朝陽科技大學 095學年度第1學期教學大綱
Computer Software Application 電腦軟體應用

當期課號	1239	Course Number	1239
授課教師	簡希岳	Instructor	Chien,Hsi Yueh
中文課名	電腦軟體應用	Course Name	Computer Software Application
開課單位	保險金融管理系(四日)二B	Department	
修習別	選修	Required/Elective	Elective
學分數	2	Credits	2
課程目標	1. 使學生了解電腦軟體在商業領域的應用範籌及操作方法 2. 能具備電腦軟體在商業領域的應用能力 3. 能具備正確及有效率的使用電腦軟體的態度 4. 能瞭解電腦軟體在其它應用的可能	Objectives	1. Enabling students to understand the application scope and operation methods of computer software in commerce. 2. Having application ability of computer software in commerce. 3. Having attitude of correctly and efficiently using computer software. 4. Understanding the application possibilities of computers in other fields.
教材	Office XP 入門與在企業的整合運用 張大成著 參考書籍 商業套裝軟體 Office 2000 簡易本 許華青著	Teaching Materials	Introduction of office xp and its application in industries Reference: a suite of office 2000 software for business
成績評量方式	平時40%、期中30%、期末30%	Grading	Participation and Assignments(40%) the mid-term exam (30%) the final exam (30%)
教師網頁			
教學內容	第1-3週 介紹windows和 office，學生成績計算，列印工作流程，建立火車時刻表 第4-6週 財務報表的製作，成本的計算，區域費用管理，成本分析 第7-9週 介紹access與資料庫的建立 第10-12週 powerpoint的介紹與應用和合併powerpoing與外來資料 第13-15週 excel的介紹與應用，退休金計算，貸款計算，損益平衡點的計算 第16-18週 frontpage的入門, 網頁的製作和網站的建置	Syllabus	Weeks 1-3 Introducing windows and office, Calculating the students' scores, Printing working flow, Establishing the train schedule Weeks 4-6 Making the financial statements, Calculating the costs, Administrating the expenses of different divisions, Analyzing the costs Weeks 7-9 Introducing access, Establishing databases for different functions Weeks 10-12 Introducing application of powerpoint, Combining the powerpoint file with outside data Weeks 13-15 Applying excel to different fields, Calculating a pension, a loan, and the break-even point Weeks 16-18 Introducing frontpage, Making homepage, Setting up a website

尊重智慧財產權，請勿非法影印。