

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	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. 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 Cheating/plagiarism		

	<p>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</p> <p>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</p> <p>Students should not arrive in late to class.</p> <p>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>
--	--

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]
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 grate 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	