

COURSES TAUGHT AT THE INSTITUTE OF LIFELONG LEARNING

	CODE	TITLE OF THE COURSE	SEMESTER	ECTS
1	<u>CS - AJ</u>	<u>Basic of Communication Skills</u>	W or S	3
2	<u>CO-AJ</u>	<u>Coaching</u>	S	4
3	<u>FC-AJ</u>	<u>Fundamentals of Counselling</u>	W or S	3
4	<u>HE-AJ</u>	<u>History of Education</u>	W or S	3
5	<u>ER - AJ</u>	<u>Introduction to Educational Research</u>	W or S	4
6	<u>PB - AJ</u>	<u>Psychology in business relations</u>	W or S	4
7	<u>SJ - AJ</u>	<u>Social Psychology</u>	W or S	4
8	<u>PG - AJ</u>	<u>Pedagogy</u>	W or S	5

Instructions

- Please be careful with selecting courses. "W" stands for winter semester, which is semester from September to February, and "S" stands for summer semester, which is semester from February to August.
- All courses are taught in the form of consultations and are intended for undergraduate students.

1. CS - AJ Basic of Communication Skills

Teacher: Mgr. Martin Pírko (Department of Social Science)

Semester: W or S

Hours of lectures/seminars per week: 1/0

ECTS Credits: 3

Aim of the course and learning outcomes: The aim of the course is for students to gain relevant theoretical knowledge in communications skills and enhance their own communication skills under supervision of trained counsellor. Course will be conducted in individual (or small group) consultations and it will require reading and writing texts concerning communication skills (in English) and other practical preparations for consultations (various ways of self-checking and self-reporting).

Course content:

1. Interview Skills
2. Active Listening and Empathy Training
3. Argumentation
4. Skills concerning providing and receiving feedback
5. Assertive communication skills

2. CO-AJ Coaching

Teacher: Mgr. David Kryštof, Ph.D., PCC (Department of Social Science)

Semester: S

Hours of lectures/seminars per week: 1/0

ECTS Credits: 4

Aim of the course and learning outcomes: The aim of the course is to teach the participants the basics of the coaching approach and to support their competences defined by the largest federation of coaches - the International Coach Federation. Attention will be focused both on the coach's personality and the development possibilities of the other person. Participants will learn how to practically conduct a coaching conversation, how to support another person in the learning process, how to communicate effectively with another person and how to support them in their growth. The course will be realized in small groups, or individually by consultations.

Course content:

1. Ethical Practice
2. Embodies a Coaching Mindset
3. Establishes and Maintains Agreements
4. Cultivates Trust and Safety
5. Maintains Presence
6. Listens Actively
7. Evokes Awareness
8. Facilitates Client Growth

3. FC-AJ Fundamentals of Counselling

Teacher: Mgr. Martina Miškelová
Department of Social Science
Semester: W or S
Hours of lectures/seminars per week: 1/0
ECTS Credits: 3

Aim of the course and learning outcomes: This subject focuses on the basic theoretical and practical issues and topics dealing with counselling (mainly andragogic and lifelong counselling for adults). It provides the students with the fundamental information on types of counselling services for adults, the main objectives of the counselling process, the methods used in counselling (both individual and group activities), it also provides basic view on the counsellor – client relationship with regards to the main objectives and specifics of various target groups.

Course content:

1. Fundamentals of counselling (andragogic / lifelong counselling)
2. Types of counselling for adults (career, professional, social, psychological etc.)
3. Counselling process (objectives, purpose, forms, functions, institutional background)
4. Methods used in counselling (individual and group activities)
5. Counsellor – client relationship and their roles, counselling interview (with regards to various target groups and type of counselling)
6. Target groups in counselling (employees, unemployed, students, various social groups etc.)

