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## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b>	
<b>Course ID:</b> KPPaPZ/ECO-C4/14	<b>Course name:</b> Communication ECo-C4
<b>Course type, scope and the method:</b> <b>Course type:</b> Practice <b>Recommended course-load (hours):</b> <b>Per week:</b> 2 <b>Per study period:</b> 28 <b>Course method:</b> combined, present	
<b>Number of ECTS credits:</b> 4	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> I., N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b> Active participation and related fulfillment of assignments during semester (absence is allowed max. 90 min.). Current adjustments to the implementation of the course in connection with the current order of the Rector and the exact criteria and method of evaluation are listed in the electronic bulletin board of the course.	
<b>Learning outcomes:</b> The graduate of the course will gain quality theoretical information about the basics of verbal and nonverbal communication, rhetoric and methods of visualization. They will learn how to communicate effectively with others in practice, how to prevent possible misunderstandings, which will contribute to the development of his/her social and professional skills. Teaching is a combination of interesting interpretation accompanied by many audiovisual methods and experiential activities. Within them, students will practice their communication skills and receive valuable feedback from the lecturer and course participants.	
<b>Brief outline of the course:</b> Basics of communication (Transmitter-receiver principle, "What is said is not equal to what has been heard", "Internal dialogue", Know the concept of communication, What is internal dialogue? How to communicate?), Actively listen (Ignore distractions, Do not judge immediately, Observe views and posture, Repeat heard, Do not interrupt, Recognize and name the most important criteria of active listening), Misunderstandings (How misunderstandings arise, Prevent misunderstandings, Know why misunderstandings can occur and know how to prevent them), Body language (What is body language, Active passive body language, Upright posture, Being fit, doing a good figure, body care, ... "Clothes make a person", Name the signs of physical expression. Name and describe the disadvantages of fake body expression. Explain the difference between active and passive body expression) , Personality development (Voices in us, "child in me" - identification of one's own personality, Examples), Rhetoric (History of rhetoric, What is rhetoric, Vigor, promptness - assumptions, techniques, prompt reactions, Master the history of rhetoric, understand the concept of rhetoric, master the techniques for prompt and vigorous action), Visualization - optical display (What is visualization, Classical media - whiteboard, magnetic board, notice board fl (flipchart, Based on computer technology - PC + Beamer), Where can I find these media applications?	

Understand the concept of visualization, know how to name visual media, know where and how these can be used).	
<b>Recommended literature:</b> VÝROST, Jozef - SLAMĚNÍK, Ivan. Sociální psychologie. 2., přepr. a rozš. vyd. Praha : GRADA, 2008. 408 s. VÝROST, Jozef - SLAMĚNÍK, Ivan. Aplikovaná sociální psychologie I : Člověk a sociální instituce. 1. vyd. Praha : Portál, 1998. 384 s. ISBN 80-7178-269-6. KOMÁRKOVÁ, Růžena - SLAMĚNÍK, Ivan - VÝROST, Jozef. Aplikovaná sociální psychologie III : Sociálněpsychologický výcvik. 1. vyd. Praha : Grada Publishing, 2001. 224 s. VÝROST, Jozef - SLAMĚNÍK, Ivan. Aplikovaná sociální psychologie II. 1. vyd. Praha : Grada Publishing, 2001. 260 s.	
<b>Course language:</b> slovak	
<b>Notes:</b> After passing the certification exams from all 4 modules (Teamwork, Selfmarketing, Conflict Management, Communication) the student will receive an ECo-C card and an ECo-C certificate.	
<b>Course assessment</b> Total number of assessed students: 36	
abs	n
69.44	30.56
<b>Provides:</b> Mgr. Lucia Barbierik, PhD.	
<b>Date of last modification:</b> 16.02.2021	
<b>Approved:</b>	

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b>	
<b>Course ID:</b> KPPaPZ/EC0-C3/14	<b>Course name:</b> Conflict Management ECo-C3
<b>Course type, scope and the method:</b> <b>Course type:</b> Practice <b>Recommended course-load (hours):</b> <b>Per week:</b> 2 <b>Per study period:</b> 28 <b>Course method:</b> combined, present	
<b>Number of ECTS credits:</b> 4	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> I., 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: 72	
abs	n
93.06	6.94
<b>Provides:</b> Mgr. Ondrej Kalina, PhD.	
<b>Date of last modification:</b> 10.02.2021	
<b>Approved:</b>	

