

**朝陽科技大學 099學年度第1學期教學大綱**  
**Data collection and software application 資料收集與軟體應用**

<b>當期課號</b>	3247	<b>Course Number</b>	3247
<b>授課教師</b>	賴建坤	<b>Instructor</b>	LAI,CHIEN KUN
<b>中文課名</b>	資料收集與軟體應用	<b>Course Name</b>	Data collection and software application
<b>開課單位</b>	行銷與流通管理系(四進)一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>	本課程主要讓學生在行銷與流通管理領域的商業模式環境中，學習如何收集與應用學術與產業資料庫、重要圖書館藏、期刊搜尋以及相關資料資源，也從基礎商業軟體的實例演練與進階商業軟體的認識學習且以考取TQC EXCEL 2007 專業級證照為目標。	<b>Objectives</b>	This curriculum mainly makes the student experience marketing and logistics business model environment of managing the realm and learn how to collect and take advantage of academic and industrial database, important library hide and journal resources. Students learn from the solid example of business software practice and advanced business software of understanding learning and aim to get TQC Excel 2007 licence of level 3.
<b>教材</b>	1.朝陽科技大學圖書館 2.網路資料庫 全國博碩士論文資訊網 全球華文行銷知識庫 3.書籍 鄭苑鳳(2007), Office 2007輕鬆快樂學(附光碟), 博碩文化股份有限公司。 4.實務個案	<b>Teaching Materials</b>	1.CYCU library 2.Net Database Electronic Theses and Dissertations System www.cyberone.tw 3.Book Chang Yun Fun (2007), the Office 2007 easy happy learning(attach a CD), DrMaster Co. Ltd. 4.Actual situation individual case
<b>成績評量方式</b>	平常報告與表現40% 期中考試30% 期末報告30%	<b>Grading</b>	Class report and Performance 40% Mid-term exam 30% Final report 30%
<b>教師網頁</b>	-		
<b>教學內容</b>	1.課程介紹與上課資料準備及分組 2.Windows作業系統簡介 2.1能操作作業系統的功能 2.2能管理檔案與磁碟 2.3能操作通訊與網路應用 3.MS Office WORD介紹 4.MS Office WORD實例演練 4.1中英文電腦打字能力 4.2能操作文書處理軟體，執行檔案編輯、儲存能力 5. MS Office WORD報告 6. MS Office Excel介紹 7. MS Office Excel實例演練 7.1中英文電腦打字能力 7.2能操作試算表軟體，執行輸入資料、運算、圖表繪製 8. MS Office Excel報告 9. MS Office PowerPoint介紹 10. MS Office PowerPoint實例演練 10.1中英文電腦打字能力 10.2能操作簡報軟體，執行輸入資料、編輯、美編 11. MS Office PowerPoint報告 12. 簡報技巧實務演練	<b>Syllabus</b>	1. The Introduction of Curriculum, the class data preparation and cent set 2. The Introduction of Windows Operation System. 2.1Manipulating functions of operating system 2.2Managing files and disks 2.3Operating communication and network application 3. The Introduction of MS Office WORD 4. The Practice of MS Office WORD with Solid Examples 4.1Capability for typing 4.2Operating MS Office WORD, executing file edition and storage 5. The Reports of MS Office WORD 6. The Introduction of MS Office EXCEL 7. The Practice of MS Office EXCEL with Solid Examples 7.1Capability for typing 7.2Operating MS Office Excel, executing data input, calculation and chart 8. The Reports of MS Office EXCEL 9. The Introduction of MS Office PowerPoint 10. The Practice of MS Office PowerPoint with Solid Examples

		10.1 Capability for typing 10.2 Operating MS Power Point, executing data input, edition and art edition 11. The Reports of MS Office PowerPoint 12. The Practice of Presentation Skill with Solid Examples
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