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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: 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> 1. Active participation in lessons (absence is allowed max. 90 min.), 2. Realization of assignments according to the teacher's instructions. Detailed information in the electronic board of the course in AIS2. The teaching of the subject will be realized by a combined method.	
<b>Learning outcomes:</b> The student understands theoretical information about the basics of verbal and nonverbal communication, rhetoric and methods of visualization and interprets them adequately. Student is able to use the acquired communication skills in practice, can apply effective principles of communication with others, is able to anticipate and thus prevent possible misunderstandings, which will contribute to the development of his social and professional skills.	
<b>Brief outline of the course:</b> Basics of communication (Transmitter-receiver principle, "What is said is not equal to what is heard", "Internal dialogue", The concept of communication) Active listening (The most important criteria for active listening) Misunderstandings (How Misunderstandings Arise, How to Avoid Misunderstandings) Body language (What is body language, Active / passive body language, Dress psychology) Signs of Physical Expression, Disadvantages of Fake Physical Expression, Difference Between Active and Passive Body Expression Personality development (Voices in us, "child in me" - identification of one's own personality) Rhetoric (History of rhetoric, What is rhetoric, Vigor, alertness - assumptions, techniques, prompt reactions) Visualization - optical display (Classic media - whiteboard, magnetic whiteboard, bulletin board, flipchart, Based on computer technology - PC + Beamer)	
<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: 98

abs	n
80.61	19.39

**Provides:** Mgr. Lucia Barbierik, PhD.

**Date of last modification:** 24.06.2022

**Approved:**

## 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> The conditions for completing the course are as follows: 1. Active participation in exercises 2. Submission of reflection within the set deadline on the selected topic. Attendance at seminars is mandatory - the student may have two absences during the semester. The evaluation of the course and its subsequent completion will be based on clearly and objectively set requirements, which will be set in advance and will not change. The aim of the assessment is to ensure an objective and fair mapping of the student's knowledge while adhering to all ethical and moral standards. There is no tolerance for students' fraudulent behavior, whether in the teaching process or in the assessment process.	
<b>Learning outcomes:</b> Successful mastery and demonstration of knowledge in the field of conflict management and control of basic rules. The method of teaching the subject will be oriented to the student. Lecturers will be interested in students' needs, expectations and opinions so as to encourage them to think critically by expressing respect and feedback on their opinions and needs. The content of the curriculum will be based on primary and high-quality sources that will reflect the topicality of the topics so as to ensure the connection of the curriculum with other subjects and also the connection of the curriculum with practice. Students will be expected to take an active approach in lectures and seminars with an emphasis on their independence and responsibility. The student is able to demonstrate an understanding of an individual's behavior in various conflict situations. The student is able to describe, explain and evaluate their own internal resources, competencies as well as limitations and weaknesses that are directly related to conflict management. The student is able to apply theoretical knowledge and principles of conflict resolution to everyday situations.	
<b>Brief outline of the course:</b> Disputes and their causes (Types of disputes, External influences, Be able to reveal the causes of disputes), Dispute origin (Levels of disputes, Escalation warning signals, Escalation removal strategies, Know how to explain escalation stages; How do I approach a dispute?) Dispute Resolution, Dispute Resolution Strategies, Dispute Discussion, Dispute Settlement Initiatives,	

Knowing how to handle a dispute and how to effectively resolve it), Dispute Resolution (Options, Public Struggle, Covert Struggle, Indefinite Postponement, Agreement, “Fair play ”, compromise, cooperation, capitulation, escape or separation), Prevention (Structures that produce disputes, The meaning and purpose of disputes, Stages and steps of dispute resolution, What does a positive corporate culture mean? Dispute is an incentive for change)	
<b>Recommended literature:</b>	
<b>Course language:</b>	
<b>Notes:</b>	
<b>Course assessment</b>	
Total number of assessed students: 110	
abs	n
94.55	5.45
<b>Provides:</b> Mgr. Ondrej Kalina, PhD.	
<b>Date of last modification:</b> 24.06.2022	
<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> 1. Active participation in lessons (absence is allowed max. 90 min.), 2. Realization of assignments according to the teacher's instructions. Detailed information in the electronic bulletin board of the course in AIS2. The teaching of the subject will be realized by a combined method.	
<b>Learning outcomes:</b> The student is able to understand and explain the basic assumptions of good self-marketing, knows the possibilities for the correct presentation of his own person and understands the related knowledge and principles of personal and communication area. He / she can understand his / her competencies, his / her goals, how to make his / her strengths visible and he / she can apply this knowledge and social and professional skills in the personal and professional sphere of his / her life, which will also improve his / her employment opportunities.	
<b>Brief outline of the course:</b> What is marketing? (Marketing - Mix) Basics of self-marketing (Personal opinion is crucial, Goal setting, Proper use of opportunity) 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, Think positively!, I know how to explore myself - what options do I have?), Competence (Have your own opinion, How to withstand criticism, Be a team player, Competence at work), Draw attention to yourself (Voice and word selection, Active in meetings, Present yourself successfully).	
<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: 113

abs	n
85.84	14.16

**Provides:** Mgr. Lucia Barbierik, PhD.

**Date of last modification:** 24.06.2022

**Approved:**

## COURSE INFORMATION LETTER

<b>University:</b> P. J. Šafárik University in Košice	
<b>Faculty:</b>	
<b>Course ID:</b> KPPaPZ/ECO-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: 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>	
<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: 113	
abs	n
98.23	1.77
<b>Provides:</b> PhDr. Anna Janovská, PhD.	
<b>Date of last modification:</b> 28.06.2021	
<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/EC0- 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>	