CONTENT

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚINF/ AOS1/15	**Course name:** Administration of OS

Course type, scope and the method:
Course type: Practice
Recommended course-load (hours):
Per week: 2 **Per study period:** 28
Course method: present

Number of ECTS credits: 2

Recommended semester/trimester of the course: 5.

Course level: I., II., N

Prerequisities:

Conditions for course completion:
The condition for passing the course is successful realization of a project focused on the network services configuration.

Learning outcomes:
The result of the education is an understanding of the theoretical and practical background of Windows and Linux operating systems and selected network services.

Brief outline of the course:
1. Management of Linux operating system (basic system tools for troubleshooting, system startup, network configuration), 2. File systems (general view), 3. File systems (RAID, LVM), 4. Web hosting services I. (basic concept, APACHE), 5. Web hosting services II. (SQL, HTTPS, security, NGINX), 6. File services I. (SAMBA, NFS), 7. File services II. (FTP), 8. Management of local computer network I. (routing, DHCP), 9. Management of local computer network II. (firewall), 10. VPN, 11. SSH and Proxy, 12. Kernel of the Linux operating system, 13. Administration of the Windows operating system.

Recommended literature:
1. LPIC-1 Exam 102. LPI [online]. Canada: The Linux Professional Institute, 2021 [cit. 2021-9-22]. Dostupné z: https://learning.lpi.org/en/learning-materials/102-500/, 2. Linux - Dokumentační projekt [online]. 4. Praha: Computer Press, 2007 [cit. 2021-9-22]. Dostupné z: https://i.iinfo.cz/files/root/k/LDP_4.pdf, 3. The LPIC2 Exam Prep [online]. Sue B.V. - Open Sourced, 2021 [cit. 2021-9-26]. Dostupné z: https://lpic2book.github.io/src/

Course language:
Slovak or English

Notes:
Content prerequisites: understanding of fundamental concepts of operating systems, computer networks, basic skill in Linux shell (e.g. bash) and Powershell.

Course assessment
Total number of assessed students: 55

A	B	C	D	E	FX
70.91	14.55	7.27	0.0	5.45	1.82

Provides: doc. RNDr. JUDr. Pavol Sokol, PhD. et PhD., RNDr. Tomáš Bajtoš, PhD.

Date of last modification: 26.09.2021

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPD/ SPH1-IS-d/22	**Course name:** Administrative Law I.

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 1 **Per study period:** 28 / 14
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 5.

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 4

A	B	C	D	E	FX
0.0	0.0	25.0	50.0	25.0	0.0

Provides: doc. JUDr. Martin Vernarský, PhD., JUDr. Róbert Gyuri, PhD., Mgr. PhDr. Rastislav Král, PhD.

Date of last modification: 23.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPD/ SPH2-IS-d/24	**Course name:** Administrative Law II.

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 2 **Per study period:** 28 / 28
Course method: present

Number of ECTS credits: 6

Recommended semester/trimester of the course: 6.

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: doc. JUDr. Peter Molitoris, PhD., JUDr. Róbert Gyuri, PhD.

Date of last modification: 23.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: Dek. FVS/SBP-IS-d/24	**Course name:** Bachelor Thesis Seminar

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 0 / 2 **Per study period:** 0 / 28
Course method: present

Number of ECTS credits: 2

Recommended semester/trimester of the course: 5.

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 0

abs	neabs
0.0	0.0

Provides: doc. Ing. Anna Čepelová, PhD., PhDr. Milan Douša, PhD., PhDr. Jana Džuňová, PhD., Ing. Zuzana Hrabovská, PhD., PhDr. Darina Koreňová, PhD., univerzitná docentka, Ing. Eva Mihaliková, PhD., univerzitný docent, Ing. Lenka Pčolinská, PhD., doc. Ing. Ladislav Suhányi, PhD., MBA, Mgr. Gizela Brutovská, PhD., doc. Mgr. Iveta Jeleňová, PhD., doc. Mgr. Gabriela Kravčáková, PhD., doc. PhDr. Lenka Lachytová, PhD., MBA, PhDr. Eliška Zásadová, PhD., Mgr. Jozef Andrejčák, PhD., Mgr. Veronika Džatková, PhD., PhDr. Miroslav Fečko, PhD., doc. PhDr. Richard Geffert, Ph.D., Ing. Kristína Guzyová, PhD., doc. Ing. PhDr. Stanislav Konečný, PhD., Mgr. Katarína Miňová, PhD., PhDr. Ondrej Mitaľ, PhD., doc. PhDr. Drahomíra Ondrová, CSc., doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka, Mgr. Viktória Adamov Kráľová, PhD., PhDr. Peter Derevjaník, PhD., JUDr. Róbert Gyuri, PhD., prof. Dr. Ivan Halász, Ph.D., doc. JUDr. Mgr. Michal Jesenko, PhD., JUDr. Martina Kantorová, PhD., Mgr. PhDr. Rastislav Král, PhD., doc. JUDr. Peter Molitoris, PhD., doc. JUDr. Martin Vernarský, PhD., PhDr. Jana Volochová, PhD., doc. JUDr. Vladimíra Žofčinová, PhD., Mgr. Tomáš Štuller, Mgr. Richard Vejo, Mgr. Kristína Demčaková Mihaľová, Mgr. Vitalii Horovenko, Mgr. Ivana Lehotay Pandová, Mgr. Lenka Jakubócová, Mgr. Michaela Krajčírová, Ing. Michaela Lukačínová, Mgr. Viktória Ferková, Mgr. Frederika Fogašová, Mgr. Natália Melegová, Mgr. Vadym Pryimachuk

Date of last modification: 05.04.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚINF/ OBP/19	**Course name:** Bachelor thesis defense
Course type, scope and the method: **Course type:** **Recommended course-load (hours):** **Per week: Per study period:** **Course method:** present	
Number of ECTS credits: 13	
Recommended semester/trimester of the course:	
Course level: I.	
Prerequisities:	
Conditions for course completion: The bachelor thesis is the result of the student's own work. It must not show elements of academic fraud and must meet the criteria of good research practice defined in the Rector's Decision no. 21/2021, which lays down the rules for assessing plagiarism at Pavol Jozef Šafárik University in Košice and its components. Fulfillment of the criteria is verified mainly in the process of supervision and in the process of thesis defense. Failure to do so is reason for disciplinary action.	
Learning outcomes: The bachelor thesis demonstrates mastery of the basics of theory and professional terminology of the field of study, acquisition of knowledge, skills and competencies in accordance with the declared profile of the graduate of the study program, as well as the ability to apply them creatively in solving selected field problems. The bachelor thesis may have elements of compilation. The student demonstrates the ability of independent professional work in terms of content, formal and ethical. Further details on the bachelor thesis are determined by Directive no. 1/2011 on the basic requirements of final theses and the Study Regulations of UPJŠ in Košice for the 1st, 2nd and combined 1st and 2nd degree.	
Brief outline of the course: 1. Elaboration of the bachelor thesis in accordance with the instructions of the supervisor. 2, Presentation of the results of the bachelor thesis before the examination commission. 3. Answering questions related to the topic of the bachelor thesis within the discussion.	
Recommended literature: The recommended literature is determined individually in accordance with the topic of the bachelor's thesis.	
Course language: Slovak and optionally English.	
Notes:	

Course assessment
Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides:

Date of last modification: 19.11.2021

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: KVPD/ ÚPRvSR-IS-d/24	**Course name:** Constitutional Law of SR

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 2 **Per study period:** 28 / 28
Course method: present

Number of ECTS credits: 6

Recommended semester/trimester of the course: 3.

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 6

A	B	C	D	E	FX
0.0	0.0	16.67	33.33	50.0	0.0

Provides: prof. Dr. Ivan Halász, Ph.D., doc. JUDr. Mgr. Michal Jesenko, PhD., PhDr. Jana Volochová, PhD., JUDr. Martina Kantorová, PhD., PhDr. Peter Derevjaník, PhD.

Date of last modification: 11.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚINF/ DBS1a/15	**Course name:** Database systems

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 2 **Per study period:** 28 / 28
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 3.

Course level: I.

Prerequisities:

Conditions for course completion:
Demonstration of adequate mastery of the content standard of the subject in the ongoing and final evaluation, the ability to formulate a problem in the acquired terminology and solve it within a project.
Written works during the semester, project.
Written and oral exam.

Learning outcomes:
After completing the course, the student acquires the principles of relational databases, is able to apply standard data models, design relational databases and formulate filtering queries.

Brief outline of the course:
1) Relational databases. Query language SQL, filtering.
2) Data types, operators, numerical, string and time functions.
3) JOIN operations.
4) AGGREGATION AND GROUP BY.
5) Data and database models. Relational scheme. RDB principles. Data integrity.
6) DB design, ER diagrams.
7) System commands about DB and tables. Cascading deletion and update.
8) Nested queries. ROLLUP. CASE expression.
9) Three-valued logic. Quantifiers and NOT. Set operations.
10) Data science and knowledge acquisition using R.
11) Data warehouses. Data cube. Pivot table.
12) Normalization of relational databases - 1. Relational algebra.

Recommended literature:
C.J. Date, Database Design and Relational Theory, 2012, O'Reilly Media, Inc., ISBN: 978-1-449-32801-6
J. Murach, Murach's MySQL, 3rd Edition, 2019, Mike Murach & Associates, Inc., ISBN-10: 1943872368
- R. Ramakrishnan, J. Gehrke, Database Management Systems, 2020, McGraw-Hill, ISBN13 9780071231510
- S. Krajčí: Databázové systémy, UPJŠ, 2005

Course language:
Slovak or English

Notes:

Course assessment
Total number of assessed students: 983

A	B	C	D	E	FX
11.5	10.78	19.33	21.87	30.11	6.41

Provides: doc. RNDr. Csaba Török, CSc., RNDr. Lukáš Miňo, PhD.

Date of last modification: 08.01.2022

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: Dek. FVS/OBH-BP-IS/24	**Course name:** Defence of Bachelor Thesis

Course type, scope and the method:
Course type:
Recommended course-load (hours):
Per week: Per study period:
Course method: present

Number of ECTS credits: 13

Recommended semester/trimester of the course:

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides:

Date of last modification: 05.04.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: ÚGE/ DMG/19	**Course name:** Demography

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 1 **Per study period:** 28 / 14
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 4.

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 4

A	B	C	D	E	FX
0.0	75.0	0.0	25.0	0.0	0.0

Provides: RNDr. Janetta Nestorová-Dická, PhD., univerzitná docentka

Date of last modification: 06.10.2018

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚINF/ TSM1a/15	**Course name:** Development and processing of multimedia

Course type, scope and the method:
Course type: Practice
Recommended course-load (hours):
Per week: 2 **Per study period:** 28
Course method: present

Number of ECTS credits: 2

Recommended semester/trimester of the course: 3.

Course level: I., II.

Prerequisities:

Conditions for course completion:
Conditions for ongoing evaluation:
1. Creation of an educational animation.
2. Creation of a poster with vector and raster graphics.
3. Creation of an educational audio recording.
4. Creation of an instructional educational video.
Conditions for successful completion of the course:
Obtaining at least 50% of points for ongoing assignments.

Learning outcomes:
After completing this course, students are able to:
a) deepen the knowledge of the principles of multimedia and to practice skills in the creation and processing of multimedia,
b) create multimedia teaching aids with accompanying methodological commentary for teaching selected topics of school informatics,
c) analyze and discuss the issue of teaching the creation and processing of multimedia in school informatics.

Brief outline of the course:
1. Digitization and processing of raster image.
2. Digitization and processing of raster image.
3. Creating animations.
4. Creation of vector graphics.
5. Creation of vector graphics.
6. Creation of vector graphics.
7. 3D modeling and printing
8. 3D modeling and printing
9. Digitization and sound processing.
10. Digitization and sound processing.
11. Digitization and video processing.
12. Digitization and video processing.

