



# MONDO INTERNATIONAL ACADEMY

Mondo International Academy, s.r.o.  
Záhradnícka 60  
Bratislava 821 08

## INFORMATION SHEET

<b>STUDY FIELD: MANAGEMENT</b>		
<b>CODE:</b> Ext.DM/L6E.St. II.		
<b>GUARANTEE:</b>  Doc. Alica Harajová PhD.		<b>Lectors:</b> Doc. Alica Harajová PhD. PhDr. Andrej Truschel Ph.D. MBA Doc. Dušan Masár PhD.
<b>Period of study</b> Semesters: 4. Grade: <b>BSc.</b>	<b>Form of study: Blended / Distance</b> The total qualifying time is (TQT): <b>1200 hours</b> The total number of hours of supervised education is (GLH): <b>480</b>	<b>ETCS</b> 120
<b>Method of evaluation and completion of the course (Blended form):</b> <ul style="list-style-type: none"> <li>- Quizzes</li> <li>- Live webinar or Podcast tutorial with a teacher in real time</li> <li>- E-learning without teacher supervision in real time</li> <li>- Independent learning without supervision</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that are carried out without the supervision of a trainer, trainer, tutor or other appropriate education or training provider, including cases where assessment is based on competencies, may be turn into an opportunity for learning.</p>		<b>Method of evaluation and completion of the course (Distance form):</b> <ul style="list-style-type: none"> <li>- Supervised induction sessions</li> <li>- Learner feedback with a teacher in real time</li> <li>- Supervised independent learning</li> <li>- Classroom-based learning supervised by a teacher</li> <li>- Work-based learning supervised by a teacher</li> <li>- Live webinar or telephone tutorial with a teacher in real time</li> <li>- E-learning supervised by a teacher in real time</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.</p>

**Aims:**

The aims of these qualifications are to develop knowledge and understanding in a range of subject areas, which are pertinent to the development of participants and to management roles in organisations. The qualifications support progression for learners from level 6 to post graduate qualification levels. The associated sample assignments also support the development of a range of skills needed by individuals carrying levels of managerial responsibility.

These qualifications in Management have been developed to conform to the requirements of the RQF.

We provide a flexible route for learners who have already achieved management qualifications at a lower level and for learners who do not have business or management qualifications, but may have qualifications in other areas and/or prior management experience in the work place.

**These qualifications are designed to provide:**

- opportunities for learners to acquire knowledge and understanding and develop a range of skills, personal qualities and attitudes essential for successful performance in working life
- specialisms that are directly related to learners' current responsibilities or that meet a particular interest and support career development
- opportunities for learners who wish to undertake a full-time course of study leading to an Extended Diploma
- learners with the opportunity to acquire a broader range of knowledge and understanding and to develop the skills they require to work in the field of management.

**Support and Recognition**

These qualifications have been developed with the involvement of expert input from managers and staff in colleges currently delivering qualifications at this level or planning to do so; Higher Education Institutes in the UK and overseas; industry professionals and our Qualification Development Team. We have also taken into account feedback from learners.

**Apprenticeship Standards**

The ATHE Level 6 Qualifications in Management provide some of the underpinning knowledge and understanding contained in the new standards for the leadership and management sector.

**Prerequisite program:** Diploma in Management / L6 / St.I.

**Rules of combination**

The ATHE Level 6 Diploma in Management is a 120-credit qualification. To achieve this qualification all learners must complete the core units and four further units from the list of optional units. Learners then select the core qualification or one of four pathways; Finance, Managing People, Operations Management or Sales and Marketing.

