

108-2 Full Curriculum of Da-Yeh University

Information			
Title	Applications of Computer Software (1)	Serial No./ID	0695 / MDI1015
Required/Credit	Optinal /2	Time/Place	(Wed)56 / H615
Language	Chinese	Grade Type	Number
Lecturer /Full- or Part-time	Lingling Huang /Full-time	Graduate Class	Non-graduating Class
School System /Dept /Class, Grade	Bachelor /Bachelor Program for Multimedia Digital Content /Class 1, Grade 1		
Office Hour / Place	(Mon) 10:10~11:00, (Mon) 11:10~12:00, (Mon) 15:20~16:10, (Wed) 09:10~10:00 / H429		
Lecturer	n.a.		

Introduction

The objective of this course is to learn Microsoft WORD and Excel.

Outline

1. Word - Sharing and Maintaining Documents

2. Word - Formatting Content

3. Word - Applying Page Layout and Reusable Content

4. Word - Proofreading documents

5. Word - Applying References and Hyperlinks

6. Word - Performing Mail Merge Operations, Managing Macros and Forms

7. Excel - Sharing and Maintaining Workbooks

8. Excel - Applying Formulas and Functions

9. Excel - Presenting Data Visually

10. Excel - Working with Macros and Forms

Prerequisite

none

The Relationship Between Courses and Departmental Core Competencies and Basic Skills

-  Acquire professional knowledge of multimedia digital content design
-  Acquire the technologies, skills and the capability of using modern tools for practicing multimedia digital content design
-  Acquire the capability of integrating multimedia digital content knowledge and technologies
-  Acquire the capability of finding out, analyzing and solving complex interdisciplinary multimedia design problems
-  Acquire the capability of creative thinking and innovational design

Acquire the capability of managing project, communicating each other, respecting different viewpoints and cooperating within the team



Realize the industrial issues and understand the effects of multimedia design to industries, social ecology and economy, and worldwide



Acquire the capability of lifetime learning



Acquire professional working ethics and society responsibility



Teaching Plan						
Core Capability	Weight(%) 【A】	Ability index(Performance Indicators)	Teaching Methods	Assessment and Weight	Core Competency Learning Outcomes 【B】	Final Exam Grades 【C=B*A】
Acquire professional knowledge of multimedia digital content design	25	Cultivate the capability of being familiar with multimedia digital content knowledge Cultivate the capability of being possessed of multimedia digital content professional knowledge, including animation, comic, game design, and so on Cultivate the capability of being possessed of multimedia digital content design quality and accomplishment, including cultural creativity, art, esthetics, and so on Cultivate the capability of realizing multimedia digital content theory	Lecturing Practical Operation (Experiment, Machine Operation	Product Manufacturing: 10% Course Participation: 10% Final Exam: 25% Homework Assignment: 30% Course Request Professional Certificates: 25%	Total: 100	25
Acquire the technologies, skills and the capability of using modern tools for practicing multimedia digital content design	20	Cultivate the capability of being possessed of and applying multimedia digital content professional design technologies and skills Cultivate the capability of using modern multimedia software and hardware tools Cultivate the capability of implementing multimedia digital content system	Lecturing Practical Operation (Experiment, Machine Operation	Product Manufacturing: 10% Course Participation: 10% Homework Assignment: 30% Final Exam: 25% Course Request Professional Certificates: 25%	Total: 100	20

Acquire the capability of integrating multimedia digital content knowledge and technologies	20	Cultivate the capability of integrating theoretical knowledge and practical technology Cultivate the capability of integrating visual communication, information technology and content management knowledge	Lecturing Practical Operation (Experiment, Machine Operation	Final Exam: 25% Homework Assignment: 30% Course Participation: 10% Product Manufacturing: 10% Course Request Professional Certificates: 25%	Total: 100	20
Acquire the capability of finding out, analyzing and solving complex interdisciplinary multimedia design problems	5	Cultivate the capability of exploring complex multimedia design problems Cultivate the capability of analyzing and organizing complex multimedia design problems Cultivate the capability of solving and practicing complex multimedia design systems	Lecturing Practical Operation (Experiment, Machine Operation	Final Exam: 25% Homework Assignment: 30% Course Participation: 10% Product Manufacturing: 10% Course Request Professional Certificates: 25%	Total: 100	5
Acquire the capability of creative thinking and innovational design	5	Cultivate the capability of creative thinking Cultivate the capability of innovational design	Lecturing Practical Operation (Experiment, Machine Operation Special Report	Homework Assignment: 30% Final Exam: 25% Course Participation: 10% Course Request Professional Certificates: 25% Product Manufacturing: 10%	Total: 100	5
Acquire the capability of managing project, communicating each other, respecting different viewpoints and cooperating within the team	5	Cultivate the capability of communication, coordination, and team cooperation Cultivate the capability of project planning, execution and management Cultivate the capability of respecting different viewpoints	Lecturing Special Report Practical Operation (Experiment, Machine Operation	Product Manufacturing: 10% Course Participation: 10% Homework Assignment: 30% Final Exam: 25% Course Request Professional Certificates: 25%	Total: 100	5

