Study plan

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

Faculty/Institute/Others: Department: Branch of study guaranteed by the department: Welcome page Garantor of the study branch: Program of study: 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-12/13 Name of the group: 1.s.BPM od 12/13 prezen ní forma Requirement credits in the group: In this group you have to gain 30 credits Requirement courses in the group: In this group you have to complete 8 courses Credits in the group: 30 Note on the group:

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

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

04BJA1 English Language 1 7 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. 510P General Psychology and Psychology of Personality Z,ZK 6 51R Rhetoric and Communication Skills Z,ZK 4 Δ 51RLZ Human Resources Management Z,ZK 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. TV1 **Physical Education** 0 7 Ζ 51TV1 **Physical Education 1** 0 **51UEK** Introduction to Economics Z,ZK 4 The course is focused on the following subjects: basic economic relations and consequences. Economic aggregates and their consequences. Operating of the economics according to so called macroekonomic circle, various economic theories. Consumption behaviour in microeconomics. Theory of production. Different markets and competitions. 51UM Introduction to Mathematics Z,ZK 4 4 51UV Introduction to University Studies Ζ 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:	
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Code	Name of the course / Name of the group of courses (in case of groups of courses the list of codes of their members) Tutors, authors and guarantors (gar.)	Completion	Credits	Scope	Semester	Role
04BJA2	English Language 2	Z	4	0P+4C		Z
51PP1	Law and Business 1	Z,ZK	4	2P+1C	L	Z
51SOP	Social Psychology	Z,ZK	6	2P+2C		Z
51S	Sociology	Z,ZK	6	2P+2C	L	Z
51TV2	Physical Education 2	Z	0	0P+2C		Z
51ZPM	Basics of Business Management	Z,ZK	6	2P+2C	Z,L	Z

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

04BJA2	English Language 2	Z	4
The course is su	itable for students of bachelor managerial studies. The course focuses on developing all four langua	age skills at the given level, i.e. reading, writing, s	eaking and
listening, on unde	erstanding and orientation in a wide-range of topics in the students' respective professional and aced	demic context, as well as on strengthening and imp	proving gramma
All interconnecte	ed language skills are submitted to the goal of developing the required level needed for students' ac	ademic and professional life.	
51PP1	Law and Business 1	Z,ZK	4
Subject of course	e Law and business includes the following: -labour law, its basis and role within the legal system -la	bour relations, international consequences -emplo	yment and its
regulation -termin	nation of employment -working hours, vacancy -wage, salary, -discretion and duties of the employe	r and employees -health and safety	
51SOP	Social Psychology	Z,ZK	6
51S	Sociology	Z,ZK	6
Content of the co	purse is focused especially on the following topics: Sociology as a science, sociologic way of thinking in	ncluding historic aspects, terminology. Sociology a	nd management
Social roles man	nagement. 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) Tutors, authors and guarantors (gar.)	Completion	Credits	Scope	Semester	Role
51FGRA	Financial Literacy	KZ	4	2P+1C		Z
51ITPGR	Information Technology and Computer Literacy	Z,ZK	4	1P+2C		Z
51PM	HR Management	Z,ZK	4	2P+2C	3	Z
51PV	Corporate Education	Z,ZK	4	2P+1C	Z	Z
51PP2	Law and Business 2	Z,ZK	4	2P+1C	Z	Z
51SRL	Strategic Human Resource Management and Development	Z,ZK	6	3P+1C		Z

