

## Information sheet for the course Information Systems in Public Administration

<b>University:</b> <i>Alexander Dubček University of Trenčín</i>	
<b>Faculty:</b> <i>Faculty of Social and Economic Relations</i>	
<b>Course unit code</b> <i>VSV6</i>	<b>Course unit title:</b> <i>Information Systems in Public Administration</i>
<b>Type of course unit:</b> <i>elective</i>	
<b>Planned types, learning activities and teaching methods:</b> <i>Laboratory: 1 hour weekly/14 hours per semester of study; face to face</i>	
<b>Number of credits:</b> <i>2</i>	
<b>Recommended semester:</b> <i>3. semester in the 2<sup>st</sup> year (full-time) 5. semester in the 3<sup>rd</sup> year (part-time)</i>	
<b>Degree of study:</b> <i>I. (bachelor),</i>	
<b>Course prerequisites:</b> <i>VSP18 Theory and Practice of Public Administration</i>	
<b>Assessment methods:</b> <i>During the semester a comprehensive practical skills based project will be worked out evaluated at the end of the semester. During semester there will be two theoretical knowledge based written evaluation tests. To obtain an assessment A it is necessary to get at least 80 points (60% of the practical and 40% of the theoretical parts), to obtain an assessment B it is necessary to get at least 75 points, for the assessment at least 70 points, for the assessment D at least 65 points, for the assessment E at least 60 points. To get evaluation the lectures and labs are needed to be attended. At the end of the semester during the examination period: Exam. Final evaluation: progress diameter.</i>	
<b>Learning outcomes of the course unit:</b> <i>After completing of the course student will have acquired knowledge in the field of information systems and practical skills and knowledge in the field of modeling of information systems in public administration. Student will know the logical structure of information systems and processes in PA. Student will understand the possibilities how to use information systems and will be able to work in the area of modeling MS Visio, and gain practical skills in any of the selected IS for PA (SAP Wéčko, Helios).</i>	
<b>Course contents:</b> <i>1. Organization guidelines on the semester duration, organization of seminars LMS system, an introduction to the course. 2. Theory of systems, material framework on providing services for public administrations, the legislative framework provision of services. 3. Digitalization and development of electronic services for administration and public administration. 4. Process management and information systems, their interdependency. 5. Information System of process-driven organization. 6. Methodology of proposal for IS, making analysis for of information systems implementation, process modeling, business processes, algorithms. 7. Information systems and their basic division, basic terminology of data processing, query languages SQL and QBE for analysis and forecasting. 8. IS in PA and administration, systems for services provision to citizens, businesses, IS on interconnection of data in state and local government systems for efficient communication flows. 9. Ways of protecting the IS integrity, the issue of information systems and information systems consolidation in PA. 10. Outsourcing options and formation of agreements on levels SLA (SLA, Service Level</i>	

Agreement) for efficient and economic operation of electronic services.

11. Description and theoretical information of work in the SAP environment, as IS used in the state and public administration, and various organizations, enterprises.

12. Final summary of gained knowledge.

13. Free topic chosen by the students. Consultation.

**Recommended of required reading:**

Kočíková, E.: *Informatika pre neinformatikov*. TnUAD, Trenčín 2013

Bříza, V.: *Visio 2003*, Grada 2005

Orgoň, M.: *Bezpečnosť sietí budúcich generácií*. STU, Bratislava 2012

Řepa, V.: *Procesně řízená organizace*. Grada Publishing, a.s., Praha 2012

Sodomka, P.: *Informační systémy v podnikové praxi*. Computer Press, Brno 2006

Tvrdíková, M.: *Aplikace moderních informačních technologií v řízení firmy (nástroje ke zvyšování kvality informačního systému)*. Grada Publishing, a.s., Praha 2008

[www.informatizacia.sk](http://www.informatizacia.sk)

*Odborné časopisy a internet.*

**Language:** Slovak

**Remarks:**

Course is offered in the winter semester of the second year of full-time and in the winter semester of the third year of external studies. The course is elective. The number of students in a laboratory ranges from 20 to 25 students.

**Evaluation history:**

A	B	C	D	E	FX

**Lectures:** Ing. Elza Kočíková, PhD.

**Last modification:** 15.04.2014

**Supervisor:** prof. PhDr. Peter Barták, DrSc., doc. Ing. Ján Kútik, CSc.