朝陽科技大學 091學年度第1學期教學大綱
Application of Software Packages (I) 電腦套裝軟體應用(一)

當期課號	2320	Course Number	2320
授課教師	林大鈞	Instructor	LIN,DA CHUN
中文課名	電腦套裝軟體應用(一)	Course Name	Application of Software Packages (I)
開課單位	幼兒保育系(四日)一A	Department	
修習別	選修	Required/Elective	Elective
學分數	2	Credits	2
課程目標		Objectives	
教材	1.講述 2.課堂練習3.討論	Teaching Materials	1. Lecture 2. Class practice 3. Discussion
成績評量方式	1.出缺席與作業30% 2.期中考30% 3.期末考40%	Grading	1. Class attendance and assignments: 30% 2. Midterm exam: 30% 3. Final exam: 40%
教師網頁			
教學內容	本課程係以實用的電腦應用軟體爲主要教學內容，旨在培養學生未來就學、就業所需的電腦操作技能和使用電腦來解決問題的能力。本學期的課程包括電腦基本操作與認識、網路應用（含電子郵件）、Microsoft Word、Microsoft PowerPoint。	Syllabus	The main content of this course is base on useful computer applications. The purpose is to help students learning computer skills for higher academic career or employment and gaining abilities of solving problems by using computers. The curriculum of this semester including basic skills and knowledge of computer, Internet (E-mail included), Microsoft Word, and Microsoft PowerPoint.

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