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

51FGRA	Financial Literacy	KZ	4
51ITPGR	Information Technology and Computer Literacy	Z,ZK	4
Students will learn how	to adjust MS Excel user interface, to create, edit and format tables, enter basic as well as advanced formulas and functions (with economic an	d managerial
applications); to underst	tand and apply absolute / relative cell references, create and format charts. They will learn to work with databases in Excel a	nd learn how to us	se the functions
for searching, sorting da	ata, using conditional formatting. Students will become familiar with multiple consolidation ranges, analyze external data sour	ce, as well as larg	je spreadsheets
or databases to create r	nore complex types of graphs, create a PivotTable and graphs.		
51PM	HR Management	Z,ZK	4
As part of corporate ma	nagement, HR Management is focused on staff management, particularly in terms of recruiting, developing, utilising and orga	nising people and	interlinking their
work, as well as explorir	ng the results of their work, their professional skills and work-related behaviour, their attitude to the work they do, to their compare	any and their colle	agues, 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 bas	c approaches to corporate education, and deals with connection of corporate training and education of employees with other	types of education	n 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: -develo	pment of the commercial law, its relation to the civil law -system of the commercial law -business (not based on the Trade law)	, enterpreneur -bi	usiness relations
and legal requirements	-ensurance of business commitment -different contracts in accordance with the Commercial Code -business companies: -pai	tnerships -compa	nies with limited
liability -joint stock com	panies -other companies -international and multinational companies		
51SRL	Strategic Human Resource Management and Development	Z,ZK	6
Strategic HR Managem	ent and HR Development analyses some key processes of strategic HR management; in particular, the focus is on optimum r	nanagement of H	R education and
development and subs	equent synthesis aimed at establishing a "learning organisation" based on mutual teaching, updating of knowledge, creative o	levelopment and	use of such
knowledge for effective	targeted innovations for enhancing the value added of the respective product and increase the company's competitiveness.		

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:

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

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

51VC	Appraisal and Performance Management and Controlling	KZ	4
Concept and approach t	o performance management. Concept of performance. Principles and process of performance management. Forms, criteria and	d methods of emp	oyee evaluation.
Links to other HR function	ons. Implementation appraisal interview. Concepts and approaches to strategic human resource management. Application of A	Assessment Cente	∍r / Development
Center. Application of 3	60-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 t	he theoretical foundations and practical use of trends in personnel management.		
51PIS	Human Resource Information Systems	Z	4
The course enables stu	dents to acquire knowledge on principles, practices and technologies for processing of personnel data and personnel record	s, required by em	ployers to fulfill
the obligations arising fi	rom legislation and to ensure human resource management in the organization.		
51PPO	Work and Organizational Psychology	Z,ZK	6
Course Psychology of v	vork and organization contains the following: theory, research and practices in psychology of work, individual differences and	ong people and th	eir relationship
to work behaviour, work	analysis, monitoring of the effectiveness. Psychological basis for staff selection, emploees evaluation, analysis and modificat	ion of work behav	/iour, work
motivationí, psychologio	al 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:

Name of the course / Name of the group of courses (in case of groups of courses the list of codes of their Completion Credits Scope Semester Code Role members) Tutors, authors and guarantors (gar.) 51DHS Ζ 2P+1C Ζ 4 Ζ **Mental Health and Stress** 51LRT Z,ZK 4 2P+1C Ζ Leadership and Talent Management 7 51MK Z,ZK 6 2P+2C Ζ Marketing Ζ 51PBP Ζ 1P+2C Ζ **Project of Bachelor Thesis** 6 Ζ 51PR 2P+2C Ζ **Project Management** Z,ZK 6 Ζ **Online Information Retrieval and the Work with Electronic** ΚZ 1P+2C Ζ 51DTB 4 z Information Resources

