

## **COURSE DESCRIPTION**

Course unit title: Informatics

Course unit code: INF 1022

Type of course: elective

Level of course unit: Bachelor

Year of study: first

Semester when the course unit is delivered: first

Number of ECTS credits allocated: 4.5

8. Name of lecturer(s): Assoc. Prof. Maria Bruseva, PhD

9. Learning outcomes of the course unit:

the course "Informatics - Part I" provides students with knowledge of the contemporary state and application of computing technologies. The knowledge and practical skills acquired guarantee problemfree adjustment and use of computer systems, notwithstanding their configuration (including multimedia configuration) and operating system (MS DOS or WINDOWS) for the purposes of performing basic tasks in the field of text processing. Fundamental knowledge of computer technologies is acquired – knowledge of the functions and characteristics of technical equipment and computer programming. Special attention is paid to text processing as one of the most common activities in computer usage. Students acquire basic practical skills in working with a personal computer and in using it in a configuration with other peripheral devices.

10. Mode of delivery: face-to-face

11. Prerequisites and co-requisites: students are not required to have any previous specialized knowledge of information technologies. Only fundamental knowledge of IT and mathematics acquired during the course of secondary education is required.

12. Course contents: A number of topics are covered during the lecture course, including: functions and structure of personal computers and peripheral devices; ways of organizing, accessing and processing data; functions of the programs used in computer systems, including various operating systems, as well as other types of (system and applied program) provision; data archiving methods; methods for protecting data in computer systems; computer viruses – types, ways of distribution and protection. The principles of text processing as well as the types of editors and their functions are also covered over the course.

13. Recommended or required reading:

1. [Грег Харви](#), Windows 7 For Dummies, [АлексСофт](#), 2010

2. Любен Гугов, Въведение в персоналните компютри, [Нови знания](#), 2009

3. [Дан Гукин](#), Компютърна Грамотност For Dummies, [АлексСофт](#), 2008

4.: [Крис Гроувър](#), Word 2007 за начинаещи, ЗеСТ Прес, София, 2008

5. Word 2007 - в лесни стъпки, СофтПрес, 2008

6. Windows XP, АлексСофт, 2008

14. Планирани учебни дейности и методи на преподаване:

Лекции; лабораторни занятия;

Консултации (конвенционални форми или условия за индивидуални консултации)

Индивидуални консултации

14. Planned learning activities and teaching methods: lectures; laboratory seminars; contact hours (conventional forms or conditions for individual contact hours,); individual contact hours

15. Assessment methods and criteria: during the course of seminars, students do two intermediary progress tests which aim at assessing the level of acquisition of the subject-matter. At the end of the course students sit an examination and defend a project assignment on Ms Word, previously assigned during the semester, where they are expected to show the theoretical knowledge and practical skills acquired over the course.

16. Language of instruction: Bulgarian, Russian, English.

17. Work placement: practice in a laboratory environment.