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| Identification | Subject (Code, title, credits) | BSA 205 - Computer Applications in Economics and Business 3KU/6ECTS | |
| | Department | Economics and Management | |
| | Program type | Undergraduate | |
| | Term | Spring, 2023 | |
| | Instructor | Ellada Ibrahimova | |
| | E-mail: | ellada.ibrahimova@khazar.org | |
| | Classroom | 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 | Students should be able to do the following by the end of the course: 1. Manage elements of worksheet 2. Perform mathematical expressions and review the Order of Operations rule 3. Introduces functions used to modify text in Excel 4. Examines and describes multiple means of entering data 5. Create a Column chart to visually examine data 6. Sales Reporting in Excel Create and maintain databases and generate customized reports. 7. Automate Business Tasks With Excel | | |
| Teaching methods | Lecture | | ✓ |
| | Group discussion | | ✓ |
| | Case analysis | | ✓ |
| | Practices | | ✓ |
| Evaluation | Methods | Date/deadlines | Percentage (%) |
| | Midterm Exam | | 30 |
| | Activity and Class Attendance | | 10 |
| | Quiz | | 20 |
| | 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, quiz 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 | | |

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| | <p>covered classes, provide students with an experience of solving practice questions and enforce them to study for both theoretical and numerical questions.</p> <p>Quiz will be created twice during the course of the semester to test students' knowledge prior to the midterm and final exams. Questions on the quiz deal with solving practical problems based on the concepts covered in the syllabus.</p> <p>Preparation for class 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.</p> <p>Withdrawal (pass/fail) This course strictly follows grading policy of the School of Engineering and Applied Science. 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</p> <p>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.</p> <p>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</p> <p>Ethics Students should not arrive in late to class. All cell phones must be turned off and stowed away before entering class. Use of any electronic devices is not allowed in the classroom and violators will be punished accordingly.</p> |
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Tentative schedule is subject to changes

| Week | Date/Day (tentative) | Topics | Textbook/Assignments |
|------|-------------------------|---|---|
| 1 | 20.02.2023 | Fundamentals of Computer | Presentation |
| 2 | 27.02.2023 | Set up a workbook. Format Worksheets and Workbooks | Ch 1. 19-42 [1] |
| 3 | 06.03.2023 | Apply Custom Data Formats and Validation, Perform calculation on data. Manage worksheet data | Ch 1. 32-42 [1] |
| 4 | 13.03.2023 | Date Filtering & Sorting Filtering the Data, Conditional Formatting , | Ch 2. 42-65[1] |
| 5 | 20.03.2023 | Formulas and Functions in excel (Logical functions and Statistical functions, Math) | Ch 19. 229-241 [2] Ch 20.257-270[2] |
| 6 | 27.03.2023 | Lookup Formulas Working with dates functions (Financial project evaluation functions (NPV, IRR, XNPV) Nominal and effective Interest rates. Quiz 1 | 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 | 10.04.2023 | Midterm Exam | |
| 9 | 17.04.2023 | Advanced Charts Excel Insert and Format Objects | Ch.10. 117-120[1] |
| 10 | 24.04.2023 | 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 | 01.05.2023 | Pivot table | Ch 26. 355-383[2] |
| 12 | 08.05.2023 | Tools for Financial modelling. To hide and unhide sheets, Array formulas, Structured reference tables | Ch 17. 217-226 [2] |

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| 13 | 15.05.2023 | Excel Working with Macros. Quiz 2 | Ch 14. 171-175[2] |
| 14 | 22.05.2023 | Common Uses of tools in Financial Modelling. Using absolute rate summary of Common Charts and applications Stress-testing, Scenarios, and Sensitivity analysis in Financial Modelling. | Ch.12 153-160[2] |
| 15 | 29.05.2023 | 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 | |