 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 Le	adership and Talent Management				Z,ZK	4
Leadership and Talent Man	agement provides an insight into the specifics of staff leadership with differentiated use	e of soft and hard ma	anagement t	ools. Comp	arative analysi	s of methods
for managing key competer	ces of managers and leaders; leadership as a tool for identification of staff's compete	ences and talents, ta	argeted man	agement th	ereof and facil	tation, a tool
	utual trust and responsibility for achieving desirable results, with focus on potential de			energizatio	on and synerge	tic effects.
Characteristics of a leader	as the vision and mission carrier and a strategist pursuing the accomplishment of the	organisation's key	goals.			
51MK M	arketing			2	Z,ZK	6
The Marketing course make	es the students familiar with some basic concepts, such as marketing and business s	trategies, market se	gmentation,	marketing	research, mar	keting mix
	product policy, new product, product life cycle, pricing policy, pricing strategy, pricing m	ethods and factors,	distribution p	oolicy, types	of intermediat	e distribution
	systems, marketing communications and new trends in marketing.					
	oject of Bachelor Thesis				Z	6
-	e paper will particularly include paper topic, topis specialization, explanation, further of			-		
· ·	on and design, literature and sources analyses; paper goalse (structure of the goals a	,			n (main hypoth	iesis, partial
	y; sample research (e.g. respondents and their analyses); time table of each work per	riods; plan and cons	ultations wit			
	oject Management				Z,ZK	6
	anagement-based approach to complex corporate processes, including analysis of initi	-			-	
	nd economic knowledge, all this based on network analysis. The course deals with th	e stages of project	planning, im	plementatio	on and evaluati	on, including
	quirements and project risks. Field examples and analysis of field case studies.				1/7	4
	nline Information Retrieval and the Work with Electronic Informatio				KZ	4
	nowledge and skills required for the work with course and scientific literature, for infor sired information and literature, for applying newly acquired knowledge in practice dur	-				
	practice incl. citing and creating reference lists.	ing the work on bat		, апо юг ас	quining the prin	icipies of
citation ethics and citation						
Requirement cre	•		ses			
		- I			r	
	Name of the course / Name of the group of courses (in case of groups of courses the list of codes of their					
Code	members)	Completion	Credits	Scope	Semester	Role
	Tutors, authors and guarantors (gar.)					
51G	Globalization	Z,ZK	6	2P+2C	L	Z
51TBP		Z	8	0+8	L	
JIIDF	Bachelor Thesis	Z	0	0+0		Z
Characteristics of th	a sources of this group of Study Plan, Code-6 S PPM P OD 1	2/12 Nama-6 a	DDM od	10/12 m	rozon ní fa	rmo
	e courses of this group of Study Plan: Code=6.S.BPM-P OD 12	2/13 Name=0.5	.BF IVI-OU			
1	lobalization		avalana Da		Z,ZK	6 shalization
	a globalization as an economic phenomenon and to bring the environment in which th	ie woria economy a	evelops. De	monstrate t	ne effects of gi	obalization
	conomic environment and personal liberty.				7	0
	achelor Thesis Bacheloría derres paper conditions constatization, particularly: paper tanis, evaluar	tion and application	· toorotical l		Z	8
	Bachelor's degree paper conditions concretization, particularly: paper topic, explana of research problem incl. literature analysis; final goals; hypothesis formulation); emp			-		
	each part realization; plan a consultations with the tutor; final version, including require		-	-		
	aper submitment and defence. Prezentation preparation			iot, intornal	02001110011110	arenivereny
Name of the bloc	k: Compulsory elective courses					
	of credits of the block: 24					
The role of the b						

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		KZ	4	2P+1C	L	PV
	Intercultural Psychology				L	
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		KZ	4	0P+3C	L	
	Computer Presentations			0P+3C 0P+3C	L	PV
51XPPP	Computer Presentations	KZ	4			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		KZ	4	0P+3C		-
	Spanish Language			++		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		KZ	4	2P+1C		PV
517125	Healthy Lifestyle	ΠZ		21 +10		
Characteristics o	f the courses of this group of Study Plan: Code=PVP-B-PM OD [·]	12/13 Name=PV	P-B-PM	prezen ní	forma o	d 12/13
51XBCCAJ	Business Correspondence and Communication			1	Z	4
	to help students write better emails in English as emails are the most common form of v					
	essions of language practice covering a wide range of business topics. It includes exercise	-	-			
and their writing will be	ons, sentence structures, linking words, prepositions, verb tenses, and punctuation etc. I	It will help students to	write effec	ctive emails, ex	press them	iselves clearly
51XDBM	Design and Brand Management			k	Z	4
51XPDM	Grant Management				Z	4
51XPNES	Economics Statistics				ZK	4
51XPES	Economic Statistics				Z	4
The subject of ?Econo	mic Statistics? is oriented on measurement of economic events at microeconomic and r			e will provide s	1	th a solid
	ve statistics, regression and correlation analysis, indexes analysis, time series analysis a	and measurement of	the seasor			4
51XP2ES	Economic Statistics mic Statistics? is oriented on measurement of economic events at microeconomic and r	nacroeconomic level	This cours		CZ students wi	4 th a solid
	ve statistics, regression and correlation analysis, indexes analysis, time series analysis a				Augino Wi	
51XP1ES	Economic Statistics				Z	4
	mic Statistics? is oriented on measurement of economic events at microeconomic and r	macroeconomic level.	This cours			-
foundation of descriptiv	ve statistics, regression and correlation analysis, indexes analysis, time series analysis a	and managurament of	the econor	olity		

foundation of descriptiv	e statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the seasonality.		
51XES	Economic Statistics	KZ	4
Students will learn to us	se tools of descriptive statistics, tools of regressive and corelation analyses, index analyses, time series analyses and other b	asic statistic tools	
51XPHT	Technology Assessment	KZ	4

