

100-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	商管應用軟體	Serial No. / ID	1963 / BAM1028
Dept.	企業管理學系	School System / Class	大學日間部1年2班
Lecturer	徐牧群	Full or Part-time	兼任
Required / Credit	Optinal / 3	Graduate Class	No
Time / Place	(二)789 / B501	Language	Chinese

Introduction
In this course, student will know what it business software, especially in OA software.

Outline
一、introduce business software 二、introduce OFFICE 三、introduce WORD 四、WORD skills 五、WORD practice 六、introduce EXCEL 七、EXCEL skills 八、EXCEL practice 九、introduce Powerpoint 十、Powerpoint skills 十一、Powerpoint practice 十二、introduce access 十三、access skills 十四、access practice

Prerequisite
based skill of computer,