

### Courses taught in English\*

Academic year: 2021/2022

Course code	Degree	Course title	Semester	Number of	Page
				ECTS credits	
CS - AJ	U	Basic of Communication Skills	W or S	3	2
DP - AJ	U	Developmental Psychology	W or S	4	2
EP - AJ	U	Educational Psychology	W or S	5	2
FP - AJ FP - NJ	U	Fundamentals of Project Management	W or S	5	3
ER - AJ	U	Introduction to Educational Research	W or S	4	3
IP - AJ	U	Introduction to Psychology	W or S	5	4
PM - AJ PM - NJ	C	Project Management	S	5	4
PB - AJ	U	Psychology in business relations	W or S	4	5
SJ - AJ	U	Social Psychology	W or S	4	5
PG - AJ	U	Pedagogy	W or S	4	6
PRRE - NJ	C	Process Management	W or S	5	6

\*All courses are taught in the form of consulting.

### **Basic of Communication Skills**

**Code:** CS - AJ

**Content:** The aim of the course is for students to gain relevant theoretical knowledge in communications skills and enhance their own communication skills under supervision of trained counsellor. Course will be conducted in individual (or small group) consultations and it will require reading and writing texts concerning communication skills (in English) and other practical preparations for consultations (various ways of self-checking and self-reporting).

1. Interview Skills
2. Active Listening and Empathy Training
3. Argumentation
4. Skills concerning providing and receiving feedback
5. Assertive communication skills

**Teacher:** Mgr. Martin Pírko  
Department of Social Science

**Language:** English

**Semester:** S or W

**Hours of lectures/seminars per week:** 1/0

**ECTS Credits:** 3

### **Developmental Psychology**

**Code:** DP - AJ

**Content:** Students should understand the patterns of human development, meet with selected developmental theories and learn the basic terminology. The main emphasis is on understanding the developmental period of adolescence and young adulthood and the ability to apply acquired knowledge in educational practice.

1. Ontogenesis of the human (allowance 1/1)
2. Regularities and features of psychological development (allowance 1/1)
3. Selected theories of personality development (allowance 2/2)
4. Characteristic stages of human development (allowance 10/10)

**Teacher:** PhDr. Mgr. Kristýna Balátová, Ph.D.  
Department of Social Science

**Language:** English

**Semester:** S or W

**Hours of lectures/seminars per week:** 1/1

**ECTS Credits:** 4

### **Educational Psychology**

**Code:** EP - AJ

**Content:** The goal is to explain and understand the background, context and implications of selected knowledge from the psychology of learning and instruction and education for the implementation of quality educational activities secondary school teachers.

1. Conditions and general laws of learning (allowance 2/1)
2. Structuring the curriculum, teaching and learning strategies (allowance 4/2)
3. The results, types and styles of learning (allowance 6/3)

4. Motivating students to learn and their selfregulation (allowance 2/1)
5. Monitoring and evaluation of secondary school pupils (allowance 2/1)
6. Psychological foundations of teaching and educational principles (allowance 2/1)
7. Psychological aspects of education, self-education, re-education and discipline of pupils in secondary schools (allowance 4/2)
8. Failure to thrive and academic coping pupils (allowance 2/1)
9. Formative influences on pupils' personality (allowance 4/2)

**Teacher:** PhDr. Mgr. Kristýna Balátová, Ph.D.  
Department of Social Science

**Language:** English

**Semester:** S or W

**Hours of lectures/seminars per week:** 1/1

**ECTS Credits:** 5

### **Fundamentals of Project Management**

**Code:** FP – AJ; FP – NJ

**Content:** The course Project management package complements students' knowledge of management. The aim of this course is to familiarize students with the special management areas, knowledge of which ensures a high level of professionalism that has strict standards and implementing directives that define the work of staff participating in the project management. The purpose is to provide students with the knowledge and practical skills important for successful project management.

1. Management as a scientific discipline
2. Projects and project management
3. Implementation of project management
4. And life cycle phases, objectives and strategies of the project
5. Starting the project and its evaluation
6. Project structure and project completion; Content and design intent
7. Resource planning, and configuration changes
8. Project risks, measure performance
9. Project controlling, project organization
10. Teamwork, leadership, communication, contractual relationships, procuring
11. Quality of the project and informatics in the projects, projects and finance

**Teacher:** Ing. et Ing. Martin Cupal, Ph.D.  
Ing. Martin Zach, Ph.D.  
Expert Engineering Department

**Language:** English and German

**Semester:** S or W

**Hours of lectures/seminars per week:** 1/1

**ECTS Credits:** 5

### **Introduction to Educational Research**

**Code:** ER - AJ

**Content:** Introduction to the problem of scientific work and pedagogical research; specificity of quantitative, qualitative and mixed research design; gaining information about basic research technics used in pedagogical research; development of skills connected with data analysis and interpretation and writing research report.