	tercultural Psychology	ΚZ	4
	tercultural Psychology	KZ	4
1	eristics International dimension in management Cultural differences in management - trade, human resources Hoefsted m	1	ultures Etique
and etiquet in intercultural m	nanagement Charakteristics of selected national cultures and their comparison		-
51XPKM Kr	nowledge Management	KZ	4
Knowledge Management de	eals with the management knowledge and skills in the enterprise with the aim of increasing the competitiveness of organize	zations .	
51XKMAJ Kr	nowledge Managemen in English Language	KZ	4
51XPLG Lo	ogistics	KZ	4
This programme covers man	ny facets of logistics and supply chain management to create significant competitive advantages. The graduates can find the	eir career in the fi	eld of controlling
	d scheduling process; making effective use of the enterprise resources planning (ERP) system, while anticipating its impa		
	g and forecasting while translating internal and external customer demands; and managing the supply chain while evaluat	а С	
	d concepts. In this specialization students will learn to meet these challenges by getting to grips with key issues in supply n for production facilities and distribution centres, and identifying the resources they need. They will learn how to structure	-	
	ansport and distribution, and purchasing. The key is to give customers the standard of service they want and to ensure pr	•	•
-	but understanding the impact of customized logistical designs on overall performance. Students will apply advanced softwa		
	programming problems, capacity analysis of production systems, distribution planning and vehicle routing.		
51XMKV Qu	uality Management for Human Resources Managers	KZ	4
· · · · · · · · · · · · · · · · · · ·	sure quality management - the history , theory and practice , principles and terminology . Simple statistical and analytical	tools managing a	nd improving
	ernational standard ISO 9001 (the current version) quality management systems . Types of audits in systems manageme	,	
	Preparation, implementation and evaluation of internal audit management system . Presentation of examples of establish	ed quality manag	ement systems
, , ,	Award) for quality assessment.		
	anagerial Tools and Calculations	KZ	4
	anagerial Tools and Calculations	KZ	4
51XNM Ma	aterial Science	KZ	4
	f materials engineering, overview of technical materials, internal structure of metals, crystal lattices and their defects, defo	-	Ilization and
	ure and properties of materials and their testing, iron-carbon phase diagram, overview of steels, cast irons and nonferrous		
51XPJN Ge	erman Language	KZ	4
51XNEAJ Ne	etworking in English	KZ	4
	ommunicative needs of the students, the aim of the course is to acquire and systematically develop language skills and strat	•	
	nteraction and behaviour in typical networking situations (creation and management of a network of business contacts with		•
	t of business opportunities) through language analysis, role-plays and practice situations, vocabulary and grammar develo	pment, teamwork	k, and individua
	ge skills will be systematically developed in contexts and situations relevant to professional work.	1/7	4
	omputer Presentations of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present inform	KZ	•
			of their work,
		experience of the	audience
-	to account the audience. Students should adapt the form of their presentation to expectations, level of understanding and modern didactic techniques in their presentations.	experience of the	audience.
Students will learn to apply	modern didactic techniques in their presentations.	·	
Students will learn to apply 51XPPP Co	modern didactic techniques in their presentations. omputer Presentations	KZ	4
Students will learn to apply 51XPPP Co Students will learn basics of	modern didactic techniques in their presentations.	KZ nation and results	4 of their work,
Students will learn to apply 51XPPP Co Students will learn basics of which form to use taking interview	modern didactic techniques in their presentations. omputer Presentations of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present inform	KZ nation and results	4 of their work,
Students will learn to apply 51XPPP Co Students will learn basics of which form to use taking int Students will learn to apply	modern didactic techniques in their presentations. Omputer Presentations of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present inform to account the audience. Students should adapt the form of their presentation to expectations, level of understanding and	KZ nation and results	4 of their work,
Students will learn to apply 51XPPP Co Students will learn basics of which form to use taking int Students will learn to apply 51XPU	modern didactic techniques in their presentations. Omputer Presentations of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present inform to account the audience. Students should adapt the form of their presentation to expectations, level of understanding and modern didactic techniques in their presentations.	KZ hation and results experience of the KZ	4 of their work, audience. 4
Students will learn to apply 51XPPP Co Students will learn basics of which form to use taking int Students will learn to apply 51XPU Ac Accounting gives total overway	modern didactic techniques in their presentations. Omputer Presentations of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present inform to account the audience. Students should adapt the form of their presentation to expectations, level of understanding and modern didactic techniques in their presentations. ccounting	KZ hation and results experience of the KZ	4 of their work, audience. 4
Students will learn to apply 51XPPP Cc Students will learn basics of which form to use taking int Students will learn to apply 51XPU Ac Accounting gives total overv necessary base for understart	modern didactic techniques in their presentations. Omputer Presentations of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present inform to account the audience. Students should adapt the form of their presentation to expectations, level of understanding and modern didactic techniques in their presentations. CCOUNTING wiev about the creation, the content and the usage of financial information from financial reports on various levels in every	KZ hation and results experience of the KZ	4 of their work, audience. 4
Students will learn to apply 51XPPP Co Students will learn basics of which form to use taking int Students will learn to apply 51XPU Ac Accounting gives total overv necessary base for understr 51XPPD Pr	modern didactic techniques in their presentations. Omputer Presentations of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present inform to account the audience. Students should adapt the form of their presentation to expectations, level of understanding and modern didactic techniques in their presentations. CCOUNTING wiev about the creation, the content and the usage of financial information from financial reports on various levels in every tanding common financial terms and for daily work with them in all companies without regard of working position of the every	KZ hation and results experience of the KZ / company. This is hployee.	4 of their work, audience. 4 s, of course, the
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Students should adapt the form of their presentation to expectations, level of understanding and modern didactic techniques in their presentations. ccounting wiev about the creation, the content and the usage of financial information from financial reports on various levels in every anding common financial terms and for daily work with them in all companies without regard of working position of the em resentation Skills resentation Skills resentation Skills repertational Management and Logistics repreneurial characteristics of production system. operations competitiveness, productivity and strategy, Japanese method a designing, the significance of logistical planning, production planning and budgeting process, reasons for preparing the r on management, using forecast information in production system, value analysis introduction, processes of manufacturing st ancement of the production quality systems. 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51XP2ZSO	Health, Safety and Fire Prevention Principles	KZ	4
Basic legislation on OS	H. 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 s	taff. Occupational accidents. Report of the accident. Documentation to ensure the health and safety. Labour Inspection, KHS,	Environmental E	ngineering. Fire
protection. The law on t	he protection of public health. Occupational Hygiene. Personal protective equipment. Safety signs and signals. Technical equi	ipment.	
51XP3ZSO	Health, Safety and Fire Prevention Principles	KZ	4
51XZSO	Health, Safety and Fire Prevention Principles	KZ	4
51XPZS	Healthy Lifestyle	KZ	4

