Faculty of Law
Department: Security and Safety
Professional Area: National Security
Major: National Security Protection
Educational-and-qualification Degree: **Bachelor**

COURSE DESCRIPTION

1. Course unit title: Informatics
2. Course unit code: INF 1021
3. Type of course unit: compulsory
4. Level of course unit: Bachelor
5. Year of study: first
6. Semester: first
7. Number of ECTS credits allocated: 3
8. Name of lecturer: Prof. N. Lyutov, PhD
9. Learning outcomes of the course unit: Acquiring systematic skills to work in computer systems, including systems for information management; acquiring principles and skills for automation of document circulation; the main methods of protecting computer systems, including computer viruses; understanding and learning the possibilities of MS Word, including editing and formatting documents; visualization of textual and graphical information for creating and processing tables; for automation of routine operations in word processing in the field of applied psychology.
10. Mode of delivery: face-to-face.
11. Prerequisites and co-requisites: Basic computer literacy acquired in secondary school.
12. Course contents:
Hardware: basic information, terminology. Personal computers - structure, memory, peripherals, drivers, modern state; Software - operating systems, system utilities. WINDOWS - basic concepts, options, settings, key differences between XP, VISTA and WINDOWS 7. File system - logical drives, directories, file management, Data protection - methods, computer viruses and how to combat them; MS Word - basic concepts, purpose, possibilities, settings, document editing, file operations; Document formatting, style formats, creating spreadsheets, work with graphic objects, preparation of documents for printing.
13. Recommended or required reading:
1. Боровска П., Компютърни системи, Сиела, София, 2009
2. Кокс Джойс, Джоун Препернау. Microsoft Office Word 2007. СофтПрес, София, 2007.
3. Николов, Л., Операционни системи, Сиела, София, 2005
4. Петев, Т., Съвременни теории за комуникацията, София, 2007 г.
5. Попова, Петя и др. Информатика, Акад. изд. Ценов, Свищов, 2006
6. Станек, Уилям Р. Windows Vista. СофтПрес, София, 2007
7. Тужаров Хр., Информатика, София, 2007
8. Geeks On Call. Компютърна сигурност и защита, "АлексСофт", София, 2006.
9. Word 2007 в лесни стъпки. ИК Софтпрес, София 2008
14. Planned learning activities and teaching methods: lectures and seminars.
15. Assessment methods and criteria:
The overall grade is based on: grades from: written examination (test) - 40%, oral examination, 10%; course assignment defence - 40%; continuous assessment during the semester - 10%. The examination is successfully passed if the test score exceeds 40% of the total number of points and the course assignments has been successfully defended. The components and the points that they bring are described in the course assignment papers. Students are informed of the continuous assessment and course assignments during seminars, contact hours with the lecturer or electronically.
16. Language of instruction: Bulgarian.
17. Work placement: training seminars, designing a course assignment.