

# Coursera 學習者指南



# 歡迎來到Coursera！

恭喜您加入貴機構的 Coursera 學習計畫！  
本指南旨在協助您導覽 Coursera 平台並開始學習。

## Coursera 是什麼？

Coursera 是世界領先的線上學習平台。借助 Coursera，您可輕鬆提供全球頂尖大學跟公司的世界級內容與證書，透過以角色為核心的學習方式推動技能發展，同時對照超過 6000 萬名學習者追蹤與衡量技能熟練度。

## 為什麼要利用 Coursera 來學習？

透過 Coursera 學習，您可實現以下目標：

- ✓ 學習新技能，協助您在當前角色脫穎而出。
- ✓ 進行學習，以便為您夢想的工作做準備。
- ✓ 更新所學並保持競爭優勢。
- ✓ 增進對各種主題的了解。
- ✓ 取得來自 200 多所大學與 30 多家產業合作夥伴的內容。
- ✓ 成為超過 9000 萬全球學習者社區的一員。

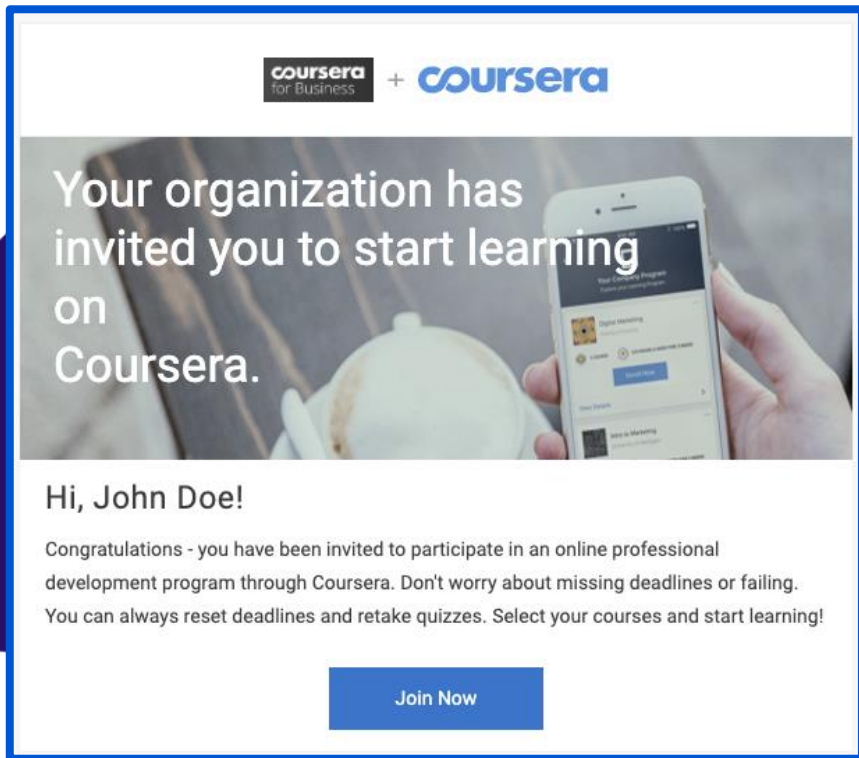
# 加入您機構的 Coursera 學習計畫



# 加入您機構的學習計畫

您可利用兩種不同方式加入您機構的 Coursera 學習計畫，這取決於您機構的管理員如何邀請您...

- ★ 在您收到的電子郵件邀請函中，按一下 **Join Now (立即加入)** 連結，**或者**
- ★ 按一下計畫網址 (由機構管理員與您共享) 並利用您受邀的官方電子郵件地址登入 Coursera

