Identification	Subject	CMS 101- Introduction to Computer Science (B) (3credits)
	Department	Computer Science
	Program	Undergraduate
	Term	Fall 2018
	Instructor	Zeynab Muradkhanli
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	Classroom/hours	11 Mehseti str.(Neftchilar campus), Room #402, Tuesday 11.50-13.20, Thursday 11.50-13.20
	Office hours	By appointment
Prerequisites	Elementary english	
Language	Azeri, English	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	*Coretextbook:* 1. Microsoft Office 2016 2. Computing Essential 2017 Complete Edition : Making IT Work for You, Timothy J.O'Leary, Linda I. O'Leary http://www.freetechbooks.com/introduction-to-computer-science-f10.html http://freecomputerbooks.com/compscMiscBooks.html http://www.computingbook.org/ *Supplemantary textbooks* 3.Microsoft Office Professional 2013 Step by Step 1st Edition, by Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch, O'Reilly Media Inc, 2013. 4. Microsoft Office 2016 Step by Step, Joan Lambert & Curtis Frye 5. Windows 7 For class presentations and discussions, the students should utilize the Newspaper, Journal and Internet materials.	
Course outline	This course introduces undergraduate students the basics of Computer Science. Lecture notes given in classes will be conducted by examples which are crucial for better understanding of material. First lectures are designed to give an overview on computers' generation and their history. Later, computer components, computer network types and system design will be discussed. Next classes will be dedicated to detailed observation on different computer based applications. Mainly, Microsoft Office programs (Word, Excel, and PowerPoint) will be explained with complementary examples and exercises.	
Course objectives	This course is designed for every student of Khazar University. *General Objective* ➢ General objective of this course is to provide students with core understanding of computer science and its application in business; *Specific Objectives* ➢ To familiarize students with computers' history, its components and system design; ➢ To get acquainted with different Microsoft Office programs (Word, Excel, and PowerPoint); ➢ Installations of the Operating Systems (Windows7); ➢ Internet and searching.	
Learning outcomes	Upon successful completion of this course students will be able to explain simple computer structure and system design, to provide core understanding in computer systems, and applications. Students will gain working experience in Microsoft Office programs (Word, Excel, and PowerPoint).	

Teaching methods	Lecture		x
	Group discussion		x
	Experiential exercise		
	Lab		x
	Case analysis		
	Course paper		
	Others		
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm Exam		30%
	Case studies		
	Class Participation&activity		10%
	Lab. work		20%
	Project		
	Presentation/Group Discussion		
	Final Exam		40%
	Others		
	Total		100%

Tentative Schedule

Week	Date/Day (tentative)	Topics	Textbook/Assignments
1	18.09.18 20.09.18	History of computers. Computer generations. Decimal and binary number. Decimal to binary conversion. A structure of computer. Computer components.	lecture notes by e-mail
2	25.09.18 27.09.18	**Computer Hardware.** Input, output and peripheral devices. Central processing unit. Memory. **Computer Software.** Operating systems. Systems and application programs. Service programs. Algorithm. Programming languages.	lecture notes by e-mail
3	02.10.18 04.10.18	Working with windows. Tasks and taskbar. Desktop. Main menu. Folder and shortcut. Directory. My computer. Standard Applications of Windows 7. Accessories programs. (Notepad, Paint, WordPad)	Window 7, Microsoft Office 2016, lecture notes by e-mail
4	09.10.18 11.10.18	**Microsoft Word 2016.** Menu of Word. Radio buttons. Toolbars. Copying and moving texts. Clipboard. Text formatting. Fonts. Editing files. Page setup. Printing.	Microsoft Office 2016, lecture notes by e-mail
5	16.10.18 18.10.18	**Laboratory work 1. (5 points).** Tables. Formatting tables. Tables and borders. Sorting. Formulas. Change case. Text direction.	Microsoft Office 2016, lecture notes by e-mail
6	23.10.18 25.10.18	Header and footer. File properties. AutoText. Comments. Insert break. Insert page numbers. Date and time. Caption. Spelling and Grammar.	Microsoft Office 2016, lecture notes by e-mail

7	30.10.18 01.11.18	Borders and shading. Columns. Background. AutoFormat. New window. AutoShapes. Drawing. Insert object and picture. Multimedia. **Laboratory work 2. (5 points).**	Microsoft Office 2016, lecture notes by e-mail
8	06.11.18 08.11.18	**Midterm Exam**	
9	13.11.18 15.11.18	**Microsoft Excel 2016** **Excel Introduction.** An overview of excel. Ribbon, Tabs, and Icons, Excel Options. Data entry, Adjusting columns and Rows. Copy and Paste. Sorting Data **Formatting.** Data Formats. Data Alignment. Number Formats. Borders. Cell Color. **Editing.** Editing Data in Cell. Moving data. Deleting Columns and Rows. Deleting Worksheets. Inserting Columns and Rows. Inserting, Moving and renaming Worksheet Tabs. **Printing**. Page setup. Printing Worksheet.	Microsoft Office 2016, lecture notes by e-mail
10	20.11.18 22.11.18	**Formulas.** Basic Formulas. Copying and Pasting Formulas. Complex Formulas. Auditing Formulas.	Microsoft Office 2016, lecture notes by e-mail
11	27.11.18 29.11.18	Basic Statistical Formulas. Creating Charts. Column Charts. Line Charts. Pie Charts. Formatting Charts.	Microsoft Office 2016, lecture notes by e-mail
12	04.12.18 06.12.18	**Logical Functions.** IF Function. Nested IF Function. And Function. OR Function. Combining AND, OR and IF Functions. **Laboratory work 3. (5 points).**	Microsoft Office 2016, lecture notes by e-mail
13	11.12.18 13.12.18	**Microsoft Power Point 2016** The Power Point Window. Starting Power point. Viewing slides in slide view. Animations, effects. Editing the presentation in view.	Microsoft Office 2016, lecture notes by e-mail
14	18.12.18 20.12.18	**Creating a Power Point Presentation.** Changing the Design Template. Changing the Slide Layout. Creating speaker Notes. Viewing the completed slide show. Printing the completed slide show. **Laboratory work 4. (5 points).**	Microsoft Office 2016, lecture notes by e-mail
15	25.12.18 27.12.18	**Internet.** Internet Explorer. Browsers. Searching information on Internet. Computer viruses. Information security.	Microsoft Office 2016, lecture notes by e-mail
16		**Final Exam**	

This syllabus is a guide for the course and any modifications to it will be announced in advance