

Identification	Subject (Code, title, credits)	BSA 205 - Computer Applications in Economics and Business 3KU/6ECTS	
	Department	Economics and Management	
	Program type	Undergraduate	
	Term	Fall, 2022	
	Instructor	Ellada Ibrahimova	
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	Classroom	402,101	
	Office hours	41 Mehseti str. (Neftchilar campus)	
Prerequisites	CMS 101 Introduction to Computer sciences		
Language	English		
Compulsory/Elective	Compulsory		
Required textbooks and course materials	Main Textbook: Microsoft excel 2016 essential. p.142, 2016: [1] Additional book: Principal of financial modeling. Michael Rees.p.515. 2018 [2]		
Course outline	This course mainly targets various types of valuation procedures and tools used in the evaluation and decision-making process in the business environment and financial management of corporations. Furthermore, both theoretical and practical concepts with regard to financial management will be covered throughout the course, while providing basic financial theory and practice		
Course objectives	This course aims to give students a foundation in computer applications for the business and economics sectors. Students can learn how to make an excel report with the aid of MS Excel. The data from various databases may be analyzed in upcoming lessons. Additionally, grouping, filtering, and sorting data according to predetermined forms for progress tracking Portfolio management, e-commerce, risk management, financial engineering, valuation, and financial instrument analysis are just a few of the topics covered in the syllabus.		
Learning outcomes	To provide students with core understanding of computer science and its application in business. <ul style="list-style-type: none">To familiarize students with computers’ history, terminology, components and system hardware and software design.The main focus of this course is on office software and business utilization of the Internet.Receive statistical business informationSales Reporting in Excel Create and maintain databases and generate customized reports.Automate Business Tasks with Excel.		
Teaching methods	Lecture		✓
	Group discussion		✓
	Case analysis		✓
	Practices		✓
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm Exam		30
	Activity		5
	Class Attendance		5
	Quizzes		10
	Homework assessment		10

		Final Exam		40
		Total		100
Policy	Activity & Class Attendance evaluation criteria Students are required to attend all classes to follow all lectures. Participation in class discussions plays the main role in assessing students’ activity rates. Thus, the assessment process will be based on how active students are in the class discussions by answering the instructor’s questions and initiating asking questions, which are relevant to the subject, and providing their views and insights on related matters.			
	Quizzes During the course, 2 quizzes will be held to evaluate the knowledge of students related to the covered topics. The main purpose of carrying out quizzes is to find out how the students understood the covered classes, provide students with an experience of solving practice questions and enforce them to study for both theoretical and numerical questions.			
	Group Practices Students will be allocated in small groups to assess investment projects for a given company by applying various project valuation methods. The evaluation process of group assignments will be based on students' group work skills and their logical problem-solving approach while implementing various project valuation methods for the company.			
Tentative schedule is subject to changes				
Week	Date/Day (tentative)	Topics	Textbook/Assignments	
1		Fundamentals of Computer	Presentation	
2		Format Worksheets and Workbooks	Ch 1. 19-42 [1]	
3		Apply Custom Data Formats and Validation:	Ch 1. 32-42 [1]	
4		Date Filtering & Sorting Filtering the Data, Conditional Formatting,	Ch 2. 42-65[1]	
5		Formulas and Functions in excel (Logical functions and Statistical functions, Math)	Ch 19. 229-241 [2] Ch 20.257-270[2]	
6		Lookup Formulas Working with dates functions (Financial project evaluation functions (NPV, IRR, XNPV) Nominal and effective Interest rates	Ch 20. 243-253[2] Ch 25. 325-350[2] Ch 23.307-312 [2]	
7		Using Forecast and Trend function Protecting Excel: Excel Create and Format Charts:	Ch. 9. 109-117[1]	
8		Midterm Exam		
9		Advanced Charts Excel Insert and Format Objects	Ch.10. 117-120[1]	
10		Preparing the Worksheets for Print Errors & Errors Handling in MS Excel, Restricting incorrect Data entry with Data Validations, Check Boxes, Text Functions	Ch 24. 313-323[2]	
11		Pivot table	Ch 26. 355-383[2]	
12		Tools for Financial modelling. To hide and unhide sheets, Array formulas, Structured reference tables	Ch 17. 217-226 [2]	
13		Excel Working with Macros	Ch 14 171-175[2]	

14		Common Uses of tools in Financial Modelling. Using absolute grate rate summary of Common Charts and applications Stress- testing, Scenarios, and Sensitivity analysis in Financial Modelling	Ch.12 153-160[2]
15		Excel Data Analysis Techniques: Alternative data set, Multiple Alternative Data set, Data Tables Goal Seek, Solver, Descriptive statistics, Forecast Sheet	Ch 10 p. 117-129[1]
16		Final Exam	