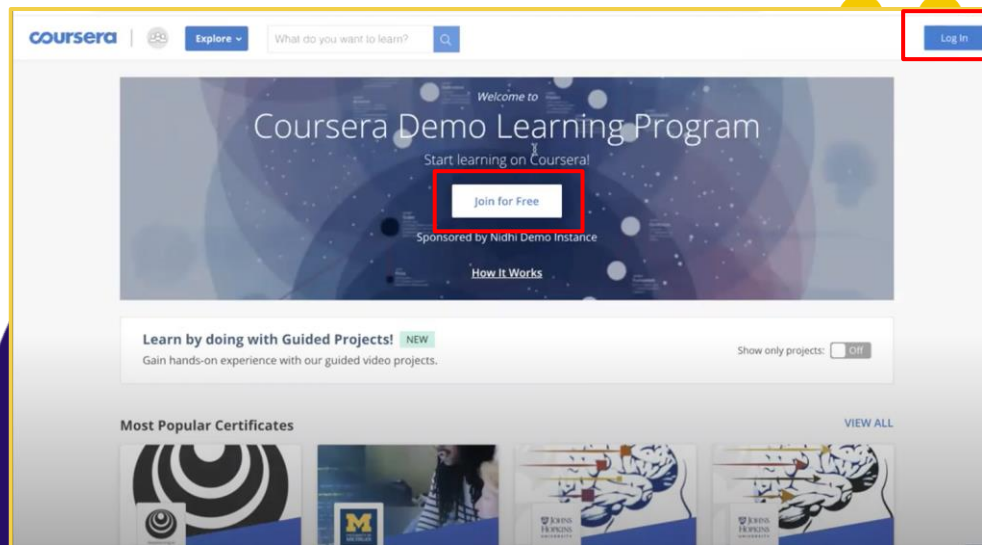


注意：請注意，這不同於造訪 coursera.org 並註冊為新使用者。此做法代表您使用的是 Coursera 消費者網站，而非您機構的學習計畫，因此您將無法享受企業權益。

# 加入您 機構的學習計畫

在您按一下 **Join Now (立即加入)** 或計畫網址之後，系統將引導您至您所在機構的學習計畫。若要加入，您必須先登入 Coursera 平台。

為此，請按一下右上角的 **Join for Free (免費加入)** 或 **Log In (登錄)** 按鈕。



注意：請注意，如果您已利用受邀參加此計畫的同一電子郵件地址登入 Coursera，您將直接看到「Join Program (加入計畫)」按鈕

# 建立您的帳戶

在您按一下「Join for Free (免費加入)」之後，系統將引導您至 **Welcome to Coursera (歡迎使用 Coursera)** 頁面，您有 2 個帳戶設立選項：

- A) 如果您沒有現有 Coursera 帳戶，請選擇 **I'm a new Coursera user (我是 Coursera 新使用者)**
- B) 如果您有現有 Coursera 帳戶 (無論使用您受邀的同一電子郵件或不同的個人電子郵件)，請選擇 **I'm an existing Coursera user (我是現有 Coursera 使用者)**。

**這點極為重要，以利將您過去/未來的所有成就與進展保存於一處。**

Welcome to  
coursera

Start your program

You're invited to join Globeland II Learning Program through dgupta+test3@coursera.org

I'm a new Coursera user

I'm an existing Coursera user  
Keep your Coursera accomplishments all in one place.

Continue

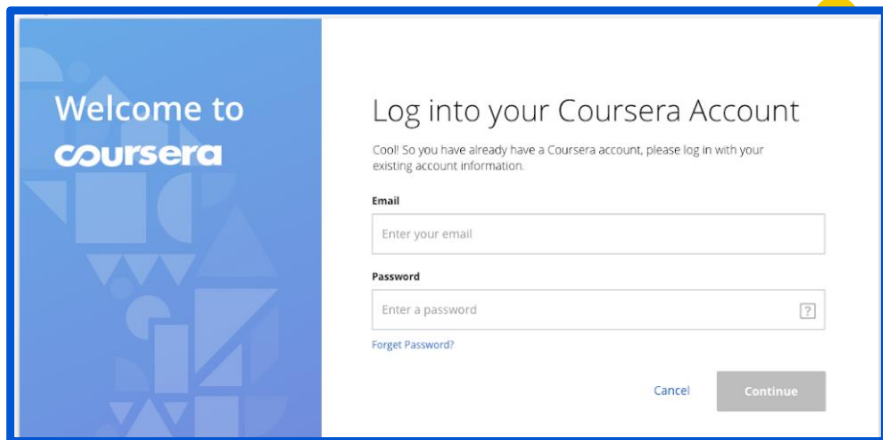
此選項僅在您首次嘗試加入計劃時出現，因此如果您已有帳戶，請務必選取。

如果您已完成此步驟並需要獲得合併現有 Coursera 帳戶方面的協助，可造訪[學習者支援中心](#)，與 Coursera 支援人員開始交談以尋求協助。

備註：請注意，如果您之前已使用計畫連結，將不會看到「Welcome to Coursera (歡迎使用 Coursera)」頁面。您會直接看到快顯視窗，利用您的帳戶登入或註冊新帳戶，以便進入學習計畫。

