



Approved by _____
Head of Department:

SYLLABUS

General information	department	Information Technologies
	Faculty	Business and Local Governance
	Specialization, code	
	Group №	
	Level of education	<input checked="" type="checkbox"/> bachelor <input type="checkbox"/> master
	Mode of study	Full-time
	Semester	
	Academic Year	
	Teaching semester	<input checked="" type="checkbox"/> fall <input type="checkbox"/> spring <input type="checkbox"/> summer
	Course title, code	ICT – Basic Computer Literacy
	Number of credits	8
	Teaching load (hour)	90
	Teaching methods	<input checked="" type="checkbox"/> lecture <input checked="" type="checkbox"/> seminar <input checked="" type="checkbox"/> laboratory
	Teaching language	<input checked="" type="checkbox"/> <u>Azerbaijan</u> <input type="checkbox"/> Englishs <input type="checkbox"/> Russian
	Course type	<input checked="" type="checkbox"/> <u>Compulsory</u> <input type="checkbox"/> Elective
	Prerequisite course/code	
INFORMATION ABOUT THE INSTRUCTOR	The teacher's academic degree, scientific title, honorary title, surname, first name, patronymic	
	Instructor's e-mail	
	Instructor's phone number	
	Office hours	
Course Description	<p>“ICT – Fundamentals of Computer Literacy” is a course that explores information processes and the methods and tools used to implement them. These methods and tools are applied across various sectors of the economy, including business and management. The course equips students with up-to-date knowledge in modern information and internet technologies, which are an integral part of economic processes.</p>	
Course Objective	<p>The objective of the course “ICT – Fundamentals of Computer Literacy” is to develop relevant knowledge and skills regarding the core concepts and methods of the discipline, as well as their application in solving various practical problems.</p>	
Learning outcomes	<ul style="list-style-type: none"> - To develop a fundamental understanding of the course objectives, subject matter, and key concepts; - To gain awareness of the main and peripheral components of a computer and their functions; - To form a basic understanding of computer software systems; - To acquire knowledge of the Windows operating system and develop practical skills in its usage; 	

	<ul style="list-style-type: none"> - To gain an understanding of the MS Office integrated application software suite; - To develop knowledge and practical skills in using Microsoft Word; - To understand and apply the functionalities of PowerPoint for electronic presentations; - To gain knowledge and skills in using Microsoft Excel as a spreadsheet application; - To acquire a conceptual understanding of information systems and databases; - To understand and use Microsoft Access as a database management system (DBMS); - To develop an understanding of computer networks and information security principles; - To gain conceptual and practical knowledge of the Internet and its effective usage.
<p>Course Requirements</p>	<p>In the ICT- Basic Computer Literacy course, the following expectations may be set for students:</p> <ol style="list-style-type: none"> 1. Class Participation: Students should be encouraged to actively participate in the course, ask questions, and engage in discussions. This can help them gain a deeper understanding of the topics. 2. Group Research Projects: Students may be assigned group projects or research tasks that involve solving real-world scenarios within the framework of commodity classification. This can help them develop collaboration, communication, and problem-solving skills. 3. Market Research Insights and Reporting: Students can be tasked with monitoring market developments and analyzing and reporting on them. 4. Guest Lecturers and Seminars: Experts in the field of commodity classification can be invited as guest speakers, or students can participate in industry-related seminars. This gives students the opportunity to learn first-hand about current trends and practices in marketing. 5. Field Visits: Visiting relevant companies can provide students with the opportunity to observe industry practices and interact with industry professionals. <p>These requirements aim to promote more effective student participation in the course and support the development of their knowledge and skills in marketing more efficiently.</p>
<p>Academic Integrity</p>	<p>Academic integrity- involves ensuring the originality of one’s work and sharing others’ ideas or findings with proper citation.</p>

