Tamkang University Academic Year 114, 1st Semester Course Syllabus

Course Title	DATA PROCESSING AND EXCEL	Instructor	CHOU, YING-LUNG
Course Class	TRJXB1A DEPARTMENT OF GLOBAL POLITICS AND ECONOMICS (ENGLISH-TAUGHT PROGRAM), 1A	Details	◆ General Course ◆ Selective ◆ One Semester ◆ 2 Credits
Relevance to SDGs	SDG4 Quality education		

Departmental Aim of Education

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.

Subject Departmental core competences

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

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	Excel is one of the most commonly used software programs for office tasks and data processing. This course is designed to introduce students to the practical use of Excel for data processing, analysis, and visualization in academic and professional contexts. By the end of the course, students will be able to manage datasets, apply formulas and functions, create visualizations, and conduct pivot table analysis. In the future, students can build upon the foundation of this course to learn advanced data processing techniques.

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	To learn the way to organize 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	114/09/15 ~ 114/09/21	Course Introduction	
2	114/09/22 ~ 114/09/28	Introducing EXCEL	
3	114/09/29 ~ 114/10/05	Data Entry & Formatting Worksheets	
4	114/10/06 ~ 114/10/12	Basic Formulas & Functions (1)	
5	114/10/13 ~ 114/10/19	Basic Formulas and Functions (2)	
6	114/10/20 ~ 114/10/26	Using Formulas for Data Analysis (1)	

7	114/10/27 ~ 114/11/02	Using Formulas for Data Analysis (2)	
8	114/11/03 ~ 114/11/09	Using Formulas for Data Analysis (3) & Review	
9	114/11/10 ~ 114/11/16	Midterm Exam	
10	114/11/17 ~ 114/11/23	Data Visualization (1)	
11	114/11/24 ~ 114/11/30	Data Visualization (2)	
12	114/12/01 ~ 114/12/07	Pivot Tables (1)	
13	114/12/08 ~ 114/12/14	Pivot Tables (2)	
14	114/12/15 ~ 114/12/21	AI + EXCEL	
15	114/12/22 ~ 114/12/28	Review	
16	114/12/29 ~ 115/01/04	Final Exam	
17	115/01/05 ~ 115/01/11	Flexible Teaching Week for Teachers	
18	115/01/12 ~ 115/01/18	Flexible Teaching Week for Teachers	

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
Course Content	Computer programming or Computer language (students have hands-on experience in related projects)
Requirement	This course requires the use of Excel for both instruction and practice. Students must bring their own laptop computers. If you are unable to bring a laptop to class, please do not enroll in this course.
Textbooks and Teaching Materials	Self-made teaching materials:Handouts

References	
Grading Policy	◆ Attendance： 10.0 % ◆ Mark of Usual： % ◆ Midterm Exam： 30.0 % ◆ Final Exam： 30.0 % ◆ Other〈in-Class Exercises〉：30.0 %
Note	This syllabus may be uploaded at the website of Course Syllabus Management System at https://web2.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. ※"Adhere to the concept of intellectual property rights" and "Do not illegally photocopy, download, or distribute." Using original textbooks is advised. It is a crime to improperly photocopy others' publications.