

【辦法全文】

銘傳大學校定十項基本能力檢核辦法(公告版)

104年4月27日行政會議通過

第一條 為達成銘傳大學(以下簡稱本校)一念三化的教育理念與目標，使學生具備學用合一、學以致用的基本能力，本校致力培育學生擁有紮實的專業核心能力與深厚的基本素養，並使基本素養能夠具體檢核驗證，成為未來職場應用的基本能力。為使全校學生確實完成各項規定，爰訂定「銘傳大學校定十項基本能力檢核辦法」(以下簡稱本辦法)。

第二條 校定十項基本能力，係結合傳統五育與現代社會所需的執行能力，包括道德力、知識力、體能力、群體力、美感力、企劃力、溝通力，科技力、國際力與就職力。校定基本能力與本校教學單位已訂定之院、系核心能力理念目標一致，皆為有效達成本校一念三化教育的有效途徑。

第三條 本校於99學年度訂定中文能力、英文能力、運動能力、服務學習、資訊能力等檢核標準，本校學生均須通過以上檢定，並自99學年度起入學大學部學生開始適用。本辦法所稱之溝通力、國際力、體能力、道德力及科技力檢核標準，係參照前揭五項檢核標準訂定之。

第四條 本校自103學年度起畢業之大學部同學，實施本辦法規定之十項基本能力檢核認證。本辦法規定之十項基本能力，本校學生均須通過其能力檢定。但其中道德力、知識力、群體力、美感力、企劃力與就職力等六項基本能力之檢定列為畢業資格實施時間，另訂之。

第五條 本辦法所定十項基本能力定義與檢核標準如下：

(一) 道德力:具備現代公民應有的道德知能與道德實踐能力。並完成「銘傳大學服務學習實施辦法」所規定之要求，且符合下列條件之一者:

1.修習校內一門(含)以上品德教育相關課程且成績及格，並參加校內四場(含)以上品德教育相關講座或活動。

符合課程列表如下：

科目代碼	科目
00756	公民與多元社會
00851	社會問題分析
00751	世界文明

00753	道德推理
00737	智慧財產與社會發展
78532、78557	專利法專題研究
08246	領導心理學
00062	國際禮儀
08543	專業倫理專題
00807	人與宗教
00752	華人歷史與文化
00754	民主與法治
00858	人際關係
00860	現代科技與人類文明
00859	生涯規劃
00748	性別與影像
02035	音樂欣賞
02069	音樂與生活
43747	民間禮俗專題研究
43466	華人社會與文化
00808	經典選讀
08458	性心理學
00853	休閒與流行文化
00811	區域文化
04204	環境生態學
00018	環境與人
00903	綠建築設計
02067	環境保護概論
02101	服務學習

2.有品德特殊優良事蹟表現。

(二)知識力:具備學系專業或跨領域的學習能力。且符合下列兩項條件之一者

1.完成二項(含)以上職涯進路。

2.完成一個(含)以上跨領域學分學程。

(三)體能力:具備基本運動能力，保持健康體適能。且通過本校體育室主辦之運動能力(爆發力、肌耐力、柔軟度、心肺能力、穩定能力、協調能力)檢測，檢測方式依教育部公布實施之健康體適能檢測方法(立定跳遠、坐姿體前彎、一分鐘仰臥起坐、心肺能力)及本校訂定穩定能力、協調能力檢測方法(壘球肩上投球擲準、一分鐘三點運球)。

(四)群體力:具備團體合作，積極參與社群活動。且符合下列條件之一者

1.參與新生盃合唱比賽、啦啦舞競賽、迎新宿營、班際體育競賽等團體

活動。

- 2.擔任學生自治組織、各系學會、學生社團幹部達一學期以上。
- 3.參加正式登記之學生社團組織且參與社團活動達一學期以上。
- 4.擔任本校或各系運動代表隊。
- 5.參與校內外各項團隊競賽(須檢附證明文件)。

