

**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: Information Systems and Technology
2. Course unit code: INF 1034
3. Type of course unit: compulsory
4. Level of course unit: Bachelor
5. Year of study: first
6. Semester: second
7. Number of ECTS credits allocated: 3
8. Name of lecturer: Prof. Nikolay 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; getting to know and learning the possibilities of MS Excel and PowerPoint for editing and formatting information in tables and preparing electronic presentations; acquiring basic knowledge of local and global computer networks.
10. Mode of delivery: face-to-face.
11. Prerequisites and co-requisites: knowledge acquired from the course in Informatics – part 1 – skills to manage electronic documents in MS Windows as well as acquired skills for inputting, formatting and editing data and text.
12. Course contents: Spreadsheets - general terms, options, applications, settings, formatting, sorting, searching, data retrieval, work with formulas and 'embedded' formulas (functions), graphical representation of data. MS PowerPoint - characteristics, options, working with slides, templates for design and color schemes, types of objects, animation of objects, work with charts. Comparison between the versions 2003 and 2007 (2010) of Excel and PowerPoint. Hardware and software. Local and global computer networks - hardware and software, the Internet. Multimedia systems.
13. Recommended or required reading:
  - Атанасова, Т., Информатика, Варна, 2009
  - Бакърджисва Т., Съвременни комуникации, Славена, Варна, 1998 .
  - Боровска П., Компютърни системи, Сиела, София: 2009
  - Брусева, Мария. Организация, автоматизация и управление на информационните дейности във фирмата, ВСУ Черноризец Храбър, Варна 2003.
  - Кокс Джойс, Джоун Препернау. Microsoft Office Word 2007. СофтПрес, 2007.
  - Михайлов, Димитър. Excel 2010., Нова звезда, София 2010.
  - Петев, Т., Съвременни теории за комуникацията, София, 2007 г.
  - Тужаров Хр., Компютърни мрежи, София:, 2007
  - Цонев, Иван Кръстев и др. Компютърни мрежи и комуникации, Шумен, 2008
  - Шиндър Д., Компютърни мрежи, 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.