

Tamkang University Academic Year 113, 1st Semester Course Syllabus

Course Title	DATA PROCESSING AND EXCEL	Instructor	WEI-HSIU LIN
Course Class	TRJXB1A DEPARTMENT OF GLOBAL POLITICS AND ECONOMICS (ENGLISH-TAUGHT PROGRAM), 1A	Details	<ul style="list-style-type: none"> ◆ General Course ◆ Selective ◆ One Semester ◆ 2 Credits
Relevance to SDGs	SDG4 Quality education		
Departmental Aim of Education			
<p>To be equipped with a basic knowledge of economics and political science, to develop confidence in communicating professionally and academically in English in matters related to the global political economy; to acquire the capability to conduct further research individually and collectively with others; and ultimately to prepare oneself to become professionals and leaders with a global perspective for the international arena.</p>			
Subject Departmental core competences			
<ul style="list-style-type: none"> A. Provide essential analytical abilities in the area of politics and economics(ratio:35.00) B. Provide knowledge and skills to understand the current global issues(ratio:5.00) C. Develop a high level of proficiency in verbal and written English required in the course of study and for communication purposes(ratio:20.00) D. Develop ability to pursue research independently as well as in teams(ratio:30.00) E. Provide basic knowledge on Taiwan's political and economic development(ratio:10.00) 			
Subject Schoolwide essential virtues			
<ul style="list-style-type: none"> 1. A global perspective. (ratio:5.00) 2. Information literacy. (ratio:10.00) 3. A vision for the future. (ratio:5.00) 4. Moral integrity. (ratio:5.00) 5. Independent thinking. (ratio:20.00) 6. A cheerful attitude and healthy lifestyle. (ratio:5.00) 7. A spirit of teamwork and dedication. (ratio:30.00) 8. A sense of aesthetic appreciation. (ratio:20.00) 			

Course Introduction	<p>EXCEL is the most popular software to process data, and Microsoft has upgraded the software for big data and data visualization. Therefore, this course conducts a basic level of EXCEL, and students can learn advanced data processes in the future. I will conduct the principles of data processes on the one hand and then show you how to operate EXCEL.</p> <p>This course will use open data (政府資料開放平臺 政府資料開放平臺 (data.gov.tw) as examples to practice EXCEL. It is a perfect dataset to learn data processes; students can also learn how you use data from the government.</p>
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The correspondences between the course's instructional objectives and the cognitive, affective, and psychomotor objectives.

Differentiate the various objective methods among the cognitive, affective and psychomotor domains of the course's instructional objectives.

- I. Cognitive : Emphasis upon the study of various kinds of knowledge in the cognition of the course's veracity, conception, procedures, outcomes, etc.
- II. Affective : Emphasis upon the study of various kinds of knowledge in the course's appeal, morals, attitude, conviction, values, etc.
- III. Psychomotor: Emphasis upon the study of the course's physical activity and technical manipulation.

No.	Teaching Objectives	objective methods
1	a. To learn the way to organize data b. To learn the way to express data c. To learn the way to present data	Cognitive

The correspondences of teaching objectives : core competences, essential virtues, teaching methods, and assessment

No.	Core Competences	Essential Virtues	Teaching Methods	Assessment
1	ABCDE	12345678	Lecture, Practicum, Experience	Testing, Study Assignments, Practicum

Course Schedule

Week	Date	Course Contents	Note
1	113/09/09 ~ 113/09/15	Introduction	
2	113/09/16 ~ 113/09/22	Introducing EXCEL	
3	113/09/23 ~ 113/09/29	Formatting Worksheets	
4	113/09/30 ~ 113/10/06	Working with Formulas and Functions (I)	
5	113/10/07 ~ 113/10/13	Working with Formulas and Functions (II)	

6	113/10/14 ~ 113/10/20	Using Formulas for Data Analysis (I)	
7	113/10/21 ~ 113/10/27	Using Formulas for Data Analysis (II)	
8	113/10/28 ~ 113/11/03	Review	
9	113/11/04 ~ 113/11/10	Midterm Exam/Midterm Assessment Week (teachers can adjust the week as needed)	
10	113/11/11 ~ 113/11/17	EXCEL Charts (I)	
11	113/11/18 ~ 113/11/24	EXCEL Charts (II)	
12	113/11/25 ~ 113/12/01	Managing and Analyzing Data (I)	
13	113/12/02 ~ 113/12/08	Managing and Analyzing Data (II)	
14	113/12/09 ~ 113/12/15	Pivot Tables	
15	113/12/16 ~ 113/12/22	Review	
16	113/12/23 ~ 113/12/29	Final	
17	113/12/30 ~ 114/01/05	Final Exam/Final Assessment Week (teachers can adjust the week as needed)	
18	114/01/06 ~ 114/01/12	Make-up week	
Key capabilities	self-directed learning Problem solving		
Interdisciplinary	Competency-based education 'competency exploration' sustained competency or global issues STEEP (Society, Technology, Economy, Environment, and Politics)		
Distinctive teaching	Industry-university collaboration courses Project implementation course Special/Problem-Based(PBL) Courses		
Course Content	Computer programming or Computer language (students have hands-on experience in related projects)		
Requirement	No		

Textbooks and Teaching Materials	Self-made teaching materials:Handouts, Worksheets
References	
Grading Policy	<p>◆ Attendance : % ◆ Mark of Usual : 20.0 % ◆ Midterm Exam : 20.0 %</p> <p>◆ Final Exam : 30.0 %</p> <p>◆ Other 〈Practice〉 : 30.0 %</p>
Note	<p>This syllabus may be uploaded at the website of Course Syllabus Management System at http://info.ais.tku.edu.tw/csp or through the link of Course Syllabus Upload posted on the home page of TKU Office of Academic Affairs at http://www.acad.tku.edu.tw/CS/main.php .</p> <p>※ Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications.</p>