## 建立您的帳戶

- A. 如果您選擇 *I am an existing Coursera user (我是現有 Coursera 使用者)*，將進入第一個畫面，系統會要求您輸入現有的使用者名稱與密碼。在完成之後，您的現有帳戶將連結到新電子郵件。
- A. 如果您選擇 *I am a new Coursera user (我是 Coursera 新使用者)*，將進入第二個畫面，系統會要求您為新帳戶建立密碼。



>Welcome to  
**coursera**

Log into your Coursera Account

Cool! So you have already have a Coursera account, please log in with your existing account information.

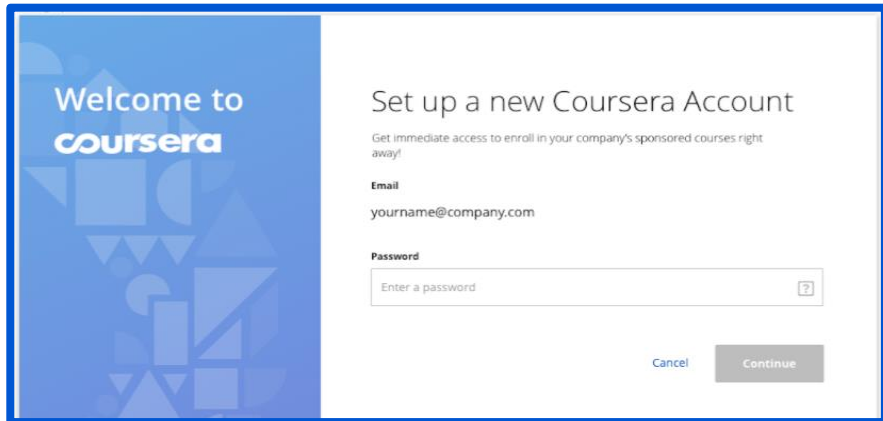
Email

Password

[Forget Password?](#)

[Cancel](#) [Continue](#)



>Welcome to  
**coursera**

Set up a new Coursera Account

Get immediate access to enroll in your company's sponsored courses right away!

Email

yourname@company.com

Password

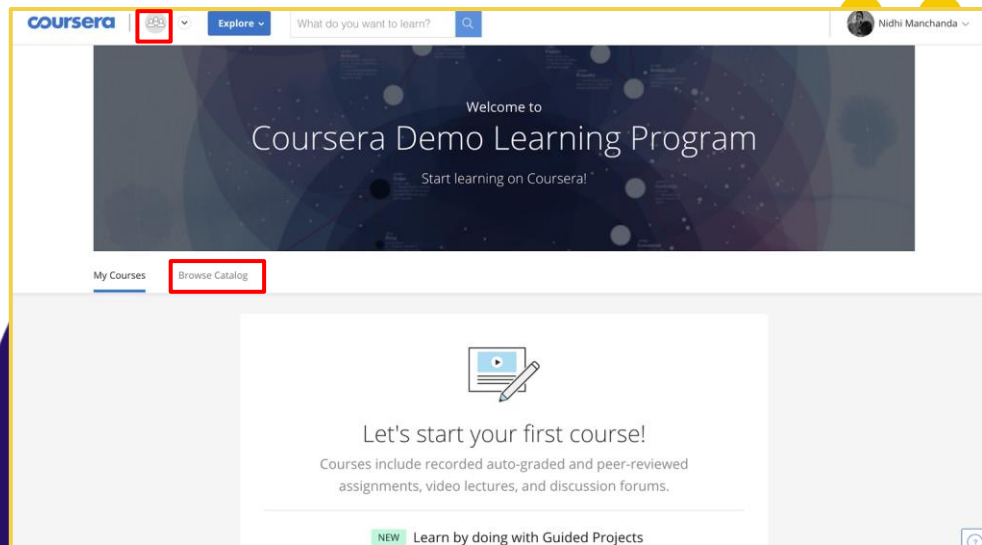
[Cancel](#) [Continue](#)