Name of the block: Jazyky Minimal number of credits of the block: 10 The role of the block: J

Code of the group: 3.S.BPM-JAZ.OD 12/13 Name of the group: 3.s.BPM-cizí jazyk od 12/13 Requirement credits in the group: In this group you have to gain 4 credits Requirement courses in the group: In this group you have to complete at least 1 course (at most 2) Credits in the group: 4 Note on the group:

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

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

04BJA3	English Language 3	Z	4
The course is suitable f	or students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as gran	nmar. The course	focuses on
developing language sk	ills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening ar	nd improving gran	nmar. All
interconnected languag	e 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 f	or students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as gran	mar. The course	focuses on
developing language sk	ills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening ar	nd improving gran	nmar. All
interconnected languag	e 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	r bachelor students. The course develops all language competencies in the German language at level A2-B1 according to the O	CEFR: speaking,	reading, listening
and writing. In the course	e, students foster their knowledge of grammar and vocabulary for everyday situations. The course focuses on communicative skil	ls. It is suitable for	pre-intermediate
students.			
04BJS3-1	Spanish Language 3-1	Z	2
The course is suitable f	or bachelor students. The course develops all language skills in the Spanish language on the level A1 according to the CEFR	: speaking, readi	ng, listening and
writing. Students will far	niliarise themselves with the basics of Spanish grammar and lexis for everyday situations. The course focuses on communica	ative skills. The co	ourse is designed
EXCLUSIVELY for begi	nners/ false beginners.		

