

## Business Softwares

Course Name	Course type (credit/hours)	Elective course(3/3)	Course code	I001
	Target students Division/major/grade	e-Business/Senior	Opening semester	2020 2ND 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 Management 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 in classroom and the hands-on practice in PC lab, the e-Biz EduCenter. (Online for the Fall semester of 2020).

### 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 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		15%	If you miss more than 25% of the class, grade F will be given
midterm exam		35%	Assignment
final exam		35%	Assignment
quiz			
presentation			
discussion			
homework		15%	Individual assignments, which are closely related to class materials
etc			
study hours			

## 9. Textbook and supplementary material

Main/Sub	Title (Web-site)	Writer	Publisher	Publication year
Main	Excel 2016 Basics: A Quick Easy Guide to Boosting Your Productivity with Excel	Nathan George	Independently published	2018
Sub	Excel 2016 Bible	John Walkenbach	Wiley	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 and Syllabus	E	Lin Li	Lecture		
2	Excel Basics	E	Lin Li	Lecture		
3	Essentials & Excel Formulas_Basics	E	Lin Li	Lecture	Assignment 1	
4	Data Analysis_Basics	E	Lin Li	Lecture	Assignment 2	
5	Public Holiday	E	Lin Li	/		
6	Data Visualization_Basics	E	Lin Li	Lecture		
7	Excel Macro	E	Lin Li	Lecture	Assignment 3	
8	Fix-time Assignment	E	Lin Li	Evaluation	Assignment 4	
9	Web Scraping with Excel VBA	E	Lin Li	Lecture	Assignment 5	
10	Excel Formulas_Advanced	E	Lin Li	Lecture		
11	Data Analysis_Advanced	E	Lin Li	Lecture		
12	Data Visualization_Advanced	E	Lin Li	Lecture	Assignment 6	
13	Pivot Table and Dashboard	E	Lin Li	Lecture	Assignment 7	
14	Analytic Hierarchy Process using Excel	E	Lin Li	Lecture		
15	XL MINER & PYTHON & XLWINGS	E	Lin Li	Lecture		
16	Fix-time Assignment	E	Lin Li	Evaluation	Assignment 8	

## 11. Other items of notification

This syllabus is tentative and is subject to change at the discretion of the instructor.