# 註冊您的第一門課程即可開始學習

在建立帳戶之後，您會進入學習計畫頁面，您會在此處看到兩個分頁 -

1. 我的課程 - 在您註冊第一門課程之後，課程就會開始出現在此處
2. 瀏覽目錄 - 您將能在此處看到您機構推薦的課程

您將在此處看到您機構的標誌



注意：請參閱下一部分，詳細了解如何註冊第一門課程並開始學習



# 使用 SSO 登入



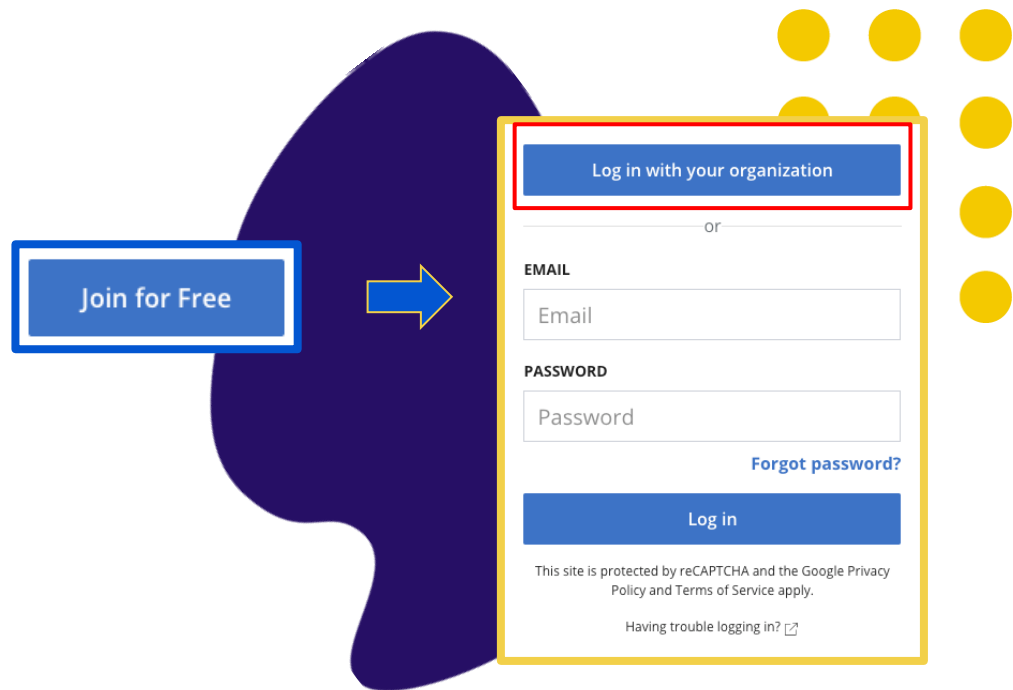
注意：請注意，您可利用不同方式透過 SSO 在 Coursera 平台登入，請聯絡計畫管理員了解更多詳細資料

# 按一下 Log in with your organization (使用您的機構登錄)

如果您的機構使用 SSO，則前兩個步驟相同：您會收到邀請電子郵件，然後請按一下「Join for Free (免費加入)」。

**使用 SSO 登入：**然後，請按一下 **Log in with your organization (使用您的機構登入)**，利用您機構的 SSO 身份驗證加入計畫。

系統將引導您至 SSO 身份驗證頁面。



# 註冊課程



# 選擇課程

在您建立新 Coursera 帳戶或使用現有 Coursera 帳戶登入之後，系統將引導您至計畫首頁。

請按一下 **Catalog (目錄)** 分頁，瀏覽為計畫策劃的課程。  
在您選擇感興趣的課程之後，請按一下課程方塊以便取得課程詳細資料。

The screenshot shows the Coursera website interface. At the top, there is a navigation bar with the Coursera logo, a search bar, and a user profile. Below the navigation bar, there is a section for "Learn by doing with Guided Projects!" with a "NEW" badge and a toggle switch for "Show only projects: Off". The main content area is titled "Data-driven strategy and decision making" and features four course cards. The second card, "AI For Everyone" by DeepLearning.AI, is highlighted with a red border. A blue arrow points from a callout box at the bottom right to this card. The callout box contains the text: "請按一下課程方塊以便取得課程詳細資料".

