

南臺科技大學 107 學年度第 2 學期課程資訊

課程代碼	65D00X01
課程中文名稱	計算機應用
課程英文名稱	Computer Application
學分數	3.0
必選修	必修
開課班級	四國際商務一甲 四國際金融一甲
任課教師	黃惠苓
上課教室(時間)	週四第 5 節(L309) 週四第 6 節(L309) 週四第 7 節(L309)
課程時數	3
實習時數	0
授課語言 1	英語
授課語言 2	
輔導考照 1	
輔導考照 2	
課程概述	<p>Being the most-up-to-date technology in an ever-changing discipline, this course emphasizes an in-depth understanding of why computers are essential in business and society. Students will have a solid understanding of computers and how to use computers. Specifically, students will be taught to understand the fundamentals of and terms associated with computers and mobile devices, the Internet, and digital security.</p> <p>Upon completion of the course, the students shall be capable of achieving the following objectives:</p> <ol style="list-style-type: none"> 1. To be able to understand the fundamentals of computers and mobile devices. 2. To be able to understand the terms associated with computers and mobile devices. 3. To be able to understand how to use computers and how to access information on the Web. 4. To be able to effectively identify the computer-related problems or issues and look for appropriate solutions. 5. to teach students programming concepts and how to do logical analysis.
先修科目或預備能力	
課程學習目標與核心能力之對應	※編號，中文課程學習目標，英文課程學習目標，對應系指標 -----

	<p>1.能了解電腦系統、網路的基本學理 , Be able to understand the fundamentals of and terms associated with computers and data networks , 2 電腦應用技能</p> <p>2.能應用國際商務軟體處理實務資料 , To enhance the skills in computer applications such as word processing, spreadsheets and database , 2 電腦應用技能</p> <p>3.能製作簡報資料並呈現 , Be able to give a presentation , 6 商務簡報能力</p> <p>4.能具備實務操作之能力, 並擁有國際商務證照之考照能力 , Be able to operate computer applications and the Internet , 9 實務技能</p>
中文課程大綱	<p>一、計算機概論課程簡介</p> <p>1.EXCEL 軟體主要內容及發展</p> <p>二、商用軟體基礎認識</p> <p>1. 公司基本資料庫與客戶資料建置</p> <p>2. 人事資料與財會資料庫建置</p> <p>3. 帳務系統與財務作業解析</p> <p>4. 進銷存管理表單建立</p> <p>5. 庫房作業登錄與後台資料建置</p> <p>6. 樞紐分析應用</p> <p>三、製作圖形化的報表</p> <p>1. 報表管理與群組列印</p> <p>2. 簡易繪圖與圖形報表</p> <p>四、辦公室 E 化的幫手</p> <p>1. 線上資料分析與更新</p> <p>2. 特殊函數的使用</p> <p>3. 網路資料擷取與更新</p> <p>五、實戰練習</p> <p>1.TQC(電腦技能基金會)題庫練習</p> <p>六、財會資料整合</p> <p>1.EXCEL 與資料庫連結</p> <p>2.自動更新與批次修訂</p>
英/日文課程大綱	<p>The course will cover the following important topics:</p> <p>1. Input and Output</p> <p>2. Digital Storage</p> <p>3. Operating Systems</p> <p>4. Communications and Networks</p> <p>5. Information and Data Management</p> <p>6. Information Systems and Program Development</p>
課程進度表	<p>Week 1-2 Creating a Worksheet and Charting Data</p> <p>Week 3-4 Construct Formulas for Mathematical Opertaions</p> <p>Week 5-6 Using Functions and Creating Tables</p>

	<p>Week 7 Managing Large Workbooks</p> <p>Week 8-9 Midterm Exam</p> <p>Week 10-11 Analyzing Data with Pie Charts and Line Charts</p> <p>Week 12-13 Analyzing Data with What-If Analysis Tools</p> <p>Week 14-16 Integrating Word, Excel, and PowerPoint</p> <p>Week 17-18 Final Exam</p>
教學方式與評量方法	<p>※課程學習目標，教學方式，評量方式</p> <p>-----</p> <p>能了解電腦系統、網路的基本學理，課堂講授，實作</p> <p>能應用國際商務軟體處理實務資料，實作演練，實作</p> <p>能製作簡報資料並呈現，課堂講授，實作</p> <p>能具備實務操作之能力，並擁有國際商務證照之考照能力，實作演練，實作</p>
指定用書	<p>書名：</p> <p>作者：</p> <p>書局：</p> <p>年份：</p> <p>ISBN：</p> <p>版本：</p>
參考書籍	
教學軟體	
課程規範	