

# 102-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	資訊軟體應用	Serial No. / ID	1949 / MHI1021
Dept.	藥用植物與保健學系	School System / Class	大學日間部1年1班
Lecturer	黃文聰	Full or Part-time	兼任
Required / Credit	Required / 2	Graduate Class	No
Time / Place	(五)12 / A406	Language	Chinese

## Introduction

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.

1. Direct students to study about office software operation.
2. Direct students to study about making a Word file.
3. Direct students to study about making a Excel file.
4. Direct students to study about making a PowerPoint file.
5. Direct students to study about making a homepage.
6. Help students to pass TQC PowerPoint practical certification.

## Outline

1. Ms-Office & TQC introduction
2. Campus information system & electric database introduction
3. Word
4. Excel
5. PowerPoint
6. Homepage
7. TQC practice

## Prerequisite

None