

Identification	Subject	THM 205 Computer Application in Tourism and Hospitality Management, 6 ECTS
	Department	Economics and Management
	Program	Undergraduate
	Term	Spring 2024
	Instructor	Maryam Qarayeva
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	Classroom/hours	11 Mehseti str.(Neftchilar campus)
	Office hours	By appointment
Prerequisites	Computer Application in Tourism and Hospitality Management	
Language	Azeri	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	<p>Core textbooks:</p> <ol style="list-style-type: none"> 1. Microsoft Office 2016 Step by Step Joan Lambert and Curtis Frye 2. Computing Essential 2017 Complete Edition : Making IT Work for You, Timothy J.O’Leary, Linda I. O’Leary http://www.freetechbooks.com/introduction-to-computer-science-f10.html http://freecomputerbooks.com/compsecMiscBooks.html http://www.computingbook.org/ 3. Access in easy steps – Mike McGrath (2019) 4. Microsoft Access 365 for Beginners & Pros – Matt Vic (2021) 5. Microsoft Excel 2016: Beginners training@health.ufl.edu 6. Microsoft Powerpoint 2016 Shelley Fishel <p>Supplementary textbooks</p> <ol style="list-style-type: none"> 1. Microsoft Office Professional 2013 Step by Step 1st Edition, by Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch, O’Reilly Media Inc, 2013. 2. Windows 7 Bible Rob Tidrow <p>For class presentations and discussions, the students should utilize the Newspaper, Journal and Internet materials.</p>	
Course outline	<p>This course intends to facilitate students with foundation in Computer Science. Lecture notes given in classes will be conducted by examples which are crucial for better understanding of material. First lectures are designed to give an overview on computers’ generation and their history. Later, computer components, computer languages, computer network types and system design will be discussed. Next classes will be dedicated to detailed observation on different computer based applications. Mainly, Microsoft Office programs (Access, Excel, and PowerPoint) will be explained with complementary examples and exercises. At the end, Internet architecture, the business application of Internet and some general aspects of computer security.</p>	
Course objectives	<ul style="list-style-type: none"> • To provide students with core understanding of computer science and its application in engineering. • To familiarize students with computers’ history, terminology, components and system hardware and software design. 	

	<ul style="list-style-type: none"> • To get acquainted with different Microsoft Office programs (Excel, Access, Power Point). • To prepare students to use the computer for later course work and to move directly into the workforce as a productive employee. • The main focus of this course is on engineering applications of software, including spreadsheets (MS. Excel), databases (MS. Access), presentation graphics (MS. PowerPoint), and business utilization of the Internet. 		
Learning outcomes	<p>Upon completion of this course, the students must be able to:</p> <ul style="list-style-type: none"> • Apply course material to improve thinking skills. • Acquire factual/practical knowledge related to business and technology. • Use standard spreadsheet features to produce a representation and analysis of numerical data. • Create and maintain databases and generate customized reports. • Develop professional PowerPoint slides and present their skills and viewpoints. • Explain general structure of computer networks related to an office environment and the Internet. <p>Demonstrate themselves as a valuable asset opportunity for hiring companies.</p>		
Teaching methods	Lecture		x
	Group discussion		x
	Lab		x
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm Exam		30%
	Class Participation & activity		10%
	Quiz		20%
	Final Exam		40%
	Total		100%

Policy		Preparation for class Lecture materials present main stages of computer science. This is also the point when most students will take out their notebooks, laptops, or clay tablets and begin taking notes. After the lecture, you should study your notes and work relevant problems. Quizzes are pass twice. The first quiz (10 point) includes 10 questions by the variants about Fundamental of Computer. The second quiz (10 point) includes 3 practical questions about Microsoft Access and Microsoft Excel. The midterm exam (30 point) includes 4 practical questions about Microsoft Excel. Final exam (40 point) includes 3 practical questions (Microsoft Access, Microsoft Excel, Microsoft Powerpoint) and 1 open question about Fundamentals of Internet. <ul style="list-style-type: none">• 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			
Week	Date/Day (tentative)	Topics	Textbook/Assignments
1		Fundamental Of Computer Basic Concepts, Computer Organization, Data, Software/Languages, Communication and Computer Networks	lecture notes by e-mail
2		Fundamental Of Computer Operating systems. Systems and application programs. Service programs. Algorithm. Programming languages.	lecture notes by e-mail
3		Spreadsheet Basic Concepts of Spreadsheet, Using Worksheets to Make Business Decisions, Starting Excel, The Excel Window, Workbook, Entering Data, Editing, Formulas & Formulas Auditing. Quiz. (10 points).	Window 7, Microsoft Office 2016, lecture notes by e-mail

4		Spreadsheet Data Formatting, Printing a Worksheet, Data Sorting, Working With Lists, Data Sorting by Multiple Keys, Conditional Formatting, Conditional Formulas.	Microsoft Excel 2016, lecture notes by e-mail
5		Spreadsheet Analyzing Data With Pivot Tables, Create a Pivot, Change the Layout of a Pivot Table, Add or Remove a Field in a Pivot Table.	Microsoft Excel 2016, lecture notes by e-mail
6		Spreadsheet Working With Function, Financial, Math & Trig, Statistical, Logical Functions, Condition and Look-up Functions, Excel Charts, Creating Charts, Updating a Chart, Data Analysis, Analyzing Statistical Data, Data Filters, Advanced Filter, Modifying an Excel Chart, Formatting Chart Labels. Analyzing Statistical Data, Data Filters, Advanced Filter, Modifying an Excel Chart, Formatting Chart Labels.	Microsoft Excel 2016, lecture notes by e-mail
7		Spreadsheet Performing What-if Analysis on Worksheet, Validation, Comments, Nested Logical Function, Integrating Worksheets With Other Software Applications.	Microsoft Excel 2016, lecture notes by e-mail
8		Midterm Exam	
9		Database Management Exchanging Data between Access and Other Applications, Printing a Table, Access Data Formats, Validation, Relations, The Query Window, Creating and Running a Query, Creating and Printing a Query, Filtering Data	Microsoft Access 2016, lecture notes by e-mail
10		Database Management Defining Record Selection Criteria for Query, Updating a Database, Formulas in Query, Formulas with Parameters, Access Functions.	Microsoft Access 2016, lecture notes by e-mail
11		Database Management Creating and Printing a Form, Creating and Printing a Report, Updating/Modifying the Database Using Forms, Modifying Structure of an Access Table.	Microsoft Access 2016, lecture notes by e-mail
12		Database Management Creating a Dashboard or Switchboard in Access, Mail Merge and Email Merge From Access.	Microsoft Access 2016, lecture notes by e-mail
13		PowerPoint The PowerPoint Window, Starting PowerPoint, Viewing Slides in Slide View, Animations, Effects, Editing/Controlling the Presentation in View Mode.	Microsoft Powerpoint 2016, lecture notes by e-mail
14		PowerPoint Changing the Design Template, Changing the Slide Layout, Creating Speaker/Presenter Notes, Viewing the Completed Slide Show. Printing the Completed Slide Show. Quiz. (10 points).	Microsoft Powerpoint 2016, lecture notes by e-mail
15		Future Trends in Information Technology + Computer	Microsoft Office

		Protection & Security Fundamentals of Internet, Business Utilization of Internet, Threats to Computer Systems, Basic Protection Mechanisms. Course Wrap-up.	2016, lecture notes by e-mail
16		Final Exam	

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