(五) 美感力:具備美感知識與應用能力。且修畢並且通過本校通識教育選課辦法規定課程，符合下列條件之一者

- 1.修畢且通過本校通識中心開設之一門(含)以上美感教育相關課程，

符合課程列表如下:

科目代碼	科目
02069	音樂與生活
02035	音樂欣賞
00804	中國藝術與美感
00805	西方藝術與美感
02018	攝影藝術欣賞
00906	藝術教育(限師資培育學生選修)
00709	舞台技術(限師資培育學生選修)
00806	舞蹈創作與欣賞
00903	綠建築及環境設計

- 2.通過 Moodle 上的美感力題庫測驗。

(六) 企劃力:具備專案管理的技術及有效執行工作計畫的能力。且符合下列條件之一者

- 1.修畢且通過管理學、企業管理、企劃專業相關課程，並經學校審核通過者，符合課程列表如下:

科目代碼	開課學院	開課學系	課程名稱
11102	管理學院	企業管理學系	管理學
11546			營運企劃與銷售
57101		國際企業學系	企業管理
52135		會計學系	企業管理
56105		風險管理與保險學系	管理學
35207		應用統計資訊學系	企業管理
31307	傳播學院	傳播管理學系	企業管理
29257			專案企劃實務
30333		廣告學系	廣告企劃
34406			廣告策略與企劃

32319		廣電學系	頻道規劃管理
33312		新聞學系	專題企劃與報導
04114	設計學院	都市規劃與防災學系	環境規劃與設計
21230		商業設計學系	網站規劃與設計
23304		商品設計學系	商品企劃
11102	觀光學院	觀光學院	管理學
13103	資訊學院	資訊管理學系	管理學
36434		資訊工程學系	網路規劃與管理
06120	社會科學院	社會與安全管理學系	企業管理概論
07203		公共事務學系	公共管理
40202	健康科技學院	醫療資訊與管理學系	醫務管理學
99219	國際學院	國際企業與貿易學位學程	國際企業管理
99405		資訊科技應用學士學位學程	管理學
59007		國際事務與外交學位學程	管理學
63134	法律學院	財金法律學系	企業管理
42298	教育暨應用語 文學院	應用英語學系	企業管理(1)
42504			企業管理(2)
43330		應用中文學系	文創專題企畫及習作

2.參與校內外創新、創業競賽，或曾參與撰寫學系、學會或社團活動企劃書(一企劃書限一~三人申請)，並提供相關佐證資料經學生所屬學系、學程審核通過者。

3.考取「專案管理師」、「企劃師」等相關證照，經審核通過者。

(七)溝通力:具備本國語文基本知識與中文寫作、溝通表達能力。且符合下列條件之一者。本校應用中國文學系學生得在以下第1項所定標準之上，另訂檢定標準。

1.本校大學部學生通過本校中文會考，成績達60分以上。

2.本校外國籍學生通過華語文能力測驗(TOCFL)進階級測驗達60分以上。

(八)科技力:具備電腦運用與辦公室基本軟體使用能力。且通過下列檢定考試(校外具公信力之資訊檢定單位所頒發之證書，如電腦技能基金會)

1.英文輸入每分鐘15字(含)以上(實用級(含)以上)。

2.辦公室軟體應用類(3擇2):文書處理 Word 或電腦簡報 PowerPoint 或電子試算表 Excel。

(九)國際力:具備運用國際通用語文—英文的基本能力。且通過下列1-6項至少一項之英語檢定考試。大學部學生於畢業前仍未通過檢核標準者，應增加必修且通過英語教學中心開設之「職場應用英文一」及「職

場應用英文二」課程，國際學院各學系、學程及應用英語學系，得以高於下列 6 項標準，另行訂定英語能力檢定標準。

- 1.全民英檢(GEPT):中級初試。
- 2.多益測驗(TOEIC):500 分(含)以上。
- 3.大學校院英語能力測驗(CSEPT):第一級 200 分(含)以上。
- 4.網路化托福考試(TOEFL-iBT):iBT55 分(含)以上。
- 5.外語能力測驗(FLPT-English):聽、讀、寫三項總分 180(含)以上。
- 6.劍橋大學國際商務英語能力測驗(BULATS):LEVEL2, 40 分(含)以上。

