

Information sheet for the course English language IV

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>KSaHV/lz16PVd/14</i>	Course unit title: <i>English language IV</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>4th semester in the 2nd year of study (full-time)</i> <i>4th 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 (maximum 100 points). Assessment: A: 91-100 points, B: 82 - 90 points, C: 73-81 points, D: 64-72 points, E: 55-63 points. Final grade: total score of points. Students who obtain less than 55 points will fail to pass the course.</i>	
Learning outcomes of the course unit: <i>After the course completion, students will gain communication skills in the field of human resource management. The course uses communicative approach in teaching process. Students will be able to understand and discuss topics such as insurance, taxation, marketing, types of companies, role of trade unions and collective bargaining, banking, and last but not least the role of communication in human resource management. After successful course completion, students will be ready to communicate naturally on the topics given while using correct specialized language.</i>	
Course contents: <i>1. Orientation and study skills. 2. Types of companies. 3. Introduction of a selected company. 4. Marketing. 5. Taxation. 6. Insurance system. 7. Consolidation and communication activities. 8. Banking system. 9. Introduction of a selected bank and its services. 10. Economic systems. 11. Role of Trade Unions and collective bargaining. 12. Communication in personnel management. 13. Final evaluation.</i>	
Recommended / 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, R. – Hindle T.: Communicate Clearly. 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</i>	

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

Language: *English*

Remarks:

Evaluation history: 18

A	B	C	D	E	FX
27.78	16.67	16.67	11.11	22.22	5.56

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

Last modification:

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