

Tamkang University Academic Year 108, 2nd Semester Course Syllabus

Course Title	CERTIFICATE IN MICROSOFT OFFICE SPECIALIST	Instructor	WU, SHIH-JUNG
Course Class	TGVOB0A INFORMATION EDUCATION, 0A	Details	◆ General Course ◆ Selective ◆ One Semester
D e p a r t m e n t a l A i m o f E d u c a t i o n			
I . Development of information literacy. II. Development of computer skills. III. Building up information ethics. IV. Training of independent thinking.			
Subject Schoolwide essential virtues			
1. A global perspective. (ratio:10.00) 2. Information literacy. (ratio:50.00) 3. A vision for the future. (ratio:30.00) 5. Independent thinking. (ratio:10.00)			
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 Crtfication.		

The correspondences between the course's instructional objectives and the cognitive, affective, and psychomotor objectives.

Differentiate the various objective methods among the cognitive, affective and psychomotor domains of the course's instructional objectives.

I. Cognitive : Emphasis upon the study of various kinds of knowledge in the cognition of the course's veracity, conception, procedures, outcomes, etc.

II.Affective : Emphasis upon the study of various kinds of knowledge in the course's appeal, morals, attitude, conviction, values, etc.

III.Psychomotor: Emphasis upon the study of the course's physical activity and technical manipulation.

No.	Teaching Objectives	objective methods
1	To make students familiar to the operation of MOS.	Psychomotor

The correspondences of teaching objectives : core competences, essential virtues, teaching methods, and assessment

No.	Core Competences	Essential Virtues	Teaching Methods	Assessment
1		1235	Certification	Certification

Course Schedule

Week	Date	Course Contents	Note
1	109/02/17 ~ 109/02/23	No Lecture	
2	109/02/24 ~ 109/03/01	No Lecture	
3	109/03/02 ~ 109/03/08	No Lecture	
4	109/03/09 ~ 109/03/15	No Lecture	
5	109/03/16 ~ 109/03/22	No Lecture	
6	109/03/23 ~ 109/03/29	No Lecture	
7	109/03/30 ~ 109/04/05	No Lecture	
8	109/04/06 ~ 109/04/12	No Lecture	
9	109/04/13 ~ 109/04/19	No Lecture	
10	109/04/20 ~ 109/04/26	Midterm Exam Week	
11	109/04/27 ~ 109/05/03	No Lecture	
12	109/05/04 ~ 109/05/10	No Lecture	
13	109/05/11 ~ 109/05/17	No Lecture	

14	109/05/18 ~ 109/05/24	No Lecture	
15	109/05/25 ~ 109/05/31	No Lecture	
16	109/06/01 ~ 109/06/07	No Lecture	
17	109/06/08 ~ 109/06/14	No Lecture	
18	109/06/15 ~ 109/06/21	Final Exam Week	
Requirement	You need get at least two certifications of MOS then be recognized as you pass this course.		
Teaching Facility	Computer		
Textbooks and Teaching Materials			
References			
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.		