

Information sheet for the course English language III

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>KSaHV/lz12PVd/14</i>	Course unit title: <i>English language III</i>
Type of course unit: <i>compulsory optional</i>	
Planned types, learning activities and teaching methods: <i>2 hours weekly / 26 hours per semester; full-time</i>	
Number of credits: <i>3</i>	
Recommended semester: <i>3rd semester in the 2st year of study (full-time)</i> <i>3rd semester in the 2nd year of study (part-time)</i>	
Degree of study: <i>I. (Bachelor)</i>	
Course prerequisites:	
Assessment methods: <i>At the end of semester, the course is completed by taking a written test (max.70 points). Active work during seminars is evaluated with 0-30 points. Assessment: A: 91-100 points, B: 82 - 90 points, C: 73-81 points, D: 64-72 points, E: 55-63 points. Final grading: total score of points. Students who fail to collect the minimum of 55 points will not be allowed to take the written test.</i>	
Learning outcomes of the course unit: <i>After successful course completion, students will gain specialized language knowledge in human resource management. Students will be able to understand specialized vocabulary and terminology utilized in human resource management and will be able to give presentations while supporting their talk by describing tables, charts and images. After successful course completion, students will be ready to take on EL IV.</i>	
Course contents: <i>1. Orientation and study skills. 2. Management. 3. History of management. 4. Roles of a manager. 5. Leadership and management. 6. Styles of Leadership. 7. Employment. 8. Consolidation. 9. Traditional and innovative ways of working. 10. Social effects of unemployment. 11. Psychological effects of unemployment. 12. Youth unemployment in European union countries. 13. Final evaluation.</i>	
Recommended of required reading: <i>Ashok, J.: Principles of Marketing. FK Publications 2010 Begg, D. – Fischer, S. – Dornbusch, R.: Economics. Fifth ed. 1997. McGraw-Hill Companies 1997 Block, S. – Fishman, S.: Easy Ways to Lower your Taxes. Delta Printing Solutions 2008 Cotton, D.: Keys to Management. Longman 1996 Heller, H. – Hindle T.: Communicate Clearly. DK Essential Managers. Dorling Kindersley 1999 Heller, R.: Effective Leadership. DK Essential Managers. Dorling Kindersley 1999 Hindle, T.: Negotiating skills. DK Essential Managers. Dorling Kindersley 1998 Krugman, P. – Wells, R.: Economics. Third ed. 2013. Worth Publishers, 2013 Mascull, B.: Business Vocabulary in Use: Advanced. CUP, Cambridge 2004</i>	

McCarthy, M. – O'Dell, F.: Academic Vocabulary in Use. CUP 2008
Mullins, L. J.: Management and Organizational Behaviour. Pearson 2005
Pride, W. M. – Hughes, R. J. – Kapoor, R. J.: Business. Twelfth ed. Cengage Learning 2008
Sweeney, S.: English for Business Communication. Cambridge University Press 1997
Tourish, D. – Hargie, O.: Communication in Organizations. Routledge 2004
Tullis, G. – Trappe, T.: New Insights into Business. Longman 2000
Vince, M.: MacMillan English Grammar in Context: Advanced. MacMillan 2008
Wyatt, R.: Check your English Vocabulary for Business and Administration. Bloomsbury Publishing 2007
Current sources, Internet, specialized dictionares

Language: *English*

Remarks:

Evaluation history: *108*

A	B	C	D	E	FX
23.15	29.63	15.74	15.74	7.41	8.33

Lectures: *Mgr. Monika Gullerová, PhD., PhDr. Zuzana Fischerová, PhD., PhDr. Miroslav Fašanok, PhD.*

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Supervisor: *doc. Mgr. Sergej Vojtovič, DrSc.*