Recommended literature:

LACHS, V., 2000. Making Multimedia in the Classroom. London : RoutledgeFalemer. ISBN 0415216842.
GÖBEL, S. et al., 2006. Technologies for Interactive Digital Storytelling and Entertainment (LNCS 4326). Darmstadt : Springer. ISBN 3540499342.
ADÁMEK, R. et al., 2010. Moderná didaktická technika v práci učiteľa. Elfa, s.r.o., Košice. ISBN 978-80-8086-135-3.
GUNIŠ, Ján, Ľudmila JAŠKOVÁ, Katarína MIKOLAJOVÁ and Jana PEKÁROVÁ, 2009. Ďalšie vzdelávanie učiteľov základných škôl a stredných škôl v predmete informatika: Multimédiá. Bratislava: Štátny pedagogický ústav, 52 p. ISBN 978-80-89225-51-4. Also available from: https://www.statpedu.sk/files/sk/o-organizacii/projekty/projekt-dvui/publikacie/multimedia.pdf
ŠNAJDER, Ľubomír and Marián KIREŠ, 2005. Informatika pre stredné školy - Práca s multimédiami: tematický zošit. Bratislava: Slovenské pedagogické nakladateľstvo. ISBN 80-10-00422-7.

Course language:
Slovak and partly English due to selected programs and information sources

Notes:
By default, teaching is carried out face to face. If this is not possible (eg due to a pandemic), teaching is provided at a distance through video conferencing programs and LMS.

Course assessment
Total number of assessed students: 28

A	B	C	D	E	FX
64.29	17.86	10.71	3.57	3.57	0.0

Provides: doc. RNDr. Ľubomír Šnajder, PhD., RNDr. Katarína Brinziková

Date of last modification: 24.08.2021

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚINF/ DT1/19	**Course name:** Digital technologies for public administration I.

Course type, scope and the method:
Course type: Practice
Recommended course-load (hours):
Per week: 4 **Per study period:** 56
Course method: present

Number of ECTS credits: 4

Recommended semester/trimester of the course: 1.

Course level: I.

Prerequisities:

Conditions for course completion:
Conditions for the final evaluation:
Final test (practical)
Conditions for successful completion of the course:
1. Active participation in teaching in accordance with the study regulations and according to the teacher's instructions.
2. Mastering the conditions of the final evaluation in the overall expression at the level of at least 80%.

Learning outcomes:
After graduation, the student will be able to: work with documents, data and store them in various formats, use the built-in options. He will master the basic work with the Internet.

Brief outline of the course:
1.-2. Basic terms: ICT, hardware and common devices, software and common applications, types of software licenses, log on/start and log off/shut down a computer. Work on the computer desktop using icons, windows, customize the basic settings of the operating system, create a simple document and print an output. Files and folders, their philosophy, create and work with hierarchical structure, file management, compression and file recovery. Basic concepts of computer networks, basics of access to them, protecting data and devices, malware. Health and green IT.
3.-6. Word processing.
Create, save, close a document, and work with multiple documents at once. Paste, select, copy, move, delete and search for a specific group of data (text). Format fonts, paragraphs, and create patterns for editing text. Document formatting as a whole, paging, headers, footers, notes, spelling. Creation of tables, pictures and graphic objects in the document and work with them. Insert objects into a document and mail merge. Prepare document for printing, transformation of documents into another environment.
7.-10. Work with data tables.
Create, save, close a table, and work with multiple tables, paste, select, copy, move, delete and retrieve the contents of a table cell. Use the autofill tool/copy handle tool to copy, increment data, formula, function. Format cells - numbers, text. Format the table as a whole, spelling, headers,

footers. Insert objects into a table, automatic creation of diagrams and charts from table data. Prepare document for printing, transformation of documents into another environment.
11.-14. Use of the Internet.
Basic concepts of web browsing, security and safety, basic tools, adjusting basic settings. Create bookmarks and their organization, work with outputs from the web. Search tools for the Web, critical evaluation online information, copyright. Basic concepts of electronic communication: online communities, communication tools, e-mail. E-mail: application settings, sending e-mail, receiving e-mail, working with e-mail folders and distribution lists. Organizing e-mails. Use of electronic calendars.

Recommended literature:
Study materials to prepare for passing the M2, M3, M4 and M7 modules of the ICDL international certificate:
1. http://itakademia.sk/wp-content/uploads/2020/05/M2.pdf
2. http://itakademia.sk/wp-content/uploads/2020/05/M3.pdf
3. http://itakademia.sk/wp-content/uploads/2020/05/M4.pdf
4. http://itakademia.sk/wp-content/uploads/2020/05/M7.pdf
Video webinars for demonstration tests from individual modules:
5. https://portal.ccvapp.upjs.sk/search/ecdl

Course language:
slovak

Notes:
By default, teaching is carried out face to face. If this is not possible (eg due to a pandemic), teaching is provided at a distance through video conferencing programs and LMS.
Preparation for possible completion of modules M2, M3, M4 and M7 of the international ICDL certificate.

Course assessment
Total number of assessed students: 43

abs	n	neabs	z
83.72	0.0	16.28	0.0

Provides: RNDr. Radoslav Kalakay

Date of last modification: 21.11.2021

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚINF/ DT2/19	**Course name:** Digital technologies for public administration II.

Course type, scope and the method:
Course type: Practice
Recommended course-load (hours):
Per week: 4 **Per study period:** 56
Course method: present

Number of ECTS credits: 4

Recommended semester/trimester of the course: 2.

Course level: I.

Prerequisities:

Conditions for course completion:
Conditions for the final evaluation:
Final test (practical)
Conditions for successful completion of the course:
1. Active participation in teaching in accordance with the study regulations and according to the teacher's instructions.
2. Mastering the conditions of the final evaluation in the overall expression at the level of at least 80%.

Learning outcomes:
After graduation, the student will be able to:
a) to understand what a database is, how it is organized and how to work with it, to create simple databases and to see its contents in different ways,
b) work with presentations and save them in various file formats, use built-in options such as application helper functions to increase performance,
c) manage advanced work with tables,
d) apply knowledge in the field of information security.

Brief outline of the course:
1.-4. Working with databases.
Starting the database system, the principle of working with it and adjusting the basic settings. Using the database - design of its structure, definition of keys and design of its appearance. Database update. Creation of forms and their use in data management. Selection and sorting of information, formulation of questions. Presentation of selected information - creation of reports.
5.-6. Creating presentations.
Creating a presentation and basic operations in it - copying, moving and deleting texts, graphics and images. Formatting text and text frames. Use of graphics, diagrams, pictures and other objects. Preparation of documents for printing, transformation of documents into another environment. Effects of computer presentation - animation, blending. Presentation management - launch from a specified point, hiding selected transparencies, navigation.
7.-12. Advanced work with tables.

Formatting: Apply advanced formatting options such as conditional formatting, custom number formatting, and advanced worksheet handling. Functions and formulas: use of functions related to logical, statistical, financial and mathematical actions (operations). Graphs: Create graphs and use advanced graph formatting techniques. Analysis: working with tables and lists to analyze, filter and sort data, create and use scenarios. Verification and control: verification and control of the data in the workbook. Increasing labor productivity: using named ranges (areas) of cells, macros and templates. Increasing labor productivity: using link, embed, and import elements to integrate data. Workbook revision: concurrent (online) cooperation when working with workbooks, performing control (revision) of workbooks, application of workbook security elements.
13.-14. Information security.
Basic concepts in the field of information security - data threats, personal security, file security. Protect your computer, responding devices, computer network from malicious software, and unauthorized access. Computer network security - recognize the types of computer networks and connections and understand the specialized concepts of their protection. Principles of safe movement on the Internet and communication on the Internet. Security issues in the field of electronic communications, including electronic mail and real-time communication. Secure data management - proper backup, recovery and secure data disposal.

Recommended literature:
Study materials to prepare for passing the M5, M6, AM4 and M12 modules of the ICDL international certificate:
1. http://itakademia.sk/wp-content/uploads/2020/05/M5.pdf
2. http://itakademia.sk/wp-content/uploads/2020/05/M6.pdf
3. http://itakademia.sk/wp-content/uploads/2020/05/M12.pdf
Video webinars for demonstration tests from individual modules:
4. https://portal.ccvapp.upjs.sk/search/ecdl

Course language:
slovak

Notes:
By default, teaching is carried out face to face. If this is not possible (eg due to a pandemic), teaching is provided at a distance through video conferencing programs and LMS.
Preparation for possible completion of modules M5, M6, AM4 and M12 of the international ICDL certificate.

Course assessment
Total number of assessed students: 25

A	B	C	D	E	FX
24.0	16.0	20.0	0.0	20.0	20.0

Provides: RNDr. Radoslav Kalakay

Date of last modification: 21.11.2021

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPaTVS/E-GOVER-IS-d/24	**Course name:** E-government
Course type, scope and the method: **Course type:** Lecture / Practice **Recommended course-load (hours):** **Per week:** 2 / 1 **Per study period:** 28 / 14 **Course method:** present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 2.	
Course level: I.	
Prerequisities:	
Conditions for course completion:	
Learning outcomes:	
Brief outline of the course:	
Recommended literature:	
Course language:	
Notes:	

Course assessment
Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka, PhDr. Miroslav Fečko, PhD., Mgr. Lenka Jakubócová
Date of last modification: 19.09.2024
Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KVPaTVS/HP-IS-d/23	**Course name:** Economic Policy

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 1 **Per study period:** 28 / 14
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 6.

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 3

A	B	C	D	E	FX
33.33	0.0	33.33	0.0	33.33	0.0

Provides: doc. Ing. Silvia Ručinská, PhD., univerzitná profesorka, PhDr. Ondrej Mitaľ, PhD.

Date of last modification: 17.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/EvoVS-IS-d/22	**Course name:** Economics of Public Administration

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 2 **Per study period:** 28 / 28
Course method: present

Number of ECTS credits: 6

Recommended semester/trimester of the course: 3.

Course level: I.

Prerequisities:

Conditions for course completion:
Conditions for continuous evaluation (max. 40 and min. 21 points): 1. Participation in teaching in accordance with the study regulations and instructions of the teacher. 2. Activity at the seminar. 3. Continuous written test i. and II.. 4. Self-study of recommended literature Conditions for the final evaluation: Final written exam (max. 60 and min. 31 points). Conditions for successful completion of the course: 1. Participation in teaching in accordance with the study regulations and according to the instructions of the teacher; 2. Mastering the conditions of the interim and final evaluation in the overall expression at the level of at least 60%.

Learning outcomes:
The aim of the course is to acquaint students with the basic issues and problems of public sector economics and public administration and to create a theoretical basis for the study of other related disciplines, especially public finance. The student will be able to identify differences between private and public sector, private and public goods and services, understand theories of public choice, decision-making in the public sector, identify the process, factors of Pareto efficiency and causes of inefficiency of public administration, and the like.

Brief outline of the course:
1. Introduction to the study of public sector economics. 2. The structure of the national economy. 3. Non - profit sector and non - profit private sector. 4. Mixed economy and reasons for the existence of the public sector. 5. Public sector and public private sector. 6. Economic characteristics of public goods and externalities. Securing public goods. 7. Alternative methods of providing public services. 8. Public choice - the way of decision-making in the public sector. 9. Efficiency as an economic category. Pareto efficiency. 10. Financing of public administration and public sector. 11. Public sector management. Economics of public administration - basic problems of management. 12. Foundations, civic associations - their origin, activity and demise. 13. Economics and financing of budgetary and contributory organizations.

Recommended literature:
Povinná: 1. ČEPELOVÁ, A., LACHYTOVÁ, L. a L. PČOLINSKÁ. 2019. Ekonómia verejného sektora. Košice: TYPOPRESS – Tlačiareň s.r.o., ISBN 978-80-8129-110-4 2. ČEPELOVÁ, A., 2013. Ekonómia verejného sektora. UPJŠ Košice, FVS, 2013, ISBN 978-80-8152-004-4.

