ACCEPTED BY:
Rector:
(Prof. Dr. Plamen Iliev)

SYLLABUS

SUBJECT: **"INFORMATICS";**

DEGREE PROGRAMME: **"Accounting";** BACHELOR`S DEGREE

YEAR OF STUDY: **1;** SEMESTER: **1;**

TOTAL STUDENT WORKLOAD: **270 h.; incl. curricular 75 h.**

CREDITS: **9**

DISTRIBUTION OF WORKLOAD ACCORDING TO THE CURRICULUM

TYPE OF STUDY HOURSE	WORKLOAD, h.	TEACHING HOURS PER WEEK, h
CURRICULAR: incl. • LECTURES • SEMINARS (lab. exercises)	 45 30	 3 2
EXTRACURRICULAR	195	-

Prepared by:
1. ……………………………………………
(Prof. Dr. Vladimir Sulov)

2. ……………………………………………
(Chief. Assist. Prof. Dr. Olga Marinova)

Head of department: ………………………………….
"Informatics"   (Prof. Dr. Vladimir Sulov)

I. ANNOTATION

The discipline "Informatics" is intended for the students of the all programmes from professional fields: "Economics", "Administration and Management" and "Tourism" and familiarizes them with basic knowledge of the contemporary computer hardware and software and their use in automating business and office tasks. The software used in the discipline is Microsoft Office, as the most widely spread office suite.

The students acquire theoretical knowledge and practical skills, which are necessary during their whole education in the university for developing their cases, projects, thesis, for studying several other special disciplines. The taught basic IT knowledge facilitates its widening and new skills acquisition, which are necessary for the students' future jobs in real life businesses.

The main topics include hardware, software, word processing, spreadsheets, databases, presentations, Internet, security issues.

II. THEMATIC CONTENT

No. по ред	TITLE OF UNIT AND SUBTOPICS	NUMBER OF HOURS		
		L	S	L.E.
1. Computer systems and software		**11**	**2**	
1.1	Introduction to computer systems	1	-	
1.2	Computer architecture	3	-	
1.3	Introduction to and classification of computer software	2	-	
1.4	Operating systems, Microsoft Windows	5	2	
2. Office Suite. Word processing software		**6**	**6**	
2.1	Office suites. Functions, components.	1	-	
2.2	Introduction to MS Word	1	1	
2.3	Basic word processing tasks	1	2	
2.4	Advanced tools and options	1	2	
2.5	Presentation software. Powerpoint	2	1	
3. Electronic spreadsheets		**9**	**8**	
3.1	Introduction to MS Excel	1	1	
3.2	Formatting, calculations	4	3	
3.3	List processing	3	2	
3.4	Charts	1	2	
4. Database management systems		**11**	**10**	
4.1	Relational database basics	2	-	
4.2	Introduction to MS Access	2	2	
4.3	Tables and forms	2	3	
4.4	Queries	2	3	
4.5	Reports and integration	3	2	
5. Computer networks. Internet. Security		**8**	**4**	
5.1	Computer network basics	1	-	
5.2	The Internet	3	2	
5.3	Computer threats – introduction, classification	2	-	
5.4	Computer security measures and tools	2	2	
	Total:	**45**	**30**	

III. <u>FORMS OF CONTROL:</u>

No. by row	TYPE AND FORM OF CONTROL	№	extra-curricu-lar, h.
1.	**Midterm control**		
1.1.	Practical Exercises Test	2	100
	Total midterm control:	**2**	**100**
2.	**Final term control**		
2.1.	Theoretical Test	1	40
2.2.	Practical Exercises Test	1	55
	Total final term control:	**2**	**95**
	Total for all types of control:	**4**	**195**

IV. <u>LITERATURE</u>

REQUIRED (BASIC) LITERATURE:

1. Bott, Ed. and C. Siechert. Microsoft Office 2010 Inside Out, Microsoft Press, 2011.

RECOMMENDED (ADDITIONAL) LITERATURE:

1. Bott, Ed, C. Siechert, C. Stinson Windows® 7 Inside Out, Microsoft Press, 2010.
2. Bradley, T. Essential Computer Security: Everyone's Guide to Email, Internet, and Wireless Security. Syngress, 2007.
3. Conrad, J. and J. Viescas, Microsoft Access 2010 Inside Out, Microsoft Press, 2010.
4. Groh, M. R. Access 2010 Bible, Wiley, 2010.
5. Tyson, H. Word 2010 Bible, Wiley, 2010.
6. Vacca, J. Practical Internet Security. Springer, 2010.
7. Walkenbach J. et al, Office 2010 Bible, Wiley, 2010.
8. Wempen, F. PowerPoint 2010 Bible, Wiley, 2010.
9. Walkenbach, J. Excel 2010 Bible, Wiley, 2010.