**Subjects of study field:**

<b>Unit Title Mandatory</b>	<b>Credit</b>
Leadership and Management	15
Managing Quality and Service Delivery	15
Personal Leadership and Management Development	15
Research project	15
<b>Unit Title Optional</b>	<b>Credit</b>
Financial Decision Making for Managers	15
Accounting	15
Managing Finance in the Public Sector	15
Sales	15
Risk Management	15
Logistics and Supply Chain Management	15
Project Management	15
Human Resource Management	15

<b>Literature:</b>	
Language in which the subject is taught: <b>Slovak, English, German</b>	Date of last modification: <b>January / 2021</b>

<b>UNIT INFORMATION SHEET</b>		
<b>Code:</b> Ext.DM/L6E.St. II.- LaM	<b>Unit name:</b> LEADERSHIP AND MANAGEMENT	
Field of study: <b>Management</b> Mandatory		
<b>GUARANTEE:</b>  Doc. Alica Harajová PhD.	<b>Lectors:</b> Doc. Alica Harajová PhD. PhDr. Andrej Truschel Ph.D. MBA Doc. Dušan Masár PhD.	
<b>Period of study</b> Semester: <b>1.</b> Grade: <b>BSc.</b>	Form of study: <b>Blended / External</b> Recommended range of teaching (in hours) per semester: <b>60</b>	<b>ECTS</b> 15
<b>Method of evaluation and completion of the course (Blended form):</b>  <ul style="list-style-type: none"> <li>- Quizzes</li> <li>- Live webinar or Podcast tutorial with a teacher in real time</li> <li>- E-learning without teacher supervision in real time</li> <li>- Independent learning without supervision</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that are carried out without the supervision of a trainer, trainer, tutor or other appropriate education or training provider, including cases where assessment is based on competencies, may be turn into an opportunity for learning.</p>	<b>Method of evaluation and completion of the course (Distance form):</b>  <ul style="list-style-type: none"> <li>- Supervised induction sessions</li> <li>- Learner feedback with a teacher in real time</li> <li>- Supervised independent learning</li> <li>- Classroom-based learning supervised by a teacher</li> <li>- Work-based learning supervised by a teacher</li> <li>- Live webinar or telephone tutorial with a teacher in real time</li> <li>- E-learning supervised by a teacher in real time</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.</p>	
<b>Aims:</b> The aim of this unit is to enable the learner to understand the role of leadership and management in organisations; and the use of leadership and management skills to improve organisational performance.		
<b>Course contents (LO):</b> <ul style="list-style-type: none"> <li>- Understand strategic leadership and management in organisations</li> <li>- Understand how to improve organisational performance through the application of relevant leadership and management skills</li> <li>- Understand how leaders and managers utilise teams in improving organisational performance</li> </ul>		
<b>Literature:</b>		
Language in which the subject is taught: <b>Slovak, English, German</b>	Date of last modification: <b>January / 2021</b>	

<b>UNIT INFORMATION SHEET</b>		
<b>Code:</b> Ext.DM/L6E.St. II.MQSD	<b>Unit name:</b> MANAGING QUALITY AND SERVICE DELIVERY	
Field of study: <b>Management</b> Mandatory		
<b>GUARANTEE:</b>  Doc. Alica Harajová PhD.	<b>Lectors:</b> Doc. Alica Harajová PhD. PhDr. Andrej Truschel Ph.D. MBA Doc. Dušan Masár PhD.	
<b>Period of study</b> Semester: <b>2.</b> Grade: <b>BSc.</b>	Form of study: <b>Blended / External</b> Recommended range of teaching (in hours) per semester: <b>60</b>	<b>ECTS</b> 15
<b>Method of evaluation and completion of the course (Blended form):</b>  <ul style="list-style-type: none"> <li>- Quizzes</li> <li>- Live webinar or Podcast tutorial with a teacher in real time</li> <li>- E-learning without teacher supervision in real time</li> <li>- Independent learning without supervision</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that are carried out without the supervision of a trainer, trainer, tutor or other appropriate education or training provider, including cases where assessment is based on competencies, may be turn into an opportunity for learning.</p>	<b>Method of evaluation and completion of the course (Distance form):</b>  <ul style="list-style-type: none"> <li>- Supervised induction sessions</li> <li>- Learner feedback with a teacher in real time</li> <li>- Supervised independent learning</li> <li>- Classroom-based learning supervised by a teacher</li> <li>- Work-based learning supervised by a teacher</li> <li>- Live webinar or telephone tutorial with a teacher in real time</li> <li>- E-learning supervised by a teacher in real time</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.</p>	
<b>Aims:</b> To enable learners to develop the knowledge and understanding required to manage and deliver excellent customer service.		
<b>Course contents (LO):</b> <ul style="list-style-type: none"> <li>- Understand how to identify and meet stakeholder needs when managing quality and service delivery</li> <li>- Understand how to manage quality and service delivery</li> <li>- Understand how to embed quality improvement and service delivery</li> </ul>		
<b>Literature:</b>		
Language in which the subject is taught: <b>Slovak, English, German</b>	Date of last modification: <b>January / 2021</b>	