3. CIBÁKOVÁ, V. a kolektív., 2012. Ekonomika verejného sektora. Bratislava: IURA Edition, 2012.
Odporúčaná: 1. OCHRANA,F. a kol.: Veřejný sektor a verejné finance. Grada, Praha 2010 2. VORLÍČEK, J. 2008. Úvod do ekonómie verejného sektora, vydavateľstvo VŠE Praha, ISBN 978-80-245-1419-2.

Course language:
slovak language

Notes:

Course assessment
Total number of assessed students: 9

A	B	C	D	E	FX
0.0	11.11	33.33	22.22	33.33	0.0

Provides: doc. Ing. Anna Čepelová, PhD., Ing. Lenka Pčolinská, PhD.

Date of last modification: 12.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: Dek. FVS/ERST-d/21	**Course name:** Erasmus+ Fellowship

Course type, scope and the method:
Course type:
Recommended course-load (hours):
Per week: Per study period:
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 1., 2.., 3., 4.., 5., 6..

Course level: I., II.

Prerequisities:

Conditions for course completion:
Proven participation in an Erasmus+ mobility placement of at least 8 weeks.

Learning outcomes:
Practical experience of working in a foreign environment during an Erasmus+ mobility placement in a foreign organisation.

Brief outline of the course:
Compliance with the obligations prescribed and agreed under the Erasmus+ Learning Agreement for
Traineeships concluded between the student, the sending institution and the receiving institution.
Successful completion of the Erasmus+ mobility in accordance with the procedures and guidelines in force at UPJŠ in Košice is a valid demonstration of fulfilment of the obligations and a prerequisite for the award of the ECTS.

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 0

abs	neabs
0.0	0.0

Provides:

Date of last modification: 23.08.2022

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚINF/ ZSSP/16	**Course name:** Essentials of the SAP System for Users

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 1 **Per study period:** 28 / 14
Course method: present

Number of ECTS credits: 3

Recommended semester/trimester of the course: 5.

Course level: I., N

Prerequisities: ÚINF/ZTSP/16

Conditions for course completion:
Conditions for the final evaluation:
Final test (practical)
Conditions for successful completion of the course:
1. Active participation in teaching in accordance with the study regulations and according to the teacher's instructions.
2. Mastering the conditions of the final evaluation in the overall expression at the level of at least 80%.

Learning outcomes:
During teaching and especially in the final evaluation, the student demonstrates adequate mastery of the content standard of the course, which is defined by the course syllabus, and demonstrates mastery of the performance standard, in which the student has a basic overview of the meaning and impact of SAP, SAP processes and modules, basic concepts of financial accounting, FI components, the principle of documentation, can solve practical tasks in general ledger accounting - enter a document, display a document, display / change GL account items, can display account balances, can cancel a document, controls transactions to choose from cashier on the bank account, posting the subsidy to the cashier, posting the sent payment according to the bank statement.

Brief outline of the course:
1. Characteristics of modern systems, effective solutions for the management and operation of the institution, fundamental processes in the institution of government, support for the process from the system - the meaning and impact of SAP, processes and SAP modules, support in terms of functionality, technical and implementation, user roles and profiles in SAP, analysis of realized case studies of SAP deployment in the conditions of the company.
2. SAP ERP Financials (FI) - basic concepts of financial accounting, basic characteristics of FI. FI components. Principles and organizational elements of FI. Principle of documentation, accounting periods, FI master data (chart of accounts, accounting groups, general ledger (GL) accounts, account balances, control accounts).
3.-4. FI - general and secondary books, general ledger accounting, entering general ledger account documents, display of GL document, display / change of GL account items, display of account balances, cancellation of document - cancellation.

5. FI - withdrawal from the cashier to the bank account, posting the subsidy to the cashier, posting of the sent payment according to the bank statement.
6.-7. Individual work for practice.

Recommended literature:
Company literature of SAP. Available on-line: <http://www.sap.com>

Course language:
slovak

Notes:
By default, teaching is carried out face to face. If this is not possible (eg due to a pandemic), teaching is provided at a distance through video conferencing programs and LMS.

Course assessment
Total number of assessed students: 119

abs	n	neabs
96.64	1.68	1.68

Provides: Bc. Martin Tomko

Date of last modification: 23.11.2021

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚINF/ ZTSP/16	**Course name:** Essentials of the SAP Technology

Course type, scope and the method:
Course type: Practice
Recommended course-load (hours):
Per week: 2 **Per study period:** 28
Course method: present

Number of ECTS credits: 3

Recommended semester/trimester of the course: 5.

Course level: I., N

Prerequisities:

Conditions for course completion:
Conditions for the final evaluation:
Final test (theoretical and practical)
Conditions for successful completion of the course:
1. Active participation in teaching in accordance with the study regulations and according to the teacher's instructions.
2. Mastering the conditions of the final evaluation in the overall expression at the level of at least 80%.

Learning outcomes:
During teaching and especially in the final evaluation, the student demonstrates adequate mastery of the content standard of the course, which is defined by the course syllabus, and demonstrates mastery of the performance standard, within which the student has a basic overview of enterprise information systems, SAP system, overview of processes in the system, overview of roles and profiles in SAP, controls basic navigation in the system, can start a specific transaction, manages data search and display, running multiple modes, creating favorites, can customize output formats and can create reports.

Brief outline of the course:
1. Enterprise information systems - enterprise architecture, processes, deployment of enterprise IS. Introduction to mySAP technology. SAP - benefits, distribution, components, modules, transactions, economic benefits of deployment in the organization.
2. SAP applications and components, overview of SAP solutions for large, medium and small businesses. SAP technology infrastructure (client / server architecture, transactions, client as a logically integrated organizational unit, job positions).
3. SAP basics and navigation - login, SAP screen elements, form design, system movement, use of standard keys and screen icons, transaction start, input fields, command shortcuts, Favorites tab, user-specific settings.
4. SAP basics and navigation - multiple modes, command shortcuts, searching and displaying data - variants, output format - changing and saving the layout, creating a report.
5. SAP basics and navigation - Business Workplace, report printing, report export to local file, system information.

6.-7. Individual work for practice.

Recommended literature:
Company literature of SAP. Available on-line: <http://www.sap.com>

Course language:
slovak

Notes:
By default, teaching is carried out face to face. If this is not possible (eg due to a pandemic), teaching is provided at a distance through video conferencing programs and LMS.

Course assessment
Total number of assessed students: 408

abs	n	neabs
96.81	0.98	2.21

Provides: Bc. Martin Tomko

Date of last modification: 21.11.2021

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/FÚaVVS-IS-d/22	**Course name:** Financial Accounting and Reporting the Public Administration

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 1 **Per study period:** 28 / 14
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 3.

Course level: I.

Prerequisities:

Conditions for course completion:
Test and credit test - student can get together max. 40 points. To pass the exam the student needs to achieve at least 21 points for the semester. Written exam. Student can get max. 60 points. Grading Scale (in %): 91 – 100 = A (excellent) , 81 – 90 = B (very good), 71 – 80=C (good), 61 – 70=D (satisfactory), 52 – 60=E (sufficient), 51 and less = FX (failed)

Learning outcomes:
The student will understand the basic principles of accounting, reporting and auditing of financial statements in public administration organizations taking into account international accounting standards. The student will be able to implement accounting records in selected accounting cases.

Brief outline of the course:
1. Financial accounting.
2. Accounting information system.
3. Legislation in accounting.
4. International accounting standards for the public sector and their application in the Slovak accounting system.
5. Documentation in accounting.
6. Assets, liabilities, classification, accounting.
7. Costs, revenues and profit or loss.
8. Specifics of financial accounting in the Public Administration.
9. Financial Statements - Individual, Consolidated.
10. The main components of the financial statements - balance sheet, profit and loss statement. 11. Process of Disclosure of Financial Statements.
12. Control and audit in accounting.
13. Financial statements as part of financial reporting.

Recommended literature:
Povinná:
1. MIHALIKOVÁ, E.: Účtovníctvo rozpočtových organizácií (E-publikácia). Košice, UPJŠ v Košiciach, 2023, ISBN 978-80-574-0224-4. Dostupné online: https://unibook.upjs.sk/sk/verejna-sprava/1859-uctovnictvo-rozpoctovych-organizacii

2. KRAFTOVÁ, I., GUZYOVÁ, K.: Vybrané kapitoly z účtovníctva v kontexte s IAS/IFRS. Košice: ES UPJŠ, 2005, ISBN 80-7097-596-X.
Odporúčaná:
3. KRAFTOVÁ, I. SUCHÁNEK, D.: Finanční účetnictví s akcentem na IFRS. Pardubice: Univerzita Pardubice, 2012, ISBN 978-80-7395-552-6.
4. ŠTANGOVÁ, N., VÍGHOVÁ, A.: Finančné účtovníctvo v kontexte finančného auditu v MSP a samospráve. Bratislava: VŠ ekonómie a manažmentu VS v Bratislave, 2017, ISBN 978-80-89654-36-9.
5. MADĚRA, F.: Audit a audítorstvo. Bratislava: Ekonómia, 2014, ISBN 978-80-8168-147-9.

Course language:
EN - english

Notes:

Course assessment
Total number of assessed students: 9

A	B	C	D	E	FX
0.0	33.33	11.11	22.22	33.33	0.0

Provides: Ing. Eva Mihaliková, PhD., univerzitný docent, PhDr. Jana Džuňová, PhD.

Date of last modification: 11.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/IaISVS-st/20	**Course name:** Informatics and Information Systems in Public Administration

Course type, scope and the method:
Course type:
Recommended course-load (hours):
Per week: Per study period:
Course method: present

Number of ECTS credits: 1

Recommended semester/trimester of the course: 5., 6..

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 3

A	B	C	D	E	FX
33.33	33.33	33.33	0.0	0.0	0.0

Provides:

Date of last modification: 04.02.2022

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: KSS/ IZaSvVS- IS-d/24	**Course name:** Information Sources and Systems in Public Administration

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 1 / 2 **Per study period:** 14 / 28
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 4.

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: Mgr. Gizela Brutovská, PhD.

Date of last modification: 05.04.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: ÚGE/ ISU/19	**Course name:** Information systems on territory

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 1 **Per study period:** 28 / 14
Course method: present

Number of ECTS credits: 4

Recommended semester/trimester of the course: 4.

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:
The class focuses on introduction to the information systems of regions providing mainly geospatial information on particular phenomenon. We discuss mainly web based information systems on soils, cadastre, geology, etc. and their practical use.

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 90

A	B	C	D	E	FX
95.56	1.11	3.33	0.0	0.0	0.0

Provides: prof. Mgr. Jaroslav Hofierka, PhD., Mgr. Tomáš Fedor

Date of last modification: 10.02.2020

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: KSS/ IK-IS-d/22	**Course name:** Interpersonal Communication

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 1 / 2 **Per study period:** 14 / 28
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 6.