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

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

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

Requirement courses in the group: In this group you have to complete at least 1 course (at most 2) Credits in the group: 6

Note on the group:

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

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

04BJA4	English Language 4	Z,ZK	6
The course is suitable f	or students of bachelor managerial studies. The course focuses on developing all four language skills at the given level, i.e. re	eading, writing, sp	eaking and
listening, on understand	ling 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 lange	lage 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 f	or students of bachelor managerial studies. The course focuses on developing all four language skills at the given level, i.e. re	eading, writing, sp	eaking and
listening, on understand	ling 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 lange	lage 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 f	or bachelor students. The course develops all language skills in the Spanish language on the level A1 according to the CEFR	: speaking, readir	ng, listening and
writing. Students will far	niliarise themselves with the basics of Spanish grammar and lexis for everyday situations. The course focuses on communica	ative skills. The co	urse is designed
EXCLUSIVELY for begi	nners/ false beginners.		

List of courses of this pass:

Code	Name of the course	Completion	Credits
04BJA1	English Language 1	Z	4
The course is su	itable for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as gram	mar. The course fo	cuses on
developing lang	guage skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening a	nd improving gram	nmar. All
	interconnected language skills are submitted to the goal of developing the required level needed for students professional li	ie.	
04BJA2	English Language 2	Z	4
The course is su	table for students of bachelor managerial studies. The course focuses on developing all four language skills at the given level, i.e. re	ading, writing, spea	aking and
listening, on unders	tanding and orientation in a wide-range of topics in the students' respective professional and acedemic context, as well as on strength	ening and improvir	ng grammar.
	All interconnected language skills are submitted to the goal of developing the required level needed for students' academic and profe	ssional life.	
04BJA3	English Language 3	Z	4
The course is su	itable for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as gram	mar. The course fo	cuses on
developing lang	puage skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening a		nmar. All
	interconnected language skills are submitted to the goal of developing the required level needed for students' professional l		
04BJA3-1	English Language 3-1	Z	2
	itable for students of bachelor managerial studies. Seminars cover Business Terminology and Communication Skills as well as gram		
developing lang	puage skills - reading, writing, speaking and listening, on understanding and orientation in a wide-range of topics, on strengthening a		nmar. All
	interconnected language skills are submitted to the goal of developing the required level needed for students' professional l		
04BJA4	English Language 4	Z,ZK	6
	table for students of bachelor managerial studies. The course focuses on developing all four language skills at the given level, i.e. re		-
	tanding and orientation in a wide-range of topics in the students' respective professional and acedemic context, as well as on strength	e 1	ng grammar.
	All interconnected language skills are submitted to the goal of developing the required level needed for students' academic and profe		
04BJA4-1	English Language 4-1	Z,ZK	4
	table for students of bachelor managerial studies. The course focuses on developing all four language skills at the given level, i.e. re		•
-	tanding and orientation in a wide-range of topics in the students' respective professional and acedemic context, as well as on strength		ng grammar.
	All interconnected language skills are submitted to the goal of developing the required level needed for students' academic and profe		
04BJN3-1	German Language 3-1	Z	2
	le for bachelor students. The course develops all language competencies in the German language at level A2-B1 according to the CEF		
and writing. In the co	burse, students foster their knowledge of grammar and vocabulary for everyday situations. The course focuses on communicative skills. I	is suitable for pre-i	intermediate
	students.		
04BJN4-1	German Language 4-1	Z	2
04BJS3-1	Spanish Language 3-1	Z	2
	ble for bachelor students. The course develops all language skills in the Spanish language on the level A1 according to the CEFR: sp		-
writing. Students wi	Il 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.	. <u></u>	
04BJS4-1	Spanish Language 4-1	Z	2
	ble for bachelor students. The course develops all language skills in the Spanish language on the level A1 according to the CEFR: spanse of the course develops all language skills in the spanish language on the level A1 according to the CEFR: spanse of the spanse of t		-
writing. Students wi	Il 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
51DTB	Online Information Retrieval and the Work with Electronic Information Resources	KZ	4
	cused on knowledge and skills required for the work with course and scientific literature, for information searching in relevant and va		
resources, for acc	uiring desired information and literature, for applying newly acquired knowledge in practice during the work on bachelor thesis, and	or acquiring the pr	inciples 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. Demonstr	ate the effects of g	lobalization
	on integration processes, economic environment and personal liberty.		
51ITPGR	Information Technology and Computer Literacy	Z,ZK	4
	how to adjust MS Excel user interface, to create, edit and format tables, enter basic as well as advanced formulas and functions (w		
applications); to un	derstand and apply absolute / relative cell references, create and format charts. They will learn to work with databases in Excel and	earn how to use th	ne 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.

