**CATALOGUE OF KNOWLEDGE**

**1. NAME OF THE SUBJECT**

**PRACTICAL EDUCATION: BUSINESS AND ECONOMICS**

**2. GENERAL OBJECTIVES**

The overall objectives of the course are:

• the quality of interpersonal and business communication;

• developing responsibility for planned and organised work;

• developing an active approach in identifying sources of information and knowledge;

• developing awareness of the importance of quality of interpersonal relationship and teamwork;

• creating opportunities for involvement in the processes of the group and organisation;

• coping with stressful situations;

• learning about the elements of a successful management,

• controlling of the categories of economics, finance, markets, resources, costs, and production / services;

• Introduction to indicators for assessing business enterprises;

• management strategies, project management;

• developing awareness of the importance of entrepreneurship.

**3. THE SUBJECT SPECIFIC COMPETENCES**

In the course the student acquires the following competences in addition to the generic subject specific competences:

• effective integration of communication and relationship within the group and organisation;

• mastery of basic indicators and approaches to quality management staff;

• cooperativeness and teamwork;

• a systematic approach to planning, organising, leadership and decision-making (entrepreneurial competence);

• ability to create, acquire and transfer of knowledge and change their own behavior and encourage changes in the organisation

• integration into business processes;

• systematic approach to the planning of enterprises in connection with the ethical principles and work to protect natural values, biodiversity, management of renewable energy sources;

• the ability to independently create reports, analysis, indicators and their interpretation;

• ability to manage projects in the field of protection of natural values, activities in protected area and management of the renewable energy sources.

**4. OPERATIONAL OBJECTIVES**

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| **INFORMATIVE OBJECTIVES** | **FORMATIVE OBJECTIVES** |
| Student: | Student: |
| People in the organization | |
| * recognises the importance of management and human resource management; * learns about the structure and functioning of the human personality; * recognises the importance of systematization of jobs; * knows the approaches to quality organisation of his/her own work and time; * gets to know the process of organising work and delegating tasks within the group; * recognises and understands the reasons for the determination of employee performance; * Explains the tools / methods for monitoring and identifying performance. | - creates a career plan;  - draws procedure for obtaining (attracting) and the selection of a new employee for employment in the field of protection of natural values,  - draws the structure of small businesses and classification of jobs in the field of renewable energy activities in protected areas,  - draws up an action plan of work (plan) in the field of renewable energy, protection of natural values,  - produces tools for monitoring and recording performance |
| Motivation and motivating employees | |
| * explains the motivational mechanisms of individuals and organisations; * recognises the usefulness of motivational theories; * recognises the role of management in creating and maintaining motivation. | * uses praise and criticism as a tool to motivate peple in practice, * selects an effective tool for motivating; * evaluates the motivation in working to protect natural values, biodiversity in relation to ethical principles. |
| Leadership | |
| * explains the functions of governance, management, leadership, entrepreneurship; * explains the importance of communication and motivation as management tools; * realises the use of different management approaches. | * schedules (own) competencies for leadership, * selects and uses a corresponding approach (method) management at work in the field of protection of natural values, biodiversity, and management of renewable energy sources, * identifies and assesses the quality of governance in relation to ethical principles. |
| Stressful situations |  |
| * learns about the reasons of stress; * differentiates between various stressful situations; * learns how to eliminate stress. | * selects appropriate approaches to resolve stressful situations. |
| Organisational culture | |
| * knows and understands the elements of organisational culture; * understands the factors and processes that affect the design or changes in the culture. | - develops the basic rules of business culture;  - plans to change the culture of the organisation (with the introduction of changes in management, interpersonal, organisational, teamwork ...). |
| Economics | |
| * explains the company's assets through knowledge of the components of the balance sheet and profit and loss account; * justifies the value of the company; * learns about the basic characteristics of capital and financial markets; * learns about starting businesses, entrepreneurship and management in the field of nature conservation work in protected areas, management of renewable energy sources; * knows the market and market developments. | * elaborates calculations with different costs and different methods of cost recovery; * analyses data and information for making business decisions, especially with a sense of activity in the field of protection of natural values; * draws up a business plan in the field of activities in protected area management with renewable energy sources. |
| Project management | |
| * acquires basic knowledge in the field of management and protection of natural values; * learns about the various forms and stages of projects; * learns about the different project organisations; * learns to analyze the project work. | * participates in project realization * -establishes a project team; * -draws a schedule and identifies resources; * analyses and evaluates the effectiveness of the project. |

**6. OBLIGATIONS OF STUDENTS AND SPECIAL FEATURES IN PERFORMANCE**

The total of 90 hours of the student's work in the company amounts to 3 credits. It is required that the presentation of the report on a practical training under the mentorship of the company and mentor at school is carried out.