(十) 就職力:完成畢業後進入職場的各項實習與準備。並符合下列條件之一者(由本校前程規劃處或有關單位主辦，並經主辦單位認證)

- 1.參與職涯輔導相關課程或活動。
- 2.參與校外企業參訪。
- 3.參與就業媒合相關活動。
- 4.完成校外企業實習。

第六條 本辦法第二條所稱之中文能力檢核等五項檢核辦法，於本辦法實施後，應依據本辦法所規定之溝通力、科技力、國際力、體能力名稱及檢核標準，修訂原實施辦法。其他基本能力實施細則另訂之。

第七條 十項基本能力教育實施與檢核，由本校全體教學、行政單位共同推動，並由通識教育中心統籌規劃。為使權責分明，相互分工合作，各項基本能力主辦單位如括弧內所示:道德力(學務處)、知識力(教務處)、體能力(體育室)、群體力(學務處)、美感力(通識中心)、企劃力(管理學院)、溝通力(應中系)、科技力(資訊學院)、國際力(英語教學中心)、就職力(前程規劃處)。此外，資訊系統建置及管理由資網處負責。各主辦單位應定期公佈承辦之基本能力檢核實施情況。

第八條 本校大學部學生應依本辦法及十項基本能力實施細則之規定，於本校就學期間，依據各項能力檢核標準，參加線上測驗、正式或非正式課程、活動或校內外證照考試，取得認證。

第九條 通過十項基本能力認證之應屆畢業生，得向教務處申請核發十項基本能力證書，學校並給予適當之表揚。

第十條 本辦法經行政會議通過，報請校長核定後實施，修正時亦同。

Ming Chuan University Procedures for 10 Pillars Competency Evaluation

Passed at Administrative Council Meeting on April 27, 2015

Article 1 In order to achieve the Ming Chuan University (herein referred to as the University) principle of “one mission and three goals” and cultivate learning and application abilities in students, the University is devoted to nurture its students with professional core competencies and significant basic capacities, and ensure students earn certification of their basic capacities for future workplace applications. The Ming Chuan University Procedures for 10 Pillars Competency Evaluation (herewith called these procedures) were established to ensure that students meet the standards for each pillar.

Article 2 The 10 Pillars combine traditional education characteristics of Morals, Knowledge, Health, Teamwork, and Aesthetics, and the operations abilities for modern society, including Planning, Communication, Technology, Internationalization and Employability. These basic competencies are consistent with the educational goals established by the university’s academic units, as efficient means to achieve the institution’s one mission and three goals.

Article 3 The University established assessment standards for Chinese Proficiency, English Proficiency, Sports Capability, Service-Learning and Information Technology Proficiency in 2010-11. All students who enroll at MCU from 2010-11 academic year onward are required to meet the abovementioned standards. The standards for Communication, Internationalization, Health(Sports), Morals and Technology in these procedures are established based on the standards already set for the abovementioned proficiencies.

Article 4 Graduates of Undergraduate Division are required to undergo the 10 Pillars basic capacities evaluation from 2014-15 in accordance with these procedures. All students are required to pass the 10 Pillars basic capacities evaluation. However, the schedule for adding Morals, Knowledge, Teamwork, Aesthetics, Planning and Employability into the graduation standards will be established separately.

Article 5 The definition and assessment standards of 10 Pillars basic capacities are as follows:

(一) Morals: Nurtured with moral capacity and implementation ability as modern citizens. Complete the requirement of “Ming Chuan University Procedures for Implementing Service-Learning” and meet one of the following criteria:

1. Take and pass one course (or above) related to moral education, and participate in four on-campus seminars or activities related to moral education.

