

教師課程綱要編輯指引

Course Syllabus Editing Guidelines for Instructors

課務組製 114.11.26

NTNU Curriculum Office

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說明：

Description

- 一、 課程綱要建置之目的，係為提供學生選課參考資訊。

The purpose of constructing the course syllabus is to provide students course information for course selection.

- 二、 本校自 111 學年度起正式調整上課週數為 16 週，請教師依 16 週週數規劃教學進度，並填寫或更新課綱。

The university has officially adopted the 16-week semester system since Fall 2022. Instructors should plan their courses accordingly.

- 三、 課程綱要編輯包括「**教學進度與主題**」、「**教學方法**」、「**評量方法**」、「**針對學生困難提供學生調整方式**」及「**參考書目**」，全英語（EMI）課程均應以英語輸入。另請提供**英文版課程目標**給開課助教，由助教至教務資訊系統輸入。

The course syllabus editing includes “**course schedule and topic**,” “**teaching approach**,” “**evaluation criteria**,” “**adjustment methods for students**,” and “**course material and reference**.” For English as a Medium of Instruction (EMI) courses, all input should be in English. Additionally, please provide the **curricular goals** in English to the department administrators, who will edit them into the system for the instructors.

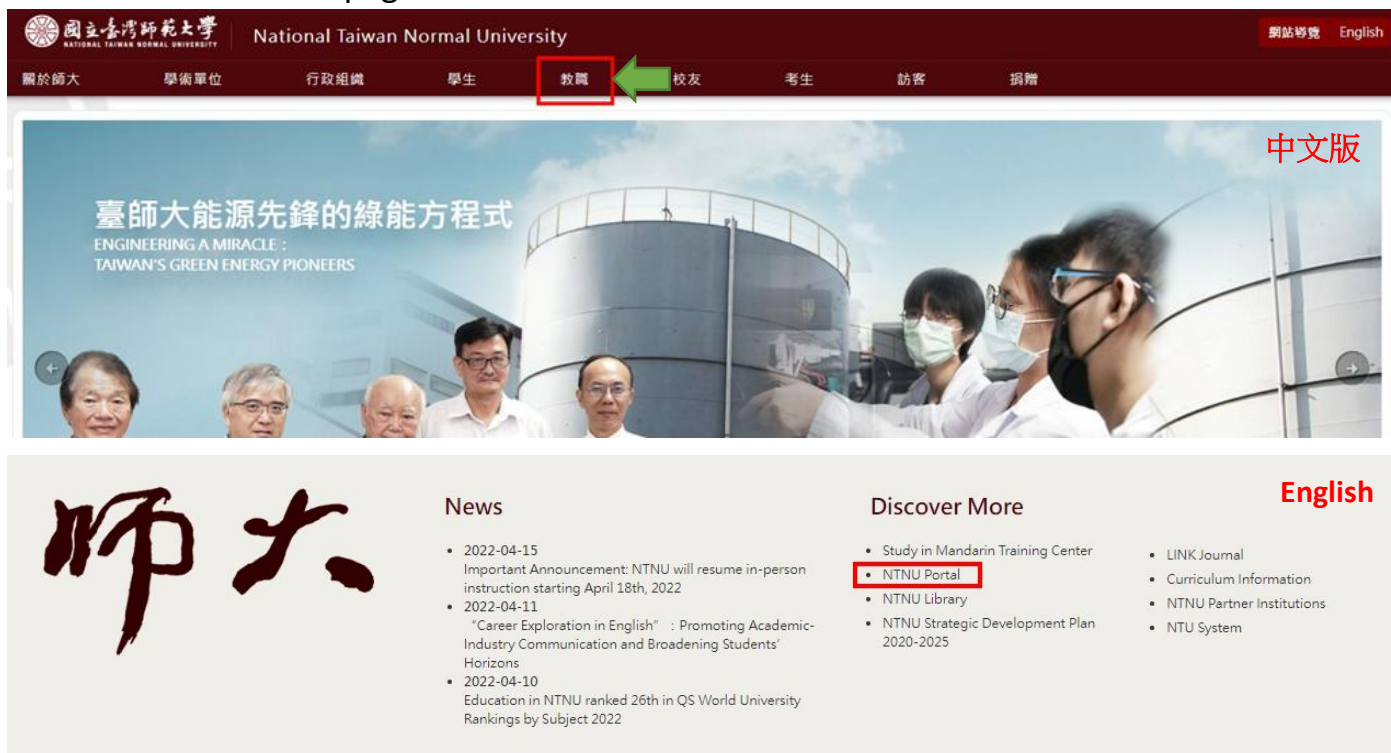
- 四、 課程綱要上網率係「教師表現及系所績效管理系統」之教師教學表現及「年度系所材料費 15%預算額度分配」評估指標之一，請務必於**課程公告日前**完成上傳；如因教師未定而無法準時上傳課綱，或為開學日後始加開之課程，其課程綱要上網情形得免計入前開評估指標。

