

Business Softwares

Course Name	Course type (credit/hours)	Elective course(3/3)	Course code	I022
	Target students Division/major/grade	e-Business/Senior	Opening semester	2020 1ST SEMESTER
	Class time and classroom	Wed 8.5(Da308) Wed 9.5(Da308) Wed 10.5(Da308)	English Grade	A(100%English)
Reference to this course	Prerequisite courses			
	Related basic courses			
	Recommended concurrent courses			
	Related advanced courses			

Instructor	Name (title/division)		Lin Li(, e-Business)			
	Office Room Number		Office phone Number		e-mail	
	Office hours			Homepage address		
Teaching Assistant	Name (title/division)					
	Office Room Number		Office phone Number		e-mail	

1. Introduction

During this Business Software (Microsoft Excel) course students will gain a solid foundation on which they will build the rest of Excel experience on. Step-by-step guide will be provided through the basics of working with the most powerful spreadsheet tool on the market.

This course is designed for those who are just starting out in Excel or for those that are looking to refresh their own skills and pick up some shortcuts and hidden gems within Excel.

2. Course Objectives

There are several objectives for this course:

- Understanding the Excel Interface and Document Structure
- Entering and Working with Data in an Excel Worksheet
- Working with Formulas and the most common Excel Functions
- Formatting Your Excel Data to make it more Presentable
- Creating and Working with Excel Charts to Visually Present Data
- Create flexible data aggregations using pivot tables

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3. Class types and activities

This course will be conducted in the theoretical lecture and the hands-onpractice in PClab.

4. Teaching Method

- | | |
|--|---|
| <input checked="" type="checkbox"/> lecture | <input checked="" type="checkbox"/> discussion and debate |
| <input type="checkbox"/> team project(presentation and case studies) | <input type="checkbox"/> experiments(role-playing,etc) |
| <input type="checkbox"/> designing and production | <input type="checkbox"/> on-site learning(on-site training) |
| <input type="checkbox"/> others | |

5. Support Systems in Use

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> AjouBb | <input checked="" type="checkbox"/> automatic recording system | <input type="checkbox"/> web-based assignment |
| <input type="checkbox"/> cyber lecture | <input type="checkbox"/> online content | |
| <input type="checkbox"/> class behavior analyzing system | <input type="checkbox"/> others | |

6. Teaching Tools

<input checked="" type="checkbox"/> PBL(Problem Based Learning)	<input type="checkbox"/> CBL(Case Based Learning)	<input type="checkbox"/> TBL(Team Based Learning)
<input type="checkbox"/> UR(Undergraduate Research)	<input type="checkbox"/> FL(Flipped Learning)	<input type="checkbox"/> DSAL(Data Science Active Learning)
<input type="checkbox"/> others		

7. Knowledge and ability required for taking this course

Basic communication skills in English are required to attend this class.

8. Method of Evaluation

Evaluation Item	The Number of Times	Evaluation Proportion	Remarks
Attendance		10	
midterm exam		25	
final exam		30	
quiz			
presentation		25	
discussion			
homework			
etc		10	
study hours			

9. Textbook and supplementary material

Main/Sub	Title (Web-site)	Writer	Publisher	Publication year
	Excel 2016 Basics: A Quick Easy Guide to Boosting Your Productivity with Excel	Nathan George		2018
	Excel 2016 Bible	John Walkenbach		2015

10. Class system and Class shedule

< Class Schedule >

* language : K-korean, E-English

Weeks	Topics	language	Instructor	Teaching Method	Evaluation Method	Matter to be prepared
1	Course Introduction & Syllabus	E	Lin Li	Lecture		
2	Excel Basics	E	Lin Li	Lecture		
3	Excel Essentials & Excel Formulas [Basis]	E	Lin Li	Lecture		
4	Data Analysis [Basis]	E	Lin Li	Lecture		
5	Data Visualization [Basis]	E	Lin Li	Lecture		
6	Excel Macro	E	Lin Li	Lecture		
7	Presentation	E	Lin Li	Presentation		
8	Midterm Exam	E	Lin Li	Exam		
9	Feedback	E	Lin Li	Discussion		
10	Excel Formulas [Advanced]	E	Lin Li	Lecture + Presentation		
11	Data Analysis [Advanced]	E	Lin Li	Lecture + Presentation		
12	Data Visualization [Advanced]	E	Lin Li	Lecture + Presentation		
13	Pivot Table	E	Lin Li	Lecture + Presentation		
14	Advanced Excel: AHP	E	Lin Li	Lecture + Presentation		
15	Special Lecture On XI Miner And Python	E	Lin Li	Lecture + Presentation		
16	Final Exam	E	Lin Li	Exam		

11. Other items of notification

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