

# Ming Chuan University Enforcement Rules for Information Technology Proficiency Requirements

Passed at the School Affairs Committee Meeting on May 14, 2010

Passed at the Academic Affairs Committee Meeting on June 3, 2010

1. With the purpose to improve students' employment competitiveness, these regulations were established in accordance with Ming Chuan University Procedures for Proficiency-based Graduation Requirements.
2. Undergraduate students (not including foreign students in International College) who are admitted in the 2010-11 academic year and beyond must meet the Information Technology Proficiency requirement to be eligible to graduate.
3. Undergraduate students should pass the following Information Technology Proficiency examinations within the study period. The minimum requirements and categories for Information Technology Proficiency tests are as follows:

| Category of IT Proficiency Examination            | Authorized Testing and Certification Organization | Minimum Requirements                             |
|---|---|--|
| 1、English Typing Speed                            | Computer Skills Foundation                        | 15 words or more per minute (Advanced or higher) |
| 2、Office Software Application: Word or PowerPoint | Microsoft Certified Application Specialist (MCAS) | Advanced or higher                               |
|   | SUN Open Office                                   | Pass   |
|   | Computer Skills Foundation                        | Pass   |
| 3、Office Software Application: Excel              | Computer Skills Foundation                        | Advanced or higher                               |
|   | Microsoft Certified Application Specialist        | Pass   |

|  |                 |      |
|--|-----------------|------|
|  | (MCAS)          |      |
|  | SUN Open Office | Pass |

#### 4. Implementation

##### i. Examination Schedule:

- (1) The 8<sup>th</sup>, 11<sup>th</sup> and 15<sup>th</sup> Saturdays of the first semester.
- (2) The 8<sup>th</sup> and the 15<sup>th</sup> Saturdays of the second semester.

##### ii. Place: In accordance with the number of students registered, the classrooms will be arranged on Taipei and Taoyuan campuses.

##### iii. Implementation

- (1) To manage matters regarding examination affairs, the Examination Center for Information Technology Proficiency Test was established in accordance with the Administrative Procedures for TQC Test Centers as regulated by the Computer Skills Foundation.
- (2) The Information Technology Proficiency Test is developed by the Computer Skills Foundation. Students are able to check scores through the automated scoring system.
- (3) The proficiency tests will be held in accordance with the Regulations for TQC Administration of Skills Certification and Examination Site.

##### iv. Evaluation

- (1) Examinees receive either a pass or fail result.
- (2) A certificate will be issued by the Computer Skills Foundation to those who pass the exam.
- (3) Those who fail the exam are required to register for next exam

until he or she passes the exam.

5. The version of software tested will be the same one the university is currently using.
6. If any students have achieved the minimum requirements for Information Technology Proficiency exams before admission, the scores are valid for three years from the certificate's date of issue. The version of software tested must be the same one the university is currently using.
7. Should any undergraduate student be unable to meet any of the above requirements before graduation, they must enroll in Applied Information Technology and pass the course to meet graduation eligibility.
8. Students who meet the minimum requirements for Information Technology Proficiency test should submit the original certificate or score report to the School of Information Technology for review. After completion of these procedures, the students will be verified as meeting the graduation requirements.
9. Blind students or students with physical disabilities who have difficulty in using a mouse or keyboard are excluded from the Information Technology Proficiency requirements.
10. Upon being passed at the Administrative Council Meeting and approved by the president, these enforcement rules were announced and implemented. Any revision must follow the same procedures.