

Masaryk Business Academy, Rakovník, Pražská 1222

About our school:

Location: Central Bohemia – 50 km west of Prague, the capital city.
Secondary school with a long tradition (founded in 1919).
26 teachers and 2 members of office staff are employed at this school.
Contacts: e-mail – moa@moarako.cz, phone - +420313512232

Age of our students: 15 – 19.
350 students studying in 12 classes comprise 25% boys.
The length of study: 4 years.

Specialization: Economics

2 branches of study: 1) Business Academy
(focus on practical skills / office work, enterprising)
2) Economic Lyceum
(focus both on practical skills and further university study)

Major subjects in school curriculum:

Foreign languages – English and German, ICT, economics, accounting, geography, history, business correspondence, PE and sports.

Extracurricular activities:

Sports and games – volleyball, floorball, table tennis, football, ice-hockey, aerobics.
Cooperation with our Twin Schools in The United Kingdom (Robert Pattinson School in Lincoln) and Germany (Staatliche Realschule In Hilpolstein).

We are ready to expand our international cooperation - the school is well-equipped with ICT, we consider it a new challenge to be in touch by means of electronic communication and video conference - to compare our cultures and life of young people.

PROFILE OF SKILLS AND COMPETENCES

Business Academy

General competences:

- to be well informed about culture, history and the present-day Czech nation within a European and world context;
- to express views and attitudes verbally and in writing, to communicate in 2 foreign languages;
- to be able to adapt to the changing conditions of life and work, to work well in a team, and be responsible for assigned tasks;
- to work with information, to use ICT;
- to be able to use basic mathematics and basic principles of physics and chemistry when needed;
- to apply the current rights and duties of employers and employees, to be able to apply for a job;
- to act in an environmentally-conscious manner and in compliance with strategies for sustainability;
- to learn to apply the fundamentals of the first aid, occupational safety, and fire prevention and safety.

Vocational competences:

- to work with applicable legal regulations;
- to draft and type on PC general documents in compliance with a standardized layout;
- to work out accounting documents and reports, to keep tabs on tax records, to keep accounting and computer accounting
- to carry out simple market research;
- to calculate taxes (VAT, income tax);
- to be well-informed about bank operations;

- to use basic knowledge of sales psychology when dealing with clients and customers;
- to represent the company well in public and contribute to company image in a positive way.

Economic Lyceum

General competences:

- to be well informed about culture, history and the present-day Czech nation within a European and world context;
- to express views and attitudes verbally and in writing, to communicate in two foreign languages;
- to be able to adapt to the changing conditions of life and work, to work well in a team and be responsible for assigned tasks;
- to work with information, to use ITC;
- to be able to use basic mathematics and the basic principles of physics and chemistry when needed;
- to apply the current rights and duties of employers and employees and to be able to apply for a job
- to act in an environmentally-conscious manner and in compliance with strategies for sustainability;
- to learn to apply the fundamentals of the first aid, occupational safety, and fire prevention and safety.

Vocational competences:

- to adapt to the conditions of tertiary studies, especially in economics and law;
- to apply knowledge of economics, law, and marketing when dealing with economic issues;
- to work with sources of economic and legal information, to be able to look up necessary information;
- to process, interpret and use the information correctly, to present effectively the results of our own work;
- to apply a business approach when dealing with clients and business contacts;
- to monitor important national, European and world economic events;
- to be well informed about the financial market;
- to manage routine account transactions;
- to master electronic typing, to be able to draft documents in a standardized layout.

RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE SCHOOL LEAVING CERTIFICATE

The graduate is prepared to take further courses of study, especially in economics and law. If a graduate enters the labour market directly, they can perform administrative, secretarial, analytical, organizational and counselling duties in trade firms, services, tourism, public administration, etc.

Examples of possible work positions: administrative staff, organizational staff, personal assistant, economist, accountant, finance officer or advisor, marketing officers, sales representatives, statistician, bank and insurance officers etc.