

Information sheet for the course Managerial competencies and skills in English

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>LZV41</i>	Course unit title: <i>Managerial competencies and skills in English</i>
Type of course unit: <i>optional</i>	
Planned types, learning activities and teaching methods: <i>Lecture: 2 hours weekly/28 hours per semester of study; face to face</i> <i>Seminar:</i>	
Number of credits: <i>3</i>	
Recommended semester: <i>1st semester 1st year</i>	
Degree of study: <i>II. (engineer, magister)</i>	
Course prerequisites: <i>none</i>	
Assesment methods: <i>At the end of the semester during examination week there will be written test (50 points) and evaluation of the elaborated required tasks (50 points). Evaluation A - 91-100 points, Evaluation B - 82-90 points, Evaluation C - 73-81 points, Evaluation D - 64-72 points, Evaluation E - 55-63 points. Final evaluation: Reflects the sum of achieved points.</i>	
Learning outcomes of the course unit: <i>After completing the course, the student will gain communication competence with respect to special topics in English language. The student will be able to communicate in English and to obtain information in the field of their professional specialization. The student will understand an advanced authentic communication on special topics such as human resource management and human capital, international human resource management, top management, setting goals, time management, work and motivation, quality of work life, decision making, communication, intercultural communication with a broad vocabulary, including terminology, to present themes from his field of study. After completing the course, students will be able to communicate clearly and objectively on selected topics, use the terminology of personnel management and human resource management in oral and written form, to understand spoken and written professional communication.</i>	
Course contents: <i>1. Introduction to the study - the content of the subject, recommended literature, conditions for passing the course.</i> <i>2. Human resources management.</i> <i>3. Human capital management.</i> <i>4. International human resource management.</i> <i>5. Top management. Planning and strategy. Strategic planning, strategic decisions, SWOT analysis.</i> <i>6. Setting objectives. Method MBO (Management by Objectives). Phases of the method MBO. Advantages of the method MBO.</i> <i>7. Time management. Effective time management.</i> <i>8. Work and motivation. The importance of motivation. The hierarchy of human needs.</i> <i>9. Quality of work life.</i> <i>10. Decision-making.</i> <i>11. Communication.</i> <i>12. Intercultural communication</i> <i>13. Final test.</i>	

Recommended of required reading:

Armstrong, M.: *A Handbook of Human Resource Management Practice*. Kogan Page Publishers, London 2006

Cotton, D.: *Keys to Management*. Pearson, Longman 1996

Heller, R.: *Effective Leadership*. DK Essential Managers. Dorling Kindersley, London 1999

Heller, H. – Hindle T.: *Communicate Clearly*. DK Essential Managers. Dorling Kindersley, London 1999

Hindle, T.: *Negotiating skills*. DK Essential Managers. Dorling Kindersley, London 1998

Lustig, M. W. – Koester, J.: *Intercultural Competence: interpersonal communication across cultures*. Pearson, Longman 2010

Mascull, B.: *Business Vocabulary in Use: Advanced*. CUP, Cambridge 2004

Mullins, L. J.: *Management and Organizational Behaviour*. Pearson, Longman 2005

Sweeney, S.: *English for Business Communication*. Cambridge University Press, Cambridge 1997

Tullis, G. – Trappe, T.: *New Insights into Business*. Pearson, Longman 2000

Wyatt, R.: *Check your English Vocabulary for Business and Administration*, Bloomsbury Publishing, London 2007

Slovník

Vlastné materiály, články z časopisov a internetu podľa požiadaviek

UNiCert Internetové audio zdroje (podcasts)

Language: English

Remarks:

The course is offered in the winter semester of the first year of full-time graduate studies and in the winter semester of the first year of external graduate studies. This course is elective.

Evaluation history:

A	B	C	D	E	FX
43.75	50.0	0.0	6.25	0.0	0.0

Lectures:

Mgr. Monika Gullerová, PhD.

Last modification: 28.05.2014

Supervisor: doc. Mgr. Sergej Vojtovič, DrSc.