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 4

A	B	C	D	E	FX
0.0	25.0	50.0	0.0	25.0	0.0

Provides: doc. PhDr. Lenka Lachytová, PhD., MBA

Date of last modification: 23.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚINF/ UIB2/18	**Course name:** Introduction to information security
Course type, scope and the method: **Course type:** Lecture / Practice **Recommended course-load (hours):** **Per week:** 2 / 1 **Per study period:** 28 / 14 **Course method:** present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 3.	
Course level: I.	
Prerequisities:	
Conditions for course completion: The condition for passing the course is: 1. Exercise tasks (20% of the total number of points), 2. Homeworks (30% of the total number of points), 3. Written final theoretical exam (25% of the total number of points), 4. Written final practical exam (25% of the total number of points).	
Learning outcomes: The result of the education is an understanding of the basic concepts of information security from a technical, legal and procedural point of view.	
Brief outline of the course: 1. Introduction to information security and information security model, 2. Information security management, 3. Risk and risk management, 4. Legal, normative and ethical aspects of information security, 5. Continuity management of activities, processes and security incidents handling, 6. Introduction to cryptology, 7. Access control, 8. Physical and environmental security, 9. Human resources security and social engineering, 10. End point security and malicious code, 11. Computer network security, 12. Application security, 13. Final exam.	
Recommended literature: 1. MARTIN, Andrew, Awais RASHID, Steve SCHNEIDER a Howard CHIVERS. CyBOK: The Cyber Security Body of Knowledge. The National Cyber Security Centre, 2021, 2. ANDRESS, Jason, Awais RASHID, Steve SCHNEIDER a Howard CHIVERS. Foundations of Information Security: A Straightforward Introduction. 1. No Starch Press, 2019. ISBN 978-1718500044, 3. PELTIER, Thomas, Awais RASHID, Steve SCHNEIDER a Howard CHIVERS. Information Security Fundamentals. 2. Boca Raton: Auerbach Publications, 2013. ISBN 978-1138436893.	
Course language: Slovak or English	
Notes:	

Course assessment Total number of assessed students: 102					
A	B	C	D	E	FX
7.84	26.47	30.39	16.67	11.76	6.86
Provides: doc. RNDr. JUDr. Pavol Sokol, PhD. et PhD.					
Date of last modification: 04.01.2022					
Approved: doc. JUDr. Peter Molitoris, PhD.					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚINF/ PAI1/21	**Course name:** Legal aspects of informatics

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 1 **Per study period:** 28 / 14
Course method: present

Number of ECTS credits: 3

Recommended semester/trimester of the course: 6.

Course level: I., II.

Prerequisities:

Conditions for course completion:
The condition for passing the course is the final written exam (score at least 50%).

Learning outcomes:
The result of the education is an understanding of the necessary knowledge in the legal aspects of information and communications technologies (ICT law), especially data protection, criminal aspecs of IT, intellectual property, information society services.

Brief outline of the course:
1. Introduction to information technology law, 2. Electronic legal acts and electronic signature, 3. Trust-building services, 4. Electronic commerce I. - introduction to electronic commerce, information society services, types of electronic contracts, legal aspects of e-shops, concluding contracts, 5. Electronic commerce II. - consumer protection, 6. Protection of privacy and personal data I. - protection of personality, definition of personal data, processing of personal data, rights of data subjects, 7. Protection of privacy and personal data II. - online identifiers - IP addresses, cookies, 8. Digital single market - digital single market - geoblocking, shared economy, 9. Liability on the Internet, 10. Intellectual property law I. - industrial property law, copyright rights, 11. Intellectual property law II. - legal aspects of computer programs, databases, license agreements, open licenses, 12. Computer crime I., 13. Computer crime II., 14. Cyber and information security.

Recommended literature:
1. HUSOVEC, Martin, Matúš MESARČÍK a Jozef ANDRAŠKO. Právo informačných a komunikačných technológií 1. Bratislava: TINCT, 2021. ISBN 9788097383701, 2. ANDRAŠKO, Jozef, Martin DAŇKO, Petra DRAŽOVÁ, Zoltán GYURÁSZ, Matúš MESARČÍK, Rastislav MUNK a Soňa SOPÚCHOVÁ. Právo informačných a komunikačných technológií 2. Bratislava: TINCT, 2021. ISBN 9788097383725, 3. HUČKOVÁ, Regina, Diana TREŠČÁKOVÁ a Laura RÓZENFELDOVÁ. Právo informačných a komunikačných technológií. Košice: Univerzita Pavla Jozefa Šafárika v Košiciach, 2020. ISBN 9788081529108.

Course language:
Slovak

Notes:

Course assessment
Total number of assessed students: 90

A	B	C	D	E	FX
23.33	21.11	18.89	13.33	18.89	4.44

Provides: doc. RNDr. JUDr. Pavol Sokol, PhD. et PhD., JUDr. Laura Bachňáková Rózenfeldová, PhD.

Date of last modification: 04.01.2022

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/MAK-IS-d/22	**Course name:** Macroeconomy

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 2 **Per study period:** 28 / 28
Course method: present

Number of ECTS credits: 6

Recommended semester/trimester of the course: 1.

Course level: I.

Prerequisities:

Conditions for course completion:
Conditions for continuous evaluation of the subject:
1. Participation in teaching in accordance with the study regulations and teacher's instructions
2.The activity shall be seminarised.
3 Rolling written tests.
4. Self-study of the recommended literature.
Final assessment conditions: written examination. The required number of points is determined by the rating scale.
Conditions for successful completion of the course:
1. Participation in teaching in accordance with the study regulations and according to the instructions of the teacher.
2. Mastering the conditions of interim and final evaluation in total terms at the level of at least 52%.

Learning outcomes:
Learning outcomes During the continuous and final evaluation, the student will demonstrate adequate mastery of the content standard of the course, which is defined by the required and recommended literature, and will demonstrate mastery of the performance standard. The graduate of the course will acquire basic theoretical knowledge of macroeconomics and international economic relations at the level of the latest knowledge of world economic science. The student will learn the terminology and understand the connections between individual macroeconomic categories. The student will master the factors influencing the macroeconomic balance and determinants of economic growth. He knows the causes of cyclical development of the economy and the relationship between inflation and unemployment. They will learn the basics of macroeconomics of an open economy and understand the integration processes determined by international monetary relations. He will gain theoretical and methodological prerequisites for the study of related applied economic disciplines, which are important for acquiring the knowledge needed to know the functioning of public administration in European countries.

Brief outline of the course:
Course contents:
1. Basic starting points and assumptions of economic functioning, macroeconomic goals,

2. Macroeconomic subjects and macroeconomic cycle.
3. Macroeconomic balance. Aggregate demand, aggregate supply.
4. Consumption, savings, investments.
5. Economic growth.
6. Cyclical development of the economy.
7. Money and the money market.
8. Inflation, causes and consequences.
9. Unemployment in the current economy.
10. Macroeconomic role of the state and its main goals.
11. Macroeconomics of open economy.
12. Internationalization of economic relations.
13. International monetary relations.

Recommended literature:

BOBÁKOVÁ, V. 2017. Makroekonómia. Košice: UPJŠ. ISBN 978-80-8152-565-0.
LISÝ, J. a kol. 2007. Ekonómia v novej ekonomike. Bratislava: IURA EDITION. ISBN 978-80-8078-164-4.
LISÝ, J. a kol.. 2016. Ekonómia. Praha: Wolters Kluwer. ISBN 978-80-7552-275-7.
JUREČKA, V. a kol. 2010. Makroekonomie. Praha: GRADA Publishing. ISBN 978-80-2473-258-9

Course language:
slovak language

Notes:

Course assessment
Total number of assessed students: 18

A	B	C	D	E	FX
0.0	16.67	33.33	16.67	33.33	0.0

Provides: doc. Ing. Ladislav Suhányi, PhD., MBA, Ing. Lenka Pčolinská, PhD., PhDr. Milan Douša, PhD.

Date of last modification: 14.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/RvoVS-IS-d/22	**Course name:** Management in Public Administration

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 2 **Per study period:** 28 / 28
Course method: present

Number of ECTS credits: 6

Recommended semester/trimester of the course: 6.

Course level: I.

Prerequisities:

Conditions for course completion:
Conditions for continuous evaluation:
1. Participation in teaching in accordance with the study regulations and instructions of the teacher.
2. Activity at the seminar.
3. Continuous written test (max. 40 and min. 21 points).
4. Self-study of recommended literature
Conditions for the final evaluation: Final written exam (max. 60 and min. 31 points).
Conditions for successful completion of the course:
1. Participation in teaching in accordance with the study regulations and according to the instructions of the teacher;
2. Mastering the conditions of the interim and final evaluation in the overall expression at the level of at least 60%.

Learning outcomes:
To teach students management procedures in public administration institutions of the Slovak Republic with emphasis on the specifics of non-profit sector organizations. After completing the course, the student will gain knowledge and skills specific to public administration management. The target group will get acquainted especially with the practical skills needed for a manager, a manager of the 21st century. The student will be able to implement modern decision-making methods in practice with emphasis on the quality of decision-making procedures and decision-making results.

Brief outline of the course:
1. Basic principles of management of organizations in public administration.
2. Management, manager and process management.
3. Management in a functional and procedural sense.
4. Content and management functions. Specifics of management in public administration.
5. Changes in the external and internal environment of organizations, their classification. The logic of the change process. Selected approaches to change and innovation management.
6. Planning, planning procedures, types of plans. Content of planning, goals. Current trends and specifics in planning processes in public administration.

7. Organizational environment and its components. Reasons and advantages of purposefully defining and organizing activities in the organization.
8. Types of organizational structures in public administration, their advantages and disadvantages.
9. Decision making as a managerial function, decision problems, decision making process.
10. Selected decision-making methods. Implementation.
11. Leading working groups in public administration organizations.
12. Economic aspects of control. Types and forms of control, approaches and methods of control in public organizations.
13. Innovations in the field of management and performance of public administration.

Recommended literature:

1. VEBER, Jaromír et al. (2011). Management, základy, prosperita, globalizácia. Praha: Management Press, ISBN 80-7261-029-5.
2. ŠTOFKO, Stanislav a kol. (2011). Manažment verejnej správy. EDIS. p. 206. ISBN 9788055404066.
3. McGrath, James and Bates, Bob. (2015). 89 nejdůležitějších manažerských teorií pro praxi. Praha: Management Press, 261 s. ISBN 978-80-7261-382-3.
4. Tej, Juraj. (2002). Ekonomika a manažment verejnej správy. Prešov: Prešovská univerzita. s. 227. ISBN 9788080681364.
5. https://vydavatelstvo.uniag.sk/e-skripta/9715-manazment-verejnej-spravy-9788055224398.html

Course language:
slovak language

Notes:

Course assessment
Total number of assessed students: 4

A	B	C	D	E	FX
0.0	0.0	0.0	25.0	75.0	0.0

Provides: doc. Ing. Anna Čepelová, PhD.

Date of last modification: 12.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: ÚINF/ MIS2/18	**Course name:** Management of information systems

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 1 / 3 **Per study period:** 14 / 42
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 6.

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 56

A	B	C	D	E	FX
14.29	14.29	33.93	14.29	10.71	12.5

Provides: prof. RNDr. Gabriel Semanišin, PhD., Ing. Štefan Puci

Date of last modification: 23.11.2021

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: KEaRVS/MAR-IS-d/22	**Course name:** Marketing

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 1 **Per study period:** 28 / 14
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 4., 6.

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 4

A	B	C	D	E	FX
0.0	25.0	25.0	0.0	50.0	0.0

Provides: Ing. Zuzana Hrabovská, PhD.

Date of last modification: 11.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: ÚMV/ MISa/24	**Course name:** Mathematics in information systems I

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 2 **Per study period:** 28 / 28
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 1.

Course level: I.

Prerequisities:

Conditions for course completion:
Two tests, completion of individual and group homework. Assessment is given on the basis of semestral evaluation and examination test. The ability to solve selected types of problems (without context/with context) also in combination with mathematical software is evaluated. Furthermore, the understanding of concepts and relationships between them (conceptual questions / tasks) is taken into account. A total of 100 points can be obtained (60 points during the semester and 40 points for the exam test). In addition, it is possible to obtain bonus points for various activities (solving bonus tasks, active approach to the subject during the semester ...). A minimum of 25 points (out of a possible 60) and the submission of a sufficient number of individual assignments according to the instructions are required from the semester.

