Tamkang University Academic Year 109, 1st Semester Course Syllabus

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

Departmental Aim of Education

Ⅰ. Acquisition of professional knowledge.

Ⅱ. Learning effective self-planning.

Ⅲ. Theoretical application of practical matters.

Ⅳ. Interpersonal communication and teamwork.

Ⅴ. Analysis of problems and recommendations.

Ⅵ. Awareness of Ethics as a global citizen.

Subject Departmental core competences

C. Students can demonstrate that they have capability in using information technology.
(ratio:100.00)

Subject Schoolwide essential virtues

2. Information literacy. (ratio:100.00)

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 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	Conforming the professional features of each colleges and departments	Cognitive
2	Development of information literacy	Cognitive
3	Establishing the concepts of information ethics	Cognitive
4	Development of the computer skills	Psychomotor
5	Enable students with the capabilities to adapt to the challenges form the growing information technologies impact	Psychomotor

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

No.	Core Competences	Essential Virtues	Teaching Methods	Assessment
1	C	2	Lecture, Practicum	Testing, Study Assignments
2	C	2	Lecture, Practicum	Testing, Study Assignments
3	C	2	Lecture, Practicum	Testing, Study Assignments
4	C	2	Lecture, Practicum	Testing, Study Assignments
5	C	2	Lecture, Practicum	Testing, Study Assignments

Course Schedule

Note for Blended Course : When utilizing weekly digital instruction, please fill in "Online Asynchronous Instruction".

Week	Date	Course Contents	Note
1	109/09/14 ~ 109/09/20	Course orientation	
2	109/09/21 ~ 109/09/27	Information and Hardware Basics	
3	109/09/28 ~ 109/10/04	Hardware Basics: computer architecture	

4	109/10/05～109/10/11	Hardware Basics: peripherals	
5	109/10/12～109/10/18	Software Basics	Online Asynchronous Instruction
6	109/10/19～109/10/25	Productivity Software	
7	109/10/26～109/11/01	MS Word Skills	
8	109/11/02～109/11/08	Presentation Software: MS PowerPoint & Prezi	
9	109/11/09～109/11/15	Information Systems in Businesses	Online Asynchronous Instruction
10	109/11/16～109/11/22	Midterm Exam Week	
11	109/11/23～109/11/29	Graphics, digital media, and multimedia	
12	109/11/30～109/12/06	Database applications	Online Asynchronous Instruction
13	109/12/07～109/12/13	Spreadsheet: MS Excel (1)	
14	109/12/14～109/12/20	Spreadsheet: MS Excel (2)	
15	109/12/21～109/12/27	Spreadsheet: MS Excel (3)	
16	109/12/28～110/01/03	Information Security	Online Asynchronous Instruction
17	110/01/04～110/01/10	Computer Skills Exam	
18	110/01/11～110/01/17	Final Exam Week	

Requirement	
Teaching Facility	Computer, Projector
Textbooks and Teaching Materials	Digital Planet: Tomorrow's Technology and You, Beekman and Beekman, 11th ed., Pearson
References	Discovering Computers 2018: Digital Technology, Data, and Devices, by Misty E. Vermaat , Susan L. Sebok , Steven M. Freund , Jennifer T. Campbell , Mark Frydenberg
Number of Assignment(s)	**10** (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	1. This syllabus may be uploaded at the website of the Course Syllabus Management System at https://info.ais.tku.edu.tw/csp or through the link of the Course Syllabus Upload posted on the home page of the TKU Office of Academic Affairs http://www.acad.tku.edu.tw/CS/main.php 2. According to the Implementation regulations of distance education for junior college and above are prescribed pursuant to Article 2, "The distance learning course referred to in these Measures refers to more than one-half of the teaching hours in each subject." 3. According to the regulations of Tamkang University Enforcement Rules for digital teaching, Paragraph 2 and Article 3, the distance learning course of our school must be "The course of digital teaching with distance learning platform or synchronous video system in our school. Teaching Hours include course lectures, teacher-student interaction discussions, quizzes and other learning activities." 4. If there are any temporary course changes (including time changes and classroom changes of distance learning courses, blended courses), please make out an application according to regulations to the Office of Academic Affairs. ※ **Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications.**