朝陽科技大學 097學年度第1學期教學大綱
Applications for Digital Computer 計算機應用

當期課號	1057	Course Number	1057
授課教師	周宗南	Instructor	CHOU,TSUNG NAN
中文課名	計算機應用	Course Name	Applications for Digital Computer
開課單位	財務金融系(四日)一C	Department	
修習別	必修	Required/Elective	Required
學分數	3	Credits	3
課程目標	本課程主要的目的在介紹電腦軟、硬體使用的方法與觀念，以及生活中的實際應用，使學生能充分瞭解資訊社會帶來的便利，並期其善用各種電腦網路的資源。	Objectives	In this class, we provide the contents: a brief historical perspective, an overview of hardware and software options, and computer applications in our real-life. We hope the students can learn and utility the powerful tool in an information age.
教材	1. Office 2007 學習手冊 / 全華 2. Companion Website for Technology in Action(http://www.prenhall.com/tiademo) 3.乙級技能檢定實作 4.其他應用軟體補充教材	Teaching Materials	1. Office 2007 Cases Practice: key Skills / 2. Companion Website for Technology in Action(http://www.prenhall.com/tiademo) 3. National Technician Certification of Computer Skill test practice.
成績評量方式	期中考30%，上機測驗30%，報告30%,平時10%	Grading	Class participation (10%), Midterm test (30%), NTC Computer skill test. 30%, Report 30%
教師網頁	http://www.cyut.edu.tw/~tnchou		
教學內容	本課程主要的目的在介紹電腦軟、硬體使用的方法與觀念，以及生活中的實際應用，使學生能充分瞭解資訊社會帶來的便利，並期善用各種電腦及網路的資源應用於職場工作上。爲使學生瞭解計算機與相關的技術如作業系統、網際網路應用，同時學習相關辦公室應用軟體及瞭解如何使用各種資訊資源，本課程將包括理論介紹與電腦術科應用操作練習。	Syllabus	The aim of this subject is to teach students both the knowledge of information technology and computer skills. Students successfully completed this course will be able to apply these computer techniques in their daily work and business. Meanwhile, students are encouraged to learn and operate various software packages. Students also learn how to search and manage information resources and related database.

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