The online posting rate of the course syllabus is one of the evaluation indicators in the “Teacher Performance and Department Achievement Management System” for instructor teaching performance and “The 15% Budget Allocation for Annual Material Fee of Departments.” Please upload the syllabus **before the date of announcement of course schedule**. However, the course syllabus online posting rate may be exempted from the evaluation under two circumstances: unable to upload the syllabus on time due to the instructor not being assigned yet, or the course is newly added after the semester starts.

一、課程綱要 Course Syllabus

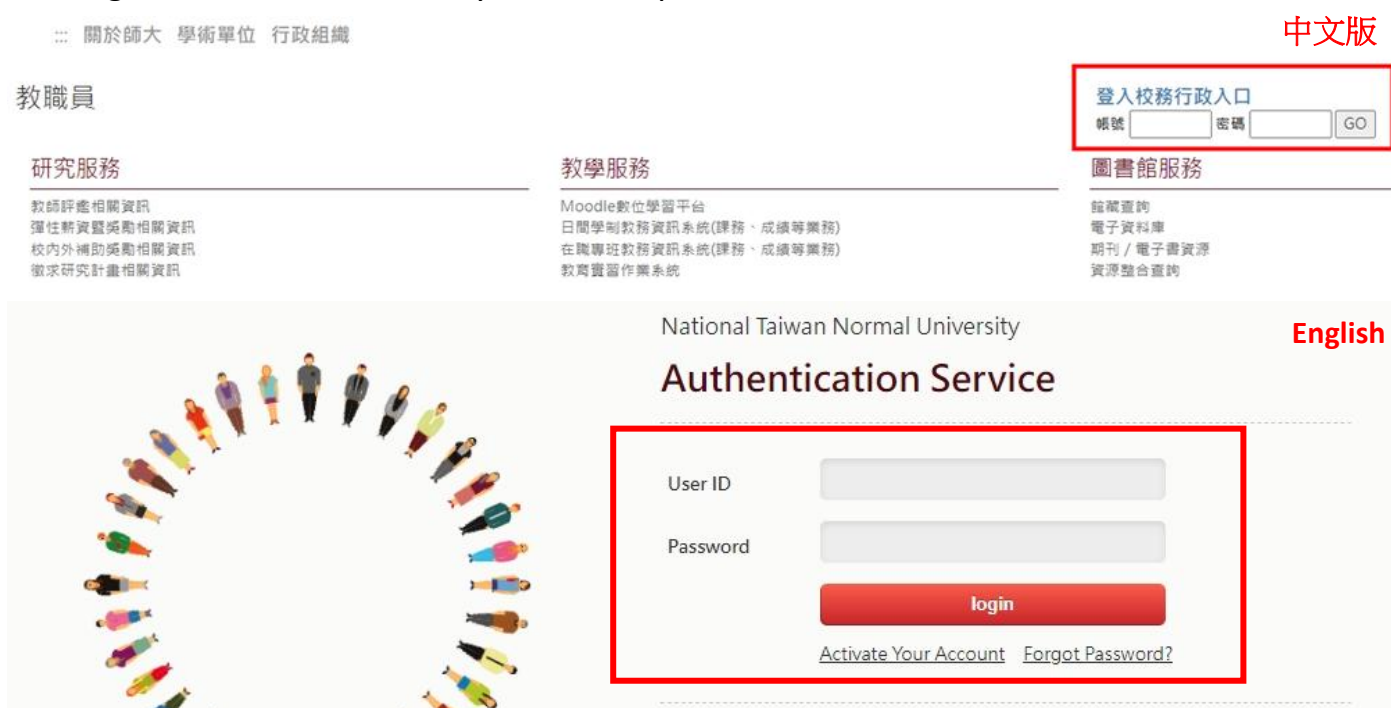
(1) 師大首頁→教職

Enter NTNU front page and click "NTNU Portal".



