

Courses taught in English *

Academic year: 2019/2020

| Course code | Degree | Course title | Semester | Number of | Page |
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| | | | | ECTS credits | |
| CS - AJ | U | Basics of communication skills | W or S | 3 | 3 |
| EM - AJ | U | Economics and Management of Insurance | W or S | 5 | 3 |
| EP - AJ | U | Educational Psychology | W or S | 5 | 4 |
| FM - AJ | C | Financial Management | S | 3 | 4 |
| FP - AJ FP - NJ | U | Fundamentals of Project Management | W or S | 5 | 5 |
| ER - AJ | U | Introduction to Educational Research | W or S | 4 | 6 |
| IP - AJ | U | Introduction to Psychology | W or S | 5 | 6 |
| PI - AJ | U | Principles of Insurance | W or S | 4 | 7 |
| PRRE - NJ | C | Process Management | W or S | 5 | 8 |
| PM - AJ PM - NJ | C | Project Management | S | 5 | 7 |
| PB - AJ | U | Psychology in business relations | W or S | 4 | 8 |
| SE - AJ | U | School Ethics | W or S | 3 | 8 |
| SP - AJ | U | Social Pedagogy | W or S | 6 | 9 |
| WW - AJ | U | World of Work | W or S | 3 | 11 |

* All courses are taught in the form of consulting.

Basics of communication skills

Code: CS - AJ

Content: The goal of this course is to develop communication skills that are relevant to the work of technical experts and employee insurance. There will be used teaching techniques of psychosocial learning, experiential methods, IVR.

1. Skill of the interview
2. Skill of active listening
3. Skill persuasive argumentation
4. Ability to provide and receive feedback
5. Skill emphatic communication
6. Skill of assertive communication

Teacher: Mgr. Lucia Kvasková
Department of Social Science

Language: English

Semester: S or W

Hours of lectures/seminars per week: 1/2

ECTS Credits: 3

Economics and Management of Insurance

Code: EM - AJ

Content: The aim of this course is to broaden the knowledge of the students in the field of insurance. The course is focused on the regulation of insurance market in the Czech Republic and in the EU, on financial management of insurance companies and their solvency, on economics of reinsurance, on the transformation of the pension system and on specifics of insurance industry in the world.

1. Regulation of the Insurance Industry, Supervisory Authority (allowance 4/2)
2. Insurance Market (allowance 6/8) - Insurance Market in CR, Insurance Market in EU-Countries, New Trends in Insurance Industry in the World
3. Financial Management in Insurance Company (allowance 6/6) - Accounting, solvency, Rating
4. Risk Management in an Insurance Company (allowance 6/6) - Reinsurance, Technical Provisions
5. Marketing in Insurance Services (allowance 2/2) - Bankassurance
6. Pension Fund System in the Czech Republic (allowance 4/4)

Teacher: doc. Ing. Eva Vávrová, Ph.D.
Department of Finance

Language: English

Semester: W

Hours of lectures/seminars per week: 2/2

ECTS Credits: 5

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: doc. PhDr. Dana Linhartová, CSc.
Department of Social Science

Language: English

Semester: S or W

Hours of lectures/seminars per week: 2/1

ECTS Credits: 5

Financial Management

Code: FM - AJ

Content: To provide students with comprehensive information on preparing an investment plan, the selection of an optimal alternative investment plan using the methods of investment decisions and risk management with the implementation of the investment plan attached.

1. Basic principles of financial management (allowance 1/1)
2. Factors affecting the financial decision (allowance 1/1)
3. Time value of money (allowance 1/1)
4. Investments, investment decisions (allowance 1/1)
5. Preparation and implementation of investment projects (allowance 1/1)
6. Planning cash flows from investment projects (allowance 1/1)
7. Methods for evaluating the effectiveness of investment projects (allowance 1/1)
8. Risk and investment decisions (allowance 1/1)
9. Risk analysis of investment projects (allowance 1/1)
10. Sources of financing investments (allowance 1/1)
11. The average cost of capital (allowance 1/1)
12. Optimization of capital structure (allowance 1/1)
13. Hedging (allowance 1/1)

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

Language: English

Semester: S

Hours of lectures/seminars per week: 1/1

ECTS Credits: 3

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: 2/1

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 (allowance 2/1)
2. Chronology of scientific work and scientific research; its periods and characteristics (allowance 4/1)
3. Information research preparation and research project (allowance 4/1)
4. Research problem (allowance 2/1)
5. Types of researches in pedagogy; quantitative and qualitative research, their theory and methodology (allowance 2/1)
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) (allowance 6/4)
7. Qualitative research (criteria for qualitative research, designs of qualitative research, methods of data gaining, analysis of qualitative data) (allowance 6/4)
8. Writing research report (allowance 2/1)