<b>UNIT INFORMATION SHEET</b>		
<b>Code:</b> Ext.DM/L6E.St. II. - PLaMD	<b>Unit name:</b> PERSONAL LEADERSHIP AND MANAGEMENT DEVELOPMENT	
Field of study: <b>Management</b> Mandatory		
<b>GUARANTEE:</b>  Doc. Alica Harajová PhD.	<b>Lectors:</b> Doc. Alica Harajová PhD. PhDr. Andrej Truschel Ph.D. MBA Doc. Dušan Masár PhD.	
<b>Period of study</b> Semester: <b>3.</b> Grade: <b>BSc.</b>	Form of study: <b>Blended / External</b> Recommended range of teaching (in hours) per semester: <b>60</b>	<b>ECTS</b> 15
<b>Method of evaluation and completion of the course (Blended form):</b>  <ul style="list-style-type: none"> <li>- Quizzes</li> <li>- Live webinar or Podcast tutorial with a teacher in real time</li> <li>- E-learning without teacher supervision in real time</li> <li>- Independent learning without supervision</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that are carried out without the supervision of a trainer, trainer, tutor or other appropriate education or training provider, including cases where assessment is based on competencies, may be turn into an opportunity for learning.</p>	<b>Method of evaluation and completion of the course (Distance form):</b>  <ul style="list-style-type: none"> <li>- Supervised induction sessions</li> <li>- Learner feedback with a teacher in real time</li> <li>- Supervised independent learning</li> <li>- Classroom-based learning supervised by a teacher</li> <li>- Work-based learning supervised by a teacher</li> <li>- Live webinar or telephone tutorial with a teacher in real time</li> <li>- E-learning supervised by a teacher in real time</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.</p>	
<b>Aims:</b> This unit aims to help learners develop their own personal leadership and management skills to support the achievement of organisational objectives and personal progression.		
<b>Course contents (LO):</b> <ul style="list-style-type: none"> <li>- Understand how personal leadership and management skills support the achievement of organisational objectives</li> <li>- Be able to manage development of own personal leadership and management skills to support achievement of personal and organisational objectives</li> <li>- Be able to reflect on the effectiveness of personal development plans in developing management and leadership skills</li> </ul>		
<b>Literature:</b>		
Language in which the subject is taught: <b>Slovak, English, German</b>	Date of last modification: <b>January / 2021</b>	

