

FACULTY OF LAW

Department: Security and Safety

Professional Area: National Security

Major: National Security Protection - Preparedness of Forces and Resources for Action in Unconventional Crises

Educational-and-qualification Degree: Master

COURSE DESCRIPTION

1. Course unit title: Document Study and Document Flow
2. Course unit code: ADM 3024
3. Type of course unit: optional
4. Level of course unit: Master
5. Year of study: first
6. Semester: first
7. Number of ECTS credits allocated: 3
8. Name of lecturer: Assoc. Prof. Valeri Hristov, PhD
9. Learning outcomes of the course unit: Students acquire highly specialized knowledge, specific skills for solving problems in crisis management, development of management competence and transformation in complex and unpredictable circumstances that require new strategic approaches and responsibilities.
10. Mode of delivery: face-to-face
11. Prerequisites and co-requisites: Students need to have prior knowledge of the general theory of protection against emergencies and disasters, the fundamentals of information and analytical activities.
12. Course contents: 12 topics
13. Recommended or required reading:
 1. Закон за защита при бедствия, обн. ДВ,бр.102/19.12.2008
 2. Закон за МВР, обн. ДВ,бр.81/18.10.2011.
 3. Национален план за защита при бедствия приет от МС през 2010.
 4. Павлов, Г., Защита на информацията, С, 2010.
 5. Христов, П., Метатеория на риска, С, 2011.
 6. Гюров, Р., Към анализа на сигурността, С, 2011.
 7. Семерджиев, Цв., Управление на информационната сигурност, С, 2007.
 9. Хаджитодоров, Ст., Първа национална научно-практическа конференция по управление в извънредни ситуации и защита на населението, БАН, 2005.
14. Planned learning activities and teaching methods: Lectures, work discussions, contact hours, seminars and work sessions.
15. Assessment methods and criteria: students' overall performance during lectures-20%, a course project development – 30%, course project defence – 50%.
16. Language of instruction: Bulgarian
17. Work placement: none