(2) 輸入帳號、密碼登入【校務行政資訊入口網】。

Login to NTNU Portal with your ID and password.

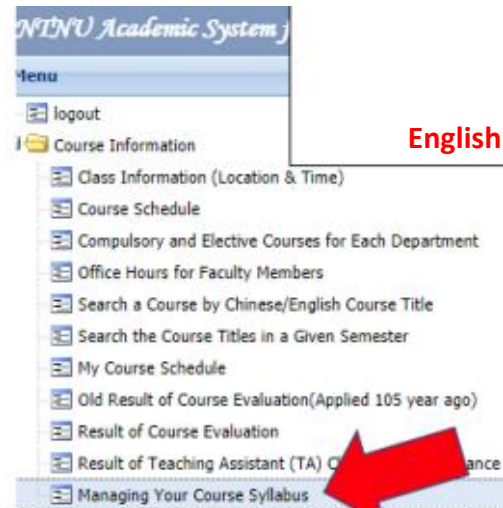
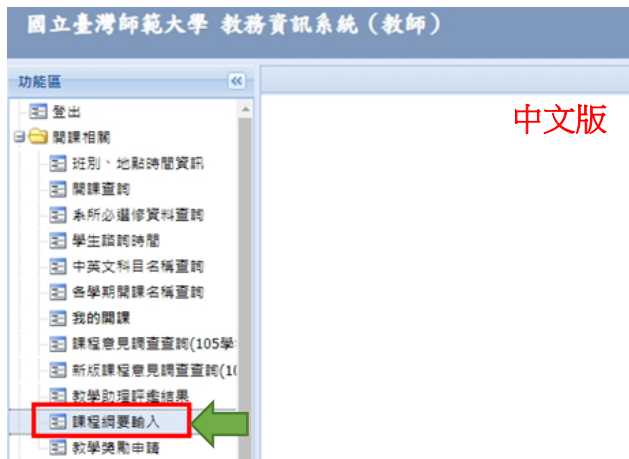


(3) 點選【教務相關系統】→【教務資訊系統（教師版）】

Unfold “Educational Administration Related System” and click “Academic Information System for Faculty.”

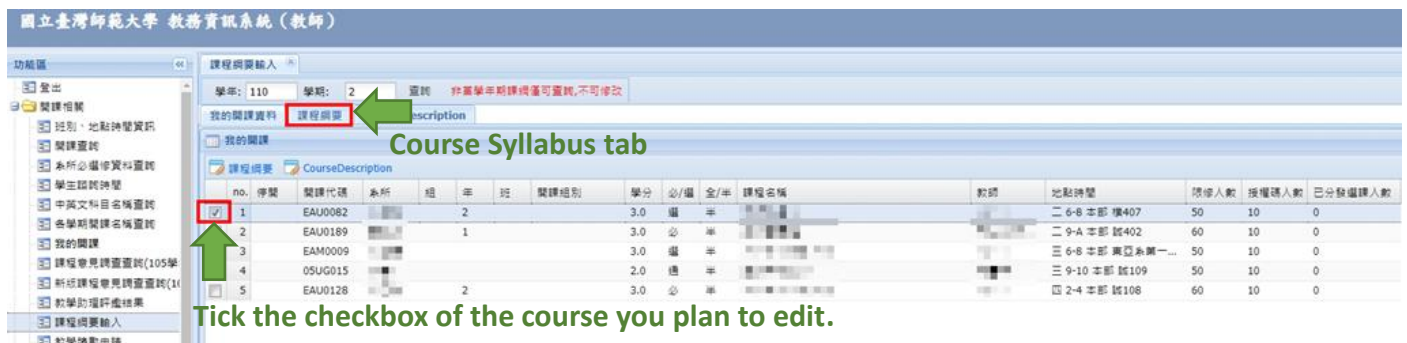
(4) 進入【教務資訊系統（教師版）】後→開課相關→課程綱要輸入

After entering the system, unfold “Course Information” and click the button “Managing Your Course Syllabus.”

