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| **國立中壢高級商業職業學校各科單元教學進度表**  102學年度第二學期 | | | | | | | | | | | | | | | | | | | | |
| 年(班)級 | | 一 | | | | | 科目 | | | 文書處理II | | | | 教材名稱 | | | | 計算機概論III | | |
| 作者 | | 施威銘、吳文立、李亮生 | | | | | 冊次 | | | III | | | | 出版書局 | | | | 旗立 | | |
| 預定教學時數 | | 40 | | | | | 實際教學時數 | | | 40 | | | | **擬定進度教師** | | | | 宋佩珮 | | |
| 週  次 | 起 止  月 日 | 預定進度 | | | | | | | | | | | | | 實際進度 | | | | | 備  註 |
| 時  數 | 課  節 | 起  頁 | 止  頁 | 教學單元 | | 報告或作頁 | | | 評鑑次數 | | | | 頁數 | 進 度 | | | |
|  | |  |  | |  | |
| 預備 |  |  |  |  |  |  | |  | |  |  | |  | |  |  | | | |  |
| 1 | 02/10～02/14 | 2 | 2 | 21 | 35 | 認識Word軟體 | |  | |  |  | |  | |  |  | | | |  |
| 2 | 02/17～02/21 | 2 | 2 | 36 | 66 | 文件編輯與格式設定 | |  | | 🗸 |  | |  | |  |  | | | |  |
| 3 | 02/24～02/28 | 2 | 2 | 67 | 100 | 圖表的編輯與應用 | |  | | 🗸 |  | |  | |  |  | | | |  |
| 4 | 03/03～03/07 | 2 | 2 | 101 | 130 | 長文件的編排 | |  | | 🗸 |  | |  | |  |  | | | |  |
| 5 | 03/10～03/14 | 2 | 2 | 131 | 144 | 表單功能合併列印 | |  | | 🗸 |  | |  | |  |  | | | |  |
| 6 | 03/17～03/21 | 2 | 2 |  |  | 考前複習 | |  | |  |  | |  | |  |  | | | |  |
| 7 | 03/24～03/28 | 2 | 2 |  |  | 第一次期中考 | |  | |  |  | |  | |  |  | | | |  |
| 8 | 03/31～04/04 | 2 | 2 |  |  | 丙檢題組一 | |  | | 🗸 |  | |  | |  |  | | | |  |
| 9 | 04/07～04/11 | 2 | 2 |  |  | 丙檢題組二 | |  | | 🗸 |  | |  | |  |  | | | |  |
| 10 | 04/14～04/18 | 2 | 2 |  |  | 丙檢題組三 | |  | | 🗸 |  | |  | |  |  | | | |  |
| 11 | 04/21～04/25 | 2 | 2 |  |  | 丙檢題組四 | |  | | 🗸 |  | |  | |  |  | | | |  |
| 12 | 04/28～05/02 | 2 | 2 |  |  | 丙檢題組五 | |  | | 🗸 |  | |  | |  |  | | | |  |
| 13 | 05/05～05/09 | 2 | 2 |  |  | 丙檢題組六 | |  | | 🗸 |  | |  | |  |  | | | |  |
| 14 | 05/12～05/16 | 2 | 2 |  |  | 第二次期中考 | |  | |  |  | |  | |  |  | | | |  |
| 15 | 05/19～05/23 | 2 | 2 |  |  | 丙檢題組七 | |  | | 🗸 |  | |  | |  |  | | | |  |
| 16 | 05/26～05/30 | 2 | 2 |  |  | 丙檢題組九 | |  | | 🗸 |  | |  | |  |  | | | |  |
| 17 | 06/02～06/06 | 2 | 2 |  |  | 丙檢題組十一 | |  | | 🗸 |  | |  | |  |  | | | |  |
| 18 | 06/09～06/13 | 2 | 2 |  |  | 丙檢題組十二 | |  | | 🗸 |  | |  | |  |  | | | |  |
| 19 | 06/16～06/20 | 2 | 2 |  |  | 丙檢題組十四 | |  | | 🗸 |  | |  | |  |  | | | |  |
| 20 | 06/23～06/27 | 2 | 2 |  |  | 期末考 | |  | |  |  | |  | |  |  | | | |  |
| 21 | 06/30 |  |  |  |  | 休業式 | |  | |  |  | |  | |  |  | | | |  |
| 本科同年級教師 | | | | 陳元春 | | |  | |  | | |  | | | | |  | |  | |
| 簽 章 | | | |  | | |  | |  | | |  | | | | |  | |  | |
| 附  記 | 1.每學期開學時，由教學研究會推舉同科目教師一位負責擬定該科本學期之進度，擬定後請會簽同科教師並影印分送同科目任課教師，**若有其他共用進度表的科目，亦須影印一份註明交回教學組。請於2月18日前交回教務處教學組。**  2.本表各欄請詳細填寫節次、單元教材內容及批改作業次數、頁數、習題。  3.實際教學進度由教務處查填。  4.本表按年級彙釘成冊，存於辦公室內以供各任課教師參照。 | | | | | | | | | | | | | | | | | | | |