

## Information sheet for the course

<b>University:</b> <i>Alexander Dubček University of Trenčín</i>	
<b>Faculty:</b> <i>Faculty of Social and Economic Relations</i>	
<b>Course unit code:</b> KSaHV/AjPers1/1lz2dA/22	<b>Course unit title:</b> <i>English language for personalists I</i>
<p><b>Type, scope and method of learning activities:</b>  <i>Weekly number of teaching hours in the form of seminars: full-time form 2;</i>  <i>Teaching method: face to face / combined</i></p> <p><i>Weekly number of teaching hours in the form of seminars: part-time form 2;</i>  <i>Teaching method: face to face / combined</i></p>	
<b>Number of credits:</b> 3	
<b>Recommended semester/trimester of study:</b> <i>3<sup>th</sup> semester in the full-time form of study and 3<sup>th</sup> semester in the part-time form of study within the Human Resources and Personnel Management study program</i>	
<b>Degree of study:</b> <i>I. (Bc.)</i>	
<b>Course prerequisites:</b>	
<p><b>Assessment methods:</b>  <i>A student may receive a maximum of 100 points in total for the preliminary assessment and credit. During the semester, a maximum of 20 points can be obtained in the preliminary assessment as follows:</i>  <i>Individual work and activity in seminars max. 20 points;</i>  <i>Credit test max: 80 points</i>  <i>The overall grade consists of the preliminary assessment and the credit test assessment.</i>  <i>Grade: A from 100-93 points; Grade: B from 92-85 points; Grade: C from 84-76 points; Grade: D from 75-68 points; Grade: E from 67-60 points. A student will not get credits if the student receives less than 60 points in total.</i></p>	
<p><b>Learning outcomes:</b>  <i>After completing the course the student will remember the conceptual apparatus of personnel management in the English language. The student will understand professional texts in English on procedures and methods used in personnel management. By completing the course the student will gain:</i>  <i>Practical knowledge and skills:</i>  <ul style="list-style-type: none"> <li>- <i>apply professional terminology in English in personnel management in the elaboration of personnel planning, recruitment and selection of employees, adaptation of employees, motivation, training;</i></li> <li>- <i>search, process, sort and critically evaluate information from English language sources approach.</i></li> </ul> <i>Skills:</i>  <ul style="list-style-type: none"> <li>- <i>Implement sourcing and selection of suitable candidates in English language,</i></li> <li>- <i>carry out activities related to planning, recruitment, adaptation, assessment, motivation in English,</i></li> </ul> <i>competences:</i>  <i>The student will be able to communicate correctly in English terminology in the field of personnel management. The student will acquire the foreign language competence to work in the field of personnel management in a multinational company with English as the working language. Students are able to listen actively, ask stimulating questions and provide feedback,</i></p>	

*and present and defend their own feelings, opinions and needs in a cultured manner in interaction with other people and in front of a professional audience, including in writing in English.*

**Course contents:**

1. Roles and objectives of personnel management in the organization.
2. Trends in the field of personnel management.
3. Personnel planning.
4. Analyses in personnel management.
5. Employee acquisition.
6. Selection and adaptation of employees.
7. Working in groups - case study.
8. Employee motivation.
9. Managing work performance.
10. Communication in the organization.
11. Employee training.
12. Capability-oriented personnel management.

**Recommended and required reading:**

Aamodt, M. G.: *Industrial / Organizational Psychology: An Applied Approach. 6th Ed.* Wadsworth Cengage, 2010.  
Armstrong M., Taylor S.: *Armstrong's Handbook of Human Resource Management Practice.* Kogan Page 2014  
Dessler, G.: *Human Resource Management. 5th Ed.* Pearson, 2018.  
Deuter, M., Bradbery, J., Turnbull, J. et al. *Oxford Advanced Learner's Dictionary.* OUP, 2015  
Hofstede, G., Hofstede, G.J., Minkov, M.: *Cultures and Organizations: Software of the Mind.* McGraw Hill, 2010.  
*print and audio resources on the Internet*

**Language:** Slovak/English

**Remarks:**

*The course is mandatory.*  
*Full-time study:*  
*Seminars - 24 hours min.*  
*Preparation for seminars and preliminary assessment - 16 hours min.*  
*Preparation for credit - 10 hours.*  
*Student's contact workload: 24 hours,*  
*Non-contact: 26 hours*  
*Part-time study:*  
*Seminars - 10 =10 hours min.*  
*Preparation for seminar and preliminary assessment 30 hours min.*  
*Preparation for credit 10 hours.*  
*Student's workload contact: 10 hours,*  
*Non-contact: 40 hours*  
*In total, for 2 credits, the student must be required to complete a minimum of 50 hours of work.*  
*1 credit represents 25 hours of student's work.*

**Evaluation history:**

*Total number of evaluated students:*

A	B	C	D	E	FX

**Lecturers:**

*Mgr. Monika Gullerová, PhD.,*

**Last modification:**

**Approved by:**