

# 長榮大學學生資訊能力檢核實施細則

## Chang Jung Christian University Student Information Skills Assessment Implementation Regulations

104.04.21 法規編審委員會第 7 次會議通過

104.04.30 103 學年度第 2 學期第 3 次行政會議修正通過

106.05.11 105 學年度第 2 學期第 3 次行政會議修正通過

107.04.19 106 學年度第 2 學期第 2 次行政會議修正通過

108.01.03 107 學年度第 1 學期第 5 次行政會議修正通過

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.

Revised and approved on May 11, 2017, by the 3rd Administrative Meeting of Academic Year 2016 Semester 2.

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.

第一條 為增強本校學生升學及就業之資訊基本能力，特依據「長榮大學辦理學生學分抵免辦法」與「長榮大學學生資訊能力檢核實施辦法」(以下簡稱實施辦法)之規定，訂定「長榮大學學生資訊能力檢核實施細則」(以下簡稱本細則)。

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).

第二條 適用對象

本細則適用對象為適用本校 104 學年度起課程配當之日間部學士班入學新生及轉學生。

Article II Application objects

The 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.

第三條 資訊能力檢核認定項目與登錄

Article III Terms and registration of information skills assessment.

一 資訊能力檢核通過標準如下：

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

資訊能力檢定 Information Skills Assessment	科目 Course	本校通過標準 University Criteria for Passing
TQC	Microsoft Word、PowerPoint、Excel 任一科 Any one course in Microsoft Word, PowerPoint or Excel.	實用級或以上 Application level or above
MOS	Microsoft Word、PowerPoint、Excel 任一科 Any one course in Microsoft Word, PowerPoint or Excel	標準級(Core)或以上 Core level or above
Google 雲端文件認證 Google cloud certification.	Google Apps Education Drive Individual Qualification (IQ)	通過 Pass
長榮大學資訊能力測驗 Chang Jung Christian University Information Skills Test	Microsoft Word、PowerPoint、Excel 任一科 Any one course in Microsoft Word, PowerPoint or Excel	等同於 TQC 實用級 Equivalent to TQC application level
校內所開課程 Courses offered by the University	下列認定方式二擇一： 1.課程名稱含「程式設計」、「程式語言」之課程 2.校內所開課程為程式設計導入之課程(授課大綱中內含程式設計或程式語言至少6小時) 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	及格 Pass

資訊能力檢定 Information Skills Assessment	科目 Course	本校通過標準 University Criteria for Passing
	language).	
校外所開課程 Courses offered outside the University	<p>下列認定方式二擇一：</p> <p>1.課程名稱含「程式設計」、「程式語言」之課程</p> <p>2.校外所開課程(授課大綱中內含程式設計或程式語言至少 6 小時)請檢附課程大綱申請審查，審查通過者予以抵認。</p> <p>Choose one of the following two approved methods:</p> <p>1. Courses with "programming" and "programming language" in their course title.</p> <p>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.</p>	及格 Pass

- 二 本校學生通過 TQC、MOS、Google 雲端文件認證之資訊能力檢定項目者，應填具申請表並攜帶相關證明文件，向本校圖書資訊處辦理資訊能力檢核通過之登錄。通過之日期可以追溯到入學前三年。
2. Students who pass the TQC, MOS or Google Cloud Certification information skills assessment should 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.
- 三 若本校學生通過未條列於第一款之資訊能力檢核時，亦可填具申請表並攜帶相關證明文件，向本校圖書資訊處申請認定，經認定通過後予以登錄。
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 should be registered

upon approval.

- 四 本校學生於在校期間曾修習校內所開程式設計導入之課程及格者，視為通過本校資訊能力檢核；若學生修習校外所開課，應檢附及格科目之課程大綱經教學品保組審查通過者，視為通過本校資訊能力檢核。
4. Students at the University who have previously taken and passed introductory programming design course offered by the University should be regarded as having passed the University's information skills assessment. Students who have taken such courses offered outside the University should submit the outline of the course they have passed to the Academic Quality Assurance Section for review. Those who are approved should be regarded as having passed the University's information skills assessment.

#### 第四條 本校資訊能力測驗辦理方式

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

- 一 測驗方式與題型均採用中華民國電腦技能基金會 TQC 辦公室軟體認證實用級之模式，並以 70 分(含)以上為通過。
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.
- 二 資訊能力測驗由圖書資訊處主辦，其辦理方式如下：
2. Information skills tests organized by the University's Office of Library and Information Services. Testing methods are as follow:
- (一) 隨班測驗，由電腦相關課程教師向圖書資訊處申請並協調測驗時間，安排於課堂中實施，參加對象為該課程之修課學生。
- (1) Test as part of a course. The instructor for the computer-related course should apply to the Office of Library and Information Services to coordinate the test schedule. The test should be conducted during class, and test-takers are students enrolled in the course.
- (二) 定期測驗，於學期間辦理，測驗時間依每學期公告為準。所需費用由學生部分負擔；參加測驗的學生須於規定的時間內完成報名與繳費始可參加測驗。
- (2) Regular tests should 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 the prescribed time to take the test.

## 第五條 資訊能力培育課程辦理方式

### Article V Information skills training course

- 一 本校學生於修業年限前一年尚未通過並登錄資訊能力檢核者，得加修「資訊能力培育課程」。修課及格者，視同通過本校資訊能力檢核。
  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 should be regarded as having passed the University's information skills assessment.
- 二 申請修習「資訊能力培育課程」的學生，須於公告課程報名期間，攜帶曾參加資訊能力檢核測驗之成績證明正本至圖書資訊處報名；所需費用由學生部分負擔。
  1. 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.

