

Faculty of International Economics and Administration
Department of International Economics and Politics
Professional Area: 3.3 Political Science
Major: International relations
Educational-and-qualification degree: Bachelor

COURSE DESCRIPTION

Course unit title: Informatics

Course unit code: INF 1023

Type of course: elective

Level of course unit: Bachelor

Year of study: first

Semester when the course unit is delivered: second

Number of ECTS credits allocated: 3

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

9. Learning outcomes of the course unit: the offered discipline has scientific and applied character and aims at providing students with knowledge and practical skills in working with applied program products, allowing good organization and management of informational activities in the company..

10. Mode of delivery: face-to-face

11. Prerequisites and co-requisites: Students are required to have specialized knowledge of information technologies, acquired over the previous course in Computer Studies I.

12. Course contents: The lecture course focuses on the methodology of acquisition of new program products, on the development of professional skills when working with electronic spreadsheets (EXCEL) and creating presentations (POWERPOINT). The principles of working with each concrete product are dwelt upon as well as the possibilities for adjustment and their possible fields of application. Students acquire basic theoretical knowledge of multimedia systems and computer networks and go into the possibilities and the fields of application of the Internet. As a natural windup of the course, topics concerning some specifics, the style and methods of working in the global network Internet are dwelt upon.

13. Recommended or required reading:

1. Microsoft Office PowerPoint 2007 - бърз курс, DuoDesign, 2011
2. Димитър Михайлов, Excel 2010, Нова звезда, 2010
3. Матю МакДоналд, Excel 2007 за начинаещи, ЗеСТ Прес, София, 2008
4. Пламенка Боровска, Компютърни системи, Сиела, 2008

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 Excel, PowerPoint, 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.