<b>UNIT INFORMATION SHEET</b>		
<b>Code:</b> Ext.DM/L6E.St. II.- RP	<b>Unit name:</b> RESEARCH PROJECT	
Field of study: <b>Management</b> Mandatory		
<b>GUARANTEE:</b>  Doc. Alica Harajová PhD.	<b>Lectors:</b> Doc. Alica Harajová PhD. PhDr. Andrej Truschel Ph.D. MBA Doc. Dušan Masár PhD.	
<b>Period of study</b> Semester: <b>4.</b> Grade: <b>BSc.</b>	Form of study: <b>Blended / External</b> Recommended range of teaching (in hours) per semester: <b>60</b>	<b>ECTS</b> 15
<b>Method of evaluation and completion of the course (Blended form):</b>  <ul style="list-style-type: none"> <li>- Quizzes</li> <li>- Live webinar or Podcast tutorial with a teacher in real time</li> <li>- E-learning without teacher supervision in real time</li> <li>- Independent learning without supervision</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that are carried out without the supervision of a trainer, trainer, tutor or other appropriate education or training provider, including cases where assessment is based on competencies, may be turn into an opportunity for learning.</p>	<b>Method of evaluation and completion of the course (Distance form):</b>  <ul style="list-style-type: none"> <li>- Supervised induction sessions</li> <li>- Learner feedback with a teacher in real time</li> <li>- Supervised independent learning</li> <li>- Classroom-based learning supervised by a teacher</li> <li>- Work-based learning supervised by a teacher</li> <li>- Live webinar or telephone tutorial with a teacher in real time</li> <li>- E-learning supervised by a teacher in real time</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.</p>	
<b>Aims:</b> The aim of this unit is to develop the knowledge, understanding and skills required to produce a research question and carry out independent research using appropriate research techniques. The learner will analyse and present their research findings, evaluate the research methodology and their personal learning.		
<b>Course contents (LO):</b>  <ul style="list-style-type: none"> <li>- Be able to consider appropriate research methodologies in preparation for conducting research</li> <li>- Be able to conduct research based on the research question or hypothesis and analyse the findings</li> <li>- Be able to present findings from research investigations</li> <li>- Be able to review own personal learning</li> </ul>		
<b>Literature:</b>		
Language in which the subject is taught: <b>Slovak, English, German</b>	Date of last modification: <b>January / 2021</b>	

<b>UNIT INFORMATION SHEET</b>		
<b>Code:</b> Ext.DM/L6E.St. II.- FDMM	<b>Unit name:</b> FINANCIAL DECISION MAKING FOR MANAGERS	
Field of study: <b>Management</b> Optional		
<b>GUARANTEE:</b>  Doc. Alica Harajová PhD.	<b>Lectors:</b> Doc. Alica Harajová PhD. PhDr. Andrej Truschel Ph.D. MBA Doc. Dušan Masár PhD.	
<b>Period of study</b> Semester: <b>1.</b> Grade: <b>BSc.</b>	Form of study: <b>Blended / External</b> Recommended range of teaching (in hours) per semester: <b>60</b>	<b>ECTS</b> 15
<b>Method of evaluation and completion of the course (Blended form):</b>  <ul style="list-style-type: none"> <li>- Quizzes</li> <li>- Live webinar or Podcast tutorial with a teacher in real time</li> <li>- E-learning without teacher supervision in real time</li> <li>- Independent learning without supervision</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that are carried out without the supervision of a trainer, trainer, tutor or other appropriate education or training provider, including cases where assessment is based on competencies, may be turn into an opportunity for learning.</p>	<b>Method of evaluation and completion of the course (Distance form):</b>  <ul style="list-style-type: none"> <li>- Supervised induction sessions</li> <li>- Learner feedback with a teacher in real time</li> <li>- Supervised independent learning</li> <li>- Classroom-based learning supervised by a teacher</li> <li>- Work-based learning supervised by a teacher</li> <li>- Live webinar or telephone tutorial with a teacher in real time</li> <li>- E-learning supervised by a teacher in real time</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.</p>	
<b>Aims:</b> The learners will develop knowledge, understanding and skills required to make financial decisions to meet business needs.		
<b>Course contents (LO):</b> <ul style="list-style-type: none"> <li>- Be able to analyse published financial statements to facilitate business decision-making</li> <li>- Be able to analyse sources of finance to meet business needs</li> <li>- Be able to analyse financial information to inform decision making</li> </ul>		
<b>Literature:</b>		
Language in which the subject is taught: <b>Slovak, English, German</b>	Date of last modification: <b>January / 2021</b>	



