"Confirmation"

WESTERN UNIVERSITY

Head of Department : PhD R.C. Hajiyeva

Signature _____

Date 03.09.2024, Pr.N1

SYLLABUS

General information	Department	Information technologies
	Faculty (School):	Economics
	Specialization (Code):	
	Group	532 MRK, Bİ ing
	Education Level	Bachelor
	Form of Education	Visual
	Term	I
	Academic Year	2024-2025
	Academic semester	Autumn
Information About The Subject	Subject Name, Code	Information and communication technologies and computer skills
	Number Of Credits	8
	Study Load (Hours) Total	90 Hours
	Teaching methods	☐Lecture ☐Practice
	Language of instruction	English
	Type of subject	Selection
	Prerequisite subject/code	
Information about the teacher	Teacher's academic degree, academic title, honorary title, surname, first name, patronymic	Rahimova Gulnar Elchin
	Teacher's email address	gulnar.rehimova@wcu.edu.az
	Teacher's contact number	+994519460040
	Consulting hours	Monday, 12:00
Description of the subject	Forming relevant knowledge, skills and habits in students, providing them with computer work preparation.	
Objective Of The Subject	Ensuring the scientific-methodical training of the future specialist (goals and content of Informatics training, forms of organization of training, methods and tools, modern training technologies), formation of relevant knowledge, skills and habits for the implementation of teaching in them, familiarization with accumulated experience in teaching the subject of Informatics, forming the ability to think logically.	
Results (Objectives) Of Teaching The Subject:	- Forming ideas about the goals and tasks of informatics as a science, scientific research methods, and its relationship with other sciences; - Formation of ideas about forms of organization of informatics training; - Forming ideas about the tools of informatics training; - Forming ideas about the principles of informatics training, training	

	methods; - Forming ideas about the goals and tasks of Informatics training for undergraduate students; - Implementation of practical tasks used in the training of the Informatics course for undergraduate students; - Monitoring and investigating the level of performance of practical tasks;
List of literature	1. Informatics textbook. Rashadat Sharifov. 2018-2019. 2. Informatics (for Master's degree preparation) - State examination center. 2022. 3. Informatics (for Bachelor preparation) - State examination center. 2022. 4. Essential Computer Science. Paul D. Crutcher, Neeraj Kumar Singh, Peter Tiegs. 2021. 5. Basic Computer Architecture. Smruti R. Sarangi. July 18, 2023.
İnternet source	1. https://www.millikitabxana.az/ 2. https://az.wikipedia.org/ 3. https://www.elibrary.az/

Subject Adoption Rule:	Maximum amount of points – 100 points
	     1. Maximum points collected during the semester – 50 points
	     - Maximum - 10 points for class attendance
	     - Maximum - 10 points for students' independent work
	     - Maximum - 30 points due to activity in seminar sessions
	 (If a course work is planned for the subject, then a maximum of 20 points is given for colloquiums, and a maximum of 10 points for the preparation and defense of the course work).
	 In the seminar classes, if the student has at least 3 (three) grades in the journal, points are calculated for this type of teaching. Otherwise, it will not be scored.
	     2. According to the exam results, maximum - 50 points
	 The student's score in the exam should not be less than 17.
	     3. Students with a total of more than 50 points during the semester and according to the exam results are considered to have mastered the subject.

Evaluation Of Students' Knowledge:	Evaluation criteria: - below 51 points – "insufficient" - F - 51 - 60 "satisfactory" - E - 61 -70 -"enough" – D - 71 – 80 – "good" – C - 81 – 90 – "very good" – B - 91 – 100 - "excellent" – A	0-30
Freelance Topics	1. The role of information technologies in the development of the national economy. 2. Development stages of computers.	

	3. About Microsoft Corporation. 4. Personal using the main features of the Word text editor completing tasks. 5. About electronic submissions. 6. Performing tasks on an individual topic in the Power Point program. 7. Performing tasks in an individual topic in the Paint graphic editor. 8. About the main capabilities of the MS Excel spreadsheet. 9. Using standard hotkeys of the Windows operating system and applying them in practice. 10. Main and peripheral devices of computers.	
Attendance:	A student who does not attend more than 25% of all hours allocated for the subject is not admitted to the exam.	0-10
Exam		0-50
Evaluation Of Students' Knowledge:	Evaluation criteria: - below 51 points – "insufficient" - F - 51 - 60 "satisfactory" - E - 61 -70 -"enough" – D - 71 – 80 – "good" – C - 81 – 90 – "very good" – B - 91 – 100 - "excellent" – A	

N	Weeks	The name of the topic	Lecture	Seminar	Notes
1.		Informatics as a fundamental science and its basic. Architecture of computers.	2		
2.		Assembling and disassembling the computer.	2	2	
3.		Development stages of information technology. Visual acquaintance with devices. Devices main function.	2		
4.		The main components of Informatics.	2	2	
5.		Ways of practical application of the main capabilities of the Word.	2		
6.		Computer software. Hardware-technical support.	2	2	
7.		Development history, architecture of computers.	2		
8.		Main and peripherial devices of computers	2	2	
9.		Classification of operating systems. Brainware-Programming support	2		
10.		Windows operation systems main windows. Word processors.	2	2	
11.		Word text editor and its main elements.	2		
12.		Work on Images in the Paint graphic editor.	2	2	
13.		Computer graphics. Color models.	2		
14.		Main elements of Word tables and shapes	2	2	

15.		Power Point programs main elements and menu.	**2**		
16.		The function is not avaliable in Excel.	**2**	**2**	
17.		Ways to construct graphs of mathematical functions in Excel	**2**		
18.		Classifaction of Database Management systems.	**2**	**2**	
19.		Information systems and their classifaction.	**2**		
20.		Practical application of the capabilities of MS Excel spread sheet.	**2**	**2**	
21.		Access Data Base main features	**2**		
22.		Tables, surveys, forms and reports	**2**	**2**	
23.		Classifaction, architecture, types, topology of computer network.	**2**		
24.		Ways to graph mathe,atical function in Excel	**2**	**2**	
25.		Computer networks	**2**		
26.		Architecture and topology of computer networks	**2**	**2**	
27.		Classifaction of Brazuers.	**2**		
28.		The structure of the Internet global network.	**2**	**2**	
29.		Using standart hotkeys in Windows operation system.	**2**		
30.		Power Point create slides	**2**	**1**	
		Total:	**60**	**30**	

Teacher: Rahimova G.E