1. Banking
   a) Types of bank
   b) Services offered by commercial banks
   c) Basic types of accounts and central bank

2. Business correspondence
   a) Work with computer
   b) Commercial correspondence
   c) Office equipment

3. Office and communication
   a) Office equipment
   b) Telephoning
   c) Curriculum vitae

4. Mass media
   a) Printed media
   b) Broadcast media
   c) The Internet

5. Advertising
   a) Purpose of advertising
   b) Forms of advertising, psychological strategies
   c) Benefits and criticism

6. Basic legal concepts I.
   a) Sources of modern law
   b) The court system in the Czech Republic
   c) Constitution, the President

7. The Ústí region
   a) General facts
   b) The economy of the region
   c) Problems of the region
8. **Racism and group on the verge**
   a) Racism – definition, reason
   b) Homeless people
   c) Drug and alcohol addicted people

9. **Family law**
   a) Definition of family
   b) Family as a legal institution, marriage and divorce law
   c) Protection of children

10. **Taxes and national budget**
    a) Definition and purpose, basic terms
    b) Taxes in the Czech Republic
    c) National budget

11. **Basic concepts in business**
    a) The purpose of economic activity
    b) Economic system
    c) Economics and related terms

12. **Basic legal concepts II.**
    a) Types of states
    b) Legislation of the Czech Republic
    c) The President, State’s offices

13. **The European Union I.**
    a) General facts, Institutions
    b) The budget of the European Union
    c) The single currency

14. **The European Union II.**
    a) The European Parliament
    b) The Council of the EU
    c) The European Commission, The European Court of Justice

15. **Criminal law**
    a) Introducing to Criminal law
    b) Crimes against property and person
    c) Defences to Crimes

16. **Labour law**
    a) Labour and employment law
    b) Collective bargaining
    c) Right and duties of employees and employers
17. Law of social policy
   a) Social policy
   b) Social insurance
   c) State social support

18. Law of will and property law
   a) Law of will
   b) Groups of heritage
   c) Property of law

19. Civil law
   a) Introducing to civil procedure
   b) Pre-trial proceeding
   c) Trial

20. Company law
   a) Business Organizations in the Czech Republic
   b) Limited liability company, joint-stock company
   c) Limited partnership, commercial partnership and co-operative