

# 101-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	資訊處理能力	Serial No. / ID	3043 / ULF1057
Dept.	歐洲語文學系	School System / Class	大學日間部1年1班
Lecturer	黃文聰	Full or Part-time	兼任
Required / Credit	Optinal / 2	Graduate Class	No
Time / Place	(五)56 / A407	Language	Chinese

Introduction
<p>The ability of applying information software is important significantly. The course combined theory and application would like to lead students to enhance their skill of information software application, and then strengthen their competitive advantage.</p> <ol style="list-style-type: none"><li>1. Direct students to study about office software operation.</li><li>2. Direct students to study about making a Word file.</li><li>3. Direct students to study about making a Excel file.</li><li>4. Direct students to study about making a PowerPoint file.</li><li>5. Direct students to study about making a homepage.</li><li>6. Help students to pass TQC PowerPoint practical certification.</li></ol>

Outline
<ol style="list-style-type: none"><li>1. Ms-Office &amp; TQC introduction</li><li>2. Campus information system &amp; electric database introduction</li><li>3. Word</li><li>4. Excel</li><li>5. PowerPoint</li><li>6. Homepage</li><li>7. TQC practice</li></ol>

Prerequisite
None