

# Ming Chuan University Enforcement Rules for Information Technology Proficiency (ITP) 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  
 Passed at the Academic Affairs Committee Meeting on May 19, 2022  
 Passed at the Academic Affairs Committee Meeting on May 9, 2024

1. With the purpose to improve students' employment competitiveness, Ming Chuan University Enforcement Rule for Information Technology Proficiency (ITP) Requirements (hereinafter referred to as the Enforcement Rules) were established in accordance with Ming Chuan University Procedures for Proficiency-based Graduation Requirements.
2. Undergraduate students should pass the following ITP Tests within the study period before graduation in accordance with these Enforcement Rules. The course credit requirements and ITP Test standards are as follows:

Applicable to	ITP Category	University-wide Graduation Standards
Undergraduate students enrolled in/ after 2022-23 academic year	<ol style="list-style-type: none"> <li>1. School of Information Technology Undergraduate Students: Artificial Intelligence (Course No. 00911), and Program Design 1 (The course numbers are based on the curriculum announced by each department for the respective academic year.)</li> <li>2. International College Undergraduate Students: Artificial Intelligence (Course No. 99800), and Program Design (Course No. 99789).</li> <li>3. Other School and Departments Undergraduate Students: Artificial Intelligence (Course No. 00911), and Program Design (Course No. 13285).</li> </ol>	Undergraduate students should credits from both courses to meet the graduation requirements.

Applicable to	ITP Test Category	Authorized Testing and Certification Organization	University-wide Graduation Standards

Undergraduate students who enrolled from 2017-18 to 2021-22 academic year	PowerPoint	Computer Skills Foundation	Practical Level or above
		Microsoft	Pass
		Oracle Open Office	Pass
International students: International undergraduate students of International College who enrolled from 2013-14 to 2016-17 academic year	1. English Tying	Certificates approved by creditable information-related organizations (Such as Computer Skills Foundation)	15 words pr ,pre minute (Practical Level or above)
	2. Excel Office Application (two out of three): Word or PPT or Excel	Computer Skills Foundation	Practical Level or above
MOS		Pass	
Oracle Open Office		Pass	
Current students Undergraduate students enrolled from 2009-10 to 2016-17 academic year			

3. Undergraduate students who enrolled in/before 2021/22 academic year and would like to select the updated IT Tests should meet the following requirements:

Undergraduate students who enrolled in/ before 2016-17 academic year:

Applicable to	Graduation Requirements
No-School of Information Technology Undergraduate Students	<p>Students who enrolled from 2017-18 to 2021-22 academic year: Students need to earn credits from one of the courses mentioned below and ear the Primary Level Certificate of PPT in TQC to meet the graduation requirements.</p> <ul style="list-style-type: none"> <li>● Earn 2 credits for Program Design (Course No. 13285)</li> <li>● Earn 2 credits of Dynamic Homepage Design (Course No. 13314)</li> <li>● Earn 3 credits for Program Design (English) (Course No. 99789) (for International College Students)</li> </ul>

	<p>Students who enrolled in/after 2022-23 academic year:</p> <p>Students not only need to meet the requirement mentioned above but also need to earn the credits of the course to meet the graduation requirements.</p> <ul style="list-style-type: none"> <li>● Artificial Intelligence, 2 Credits (Course No. 00911)</li> <li>● Artificial Intelligence (English-Instructed Course), 3 Credits (Course No. 99800) (Course for International College Students)</li> </ul>
School of Information Technology Undergraduate Students	<p>Students who enrolled from 2017-18 to 2021-22 academic year:</p> <p>Students need to earn the Primary Level Certification of PPT in TQC and they should meet the program design requirements of the professional abilities listed by the School and their Department before graduation.</p> <p>Student who enrolled in/ after 2022-23 academic year:</p> <ul style="list-style-type: none"> <li>● Students not only need to meet the requirements mentioned above but also need to earn 2 credits from Artificial Intelligence Course (Course No. 00911) to meet one of the graduation requirements.</li> </ul>

Undergraduate Students who enrolled from 2017-18 to 2021-22 academic year

Applicable to	Graduation Requirements
All MCU Undergraduate Students	<p>Students not only need to meet the requirements mentioned above but also need to earn the credits of the course to meet the graduation requirements.</p> <ul style="list-style-type: none"> <li>● Artificial Intelligence, 2 Credits (Course No. 00911)</li> <li>● Artificial Intelligence (English-instructed Course), 3 Credits (Course No. 99800) (Course for International College Students)</li> </ul>

- 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 on-campus examination date will be announced on the website before the beginning of each semester. (This article applied to students who enrolled in/ before 2021-22 academic year.)
- If any students have achieved the above requirements for ITP Tests 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. (This article applies to students who enrolled in/ before 2021-22 academic year.)
- Undergraduate students who enrolled in/ before 2021-22 academic year and are unable to

pass any one of the ITP tests approved by the institution must meet the requirements of Article 3 prior to graduation.

7. Students who meet the minimum requirements of ITP Tests 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. (This article applied to students who enrolled in/ before 2021-22 academic year.)
8. Blind students or students with physical disabilities who have difficulty in using a mouse or keyboard are excluded from the ITP requirements. (This article applies to students who enrolled in/ before 2021-22 academic year.)
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.\*\***