朝陽科技大學 096學年度第1學期教學大綱
Computer Software Application 電腦軟體應用

當期課號	1246	Course Number	1246
授課教師	唐明曦	Instructor	TANG,MING HIS
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C	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	Excel2003商業財會範例實作	Teaching Materials	Excel 2003 for business and finance
成績評量方式	期中考(上機考) 30% 期末考(上機考) 40% 作業 30%	Grading	Mid-Term Exam 30% Final Exam 40% Homework 30%
教師網頁	_		
教學內容	第1-3週 建立速食店值班表，銀行招考成績計算，列印產品目錄，分析損益表 第4-6週 資產負債表的製作，折舊的計算，部門費用管理，績效與銷售分析 第7-9週 計算業績獎金，計算員工出缺勤時數，員工考績計算， 第10-12週 企業網路意見調查表，市場調查分析，人事薪資系統， 第13-15週 投資理財計算，購屋貸款計算，規劃求解求算最大利潤， 第16-18週 股市分析， Excel與外部資料庫的結合，巨集鍵製與VBA，用PowerPoint展示分析結果，	Syllabus	Weeks 1-3 Establishing the schedule for workers, Caculating the Exam Scores, Printing the product table, Analyzing income statement Weeks 4-6 Making the balance sheet, Calculating the depreciation, Analyzing the costs of different deparement, Weeks 7-9 Caculating the reward for outstanding accomplishment, Caculating the worker's merit Weeks 10-12 Investigating the opponient by internet, Market Survey, Salary systems Weeks 13-15 Managing Finance, Granting a loan, Linear Programing Weeks 16-18 Analyzing the Stock Market, Combining with data from Database system

尊重智慧財產權，請勿非法影印。