

## Tamkang University Academic Year 107, 2nd Semester Course Syllabus

Course Title	CERTIFICATE IN MICROSOFT OFFICE SPECIALIST	Instructor	WU, SHIH-JUNG
Course Class	TGVOB0A INFORMATION EDUCATION, 0A	Details	◆ Selective ◆ One Semester ◆ 0 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 introduces the skills of the Microsoft Office including Word, Excell, Power Point. The related training are for the Microsoft Office Specialist Crtification.		

## 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-Characterizing, 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	108/02/18 ~ 108/02/24	No Lecture	
2	108/02/25 ~ 108/03/03	No Lecture	
3	108/03/04 ~ 108/03/10	No Lecture	
4	108/03/11 ~ 108/03/17	No Lecture	
5	108/03/18 ~ 108/03/24	No Lecture	
6	108/03/25 ~ 108/03/31	No Lecture	
7	108/04/01 ~ 108/04/07	No Lecture	
8	108/04/08 ~ 108/04/14	No Lecture	

9	108/04/15 ~ 108/04/21	No Lecture	
10	108/04/22 ~ 108/04/28	Midterm Exam Week	
11	108/04/29 ~ 108/05/05	No Lecture	
12	108/05/06 ~ 108/05/12	No Lecture	
13	108/05/13 ~ 108/05/19	No Lecture	
14	108/05/20 ~ 108/05/26	No Lecture	
15	108/05/27 ~ 108/06/02	No Lecture	
16	108/06/03 ~ 108/06/09	No Lecture	
17	108/06/10 ~ 108/06/16	No Lecture	
18	108/06/17 ~ 108/06/23	Final Exam Week	
Requirement	You need get at least two certifications of MOS then be recognized as you pass this course.		
Teaching Facility	Computer		
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 <a href="http://info.ais.tku.edu.tw/csp">http://info.ais.tku.edu.tw/csp</a> or through the link of Course Syllabus Upload posted on the home page of TKU Office of Academic Affairs at <a href="http://www.acad.tku.edu.tw/CS/main.php">http://www.acad.tku.edu.tw/CS/main.php</a> . <b>※ Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications.</b>		