<b>UNIT INFORMATION SHEET</b>		
<b>Code:</b> Ext.DM/L6E.St. II.- AX	<b>Unit name:</b> ACCOUNTING	
Field of study: <b>Management</b> Optional		
<b>GUARANTEE:</b>  Doc. Alica Harajová PhD.	<b>Lectors:</b> Doc. Alica Harajová PhD. PhDr. Andrej Truschel Ph.D. MBA Doc. Dušan Masár PhD.	
<b>Period of study</b> Semester: <b>2.</b> Grade: <b>BSc.</b>	Form of study: <b>Blended / External</b> Recommended range of teaching (in hours) per semester: <b>60</b>	<b>ECTS</b> 15
<b>Method of evaluation and completion of the course (Blended form):</b>  <ul style="list-style-type: none"> <li>- Quizzes</li> <li>- Live webinar or Podcast tutorial with a teacher in real time</li> <li>- E-learning without teacher supervision in real time</li> <li>- Independent learning without supervision</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that are carried out without the supervision of a trainer, trainer, tutor or other appropriate education or training provider, including cases where assessment is based on competencies, may be turn into an opportunity for learning.</p>	<b>Method of evaluation and completion of the course (Distance form):</b>  <ul style="list-style-type: none"> <li>- Supervised induction sessions</li> <li>- Learner feedback with a teacher in real time</li> <li>- Supervised independent learning</li> <li>- Classroom-based learning supervised by a teacher</li> <li>- Work-based learning supervised by a teacher</li> <li>- Live webinar or telephone tutorial with a teacher in real time</li> <li>- E-learning supervised by a teacher in real time</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.</p>	
<b>Aims:</b> The unit will enable learners to develop knowledge, understanding and skills in financial and management accounting		
<b>Course contents (LO):</b> <ul style="list-style-type: none"> <li>- Understand the principles of financial accounting and reporting</li> <li>- Be able to apply the principles of financial accounting</li> <li>- Be able to apply management accounting principles and procedures</li> </ul>		
<b>Literature:</b>		
Language in which the subject is taught: <b>Slovak, English, German</b>	Date of last modification: <b>January / 2021</b>	

<b>UNIT INFORMATION SHEET</b>		
<b>Code:</b> Ext.DM/L6E.St. II.- MFPS	<b>Unit name:</b> MANAGING FINANCE IN THE PUBLIC SECTOR	
Field of study: <b>Management</b> Optional		
<b>GUARANTEE:</b>  Doc. Alica Harajová PhD.	<b>Lectors:</b> Doc. Alica Harajová PhD. PhDr. Andrej Truschel Ph.D. MBA Doc. Dušan Masár PhD.	
<b>Period of study</b> Semester: <b>3.</b> Grade: <b>BSc.</b>	Form of study: <b>Blended / External</b> Recommended range of teaching (in hours) per semester: <b>60</b>	<b>ECTS</b> 15
<b>Method of evaluation and completion of the course (Blended form):</b>  <ul style="list-style-type: none"> <li>- Quizzes</li> <li>- Live webinar or Podcast tutorial with a teacher in real time</li> <li>- E-learning without teacher supervision in real time</li> <li>- Independent learning without supervision</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that are carried out without the supervision of a trainer, trainer, tutor or other appropriate education or training provider, including cases where assessment is based on competencies, may be turn into an opportunity for learning.</p>	<b>Method of evaluation and completion of the course (Distance form):</b>  <ul style="list-style-type: none"> <li>- Supervised induction sessions</li> <li>- Learner feedback with a teacher in real time</li> <li>- Supervised independent learning</li> <li>- Classroom-based learning supervised by a teacher</li> <li>- Work-based learning supervised by a teacher</li> <li>- Live webinar or telephone tutorial with a teacher in real time</li> <li>- E-learning supervised by a teacher in real time</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.</p>	
<b>Aims:</b> The learners will develop knowledge and understanding of finance and accountability in the public sector.		
<b>Course contents (LO):</b> <ul style="list-style-type: none"> <li>- Understand the importance of accountability in public sector finance in a national context</li> <li>- Understand how to manage financial resources in a public sector organisation</li> <li>- Understand how to manage a public sector tender process</li> </ul>		
<b>Literature:</b>		
Language in which the subject is taught: <b>Slovak, English, German</b>	Date of last modification: <b>January / 2021</b>	

