101-2 Preliminary Syllabus, Da-Yeh Univ

Information

Title		Serial No. / ID	1619 / BRI2046
Dept.		School System / Class	1　1
Lecturer		Full or Part-time	
Required / Credit	Required / 2	Graduate Class	No
Time / Place	(　)56　/ A402-2	Language	Chinese

Introduction

This course helps students to establish a correct use of office software concepts and methods of operation. Students will familiar with the operation systems and solve the problem of homework, case studies, research report and oral report.

Outline

1. Basic operation
2. Word
3. Excel
4. Powerpoint

Prerequisite