朝陽科技大學 099學年度第2學期教學大綱
Computer Packages for Financial Manager 財務套裝軟體應用

當期課號	1083	Course Number	1083
授課教師	周宗南	Instructor	CHOU,TSUNG NAN
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)四A	Department	
修習別	必修	Required/Elective	Required
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. Building Business Systems / Michael Brydon / Course web site http: //webct.sfu.ca 2. Financial Business Intelligence / Nils Rasmussen et al. / John Wiley & Son 3. MIS Cases Decision Making with Application Software / L. Miller / Prentice Hall 4. Other lecture notes	Teaching Materials	1. Building Business Systems / Michael Brydon / Course web site http: //webct.sfu.ca 2. Financial Business Intelligence / Nils Rasmussen et al. / John Wiley & Son 3. MIS Cases Decision Making with Application Software / L. Miller / Prentice Hall 4. Other lecture notes
成績評量方式	期中測30%，期末測驗30%，電腦操作20%, 報告20%	Grading	Midterm exam 30%, Final exam 30%, Lab assignments 20%, Major project 20%
教師網頁	http://www.cyut.edu.tw/~tnchou		
教學內容	本課程之教學內容旨在使學生熟悉應用Excel做資料處理，統計圖表及樞紐分析以及應用VBA進階技巧。並藉由學習Access資料庫管理軟體瞭解如何管理資訊資源。 讓學生瞭解如何將資訊相關的技術應用於財金相關問題並整合不同之軟體應用於組織的各階層管理以及學習如何規劃、分析、設計與建立一財務相關之資訊系統，同時透過不同個案進一步學習企業所遭遇各項問題，以及設計建置系統提供解決方案。本課程將在第一階段介紹Excel的進階操作方法及功能。第二階段則示範Access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並整合各種軟體應用在財務與會計。本課程包括: 1.財金資訊系統介紹 2. Excel的進階操作 3.Acces的進階操作 4.分析工具與VBA功能 5.系統分析與設計 5.財務與會計實例應用	Syllabus	As an advanced course of computer skills, This course aims to teach students about applying different software packages to build information systems for financial manager to solve practical business problems. Although much of the content relates to the integration of Microsoft Excel and Access, the overall lectures covered are much broader than simply teaching software and hands-on practice. In addition, the teaching topics have been designed to provide practical guidance on how to model real-world business problems and implement solutions using spreadsheet and database technology. Meanwhile, students are encouraged to work in groups to learn how to plan, analyze, design and build financial information application for various financial management scenarios.

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