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b>	
<b>Course ID:</b> KPPaPZ/ECO-C2/14	<b>Course name:</b> Self Marketing ECo-C2
<b>Course type, scope and the method:</b> <b>Course type:</b> Practice <b>Recommended course-load (hours):</b> <b>Per week: 2 Per study period: 28</b> <b>Course method:</b> combined, present	
<b>Number of ECTS credits:</b> 4	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> I., N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b> Active participation and related completing of assignments during semester (absence is allowed max. 90 min.). Any adjustments to the implementation of the course in accordance with the current order of the Rector and the exact criteria and method of evaluation are listed in the electronic board of the course.	
<b>Learning outcomes:</b> The graduate of the course will gain quality theoretical information about the basic rules of self-marketing as well as knowledge of personal and communication area. They will understand their competencies, goals and learn how to make their strengths visible, which will not only contribute to the development of his social and professional skills but also improve the possibilities of his application in the labor market. Teaching is a combination of engaging interpretation accompanied by many audiovisual methods and experiential activities. Within them, students will practice their social skills and receive valuable feedback from the lecturer and course participants.	
<b>Brief outline of the course:</b> What is marketing? (What is marketing, Marketing - Mix, Be able to explain the terms: marketing and marketing-mix), Basics of self-marketing (Personal opinion is crucial, Goal setting, Proper use of opportunities - "finally my dream job", Be able to understand and explain the basic assumptions of good self-marketing ), Me and my influence (What can I offer? What does he / she have unlike me? How do others see me? Ability to defend one's own opinion, Positively think! Knowing to explore oneself - what options do I have?), Competence (I know what I am talking about! To have your own opinion, I can withstand criticism, I am a team player, Competence at work is important - this is how I put my optimal knowledge in practice), Draw attention to myself (Voice and choice of words, Active in meetings, Successfully present, Know the possibilities to correctly present one's own person and understand them).	
<b>Recommended literature:</b> VÝROST, Jozef - SLAMĚNÍK, Ivan. Sociální psychologie. 2., přepr. a rozš. vyd. Praha : GRADA, 2008. 408 s. VÝROST, Jozef - SLAMĚNÍK, Ivan. Aplikovaná sociální psychologie I : Člověk a sociální instituce. 1. vyd. Praha : Portál, 1998. 384 s. ISBN 80-7178-269-6.	

KOMÁRKOVÁ, Růžena - SLAMĚNÍK, Ivan - VÝROST, Jozef. Aplikovaná sociální psychologie III : Sociálněpsychologický výcvik. 1. vyd. Praha : Grada Publishing, 2001. 224 s.  
VÝROST, Jozef - SLAMĚNÍK, Ivan. Aplikovaná sociální psychologie II. 1. vyd. Praha : Grada Publishing, 2001. 260 s.

**Course language:**

slovak

**Notes:**

After passing the certification exams from all 4 modules (Teamwork, Selfmarketing, Conflict Management, Communication) the student will receive an ECo-C card and an ECo-C certificate.

