



## Applied Computer Technology--Spring, 2009



施佑芝(Doris Shih) (Class C);

Friday 9:10am-10:00am

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**Course Description:** Class: Required, 1 Credit, no prerequisites

The contents of this syllabus are subject to change

*Applied Computer Technology* is a required one credit, two-semester course with the purpose to help freshmen acquire basic computer skills for their university studies. This course involves a hands-on approach to learning the concepts of word processing, networks & telecommunication (Fall, 2008), homepage design, electronic spreadsheet, and electronic presentation (Spring, 2009).

### \* Grading Policy:

4 major assignments      100%

Attendance (each unexcused absence is 3% of final grade off)

3 unexcused absences means a failure

### \*Attendance and Punctuality

Please come to class each time and on time. This is respect to yourself and your classmates. Each unexcused absence will result a 3% deduction from the final grade. If you are or will be absent for medical or personal reasons, please inform me in advance and show evidence (e.g. medical excuse notes). According to the university regulation, more than two unexcused absences or six excused absences result a failed grade for the course. I will provide a sign-in sheet for you to sign your name. Please do not sign for other people. I will be checking the handwritings.

### \*Plagiarism

Plagiarism is forbidden. You must obey the principles of academic integrity. Please respect other people's work. If you quote or refer to certain people's work, remember to give credit to the author(s). A plagiarized product will result in a 0% of your assignment.

Week	Date	Topics	Assignments
1	2/20	Course Introduction	
2	2/27	Introducing differences of Office 2003 and Office 2007; Editing Word File in MLA Format (I)	Refer to MLA handbook

3	3/6	Editing Word File in MLA Format (II)	
4	3/13	Introduction to FrontPage	<b>MLA due; Chapter 25</b>
5	3/20	Making tables and frames	Chapter 26, 29
6	3/27	Making links and bookmarks	Chapter 28
7	4/3	No class – Spring Break	
8	4/10	Inserting Images & Scanned Photos	Chapter 27
9	4/17	Midterm week; Home page layout adjustment	
10	4/24	Final Homepage Layout Adjustment; Uploading files to the internet	<b>Hand in a Personal homepage File on a CD or publish on free space</b>
11	5/1	Introduction to Excel (I)	Chapter 7 & 8
12	5/8	Introduction to Excel (II)	Chapter 9 & 10
13	5/15	Application of Excel	Chapter 11 & 12
14	5/22	Application of Excel	
15	5/29	No class – Extended holiday	<b>Excel due;</b>
16	6/5	Introduction to PowerPoint (I)	Chapter 13 & 14
17	6/12	Adding Sound Effects and Animation to PowerPoint	Chapter 15; Chapter 16
18	6/19	Final Exam Week; Integrated application	<b>PowerPoint due; Check everything</b>

**\* Required textbook (purchase by yourself please):**

文淵閣工作室 (民 93 年)。 快快樂樂學 Office 2003 使用技巧。文魁資訊股份有限公司。  
Or 文淵閣工作室 (2007)。 快快樂樂學 Office 2007 徹底活用。碁峰資訊出版。

- ✧ **Bring a disk or USB drive with you all the time and DO NOT THROW AWAY anything. You are required to hand in the files by uploading or email them to a Gmail account by the deadline. Hand it in along with the print out (if you want feedback in text from the instructor) on the indicated date.**
- ✧ **For 4 major assignments, you need to include all the skills learned in class. See syllabus and detailed guidelines will be given to you in class.**