請按一下課程方塊以便取得課程詳細資料

# 註冊課程

課程說明頁面包含詳細資料，  
可協助您做出註冊決定。

說明包括：

- ✓ 您將獲得的技能
- ✓ 級別
- ✓ 學習負荷
- ✓ 評分
- ✓ 詳細教學大綱

如果您決定註冊，請按一下 **Enroll for free**  
(免費註冊) 按鈕，按鈕會變為 **Go To Course**  
(前往課程)。在進入課程之後，  
您可立即開始觀看影片及參加測驗。

**Design Thinking for Innovation**  
★★★★★ 4.6 2,925 ratings • 876 reviews

Offered by **UNIVERSITY OF VIRGINIA**

**Enroll for Free** Starts Aug 28 **Save for Later**

Paid for by your organization

### About this Course

Today innovation is everyone's business. Whether you are a manager in a global corporation, an entrepreneur starting up, in a government role, or a teacher in an elementary school, everyone is expected to get lean – to do better with less. And that is why we all need design thinking. At every level in every kind of organization, design thinking provides the tools you need to become an innovative thinker and uncover creative opportunities that are there – [SHOW ALL](#)

**SKILLS YOU WILL GAIN**

- Strategic Thinking
- Design Thinking
- Innovation Management
- Design Management
- Innovation

- 100% online**  
Start instantly and learn at your own schedule.
- Flexible deadlines**  
Reset deadlines in accordance to your schedule.
- Beginner Level**
- English**  
Subtitles: English, Korean, Vietnamese, Arabic

注意：儘管多數課程為隨選方式，學習者可立即開始學習，但部分課程會有特定的開始日期。您可隨時註冊這些課程，但必須等待課程開始才能學習。

# 開始課程



# 前往課程

在您註冊課程之後，該課程將顯示在計畫首頁的 **My Courses (我的課程)** 分頁。請按一下右側的 **Resume (繼續)** 或 **Preview (預覽)** 以便進入課程。

您也可從計畫頁面的 **Catalog (目錄)** 分頁進入課程。請導航至班級方塊並按一下以便進入，然後按一下 **Go to Course (前往課程)**。

The screenshot shows the 'My Courses' section of the Coursera interface. At the top, there are tabs for 'My Courses' and 'Catalog'. Below the 'MY COURSES' heading, a course card is displayed for 'The Science of Well-Being' by Yale University. The card includes a small profile picture of the instructor, a progress bar labeled 'PROGRESS' which is approximately 74% full, and a '10 WEEKS' duration indicator. A blue 'Resume' button is located on the right side of the card. Below the course card, a message states: 'You can finish this time. You've already completed 74% of your course! Reset your deadlines so you can finish the rest!' with a 'Reset my deadlines' button.

The screenshot shows the course page for 'The Science of Well-Being' by Yale University. The course title is prominently displayed at the top, followed by a 4.9 star rating based on 2,701 ratings. Below the title, it says 'Offered by Yale' with the Yale logo. A blue 'Go to Course' button is visible, along with a 'Save for Later' option. At the bottom, it notes 'Paid for by your organization'. A large purple arrow points from the 'My Courses' card in the previous image to this course page.

# 取得課程材料

當您註冊課程時，系統將引導您至課程頁面。課程將按週細分顯示在左側導覽欄，而作業、影片與閱讀材料的連結將顯示在右側欄位。

按一下 **Start (開始)** 即可進入課程第一單元。

按一下 **Resume (繼續)** 即可返回課程並從您上次結束的地方開始。

The Manager's Toolkit: A Practical Guide to Managing People at Work  
University of London, Birkbeck, University of London

**Overview**

- Week 1
- Week 2
- Week 3
- Week 4
- Week 5
- Week 6

Grades

Notes

Discussion Forums

Messages

Resources

Course Info

You can start learning right away. Courses follow a week-based schedule, and you can go faster, if you like.

