

Information sheet for the course Managerial Competences and Skills in German

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>LZV42</i>	Course unit title: <i>Managerial Competences and Skills in German</i>
Type of course unit: <i>optional</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</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>	
Assessment methods: <i>Assessment in the course of the semester includes active participation and elaboration of 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. At the end of the semester during examination period: Exam. Final evaluation: Achieved average.</i>	
Learning outcomes of the course unit: <i>After completing the course, the student will gain communication competence with respect to special topics in German language. The student will be able to communicate in German 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>	

13. Final test.

Recommended of required reading:

Masárová, T. – Vojtovič, S. – Strunz, H.: *Personalmanagement in bewegten Zeiten*. M&S Verlag, Wien/Berlin 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

Glaß, M. – Karbach, R. – Sadowski, R. – Strunz, H.: *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 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
0.0	0.0	0.0	0.0	0.0	0.0

Lectures:

PhDr. Miroslav Fašanok, PhD.

Last modification: 28.05.2014

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