Course Title	INTRODUCTION TO COMPUTERS	Instructor	CHI-BIN CHENG
Course Class	TLWXB1A BACHELOR'S PROGRAM IN GLOBAL FINANCIAL MANAGEMENT (ENGLISH-TAUGHT PROGRAM), 1A	Details	◆ Required ◆ 2nd Semester ◆ 2 Credits

Academic Aim of Education

Ⅰ． Development of information literacy.

Ⅱ． Development of computer skills.

Ⅲ． Building up information ethics.

Ⅳ． Training of independent thinking.

Schoolwide essential virtues

A. A global perspective.

B. Information literacy.

C. A vision for the future.

D. Moral integrity.

E. Independent thinking.

F. A cheerful attitude and healthy lifestyle.

G. A spirit of teamwork and dedication.

H. A sense of aesthetic appreciation.

Course Introduction	This course is designed for freshmen to learn basic computer knowledge, including computer architecture and peripheral, communications and networks, Internet and WWW, cloud computing, multimedia formats, office software (word processors, spreadsheet, and presentation tools), and programming languages, etc. Issues of e-commerce and information security are also covered. The goals of the course are to cultivate students with knowledge and skills for further investigating and learning in advanced computer techniques, and are able to apply these knowledge and skills in their daily work and life.

The Relevance among Teaching Objectives, Objective Levels and Schoolwide essential virtues

I.Objective Levels (select applicable ones) :
(i) Cognitive Domain   : C1-Remembering,   C2-Understanding,   C3-Applying,
                          C4-Analyzing,   C5-Evaluating,   C6-Creating
(ii) Psychomotor Domain : P1-Imitation,   P2-Mechanism,   P3-Independent Operation,
                          P4-Linked Operation, P5-Automation,   P6-Origination
(iii) Affective Domain : A1-Receiving,   A2-Responding,   A3-Valuing,
                          A4-Organizing,   A5-Charaterizing,   A6-Implementing

II.The Relevance among Teaching Objectives, Objective Levels and Schoolwide essential virtues :
(i) Determine the objective level(s) in any one of the three learning domains (cognitive,
    psychomotor, and affective) corresponding to the teaching objective. Each objective should
    correspond to the objective level(s) of ONLY ONE of the three domains.
(ii) If more than one objective levels are applicable for each learning domain, select the
    highest one only. (For example, if the objective levels for Cognitive Domain include
    C3,C5,and C6, select C6 only and fill it in the boxes below. The same rule applies to
    Psychomotor Domain and Affective Domain.)
(iii) Determine the Schoolwide essential virtues that correspond to each teaching objective.
    Each objective may correspond to one or more Schoolwide essential virtues at a time.
    (For example, if one objective corresponds to three Schoolwide essential virtues: A,AD,
    and BEF, list all of the three in the box.)

No.	Teaching Objectives	Relevance	
		Objective Levels	Schoolwide essential virtues
1	Conforming the professional features of each colleges and departments	C4	B
2	Development of information literacy	C2	B
3	Establishing the concepts of information ethics	C2	BDE
4	Development of the computer skills	P3	B
5	Enable students with the capabilities to adapt to the challenges form the growing information technologies impact	P4	BE

Teaching Objectives, Teaching Methods and Assessment

No.	Teaching Objectives	Teaching Methods	Assessment
1	Conforming the professional features of each colleges and departments	Lecture, Practicum	Written test, Practicum
2	Development of information literacy	Lecture, Practicum	Written test, Practicum, Participation
3	Establishing the concepts of information ethics	Lecture, Discussion	Written test, Participation
4	Development of the computer skills	Lecture, Practicum, Problem solving	Practicum, Participation

5	Enable students with the capabilities to adapt to the challenges form the growing information technologies impact	Lecture, Discussion	Participation

Course Schedule			
Week	Date	Subject/Topics	Note
1	105/02/15 ~ 105/02/21	Course orientation	
2	105/02/22 ~ 105/02/28	Chapter 7 Database applications	
3	105/02/29 ~ 105/03/06	Spreadsheet software: MS Excel (1)	
4	105/03/07 ~ 105/03/13	Spreadsheet software: MS Excel (2)	
5	105/03/14 ~ 105/03/20	Spreadsheet software: MS Excel (3)	
6	105/03/21 ~ 105/03/27	Chapter 8 Networking	
7	105/03/28 ~ 105/04/03	Chapter 9 Internet	
8	105/04/04 ~ 105/04/10	No Class	
9	105/04/11 ~ 105/04/17	Compute skills on machine test	
10	105/04/18 ~ 105/04/24	Midterm Exam Week	
11	105/04/25 ~ 105/05/01	Chapter 11 Computer Security	
12	105/05/02 ~ 105/05/08	Chapter 12 Information Systems in Business	
13	105/05/09 ~ 105/05/15	Chapter 13 E-Commerce	
14	105/05/16 ~ 105/05/22	Chapter 13 E-Business	
15	105/05/23 ~ 105/05/29	Chapter 14 System Design	
16	105/05/30 ~ 105/06/05	Business Model	
17	105/06/06 ~ 105/06/12	Idea Show	
18	105/06/13 ~ 105/06/19	Final Exam Week	

Requirement	

Teaching Facility	Computer, Projector
Textbook(s)	Digital Planet: Tomorrow's Technology and You, Beekman and Beekman, 10th ed., Pearson
Reference(s)	
Number of Assignment(s)	**5** (Filled in by assignment instructor only)
Grading Policy	◆ Attendance： 5.0 % ◆ Mark of Usual：35.0 %（Information Proficiency Test Included） ◆ Midterm Exam： 20.0 % ◆ Final Exam： 20.0 % ◆ Other〈Compute skills exam〉：20.0 %
Note	This syllabus may be uploaded at the website of Course Syllabus Management System at http://info.ais.tku.edu.tw/csp or through the link of Course Syllabus Upload posted on the home page of TKU Office of Academic Affairs at http://www.acad.tku.edu.tw/CS/main.php . ※ **Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications.**