**Don't miss out on deadlines and events**  
Add all your assignment deadlines and important dates to your calendar. You can also set it up later in Settings.  
[Add to calendar](#) [Set up later](#)

## The Manager's Toolkit: A Practical Guide to Managing People at Work

by University of London & Birkbeck, University of London

Dr Chris Dewberry

Welcome to The Manager's Toolkit: A Practical Guide to Managing People at Work! You're joining thousands of learners currently enrolled in

More

START WEEK 1 WEEK 2 WEEK 3 WEEK 4

**WEEK 1**

**Video: Welcome and Introduction part 1**  
It'll take about 7 min. After you're done, continue on and try finishing the week ahead of schedule.  
7 min [Start](#)



# 查看課程進度

每個課程頁面均附時間表，協助您輕鬆了解課程進展情況。您可查看已完成的內容以及需進行的下個步驟。

**Resume (繼續)** 按鈕可引導您回到上次結束之處，即使是觀看一半的影片。

Welcome to Initiating and Planning Projects! We hope you will have a valuable learning experience as you make your way

▼ More

START 07/31 WEEK 1 WEEK 2 WEEK 3 WEEK 4

WEEK 3 **Video: 3.3 Case Study**  
You're doing great! Pick up where you left off and you'll be done in no time.  
( 2 min ) [Resume](#)

✓ WEEK 1

✓ WEEK 2

WEEK 3 **Estimated time: 53 min**

Get to Know your Stakeholders

REQUIRED	GRADE	DUE
Videos 13 min left		
Readings 20 min left		
Quiz Module 3 Quiz 20 min		Aug 20

Get to Know your Stakeholders

# 重設截止日期

**重設截止日期**：系統會建議開始/截止日期以協助您保持進度，如果過於繁忙，您可重新設定 (系統會發出提示)。

您可按一下「Reset Deadlines (重設截止日期)」選項來執行此操作，該選項位於：

- 1) 課程頁面
- 2) 計畫首頁

**3) 取消註冊課程**：此選項僅適用於註冊後 14 天內。如果您不打算繼續該課程 (尤其是在有註冊限制的情況時)，請在此視窗取消註冊。

Bayesian Statistics: Techniques and Models  
University of California, Santa Cruz

Overview

- Week 1
- Week 2

It looks like you missed some important deadlines. Reset your deadlines and get started today.

[Reset my deadlines](#)

**Don't miss out on deadlines and events**  
Add all your assignment deadlines and important dates to your calendar. You can also set it up later in Settings.

[Add to calendar](#) [Set up later](#)

COURSE

**Bayesian Statistics: Techniques and Models**

Overdue

It looks like you missed some important deadlines. Reset your deadlines and get started today.

[Go To Course](#)

[Reset Deadlines](#)

UNIVERSITY OF CALIFORNIA, SANTA CRUZ

GUIDED PROJECT

Rate Guided Project

Unenroll

**Project: Curation for Enterprise**

In Progress

COURSEREA - SKILLS TRANSFORMATION

請按一下課程卡的三個點以便查看此選項

# 記錄您的成績與完成的作業

在 **Grades (成績)** 分頁，您可：

- ✓ 查看課程的所有測驗與作業。
- ✓ 查看哪些作業到期或逾期
- ✓ 查看所有已評分的測驗及已完成的作業。
- ✓ 如果您需要提高分數或第一次未通過，請從此頁面重新參加測驗與作業。

Overview

**Grades**

Notes

Discussion Forums

Messages

Resources

Course Info



There is 1 assignment due this week or overdue.

Item	Status	Due	Weight	Grade
<b>Week 2 Quiz</b> Quiz	Passed	Aug 11 11:59 PM PDT	10%	<b>83.33%</b>
<b>Week 3 Quiz</b> Quiz	Passed	Aug 18 11:59 PM PDT	10%	<b>85.71%</b>
<b>Week 4 Quiz</b> Quiz	Passed	Aug 25 11:59 PM PDT	10%	<b>100%</b>
<b>Week 5 Quiz</b> Quiz	--	Sep 1 11:59 PM PDT	10%	--
<b>Week 6 Quiz</b> Quiz	--	Sep 8 11:59 PM PDT	10%	--
<b>Reflect on the Requirement Challenge</b> Submit your assignment and review 2 peers' assignments to get your grade.			50%	--
<b>Submit your assignment</b>	--	Oct 6 11:59 PM PDT		
<b>Review 2 peers' assignments.</b>	--	Oct 9 11:59 PM PDT		