Learning outcomes:
To obtain basic mathematical knowledge about the divisibility of integers, congruences, number systems, vectors, matrices and determinants, as well as the functions of one real variable. To get acquainted with the applications (including the information technologies) of some fundamental mathematical concepts. To learn to work with mathematical software and together with the acquired knowledge to use it in solving various types of problems.

Brief outline of the course:
Introduction to the teaching system, technologies and mathematical software (1 week). Integers and divisibility, prime numbers and congruences, applications of congruences and residue classes - basic properties of integer divisibility, canonical decomposition of a number, greatest common divisor and least common multiple of numbers, Euclidean algorithm, solution of (linear) Diophantine equations and (linear) congruences, addition and subtraction of residue classes (3 weeks). Number systems and conversions between them - positional number systems and conversions between them, arithmetic operations in different number systems (1 week). Vectors, matrices, determinants, their applications and introduction to analytical geometry - vector and matrix operations, scalar and vector product, angles of vectors, calculation of matrix determinants (from definition, Saruss rule, row/column expansion), inverse matrix determination (using determinant and adjoint matrix, Gaussian-Jordan method), solution of linear systems equations (Gaussian elimination method, Cramer's rule, substitution/addition method), eigenvalues/eigenvectors of a matrix (3 weeks). Introduction to (elementary) functions - domains and graphs of functions, basic properties of

functions (boundedness, monotonicity, parity, periodicity), operations with functions, inverse function, basic properties of elementary functions (polynomial, power, exponential, logarithmic, trigonometric, cyclometric) (2 weeks).

Recommended literature:

Hallet D. H. (2014). Applied Calculus. John Wiley & Sons.
Koshy T. (2007). Elementary Number Theory with Applications. Elsevier.
Judson T. W., Austin S. F. (2019). Abstract Algebra: Theory and Applications. GNU Free Documentation License.
Lay D. C. (2012). Linear Algebra And Its Applications. Boston: Addison-Wesley.
Studenovská D., Madaras T. (2006). Matematika pre nematematické odbory. UPJŠ.
Studenovská D., Madaras T., Mockovciak S. (2006). Zbierka úloh z matematiky pre nematematické odbory. UPJŠ.
Zimmermann P. et al. (2018). Computational Mathematics with SageMath. Springer.

Course language:
Slovak

Notes:

Course assessment
Total number of assessed students: 80

A	B	C	D	E	FX
7.5	3.75	10.0	35.0	37.5	6.25

Provides: RNDr. Andrej Gajdoš, PhD., RNDr. Stanislav Basarik, PhD.

Date of last modification: 19.03.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: ÚMV/MISb/24	**Course name:** Mathematics in information systems II

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 2 **Per study period:** 28 / 28
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 2.

Course level: I.

Prerequisities: ÚMV/MISa/24

Conditions for course completion:
Two tests, completion of individual and group homework during the semester. Assessment is given on the basis of semestral evaluation and examination test. The ability to solve selected types of problems (without context / with context) also in combination with mathematical software is evaluated. Furthermore, the understanding of concepts and relationships between them (conceptual questions / tasks) is taken into account. A total of 100 points can be obtained (60 points during the semester and 40 points for the exam test). In addition, it is possible to obtain bonus points for various activities (solving bonus tasks, active approach to the subject during the semester ...). A minimum of 25 points (out of a possible 60) and the submission of a sufficient number of individual assignments according to the instructions are required from the semester.

Learning outcomes:
Gain basic knowledge of differential and integral calculus of functions of one real variable. Also get acquainted with the functions of several (mostly two) variables.

Brief outline of the course:
Differential calculus of functions of one real variable - limits and continuity of functions, derivatives of functions, applications of derivatives of functions (4 weeks). Integral calculus of functions of one real variable - primitive function, substitution method, per partes, applications of a definite integral, improper integrals (3 weeks). Functions of several (two) variables - domains and visualization, function limits, partial derivatives, determination of (local) extremes of functions (3 weeks).

Recommended literature:
Boelkins M., Austin D., Schlicker S. (2018). Active Calculus. 978-1085940856.
Hallet D. H. et al. (2012). Calculus: Single & Multivariable Variable. Wiley.
Hallet D. H. (2014). Applied Calculus. John Wiley & Sons.
Hallet D. H. et al. (2017). Calculus: Single Variable. Wiley.
Hartman G. et al. (2018). APEX Calculus. 978-1514225158.
Schlicker S., Austin D., Boelkins M. (2018). Active Calculus - Multivariable. 978-1548655525.
D. Studenovská, T. Madaras, S. Mockovčiak: Zbierka úloh z matematiky pre nematematické odbory, UPJŠ 2006
D. Studenovská, T. Madaras: Matematika pre nematematické odbory, UPJŠ 2006

Course language:
Slovak

Notes:

Course assessment
Total number of assessed students: 40

A	B	C	D	E	FX
10.0	10.0	15.0	42.5	20.0	2.5

Provides: RNDr. Stanislav Basarik, PhD., Mgr. Juraj Hirjak

Date of last modification: 19.03.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KSS/ MVvSV-IS-d/22	**Course name:** Methods of Research in Social Sciences

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 1 / 2 **Per study period:** 14 / 28
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 4.

Course level: I.

Prerequisities:

Conditions for course completion:
During the semester, students will individually complete a homework assignment (for a total of 15 points) and a research project (35 points). Credit will not be awarded to a student who earns less than 20 points for the project and less than 25 points in total.
Final test - 50 points.
Grading: A = 91 - 100 points, B = 81 – 90 points, C = 71 – 80 points, D = 61 – 70 points, E = 51 – 60 points, FX = 0 – 50 points.

Learning outcomes:
Students will develop an understanding of the basic principles of research practices in the social sciences, applicable as decision-making tools in evaluation and data-driven public policy making. After the course, students should understand the power and limitations of various research methods, be able to apply basic social research methods and techniques, as well as identify strategies for addressing problems, obstacles, and ethical issues. Students who successfully complete the course will be able to adequately assess the potential of social research for public policy and public administration needs and communicate the results to citizens as well as other stakeholders.

Brief outline of the course:
1. Research and its applications in public administration
2. Where research questions come from and defining the research problem
3. Research design, its purpose and significance
4. Sampling
5. Data collection using interview
6. Focus groups
7. Data collection using questionnaire
8. Secondary data and content analysis
9. Experiments in public administration
10. Case studies and small sample research
11. Evaluation research in public policy
12. Qualitative research methods
13. Ethics in research

Recommended literature:

1. BAČÍKOVÁ, M., JANOVSKÁ, A., OROSOVÁ, O. Základy metodológie pedagogicko¬-psychologického výskumu. Sprievodca pre študentov učiteľstva. 2. vydanie. Košice: ŠafárikPress, 2019.
2. HENDL, J. REMR, J. Metody výzkumu a evaluace. Portál, 2017.
3. REICHEL, J. Kapitoly metodologie sociálních výzkumů. Praha: Grada, 2009.
4. YANG, K., MILLER G. J. (2008). Handbook of Research Methods in Public Administration. 2nd Ed. Taylor & Francis Group.
5. VAN THIEL S. (2022). Research Methods in Public Administration and Public Management: An Introduction. (2nd ed.). Routledge.

Course language:
Slovak, Czech and English

Notes:

Course assessment
Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: doc. Mgr. Iveta Jeleňová, PhD.

Date of last modification: 12.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚINF/ UOS/22	**Course name:** Operating systems

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 1 / 1 **Per study period:** 14 / 14
Course method: present

Number of ECTS credits: 3

Recommended semester/trimester of the course: 3.

Course level: I.

Prerequisities:

Conditions for course completion:
The condition for passing the course is: 1. Homeworks (40% of the total number of points), 3. Written final theoretical exam (30% of the total number of points), 4. Written final practical exam (30% of the total number of points).

Learning outcomes:
The result of the education is an understanding of the basic concepts of operating systems and the acquisition of practical skills using the command line of the Linux operating system.

Brief outline of the course:
1. Introduction to operating systems, 2. Structure of operating systems, 3. Command-line of Linux operating system, 4. Working with directory structure and files in Linux operating system, 5. Allocation of system resources and process management, 6. Process management of Windows and Linux operating systems, 7. Memory management, 8. Software management in the Linux operating system, 9. Permissions, users, groups, 10. Settings of the permissions, users, groups in the Windows and Linux operating systems, 11. Management of the I/O - disks and file systems, 10. Management of file systems in the Linux and Windows operating systems, 12. Management of the I/O - network interfaces, 13. Settings of the network interfaces in the Linux operating system.

Recommended literature:
1. SILBERSCHATZ, Abraham a Peter GALVIN. Operating System Concepts. 10. Hoboken: Wiley, 2018. ISBN 978-0128114155, 2. Linux - Dokumentační projekt [online]. 4. Praha: Computer Press, 2007 [cit. 2021-9-22]. Dostupné z: https://i.iinfo.cz/files/root/k/LDP_4.pdf, 3. LPIC-1 Exam 101. LPI [online]. Canada: The Linux Professional Institute, 2021 [cit. 2021-9-22]. Dostupné z: https://learning.lpi.org/en/learning-materials/101-500/, 4. LPIC-1 Exam 102. LPI [online]. Canada: The Linux Professional Institute, 2021 [cit. 2021-9-22]. Dostupné z: https://learning.lpi.org/en/learning-materials/102-500/

Course language:
Slovak or English

Notes:

Course assessment
Total number of assessed students: 10

A	B	C	D	E	FX
30.0	10.0	40.0	10.0	10.0	0.0

Provides: doc. RNDr. JUDr. Pavol Sokol, PhD. et PhD., RNDr. Eva Marková

Date of last modification: 10.02.2022

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: KSS/ OS-ISVS-d/22	**Course name:** Organizational Behaviour

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 1 **Per study period:** 28 / 14
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 4.

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 3

A	B	C	D	E	FX
0.0	33.33	66.67	0.0	0.0	0.0

Provides: doc. Mgr. Gabriela Kravčáková, PhD.

Date of last modification: 20.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: Dek. FVS/OS-d/21	**Course name:** Practice
Course type, scope and the method: **Course type:** **Recommended course-load (hours):** **Per week: Per study period:** **Course method:** present	
Number of ECTS credits: 4	
Recommended semester/trimester of the course: 1., 2.., 3., 4.., 5., 6..	
Course level: I.	
Prerequisities:	
Conditions for course completion: Proven completion of a traineeship in a public administration organisation of at least 8 weeks at a rate of 3 hours per week, i.e. a total of at least 24 hours.	
Learning outcomes: Application of theoretical knowledge into practical implementation in the conditions of a specific organization public administration.	
Brief outline of the course: Professional internship in institutions of state administration, local self-government, including legal entities established or established by a municipality, a higher territorial unit or a public corporation in the Slovak Republic. Internship in similar institutions under the first sentence abroad.	
Recommended literature:	
Course language:	
Notes:	
Course assessment Total number of assessed students: 31	

abs	neabs
93.55	6.45

Provides:
Date of last modification: 24.08.2022
Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KSS/ PZ-IS-d/24	**Course name:** Presentation Skills
Course type, scope and the method: **Course type:** Lecture / Practice **Recommended course-load (hours):** **Per week:** 1 / 2 **Per study period:** 14 / 28 **Course method:** present	
Number of ECTS credits: 5	
Recommended semester/trimester of the course: 2.	
Course level: I.	
Prerequisities:	
Conditions for course completion:	
Learning outcomes:	
Brief outline of the course:	
Recommended literature:	
Course language:	
Notes:	
Course assessment Total number of assessed students: 0	

abs	neabs
0.0	0.0

Provides: PhDr. Eliška Zásadová, PhD.
Date of last modification: 26.09.2024
Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: ÚINF/PPI/22	**Course name:** Principles of computers and the Internet

Course type, scope and the method:
Course type: Lecture
Recommended course-load (hours):
Per week: 2 **Per study period:** 28
Course method: present

Number of ECTS credits: 4

Recommended semester/trimester of the course: 2.

