




113-2 Full Curriculum of Da-Yeh University

Information			
Title	Applications of Computer Software (1)	Serial No./ID	0344 /MDI1015
Required/Credit	Optinal /2	Time/Place	(Mon)34 /PX302
Language	Chinese/English	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) 12:00~13:20, (Wed) 09:10~10:00, (Wed) 12:00~13:20, (Fri) 12:00~13:20 / H429		
Lecturer	n.a.		

Introduction
This course aims to guide students in learning Microsoft Word and Excel software, and help them obtain a Word certification.

Outline
<ol style="list-style-type: none"> 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 managing project, communicating each other, respecting different viewpoints and

cooperating within the team



Acquire the capability of lifetime learning.



Acquire the capability of collecting, interpreting and analyzing global multimedia industry trends, and participating in multimedia practical design.

Acquire professional working ethics and society responsibility

Acquire the humanities and arts accomplishment, and the capability of creative thinking and innovative design.

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	30	Cultivate the capability of realizing multimedia digital content theory。 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。	Lecturing Practical Operation (Experiment, Machine Operation	Final Exam: 20% Homework Assignment: 40% Course Participation: 20% Course Request Professional Certificates: 20%	Total: 100	30
Acquire the technologies, skills and the capability of using modern tools for practicing multimedia digital content design	30	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	Final Exam: 20% Homework Assignment: 40% Course Participation: 20% Course Request Professional Certificates: 20%	Total: 100	30

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: 20% Homework Assignment: 40% Course Request Professional Certificates: 20% Course Participation: 20%	Total: 100	20
Acquire the capability of lifetime learning 。	15	Cultivate the capability of lifetime learning by different ways.	Lecturing Practical Operation (Experiment, Machine Operation	Final Exam: 20% Homework Assignment: 40% Course Participation: 20% Course Request Professional Certificates: 20%	Total: 100	15
Acquire the capability of collecting, interpreting and analyzing global multimedia industry trends, and participating in multimedia practical design.	5	Cultivate the capability of realizing the global industrial issues of multimedia digital content. Cultivate the capability of understanding the effects of multimedia design to industries, societies, and worldwide. Cultivate the capability of great foresight and international view. Cultivate working proficiency in career of multimedia digital content. Cultivate the capability of solving industry actual problem.	Lecturing Practical Operation (Experiment, Machine Operation	Final Exam: 20% Course Participation: 20% Homework Assignment: 40% Course Request Professional Certificates: 20%	Total: 100	5

Grade Auditing

Homework Assignment: 40%

Course Participation: 20%

Course Request Professional Certificates: 20%

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

Book Type	Book name	Author
Instructor-compiled	Word長文件的排版(網頁教材)	黃鈴玲

Lesson Plan

Weeks	Content	Teaching Methods
1	Word Core & Intellectual Property Protection (use legitimate textbooks only) & Traffic safety Propaganda & Gender equality education promotion	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	MOCC Word 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	Self-study on designated topics & Flexible Teaching/Learning	Flexible Teaching - Independent Action
18	Self-study on designated topics & Flexible Teaching/Learning	Flexible Teaching - Independent Action