

<b>Identification</b>	<b>Subject</b>	CMS 115 Computer Applications (3 credits)
	<b>Department</b>	Computer Science
	<b>Program</b>	Undergraduate
	<b>Term</b>	Spring, 2017
	<b>Instructor</b>	Ph.D, Ismayil Ismayilov
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	<b>Classroom/hours</b>	122 B. Safaroqlu str. (Downtown campus);11 Mehseti str. (Neftchilar campus), Room ## 402N
	<b>Office hours</b>	
<b>Prerequisites</b>	Elementary English, Introduction to Computer Science	
<b>Language</b>	English, Azerbaijan	
<b>Compulsory/Elective</b>	Compulsory	
<b>Required textbooks and course materials</b>	<p><b>Core textbook:</b></p> <ol style="list-style-type: none"> <li>1. Microsoft Excel 2016, All in One. (A Wiley Brand, 2016)</li> <li>2. Microsoft Access 2016, (A Wiley Brand, 2016)</li> </ol>	
<b>Course outline</b>	<p>Throughout the course the students should develop and maintain the following skills:</p> <ul style="list-style-type: none"> <li>• Analytical thinking</li> <li>• Critical reasoning</li> <li>• Team building and management</li> <li>• Leadership</li> <li>• Presentation</li> </ul>	
<b>Course objectives</b>	<p>This course is designed for the every Engineering, Economist, and Mat teacher subject's students of Khazar University.</p> <p><i>Generic Objective of the Course:</i></p> <p>To meet general requirements of Khazar University</p> <p><i>Specific Objectives of the Course:</i></p> <ul style="list-style-type: none"> <li>• To support the students academically, to improve their chance of realizing their potential</li> <li>• To encourage students participation and interaction and fostering and atmosphere of tolerance and respect</li> <li>• To develop an understanding of the theory in Computer sciences.</li> </ul>	
<b>Learning outcomes</b>	<p><b>By the end of the course the students should be able:</b></p> <ul style="list-style-type: none"> <li>• To apply Microsoft Office programs in engineering and economic problems.</li> <li>• To create needed presentations.</li> <li>• To solve various business problems on computer and to make well-grounded business decisions</li> <li>• To evaluate alternative decisions and suggest one with deferent</li> </ul>	

	programs and maximum utility <ul style="list-style-type: none"> <li>To determine current and forecast future standing of the company based on provided information</li> </ul>		
<b>Teaching methods</b>	<b>Lecture</b>		x
	<b>Group discussion</b>		x
	<b>Experiential exercise</b>		x
	<b>Lab</b>		x
	<b>Case analysis</b>		x
	<b>Course paper</b>		
	<b>Others</b>		x
<b>Evaluation</b>	<b>Methods</b>	<b>Date/deadlines</b>	<b>Percentage (%)</b>
	<b>Midterm Exam</b>		30
	<b>Case studies</b>		
	<b>Class Participation</b>		10
	<b>Quizzes</b>		10
	<b>Project (Individual student site)</b>		10
	<b>Presentation/Group Discussion</b>		
	<b>Final Exam</b>		40
	<b>Others</b>		
	<b>Total</b>		100
<b>Policy</b>	<ul style="list-style-type: none"> <li> <b>Preparation for class</b>            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.         </li> <li> <b>Withdrawal (pass/fail)</b>            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.         </li> <li> <b>Cheating/plagiarism</b>            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.         </li> <li> <b>Professional behavior guidelines</b>            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.         </li> </ul>		

Tentative Schedule			
Week	Date/Day (tentative)	Topics	Textbook/Assignments
1		<b>Excel Spreadsheet.</b> <ul style="list-style-type: none"> <li>Working with Sheets, Columns and Rows.</li> <li>Working with cells in Excel.</li> </ul>	Part 1 Core Textbook 1;
2		<b>Excel Spreadsheet.</b> <ul style="list-style-type: none"> <li>Working with data and Excel tables.</li> <li>Changing workbook appearance.</li> </ul>	Part 1,2 in Core Textbook 1;
3		<b>Excel Spreadsheet.</b> <ul style="list-style-type: none"> <li>Performing calculations on data</li> <li>Using functions in Excel.</li> </ul>	Part 3,4 in Core Textbook 1
4		<b>Excel Spreadsheet.</b> <ul style="list-style-type: none"> <li>Focusing on specific data by using filters</li> <li>Reordering and summarizing data</li> </ul>	Chapter 5,6 in Core Textbook 1
5		<b>Excel Spreadsheet.</b> <ul style="list-style-type: none"> <li>Combining data from multiple sources</li> <li>Creating charts and graphics</li> </ul>	Part 6 in Core Textbook 1
6		<b>Using Macros in Excel.</b> <ul style="list-style-type: none"> <li>Introduction into Macros.</li> <li>Using Macros in Excel</li> </ul>	Part 7, 8 in Core Textbook 1
7		<b>VBA and Excel.</b> <ul style="list-style-type: none"> <li>Introduction into VBA for Excel.</li> <li>Using VBA in Excel</li> </ul>	Part 8 in Core Textbook 1
8		<b>Midterm examination</b>	
9		<b>Getting Started with Microsoft Access 2016</b> <ul style="list-style-type: none"> <li>Explore Microsoft Access 2016</li> <li>Create databases and simple tables</li> </ul>	Part 1 in Core Textbook 2
10		<b>Database Techniques.</b> <ul style="list-style-type: none"> <li>Working with tables.</li> <li>Sorting and filtering records.</li> </ul>	Part 1,2 in Core Textbook 2
11		<b>Database Techniques.</b> <ul style="list-style-type: none"> <li>Create simple forms.</li> </ul>	Part 3 in Core Textbook 2

		<ul style="list-style-type: none"> <li>Working with forms.</li> </ul>	
12		<b>Relational Database Techniques.</b> <ul style="list-style-type: none"> <li>Maintain data integrity</li> <li>Create queries</li> </ul>	Part 3 in Core Textbook 2
13		<b>Relational Database Techniques.</b> <ul style="list-style-type: none"> <li>Create custom forms.</li> <li>Create custom reports.</li> </ul>	Part 4 in Core Textbook 2
14		<b>Database Management.</b> <ul style="list-style-type: none"> <li>Working with queries.</li> <li>Designing multi-table queries.</li> </ul>	Part 5 in Core Textbook 2
15		<b>Database Management and Security.</b> <ul style="list-style-type: none"> <li>Import and Export data.</li> <li>Protect databases.</li> </ul>	Part 6 in Core Textbook 2
		<b>Final Exam</b>	

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