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|  | 曲 阜 师 范 大 学 教 学 日 历 2015--2016 学年第 1 学期 | | | | | | | | | | | | | |  |  |  |  |  |  |  |
|  | 开课单位\_\_\_ 全校\_\_\_\_\_\_\_\_\_\_任课教师单位\_\_\_\_信息科学与工程学院\_\_\_\_\_课程名称:\_计算机文化基础\_\_\_ 课程性质\_全校公共课\_\_\_\_\_\_ | | | | | | | | | | | | | | |  |  |  |  |  |  |
|  | 任课教师：\_刘清秀\_\_\_\_\_职称：\_讲师\_\_授课专业\_\_\_全校\_\_\_\_\_年级\_\_\_15\_级\_\_\_人数\_\_205 \_本学期行课周数：\_13\_\_\_周学时\_\_4\_\_\_\_ | | | | | | | | | | | | | | |  |  |  |  |  |  |
|  | 课程总学时\_\_51\_\_\_本学期学时\_51\_\_\_\_讲授使用课时\_\_39\_\_实验（练习、实习见习、课堂讨论、测验或其他）使用课时\_\_12\_\_\_\_填表日期：\_2015.8.31\_ | | | | | | | | | | | | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 周次 | 日期 | 节次 | 课堂讲授 | | | | | 实验（练习、实习见习、课堂讨论、社会实践或其他） | | 备注 |  |  |  |  |  |  |  |  |  |  |
|  | 讲授内容 | | | 教学方式方法手段 | 时数 | 题目或内容 | 时数 |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  | **数** |
|  | 1 | 8.31~9.6 | 周二5-7节 |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 2 | 9.7~9.13 |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 3 | 9.14~9.20 |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 4 | 9.21~9.27 |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 5 | 9.28~10.4 |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 6 | 10.5~10.11 | 第一章 IT概论 | | |  | 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 7 | 10.12~10.18 | 第二章 计算机硬件、Windows 操作 | | |  | 3 | 网络连接与邮件操作 | 1 |  |  |  |  |  |  |  |  |  |  |  |
|  | 8 | 10.19~10.25 | 第三章 计算机软件 | |  |  | 3 | windows操作 | 1 |  |  |  |  |  |  |  |  |  |  |  |
|  | 9 | 10.26~11.1 | Word 操作 | |  |  | 3 | word操作 | 1 |  |  |  |  |  |  |  |  |  |  |  |
|  | 10 | 11.2~11.8 | 第四章 计算机程序设计与语言 | | |  | 3 | word操作 | 1 |  |  |  |  |  |  |  |  |  |  |  |
|  | 11 | 11.9~11.15 | Excel 操作 | | |  | 3 | Excel操作 | 1 |  |  |  |  |  |  |  |  |  |  |  |
|  | 12 | 11.16~11.22 | 第五章 网络与通信 | | |  | 3 | Excel操作 | 1 |  |  |  |  |  |  |  |  |  |  |  |
|  | 13 | 11.23~11.29 | 网页制作与powerpoint操作 | | |  | 3 | powerpoint操作 | 1 |  |  |  |  |  |  |  |  |  |  |  |
|  | 14 | 11.30~12.6 | 第六章 网络信息安全 | | |  | 3 | Dreamweaver操作 | 1 |  |  |  |  |  |  |  |  |  |  |  |
|  | 15 | 12.7~12.13 | 第七章 数据管理 | | |  | 3 | Dreamweaver操作 | 1 |  |  |  |  |  |  |  |  |  |  |  |
|  | 16 | 12.14~12.20 | Photoshop与Flash操作 | | |  | 3 | photoshop操作 | 1 |  |  |  |  |  |  |  |  |  |  |  |
|  | 17 | 12.21~12.27 | 第八章 多媒体、第九章 IT新应用展望 | |  |  | 3 | Flash操作 | 1 |  |  |  |  |  |  |  |  |  |  |  |
|  | 18 | 12.28~1.3 | 操作综合练习 | |  |  | 3 | 综合练习 | 1 |  |  |  |  |  |  |  |  |  |  |  |
|  | 19 |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | 说明：1、开课单位为课程所属单位，可填多个单位。公共课（必修、选修）填“全校”； 2、备注：填写本学期课程讲授期间的答疑、考查、作业内容及有关教学活动地点等 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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