朝陽科技大學 092學年度第2學期教學大綱
Computer Packages for Financial Manager 財務套裝軟體應用

當期課號	3113	Course Number	3113
授課教師	周宗南	Instructor	CHOU,TSUNG NAN
中文課名	財務套裝軟體應用	Course Name	Computer Packages for Financial Manager
開課單位	財務金融系(四進)四B	Department	
修習別	選修	Required/Elective	Elective
學分數	3	Credits	3
課程目標	本課程之教學內容旨在使學生熟悉Windows基本原理及操作、應用Excel做資料處理，統計圖表及樞紐分析以及應用Word作文書編輯，圖表排版及圖文並排。	Objectives	As an advanced course of computer packages, this course includes word processing and page formatting techniques. In addition, spreadsheets and macros manipulation is included. A semester project for financial analysis by using spreadsheets and macros is Required,. A well type-set final report is expected to be prepared.
教材	課堂講授，上機操作實習	Teaching Materials	Lectures, computer operation
成績評量方式	期中測驗40%，期末測驗40%，學勤考核20%	Grading	Middle term exam 40%, end term exam 40%, general efficiency assess 20%
教師網頁	_		
教學內容	本課程將在第一階段介紹Excel的基本操作方法及功能。第二階段則示範Excel的進階操作方法及功能。第三階段則以實際的應用範例引導使用者熟悉Excel在財務與會計上之應用。 1.基本操作、試算表格式與外觀 2.資料安全與機密、公式與函數的使用 3.圖表製作與繪圖、資料處理 4.分析工具、VBA巨集功能與控制項工具箱 5.財務與會計實例應用	Syllabus	This course consists of three sections. The first section introduces the basic operations of EXCEL and the following section goes further to demonstrate more advance functions and related tools of EXCEL. The last section teaches students how to apply EXCEL in practice and display some financial and accounting examples.

尊重智慧財產權，請勿非法影印。