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
Passed at the Academic Affairs Committee Meeting on May 3, 2012
Revised and passed at the School Affairs Committee Meeting on April 19, 2013
Passed at the Academic Affairs Committee Meeting on May 16, 2013
Passed at the Academic Affairs Committee Meeting on December 4, 2014
Passed at the Academic Affairs Committee Meeting on May 18, 2017
Passed at the Academic Affairs Committee Meeting on May 17, 2018

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 must meet the Information Technology Proficiency requirement within the study period to be eligible to graduate. The minimum requirements and categories for Information Technology Proficiency are as follows:

Target Students	Category of Information Technology Proficiency Examination	Authorized Testing and Certification Organization	Minimum Requirements
Undergraduate students admitted in and after 2017-18 academic year	Office Software Application: PowerPoint	Computer Skills Foundation	Primary level or higher
		Microsoft Certified Application Specialist (MOS)	Pass
		Oracle Open Office	Pass

Foreign students: Undergraduate students admitted to International College from 2013-14 academic year to 2016-17 academic year Current students: Undergraduate students admitted from 2009-10 academic year to 2016-17 academic year	1. English Typing	Certificate granted by a competent authority (for example, the Computer Skills Foundation)	English typing over 15 words per minute (Primary level or higher)
	2. Office Software Application (two out of three): Word or PowerPoint or Excel	Computer Skills Foundation	Primary level or higher
		Microsoft Certified Application Specialist (MOS)	Pass
		Oracle Open Office	Pass

3. If undergraduate students admitted in and prior 2016-17 academic year choose the newly established Information Technology Proficiency requirements, they need to meet the following requirements:

Target Students	Requirements
Each department (excluding those from the School of Information Technology	Need to pass one of the following to be eligible to graduate ● 2-credit course of Programming Design (course number 13285) ● 2-credit course of Dynamic Homepage Design (Course number: 13314) ● 2-credit course of Programming Design (E) (course number: 99789) (students in International College)
School of Information Technology	Need to pass the Programming Design requirements of the department professional competence to be eligible to graduate.

4. The version of software tested will be the same one the University is currently using. The version of software will be announced at the beginning of the semester. The examination date for the examination offered by the university will be posted on the website (For international students, please visit the Upcoming Events at http://eform.mcu.edu.tw) prior beginning of every semester.
5. If any students have achieved the minimum requirements for Information Technology Proficiency examinations before admission, the scores are valid for three years from the

certificate's date of issue. The version of software texted must be the same one the University is currently using.

6. Undergraduate students admitted in and prior 2016-17 academic year, who are unable to meet any of the above requirements before graduation, need to fulfill the above regulation 3 to meet graduation eligibility.
7. Students who did not participate the Information Technology Proficiency examinations offered by the university, yet meet the minimum requirements 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.
8. Students with physical disabilities (regarding hands) and blind students who have difficulty in using a mouse or keyboard are excluded from the Information Technology Proficiency requirements.
9. Upon being passed at the Academic Affairs Committee Meeting and approved by the president, these enforcement rules were announced and implemented. Any revision must follow the same procedures.

In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.