	<ol style="list-style-type: none"> 3. Submitting all or part of a previously completed assignment, homework, or project in another course without proper citation 4. Citing non-existent sources or creating a fake database 5. Completing course materials or assignments on behalf of another student 6. Behaviors aimed at gaining unfair advantage (e.g., presenting a false medical certificate without having an actual illness, making false excuses for deadline extensions or other purposes) 7. Taking an exam on behalf of someone else or having someone else take an exam on your behalf
<p>Ethical Behavior</p>	<p>The ethical behavior of students participating in the ICT- Basic Computer Literacy course aims to ensure their success and respect both in the educational process and in their future professional careers. Students must adhere to principles of honesty and transparency in course work and projects, following academic ethical standards.</p> <p>They should attend classes on time and with a sense of responsibility, actively participate in group work, and contribute to effective collaboration within the team. Additionally, they must be sensitive to diversity and cultural awareness, striving to understand different cultures and fostering a learning environment enriched by diversity.</p> <p>For professional development, students should enhance their efforts to communicate with industry professionals and build effective networks, while also improving their problem-solving and critical thinking skills. They should be conscious of social media etiquette and professionalism, maintain a credible image on online platforms, and uphold online ethical standards.</p> <p>With regard to openness to change, innovation, and career development, students should stay informed about changes in the sector, remain open to innovation, and regularly utilize relevant resources to support their career growth.</p> <p>These ethical behaviors guide students toward becoming successful and principled individuals both academically and professionally.</p>
<p>Main literature list</p>	<ol style="list-style-type: none"> 1. Naciyeva R.C. İnformatika. Mühazirələr toplusu, QKU-nun Poliqr.və Nəşr.mərkəzi, Bakı, 2020,180 səh. 2. Трофимов В. В. Информатика. Учебник для академического бакалавриата. В 2-х томах. Том 2. М.: Юрайт, 2019. 406 с. 3. Филимонова Е. В. Информатика и информационные технологии в профессиональной деятельности. Учебник. М.: Юстиция, 2019. 216 с. 4. Kərimov S.Q., Nəbibullayev S.B., İbrahimzadə T.İ. İnformatika. Bakı, 2011. 5. Quliyev H.X, Balayev P.Ə. İqtisadi informatika və hesablama texnikasının əsasları. Bakı,1998, 159s. 6. Онлайн учебник: Экономическая информатика. Авторский курс Владимира Ткаченко. http://www.lessons-tva.info/edu/e-informatika.html
	<ol style="list-style-type: none"> 1. Информатика для экономистов. Учебник / Под общ. ред. В.М. Матюшка. - М.: ИНФРА-М, 2007, 880 с.

Additional literature list	<ol style="list-style-type: none"> 2. Кучинский В.Ф., Спирина Т.П. Теоретические основы экономической информатики: учеб. пособие. – СПб: НИУ ИТМО, 2014. – 90 с. 3. Əlizadə M.N., Musayev İ.K. İqtisadi informatika. Dərslik, “MSVNƏŞR“, Bakı,2016, 292s. 4. П.В. Конюховский, Д.Н. Колесов. Экономическая информатика, 2000. 5. Müslümov V.B., Əliyev Ə.Ə. və başqaları. İnformatika. Bakı,TQDK-“Abiturient”, 2015. 6. Xəlilov M.S., Nəzənova N.Ə. İnformatika. Bakı Universiteti Nəşriyyatı, 2014, 404 s. 7. Каймин В.А. Информатика. - М.: ИНФРА-М, 2012. 	
Internet resources		
Grading: 100-Point System	<p>The final grade is the sum of points awarded for current assessment — seminars and colloquiums (0–30 points), independent work (0–10 points), attendance (0–10 points) — and interim assessment, which includes end-of-semester exams (0–50 points).</p> <p>If the course includes additional practical or applied lessons, up to 10 points may be allocated for the evaluation of those classes.</p> <p>Final Grade = Current Assessment + Interim Assessment</p>	
Seminar and Colloquium	<p>Colloquiums are held three times each semester in accordance with the academic calendar. Each colloquium is evaluated on a scale of 0 to 10 points. Participation in colloquiums is mandatory. A student who does not attend a colloquium will receive 0 points.</p>	0-30
Individual Work	<p>Formatting Guidelines for Individual Work:</p> <ul style="list-style-type: none"> • Final Submission Deadline: Two weeks before the end of the semester 	0-10
	<ol style="list-style-type: none"> 1. The Role of Informatics in Science, Technology, and Other Fields 2. The Emergence and Activities of the Microsoft Corporation 3. Classification of Programming Languages 4. The Windows Operating System 5. Preparing an Assignment Using Microsoft Word 6. Preparing an Assignment Using the Graphic Features of MS Word 7. Creating an Electronic Presentation Using PowerPoint 8. Solving Basic Economic Problems Using MS Excel Spreadsheets 9. Salary Calculation Using MS Excel Spreadsheets 10. Creating a Database on a Given Topic Using MS Access DBMS 11. Economic Information Systems 	

