

# ICT courses for foreign students

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## Level I (undergraduate students)

The course is designed for novice and intermediate computer users. It assumes no prior expertise, and offers a flexible working programme, introducing to basic computer tools useful in the individual work and opening up a variety of opportunities through the broad range of skills provided. The aim is to prepare the students to external ECDL (European Computer Driving Licence) exams. The teaching schedule refers to the standard syllabus of ECDL Core, representing a relevant and internationally recognized basic qualification for computer users and covers the following topics:

- basic concepts of ICT
- word processing
- spreadsheets
- databases
- graphical presentations
- network communication

Short tests are regularly performed during the courses – the learners must score 75 out 100 points for a pass.

## Level II (graduate students)

The course is designed for more advanced computer users. It assumes basic experience and provides introduction to special tools improving and enhancing productivity when using ICT, such as automation, security, collaborative applications etc. The aim is to prepare the students to external Advanced ECDL (European Computer Driving Licence) exams. The teaching schedule refers to the Advanced ECDL syllabus, representing a relevant and internationally recognized advanced qualification for computer users and covers the following topics:

- word processing
- spreadsheets
- databases
- graphical presentations

Advanced sample tests are regularly performed during the courses – the learners must score 75 out 100 points for a pass.