

Tamkang University Academic Year 105, 2nd Semester Course Syllabus

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| Course Title | CERTIFICATE IN MICROSOFT OFFICE SPECIALIST | Instructor | WU, SHIH-JUNG |
| Course Class | TGVOB0A INFORMATION EDUCATION, 0A | Details | <ul style="list-style-type: none"> ◆ Selective ◆ One Semester ◆ 0 Credits |
| Academic Aim of Education | | | |
| <ul style="list-style-type: none"> I. Development of information literacy. II. Development of computer skills. III. Building up information ethics. IV. Training of independent thinking. | | | |
| Schoolwide essential virtues | | | |
| <ul style="list-style-type: none"> 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 | <p>This course introduces the skills of the Microsoft Office including Word, Excell, Power Point. The related training are for the Microsoft Office Specialist Certification.</p> | | |
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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 | To make students familiar to the operation of MOS. | P3 | ABCE |

Teaching Objectives, Teaching Methods and Assessment

| No. | Teaching Objectives | Teaching Methods | Assessment |
|-----|--|------------------|------------|
| 1 | To make students familiar to the operation of MOS. | Lecture | Practicum |

Course Schedule

| Week | Date | Subject/Topics | Note |
|------|-----------------------|----------------|------|
| 1 | 106/02/13 ~ 106/02/19 | No Lecture | |
| 2 | 106/02/20 ~ 106/02/26 | No Lecture | |
| 3 | 106/02/27 ~ 106/03/05 | No Lecture | |
| 4 | 106/03/06 ~ 106/03/12 | No Lecture | |
| 5 | 106/03/13 ~ 106/03/19 | No Lecture | |
| 6 | 106/03/20 ~ 106/03/26 | No Lecture | |
| 7 | 106/03/27 ~ 106/04/02 | No Lecture | |
| 8 | 106/04/03 ~ 106/04/09 | No Lecture | |

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|-------------------------|--|-------------------|--|
| 9 | 106/04/10 ~ 106/04/16 | No Lecture | |
| 10 | 106/04/17 ~ 106/04/23 | Midterm Exam Week | |
| 11 | 106/04/24 ~ 106/04/30 | No Lecture | |
| 12 | 106/05/01 ~ 106/05/07 | No Lecture | |
| 13 | 106/05/08 ~ 106/05/14 | No Lecture | |
| 14 | 106/05/15 ~ 106/05/21 | No Lecture | |
| 15 | 106/05/22 ~ 106/05/28 | No Lecture | |
| 16 | 106/05/29 ~ 106/06/04 | No Lecture | |
| 17 | 106/06/05 ~ 106/06/11 | No Lecture | |
| 18 | 106/06/12 ~ 106/06/18 | Final Exam Week | |
| Requirement | You need get at least two certifications of MOS then be recognized as you pass this course. | | |
| Teaching Facility | (None) | | |
| Textbook(s) | | | |
| Reference(s) | | | |
| Number of Assignment(s) | (Filled in by assignment instructor only) | | |
| Grading Policy | ◆ Attendance : % ◆ Mark of Usual : % ◆ Midterm Exam : % ◆ Final Exam : % ◆ Other (Others) : 100.0 % | | |
| 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. | | |