**Course assessment**

Total number of assessed students: 49

abs	n
73.47	26.53

**Provides:** doc. PhDr. Beata Gajdošová, PhD., Mgr. Lucia Barbierik, PhD.

**Date of last modification:** 16.02.2021

**Approved:**

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b>	
<b>Course ID:</b> KPPaPZ/EC0-C1/14	<b>Course name:</b> Team Work ECo-C1
<b>Course type, scope and the method:</b> <b>Course type:</b> Practice <b>Recommended course-load (hours):</b> <b>Per week:</b> 2 <b>Per study period:</b> 28 <b>Course method:</b> combined, present	
<b>Number of ECTS credits:</b> 4	
<b>Recommended semester/trimester of the course:</b>	
<b>Course level:</b> I., N	
<b>Prerequisites:</b>	
<b>Conditions for course completion:</b> Active participation, elaboration of an assignment - a case study	
<b>Learning outcomes:</b> Acquisition of knowledge in the field of teamwork. Mastering the basic rules, preparedness for challenges in personal and professional life. The student will acquire transferable skills increasing the possibilities of its application in all areas of practice.	
<b>Brief outline of the course:</b> How teamwork works, What is a team, team development (How teamwork works, Boundary conditions of teamwork, Advantages and disadvantages of teamwork, The team must develop, Where will the team apply? Types of teams, Teamwork will improve corporate structures - why? What makes a good team? - Who is a good team player? Team spirit - feeling "all of us" instead of feeling "myself", Team communication), Team development through team training (Options, What does it mean to be able to team? Feedback) , Team Leader (The role of the team leader, What is expected of him, Tasks of a team leader, What qualities should a good leader have), Evaluation of team performance (Remuneration according to results, Team-based motivational systems), Conditions for successful team activity (Communication, Acceptance - acceptability, Autonomy, Structure, Compliance, Coordination) Group standards, Different team tasks, Different ways of behaving in a team, Role of performing tasks, maintenance role, destructive role), Interfering factors in team cooperation (Team disputes, Contact with difficult colleagues, How do conflicts occur? How to deal with them?).	
<b>Recommended literature:</b> VÝROST, Jozef - SLAMĚNÍK, Ivan. Sociální psychologie. 2., přepr. a rozš. vyd. Praha : GRADA, 2008. 408 s. VÝROST, Jozef - SLAMĚNÍK, Ivan. Aplikovaná sociální psychologie I : Člověk a sociální instituce. 1. vyd. Praha : Portál, 1998. 384 s. ISBN 80-7178-269-6. KOMÁRKOVÁ, Růžena - SLAMĚNÍK, Ivan - VÝROST, Jozef. Aplikovaná sociální psychologie III : Sociálněpsychologický výcvik. 1. vyd. Praha : Grada Publishing, 2001. 224 s. VÝROST, Jozef - SLAMĚNÍK, Ivan. Aplikovaná sociální psychologie II. 1. vyd. Praha : Grada Publishing, 2001. 260 s.	

<b>Course language:</b>	
<b>Notes:</b> After passing the certification exams from all 4 modules (Teamwork, Selfmarketing, Conflict Management, Communication) the student will receive an ECo-C card and an ECo-C certificate.	
<b>Course assessment</b> Total number of assessed students: 71	
abs	n
98.59	1.41
<b>Provides:</b> PhDr. Anna Janovská, PhD.	
<b>Date of last modification:</b> 17.02.2021	
<b>Approved:</b>	



## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b>	
<b>Course ID:</b> CCVaPP/EC0- TC11/14	<b>Course name:</b> Testing ECo-C1
<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 ECTS 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> 03.05.2015	
<b>Approved:</b>	

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b>	
<b>Course ID:</b> CCVaPP/EC0- TC1z/14	<b>Course name:</b> Testing ECo-C1
<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 ECTS 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> 03.05.2015	
<b>Approved:</b>	

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b>	
<b>Course ID:</b> CCVaPP/ECO-TC21/14	<b>Course name:</b> Testing ECo-C2
<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 ECTS 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> 03.05.2015	
<b>Approved:</b>	

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b>	
<b>Course ID:</b> CCVaPP/EC0- TC2z/14	<b>Course name:</b> Testing ECo-C2
<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 ECTS 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> 03.05.2015	
<b>Approved:</b>	

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b>	
<b>Course ID:</b> CCVaPP/EC0-TC31/14	<b>Course name:</b> Testing ECo-C3
<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 ECTS 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> 03.05.2015	
<b>Approved:</b>	

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b>	
<b>Course ID:</b> CCVaPP/EC0-TC3z/14	<b>Course name:</b> Testing ECo-C3
<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 ECTS 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> 03.05.2015	
<b>Approved:</b>	

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b>	
<b>Course ID:</b> CCVaPP/EC0-TC4I/14	<b>Course name:</b> Testing ECo-C4
<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 ECTS 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> 03.05.2015	
<b>Approved:</b>	

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b>	
<b>Course ID:</b> CCVaPP/EC0-TC4z/14	<b>Course name:</b> Testing ECo-C4
<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 ECTS 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> 03.05.2015	
<b>Approved:</b>	