Identification	Subject	CMS 101 Introduction to Computer Science, 6 AKTS
	Department	Computer Science
	Program	Undergraduate
	Term	Spring 2024
	Instructor	Maryam Qarayeva
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	Classroom/hours	11 Mehseti str.(Neftchilar campus)
	Office hours	By appointment
Prerequisites	Azeri	
Language	Azeri	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	*Coretextbook:* 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/compscMiscBooks.html http://www.computingbook.org/ 3.Microsoft Word 2016 Step by Step Andrea Philo; Mike Angstadt mcnplcomputerlab@gmail.com 4.Microsoft Excel 2016: Beginners training@health.ufl.edu 5.Microsoft Powerpoint 2016 Shelley Fishel *Supplemantary textbooks* 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 For class presentations and discussions, the students should utilize the Newspaper, Journal and Internet materials.	
Course outline	This course introduces undergraduate students the basics of 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 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 (Word, Excel, and PowerPoint) will be explained with complementary examples and exercises.	
Course objectives	This course is designed for every student of Khazar University. *General Objective* • General objective of this course is to provide students with core understanding of computer science and its application in business; *Specific Objectives* • To familiarize students with computers' history, its components and system design; • To get acquainted with different Microsoft Office programs (Word, Excel, and PowerPoint); • Installations of the Operating Systems (Windows7); • Internet and searching.	
Learning outcomes	Upon successful completion of this course students will be able to explain simple computer structure and system design, to provide core understanding in computer systems, and applications. Students will gain working experience in Microsoft Office programs (Word, Excel, and PowerPoint).	

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 Excel. The midterm exam (30 point) includes 4 practical questions about Microsoft Word. Final exam (40 point) includes 3 practical questions (Microsoft Excel, Microsoft Powerpoint) and 1 open question about Fundamentals of Internet. • **Withdrawal (pass/fail)** This course strictly follows grading policy of the Department of Economy. 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, Midterm 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		**History of computers.** Computer generations. Decimal and binary number. Decimal to binary conversion. A structure of computer. Computer components.	lecture notes by e-mail
2		**Computer Hardware.** Input, output and peripheral devices. Central processing unit. Memory.	lecture notes by e-mail
3		**Computer Software.** Operating systems. Systems and application programs. Service programs. Algorithm. Programming languages.	lecture notes by e-mail
4		**Quiz. (10 points).** Working with windows. Tasks and taskbar. Desktop. Main menu. Folder and shortcut. Directory. My computer. Standard Applications of Windows 7. Accessories programs. (Notepad, Paint, WordPad)	Window 10, Microsoft Office 2023, lecture notes by e-mail
5		**Microsoft Word 2023.** Menu of Word. Radio buttons. Toolbars. Copying and moving texts. Clipboard. Text formatting. Fonts. Editing files. Page setup. Printing.Tables. Formatting tables. Tables and borders. Sorting. Formulas. Change case. Text direction.	Microsoft Office 2023, lecture notes by e-mail
6		**Microsoft Word 2023** Header and footer. File properties. AutoText. Comments. Insert break. Insert page numbers.Date and time. Caption. Spelling and Grammar. Borders and shading. Columns. Background. AutoFormat. New window. AutoShapes. Drawing.	Microsoft Office 2023, lecture notes by e-mail
7		**Microsoft Word 2023** Insert object and picture. Multimedia. Borders and shading. Columns. Background. AutoFormat. New window. AutoShapes. Drawing. Insert object and picture. Multimedia.	Microsoft Office 2023, lecture notes by e-mail
8		**Midterm Exam**	
9		**Microsoft Excel 2023** **Excel Introduction.** An overview of excel. Ribbon, Tabs, and Icons, Excel Options. Data entry, Adjusting columns and Rows. Copy and Paste. Sorting Data **Formatting.** Data Formats. Data Alignment. Number Formats. Borders. Cell Color.	Microsoft Office 2023, lecture notes by e-mail

10		**Microsoft Excel 2023** **Editing.** Editing Data in Cell. Moving data. Deleting Columns and Rows. Deleting Worksheets. Inserting Columns and Rows. Inserting, Moving and renaming Worksheet Tabs. **Printing.** Page setup. Printing Worksheet	Microsoft Office 2023, lecture notes by e-mail
11		**Microsoft Excel 2023** **Formulas.** Basic Formulas. Copying and Pasting Formulas. Complex Formulas. Auditing Formulas. Basic Statistical Formulas. Creating Charts. Column Charts. Line Charts. Pie Charts. Formatting Charts.	Microsoft Office 2023, lecture notes by e-mail
12		**Microsoft Excel 2023** **Logical Functions.** IF Function. Nested IF Function. And Function. OR Function. Combining AND, OR and IF Functions.	Microsoft Office 2023, lecture notes by e-mail
13		**Microsoft Power Point 2023** The Power Point Window. Starting Power point. Viewing slides in slide view. Animations, effects. Editing the presentation in view.	Microsoft Office 2023, lecture notes by e-mail
14		**Microsoft Power Point 2023** **Creating a Power Point Presentation.** Changing the Design Template. Changing the Slide Layout. Creating speaker Notes. Viewing the completed slide show. Printing the completed slide show.	Microsoft Office 2023, lecture notes by e-mail
15		**Internet.** Internet Explorer. Browsers. Searching information on Internet. Computer viruses. Information security.	lecture notes by e-mail
		Final Exam	

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