<b>UNIT INFORMATION SHEET</b>		
<b>Code:</b> Ext.DM/L6E.St. II.- SX	<b>Unit name:</b> SALES	
Field of study: <b>Management</b> Optional		
<b>GUARANTEE:</b>  Doc. Alica Harajová PhD.	<b>Lectors:</b> Doc. Alica Harajová PhD. PhDr. Andrej Truschel Ph.D. MBA Doc. Dušan Masár PhD.	
<b>Period of study</b> Semester: <b>4.</b> Grade: <b>BSc.</b>	Form of study: <b>Blended / External</b> Recommended range of teaching (in hours) per semester: <b>60</b>	<b>ECTS</b> 15
<b>Method of evaluation and completion of the course (Blended form):</b>  <ul style="list-style-type: none"> <li>- Quizzes</li> <li>- Live webinar or Podcast tutorial with a teacher in real time</li> <li>- E-learning without teacher supervision in real time</li> <li>- Independent learning without supervision</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that are carried out without the supervision of a trainer, trainer, tutor or other appropriate education or training provider, including cases where assessment is based on competencies, may be turn into an opportunity for learning.</p>	<b>Method of evaluation and completion of the course (Distance form):</b>  <ul style="list-style-type: none"> <li>- Supervised induction sessions</li> <li>- Learner feedback with a teacher in real time</li> <li>- Supervised independent learning</li> <li>- Classroom-based learning supervised by a teacher</li> <li>- Work-based learning supervised by a teacher</li> <li>- Live webinar or telephone tutorial with a teacher in real time</li> <li>- E-learning supervised by a teacher in real time</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.</p>	
<b>Aims:</b> To provide learners with knowledge and understanding of sales and the principles and practices of professional selling in the business environment.		
<b>Course contents (LO):</b> <ul style="list-style-type: none"> <li>- Understand the principles of selling and different selling methods</li> <li>- Understand the principles of the sales process</li> <li>- Understand the importance of sales technologies for organisations</li> <li>- Understand the financial dimension of sales</li> <li>- Understand sales structures in organisations</li> </ul>		
<b>Literature:</b>		
Language in which the subject is taught: <b>Slovak, English, German</b>	Date of last modification: <b>January / 2021</b>	

<b>UNIT INFORMATION SHEET</b>		
<b>Code:</b> Ext.DM/L6E.St. II.- RM	<b>Unit name:</b> RISK MANAGEMENT	
Field of study: <b>Management</b> Optional		
<b>GUARANTEE:</b>  Doc. Alica Harajová PhD.	<b>Lectors:</b> Doc. Alica Harajová PhD. PhDr. Andrej Truschel Ph.D. MBA Doc. Dušan Masár PhD.	
<b>Period of study</b> Semester: <b>1.</b> Grade: <b>BSc.</b>	Form of study: <b>Blended / External</b> Recommended range of teaching (in hours) per semester: <b>60</b>	<b>ECTS</b> 15
<b>Method of evaluation and completion of the course (Blended form):</b>  <ul style="list-style-type: none"> <li>- Quizzes</li> <li>- Live webinar or Podcast tutorial with a teacher in real time</li> <li>- E-learning without teacher supervision in real time</li> <li>- Independent learning without supervision</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that are carried out without the supervision of a trainer, trainer, tutor or other appropriate education or training provider, including cases where assessment is based on competencies, may be turn into an opportunity for learning.</p>	<b>Method of evaluation and completion of the course (Distance form):</b>  <ul style="list-style-type: none"> <li>- Supervised induction sessions</li> <li>- Learner feedback with a teacher in real time</li> <li>- Supervised independent learning</li> <li>- Classroom-based learning supervised by a teacher</li> <li>- Work-based learning supervised by a teacher</li> <li>- Live webinar or telephone tutorial with a teacher in real time</li> <li>- E-learning supervised by a teacher in real time</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.</p>	
<b>Aims:</b> The aim of this unit is to help learners develop knowledge and understanding of the importance of managing risks in business organisations and enable them to develop an effective risk management plan.		
<b>Course contents (LO):</b> <ul style="list-style-type: none"> <li>- Understand the effects of risks on business organisations</li> <li>- Understand the risk management function in organisations</li> <li>- Understand approaches to crisis management and business continuity planning</li> <li>- Be able to prepare an effective risk management plan</li> </ul>		
<b>Literature:</b>		
Language in which the subject is taught: <b>Slovak, English, German</b>	Date of last modification: <b>January / 2021</b>	

