

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-M2I/14	<b>Course name:</b> Computer Essentials ECDL-M2 (distance)
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 1	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 18.03.2014	
<b>Approved:</b>	

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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-M2z/14	<b>Course name:</b> Computer Essentials ECDL-M2 (distance)
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 1	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 06.03.2014	
<b>Approved:</b>	

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-M12/14	<b>Course name:</b> IT Security ECDL-M12 (distance)
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 1	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 18.03.2014	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-M12z/14	<b>Course name:</b> IT Security ECDL-M12 (distance)
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 1	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 06.03.2014	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-M7I/14	<b>Course name:</b> Online Essentials ECDL-M7 (distance)
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 1	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 18.03.2014	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-M7z/14	<b>Course name:</b> Online Essentials ECDL-M7 (distance)
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 1	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 06.03.2014	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-M6I/14	<b>Course name:</b> Presentation ECDL-M6 (distance)
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 1	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 18.03.2014	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-M6z/14	<b>Course name:</b> Presentation ECDL-M6 (distance)
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 1	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 06.03.2014	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-M4I/14	<b>Course name:</b> Spreadsheets ECDL-M4 (distance)
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 1	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 18.03.2014	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-M4z/14	<b>Course name:</b> Spreadsheets ECDL-M4 (distance)
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 1	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 06.03.2014	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-TM12I/14	<b>Course name:</b> Testing ECDL-M12
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 0	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 18.03.2014	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-TM12z/14	<b>Course name:</b> Testing ECDL-M12
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 0	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 07.03.2014	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-TM21/14	<b>Course name:</b> Testing ECDL-M2
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 0	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 17.03.2014	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-TM2z/14	<b>Course name:</b> Testing ECDL-M2
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 0	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-TM31/14	<b>Course name:</b> Testing ECDL-M3
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 0	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 18.03.2014	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-TM3z/14	<b>Course name:</b> Testing ECDL-M3
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 0	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-TM4I/14	<b>Course name:</b> Testing ECDL-M4
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 0	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-TM4z/14	<b>Course name:</b> Testing ECDL-M4
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 0	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-TM51/14	<b>Course name:</b> Testing ECDL-M5
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 0	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 18.03.2014	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-TM5z/14	<b>Course name:</b> Testing ECDL-M5
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 0	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 07.03.2014	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-TM6I/14	<b>Course name:</b> Testing ECDL-M6
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 0	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 18.03.2014	
<b>Approved:</b>	

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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-TM6z/14	<b>Course name:</b> Testing ECDL-M6
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 0	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 07.03.2014	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-TM71/14	<b>Course name:</b> Testing ECDL-M7
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 0	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 18.03.2014	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-TM7z/14	<b>Course name:</b> Testing ECDL-M7
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 0	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 07.03.2014	
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<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-M5I/14	<b>Course name:</b> Using Databases ECDL-M5 (distance)
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 1	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 18.03.2014	
<b>Approved:</b>	

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-M5z/14	<b>Course name:</b> Using Databases ECDL-M5 (distance)
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 1	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 06.03.2014	
<b>Approved:</b>	

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-M3/14	<b>Course name:</b> Word Processing ECDL-M3 (distance)
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 1	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 18.03.2014	
<b>Approved:</b>	

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b> Faculty of Public Administration	
<b>Course ID:</b> CCV/ ECDL-M3z/14	<b>Course name:</b> Word Processing ECDL-M3 (distance)
<b>Course type, scope and the method:</b> <b>Course type:</b> <b>Recommended course-load (hours):</b> <b>Per week: Per study period:</b> <b>Course method:</b> combined	
<b>Number of credits:</b> 1	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b>	
<b>Learning outcomes:</b>	
<b>Brief outline of the course:</b>	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b> Total number of assessed students: 0	
<b>Provides:</b>	
<b>Date of last modification:</b> 06.03.2014	
<b>Approved:</b>	