Teacher: Mgr. et Mgr. Michal Šimáně, Ph.D.
Department of Social Science
Language: English
Semester: S or W
Hours of lectures/seminars per week: 2/1
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: Mgr. Lenka Štěpánková
Department of Social Science
Language: English
Semester: S or W
Hours of lectures/seminars per week: 2/1
ECTS Credits: 5

Principles of Insurance

Code: PI - AJ
Content: The aim of this course is to give the students basic knowledge of insurance system, which is needed for a graduate degree - Bachelor. Students get theoretical knowledge about insurance as a transfer of risk and about insurance market in the Czech Republic, and practical information on insurance products offered on the Czech insurance market, covering risk for an individual or for a company.

1. Importance of Insurance on the Financial Market (allowance 2/2)
2. Insurance as a Transfer of Risk, Insurability of Risks (allowance 4/4)
3. Law on Insurance, Insurance Policy, General Conditions (allowance 4/0)
4. Insurance Market in the Czech Republic (allowance 2/4)
5. Organization Structure and Activities of a Commercial Insurance Company (allowance 2/4)
6. Insurance Products (allowance 6/6)
7. Insurance of Business Subjects (allowance 4/4)
8. Trends in Insurance Industry (allowance 4/4)

Teacher: doc. Ing. Eva Vávrová, Ph.D.
Department of Finance
Language: English
Semester: S
Hours of lectures/seminars per week: 2/2
ECTS Credits: 4

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 and German

Semester: S

Hours of lectures/seminars per week: 2/1

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: 2/1

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. Lenka Štěpánková
Department of Social Science

Language: English

Semester: S or W

Hours of lectures/seminars per week: 2/2

ECTS Credits: 4

School Ethics

Code: SE - AJ

Content:

1. Basic terms of ethic
2. Theories of ethics
3. The development of ethical thinking
4. Historical periods
5. Ethical thinking in the 20th and 21st century
6. Ethical codexes
7. Influence of ethical codexes in our society
8. Present pedagogy ethics and its objectives
9. Using ethic code in the education reality, moral values of teacher , Teacher and teaching competences, Role of Ethics in Profession of teacher
10. Moral education, practice of moral education
11. Using ethic code in the Educational research)

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: 3

Social Pedagogy

Code: SP - AJ

Content: To acquaint students with a problem of social and especially social-pathological phenomena in conditions of current secondary schools.

1. Demarcation of social pedagogy as a science and its terminology
2. Social determining of education
3. Mass media
4. Family as an educational and socialization factor of education
5. Social-pedagogical climate in educational institutions
6. Environment and its influence on people)
7. Classification and diagnosis of social-pedagogical phenomena
8. Community and its role in society
9. Life-time situations and social-pedagogical events)
10. Leisure time pedagogy. Experience pedagogy
11. Helping and assisting professions
12. Influence on gipsies
13. Forms of social work and program of social help

Teacher: doc. PhDr. Tomáš Čech, Ph.D.
Department of Social Science

Language: English

Semester: S or W

Hours of lectures/seminars per week: 2/2

ECTS Credits: 6

World of Work

Code: WW - AJ

Content: The main aim of this subject is acquiring cognizant and skills, which are necessary for participation of teachers on a cross-disciplinary topic FEP Man and world of work, including preparation of special materials, excursions and meetings for students of secondary schools.

1. Main spheres of world of work, specific signs of work, their application while choosing further education and profession, relation to interests, study grades, abilities, features and health conditions (allowance 1/2)
2. Employment market, its indicators, general developing trends, demands of employers on graduates (allowance 1/2)
3. School education system in the Czech republic, importance and possibilities of further professional education including requalifications, lifelong learning, possibilities of study and work abroad (allowance 1/2)
4. Information basis for decision making about further education and profession choice, career guidance (allowance 1/2)
5. Written and verbal self-presentation while entering on the employment market, setting job applications and advertisements answers, writing profession CVs, covering letters, negotiation with potential employers, job interviews, selection procedures, training of particular situations (allowance 1/4)
6. Labour code, employment, labour contract, discretions and duties of employments and employers, wage, its components and calculation (allowance 1/2)
7. Private enterprising, essence and forms of business, differences between business and employment, advantages and risks of business, basic orientation in The Trades Licensing Act and in Commercial code (allowance 1/2)

8. Information, counselling and mediatory services for jobs seeking, support for unemployed (allowance 2/2)
9. Work with information medias for seeking work opportunities (allowance 1/2)
10. Excursion to Information and counselling centre of Employment office (allowance 2/4)
11. Excursion to personal agency (allowance 2/4)

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

Language: English

Semester: S or W

Hours of lectures/seminars per week: 1/2

ECTS Credits: 3