《计算机应用》课程中英文简介

Computer Application

课程代码：071201B **Course Code：**071201B

课程名称：计算机应用 **Course Name：**Computer Application

学时：16 **Periods：**16

学分：1 **Credits：**1

考核方式：考查 **Assessment：**Assignment

先修课程：无 **Preparatory Courses：**None

《计算机应用》是高等学校本科各专业开设的一门公共基础课。本课程通过线上慕课+线下练习+线下辅导+期末考试的形式进行。使学生掌握在信息化社会里工作、学习和生活所必须具备的计算机基本知识与基本操作技能，系统地、正确地建立计算机相关概念，具备在网上获取信息和交流的能力。同时为今后继续学习相关知识并将所学内容与各自专业知识相结合而奠定良好基础。具体教学内容包括以下六个方面：(1) 计算机的基本组成和发展、简单工作原理、主要特点和分类、以及在各领域的主要应用；(2) 计算机硬件的组成及其功能、软件的概念及其分类；(3) 计算机操作系统的功能和基本操作方法；(4) 常用工具软件（文字处理Word、表格处理Excel、演示文稿制作Power point等）的基本使用方法； (5) 计算机网络的基本概念；(6)Internet和WWW的基本知识和主要应用。期末考核以联机方式能力考核为主，采用上机测试（无纸化）的方法。

"Computer Application " is both a professional and basic course for all the undergraduates whose majors are quite different. This course is conducted in the form of online MOOC + offline practice + offline tutoring + final examination。Students can master the basic knowledge and basic operation skills of computer which must be possessed in the work, study and life in the information society, systematically and correctly establish the computer related concepts, and have the ability to obtain information and exchange on the Internet. At the same time, they will continue to learn relevant knowledge in the future and learn their combined expertise so as to lay a good foundation for their professional jobs. Specific contents include the following six areas: (1) The composition and development of the computer's basic, simple working principle, the main characteristics and classification of major applications in various fields; (2) The composition and function of computer hardware, software, concepts and classifications; (3) Computer operating system functions and basic operation methods; (4) Useful tools (word processing Word, form processing Excel, Power point presentation, production, etc.) the basic use; (5) The basic concepts of computer network; (6) Internet and the WWW application of basic knowledge and key. Final assessment on-line capability-based assessment, using the computer test (paperless) method.