4. HE-AJ History of Education

Teacher: Mgr. et Mgr. Michal Šimáně, Ph.D.
Semester: W or S
Hours of lectures/seminars per week: 1/0
ECTS Credits: 3

Aim of the course and learning outcomes: The aim of the course is to provide an overview of the development of education and pedagogical thinking throughout history. Specifically, from the times of oriental despotism (ancient Sumer, Egypt), ancient Greece and Rome through the Middle Ages to the period of totalitarian regimes of the 20th century. Part of the subject will also be an excursion into the methodology of historical-pedagogical research focused on sources of historical research and institutions preserving these sources about the past, as well as on methods and approaches of researching the history of pedagogy, such as the history of everyday life, oral history or visual history. The subject will be based on the reading of English scholarly texts followed by discussion and the preparation of an essay on a chosen topic from the history of education.

Course content:

1. Sources of historical-pedagogical research
2. Methods and approaches of historical-pedagogical research
3. The history of education in oriental despotisms
4. History of education in ancient Greece and Rome
5. Medieval education, chivalric education, establishment of universities
6. The beginnings of schooling and the development of mass education
7. Education during totalitarian regimes

5. ER - AJ Introduction to Educational Research

Teacher: Mgr. et Mgr. Michal Šimáně, Ph.D.
Department of Social Science

Semester: W or S

Hours of lectures/seminars per week: 1/1

ECTS Credits: 4

Aim of the course and learning outcomes: Introduction to the problem of scientific work and pedagogical research; specificity of quantitative, qualitative and mixed research design; gaining information about basic research technics used in pedagogical research; development of skills connected with data analysis and interpretation and writing research report.

Course content:

1. Aims of pedagogical researches; science and scientific theories, scientific work in accordance with findings making
2. Chronology of scientific work and scientific research; its periods and characteristics
3. Information research preparation and research project
4. Research problem
5. Types of researches in pedagogy; quantitative and qualitative research, their theory and methodology
6. Quantitative research (types of parameters, hypotheses, research file, validity and reliability of research instrument, research methods used in quantitative research and their specifics, data processing and interpretation)
7. Qualitative research (criteria for qualitative research, designs of qualitative research, methods of data gaining, analysis of qualitative data)
8. Writing research report

6. PB - AJ Psychology in business relations

Teacher: Mgr. Martin Pírko
Department of Social Science
Semester: W or S
Hours of lectures/seminars per week: 1/1
ECTS Credits: 4

Aim of the course and learning outcomes: This course suppose prepare students for successful behavior in business, develop their competence and successful merchant seller skills.

Course content:

1. Psychology in business
2. Strategy and tactics of business conduct
3. Phases of trade negotiations
4. Business behavior
5. Business Communications
6. Presentation in the course of trade
7. Ethics and etiquette in business
8. Psychology of personal selling
9. Preparation of sale
10. Sale
11. Customer Care
12. Success and failure in sales

7. SJ - AJ Social Psychology

Teacher: Mgr. Martin Pírko
Department of Social Science
Semester: W or S
Hours of lectures/seminars per week: 1/1
ECTS Credits: 4

Aim of the course and learning outcomes: The aim is to provide students with basic knowledge in the field of social psychology relating to the education of secondary school students.

Course content:

1. Social Psychology (allowance 2/2)
2. Methods of Social Psychology (allowance 4/4)
3. Socialization (allowance 4/4)
4. Social perception (allowance 4/4)
5. Social groups (allowance 6/6)
6. Social psychology of family (allowance 4/4)
7. Social psychology of teaching and school (allowance 4/4)

8. PG – AJ Pedagogy

Teacher: Mgr. et Mgr. Lenka Kamanová, Ph.D.
Department of Social Science

Semester: W or S

Hours of lectures/seminars per week: 1/1

ECTS Credits: 5

Aim of the course and learning outcomes: The course will focus on basic anchoring of pedagogy as a scientific discipline, on the main pedagogical trends of the 20th century and on the topics of contemporary pedagogy. In the course we will also focus on basic pedagogical categories. The course also aims to introduce the education system in the Czech Republic, which students will be able to see in real practice through excursions.

Course content:

1. Pedagogy as a science
2. Pedagogical trends of the 20th century
3. Basic concepts and categories of pedagogy
4. Topics of contemporary pedagogy
5. Teaching profession
6. The educational system in the Czech Republic
7. Excursion to kindergarten, elementary school and high school