

Information sheet for the course Personnel Management in German

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>KMaREZ/lz22Vd/12</i>	Course unit title: <i>Personnel Management in German</i>
Type of course unit: <i>elective</i>	
Planned types, learning activities and teaching methods: <i>Lecture:</i> <i>Seminar: 2 hours weekly/28 hours per semester of study; face to face (prezenčná metóda)</i>	
Number of credits: <i>3</i>	
Recommended semester: <i>5th semester 3rd year</i>	
Degree of study: <i>I. (bachelor)</i>	
Course prerequisites: <i>none</i>	
Assesment methods: <i>Evaluation in the course of the semester includes active participation and preparation of the required task (presentation of an EU country in German). During the semester there will be two written tests worth 30 points each: Evaluation A - at least 55 points, Evaluation B - at least 50 points, Evaluation C - at least 45 points, Evaluation D - at least 40 points, Evaluation E - at least 35 points. Credits will not be granted to a student who gains less than 15 points from one of the tests. At the end of the semester during the examination period: assessment. The final grade: achieved average.</i>	
Learning outcomes of the course unit: <i>A student completing the course gains expert foreign language skills in the field of history of the European Union, its institutions and bodies, management of corporations, companies, non-profit organizations, meetings, negotiations and cultural specifics. The student will be able to communicate and present in German language themes associated with the issue of EU, management of coporation with respect to intercultural differences across countries. The student will understand the vocabulary and grammatical structures used in communication about problems related to the European Union, corporate governance and conducting of negotiations. After successful completion of a learning process the student will be able to use the German language to communicate in German on the topics of the course and ready to pursue further university studies.</i>	
Course contents: <i>1. Introduction to the study - the content of the subject, recommended literature, the conditions for passing the course.</i> <i>2. Stages of human resources planning.</i> <i>3. Determination of the needs for workers, options associated with the vacancy.</i> <i>4. Methods for determining the appropriate staff needs, personnel costs.</i> <i>5. External recruitment, use, advantages, disadvantages, selection of staff.</i> <i>6. Job profile, competences, qualifications, skills.</i> <i>7. Development, education, training of employees, methods and forms.</i> <i>8. Lifelong learning.</i> <i>9. Adaptation of workers, incorporation of new workers. Employment contract.</i> <i>10. Deployment of staff, partial targets and tasks of the workers at work.</i> <i>11. Factors affecting the deployment of staff, laws and regulations.</i> <i>12. Decision-making and authority in personnel management.</i> <i>13. Final test.</i>	
Recommended of required reading:	

Masárová, T. – Vojtovič, S. – Strunz, H.: *Personalmanagement in bewegten Zeiten*. M&S Verlag, Plauen 2012

Strunz, H.: *Tagebuch der Weltwirtschaft 2000-2010. Kommentare, Kritik, Reflexionen*. Peter Lang GmbH, Internationaler Verlag der Wissenschaften, Frankfurt am Main 2011

Strunz, H. – Dorsch, M.: *Internationale Märkte*. Oldenbourg Verlag, München / Wien 2001

Strunz, H. – Vojtovič, S.: *Marketing & Sales Management*. M&S Verlag, OHG-Plauen 2012

Strunz, H. - Gläß, M. – Karbach, R. – Sadowski, R.: *Was heißt und zu welchem Ende studiert man ... Management?* M&S Verlag. OHG-Plauen 2010

Bartscher, T. – Stöckl, J. – Träger, T.: *Personalmanagement. Grundlagen, Handlungsfelder, Praxis*. Parson Deutschland GmbH. München 2012

Dreyer, H. – Schmitt, R.: *Lehr- und Übungsbuch der deutschen Grammatik*. Verlag für Deutsch, Ismaning 1996

Böhmer, N. – Schinnenburg, H. – Steinert, C.: *Fallstudien im Personalmanagement. Entscheidungen treffen, Konzepte entwickeln, Strategien aufbauen*. Parson Deutschland GmbH, München 2012

Aktuálne zdroje z internetu.

Odborné časopisy, odporúčané články a štúdie.

Odborné slovníky.

Language: German

Remarks:

The course is offered in the winter semester of the third year of full-time undergraduate studies and in the winter semester of the fourth year of external undergraduate studies. This course is elective. The number of students in a seminar group ranges from 20 to 25 students.

Evaluation history:

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Lectures:

PhDr. Miroslav Fašanok, PhD.

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Supervisor: doc. Mgr. Sergej Vojtovič, DrSc.