朝陽科技大學 092學年度第1學期教學大綱
Commercial Computer Systems 商業套裝軟體

當期課號	3367	Course Number	3367
授課教師	陳佑全	Instructor	,
中文課名	商業套裝軟體	Course Name	Commercial Computer Systems
開課單位	會計系(四進)二A	Department	
修習別	選修	Required/Elective	Elective
學分數	3	Credits	3
課程目標	本課程將教導Ulead PhotoImpact7、GIF Aminator5、Microsoft FrontpageXP、ExcelXP、及Outlook Express 等應用軟體，並以實務範例的方式，說明如何使用這些套裝軟體，應用在統計、會計及財務領域上，使學生完全地了解授課軟體的運作原理，操作技巧，及在各領域上的應用。	Objectives	This course will prepare students how to use Ulead PhotoImpact7, GIF Aminator5, MS FrontPageXP, ExcelXP, and Outlook Express. It uses practical examples to demonstrate those how tools can be utilized in statistics, accounting, and finance. In turns, students will understand the basic operating principles of software, controlling skills and their applications in all different fields.
教材	電腦上機教學	Teaching Materials	We will use on-line teaching.
成績評量方式	期中、期末上機考，並交一份分析報告。	Grading	The midterm and final examination will use on-line examination, and students have to give an analysis of report to teacher in the final.
教師網頁			
教學內容	在現今資訊發達的時代，Microsoft Office 已經是現代人必備的基本職能，它不僅可強化競爭優勢，更可大幅提升工作績效。 本課程將教導Ulead PhotoImpact7、GIF Aminator5、Microsoft FrontpageXP、ExcelXP、Outlook Express 及WordXP等應用軟體，並以實務範例的方式，說明如何使用這些套裝軟體，應用在統計、會計及財務領域上，使學生完全地了解授課軟體的運作原理，操作技巧，及在各領域上的應用。	Syllabus	In our current information society, using MS Office becomes a necessary skill for everyone. It enhances not only the competitive advantage but also the worker's job performances. This course will teach students how to use Ulead PhotoImpact7, GIF Aminator5, MS FrontPageXP, ExcelXP, Outlook Express,and WordXP. It uses practical examples to demonstrate those how tools can be utilized in statistics, accounting, and finance. In turns, students will understand the basic operating principles of software, controlling skills and their applications in all different fields.

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