



National Taiwan University of Science and Technology

2021 Summer Program

CTCT 325 Information Analysis

Course Outline

Course Code: CTCT 325

Instructor: Islam Rizvanoghlu

Home Institution: University of Houston

Office Hours: TBA and by appointment

Email: irizvanoghlu@uh.edu

Credit: 4

Class Hours:

According to the regulations of Minister of Education, R.O.C, 18 class hours could be counted as 1 academic credit in all universities in Taiwan. This course will have 72 class hours, including 40 lecture hours, professor 10 office hours, 10-hour TA discussion sessions, 2-hour review sessions, 10-hour extra classes.

Course Description and Objectives

This course covers decision-making and business problem solving methods using microcomputer software applications including spreadsheets, database management programs, and operating systems. At the end of the class, students are expected to be able:

- Explain terms associated with spreadsheets and database management software applications.
- Use spreadsheet software to design, build, and format spreadsheets based upon standard accounting principles, as well as generate output.
- Identify Excel concepts utilized in business Decision making and apply concepts to perform complex tasks.
- Demonstrate knowledge of accounting principles and personal and business finance.
- Utilize Excel functions in data analyses to make informed business Decisions.

Course Textbooks and Resources

- Patrick Carey, *The New Perspectives, Microsoft Office 365 and Excel 2019 Comprehensive*, (1st edition), 2020, Cengage.



- Microsoft Excel 2019 – Windows Version (not all features are available for Mac)

Detailed Course Requirements

- **Exams:** There will be Midterm and Final Exam. Each exam will make 50% of your grade. Exams will not be cumulative.
- **Projects:** I will assign two projects. I will not accept late submissions. The projects will make 50% of your grade.

INFORMATION REGARDING CERTIFICATION EXAM

The Excel Associate/Core and Excel Expert Microsoft Office Specialist (MOS) exams are **NOT** a requirement of this course.

Tentative Weekly Course Schedule

Week 1

Chapter 1. Getting Started with Excel.

Chapter 2. Formatting Workbook Text and Data.

Chapter 3. Performing Calculations with Formulas and Functions.

Chapter 4. Analyzing and Charting Financial Data.

Homework 1

Week 2

Chapter 5. Generating Reports from Multiple Worksheets and Workbooks.

Chapter 6. Managing Data with Data Tools.

Chapter 7. Summarizing Data with PivotTables.

Midterm Exam

Week 3

Chapter 8. Performing What-If Analyses.

Chapter 9. Exploring Financial Tools and Functions.

Chapter 10. Analyzing Data with Business Intelligence Tools.

Homework 2

Week 4

Chapter 11. Exploring PivotTable Design.



Chapter 12. Developing an Excel Application.

Grading System (1 ~ 100)

A+:4.3——95-100

A :4.0——87-94

A -:3.7——82-86

B+:3.3——78-81

B :3.0——75-77

B -:2.7——71-74

C+:2.3——68-70

C :2.0——65-67

C -:1.7——61-64

D :1.0——55-60

E :0.0——49-54

X :0.0——0

