

**朝陽科技大學 098學年度第2學期教學大綱**  
**Office Automation 辦公室自動化**

<b>當期課號</b>	3836	<b>Course Number</b>	3836
<b>授課教師</b>	林孟鋒	<b>Instructor</b>	LIN,MENG FENG
<b>中文課名</b>	辦公室自動化	<b>Course Name</b>	Office Automation
<b>開課單位</b>	資訊管理系(四進)四A	<b>Department</b>	
<b>修習別</b>	選修	<b>Required/Elective</b>	Elective
<b>學分數</b>	3	<b>Credits</b>	3
<b>課程目標</b>	工業革命之後，製造業的生產力大幅提高，反觀完成生產所需要的行政支援工作卻沒有明顯的成長。究其原因不外是資訊技術與資訊整合近年來才有成熟的趨勢、辦公室業務非常繁雜卻無一定格式可遵循等。本課程將針對以上的問題進行討論與分析，引用各種軟硬體的技术來克服各種問題，討論現有技術不足之處，與預測未來可能的發展。	<b>Objectives</b>	Information systems in the office are designed to complement the performance of professionals and managers. Issues in the course will cover all kind of new technologies from software and hardware in order to solve the problems of office automation. In addition, this course will discuss the future trend of office automation.
<b>教材</b>	辦公室自動化實務與應用(金禾), ISBN: 9867844335  Excel 2003 商用範例實作(旗標), ISBN : 9574421627  超圖解 Excel VBA 應用講座,旗標,ISBN : 9574423999	<b>Teaching Materials</b>	辦公室自動化實務與應用(金禾), ISBN: 9867844335  Excel 2003 商用範例實作(旗標), ISBN : 9574421627  超圖解 Excel VBA 應用講座,旗標,ISBN : 9574423999
<b>成績評量方式</b>	期中考30% 期末考30% 上課表現/作業40%	<b>Grading</b>	Midterm exam 30% Final exam 30% Participating/Assignment 40%
<b>教師網頁</b>	-		
<b>教學內容</b>	辦公室自動化課程主要以實務應用為導向，透過辦公室軟體整合運用處理職場上遇到的問題。課程中並藉由實例說明與模擬適用於職場的辦公室軟體各項功能之操作，如：商業財會；行政管理；營運收益；理財規劃；成果呈現等。透過實務操作以協助提升個人工作績效與職場競爭優勢，並達成自動化之目的。	<b>Syllabus</b>	In office automation course mainly takes actual application oriented that handle the problems of job field through office software integration. This course will explain and imitate operation of office software for job field, for example, Financial Accounting and Planning, Administration Management, Operating Margin and Result Presentation. Through actual operation that will promote personal work performance and competitive advantage of job field and reach the goal of automation operation.

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