for pre-intermediate 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: speaking, reading, listening and writing. Students will familiarise themselves with the basics of Spanish grammar and lexis for everyday situations. The course focuses on communicative skills. The course is designed EXCLUSIVELY for beginners/ false beginners. | | | |

Code of the group: 4.S.BPM-JAZ.OD 12/13

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

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

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

Credits in the group: 6

Note on the group:

| Code | Name of the course / Name of the group of courses (in case of groups of courses the list of codes of their members) <i>Tutors, authors and guarantors (gar.)</i> | 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

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|----------|----------------------|------|---|--|--|--|
| 04BJA4 | English Language 4 | Z,ZK | 6 | 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 academic 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 | Z,ZK | 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 understanding and orientation in a wide-range of topics in the students' respective professional and academic 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:

| Code | Name of the course | Completion | Credits |
|--|--------------------------|------------|---------|
| 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 interconnected language skills are submitted to the goal of developing the required level needed for students' professional life. | | | |
| 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 understanding and orientation in a wide-range of topics in the students' respective professional and academic 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. | | | |
| 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. | | | |
| 04BJA3-1 | English Language 3-1 | Z | 2 |
| The course is suitable for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as grammar. The course focuses on developing language skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening and improving grammar. All interconnected language skills are submitted to the goal of developing the required level needed for students' professional life. | | | |
| 04BJA4 | English Language 4 | Z,ZK | 6 |
| 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 academic 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 | Z,ZK | 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 understanding and orientation in a wide-range of topics in the students' respective professional and academic 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. | | | |
| 04BJN3-1 | German Language 3-1 | Z | 2 |
| The course is suitable for bachelor students. The course develops all language competencies in the German language at level A2-B1 according to the CEFR: speaking, reading, listening and writing. In the course, students foster their knowledge of grammar and vocabulary for everyday situations. The course focuses on communicative skills. It is suitable for pre-intermediate students. | | | |
| 04BJN4-1 | German Language 4-1 | Z | 2 |
| 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: 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. | | | |
| 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. | | | |
| 51DHS | Mental Health and Stress | Z | 4 |

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|---|---|------|---|
| 51DTB | Online Information Retrieval and the Work with Electronic Information Resources | KZ | 4 |
| This course is focused on knowledge and skills required for the work with course and scientific literature, for information searching in relevant and valuable scientific information resources, for acquiring desired information and literature, for applying newly acquired knowledge in practice during the work on bachelor thesis, and for acquiring the principles of citation ethics and citation practice incl. citing and creating reference lists. | | | |
| 51FGRA | Financial Literacy | KZ | 4 |
| 51G | Globalization | Z,ZK | 6 |
| The overall aim is to explain globalization as an economic phenomenon and to bring the environment in which the world economy develops. Demonstrate the effects of globalization on integration processes, economic environment and personal liberty. | | | |
| 51ITPGR | Information Technology and Computer Literacy | Z,ZK | 4 |
| Students will learn how to adjust MS Excel user interface, to create, edit and format tables, enter basic as well as advanced formulas and functions (with economic and managerial applications); to understand and apply absolute / relative cell references, create and format charts. They will learn to work with databases in Excel and learn how to use the functions for searching, sorting data, using conditional formatting. Students will become familiar with multiple consolidation ranges, analyze external data source, as well as large spreadsheets or databases to create more complex types of graphs, create a PivotTable and graphs. | | | |
| 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. | | | |
| 51NTP | New Trends in HR Management | Z,ZK | 6 |
| 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 |
| 51PBP | Project of Bachelor Thesis | Z | 6 |
| Projekt of bachelor's degree paper will particularly include paper topic, topics specialization, explanation, further concretization; theoretic basis - survey of literature; paper structure; research problem formulation and design, literature and sources analyses; paper goal (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. | | | |
| 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. | | | |
| 51PM | HR Management | Z,ZK | 4 |
| As part of corporate management, HR Management is focused on staff management, particularly in terms of recruiting, developing, utilising and organising people and interlinking their work, as well as exploring the results of their work, their professional skills and work-related behaviour, their attitude to the work they do, to their company and their colleagues, personal satisfaction they get out of their work and various aspects of personal and social development. | | | |
| 51PP1 | Law and Business 1 | Z,ZK | 4 |
| Subject of course Law and business includes the following: -labour law, its basis and role within the legal system -labour relations, international consequences -employment and its regulation -termination of employment -working hours, vacancy -wage, salary, -discretion and duties of the employer and employees -health and safety | | | |
| 51PP2 | Law and Business 2 | Z,ZK | 4 |
| Course content: -development of the commercial law, its relation to the civil law -system of the commercial law -business (not based on the Trade law), entrepreneur -business relations and legal requirements -ensurance of business commitment -different contracts in accordance with the Commercial Code -business companies: -partnerships -companies with limited liability -joint stock companies -other companies -international and multinational companies | | | |
| 51PPO | Work and Organizational Psychology | Z,ZK | 6 |
| Course Psychology of work and organization contains the following: theory, research and practices in psychology of work, individual differences among people and their relationship to work behaviour, work analysis, monitoring of the effectiveness. Psychological basis for staff selection, employees evaluation, analysis and modification of work behaviour, work motivation, psychological aspects of personnel training, work under pressure. Basic terminology. | | | |
| 51PR | Project Management | Z,ZK | 6 |
| The basics of the project management-based approach to complex corporate processes, including analysis of initial preconditions for a successful project, integration of basic structural, technological, managerial and economic knowledge, all this based on network analysis. The course deals with the stages of project planning, implementation and evaluation, including responses to unplanned requirements and project risks. Field examples and analysis of field case studies. | | | |
| 51PV | Corporate Education | Z,ZK | 4 |
| The course covers basic approaches to corporate education, and deals with connection of corporate training and education of employees with other types of education and human resource functions, and with current approaches to the development of individuals, teams and enterprises. | | | |
| 51R | 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. | | | |
| 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. | | | |
| 51SOP | Social Psychology | Z,ZK | 6 |
| 51SRL | Strategic Human Resource Management and Development | Z,ZK | 6 |
| Strategic HR Management and HR Development analyses some key processes of strategic HR management; in particular, the focus is on optimum management of HR education and development and subsequent synthesis aimed at establishing a "learning organisation" based on mutual teaching, updating of knowledge, creative development and use of such knowledge for effective targeted innovations for enhancing the value added of the respective product and increase the company's competitiveness. | | | |
| 51TBP | Bachelor Thesis | Z | 8 |
| Realization of the project of Bachelor's degree paper conditions concretization, particularly: paper topic, explanation and application; theoretical 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. | | | |

