Faculty of Law
Department: Security and Safety
Professional Area: National Security
Major: Counteraction to Crime and Public Order Protection
Educational-and-qualification Degree: Bachelor

COURSE DESCRIPTION

1. Course unit title: Informatics, part 1
2. Course unit code: INF 2015
3. Type of course unit: compulsory
4. Level of course unit: Bachelor
5. Year of study: first
6. Semester when the course unit is delivered: first
7. Number of ECTS credits allocated: 3.5
8. Name of lecturer: Assoc. Prof. Mariya Bruseva, PhD
9. Learning outcomes of the course unit: The course 'Informatics part 1' creates basic knowledge of the contemporary situation and application of computing machinery. The acquired knowledge and practical skills guarantee the possibility to set and use computer systems without any problems, independently of their configuration (including multimedia configuration) and operating system (MS DOS or WINDOWS); to solve basic problems connected with word processing. It forms fundamental knowledge in the field of computer technologies – possibilities and characteristics of technical means and software. Students acquire basic practical skills to use a personal computer alone or in configuration with different peripherals.
10. Mode of delivery: face-to-face
11. Prerequisites and co-requisites: students are not expected to have specific knowledge of computer science. They are required only basic knowledge of IT and mathematics acquired at high school.
12. Course contents: Lectures include a number of topics connected with: possibilities and structure of personal computers and peripherals; with the way of organizing, accessing and processing information; possibilities of the used programs in computer systems, including different kinds of operating systems and other (systems and application) programs; methods for information archiving; methods for information protection in computer systems, including computer viruses. Word processing, kinds of editing programs and their possibilities are also discussed.
13. Recommended or required reading:
    1. Любен Гугов, Въведение в персоналните компютри, Нови знания, 2009
    2. Дан Гукин, Компютърна Грамотност For Dummies, АлексСофт, 2008
    3. Крис Гроувър, Word 2007 за начинаещи, ЗеСТ Прес, София, 2008
    4. Word 2007 - в лесни стъпки, СофтПрес, 2008
    5. Windows XP, АлексСофт, 2008
14. Planned learning activities and teaching methods: Lectures, individual contact hours, seminars.
15. Assessment methods and criteria:
    Students do two tests within seminars whose aim is to check the degree of learning the taught material. The course finishes with an exam and defence of a course assignment on MS Word given during the semester. Students have to demonstrate the acquired theoretical knowledge and practical skills.

16. Language of instruction: Bulgarian, Russian, English
17. Work placement: practical laboratory classes.