

Information sheet for the course Logistics - optional

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>KEaE/lz19Vd/12</i>	Course unit title: <i>Logistics - optional</i>
Type of course unit: <i>elective</i>	
Planned types, learning activities and teaching methods: <i>2 hours of laboratories per week. 28 hours of laboratories per semester. In-class format.</i>	
Number of credits: <i>3</i>	
Recommended semester: <i>4th</i>	
Degree of study: <i>I.</i>	
Course prerequisites: <i>none</i>	
Assesment methods: <i>At the end of the semester will be evaluated by a test from the theoretical knowledge and practical assignment assessed. To obtain a user can get 100% (40% from the the practical part and 30% test from the the theoretical part, 30% oral advocacy of knowledge). For evaluation A should be obtained less than 87%, to obtain the user B to be obtained at least 80%, for the evaluation C at least 73%, the evaluation D at least 67% , for the evaluation E at least 60%. Credit shall not be granted to a student who obtain a test from the less than 18%. Test and practical assignment, the student will advocate orally. At the end of the semester during the examination period: The final score. The adjusted mean.</i>	
Learning outcomes of the course unit: <i>A student passing the subject obtain theoretical knowledge in the field of logistics and management in public administration, understand the process and process management, further understand the concept of lean administration in the public sector. The student will understand the relationship of logistics and marketing in public administration.</i>	
Course contents: <i>1. Introduction, the concept of logistics. 2. The main principles of logistics in administration, lean administration. 3. The area of analysis and breakdown of tasks, products and features in administration and services. 4. Methods of detection of data and administrative services. 5. Methods to detection of administrative and types of data, analysis and synthesis, process and time data. 6. The area of process management of logistics processes and their linkage to information systems. 7. Operating System as an object of research for the efficient operation of logistics processes, methods for describe working procedures related to the people in logistics, time and types of synthesis time, standardized time position description. 8. Input data by questioning, interview. 9. ABC analysis in administration. 10. Flow structure and imaging processes in administration and public administration, technology decision tables. 11. Quantitative and qualitative evaluation of the work in the administration. 12. Analysis of possible errors and their effects in the administration. 13. Final evaluation of students.</i>	
Recommended of required reading: <i>Kočíková, E.: Logistika. TnUAD, Trenčín 2010</i>	

Kočíková, E.: Logistika pre vysoké školy technického zamerania. TnUAD, Trenčín 2008
Kútik, J. – Langerová, P.: Verejný sektor. TnUAD, Trenčín 2006
Kútik, J. – Mrva, J.: Verejná správa. TnUAD, Trenčín 2005
Řepa, V.: Procesně řízená organizace. Grada Publishing, Praha 2012
www.informatizacia.sk Odborné časopisy a internet

Language: *Slovak*

Remarks:

The subject is provided in the summer semester of the second year of full-time study and in the summer semester of the 2nd year part-time. The course is elective. The number of students in a group of laboratories is 15-18 students.

Evaluation history:

Total number of students being assessed: 28

A	B	C	D	E	FX
42.86	21.43	21.43	14.29	0,0	0,0

Lectures: *Ing. Elza Kočíková, PhD.*

Last modification:

Supervisor: *Doc. Mgr. Sergej Vojtovič, DrSc.*