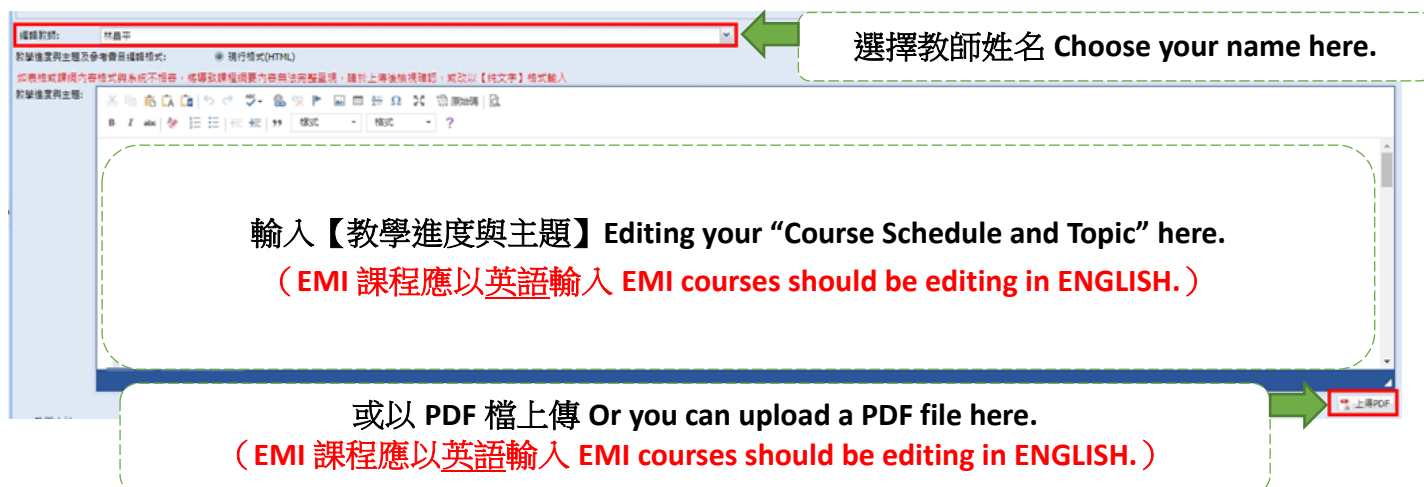


(5) 勾選課程，點選上方【課程綱要】頁籤進行課綱編輯。

Tick the checkbox of the course you plan to edit and click “Course Syllabus” tab to start editing.



- (6) 於【編輯教師】選擇教師姓名，可直接輸入【教學進度與主題】或以 PDF 檔上傳。
Choose your name in “Editing Instructor” section, and you can start editing content or upload a PDF file instead in the “Teaching Schedule and Objectives” section.



選擇教師姓名 Choose your name here.

輸入【教學進度與主題】 Editing your “Course Schedule and Topic” here.
(EMI 課程應以英語輸入 EMI courses should be editing in ENGLISH.)

或以 PDF 檔上傳 Or you can upload a PDF file here.
(EMI 課程應以英語輸入 EMI courses should be editing in ENGLISH.)

- (7) 編輯【教學方法】、【評量方法】及【針對學生困難提供學生調整方式】。
Next, edit “Teaching Approach,” “Evaluation Criteria” and “Adjustment Methods for Students.”



輸入【教學方法】說明 Editing your “Teaching Approach” here.
(EMI 課程應以英語輸入 EMI courses should be editing in ENGLISH.)

輸入【評量方法】說明 Editing your “Evaluation Criteria” here.
(EMI 課程應以英語輸入 EMI courses should be editing in ENGLISH.)