1. Aims of pedagogical researches; science and scientific theories, scientific work in accordance with findings making
2. Chronology of scientific work and scientific research; its periods and characteristics
3. Information research preparation and research project
4. Research problem
5. Types of researches in pedagogy; quantitative and qualitative research, their theory and methodology
6. Quantitative research (types of parameters, hypotheses, research file, validity and reliability of research instrument, research methods used in quantitative research and their specifics, data processing and interpretation)
7. Qualitative research (criteria for qualitative research, designs of qualitative research, methods of data gaining, analysis of qualitative data)
8. Writing research report

**Teacher:** Mgr. et Mgr. Michal Šimáně, Ph.D.  
Department of Social Science

**Language:** English

**Semester:** S or W

**Hours of lectures/seminars per week:** 1/1

**ECTS Credits:** 4

### **Introduction to Psychology**

**Code:** IP - AJ

**Content:** Presentation of the basic psychological terminology, knowledge of psychological disciplines, concepts and trends of contemporary psychology (including historical roots). Introduction to issues and practice self-reflection, offer ways to self-knowledge and understanding of people. Performance study of personality in the normal development and pathology and mental health.

1. Place of psychology in science (allowance 4/2)
2. Subject and methods of psychology (allowance 4/2)
3. Basic paradigms of psychology (allowance 4/2)
4. Personality Characteristics (allowance 4/2)
5. Discovering personalities (allowance 4/2)
6. Personality disorders (allowance 4/2)
7. Psychology of Mental Health (allowance 4/2)

**Teacher:** PhDr. Mgr. Kristýna Balátová, Ph.D.  
Department of Social Science

**Language:** English

**Semester:** S or W

**Hours of lectures/seminars per week:** 1/1

**ECTS Credits:** 5

### **Project Management**

**Code:** PM – AJ; PM–NJ

**Content:** The course complements the Project Management package of students' knowledge in the field of management. The aim of this course is to introduce students with the special management areas, which provides the knowledge and professionalism that has strict standards and implementing directives that define the work of staff involved in project management. The purpose is to give students practical knowledge and skills important for successful project management. Graduates can manage after a successful test and defending a

project to obtain credit in addition to the National Student Certificate according to the National Standard of competence of project management, version 3.1. In the event of interest may have subsequently certified to grade D according to IPMA.

All theoretical topics are supplemented by practicing practical examples or case studies and the development of the project.

**Teacher:** Ing. et Ing. Martin Cupal, Ph.D.  
Ing. Martin Zach, Ph.D.  
Expert Engineering Department

**Language:** English or German

**Semester:** S

**Hours of lectures/seminars per week:** 1/1

**ECTS Credits:** 5

### **Psychology in business relations**

**Code:** PB - AJ

**Content:** This course suppose prepare students for successful behavior in business, develop their competence and successful merchant seller skills.

1. Psychology in business
2. Strategy and tactics of business conduct
3. Phases of trade negotiations
4. Business behavior
5. Business Communications
6. Presentation in the course of trade
7. Ethics and etiquette in business
8. Psychology of personal selling
9. Preparation of sale
10. Sale
11. Customer Care
12. Success and failure in sales

**Teacher:** Mgr. Martin Pírko  
Department of Social Science

**Language:** English

**Semester:** S or W

**Hours of lectures/seminars per week:** 1/1

**ECTS Credits:** 4

### **Social Psychology**

**Code:** SJ - AJ

**Content:** The aim is to provide students with basic knowledge in the field of social psychology relating to the education of secondary school students.

1. Social Psychology (allowance 2/2)
2. Methods of Social Psychology (allowance 4/4)
3. Socialization (allowance 4/4)
4. Social perception (allowance 4/4)
5. Social groups (allowance 6/6)
6. Social psychology of family (allowance 4/4)
7. Social psychology of teaching and school (allowance 4/4)

**Teacher:** PhDr. Mgr. Kristýna Balátová, Ph.D., Mgr. Martin Pírko

Department of Social Science  
**Language:** English  
**Semester:** S or W  
**Hours of lectures/seminars per week:** 1/1  
**ECTS Credits:** 4

### **Pedagogy**

**Code:** PG – AJ

**Content:** The course will focus on basic anchoring of pedagogy as a scientific discipline, on the main pedagogical trends of the 20th century and on the topics of contemporary pedagogy. In the course we will also focus on basic pedagogical categories. The course also aims to introduce the education system in the Czech Republic, which students will be able to see in real practice through excursions.

1. Pedagogy as a science
2. Pedagogical trends of the 20th century
3. Basic concepts and categories of pedagogy
4. Topics of contemporary pedagogy
5. Teaching profession
6. The educational system in the Czech Republic
7. Excursion to kindergarten, elementary school and high school

**Teacher:** Mgr. et Mgr. Lenka Kamanová, Ph.D.  
Department of Social Science

**Language:** English

**Semester:** S or W

**Hours of lectures/seminars per week:** 1/1

**ECTS Credits:** 5

### **Process Management**

**Code:** PRRE – NJ

**Content:** The aim is to familiarize students with the planning and management activities necessary to achieve a high level of process performance and identify opportunities to improve quality, operational efficiency and continuous customer satisfaction. Teaching Course of Business Process Management also includes the introduction of students to design, management and control of key processes and improving the organization.

1. Basics of process management;
2. Basic concepts of process improvement;
3. Functional vs. process management;
4. Measurement of process performance;
5. Process modeling;
6. Performance evaluation processes;
7. Categorization processes;
8. Improving processes;
9. Selection process for radical improvement;
10. Principles and techniques of radical improvement;
11. Managing organizational change;
12. Tool support for process management.

**Teacher:** Ing. Martin Zach, Ph.D.  
Expert Engineering Department

**Language:** German

**Semester:** S or W

**Hours of lectures/seminars per week:** 1/1  
**ECTS Credits:** 5