

K H A Z A R U N I V E R S I T Y

C O U R S E S Y L L A B U S

INTRODUCTION
TO COMPUTER SCIENCE

INTRODUCTION TO COMPUTER SCIENCE

Identification	Department: Computer Science Subject: Introduction to Computer Sciences (CMS 101) Instructor: Etibar Rzazadeh, Nuru Safarov, Konul Ahmadova Office: 401 N, 403 N Phone: +99412 421 93 10 E-mail: seferovnur@yahoo.com , erzazadeh@yahoo.com Term: Spring 2010										
Prerequisites	There are no firm prerequisites for attending this course except elementary English.										
Textbooks and Materials:	<p>Core Textbook:</p> <ol style="list-style-type: none"> 1. L.Muradkhanova, E.Rzazadeh Introduction to computer science, Khazar University, Baku, 2001. 2. Microsoft Office 2007 <p>Supplementary:</p> <ol style="list-style-type: none"> 1. Timothy J.,Leary O, Linda I. Computer Essential, 2007 2. Computer Exercise. 2007 <p>.</p> <p>For class presentations and discussions, the students should utilize the Newspaper, Journal and Internet materials. Moreover, the course does not limit the use of learning materials available at Khazar University library.</p>										
Useful Sites	www.dushkin.com/powerweb , http://www.azders.com , http://www.translate.ru , http://www.computertest.ru										
Objectives	<p><i>Generic Objective of the Course:</i> To meet general requirements of Khazar University</p> <p><i>Specific Objectives of the Course:</i></p> <ul style="list-style-type: none"> ▪ To support the students academically, to improve their chance of realizing their potential ▪ To encourage students participation and interaction and fostering and atmosphere of tolerance and respect ▪ To develop an understanding of the theory in Computer science. ▪ To furnish the students with the "Mathematical Way of Thinking" 										
Visual aids	Computers, Education slides, Alone open computer case, HDDs, FDDs, Bus, Different computer generation supplements, Multimedia projector.										
Evaluation	<table border="0" style="width: 100%;"> <tr> <td>Lab.works:</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Mid-term Examination:</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Activity</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Final Examination:</td> <td style="text-align: right;">50%</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">100%</td> </tr> </table>	Lab.works:	20%	Mid-term Examination:	20%	Activity	10%	Final Examination:	50%	Total	100%
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Learning and Teaching Methods This course considers active learning process rather than passive one. Lectures, discussions, practice, typing.

Weeks	Topics	Hours	Reading
1	History of computers. Computer generations. A structure of computer. Hardware and Software.	4	Part I, Chap.2, [1] Part II, Chap.4, [1]
2	Hardware. Computer components. Input, output and peripheral devices. Central processing unit. Memory.	4	Part II, Chap.4, [1] Part I, Chap.3, [1]
3	SOFTWARE. Operating systems. Systems and application programs. Serves programs. Algorithm. Programming languages.	4	Part II, Chap.5, [1]
4	Installations of the operating systems (XP or Vista). Installations of the Microsoft Office 2007.	4	Windows XP SP3 Microsoft Office 2007[2]
5	Working with windows. Tasks and taskbar. Desktop. Main menu. Folder and shortcut. Directory. My computer. Standard Applications of Windows XP. (Notepad, Paint, WordPad)	4	Part II, Chap.6, [1] Part II, Chap.5, [1]
6	Copying and moving texts. Clipboard. Laboratory work 1. Line text. Microsoft office XP. Microsoft Office Word 2007. Menu of Word. Radio buttons. Toolbars. Editing and formatting in Word.	4	Part II, Chap.6, [1] Chap.1, [2]
7	Text formatting. Fonts Editing files. Page setup. Printing. Other accessories programs. Laboratory work 2. Visiting card Insert symbol. Insert file.	4	Part II, Chap.6, [1]
8	Midterm Exam.		
9	Spelling and Grammar. Tables. Formatting tables. Tables and borders. Sorting. Formulas. Change case.	4	Part II, Chap.6.1, [1]
10	Text direction. Header and footer. File properties.	4	page 138, [1] Chap.19, [2]
11	AutoText. Comments. Insert break. Insert page numbers. Date and time. Caption.	4	Part II, Chap.6.1, page 91, [1]
12	Borders and shading. Columns. Background. AutoFormat. Laboratory work 3. Table	4	Chap.20, [2]
13	Microsoft Office Excel 2007	4	Microsoft Office 2007[2]
14	Microsoft Word Power Point 2007	4	Microsoft Office 2007[2]
15	New window. AutoShapes. Drawing. Insert object and picture. Multimedia. Compress of files.	4	Part II, Chap.6.1, [1] Chap.5, [2]

16	Internet. Internet Explorer. Browsers. Creation of the web site. Laboratory work 4. Curriculum Vitae	4	Part II, Chap.5-6, [1] Chap.6, page 67, [1] Chap.8, page 105, [1]
	Final Exam		