98-1 Preliminary Syllabus, Da-Yeh Univ

Information

Title		Serial No. / ID	1309 / ELF3041
Dept.		School System / Class	4 1
Lecturer		Full or Part-time	
Required / Credit	Optinal / 2	Graduate Class	Yes
Time / Place	( )34 / J415-1	Language	Chinese

Introduction

This course engages students in step-by-step preparation for the Office Software Certificate Tests. It aims to familiarize students with the tactics they need to raise their scores. The training includes word-processing (Word), spreadsheet (Excel), and slide-making (Powerpoint) software. All students must get two certificates from skills of word-processing, spreadsheet, or slide-making.

Outline

Certification requirements of:
Word-processing
Spreadsheet
Slide-making

Prerequisite

Good skills at:
Word-processing
Spreadsheet
Slide-making