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| 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. Presentation preparation | | | |
| 51TV1 | Physical Education 1 | Z | 0 |
| 51TV2 | Physical Education 2 | 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 macroeconomic 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. | | | |
| 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. | | | |
| 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 intermediate or upper-intermediate level, and consists of sessions of language practice covering a wide range of business topics. It includes exercises on email style, but also practices more conventional language areas, such as fixed expressions, sentence structures, linking words, prepositions, verb tenses, and punctuation etc. It will help students to write effective emails, express themselves clearly, and their writing will be easier to understand. | | | |
| 51XDBM | Design and Brand Management | KZ | 4 |
| 51XEPP | Computer Presentations | KZ | 4 |
| Students will learn basics of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present information and results of their work, which form to use taking into account the audience. Students should adapt the form of their presentation to expectations, level of understanding and experience of the audience. Students will learn to apply modern didactic techniques in their presentations. | | | |
| 51XES | Economic Statistics | KZ | 4 |
| Students will learn to use tools of descriptive statistics, tools of regressive and correlation analyses, index analyses,time series analyses and other basic statistic tools. | | | |
| 51XIP | Intercultural Psychology | KZ | 4 |
| Main world culture characteristics International dimension in management Cultural differences in management - trade, human resources Hoefsted model of national cultures Etique and etiquet in intercultural management Characteristics of selected national cultures and their comparison | | | |
| 51XKMAJ | Knowledge Managemen in English Language | KZ | 4 |
| 51XMKV | Quality Management for Human Resources Managers | KZ | 4 |
| A systemic approach to ensure quality management - the history , theory and practice , principles and terminology . Simple statistical and analytical tools managing and improving quality. Requirements of international standard ISO 9001 (the current version) quality management systems . Types of audits in systems management , collaboration with certification and consulting companies. Preparation, implementation and evaluation of internal audit management system . Presentation of examples of established quality management systems . EFQM (European Quality Award) for quality assessment. | | | |
| 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 |
| Focusing on the practical communicative needs of the students, the aim of the course is to acquire and systematically develop language skills and strategies of effective and appropriate business communication, interaction and behaviour in typical networking situations (creation and management of a network of business contacts with people who might help with extension and development of business opportunities) through language analysis, role-plays and practice situations, vocabulary and grammar development, teamwork, and individual feedback. Practical language skills will be systematically developed in contexts and situations relevant to professional work. | | | |
| 51XNM | Material Science | KZ | 4 |
| History and present state of materials engineering, overview of technical materials, internal structure of metals, crystal lattices and their defects, deformation, recrystallization and fracture of materials, structure and properties of materials and their testing, iron-carbon phase diagram, overview of steels, cast irons and nonferrous metals. | | | |
| 51XP1ES | Economic Statistics | KZ | 4 |
| The subject of ?Economic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will provide students with a solid foundation of descriptive statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the seasonality. | | | |
| 51XP1SMR | Statistical Methods for Decision Making | KZ | 4 |
| 51XP2ES | Economic Statistics | KZ | 4 |
| The subject of ?Economic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will provide students with a solid foundation of descriptive statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the seasonality. | | | |
| 51XP2MNP | Managerial Tools and Calculations | KZ | 4 |
| 51XP2SMR | Statistical Methods for Decision Making | KZ | 4 |
| 51XP2ZSO | Health, Safety and Fire Prevention Principles | KZ | 4 |
| 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. | | | |
| 51XP3MNP | Managerial Tools and Calculations | KZ | 4 |
| 51XP3ZSO | Health, Safety and Fire Prevention Principles | KZ | 4 |
| 51XPD | Presentation Skills | KZ | 4 |
| Students will learn how people act and interact, develop rules of verbal and nonverbal communication, including most common mistakes. In addition, students will develop their own presentation skills. Students will present their skills using videot techniques 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 provide students with a solid foundation of descriptive statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the seasonality. | | | |
| 51XPHT | Technology Assessment | KZ | 4 |
| 51XPIP | Intercultural Psychology | KZ | 4 |

