朝陽科技大學 099學年度第2學期教學大綱
Introduction to Computers 計算機概論

當期課號	1462	**Course Number**	1462
授課教師	劉永平	**Instructor**	LIU,YUNG PING
中文課名	計算機概論	**Course Name**	Introduction to Computers
開課單位	理工學院(四日)	**Department**	
修習別	必修	**Required/Elective**	Required
學分數	3	**Credits**	3
課程目標	此課程爲三學分之電腦相關主題課程，課程重點在於使同學了解電腦基本架構及網際網路之演進與發展，並使同學熟練商用套裝軟體MS Office之使用。主要授課主題包括電腦之基本架構、網際網路之架構及其發展、MS Word之使用、MS Excel之使用、MS PowerPoint之使用。本課程透過課堂講解及作業演練之方式來增進學生的實作技巧，以學科與術科測驗之方式來驗收學生的學習成效，並以輔導學生考取TQC相關證照。	**Objectives**	This course is designed to educate freshman students about basic knowledge of computer and overall understanding of internet. Main topics include: introduction to computer architectures and operating systems; using Microsoft Word, Excel, and PowerPoint for word processing, spreadsheet, and presentation. The goal of the course is to help students pass TQC-Office examinations.
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/~ypliu/		
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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