The related courses are listed in the table below:

Course No.	Course
00756	Citizenship and Multicultural Society
00851	Analysis of Societal Issues
00751	World Civilizations
00753	Moral Inferences
00737	Intellectual Property and Social Development
78532、78557	Seminar on Patent Law
08246	Psychology of Leadership
00062	International Etiquette
08543	Seminar on Professional Ethics
00807	The Individual and Religion
00752	Chinese History and Culture
00754	Democratic Law and Order
00858	Interpersonal Relationships
00860	Modern Technology and Human Civilization
00859	Career Planning
00748	Gender and Image
02035	Music Appreciation
02069	Music and Life
43747	Seminar on Chinese Popular Etiquette
43466	Chinese Society and Culture
00808	Selected Readings in the Classics
08458	Sexual Psychology
00853	Leisure and Popular Culture
00811	Local Culture
04204	Environmental Ecology
00018	Environment and the Individual
00903	Green Architecture Design
02067	Introduction to Environmental Protection
02101	Service Learning

2.Special achievement related to morals.

(二) Knowledge: Equipped with learning ability for the profession of the student's department or interdisciplinary course, and meet one of the following criteria:

1.Complete two or more items of career pathway.

2.Complete one or more focused course programs.

(三) Health(Sports): Equipped with basic sports ability to maintain good health. Students are required to pass the physical fitness tests (including power, muscular endurance, flexibility, cardio-respiratory endurance, balance and coordination) administered by Physical Education Office of Ming Chuan University. The tests and implementation are based on relevant Physical Fitness test methods announced by Ministry of Education (including standing long jump, sit and reach, one-minute sit-ups and cardio-respiratory fitness) and the balance and coordination testing methods of MCU (overhand softball toss, and one-minute 3-point dribble test).

(四) Teamwork: Have team spirit, actively participate in group activities. Student should meet one of the following criteria:

1.Participate in group activities including Freshmen Choral Contest, cheerleading dance competition, Freshmen Welcome Camp, inter-class sports competitions.

2.Serve as officers of student self-governance organization, departmental student association or student clubs for more than one semester.

3.Join in registered student club organization and participate in club activities for more than one semester.

4.University or departmental sports team members.

5.Participate in on- or off-campus group competitions (proof required).

(五) Aesthetics: Equipped with aesthetic knowledge and application ability. Take and pass required course as regulated in the MCU General Education Course Selection Regulations and meet one of the following standards:

1. Passed one of the relevant courses of aesthetic education offered by MCU

General Education Center, relevant courses are listed as follows:

Course code	Course Name
02069	Music and Life
02035	Music Appreciation
00804	Chinese Art and Aesthetics
00805	Western Art and Aesthetics
02018	Introduction to Photographic Art
00906	Art Education (elective course for Teacher Education Program students)
00709	Stage Technology (elective course for Teacher Education Program students)
00806	Dance Choreography and Appreciation
00903	Green Architecture and Environmental

2 Pass the aesthetics test on Moodle system.

(六) Planning: Equipped with project management skills and the ability to effectively execute work plan, and meet one of the following conditions:

1. Take and pass Management, Business Management, or related professional courses on project planning which are reviewed and approved by the university; relevant courses are listed below:

Course Code	School	Department	Course Name
11102	Management	Business Administration	Management
11546			Business Planning and Selling
57101		International Business	Business Management
52135		Accounting	Business Management
56105		Risk Management and Insurance	Management
35207		Applied Statistics and Information Science	Business Management
31307	Communication	Communications Management	Business Management
29257			Project Planning Practice
30333		Advertising	Advertising

			Planning
34406			Advertising Strategy and Planning
32319		Radio and TV	Channel Planning and Management
33312		Journalism	Planning and Writing of Special Reports
04114	Design	Urban Planning and Disaster Management	Environmental Planning and Design
21230		Commercial Design	Website Planning and Design
23304		Product Design	Commercial Product Planning
11102	School of Tourism	School of Tourism	Management
13103	Information Technology	Information Management	Management
36434		Computer Science and Information Engineering	Network Planning and Management
06120	Social Sciences	Security Management and Social Work	Introduction to Business Management
07203		Public Affairs	Public Management
40202	Health Technology	Healthcare Information and Management	Healthcare Management
99219	International College	International Business and Trade Program	International Business Management
99405		Applied Computing Program	Management
59007		International Affairs and Diplomacy Program	Management
63134	Law	Financial Law	Business Management
42298	School of Education and Applied Languages	Applied English Department	Business Management (I)
42504			Business Management (II)
43330		Applied Chinese Department	Planning and Practice of Cultural and