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|---|---|------|---|
| 51XPJN | German Language | KZ | 4 |
| 51XPJS | Spanish Language | KZ | 4 |
| 51XPKM | Knowledge Management | KZ | 4 |
| Knowledge Management deals with the management knowledge and skills in the enterprise with the aim of increasing the competitiveness of organizations . | | | |
| 51XPLG | Logistics | KZ | 4 |
| This programme covers many facets of logistics and supply chain management to create significant competitive advantages. The graduates can find their career in the field of controlling the production planning and scheduling process; making effective use of the enterprise resources planning (ERP) system, while anticipating its impact on the manufacturing process and on inventories; planning and forecasting while translating internal and external customer demands; and managing the supply chain while evaluating it and making effective use of relevant tools, principles and concepts. In this specialization students will learn to meet these challenges by getting to grips with key issues in supply chain design. This involves pinpointing the best location for production facilities and distribution centres, and identifying the resources they need. They will learn how to structure operations management in production, warehousing, transport and distribution, and purchasing. The key is to give customers the standard of service they want and to ensure process reliability. Production and logistic management is about understanding the impact of customized logistical designs on overall performance. Students will apply advanced software tools for enterprise resource planning and integer linear programming problems, capacity analysis of production systems, distribution planning and vehicle routing. | | | |
| 51XPNES | Economics Statistics | Z,ZK | 4 |
| 51XPNSMP | HR Statistical Techniques | Z,ZK | 4 |
| The Bc course in Statistical methods in HR management at Masaryk Institute of Advanced Studies will aim to train you to solve real-world statistical problems. The course has a particular focus on modern computationally-intensive methods and their use in the analysis of data. Topics include basic statistical principles; graphic presentation; descriptive measures of central tendency, dispersion, and location; inferential statistics and hypothesis testing; analysis and inference of linear correlation coefficient, slope of regression line, design of experiments, response surface methodology, robust design, random effects model, and statistics quality control methods. Students will apply statistical concepts to real world situations. Current technology will be utilized in examining statistical information. | | | |
| 51XPPD | Presentation Skills | KZ | 4 |
| 51XPPMLG | Operational Management and Logistics | KZ | 4 |
| Problem areas include: Entrepreneurial characteristics of production system. operations competitiveness, productivity and strategy, Japanese methods of improving productivity, recent trends for logistical systems designing, the significance of logistical planning, production planning and budgeting process, reasons for preparing the manufacturing business plan, decision making in production management, using forecast information in production system, value analysis introduction, processes of manufacturing standardization, material resources and capacity planning, advancement of the production quality systems. Teaching methods will include lectures, group presentations and discussions of cases as well as other exercises. Each student is required to complete the terminal assignment. | | | |
| 51XPPP | Computer Presentations | KZ | 4 |
| Students will learn basics of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present information and results of their work, which form to use taking into account the audience. Students should adapt the form of their presentation to expectations, level of understanding and experience of the audience. Students will learn to apply modern didactic techniques in their presentations. | | | |
| 51XPPT | Industrial Technologies | KZ | 4 |
| 51XPSMP | HR Statistical Techniques | KZ | 4 |
| The subject ?Statistical Methods in Personality? is oriented on measurement of events in sociology and in HRM at microeconomic level. This course will 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 total overview about the creation, the content and the usage of financial information from financial reports on various levels in every company. This is, of course, the necessary base for understanding common financial terms and for daily work with them in all companies without regard of working position of the employee. | | | |
| 51XPZS | Healthy Lifestyle | KZ | 4 |
| 51XPZSO | Health, Safety and Fire Prevention Principles | KZ | 4 |
| 51XSMR | Statistical Methods for Decision Making | KZ | 4 |
| 51XZSO | Health, Safety and Fire Prevention Principles | KZ | 4 |
| 51XZVK | Basics of Visual Communication | KZ | 4 |
| 51ZPM | Basics of Business Management | Z,ZK | 6 |
| 51ZSO | Health, Safety and Fire Prevention Principles | Z,ZK | 4 |

For updated information see <http://bilakniha.cvut.cz/en/FF.html>

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