



Applied Computer Technology--Spring, 2010



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, 2009), homepage design, electronic spreadsheet, and electronic presentation (Spring, 2010).

After learning these applications, you will be able to do the following:

Type papers using the MLA format; design PPT presentations for various courses such as literature, public speaking courses, sophomore CC presentations; use Excel to draw pie charts and bar graphs for junior CC SOAP project and research papers; design websites for course assignments.

* Requirements and Grading Policy

1. Attendance: You are expected to come to class each time and on time.

Advanced notice is preferred and official proof (e.g. medical excuse note, etc.) is required for each excusable absence. Lateness for three times account for one unexcused absence. Each unexcused absence will result in a 3% deduction from the final grade. According to the university regulation, more than three unexcused absences or six excused absences result in a failed grade for the course.

A sign-in sheet will be provided for you to sign your name. Please do not sign for other people.

2. Participation: You are expected to come to class prepared and complete all the assignments in time.

- (1) Plagiarism is forbidden. Please respect yourself and others and obey the principles of academic integrity. 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.

- (2) Creativity is encouraged. You are always welcome to do more if you find the course not challenged enough.

3. Assignments

Four major assignments (100%):

- (1) MLA assignment; (2) FrontPage (website design); (3) Excel; (4) PowerPoint.
Detailed guidelines will be given to you in class for these assignments.

Note: Bring a USB drive with you all the time to save files and don't throw away anything. You are required to hand in the files by uploading or email them to a Gmail account by the deadline (zip your files if necessary).

* Textbook

Useful handouts will be distributed in class.

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

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Week	Date	Topics	Assignments
1	2/26	Course Introduction	
2	3/5	Introducing differences of Office 2003 and Office 2007; Editing Word File in MLA Format (I)	Refer to MLA handbook
3	3/12	Editing Word File in MLA Format (II)	
4	3/19	Introduction to FrontPage	MLA due; Chapter 25 (2003)
5	3/26	Making tables and frames	Chapter 26, 29
6	4/2	Making links and bookmarks	Chapter 28
7	4/9	Inserting Images & Scanned Photos	Chapter 27
8	4/16	Home page layout adjustment	
9	4/23	Midterm week; Final Homepage Layout Adjustment; Uploading files to the internet	Hand in a Personal homepage File on a CD or publish on free space
10	4/30	Introduction to Excel (I)	Chapter 7 & 8 (2007)
11	5/7	Introduction to Excel (II)	Chapter 9 & 10
12	5/14	Application of Excel	Chapter 11 & 12
13	5/21	Application of Excel	
14	5/28	Introduction to PowerPoint (I)	Excel due;
15	6/4	Introduction to PowerPoint (II)	
16	6/11	Adding Sound Effects and Animation to PowerPoint	
17	6/18	Final Exam Week; Integrated application	PowerPoint due; Check everything