朝陽科技大學 094學年度第1學期教學大綱
Computer Packages for Financial Manager 財務套裝軟體應用

當期課號	1014	Course Number	1014
授課教師	林泓毅	Instructor	LIN,HUNG YI
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(二日)四B	Department	
修習別	必修	Required/Elective	Required
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	Excel 2003 商業財會 範例實作/ 旗標	Teaching Materials	
成績評量方式	五次隨堂作業 5*10%，期末專題30%，平時出席成績20%	Grading	Five times of homework in class 5*10%, the final project report 30%, attendance 20%
教師網頁	_		
教學內容	本課程之教學內容旨在使學生熟悉各種基本資料處理, 數值運算, 內建函數使用與資料進階操作, 期望學生能使用Excel進行許多財務計算與統計分析. 另外,熟悉圖表製作,巨集製作和樞紐分析，學生必須有能力完整詮釋資料的內涵與意義。	Syllabus	The goal of this course is to promote the ability of students to process, calculate, and analyze various input data. The methods how to implement and handle the financial computation and statistical analysis are the must in this course. In addition, histgrams, charts and macros manipulation are also included in this course. A semester project for financial analysis by using spreadsheets and macros is required.

尊重智慧財產權，請勿非法影印。