朝陽科技大學 098學年度第2學期教學大綱
Software Application 資訊軟體應用

當期課號	2502	Course Number	2502
授課教師	陳星琳	Instructor	CHEN,HSING LING
中文課名	資訊軟體應用	Course Name	Software Application
開課單位	社會工作系(四日)一A	Department	
修習別	必修	Required/Elective	Required
學分數	2	Credits	2
課程目標	1.指導製作一份好的簡報內容所需注意的事項(知識) 2.提升數位簡報檔案製作所需電腦操作與設計的技巧(技能) 3.教導學生簡報時相關所需注意之儀態與表達的方式(態度) 4.利用其它相關軟體工具的配合以加快精美簡報製作的流程與協助考取TQC PowerPoint 2003-實用級證照(其他)	Objectives	1.Directing students to notice the details about making a fine Powerpoint. 2.Promoting students to learn computer control and design skill in the digital Powerpoint. 3.Teaching students to pay attention on deportment and the expression when they present the Powerpoint. 4. Using software tools to design fine homepage quickly, and help students to pass TQC PowerPoint 2003-practical certification.
教材	團法人中華民國電腦技能基金會，PowerPoint 2003實力養成暨評量，碁峰資訊，2008。	Teaching Materials	團法人中華民國電腦技能基金會，PowerPoint 2003實力養成暨評量，碁峰資訊，2008。
成績評量方式	http://163.17.20.187/hsingling	Grading	http://163.17.20.187/hsingling
教師網頁	http://163.17.20.187/hsingling		
教學內容	Part Ⅰ 基礎篇 (1-3) 基本電腦操作 基本PowerPoint操作練習 PartⅡ Building the Presentation (4-5) 建構一份新的簡報檔 整合其它資料來源 PartⅢ Improving the visual impact (6-9) 加入聲音效果、音樂與影片 加入基礎與進階動畫 PartⅣ Teach test-answering skills (10-14) 教導TQC PowerPoint 2003 (實用級)解題技巧 期中考 (15) PartⅣ Final report (16-18) 期末報告	Syllabus	Part Ⅰ The Basics (1-3) Basic computer operations Basic PowerPoint navigation practice PartⅡ Building the Presentation (4-5) Starting a new presentation Incorporating data from other sources PartⅢ Improving the visual impact (6-9) Adding sound effects, music, videos Adding basic animator and advance animator PartⅣ Teach test-answering skills (10-14) TQC PowerPoint 2003 (practical certification) Midterm exam (15) PartⅣ Final report (16-18)

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