Realize the industrial issues and understand the effects of multimedia design to industries, social ecology and economy, and worldwide	5	Cultivate the capability of understanding the effects of multimedia design to industries, societies, and worldwide Cultivate the capability of realizing the industrial issues of multimedia digital content Cultivate the capability of great foresight and international view Cultivate the capability of solving industry actual problem Cultivate working proficiency in career of multimedia digital content	Lecturing Practical Operation (Experiment, Machine Operation Special Report	Product Manufacturing: 10% Course Participation: 10% Homework Assignment: 30% Final Exam: 25% Course Request Professional Certificates: 25%	Total: 100	5
Acquire the capability of lifetime learning	10	Cultivate the capability of lifetime learning by different ways	Lecturing Practical Operation (Experiment, Machine Operation Special Report	Final Exam: 25% Homework Assignment: 30% Course Participation: 10% Product Manufacturing: 10% Course Request Professional Certificates: 25%	Total: 100	10
Acquire professional working ethics and society responsibility	5	Cultivate the accomplishment of being possessed of well human relationship and career ethics Cultivate the accomplishment of being possessed of society responsibility in professional field	Practical Operation (Experiment, Machine Operation Lecturing Special Report	Final Exam: 25% Homework Assignment: 30% Product Manufacturing: 10% Course Participation: 10% Course Request Professional Certificates: 25%	Total: 100	5

Grade Auditing

Homework Assignment: 30%

Final Exam: 25%

Course Request Professional Certificates: 25%

Course Participation: 10%

Product Manufacturing: 10%

Book Type (Respect intellectual property rights. Please use official textbooks and do not illegally photocopy others' works.)

Book Type	Book name	Author
Textbook	Microsoft MOS Word 2016 原廠國際認證實例教本 ：輕鬆搞定Word Core & Expert	林文恭研究室, 葉冠君
Instructor-compiled	Word長文件的排版(網頁教材)	黃鈴玲
Reference Books Material	Microsoft MOS Excel 2016 Core 原廠國際認證應考 指南 (Exam 77-727)	王仲麒

Lesson Plan

Weeks	Content	Teaching Methods
1	Word Core & 智財權宣導(含告知學生應使用正版教科書)	Lecturing、 Practical Operation (Experiment, Machine Operation
2	Word Core	Lecturing、 Practical Operation (Experiment, Machine Operation
3	Word Core	Lecturing、 Practical Operation (Experiment, Machine Operation
4	Word Core	Lecturing、 Practical Operation (Experiment, Machine Operation
5	Word Core	Lecturing、 Practical Operation (Experiment, Machine Operation
6	Quiz1	Lecturing、 Practical Operation (Experiment, Machine Operation
7	Word Expert	Lecturing、 Practical Operation (Experiment, Machine Operation
8	Word Expert	Lecturing、 Practical Operation (Experiment, Machine Operation

9	Word Expert	Lecturing、 Practical Operation (Experiment, Machine Operation
10	Word Expert	Practical Operation (Experiment, Machine Operation
11	MOS Word 2010 Expert Certification	Lecturing、 Practical Operation (Experiment, Machine Operation
12	Excel	Lecturing、 Practical Operation (Experiment, Machine Operation
13	Excel	Lecturing、 Practical Operation (Experiment, Machine Operation
14	Excel	Lecturing、 Practical Operation (Experiment, Machine Operation
15	Excel	Lecturing、 Practical Operation (Experiment, Machine Operation
16	Excel	Lecturing、 Practical Operation (Experiment, Machine Operation
17	Excel	Lecturing、 Practical Operation (Experiment, Machine Operation
18	Final Exam	Practical Operation (Experiment, Machine Operation