Course level: I.

Prerequisities:

Conditions for course completion:
Conditions for the final evaluation:
final test

Learning outcomes:
Students will get an overview of the history and design principles of von Neumann-type computers. They will master binary coding of integers and real numbers, basic arithmetic and logical operations with them. They will understand basic character encodings and will be able to implement simple computer elements using combinational and sequential logic circuits. They will know the principles of memory implementation, arithmetic-logic unit, understand the mechanism of processing machine instructions. Students will know the memory hierarchy, understand the functionality of its individual levels and the transfer of data between them. They will understand how the processor communicates with I / O devices, its interrupt mechanism, and direct memory access. They will understand the function of the controller and how the communication is controled. They will know the input-output devices used in computers with their construction principles and methods of use.
Students will get an overview of the structure and tasks of the layers of the current Internet. They will know the most important protocols on the Internet: HTTP, SMTP, UDP, TCP, IPv4, IPv6, DHCP, ICMP, ARP. They will understand the functions of domain services, the use of client-server and peer-to-peer architectures, the principles of confirmed data transfer. They will understand how a routing table is used and the different ways to fill it. They will get an overview of Ethernet 802.3 and 802.11 technology and the functionality of switches.

Brief outline of the course:
1. Von Neumann type computers, history of computer science. Coding of integers and real numbers, basic operations. Implementation of basic functional and control elements of a computer using combinational and sequential logic circuits.
2. Memory cell, organization of memory matrix, types of memories. Processor architecture at the level of digital logic, machine cycle, instruction cycle, types of machine instructions.
3. I / O gateways, interrupt mechanism, direct memory access. Functions of controllers, drivers and their integration into the kernel of the operating system. Portability of programs. External and peripheral memories, principles and ways of use. Graphic adapters, monitors, printers, scanners.

4. Introduction to computer networks, ISO / OSI reference model and TCP / IP family of protocols, application protocols, Web and HTTP, e-mail and SMTP, POP3, IMAP, Peer-to-peer applications, introduction to computer network security,
5. Transport layer: UDP and TCP protocols. Network layer: IP addresses, IPv4 and IPv6 protocols, routing table, DHCP protocol, NAT
6. Network interface layer: Ethernet technology, repeater, switch, CSMA / CD, WiFi and CSMA / CA.

Recommended literature:

1. W. Stallings: Computer Organization and Architecture, Prentice Hall, 2002
2. KUROSE, James F. a Keith W. ROSS. Computer networking: a top-down approach. Seventh edition. Essex: Pearson, [2017]. ISBN 978-1-292-15359-9.
3. TANENBAUM, Andrew S. - FEAMSTER Nick - WETHERALL David J. Compuetr Networks, 6th Edition, Pearson, [2021]. ISBN 978-0-135-40798-1.

Course language:
slovak

Notes:

Course assessment
Total number of assessed students: 10

A	B	C	D	E	FX
10.0	10.0	20.0	40.0	10.0	10.0

Provides: RNDr. Juraj Šebej, PhD., RNDr. Peter Gurský, PhD.

Date of last modification: 10.02.2022

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: ÚINF/PRG1/15	**Course name:** Programming in Python I

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 1 / 3 **Per study period:** 14 / 42
Course method: present

Number of ECTS credits: 6

Recommended semester/trimester of the course: 1.

Course level: I.

Prerequisities:

Conditions for course completion:
At least 50 % of the marks in the continuous assessment
A minimum of 50 % marks in the mid-term and end-of-semester practical tests

Learning outcomes:
Ability to implement simple algorithms in Python programming language. Ability to solve simple real-life algorithmic problems using the tools of the Python programming language.

Brief outline of the course:
1. Introduction to programming, calculations in the console, visualization of the calculation process using turtle graphics.
2. Custom functions without parameters and without return value.
3. Loop with a fixed number of repetitions.
4. Custom functions with parameters (drawing problems), custom functions with parameters and output (computation problems).
5. Errors in calculations, their recognition and elimination.
6. Conditional statement.
7. Strings, string methods, compound and nested conditions.
8. Algorithms with strings.
9. Exception handling and exception raising.
10. Lists and list methods, creating and modifying lists, using randomness, algorithms with lists.
11. Loop with condition, nested control structures.
12. Reading data from a file, writing data to a file.

Recommended literature:
PILGRIM, Mark. Dive into Python 3. 2. United States of America: Apress, 2004. ISBN 978-1430224150. Dostupné také z: https://diveintopython3.net/
HALL, Tim a J-P STACEY. Python 3 for absolute beginners. New York, NY: [distributed by] Springer-Verlag, c2009. Expert's voice in open source. ISBN 978-1-4302-1632-2.

Course language:
Slovak language, knowledge of English language is only required to read documentation of Python.

Notes:
No previous programming experience is required.

Course assessment
Total number of assessed students: 89

A	B	C	D	E	FX
12.36	8.99	16.85	15.73	25.84	20.22

Provides: PaedDr. Ján Guniš, PhD., univerzitný docent

Date of last modification: 30.08.2021

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚINF/PRG2/19	**Course name:** Programming in Python II

Course type, scope and the method:
Course type: Practice
Recommended course-load (hours):
Per week: 2 **Per study period:** 28
Course method: present

Number of ECTS credits: 2

Recommended semester/trimester of the course: 2.

Course level: I.

Prerequisities: ÚINF/PRG1/15

Conditions for course completion:
At least 50 % of the marks in the continuous assessment
A minimum of 50 % marks in the mid-term and end-of-semester practical tests

Learning outcomes:
Ability to implement advanced algorithms in the Python programming language. Use Object-Oriented Programming to solve more complex algorithmic problems in real life or practice. Create programs to process data in files and extract information from data in files.

Brief outline of the course:
1. Structured data types: tuple, dictionary, set.
2. Problem solving using structured data types.
3. Problem solving using structured data types.
4. Object-oriented programming - design and use of custom classes.
5. Object-oriented programming - special methods, designing classes to manage other objects.
6. Problem solving using object-oriented programming.
7. Data serialization and deserialization. Protocols for serialization and deserialization.
8. Open data and its analysis, extracting information from open data.
9. Simple procedures for testing the correctness of algorithms.
10. Recursion, types of problems solvable recursively.
11. Solving problems using recursion.
12. Graphical interface of programs.

Recommended literature:
PILGRIM, Mark. Dive into Python 3. 2. United States of America: Apress, 2004. ISBN 978-1430224150. Dostupné také z: https://diveintopython3.net/
SHIPMAN, John W. Tkinter 8.5 reference: a GUI for Python. Socorro, NM 87801: New Mexico Tech Computer Center, 2013. Dostupné tiež z: https://anzeljg.github.io/rin2/book2/2405/docs/tkinter/tkinter.pdf
GUNIŠ, Ján, Viera MICHALIČKOVÁ, Martin CÁPAY a Ľubomír ŠNAJDER. Riešenie problémov a programovanie. Bratislava: Centrum vedecko-technických informácií SR, 2020. ISBN 978-80-89965-62-5.

Course language:
Slovak language, knowledge of English language is only required to read documentation of Python.

Notes:
Prerequisite: PRG1

Course assessment
Total number of assessed students: 11

A	B	C	D	E	FX
0.0	18.18	27.27	27.27	9.09	18.18

Provides: PaedDr. Ján Guniš, PhD., univerzitný docent

Date of last modification: 10.02.2022

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚINF/ PSW1/06	**Course name:** Programming of web-pages

Course type, scope and the method:
Course type: Practice
Recommended course-load (hours):
Per week: 2 **Per study period:** 28
Course method: present

Number of ECTS credits: 2

Recommended semester/trimester of the course: 6.

Course level: I.

Prerequisities: (ÚINF/DBS1a/15 or ÚINF/DBS/15) and (ÚINF/PAZ1a/15 or ÚINF/PRG1/15)

Conditions for course completion:
50% of the marks from continuous assignments

Learning outcomes:
An overview of modern technologies for creating dynamic websites. Describing and appliyng the basic principles of creating dynamic web pages. Utilize client-side (JavaScript) and server-side (PHP) web programming technologies. Using relational databases (MySQL) to create application web pages. Know the security risks of dynamic websites and be able to eliminate them.

Brief outline of the course:
1. JavaScript - introduction to JavaScript programming.
2. JavaScript - communication with the user, validation of data in forms using JavaScript.
3. JavaScript - introduction to using the jQuery library.
4. PHP - introduction to PHP programming.
5. PHP - data and control structures of the PHP language.
6. PHP - communication with the user, validation of data in forms using PHP.
7. PHP - object oriented problem solving in PHP language. File manipulation.
8. PHP - User authentication (cookies, session).
9. MySQL - introduction to working with MySQL database system.
10. MySQL - Simple applications using the database for data storage and access.
11. Web application security - an introduction to web application security.
12. Web application security - the most common web application security problems and how to eliminate them.

Recommended literature:
BLUM, Richard. PHP, MySQL& JavaScript: All-in-One. Hoboken, New Jersey: John Wiley, 2018. ISBN 978-1-119-46838-7.
KROMANN, Frank M. Beginning PHP and MySQL: From Novice to Professional. 5. CA, USA: Apress, 2018. ISBN 978-1-4302-6043-1.
HUSEBY, Sverre H. Zranitelný kód. Brno: Computer Press, 2006, 207 s. ISBN 80-251-1180-6.
SNYDER, Chris, Thomas MYER a Michael SOUTHWELL. Pro PHP Security: From Application Security Principles to the Implementation of XSS Defenses. 2. United States of America: Apress, 2010. ISBN 978-1-4302-3318-3.

Course language:
Slovak language, knowledge of English language is only necessary for reading documentation.

Notes:
Content prerequisite: WBdi/15 Web and user interface design

Course assessment
Total number of assessed students: 34

abs	n	neabs	z
76.47	23.53	0.0	0.0

Provides: PaedDr. Ján Guniš, PhD., univerzitný docent

Date of last modification: 08.01.2022

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/PM-IS-d/22	**Course name:** Project Management

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 1 / 2 **Per study period:** 14 / 28
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 5.

Course level: I.

Prerequisities:

Conditions for course completion:
Conditions for continuous evaluation:
1. Participation in teaching in accordance with the study regulations and instructions of the teacher.
2. Activity at the seminar.
3. Preparation, submission and defense of the project (max. 40 and min. 21 points).
Conditions for the final evaluation: Final exam (max. 60 and min. 31 points).
Conditions for successful completion of the course:
1. Participation in teaching in accordance with the study regulations and according to the instructions of the teacher;
2. Mastering the conditions of the interim and final evaluation in the overall expression at the level of at least 60%.

Learning outcomes:
Teach students project planning and work procedures according to the plan when implementing the project, teach them to specify the project and solve specific situations arising from the project solution. After completing the study of the subject, the student will be able to: explain what a project is and the principles of project management, describe the phases of project management, define the project and its objectives,- plan the project, organise project work and project team, correctly select the control tools for assessing the situation, analysing the consequences, resolving problems and managing change within the project, describe the organisational models of project management, define and use criteria for selecting and evaluating the effectiveness of projects.

Brief outline of the course:
1. Introduction to project management and project creation. Who uses project management and when.
2. Five phases of project management.
3. Project definition and basic types of projects.
4. Project and project documentation.
5. Phases and risks in the project planning process.
6. Project organization, hierarchy in project management and project team.
7. Control process and project evaluation criteria.

8. Project completion and project administration.
9. Organizational models of project management.
10. Use of computer technology in the preparation process.
11. Implementation and evaluation of projects and project work.
12. European Structural Funds and project management.
13. Summary and consultation on the issue of Project Management.

