

Chang Jung Christian University Student Information Skills Assessment Implementation Regulations

Approved on April 21, 2015 by the 7th Regulatory Review Committee Meeting.
Revised and approved on April 30, 2015 by the 3rd Administrative Meeting of Academic Year 2014 Semester 2.
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Revised and approved on April 19, 2018 by the 2nd Administrative Meeting of Academic Year 2017 Semester 2.
Revised and approved on January 3, 2019 by the 5th Administrative Meeting of Academic Year 2018 Semester 1.

Article I To enhance the basic information skills of the University's students for further studies and employment, the Chang Jung Christian University Student Information Skills Assessment Implementation Guidelines (hereinafter referred to as the Guidelines) is formulated in accordance with the Chang Jung Christian University Student Credits Waiver and Transference Regulations and Chang Jung Christian University Student Information Skills Assessment Implementation Regulations (hereinafter referred to as the Regulations).

Article II Scope of application

This Regulations is applicable to new and transfer full-time undergraduate students at the University who are enrolled in matched courses beginning the academic year of 2015.

Article III Terms and registration of information skills assessment.

1. The criteria for passing the information skills assessment are as follow:

Information Skills Assessment	Course	University Criteria for Passing
TQC	Microsoft Word、PowerPoint、Excel 任一科 Any one course in Microsoft Word, PowerPoint or Excel.	Application level or above
MOS	Microsoft Word、PowerPoint、Excel 任一科 Any one course in Microsoft Word, PowerPoint or Excel	Core level or above
Google cloud certification.	Google Apps Education Drive Individual Qualification (IQ)	Pass
Chang Jung Christian University Information Skills Test	Microsoft Word、PowerPoint、Excel 任一科 Any one course in Microsoft Word, PowerPoint or Excel	Equivalent to TQC application level

Information Skills Assessment	Course	University Criteria for Passing
Courses offered by the University	Choose one of the following two approved methods: 1. Courses with "programming" and "programming language" in their course title. 2. Introductory programming design course offered by the University (Course outline should contain at least 6 hours of programming design or programming language).	Pass
Courses offered outside the University	Choose one of the following two approved methods: 1. Courses with "programming" and "programming language" in their course title. 2. For courses offered outside the University (course outline should contain at least 6 hours of programming design or programming language), attach course outline for review and approval.	Pass

2. Students who pass the TQC, MOS or Google Cloud Certification information skills assessment shall bring relevant supporting for their passing grade and register with the University's Office of Library and Information Services. Passing grades are retroactive from up to three years before enrollment.
3. Students at the University who have passed information skills assessment not listed in Paragraph 1 may apply for certification recognition at the University's Office of Library and Information Services, and submit relevant supporting documents. The certification shall be registered upon approval.
4. Students at the University who have previously taken and passed introductory programming design course offered by the University shall be regarded as having passed the University's information skills assessment. Students who have taken such courses offered outside the University shall submit the outline of the course they have passed to the

Academic Quality Assurance Section for review. Those who are approved shall be regarded as having passed the University's information skills assessment.

Article IV The University's methods for testing information skill.

1. The testing method and question types by the Computer Skills Foundation's TQC for office software application level are adopted, with 70 points or above as passing grade.
2. Information skills tests organized by the University's Office of Library and Information Services. Testing methods are as follow:
 - (1) Test as part of a course. The instructor for the computer-related course shall apply to the Office of Library and Information Services to coordinate test schedule. The test shall be conducted during class, and test takers are students enrolled in the course.
 - (2) Regular tests shall be conducted during the semester, and scheduled as announced each semester. Students taking the test are responsible for part of the fees. Students must complete the registration and payment within prescribed time to take the test.

Article V Information skills training course

1. Students who have not passed or registered their passing grade for information skills assessment within one year to their prescribed graduation date may enroll in the Information Skills Development Course. Those who pass the course shall be regarded as having passed the University's information skills assessment.
2. Students wishing to take the Information Skills Development Course must apply at the Office of Library and Information Services and bring the original copy of their grades in previous information skills assessment tests. Students taking the course are responsible for part of the fees.

Article VI The disabilities referred to in Article 7 of the Guidelines include visual impairment, physical disability of the upper limbs, intellectual and developmental disability, autism and learning disabilities. The degree of disability is as shown in Appendix 1.

Article VII This Regulations is implemented upon approval by the Administrative Meeting and subsequent approval by the University President; the same procedures shall be applied to amendment.

Attachment I

The categories of disability	Identity documents	Degrees of disability
Visual impairment	1. MOHW-Disability certification 2. MOE-Appraisal certificate for special education student	Total blindness students: without eyesight, unable to read general text, chart data, information must be read by touch (such as braille) or auditory (such as tapes), no chart concept, computer word processing system is mainly blind computer system, word processing operation can only read the text file (TXT file), unable to read or make tables and pictures.
	1. MOHW-Disability certification 2. MOE-Appraisal certificate for special education student	Partially sighted students: have an ability to read, it is difficult to read ordinary fonts, need to use special optical supplementary instruments (e.g. magnifying glass, video magnifier) or enlarge the fonts to extract information. Reading speed will be slower than the general students, and often mispronounce, skip lines, or re-read because of visual difficulties. It is easy to get tired and un-abiding in reading.
Moving function limitation of upper limb disorder	1. MOHW-Disability certification 2. MOE-Appraisal certificate for special education student	Upper limb function defect, two-handed or one-handed function cannot be used flexibly and affect the speed of computer operation.
Intellectual and developmental disability	1. MOHW-Disability certification 2. MOE-Appraisal certificate for special education student	Weak cognitive ability, poor learning response, can only interpret the literal or part of the meaning, cannot realize the problem that needs to be deductive or inductive ability. It is likely not to understand the definition of the word or cannot figure out the meaning of the sentence during the examination.
Autism	1. MOHW-Disability certification 2. MOE-Appraisal certificate for special education student	Fixed thinking logic and behavior pattern, lack of flexibility, and difficult to the alternative. In the face of more complex or less contact with things, they will be confused. In the test, it is hard to carry out the complex operation, or cannot understand the instructions. Even if there are instructions or rules, they still unable to change and adhere to their own method to deal with it. Part of the autistic write speed and operation is very slow.
Learning Disability	MOE- Appraisal certificate for special education student	In the studies of listening, speaking, reading, writing, reasoning, calculation, there will be one or more difficulties. 1. Dyslexia: It is difficult to recognize words or spell out phonetic symbols, read slowly and make mistakes

The categories of disability	Identity documents	Degrees of disability
		<p>frequently, and the phenomena of skip lines and words often occur.</p> <p>2. Dysgraphia: Difficulty in imitative writing or writing words and spelling phonetic symbols; and difficulty in recognizing strokes or incomplete sentence expression.</p> <p>3. Dyscalculia: Unable to understand the concept of numbers, unable to mental arithmetic, need to use the finger or practical operation to calculate.</p> <p>4. Dyslogia: Weak understanding of article and application of mathematical concepts.</p> <p>5. Central auditory processing disorders: Unable to understand complex instructions or lengthy lectures from the teacher.</p> <p>6. Language disorder: Difficulty in using words to express ideas.</p>