上海建桥学院课程教学进度计划表

一、基本信息

课程代码	2020407	课程名称	计算机导论与应用软件
课程学分	3	总学时	48
授课教师	陈志雄	教师邮箱	zchen10522@yahoo.com
上课班级	计科中美 B 16-2	上课教室	
答疑时间	时间 :　　　　　电话：		
主要教材			
参考资料	www.mercy.edu/student-affairs/access.		

二、课程教学进度

周次	教学内容	教学方式	作业
	Using Technology to Change the World	Discussions Assignments	
	Looking at Computers: Understanding the Parts	Discussions Assignments	
	Using the Internet: Making the Most of the Web's Resources	Discussions Assignments	
	Application Software: Programs That Let You Work and Play	Discussions Assignments	
	System Software: The Operating System, Utility Programs, and File Management	Discussions Assignments	
	Understanding and Assessing Hardware: Evaluating Your System	Discussions Assignments	
	Networking: Connecting Computing Devices	Discussions Assignments	
	Digital Devices and Media: Managing a Digital Lifestyle	Discussions Assignments	
	Securing Your System: Protecting Digital Data and Devices	Assignments Exam	

注：课程教学进度计划表电子版公布在本学院课程网站上，并发送到教务处存档。

	Microsoft Windows 10、Internet Browser – Microsoft Internet Explorer	Assignments Team project	
	Word Processor – Microsoft Office Word 2016	Assignments Team project	
	Spreadsheet – Microsoft Office Excel 2016	Assignments Team project	
	Presentation Software – Microsoft Office PowerPoint 2016	Assignments Team project	
	Database Software – Microsoft Access 2016 (or html)\Microsoft Office 2016 Integration	Assignments Team project	
	Final Exam		

三、评价方式以及在总评成绩中的比例

项目	过程考核 1	过程考核 2	过程考核 3	过程考核 4	过程考核 1
考核形式	Midterm Exam	Final Exam	Discussions	Assignments	Term Project
占总评成绩的比例	25%	25%	10%	20%	20%

任课教师：陈志雄　　　　系主任审核：　　　　　　　日期：2016-9-1

注：课程教学进度计划表电子版公布在本学院课程网站上，并发送到教务处存档。