			Creative Special Reports
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2. Students who have participated in on- or off-campus competitions related to innovation or starting businesses, or have participated in drafting a proposal for departmental, student association or club activities (The same proposal may only be used by one to three students for their applications.) may submit it and are required to provide relevant proof to prove the proposal has been approved by the Department or Program.

3. Students who have passed the examination for “Project Management Professional” or “Planning Professional” and have their certificates verified.

(七) Communication: Equipped with basic knowledge of Mandarin Chinese and the ability to compose and communicate in Mandarin and meeting one of the following standards. Students of MCU Applied Chinese Department may be assessed with another standard for higher scores than the first standard listed below.

1. Undergraduate students are required to pass the Chinese examination of MCU with a score of above 60.

2. Foreign students are required to pass the Test of Chinese as a Foreign Language (TOCFL) advanced level with a score of above 60.

(八) Technology: Basic Office Application software and computer skills are required; moreover, a student must pass the following certificate tests (certificates approved by credible information-related organizations such as Computer Skills Foundation):

1. English typing speed: 15 words or more per minute (Practical Level or above)

2. Office application software: (2 out of 3) Word, PowerPoint or Excel

(九) Internationalization: Foreign Language ability is required, such as basic English skills. It is essential that the student pass at least one of the six English certification tests listed below. Undergraduate students who have not yet passed

an English certification test before graduation must take “Applied English in Workplace I” and “Applied English in Workplace II” courses. Students of International College and Applied English Department have higher score standards for the following certification tests, covered in other regulations for their English proficiency evaluation.

1. GEPT: Intermediate Level
2. TOEIC: Total Score of 500 or above
3. CSEPT: First Level; total score of 200 or above
4. TOEFL-iBT total score of 55 or above
5. FLPT-English: Total score of 180 or above in listening, reading and writing sections combined
6. BULATS: Level 2; Total score of 40 or above

(+) Employment: Participate in internship programs and career preparation programs before graduation. It is essential to meet one the following criteria listed below. (MCU Career Planning and Counseling Division or other responsible units host the event(s); students need to obtain verification of participation/completion from the host.)

1. Participate in career counseling-related program and activities
2. Participate in off-campus business visit
3. Participate in employment-related workshop
4. Complete off-campus business internship program

Article 6 Standards for evaluation of Chinese proficiency and so forth mentioned in Article 2 and set earlier will be renamed according to those used in these procedures – Communication, Technology, Internationalization, Sports - once these procedures are implemented, by revising the original regulations. Other procedures will be separately established for the Pillars that do not currently have such detailed standards for evaluation.

Article 7 All MCU academic and administrative units promote “Ten Pillar” education implementation and evaluation procedure together. Units are assigned to specific “Ten

Pillar” responsibilities (indicated in brackets) in order to define responsibilities for better collaboration: Morals (Student Affairs Division), Knowledge (Academic Affairs Division), Sports (Physical Education Office), Aesthetics (General Education Center), Planning (School of Management), Communication (Department of Applied Chinese), Technology (School of Information Technology), Internationalization (English Language Center), and Employment (Career Planning and Counseling Division). Moreover, Information and Network Division handles all related management information system implementation and management. Each responsible unit must periodically provide progress assessment of its “Ten Pillar” implementation.

Article 8 All MCU undergraduate students must comply with these procedures and 10 Pillars implementation measures. During their period of study, students need to take the specified on-line exams, traditional or non-traditional courses, participate in related activities and/or obtain certification from MCU or other creditable organizations.

Article 9 Graduating students who have passed the “10 Pillars” evaluation process can apply for a “10 Pillars” certificate from Academic Affairs Division; moreover, they will be recognized for the achievement by Ming Chuan University.

Article 10 Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

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