

102-2 Preliminary Syllabus, Da-Yeh Univ

| Information | | | |
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| Title | 資訊軟體應用 | Serial No. / ID | 1954 / MHI1021 |
| Dept. | 藥用植物與保健學系 | School System / Class | 大學日間部1年2班 |
| Lecturer | 黃文聰 | Full or Part-time | 兼任 |
| Required / Credit | Required / 2 | Graduate Class | No |
| Time / Place | (五)67 / H729 | Language | Chinese |

| Introduction |
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| <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">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 |
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| <ol style="list-style-type: none">1. Ms-Office & TQC introduction2. Campus information system & electric database introduction3. Word4. Excel5. PowerPoint6. Homepage7. TQC practice |

| Prerequisite |
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| None |