	or databases to create more complex types of graphs, create a PivotTable and graphs.		
51LRT	Leadership and Talent Management	Z,ZK	4
•	ent Management provides an insight into the specifics of staff leadership with differentiated use of soft and hard management tools. Co		
	ompetences of managers and leaders; leadership as a tool for identification of staff's competences and talents, targeted managemen		
that supports tean	nwork, 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		etic effects.
51MK	Marketing	Z,ZK	6
• • • • • •	urse makes the students familiar with some basic concepts, such as marketing and business strategies, market segmentation, market	I '	-
-	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
	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 bachel	or's degree paper will particularly include paper topic, topis specialization, explanation, further concretization; teoretic basis - survey	of literature; paper	structure;
-	formulation and design, literature and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation and design, literature and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation and design, literature and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation and design, literature and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation and design, literature and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation and sources analyses; paper goalse (structure of the goals and their appicability); hypothesis formulation and sources analyses; hypothesis formulation and sources and the goalse (structure of the goalse (structure		esis, partial
	theses); empiric survey; sample research (e.g. respondents and their analyses); time table of each work periods; plan and consultatio		
51PIS	Human Resource Information Systems	Z	4
The course enable	es students to acquire knowledge on principles, practices and technologies for processing of personnel data and personnel records, r the obligations arising from legislation and to ensure human resource management in the organization.	equired by employ	ers to fulfill
51PM	HR Management	Z,ZK	4
	e management, HR Management is focused on staff management, particularly in terms of recruiting, developing, utilising and organisi		
	ploring the results of their work, their professional skills and work-related behaviour, their attitude to the work they do, to their company		- 1
,	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 consec	uences -employm	ent and its
-	ulation -termination of employment -working hours, vacancy -wage, salary, -discretion and duties of the employer and employees -he	alth and safety	
51PP2	Law and Business 2	Z,ZK	4
	evelopment of the commercial law, its relation to the civil law -system of the commercial law -business (not based on the Trade law), en	•	
and legal requirem	ents -ensurance of business commitment -different contracts in accordance with the Commercial Code -business companies: -partne	rships -companies	with limited
51DDO	liability -joint stock companies -other companies -international and multinational companies	Z,ZK	6
51PPO	Work and Organizational Psychology by of work and organization contains the following: theory, research and practices in psychology of work, individual differences among	· ·	6 elationship
	ur, work analysis, monitoring of the effectiveness. Psychological basis for staff selection, emploees evaluation, analysis and modificati		
			,
	motivationí, psychological aspects of personnel training, work under pressure. Basic terminology.		
51PR	Project Management	Z,ZK	6
		I ' I	-
The basics of the pr	Project Management roject management-based approach to complex corporate processes, including analysis of initial preconditions for a successful project agerial and economic knowledge, all this based on network analysis. The course deals with the stages of project planning, implement	, integration of basi	ic structural,
The basics of the protection o	Project Management roject management-based approach to complex corporate processes, including analysis of initial preconditions for a successful project agerial and economic knowledge, all this based on network analysis. The course deals with the stages of project planning, implement responses to unplanned requirements and project risks. Field examples and analysis of field case studies.	, integration of basi ation and evaluatio	ic structural, on, including
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51VC Concept and appro			
Concept and appro	Appraisal and Performance Management and Controlling	KZ	4
	ach to performance management. Concept of performance. Principles and process of performance management. Forms, criteria and mo		
inks to other HR f	nctions. Implementation appraisal interview. Concepts and approaches to strategic human resource management. Application of Asse	essment Center / I	Developme
	Center. Application of 360-degree feedback. Concept of Balanced Scorecard / HR Scorecard. HR controlling / HR audit.		
51XBCCAJ	Business Correspondence and Communication	KZ	4
he aim of the cou	se to help students write better emails in English as emails are the most common form of written communication. It is aimed at interr	mediate or upper-	intermedia
evel, and consists	of sessions of language practice covering a wide range of business topics. It includes exercises on email style, but also practices more	e conventional lang	guage area