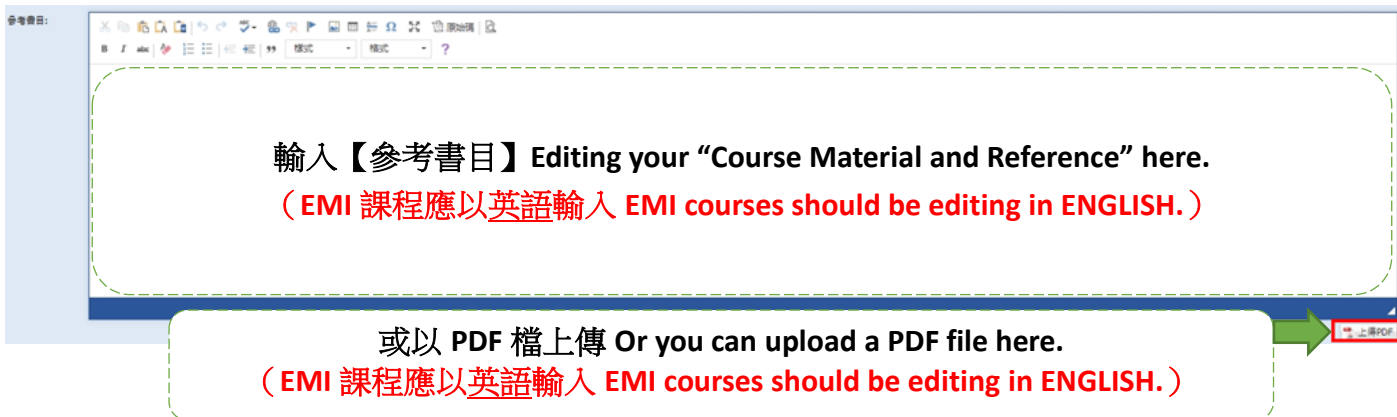
針對學生困難提供學生調整方式

上課形式	<input checked="" type="checkbox"/> 以錄音輔助	<input type="checkbox"/> 以錄影輔助	<input type="checkbox"/> 提供學生彈性出席課程方式
作業繳交方式	<input type="checkbox"/> 延長作業繳交期限	<input checked="" type="checkbox"/> 書面報告取代口頭報告	<input type="checkbox"/> 口頭報告取代書面報告
考試形式	<input type="checkbox"/> 個人報告取代團體報告	<input type="checkbox"/> 團體報告取代個人報告	<input type="checkbox"/> 學生與授課老師協議改以其他形式呈現
其他	<input type="checkbox"/> 延後期末考試日期(時間)	<input type="checkbox"/> 書面(口頭)報告取代考試	<input type="checkbox"/> 考試取代書面(口頭)報告
	<input checked="" type="checkbox"/> 由師生雙方議定		

勾選【針對學生困難提供學生調整方式】說明 Ticking “Adjustment Methods for Students” here.
(本項為選填非必填，可複選 This section is optional, and multiple items may be selected.)

(8) 編輯【參考書目】。

At last, edit “Course Material and Reference.”



- (9) 【暫存為基本設定預設內容】：如無法一次完成課綱編輯，可利用此暫存功能（**僅暫存**，須點選【上傳至本學期課綱】後，學生及助教方能看見教師編輯的內容）；已上傳過課綱之課程，將不再顯示暫存鈕，如需調整課綱請於完成編輯後直接點選【上傳至本學期課綱】。

“Temporary Save as Default Content” button: you could use this button if you are unable to complete your editing at once (**this button only saves the file temporarily**; you have to click the “Upload to This Semester’s Syllabus” button for students and department administrators to see the content). **For courses that have already uploaded syllabus, the temporary save button will no longer be displayed.** If you need to adjust the content of the syllabus, please click the “Upload this semester’s syllabus” button after finishing your editing.



已上傳過課綱之課程，將不再顯示暫存鈕，
如需調整課綱請於完成編輯後直接點選【上傳至本學期課綱】
For courses that have already uploaded syllabus this semester, the temporary save button will no longer be displayed. If you need to adjust the content of the syllabus, please click the “Upload to This Semester’s Syllabus” button after finishing your editing.