Recommended literature:

1. NĚMEC, V.: Projektový management, Grada Publishing, Praha, 2016.
2. MAJTAN, M.: Projektový manažment –Nové trendy v manažmente, Vydavateľstvo Ekonóm, 2002 ISBN 80-225-1553-1
3. SABOL,T. - MACEJ,P.: Projektový manažment, Technická univerzita Košice, 2001, ISBN-80-7099-775-3

Course language:
slovak language

Notes:
"Education will be carried out by distance or full-time method in accordance with the valid orders of the Rector to implement teaching and work activities at UPJŠ in Košice, which determine the organization and conditions of the pedagogical process and operation at UPJŠ in Košice for the academic year 2022/2023 and dean's guidelines. on the organization and conditions of the pedagogical process at the Faculty of Public Administration UPJŠ in Košice in the academic year 2022/2023. "

Course assessment
Total number of assessed students: 4

A	B	C	D	E	FX
100.0	0.0	0.0	0.0	0.0	0.0

Provides: doc. Ing. Anna Čepelová, PhD.

Date of last modification: 12.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/ERVS-IS-st/22	**Course name:** Public Administration Economy and Management

Course type, scope and the method:
Course type:
Recommended course-load (hours):
Per week: Per study period:
Course method: present

Number of ECTS credits: 1

Recommended semester/trimester of the course: 5., 6..

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides:

Date of last modification: 02.02.2022

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: KVPaTVS/TVS-IS-d/22	**Course name:** Public Administration Theory

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 1 **Per study period:** 28 / 14
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 1.

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 29

A	B	C	D	E	FX
0.0	10.34	31.03	37.93	10.34	10.34

Provides: doc. Ing. PhDr. Stanislav Konečný, PhD.

Date of last modification: 28.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: KVPD/ VSDS-IS-st/19	**Course name:** Public Administration in Democratic Country

Course type, scope and the method:
Course type:
Recommended course-load (hours):
Per week: Per study period:
Course method: present

Number of ECTS credits: 1

Recommended semester/trimester of the course: 5., 6..

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 3

A	B	C	D	E	FX
33.33	33.33	33.33	0.0	0.0	0.0

Provides:

Date of last modification: 02.02.2022

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KEaRVS/VF-IS-d/22	**Course name:** Public Finance

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 2 **Per study period:** 28 / 28
Course method: present

Number of ECTS credits: 6

Recommended semester/trimester of the course: 4.

Course level: I.

Prerequisities:

Conditions for course completion:
Interim evaluation:
1. Participation in classes in accordance with the study schedule and teacher's instructions.
2. Written exam 18 points.
3. Assignments 15 points.
4. Activity 7 points.
The minimum number of points for the interim evaluation is 21 b.

Conditions for the final evaluation:
Final written exam (max. 60 b)

The points obtained from interim evaluation are added to the final written exam results.
Final rating scale: 91-100 = A (excellent), 81-90 = B (very good), 71-80 = C (good), 61 – 70 = D (satisfactory), 52 – 60 = E (sufficient), 51 and less = FX (insufficient).
In order to pass the course, it is necessary to obtain a minimum of 52 b.
Detailed conditions are updated annually at LMS UPJŠ.

Learning outcomes:
The graduate of the course will acquire basic theoretical knowledge in the field of public finance, can define and explain public finance and its functions, public budget, public expenditure and income, taxes, tax theories, and fiscal policy. The student will acquire knowledge about the practice of public finances in the Slovak Republic, focused on the budget system in the Slovak Republic, especially the state budget of the Slovak Republic, state special purpose funds, the EU budget, and the tax system in the Slovak Republic. The student understands the determinants of the budget deficit and public debt, the causes of fiscal imbalance and its consequences, and the exogenous and endogenous factors affecting public debt. The student understands the management of public debt and the functioning of the state treasury. The student can develop an analysis of public projects, compare the development of public finances, and evaluate indicators of the budget deficit and public debt.

Brief outline of the course:

1. Public sector and its financing needs.
2. Public finances. Functions of public finances.
3. Fiscal policy. Budgetary policy.
4. Budget system and public budgets.
5. State budget and state funds.
6. Public expenditures.
7. Analysis of the efficiency of public expenditures.
8. Public revenues.
9. Tax system in the Slovak Republic.
10. Short-term fiscal imbalance.
11. Long-term fiscal imbalance
12. Public debt management.
13. Budget of the European Union.

Recommended literature:

Required:

1. BOBÁKOVÁ, Viktória a Eva VÝROSTOVÁ, 2013. Verejné financie I. Košice: Univerzita Pavla Jozefa Šafárika v Košiciach. ISBN 978-80-8152-077-8.
2. MEDVEĎ, Jozef a Juraj NEMEC et al., 2011. Verejné financie. Bratislava: Sprint dva. ISBN 978-80-89393-46-6.

Recommended:

3. SIVÁK, Rudolf a kol., 2007. Verejné financie. Bratislava: IURA Edition. ISBN 978-80-8078-094-
4. HAMERNÍKOVÁ, Bojka a Alena MAAYTOVÁ a kol., 2010. Veřejné finance. Praha: Wolters Kluwer. 978-80-7357-497-0.
5. MEDVEĎ, Jozef a Juraj NEMEC a kol., 2007. Základy verejných financií. Bratislava: Sprint. ISBN 978-80- 89085-81-2.
6. DVOŘÁK, Pavel, 2008. Veřejné finance, fiskální nerovnováha a finanční krize. Praha: C. H. BECK. ISBN 978-80-7400-075-1.
7. OCHRANA, František, Jan PAVEL a Leoš VÍTEK a kol., 2010. Veřejný sektor a veřejné finance. Praha: Grada Publishing. ISBN 978-80-247-3228-2.
8. GRUBER, J. 2013. Public finance and public policy. 4th ed. New York: Worth Publishers.
9. Daňové zákony, Zákon o štátnom rozpočte, Zákony o štátnych účelových fondoch, Zákon o rozpočtových pravidlách verejnej správy, Zákon o štátnej pokladnici.

Course language:

Slovak

Notes:

Course assessment

Total number of assessed students: 3

A	B	C	D	E	FX
0.0	0.0	100.0	0.0	0.0	0.0

Provides: Ing. Eva Mihaliková, PhD., univerzitný docent, PhDr. Jana Džuňová, PhD.

Date of last modification: 11.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: KVPaTVS/VPpP-IS-d/22	**Course name:** Public Policy for Practice

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 1 / 2 **Per study period:** 14 / 28
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 3., 5.

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 13

A	B	C	D	E	FX
0.0	0.0	46.15	23.08	30.77	0.0

Provides: Mgr. Jozef Andrejčák, PhD.

Date of last modification: 16.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: KSS/ MVpreVS-IS-d/24	**Course name:** Research Methods for Public Administration

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 1 / 2 **Per study period:** 14 / 28
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 4.

Course level: I.

Prerequisities:

Conditions for course completion:
This course is graded. The final grade is determined by the total points earned based on the following requirements:
1. Research Project: Students must develop and present their own research project on a chosen topic. The project must be theoretically grounded and supported by relevant literature. Maximum points: 60. Minimum points: 31.
2. Knowledge Test: A comprehensive exam will assess students' understanding of the course material. Maximum points: 40. Minimum points: 21.
To earn an A, students must achieve 91-100 points; for a B, 81-90 points; for a C, 71-80 points; for a D, 61-70 points; and for an E, 52-60 points. Students who do not earn at least 52 points will not receive credit for the course.
Detailed course requirements are updated annually on the digital learning platform (LMS Moodle UPJŠ) or the course bulletin board in AiS2.

Learning outcomes:
Completion of the course will provide students with a comprehensive overview of research methods and tools and prepare them for their practical application in the field of public administration. Students will understand the principles of social research and be able to navigate the research methodology. They will be able to incorporate ethical aspects into research and apply research methods in the practice of public administration (solving real problems and issues of public administration). They will be able to formulate research objectives and hypotheses and select an appropriate methodological strategy. They will be able to design data collection tools and analyze collected primary and secondary data. They will be able to interpret and present research results, formulate conclusions and recommendations. As part of the course, students will learn: to think critically and evaluate information (assess the reliability and validity of data, interpret results in context), to be able to work independently (design and implement research projects), to communicate effectively (present research results in the field of public administration in writing and orally) and to work in a team (collaborate with others on research projects).

Brief outline of the course:
1. Introduction to Research (Definition and objectives of research in public administration, types of research, significance of social research for public administration)

2. Ethical Issues in Research (Ethical principles of research, protection of privacy and sensitive information, responsibility towards research participants)
3. Research Design in Public Administration (Qualitative and quantitative research, integrated research approach)
4. Research Design I (Sources of the preparatory phase of the research plan, selection and definition of the research problem in public administration)
5. Research Design II (Formulation of research questions, variables, and hypotheses)
6. Determining the Research Population, Sample, and Pre-test (Target population, sampling strategies)
7. Types of Quantitative Research (Statistical, descriptive, correlational, experimental, ex post facto)
8. Types of Qualitative Research (Case study, ethnographic approach, narrative research)
9. Methods of Collecting Primary Data (Observation, interview, questionnaire)
10. Methods of Collecting Secondary Data and Their Analysis (Content analysis of documents, databases, triangulation, validity, and reliability of data)
11. Research Implementation and Data Analysis (Verbal descriptions, graphs, tables, diagrams, images)
12. Interpretation of Research Results and Discussion (Interpretive and exploratory analysis)
13. Research Conclusions (Publication - thesis, journal article, presentation), evaluation of the research process and results in relation to public administration)
14. Recommendations for Theory and Public Administration Practice

Recommended literature:

1. YANG, K., MILLER G. J. (2008). Handbook of Research Methods in Public Administration. 2nd Ed. Taylor & Francis Group.
2. VAN THIEL S. (2022). Research Methods in Public Administration and Public Management: An Introduction. (2nd ed.). Routledge.
3. BROWN, M., HALE, K. (2014). Applied research methods in public and nonprofit organizations. John Wiley & Sons.
4. JOHNSON, G. (2010). Research Methods for Public Administrators. M. E. Sharpe.
5. GILBRT, Nigel. 2013. Researching social life. London: SAGE.

Course language:

Notes:

Course assessment

Total number of assessed students: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

Provides: Mgr. Gizela Brutovská, PhD., doc. Mgr. Gabriela Kravčáková, PhD.

Date of last modification: 15.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚINF/ APSP/16	**Course name:** SAP Applications in Public Administration / a Company

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 1 **Per study period:** 28 / 14
Course method: present

Number of ECTS credits: 3

Recommended semester/trimester of the course: 6.

Course level: I., N

Prerequisities: ÚINF/ZSSP/16

Conditions for course completion:
Conditions for the final evaluation:
Final test (practical)
Conditions for successful completion of the course:
1. Active participation in teaching in accordance with the study regulations and according to the teacher's instructions.
2. Mastering the conditions of the final evaluation in the overall expression at the level of at least 80%.

Learning outcomes:
During teaching and especially in the final evaluation, the student demonstrates adequate mastery of the content standard of the course, which is defined by the course syllabus, and demonstrates mastery of the performance standard, within which the student has a basic overview of accounting of suppliers and customers - establishment / change / display / blocking / unblocking the supplier / customer and knows the accounting transactions related to the supplier / customer invoice, also knows how to solve practical tasks related to project accounting - structured project plan, budget management, budget program, establishment of the SPP element, budget output reports.

Brief outline of the course:
1.-2. FI - vendor accounting - master data (creation, change, display, blocking / unblocking), accounting transactions - vendor invoice (document entry, display / change of items on the supplier's account, document cancellation), sending payment for the vendor invoice.
3.-4. FI - customer accounting - master data (creation, change, display, blocking / unblocking), accounting transactions - customer invoice (document entry, display / change of items on the customer's account, document cancellation), receipt of payment for customer invoice, customer credit memo, display balances, settlement of customer account items, reminders.
5. FI - project accounting - structured project plan, budget management - master data (financial items, financial centers, funds, functional areas and elements of program classification), budget program, establishment of SPP element, output reports to the budget.
6.-7. Individual work for practice.