uch as fixed expre	ssions, sentence structures, linking words, prepositions, verb tenses, and punctuation etc. It will help students to write effective emai	ls, express thems	elves clear
	and their writing will be easier to understand.		
51XDBM	Design and Brand Management	KZ	4
51XEPP	Computer Presentations	KZ	4
Students will lear	basics of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present informa	tion and results of	f their worl
which form to us	e taking into account the audience. Students should adapt the form of their presentation to expectations, level of understanding and	experience of the	audience.
	Students will learn to apply modern didactic techniques in their presentations.		
51XES	Economic Statistics	KZ	4
Students v	Il learn to use tools of descriptive statistics, tools of regressive and corelation analyses, index analyses, time series analyses and oth	er basic statistic t	ools.
51XIP	Intercultural Psychology	KZ	4
	characteristics International dimension in management Cultural differences in management - trade, human resources Hoefsted mod	1	1
	and etiquet in intercultural management Charakteristics of selected national cultures and their comparison		
51XKMAJ	Knowledge Managemen in English Language	KZ	4
51XMKV	Quality Management for Human Resources Managers	KZ	4
-		1	1 .
	ach to ensure quality management - the history, theory and practice, principles and terminology. Simple statistical and analytical to ts of international standard ISO 9001 (the current version) quality management systems. Types of audits in systems management,		
	panies. Preparation, implementation and evaluation of internal audit management systems. Presentation of examples of established		
ind consulting cor	. EFQM (European Quality Award) for quality assessment.	quality managem	eni syster
		47	4
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
	ctical communicative needs of the students, the aim of the course is to acquire and systematically develop language skills and strategi		
	nication, interaction and behaviour in typical networking situations (creation and management of a network of business contacts with	· · · -	-
stension and dev	lopment of business opportunities) through language analysis, role-plays and practice situations, vocabulary and grammar developm		na inaivia
	feedback. Practical language skills will be systematically developed in contexts and situations relevant to professional work		
51XNM	Material Science	KZ	4
	nt 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		-
51XP1ES	Economic Statistics	KZ	4
	Economic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will p		ith 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	KZ	4
The subject of ?	Economic Statistics? is oriented on measurement of economic events at microeconomic and macroeconomic level. This course will p	provide students w	ith a solid
fo	undation of descriptive statistics, regression and correlation analysis, indexes analysis, time series analysis and measurement of the	e 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
	on on OSH. EU, Czech Labour Code. Implementing regulations of the Labour Code. Duties of the employer. The rights and obligation		-
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	of staff Occupational accidents Report of the accident Documentation to ensure the health and safety Labour Inspection KHS En		
	of staff. Occupational accidents. Report of the accident. Documentation to ensure the health and safety. Labour Inspection, KHS, Er tion. The law on the protection of public health. Occupational Hygiene, Personal protective equipment. Safety signs and signals. Tech	vironmental Engi	
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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 ro	uting.	
51XPNES	Economics Statistics	Z,ZK	4
51XPNSMP	HR Statistical Techniques	Z,ZK	4
focus on modern co tendency, dispersio	tatistical methods in HR management at Masaryk Institute of Advanced Studies will aim to train you to solve real-world statistical problem omputationally-intensive methods and their use in the analysis of data. Topics include basic statistical principles; graphic presentation; d on, and location; inferential statistics and hypothesis testing; analysis and inference of linear correlation coefficient, slope of regression e methodology, robust design, random effects model, and statistics quality control methods. Students will apply statistical concepts to r technology will be utilized in examining statistical information.	escriptive measur n line, design od e	es of central experiments,
51XPPD	Presentation Skills	KZ	4
51XPPMLG	Operational Management and Logistics	KZ	4
	ude: Entrepreneurial characteristics of production system. operations competitiveness, productivity and strategy, Japanese methods of	improving produc	tivity, recent
and capacity plannin	ing, advancement of the production quality systems. Teaching methods will include lectures, group presentations and discussions of case	ses as well as oth	er exercises.
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	Each student is required to complete the terminal assignment. Computer Presentations n basics of presentation structuring, basic aspects influencing successful presentation. Students should learn how to present informat se taking into account the audience. Students should adapt the form of their presentation to expectations, level of understanding and e		
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For updated information see <u>http://bilakniha.cvut.cz/en/FF.html</u> Generated: day 2024-05-19, time 01:45.