朝陽科技大學 091學年度第1學期教學大綱
Data Processing and Computer Applications 資料處理與電腦應用

當期課號	2890	Course Number	2890
授課教師	王能中	Instructor	WANG,NENG CHUNG
中文課名	資料處理與電腦應用	Course Name	Data Processing and Computer Applications
開課單位	社會工作系(四日)一A	Department	
修習別	必修	Required/Elective	Required
學分數	2	Credits	2
課程目標	本課程主要協助同學學習基礎電腦技巧，並發展Windows 作業系統、Office 各類套裝軟體之關聯性、PowerPoint 簡報系統之進階應用、Excel 試算表之應用以及建構個人網頁。	Objectives	The purpose of this course is to introduce the operating systems of Microsoft and develop the skills of data processing for the students. The network concepts, advanced theory and the practice of “PowerPoint”, “Excel”, and “Homepage” are in the content.
教材	Lecture	Teaching Materials	Lecture
成績評量方式	Homework (30%), Midterm Exam. (30%), Final Exam. (40%)	Grading	Homework (30%), Midterm Exam. (30%), Final Exam. (40%)
教師網頁			
教學內容	This course is aimed at introducing the computer package software.	Syllabus	This course is aimed at introducing the computer package software.

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