<b>UNIT INFORMATION SHEET</b>		
<b>Code:</b> Ext.DM/L6E.St. II.- PM	<b>Unit name:</b> PROJECT MANAGEMENT	
Field of study: <b>Management</b> Optional		
<b>GUARANTEE:</b>  Doc. Alica Harajová PhD.	<b>Lectors:</b> Doc. Alica Harajová PhD. PhDr. Andrej Truschel Ph.D. MBA Doc. Dušan Masár PhD.	
<b>Period of study</b> Semester: <b>2.</b> Grade: <b>BSc.</b>	Form of study: <b>Blended / External</b> Recommended range of teaching (in hours) per semester: <b>60</b>	<b>ECTS</b> 15
<b>Method of evaluation and completion of the course (Blended form):</b>  <ul style="list-style-type: none"> <li>- Quizzes</li> <li>- Live webinar or Podcast tutorial with a teacher in real time</li> <li>- E-learning without teacher supervision in real time</li> <li>- Independent learning without supervision</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that are carried out without the supervision of a trainer, trainer, tutor or other appropriate education or training provider, including cases where assessment is based on competencies, may be turn into an opportunity for learning.</p>	<b>Method of evaluation and completion of the course (Distance form):</b>  <ul style="list-style-type: none"> <li>- Supervised induction sessions</li> <li>- Learner feedback with a teacher in real time</li> <li>- Supervised independent learning</li> <li>- Classroom-based learning supervised by a teacher</li> <li>- Work-based learning supervised by a teacher</li> <li>- Live webinar or telephone tutorial with a teacher in real time</li> <li>- E-learning supervised by a teacher in real time</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.</p>	
<b>Aims:</b> The aim of this unit is to enable learners to understand the process of identifying appropriate and feasible projects. Learner will also understand how the projects can be planned and monitored in order to achieve business objectives.		
<b>Course contents (LO):</b> <ul style="list-style-type: none"> <li>- Be able to analyse business objectives to identify potential projects, their feasibility and the methodology which may be used</li> <li>- Be able to design systems and plans for initiating and managing projects</li> <li>- Understand how to monitor and control the progress of projects</li> <li>- Understand how to close and review the success of a project</li> </ul>		
<b>Literature:</b>		
Language in which the subject is taught: <b>Slovak, English, German</b>	Date of last modification: <b>January / 2021</b>	

