

Identification	Subject	CSM 101- Introduction to Computer Science (3credits)
	Department	Computer Science
	Program	Undergraduate
	Term	Spring, 2018
	Instructor	Lamiya Hajiyevea
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	Classroom/hours	41 Mehseti str. (Neftchiler campus), Room 402 Tuesday 11;50-13;20 Thursday 13;40-15:10
Prerequisites	Elementary English	
Language	Azeri	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	<p>Core textbook:</p> <ol style="list-style-type: none"> 1. Microsoft Office 2016 2. Computer Essential 2012 Complete Edition: Making IT Work for You, Timothy J. O'Leary, Linda I. O'Leary 3. Nəbiyeva C.O. İnformatikanın praktiki əsasları. 2012 <p>Useful links:</p> <p>http://bookboon.com/en/it-programming-ebooks</p> <p>http://www.gcflearnfree.org/computers</p> <p>http://freecomputerbooks.com/compscMiscBooks.html</p> <p>http://www.computingbook.org/</p> <p>Supplemantary textbooks</p> <ol style="list-style-type: none"> 4. Windows 7 <p>For class presentations and discussions, the students should utilize the Newspaper, Journal and Internet materials.</p>	
Course outline	<p>This course intends to facilitate second year undergraduate students with foundation in 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. At the end, ready to use tools for simple web-site creation will be overviewed.</p>	
Course objectives	<p>This course is designed for every student of Khazar University.</p> <p>General Objective</p> <ul style="list-style-type: none"> ➤ General objective of this course is to provide students with core understanding of computer science and its application in business; <p>Specific Objectives</p> <ul style="list-style-type: none"> ➤ 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	<p>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).</p>	
Teaching methods	Lecture	x
	Group discussion	x
	Experiential exercise	
	Lab	x
	Case analysis	

Evaluation	Course paper		
	Others		
	Methods	Date/deadlines	Percentage (%)
	Midterm Exam		30
	Case studies		
	Class Participation@activity		10
	Lab. work		10
	Project		
	Presentation/Group Discussion		
	Final Exam		40
Policy	Quiz		10
	Total		100
	<ul style="list-style-type: none"> ▪ Preparation for class The structure of this course makes your individual study and preparation outside the class extremely important. The lecture material will focus on the major points introduced in the text. Reading the assigned chapters and having some familiarity with them before class will greatly assist your understanding of the lecture. After the lecture, you should study your notes and work relevant problems and cases from the end of the chapter and sample exam questions. • Withdrawal (pass/fail) This course strictly follows grading policy of the School of Engineering. Thus, a student is normally expected to achieve a mark of at least 60% to pass. In case of failure, he/she will be required to repeat the course the following term or year. ▪ Cheating/plagiarism Cheating or other plagiarism during the Quizzes, Mid-term and Final Examinations will lead to paper cancellation. In this case, the student will automatically get zero (0), without any considerations. ▪ Professional behavior guidelines The students shall behave in the way to create favorable academic and professional environment during the class hours. Unauthorized discussions and unethical behavior are strictly prohibited. 		
	Tentative Schedule		
	Week	Date/Day (tentative)	Topics
			Textbook/Assignments
	1	15.02.18	History of computers. Computer generations Information and its units of measurement. Numeral systems. Decimal and binary number. Decimal to binary conversion.
	2	22.02.18	A structure of computer. Computer components. Input, output and peripheral devices. Central processing unit. Memory.
	3	01.03.18	Computer Software. Operating systems. System, application and service programs. Internet. Programming languages. History of computers
	4	15.03.18	Working with Windows. Tasks and taskbar. Desktop. Main menu. Folder and shortcut. Directory. My computer. Standard Applications of Windows 7 (WordPad) Quiz.
	5	29.03.18	Microsoft Word introduction. Editing files

		Adobe Reader. Microsoft Word. Laboratory work	
6	5.04.18 12.04.18	Midterm Exam Adobe Reader. Microsoft Word. Editing files. Page setup. Print. Print. Preview. Header and footer. File properties. AutoText. Quiz	by e-mail
7	19.04.18 26.04.18	Microsoft Power Point Introduction. Header and footer. File properties. AutoText. Comments. Insert break. Microsoft Power Point. File properties. AutoText. Comments. Making Presentation	by e-mail
8	3.05.18	Microsoft Power Point Microsoft Excel. Introduction	by e-mail
9	10.05.18 17.05.18	Microsoft Excel. Header and footer. File properties. AutoText. Comments. Insert break.	by e-mail
10	24.05.18	Microsoft Excel. Work Background. File properties. AutoFormat. Laboratory work .Table	by e-mail
11	31.05.18	Final Exam	by e-mail