朝陽科技大學 094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	2075	Course Number	2075
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(四日)四A	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	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 3*15%，期末專題25%，平時出席成績30%	Grading	Three homeworks in class 3*15%, the final project report 25%, attendance and usual performance 30%
教師網頁	_		
教學內容	本課程之教學內容主要在使學生熟悉資料處理的各種基本操作, 並進行數值模擬運算, 對於內建函數的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 enhance the ability in processing, calculating, and analyzing various working data for students. The implementation and handle financial computation and statistical analysis are important in this course. In addition, histgrams, charts and macros manipulation are also included in this course. Using spreadsheets and macros to finish a semester project for financial analysis is required.

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