# 課程的討論論壇

在課程討論論壇，您將有機會就作業交換意見並討論想法，共同努力掌握新概念與最佳實踐。

討論論壇可從課程頁面的左側選單進入。這適用多數課程。

**Y**

**Overview**

- Week 1
- Week 2
- Week 3
- Week 4
- Week 5
- Week 6
- Week 7
- Week 8
- Week 9
- Week 10

Grades

Notes

**Discussion Forums**

Messages

Resources

Course Info

**Week 3**

Discuss this week's modules here.  
180 threads · Last post 9 hours ago

**Go to forum**

**Forums** All Threads

Search

**DISCUSSION FORUMS**

**General Discussion**  
This is a forum for general discussions about the course topics  
250 threads  
Last post a day ago

**Introductions**  
Introduce yourself to your classmates  
8541 threads  
Last post 4 minutes ago

**Teacher Forum**  
This is a forum for teachers to discuss how they can use these materials to help students.  
26 threads  
Last post 15 days ago

**Study Groups**  
Study groups and hanging out together  
42 threads  
Last post a day ago

**DESCRIPTION**

Welcome to the course discussion forums! Ask questions, debate ideas, and find classmates who share your goals. Browse popular threads below or other forums in the sidebar.

**MODERATORS**

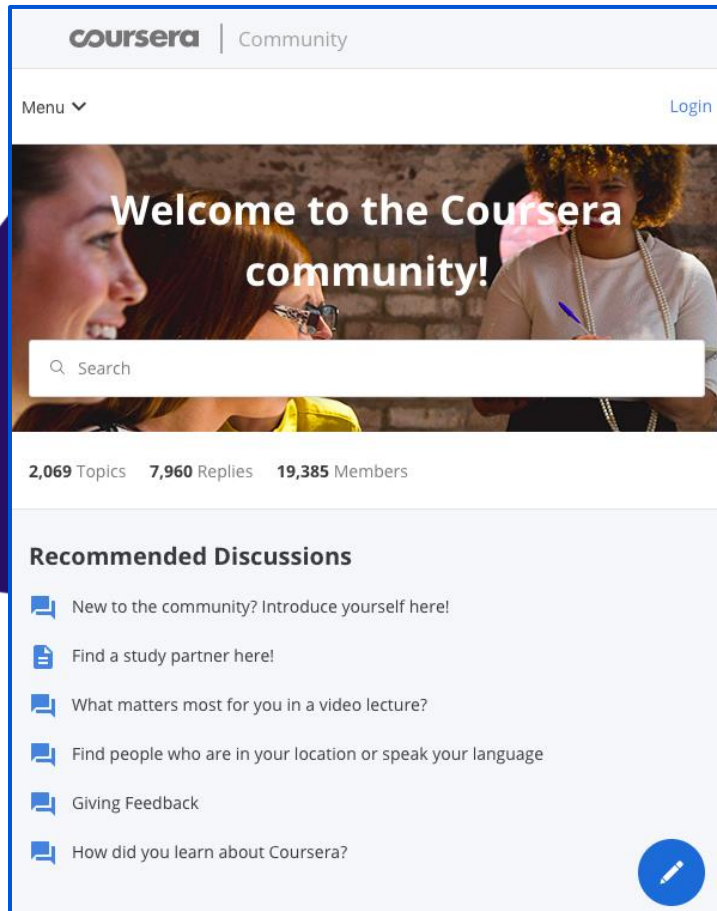
KA PA  
RL CD  
HY  
NC  
LW SL  
KR EJ ML  
DR BT  
KC BT  
CL

# 在 Coursera 社區進行課程以外的連結

當您登入 Coursera 帳戶之後，請造訪 [www.coursera.community](https://www.coursera.community)。按一下右上角的 **Login (登入)** 即可開始。

您可在社區進行以下活動：

- ✓ 深入研究感興趣的主題
- ✓ 提問及回答問題
- ✓ 結識其他 Coursera 使用者，在個人與專業方面獲得提升
- ✓ 獲取並分享學習技巧
- ✓ 參與線上活動



The screenshot displays the Coursera Community interface. At the top, the Coursera logo and 'Community' title are visible. A navigation menu and a 'Login' button are located in the upper right corner. The main banner features a photograph of two women and the text 'Welcome to the Coursera community!'. Below the banner is a search bar with a magnifying glass icon and the word 'Search'. A statistics bar shows '2,069 Topics', '7,960 Replies', and '19,385 Members'. The 'Recommended Discussions' section lists several topics, each with a speech bubble icon: 'New to the community? Introduce yourself here!', 'Find a study partner here!', 'What matters most for you in a video lecture?', 'Find people who are in your location or speak your language', 'Giving Feedback', and 'How did you learn about Coursera?'. A blue circular button with a white pencil icon is positioned in the bottom right corner of the page.

