Business Softwares

Course Name	Course type (credit/hours)	Required course(3/3)	Course code	I073
	Target students Division/major/grade	e-Business/Junior	Opening semester	2019 2ND SEMESTER
	Class time and classroom	Mon H (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(lecturer, e-Business)		
	Office Room Number		Office phone Number	e-mail	lilin@ajou.ac.kr
	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.

4. Teaching Method

☑ lecture		☑ discussion and debate	
☑ team project(presentation and case studies)		☐ experiments(role-playing,etc)	
☐ designing and production		☐ on-site learning(on-site training)	
☐ others			

5. Support Systems in Use

☑ AjouBb		☐ automatic recording system		☐ web-based assignment	
☐ cyber lecture		☐ online content			
☐ class behavior analyazing system		☐ others			

6. Teaching Tools

☐ PBL(Problem Based Learning)   ☐ CBL(Case Based Learning)   ☐ TBL(Team Based Learning)

☐ UR(Undergraduate Research)   ☐ FL(Flipped Learning)   ☐ DSAL(Data Science Active Learning)

☐ 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%	If the number of truancy is 5 or more, grade F will be given.
midterm exam	1	25%	
final exam	1	30%	
quiz			
presentation	1/team	25%	
participation& discussion		10%	
homework			
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
Ref.	Excel 2016 Bible	John Walkenbach	Wiley	2015

10. Class system and Class schedule

< Class Schedule >

Weeks	Topics	language	Instructor	Teaching Method	Evaluation Method	Matter to be prepared
1	Course Introduction and Syllabus	E	Lin Li	Lecture		
2	MODULE 1: EXCEL BASICS (1): Getting Started with Excel (2): Data Entry, Data Editing, and Number Formatting (3): Data Formatting (4): Working with Cells and Ranges (5): Managing Worksheets	E	Lin Li	Lecture		
3	Module 2: EXCEL ESSENTIALS (1): Introduction to Excel Tables (2): Auto-fill, Custom Lists, and Flash Fill (3): Number Formatting	E	Lin Li	Lecture & Team Presentation 1 & Discussion		
4	MODULE 3: EXCEL FORMULAS PART 1 (1): Formula Basics (2): Logical Formulas	E	Lin Li	Lecture & Team Presentation 2 & Discussion		
5	MODULE 3: EXCEL FORMULAS PART 2 (3): Math Formulas (4) Lookup and Reference Formulas in Excel	E	Lin Li	Lecture & Team Presentation 3 & Discussion		
6	MODULE 3: EXCEL FORMULAS PART 3 (5): Stats Formulas (6): Text Formulas	E	Lin Li	Lecture & Team Presentation 4 & Discussion		
7	Midterm Exam	E	Lin Li	Examination		
8	Feedback & Team-based Meeting	E	Lin Li	Lecture & Feedback		
9	MODULE 3: EXCEL FORMULAS PART 4 (7): Date and Time Formulas (8): Formulas Mix and Match	E	Lin Li	Lecture & Team Presentation 5 & Discussion		

＜Class Schedule＞

Weeks	Topics	langu age	Instructor	Teaching Method	Evaluation Method	Matter to be prepared
10	MODULE 4: DATA ANALYSIS PART 1 (1): Named Ranges in Excel (2): Data Validation in Excel			Lecture & Team Presentation 6 & Discussion		
11	MODULE 4: DATA ANALYSIS PART 2 (3): Data Sorting and Filtering in Excel (4): Using Conditional Formatting in Excel	E	Lin Li	Lecture & Team Presentation 7 & Discussion		
12	MODULE 5: DATA VISUALIZATION PART 1 Excel Charting (1)	E	Lin Li	Lecture & Team Presentation 8 & Discussion		
13	MODULE 5: DATA VISUALIZATION PART 2 Excel Charting (2)		Lin Li	Lecture & Team Presentation 9 & Discussion		
14	MODULE 6: PIVOT TABLE		Lin Li	Lecture & Team Presentation 10 & Discussion		
15	Special Lecture on the newest trend in Management Software: Python & Wrap-up	E	Lin Li	Special Lecture & Q&A		
16	Final Exam	E	Lin Li	Examination		

11. Other items of notification

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