

**UNIVERSITY OF ECONOMICS - VARNA**  
**FACULTY OF INFORMATICS**  
**DEPARTMENT OF INFORMATICS**

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Adopted by the FC (record № 9/24.04.2024)  
Adopted by the DC (record № 10/16.04.2024)

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

**SYLLABUS**

**SUBJECT: INFORMATICS**

**DEGREE PROGRAMME: All programs taught in English; 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**

<i>TYPE OF STUDY HOURS</i>	<b>WORKLOAD, hours</b>	<b>TEACHING HOURS PER WEEK, hours</b>
CURRICULAR: incl.		
• LECTURES	30	2
• SEMINARS / LAB. EXERCISES	45	3
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 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.

During the training, the following key competencies are applied and developed, according to the recommendation of the Council of the European Union from May 22, 2018, namely:

- Digital competence - group 4. The ability to use and create digital content for the business environment.

- Personal competence - group 5. Ability to apply a variety of communication approaches and tools that are adapted to the context of interaction. Acquiring skills to solve real-life problems, to plan tasks, to organize one's own work.

## **II. THEMATIC CONTENT**

№	TITLE OF UNIT AND SUBTOPICS	NUMBER OF HOURS		
		L	S	L.E.
<b>Theme 1. Computer systems and software</b>		<b>4</b>	<b>3</b>	
1.1	Introduction to computer systems	1		
1.2	Computer architecture	1		
1.3	Introduction to and classification of computer software	1		
1.4	Operating systems, Microsoft Windows	1	3	
<b>Theme 2. Office Suites. Word processing software. Presentations.</b>		<b>4</b>	<b>9</b>	
2.1	Office suites. Functions, components	1		
2.2	Word processing. Microsoft Word	2	6	
2.3	Presentation software. Microsoft PowerPoint	1	3	
<b>Theme 3. Electronic spreadsheets</b>		<b>8</b>	<b>15</b>	
3.1	Spreadsheet processing. Introduction to MS Excel	1		
3.2	Formatting	1	3	
3.3	Calculations, functions	3	6	
3.4	List processing. Data sorting, filtering, summary and analysis	2	3	
3.5	Graphical interpretation of data	1	3	
<b>Theme 4. Database management systems and integration</b>		<b>8</b>	<b>15</b>	
4.1	Databases. Main terms. Relational model	2		
4.2	Introduction to MS Access. Tables and relationships	1	3	
4.3	Forms	1	3	
4.4	Queries	2	6	
4.5	Reports	1	2	
4.6	MS Office integration	1	1	
<b>Theme 5. Computer networks. Internet. Security. IT Trends.</b>		<b>6</b>	<b>3</b>	

5.1	Computer network basics. Terms, principles, classification. Protocols	1	1	
5.2	The Internet. Main services. Search engines	1	1	
5.3	E-mail. Types of access. Mail user agents (software)	1	1	
5.4	Computer threats – introduction, classification. Cybersecurity	1		
5.5	IT trends: AI, virtual reality, cloud technologies, etc.	2		
<b>Total:</b>		<b>30</b>	<b>45</b>	

### **III. FORMS OF CONTROL:**

№	TYPE AND FORM OF CONTROL	Number	extracurricular, hours
<b>1.</b>	<b>Midterm control</b>		
1.1.	Tests	2	50
1.2.	Practical tasks	2	70
<b>Total midterm control:</b>		<b>4</b>	<b>120</b>
<b>2.</b>	<b>Final term control</b>		
2.1.	Examination (test)	1	30
2.2.	Practical task	1	45
<b>Total final term control:</b>		<b>2</b>	<b>75</b>
<b>Total for all types of control:</b>		<b>6</b>	<b>195</b>

### **IV. LITERATURE**

#### **REQUIRED (BASIC) LITERATURE:**

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

#### **RECOMMENDED (ADDITIONAL) LITERATURE:**

1. Clark, M. The Microsoft Office 365 Bible: The Complete and Easy-To-Follow Guide to Master the 9 Most In-Demand Microsoft Programs - Secret Tips & Shortcuts to Stand out From the Crowd and Impress Your Boss. Independently published, 2024.
2. Martin, E. Discovering Microsoft Office 2021. Wiley, 2022.