<b>UNIT INFORMATION SHEET</b>		
<b>Code:</b> Ext.DM/L6E.St. II.- LSCHM	<b>Unit name:</b> LOGISTICS AND SUPPLY CHAIN MANAGEMENT	
Field of study: <b>Management</b> Mandatory		
<b>GUARANTEE:</b>  Doc. Alica Harajová PhD.	<b>Lectors:</b> Doc. Alica Harajová PhD. PhDr. Andrej Truschel Ph.D. MBA Doc. Dušan Masár PhD.	
<b>Period of study</b> Semester: <b>3.</b> Grade: <b>BSc.</b>	Form of study: <b>Blended / External</b> Recommended range of teaching (in hours) per semester: <b>60</b>	<b>ECTS</b> 15
<b>Method of evaluation and completion of the course (Blended form):</b>  <ul style="list-style-type: none"> <li>- Quizzes</li> <li>- Live webinar or Podcast tutorial with a teacher in real time</li> <li>- E-learning without teacher supervision in real time</li> <li>- Independent learning without supervision</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that are carried out without the supervision of a trainer, trainer, tutor or other appropriate education or training provider, including cases where assessment is based on competencies, may be turn into an opportunity for learning.</p>	<b>Method of evaluation and completion of the course (Distance form):</b>  <ul style="list-style-type: none"> <li>- Supervised induction sessions</li> <li>- Learner feedback with a teacher in real time</li> <li>- Supervised independent learning</li> <li>- Classroom-based learning supervised by a teacher</li> <li>- Work-based learning supervised by a teacher</li> <li>- Live webinar or telephone tutorial with a teacher in real time</li> <li>- E-learning supervised by a teacher in real time</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.</p>	
<b>Aims:</b> This unit will allow learners to gain knowledge and understanding of why supply chains are important to business organisations. The unit will allow learners to gain an understanding of how to resolve strategic supply chain management issues and to consider the impact of technology on supply chains.		
<b>Course contents (LO):</b> <ul style="list-style-type: none"> <li>- Understand theories of supply chain management and their contribution to achieving business objectives</li> <li>- Understand the role of logistics in supply chain management</li> <li>- Understand the role information technology plays in supply chain management</li> </ul>		
<b>Literature:</b>		
Language in which the subject is taught: <b>Slovak, English, German</b>	Date of last modification: <b>January / 2021</b>	

<b>UNIT INFORMATION SHEET</b>		
<b>Code:</b> Ext.DM/L6E.St. II.- HRM	<b>Unit name:</b> HUMAN RESOURCE MANAGEMENT	
Field of study: <b>Management</b> Optional		
<b>GUARANTEE:</b>  Doc. Alica Harajová PhD.	<b>Lectors:</b> Doc. Alica Harajová PhD. PhDr. Andrej Truschel Ph.D. MBA Doc. Dušan Masár PhD.	
<b>Period of study</b> Semester: <b>4.</b> Grade: <b>BSc.</b>	Form of study: <b>Blended / External</b> Recommended range of teaching (in hours) per semester: <b>60</b>	<b>ECTS</b> 15
<b>Method of evaluation and completion of the course (Blended form):</b>  <ul style="list-style-type: none"> <li>- Quizzes</li> <li>- Live webinar or Podcast tutorial with a teacher in real time</li> <li>- E-learning without teacher supervision in real time</li> <li>- Independent learning without supervision</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that are carried out without the supervision of a trainer, trainer, tutor or other appropriate education or training provider, including cases where assessment is based on competencies, may be turn into an opportunity for learning.</p>	<b>Method of evaluation and completion of the course (Distance form):</b>  <ul style="list-style-type: none"> <li>- Supervised induction sessions</li> <li>- Learner feedback with a teacher in real time</li> <li>- Supervised independent learning</li> <li>- Classroom-based learning supervised by a teacher</li> <li>- Work-based learning supervised by a teacher</li> <li>- Live webinar or telephone tutorial with a teacher in real time</li> <li>- E-learning supervised by a teacher in real time</li> <li>- Final evaluation: Exam</li> </ul> <p>All forms of assessment that take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.</p>	
<b>Aims:</b> The aim of this unit is to develop knowledge understanding and skills in human resource management and consider contemporary issues that affect human resource management within organisations.		
<b>Course contents (LO):</b> <ul style="list-style-type: none"> <li>- Understand how human resource management contributes to organisational effectiveness</li> <li>- Understand the formulation and implementation of human resource management plans</li> <li>- Understand contemporary issues affecting human resource management in organisations</li> </ul>		
<b>Literature:</b>		
Language in which the subject is taught: <b>Slovak, English, German</b>	Date of last modification: <b>January / 2021</b>	