朝陽科技大學 099學年度第1學期教學大綱
Computer Packages for Financial Manager 財務套裝軟體應用

當期課號	1055	**Course Number**	1055
授課教師	李杏美	**Instructor**	LEE,SHING MEI
中文課名	財務套裝軟體應用	**Course Name**	Computer Packages for Financial Manager
開課單位	財務金融系(四日)二B	**Department**	
修習別	選修	**Required/Elective**	Elective
學分數	3	**Credits**	3
課程目標	本課程之教學內容旨在使學生熟悉Windows基本原理及操作、應用Excel做資料處理，統計圖表及樞紐分析以及應用Word作文書編輯，圖表排版及圖文並排。	**Objectives**	As an advanced course of computer packages, this course includes word processing and page formatting techniques. In addition, spreadsheets and macros manipulation is included. A semester project for financial analysis by using spreadsheets and macros is Required,. A well type-set final report is expected to be prepared.
教材	1.會計與財務管理的 100套 Excel應用技巧--博碩文化 2.Excel 會計財管實戰運用 - 洪士吉 , 碁峯資訊 3.財務套裝軟體應用,姜堯民, 新陸書局	**Teaching Materials**	1. 100 Cases in Applications of finance and accounting in Excel 2007/DrMaster Press 2. The Applications of finance and accounting in MS Excel / GOTOP 3. Financial Modelling / Shin-Lou
成績評量方式	期中測驗25%，期末測驗25%，作業(上機)及學勤考核 50%	**Grading**	Midterm exam 25%, Final exam 25%, assignment and general efficiency assess 50%
教師網頁			
教學內容	本課程將在第一階段介紹Excel的基本操作方法及功能。第二階段則示範Excel的進階操作方法及功能。第三階段則以實際的應用範例引導使用者熟悉Excel在財務與會計上之應用。 1.基本操作、試算表格式與外觀 2.資料安全與機密、公式與函數的使用 3.圖表製作與繪圖、資料處理 4.財務與會計實例應用	**Syllabus**	This course consists of three sections. The first section introduces the basic operations of spreadsheet software EXCEL and the next section goes further to learn more advance functions and related tools of EXCEL. The last section teaches students how to apply EXCEL in practice and demonstrate various financial and accounting applications.

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