第六條 本辦法第七條所稱障礙類別包含：視覺障礙、上肢障肢體障礙、智能障礙、自閉症及學習障礙等五項類型，其障礙程度如附表一。

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.

第七條 本細則經行政會議通過後，陳請校長核定後實施，修正時亦同。

Article VII The Regulation is implemented upon approval by the Administrative Meeting and subsequent approval by the University President; the same procedures should be applied to the amendment.

### 附表一

#### Attachment I

障礙類別 The categories of disability	身分證件 Identity documents	障礙程度 Degrees of disability
視覺障礙 Visual impairment	1. 衛福部-身心障礙證明 2. 教育部-特殊教育	全盲生：無視力，無法閱讀一般文字、圖表資料，須經由觸覺（如點字）或聽覺（如錄音帶）讀取資訊，無圖表概念，電腦文書處理系統以盲用電腦系統為主，文書處理作業僅能讀取文字檔(TXT 檔)，無法讀取或製作表

	<p>學生鑑定證明書</p> <ol style="list-style-type: none"> <li>1. MOHW-Disability certification</li> <li>2. MOE-Appraisal certificate for special education student</li> </ol>	<p>格及圖片。</p> <p>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.</p>
	<ol style="list-style-type: none"> <li>1. 衛福部-身心障礙證明</li> <li>2. 教育部-特殊教育學生鑑定證明書</li> </ol> <ol style="list-style-type: none"> <li>1. MOHW-Disability certification</li> <li>2. MOE-Appraisal certificate for special education student</li> </ol>	<p>弱視生：具閱讀能力，閱讀一般字體有困難，須借助特殊光學輔助儀器（如放大鏡、擴視機）或將字體放大擷取資料。閱讀速度會比一般學生較緩慢，另常因視知覺困難而唸錯、跳行、或重讀、閱讀時易疲乏不持久。</p> <p>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.</p>
<p>上肢障 肢體障礙 Moving function limitation of upper limb disorder</p>	<ol style="list-style-type: none"> <li>1. 衛福部-身心障礙證明</li> <li>2. 教育部-特殊教育學生鑑定證明書</li> </ol> <ol style="list-style-type: none"> <li>1. MOHW-Disability certification</li> <li>2. MOE-Appraisal certificate for special education student</li> </ol>	<p>上肢功能缺損，雙手或單手功能無法靈活運用，恐影響電腦操作速度。</p> <p>Upper limb function defect, two-handed or one-handed function cannot be used flexibly and affect the speed of computer operation.</p>
<p>智能障礙 Intellectual and developmental disability</p>	<ol style="list-style-type: none"> <li>1. 衛福部-身心障礙證明</li> <li>2. 教育部-特殊教育學生鑑定證明書</li> </ol> <ol style="list-style-type: none"> <li>1. MOHW-Disability certification</li> <li>2. MOE-Appraisal certificate for special education student</li> </ol>	<p>認知能力低弱，學習反應差，僅能解讀字面或部分意思，無法理解需演繹或歸納能力之問題，考試時恐看不懂字義或無法理解文句意思。</p> <p>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.</p>
<p>自閉症 Autism</p>	<ol style="list-style-type: none"> <li>1. 衛福部-身心障礙</li> </ol>	<p>固著的思考邏輯及行為模式，缺乏彈性、難以變通，面對較複雜或少接觸的事物，會搞不清頭緒；考試較難進</p>

	<p>證明</p> <p>2. 教育部-特殊教育學生鑑定證明書</p> <p>1. MOHW-Disability certification</p> <p>2. MOE-Appraisal certificate for special education student</p>	<p>行複雜性的操作，或看不懂題目指示；就算有說明操作步驟或規定，仍無法改變，堅持用自己的方法處理；部分自閉症者寫字及動作操作速度緩慢。</p> <p>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.</p>
<p>學習障礙 Learning Disability</p>	<p>教育部-特殊教育學生鑑定證明書</p> <p>MOE- Appraisal certificate for special education student</p>	<p>在聽、說、讀、寫、推理、運算的學習上，會出現一項或多項的顯著困難。</p> <ol style="list-style-type: none"> <li>1. 閱讀困難：認國字或拼讀注音困難，閱讀速度很慢且常常發生錯誤，常有跳行跳字的現象。</li> <li>2. 書寫困難：注音的拼寫或國字的仿寫或書寫有困難，筆畫很難辨認，或者句子不完整。</li> <li>3. 運算困難：無法瞭解數字之概念、無法心算、需用手指或實務操作才能計算。</li> <li>4. 推理困難：對於文章的理解或數學概念的理解或運用很差。</li> <li>5. 聽覺處理困難：對於老師複雜的指令或者是冗長的上課內容不能理解。</li> <li>6. 口語表達困難：運用詞彙表達想法有困難。</li> </ol> <p>In the studies of listening, speaking, reading, writing, reasoning, calculation, there will be one or more difficulties.</p> <ol style="list-style-type: none"> <li>1. Dyslexia: It is difficult to recognize words or spell out phonetic symbols, read slowly and make mistakes frequently, and the phenomena of skip lines and words often occur.</li> <li>2. Dysgraphia: Difficulty in imitative writing or writing words and spelling phonetic symbols; and difficulty in recognizing strokes or incomplete sentence expression.</li> <li>3. Dyscalculia: Unable to understand the concept of numbers, unable to mental arithmetic, need to use the finger or practical operation to calculate.</li> <li>4. Dyslogia: Weak understanding of article and application of mathematical concepts.</li> <li>5. Central auditory processing disorders: Unable to</li> </ol>

		<p>understand complex instructions or lengthy lectures from the teacher.</p> <p>6. Language disorder: Difficulty in using words to express ideas.</p>
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