	12. Structure and Components of Computers 13. Functions of the Main Units of Computers 14. Functions of Peripheral Devices of Computers 15. Computer Software 16. Classification of Computer Software 17. Application Software 18. Utility Software (Instrumental Tools) 19. Standard Programs in the Windows System 20. Basic Features of MS Word 21. Creating Tables in MS Word 22. Basic Features of MS Excel 23. Main Objects in MS Access 24. Classification of Database Management Systems (DBMS) 25. Core Functions of MS Access 26. System Software 27. Text and Graphic Editors 28. Economic Information 29. Informatics as a Fundamental Science 30. Statistical Functions in MS Excel 31.	
Attendance	For each 10% of class hours missed during the semester, 1 point will be deducted. A student who misses more than 25% of the total course hours will not be allowed to take the final exam.	0-10
Exam		0-50

Based on the total number of points accumulated during the semester for the course, students' knowledge is assessed as follows:

Grade	Grading by Letters	Indicator
100 – 91	A	“excellent”
90 – 81	B	“very good”
80 – 71	C	“good”
70 – 61	D	“sufficient”
60 – 51	E	“satisfactory”
Below 51	F	“unsufficient”

Course Calendar and Thematic Plan					
N	Date	Course Topics	Lecture	Seminar	
1.		• Informatics as a Fundamental Science	2	1	
2.		• Information Technologies	2	1	
3.		• Computer Architecture and Their Historical Development	2	1	
4.		• Main and Peripheral Devices of the Computer	2	1	

		and Their Functions			
5.		• Hardware of Personal Computers	2	1	
6.		• Representation of Information in Computers	2	1	
7.		•	2	1	
8.		• Computer Software	2	1	
9.		• Models and Modelling	2	1	
10.		• Models and Information Technologies	2	1	
11.		• Modelling Tools	2	1	
12.		• Computer Graphics	2	1	
13.		• Windows Operating System	2	1	
14.		• MS Office Integrated Application Package and Standard Windows Programs	2	1	
15.		• Functions and Main Features of MS Word	2	1	
16.		• Inserting Objects into MS Word Documents	2	1	
17.		• Functions and Main Features of MS PowerPoint	2	1	
18.		• Using Various Effects in MS PowerPoint	2	1	
19.		• MS Excel Spreadsheets	2	1	
20.		• Standard Functions in MS Excel	2	1	
21.		• Graphical Representation of Data in MS Excel	2	1	
22.		• Information Systems and Databases	2	1	
23.		• MS Access Database Management System	2	1	
24.		• Objects of the MS Access System	2	1	
25.		• Computer Networks	2	1	
26.		• The Internet Network	2	1	
27.		• Information Security	2	1	
28.		• ICT and Health	2	1	
29.		• Application Areas of Information and Communication Technologies	2	1	
30.		• Robots	2	1	
		TOTAL:	60	30	

Instructor: