UNIVERSITY OF ECONOMICS – VARNA

FACULTY OF INFORMATICS

DEPARTMENT OF INFORMATICS

Adopted by the FC (record №8 / 05.03.2020)
Adopted by the DC (record №7 / 17.02.2020)

ACCEPTED BY:
Dean:
(Prof. Vladimir Sulov, PhD)

SYLLABUS

SUBJECT: "INFORMATICS";

DEGREE PROGRAMME: "International Business", "Business and Management" and "Accounting"; BACHELOR`S DEGREE

YEAR OF STUDY: 1; SEMESTER: 1;

TOTAL STUDENT WORKLOAD: 270 hours; incl. curricular 75 hours

CREDITS: 9

DISTRIBUTION OF STUDENT WORKLOAD ACCORDING TO THE CURRICULUM

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

Prepared by:

1. ……..
(Prof. Vladimir Sulov, PhD)

2. ……
(Prof. Julian Vasilev, PhD)

Head of department: ……
of Informatics (Prof. Julian Vasilev, PhD)

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

№	TITLE OF UNIT AND SUBTOPICS	NUMBER OF HOURS		
		L	**S**	**L.E.**
Theme 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	3	2	
Theme 2. Office Suites. Word processing software. Presentations.		**6**	**8**	
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	2	3	
2.5	Presentation software. Powerpoint	1	2	
Theme 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	
Theme 4. Database management systems		**12**	**10**	
4.1	Relational database basics	2	-	
4.2	Introduction to MS Access	2	2	
4.3	Tables and forms	3	3	
4.4	Queries	2	3	
4.5	Reports and integration	3	2	
Theme 5. Computer networks. Internet. Security. IT Trends.		**9**	**2**	
5.1	Computer network basics	1	-	
5.2	The Internet	2	1	
5.3	Computer threats – introduction, classification	1	-	
5.4	Computer security measures and tools	2	1	
5.5	IT trends: AI, virtual reality, cloud technologies, etc.	3	-	
	Total:	**45**	**30**	

III. FORMS OF CONTROL:

№	TYPE AND FORM OF CONTROL	Number	extracur-ricular, hours
1.	**Midterm control**		
1.1.	Test	2	60
1.2.	Practical task	2	60
	Total midterm control:	**4**	**120**
2.	**Final term control**		
2.1.	Test	1	35
2.1.	Course project / practical task	1	40
	Total final term control:	**1**	**75**
	Total for all types of control:	**3**	**195**

IV. LITERATURE

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 10 Inside Out, Microsoft Press, 2018.
2. Habraken, J. Microsoft Office 2019 Inside Out, Microsoft Press, 2018.