註：113-1 開始改為上學期完成全學年之課綱填寫

Note: Starting from Fall 2024, the course syllabus for the entire academic year shall be completed in the first semester.

點選【暫存為基本設定預設內容】，系統會跳出提醒視窗：【本功能將更新本課程同一老師所有班、組「尚未上傳」之基本設定預設內容，是否確定暫存？】確認後請按「是」，系統會再度跳出提醒視窗：【儲存完畢！**此按鈕為暫存**，請教師確認教學大綱資料皆為完整後，務必按「上傳至本學期課綱」，以更新本學期課綱】。

When you click “Temporary Save as Default Content” button, a reminder window will pop up: “This change will update the default content of all classes or groups taught by the same teacher in this course you have not been uploaded yet. Are you sure you want to save this change?” After clicking “Yes”, another window will pop up and remind you “Saved successfully! **This button only saves the file temporarily**, please click the “Upload to This Semester’s Syllabus” button after you’ve confirmed that the syllabus information is completed.”

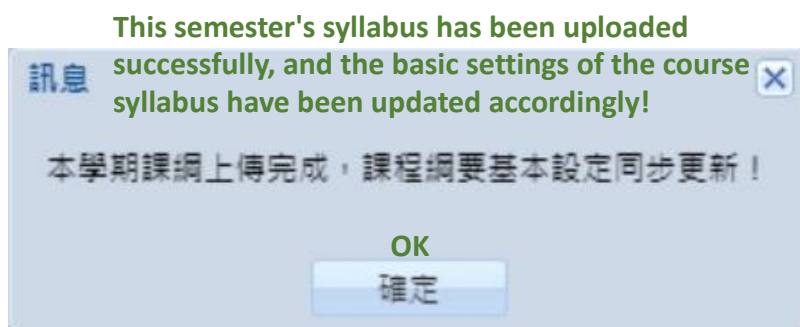


(10) 教師完成課綱編輯並確認資料皆完整後，請按【上傳至本學期課綱】（**課綱四個項目：教學進度與主題、教學方法、評量方法、參考書目，皆須完成編輯方能進行上傳作業**），系統會跳出提醒視窗：【是否以此版本作為基本設定之預設內容？】，欲更新為預設內容請選【是】，不更新請選【否】。

After the instructor finishes editing the syllabus and confirms that all information is completed, please click the “Upload to This Semester’s Syllabus” button (**all four syllabus sections must be fully edited before uploading: course schedule and topic, lecturing methodologies, evaluation criteria, and course material and reference.**) A reminder window will pop up: “Do you want to save this version as the default content?” To update as the default content, select “Yes”; to not update, select “No.”



選【是】會跳出提醒視窗：【本學期課綱上傳完成，課程綱要基本設定同步更新！】
Selecting “Yes” will trigger a reminder window: "This semester's syllabus has been uploaded successfully, and the basic settings of the course syllabus have been updated accordingly!"



二、英文課程目標 Curricular Goals in English

請開授 EMI 課程之教師，提供英文版課程目標給開課助教，由助教至教務資訊系統輸入。

EMI course instructors should provide the curricular goals of the courses in English to their department administrators, who will edit them into the system for the instructors.

110學年第2學期課程綱要

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一、課程基本資料

開課序號		課程學制	大
科目代碼	EAU0082	課程名稱	
英文名稱			
全/半年	半	必/選修	選修
學分數	3.0	每週授課時數	正課時數: 3 小時
開課系級			
先修課程			
課程簡介			

課程目標

1. 分析東亞各國之總體經濟表現，以及政府之總體經濟政策效果。
2. 瞭解總體經濟理論的發展脈絡，並分析當前的總體經濟現象與問題。
3. 熟悉東亞國家之總體經濟議題，並運用相關資訊呈現分析結果。
4. 學習如何閱讀與總體經濟相關之學術研究論文，理解其中的相關理論與分析方法。

請提供英文版課程目標給開課助教，
由助教至教務資訊系統輸入。

**Please provide your curricular goals of
the courses in English to the department
administrators, who will edit them into
the system for you.**