


Discipline	Office Technologies code: 46/47/48 – 1 summer semester		
Specialty	SOFTWARE AND INTERNET TECHNOLOGIES		
ECTS credits: 7	Form of assessment: Examination		
Lecturer	Assist.prof. PhD /scientific title/ Maya Todorova /name/ Room 410 TB Phone: +359 52 383 657 E-mail: maya.todorova@tu-varna.bg		
Department	SOFTWARE AND INTERNET TECHNOLOGIES		
Faculty	Faculty of Computer Sciences and Automation		
<p><b>Annotation:</b> The course strives to create knowledge and skills in the fields of office technologies. Student will be competent in the concepts of office systems methodologies and capable of applying these concepts in structured and non-structured problems in an office environment. Students will also integrate technical skills to computer hardware and software applications.</p> <p>Upon successful completion of the course, the student should be able to apply knowledge of various software packages to a variety of work settings and to solve practical engineering problems arising in the today's office.</p> <p>Learning objectives:</p> <ul style="list-style-type: none"> <li>• Word processing</li> <li>• Desk publishing</li> <li>• Creation of graphical objects using graphic libraries</li> <li>• Creating forms, tables and structured documents</li> <li>• Exchange documents with external system (Dynamic Data Exchange – DDE / Object Linking and Embedding – OLE)</li> <li>• Multimedia: audio comments, video clips</li> <li>• Automated synthesis of documents</li> </ul>			
<b>CONTENTS:</b>			
Training Area		Hours lectures	Hours seminar exercises
TOTAL: 60 h		<b>30</b>	<b>30</b>