朝陽科技大學 097學年度第2學期教學大綱
Word Processing 電腦文書處理

當期課號	2224	Course Number	2224
授課教師	林修旭	Instructor	LIN,HSIU HSU
中文課名	電腦文書處理	Course Name	Word Processing
開課單位	應用外語系(四日)一A	Department	
修習別	選修	Required/Elective	Elective
學分數	2	Credits	2
課程目標	本課程旨在培養學生文書處理觀念以及使用排版軟體處理各種文書之技能，俾能達成獨立執行專案編輯事務之能力。本課程將訓練學生同時具備傳統與線上出版之能力與知識，進而作爲跨入進階文書排版、出版的基礎。	Objectives	The course aims at acquainting students with upgraded application of the MS-OFFICE package such as the use of FIELDS and STYLES and the design of a template document for a long document editing such as that of a book. It aims at the students' capability of traditional as well as on-line publishing by the time they finish the course.
教材	各軟體操作手冊 教師講議; 相關網站資源介紹。	Teaching Materials	
成績評量方式	平時成績/課堂參與(20%) 期中考作業展示(40%) 期末考作業展示(40%)[展示作業若無法於規定時間上機展示以及抄襲作品，不予計分!]	Grading	Participation(20%) Midterm (40%) Final(40%)[Late assignments and/or pirated works will NOT be graded!]
教師網頁	_		
教學內容	培養學生使用MS-OFFICE中排版軟體WORD以及簡報軟體POWERPOINT的進階功能的使用與運用，以達成執行專案編輯任務的要求。網路部分將介紹網頁的編寫以及網站架設的基本知識，使學生具備線上出版的能力與知識，成爲跨入進階的互動式網頁設計領域的基礎。	Syllabus	The course aims at acquainting students with upgraded application of the MS-OFFICE package such as the use of FIELDS and STYLES and the design of a template document for a long document editing such as that of a book. It is also hoped that the students will be capable of on-line publishing by the time they finish the course.

尊重智慧財產權，請勿非法影印。