朝陽科技大學 099學年度第1學期教學大綱
Software Application 資訊軟體應用

當期課號	2047	Course Number	2047
授課教師	涂宏任	Instructor	Tu,Hung Jen
中文課名	資訊軟體應用	Course Name	Software Application
開課單位	傳播藝術系(四日)一B	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	PowerPoint 2007 實力養成暨評量 財團法人中華民國電腦技能基金會編著 碁峰資訊股份有限公司出版	Teaching Materials	TQC PowerPoint 2007 Cultivation and Evaluation Written by CSF, Computer Skills Foundation Published by GOTOP Information Inc.
成績評量方式	1.出缺席與作業30% 2.期末考30% 3.TQC檢定考40%	Grading	1. Class attendance and assignments: 30% 2. Final exam: 30% 3. TQC exam : 40%
教師網頁			
教學內容	本課程介紹簡報操作技巧，並訓練學生實際製作與簡報，以及TQC PowerPoint 2007進階級證照指定數科題目練習。	Syllabus	The course introduces the skills of PowerPoint PPT design. At the same time, students have to finish PowerPoint PPT project. The course also encourages students to attend the advance level certification of TQC PowerPoint 2007 exam.

尊重智慧財產權，請勿非法影印。