

## 98-2 Preliminary Syllabus, Da-Yeh Univ

| Information       |                |                       |                |
|-------------------|----------------|-----------------------|----------------|
| Title             | 資訊科技應用         | Serial No. / ID       | 1213 / ELF1054 |
| Dept.             | 英美語文學系         | School System / Class | 大學日間部1年1班      |
| Lecturer          | 曹秀蓉            | Full or Part-time     | 專任             |
| Required / Credit | Required / 2   | Graduate Class        | NO             |
| Time / Place      | (二)12 / J415-1 | Language              | Chinese        |

| Introduction   |
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| <p>The purpose of this course is to teach students skills of using a spreadsheet program, Excel. After finishing this course, students should be able to:</p> <ol style="list-style-type: none"><li>1. organize data report,</li><li>2. create statistical charts,</li><li>3. apply built-in functions,</li><li>4. conduct information analysis, and</li><li>5. use decision-making tools.</li></ol> |

| Outline  |
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| Introduction to Spreadsheets (Excel)<br>Input Data<br>Editing<br>Advanced Commands<br>Functions<br>Chart Editing<br>Information Printing<br>Data Summary<br>Decision-makingg |

| Prerequisite |
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| N/A          |