Recommended literature:
Company literature of SAP. Available on-line: <http://www.sap.com>

Course language:
slovak

Notes:
By default, teaching is carried out face to face. If this is not possible (eg due to a pandemic), teaching is provided at a distance through video conferencing programs and LMS.

Course assessment
Total number of assessed students: 166

abs	n	neabs
95.78	0.0	4.22

Provides:

Date of last modification: 21.11.2021

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: ÚINF/ SZPa/22	**Course name:** Special seminar to bachelor thesis

Course type, scope and the method:
Course type: Practice
Recommended course-load (hours):
Per week: 1 **Per study period:** 14
Course method: present

Number of ECTS credits: 1

Recommended semester/trimester of the course: 5.

Course level: I.

Prerequisities:

Conditions for course completion:
Update of the bachelor thesis website. Presentation of the current state of knowledge for the topic selected in the bachelor's thesis. Presentation of the first results of bachelor thesis. Preparing of scientific article of 5 pages length in the required structure. Approval of the article by the thesis supervisor.

Learning outcomes:
Basic knowledge about the procedure and writing of the bachelor's thesis, standards and formal aspects of the bachelor's thesis, the creation of bibliographic references and their citations, tools for creating the database of used literature. Basic knowledge of the content and form of presentation of the current state of knowledge for the topic of the bachelor's thesis. Basic knowledge about the preparation of a scientific article.

Brief outline of the course:
1. Procedure for writing the bachelor thesis.
2. Standards and formal aspects of the bachelor thesis.
3. Rules of writing and editing documents STN 01 6910.
4. Documentation, Numbering of sections and subsections of written documents STN ISO 2145.
5. Information and documentation STN ISO 690.
6. Instructions for creating bibliographic references to information sources and their citation.
7. Selected typographic principles.
8. Professional resources on the Internet.
9. Principles of correct citation.
10. Tools for creating your own database of used literature.
11. Annotation of read literature, creation of searches.
12. Presentation of selected topics of bachelor theses.
13. Presentation of selected topics of bachelor theses.

Recommended literature:
1. STN 01 6910. Rules of writing and editing documents. 2011.
2. STN ISO 2145. Documentation. Numbering of sections and subsections of written documents. 1997.

3. STN ISO 690. Information and documentation. Instructions for creating bibliographic references to information sources and their citation. 2012
4. KATUŠČÁK, Dušan. How to write final and qualification theses. Enigma, 2013
5. Scientific literature related to the topic of the final thesis according to the recommendation of the thesis supervisor.

Course language:
Slovak or English

Notes:

Course assessment
Total number of assessed students: 195

abs	n	neabs
98.97	1.03	0.0

Provides: RNDr. Miroslav Opiela, PhD., RNDr. Dávid Varga

Date of last modification: 08.01.2022

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚINF/ SZPb/22	**Course name:** Special seminar to bachelor thesis

Course type, scope and the method:
Course type: Practice
Recommended course-load (hours):
Per week: 1 **Per study period:** 14
Course method: present

Number of ECTS credits: 1

Recommended semester/trimester of the course: 6.

Course level: I.

Prerequisities:

Conditions for course completion:
Update of the bachelor thesis website. Presentation of the obtained results of the bachelor's thesis. Preparation of at least a 10-page scientific article for the topic chosen in the bachelor's thesis in the required structure and its approval by the thesis supervisor. Creating a promotional image (poster) about the results of the bachelor's thesis.

Learning outcomes:
Basic knowledge of the central register of final theses, licenses and copyrights, content and form of presentation of the overall results achieved in the bachelor's thesis. Basic knowledge about the preparation of a scientific article and presentation of the achieved results for popularization purposes.

Brief outline of the course:
1. Central register of final theses.
2. Licenses and Copyrights.
3. Directive on basic requirements for final theses at UPJŠ in Košice.
4. The most common mistakes in writing a final thesis.
5. Evaluation criteria and examples of assessments.
6. Preparation of a presentation for the defense of the final thesis.
7. Preparation of a scientific article.
8. Preparation of a presentation for the defense of the final thesis.
9. Preparation of a scientific article.
10. Procedure for submitting the final thesis.
11. Popularization of bachelor thesis results.
12. Presentations of the results of bachelor theses.
13. Presentations of bachelor thesis results.

Recommended literature:
1. STN 01 6910. Rules of writing and editing documents. 2011.
2. STN ISO 2145. Documentation. Numbering of sections and subsections of written documents. 1997.
3. STN ISO 690. Information and documentation. Instructions for creating bibliographic references to information sources and their citation. 2012

4. KATUŠČÁK, Dušan. How to write final and qualification theses. Enigma, 2013
5. Scientific literature related to the topic of the final thesis according to the recommendation of the thesis supervisor.

Course language:
Slovak or English

Notes:

Course assessment
Total number of assessed students: 171

abs	n	neabs
98.83	1.17	0.0

Provides: RNDr. Miroslav Opiela, PhD., RNDr. Dávid Varga

Date of last modification: 08.01.2022

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: KVPD/ TŠaP-IS-d/22	**Course name:** State and Law Theory

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 2 / 2 **Per study period:** 28 / 28
Course method: present

Number of ECTS credits: 6

Recommended semester/trimester of the course: 1.

Course level: I.

Prerequisities:

Conditions for course completion:
Students are required to attend 100% of the seminars. For each absence from the seminars, the teacher will determine a substitute written performance. A maximum of 3 absences can be replaced. The teacher will assess, based on the seriousness of the reason for non-participation, whether the written performance will be determined or justified by the student's non-participation without the written performance.
Active participation in seminars.
2x written examination (max. 2x20 points, min. 2x11 points).
Oral exam (max. 60 points, min. 30 points).

Learning outcomes:
The theory of state and law aims to create a set of basic knowledge and understanding of law, the most important legal institutes and the state in the most general form so as to create a solid theoretical basis for further study within the study program. The theory of state and law thus fulfills an irreplaceable propaedeutic - systematic function in relation to other legal subjects.

Brief outline of the course:
1. State
2. State organization and state mechanism
3. Form of the state (horizontal and vertical structure of the state
4. Democracy and its forms.
5. State and citizen
6. Law and system of law
7. Legal culture and its types. World legal systems
8. Sources of law
9. Legal norms
10. Legal relations
11. Implementation and application of law
12. Interpretation of law
13. Legal liability

Recommended literature:
Mandatory:

1. Palúš, I. - Hencovská, M .: Theory of State and Law for the Study Program "European Public Administration", UPJŠ, Košice, 2015
Recommended:
1. Bröstl, A. et al .: Theory of Law. Pilsen, Ales Cenek, 2013
2. Knapp, V .: Theory of Law, C. H. Beck, Prague, 1995

Course language:
Slovak language

Notes:

Course assessment
Total number of assessed students: 24

A	B	C	D	E	FX
4.17	20.83	8.33	37.5	29.17	0.0

Provides: prof. Dr. Ivan Halász, Ph.D., PhDr. Jana Volochová, PhD.

Date of last modification: 15.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice

Faculty: Faculty of Public Administration

Course ID: KVPD/ TaPÚS-IS-d/22	**Course name:** Theory and Practice of Territorial Self-Government

Course type, scope and the method:
Course type: Lecture / Practice
Recommended course-load (hours):
Per week: 1 / 2 **Per study period:** 14 / 28
Course method: present

Number of ECTS credits: 5

Recommended semester/trimester of the course: 4., 6.

Course level: I.

Prerequisities:

Conditions for course completion:

Learning outcomes:

Brief outline of the course:

Recommended literature:

Course language:

Notes:

Course assessment
Total number of assessed students: 11

A	B	C	D	E	FX
9.09	18.18	9.09	18.18	27.27	18.18

Provides: doc. JUDr. Mgr. Michal Jesenko, PhD., Mgr. Jozef Andrejčák, PhD.

Date of last modification: 11.09.2024

Approved: doc. JUDr. Peter Molitoris, PhD.

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty: Faculty of Public Administration	
Course ID: ÚINF/ WBdi/24	**Course name:** Web and a development of user environment

Course type, scope and the method:
Course type: Practice
Recommended course-load (hours):
Per week: 3 **Per study period:** 42
Course method: present

Number of ECTS credits: 3

Recommended semester/trimester of the course: 4.

Course level: I.

Prerequisities:

Conditions for course completion:
Teaching is carried out only by distance learning.
50% of the grade for intermediate assignments and discussion posts:
- intermediate assignment from part (X)HTML - max 10 points
- intermediate assignment from CSS - max 10 points
- intermediate assignment from the web page layout part - max 10 points
- Intermediate assignment from the web page accessibility part - max 10 points
- Intermediate assignment from the usability section - max 10 points
- active and valuable participation in 12 discussions - max 12 * 2 = 24 points

Learning outcomes:
Create accessible and usable Web Sites, used the standards (X) HTML and CSS.
Apply the rules for the page layout.
Maintain website and use the basic procedures for their promotion.

Brief outline of the course:
1. - Introduction, specifics of distance learning, orientation in LMS Moodle.
2. - (X)HTML - markup language for describing the structure and content of HTML documents.
3. - (X)HTML - markup language for describing the structure and content of HTML documents.
4. - (X)HTML - markup language for describing the structure and content of HTML documents.
5. - CSS - a markup language for describing how (X)HTML documents are displayed.
6. - CSS - a markup language for describing how (X)HTML documents are displayed.
7. - Page layout - the layout of the content of a web page.
8. - Page layout - the layout of the content of a web page.
9. - Web page accessibility.
10. - Web page accessibility.
11. - Usability of web pages.
12. - Usability of web pages.

Recommended literature:
Basic sources for distance courses will be published in LMS Moodle.
TITTEL, Ed a Jeff NOBLE. HTML, XHTML & CSS. 7th ed. Hoboken, NJ: Wiley, c2011, xx, 392 p. --For dummies. ISBN 04-709-1659-1.

LAGRONE, Benjamin. HTML5 and CSS3 responsive Web design cookbook. 1. publ. Birmingham [u.a.]: Packt Publishing, 2013. ISBN 978-184-9695-442.
CONNOR, Joshue O. Pro HTML5 accessibility: building an inclusive web. New York: Distributed to the book trade worldwide by Springer Science Business Media, c2012, xix, 365 p. ISBN 978-1-4302-4195-9.
KRUG, Steve. Nenuťte uživatele přemýšlet!: praktický průvodce testováním a opravou chyb použitelnost webu. Vyd. 1. Brno: Computer Press, 2010, 165 s. ISBN 978-80-251-2923-4.
LEAVITT, Michael O. a Ben SHNEIDERMAN. Research-Based Web Design & Usability Guidelines. Washington, D.C.: U.S. General Services Administration, 2006, xxii, 267 p. ISBN 0-16-076270-7. Dostupné z: https://www.usability.gov/sites/default/files/documents/guidelines_book.pdf
Vyhláška Úradu podpredsedu vlády Slovenskej republiky pre investície a informatizáciu zo 16. marca 2020 o štandardoch pre informačné technológie verejnej správy. In: . Bratislava: Ministerstvo spravodlivosti Slovenskej republiky, 2020, ročník 2020, číslo 78. Dostupné z: https://www.slov-lex.sk/static/pdf/2020/78/ZZ_2020_78_20210623.pdf

Course language:
Slovak language, knowledge of English is required only for reading documentation and web standards.

Notes:
Teaching is realized only by distance learning.

Course assessment
Total number of assessed students: 46

A	B	C	D	E	FX
13.04	10.87	10.87	23.91	30.43	10.87

Provides: PaedDr. Ján Guniš, PhD., univerzitný docent

Date of last modification: 26.03.2024

Approved: doc. JUDr. Peter Molitoris, PhD.