朝陽科技大學 099學年度第1學期教學大綱
Introduction to Computers 計算機概論

當期課號	1567	Course Number	1567
授課教師	宋鵬程	Instructor	SUNG,PENG CHENG
中文課名	計算機概論	Course Name	Introduction to Computers
開課單位	工業工程與管理系(四日)一A	Department	
修習別	必修	Required/Elective	Required
學分數	3	Credits	3
課程目標	本課程介紹電腦系統、 應用軟體、電腦網路與程式語言相關知識。	Objectives	This course provides overviews of computer systems, application software, computer networks, and programming languages.
教材	TQC2003企業用才電腦實力評核-辦公軟體應用篇，松崗電腦圖書有限公司。	Teaching Materials	TQC2003企業用才電腦實力評核-辦公軟體應用篇，松崗電腦圖書有限公司。
成績評量方式	1、出席10%，期中考試 15%，期末考試15%，Word、Excel、PowerPoint、及IE等檢定考試成績各15%(4*15%=60%)。 2、檢定考試需通過2張(含)TQC證照(TQC檢定考試及格成績爲70分)以上，學期成績才及格。若平均成績>60，但只通過1張TQC證照(或皆未通過)，學期成績以59分計算。 3、每通過1項TQC檢定考試，學期成績加5分，但學期成績最高爲99分。 4、未參加檢定考試者，以同時段、同類題方式進行考試之成績計算(若已通過TQC 檢定者，非以原通過TQC檢定考試之成績計算)。	Grading	1.Attendance 10%; midterm exam 15%; final exam 15%; Word、Excel、PowerPoint、and IE certification exams, 15% each (4*15%=60%)。 2. This class required passing at least two of the four certification exams (passing score is 70) to pass this course. If the average score of this course is >60 but pass less than two certification exams, the final semester score is 59. 3. 5 extra points will be added for passing each of the four certification exams. However, the maximum score of this course is 99. 4. For students not taking the TQC certification exams, the semester scores will be calculated by taking TQC exams issued by the instructor at the same time in different classroom (not used the original scores for those who had already passed the TQC exams)
教師網頁	http://www.cyut.edu.tw/~sungpc/		
教學內容	Microsoft Word Microsoft Excel Microsoft IE Microsoft Power Point	Syllabus	Microsoft Word Microsoft Excel Microsoft IE Microsoft Power Point

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