Identification	Subject (Code, title, credits)	BSA 205 Computer Applications in Economics and Business 3KU/6ECTS
	Department	Economics and Management
	Program type	Undergraduate
	Term	Spring 2024
	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, two 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

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
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

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.

		Tentative schedule is subject to changes	

Week	Date/Day (tentative)	Topics	Textbook/Assignments
1		Fundamentals of Computer, computer history	Presentation
2		Overview of Excel. Format Worksheets and Workbooks. Data Entry Techniques, Basic Spreadsheet Operations. Workbook and Worksheet Management	Ch 1. 19-42 [1] Ch 1. 32-42 [1]
3		Date Filtering & Sorting ,Filtering the Data, Conditional Formatting	Ch 2. 42-65[1]
4		Formulas and Functions in excel Arithmetic and Logical Functions	Ch 19. 229-241 [2] Ch 20.257-270[2]
5		Information function Date and Time Functions Text Functions	Ch 22. 209-306[2] Ch 23.307-312 [2] Ch 25. 325-350[2]
6		Financial functions and Statistical Functions Lookup and Reference Functions **Quiz 1**	Ch 20.243-248[2] Ch 21. 257-267[2] Ch 25. 325-353[2]
7		Creating Basic Charts and Chart Formatting	Ch. 9. 109-117[1]
8		Midterm Exam	
9		Array function and formulas	Ch 18.217-227[2]
10		**Advanced Chart Types** Sparklines and Data Bars, Interactive Dashboards, Using Forecast and Trend function	Ch.10. 117-120[1]
11		**Data Validation and Protection** Preparing the Worksheets for Print Errors & Errors Handling. Worksheet and Workbook Protection, To hide and unhide sheets Password Protection, Check Boxes,	Ch 8.88-108 [1]
12		Filters, Database function, PivotTables and PivotCharts	Ch 26. 355-383[2]

13		**Macros and Automation** Introduction to Macros, Recording and Running Macros, Basic VBA (Visual Basic for Applications) **Quiz 2**	Ch 14. 171-175[2]
14		Excel Data Analysis Techniques: Alternative data set, Multiple Alternative Data set, Data Tables Goal Seek, Solver, Descriptive statistics, Forecast Sheet	Ch 10 .117-129[1]
15		Powerquiry	
16		**Final Exam**	