# 若要查找影片段落，可利用 Coursera 的互動式與可搜索文字稿

每支影片均附全文文字稿，按一下即可跳至影片的對應點。如果您正在尋找課程中的特定概念，請搜索文字稿。

The screenshot shows the Coursera video player interface for a course titled "Introduction to Structured Query Language (SQL)". The video is titled "Welcome to the Course" and is 3:10 long. The interface includes a sidebar with course materials, a video player, and a notes panel. Callout lines point to various features:

- A**: A green line points to the "Save Note" button in the video player controls.
- B**: A purple line points to the "English" language selection dropdown in the video player controls.
- C**: A blue line points to the "Download" button in the video player controls.
- D**: A pink line points to the "Help Us Translate" button in the video player controls.
- E**: A blue line points to the "Notes" panel on the right side of the interface.

A

全面互動式  
文字稿對應  
影片  
時間標記

B

更改  
字幕語言

C

下載影片以  
便離線觀看

D

更改影片播放  
速度

E

您保留的筆記  
將儲  
存在此

# 分級測驗 有助強化概念

測驗包括來自講師的多種題型，  
以便隨課程對學習者進行測試。

如果需要提高分數或第一次未通過，  
您可重新參加測驗與作業。

← Lesson #2 Quiz  
Quiz, 6 questions

---

1 point

1. A stress test: (check all that apply)

- Tries to incorporate all potential economic and financial crises, such as recessions, appreciation and depreciation of currency, liquidity crisis, etc.
- Does not look at historical returns, and looks at all the details of the portfolios and their vulnerabilities during all sorts of potential financial crises.
- Aims to test the behavior of historical returns and their fluctuations during all sorts of potential financial crises.
- Tries to incorporate all the interconnections between financial institutions.

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1 point

2. A 5% 3-month Value At Risk (VaR) of \$1 million represents:

- A 5% chance of the asset increasing in value by \$1 million during the 3-month time frame.
- A 5% decline in the value of the asset after 3 month, per each \$1 million of notional.
- A 5% chance of the asset declining in value by \$1 million during the 3-month time frame.
- The likelihood of a 5% of \$1 million decline in the asset over the next 3-month.

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1 point

3. In the Capital Asset Pricing Model (CAPM), a measure of systematic risk is captured by:

- The standard deviation of returns.
- The variance of returns.
- The Beta.

## 下載 Coursera 行動應用程式，隨時隨地學習！



使用方便

Coursera 提供超過 4000 門課程，其中 95% 可透過手機、筆記型電腦或平板電腦全程學習。



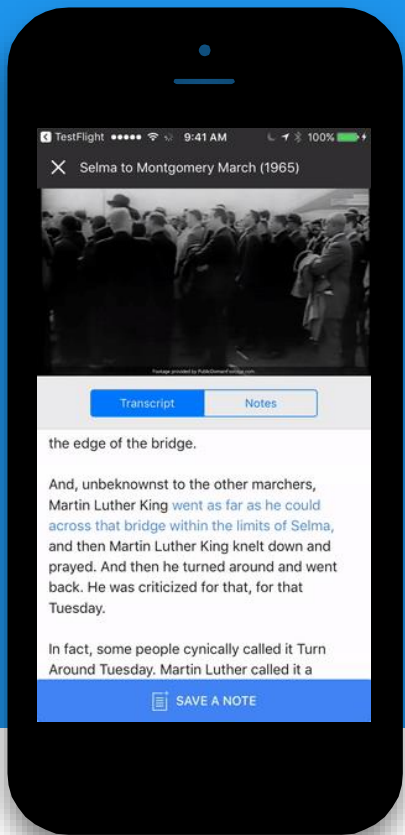
無與倫比的便捷性

Coursera 隨時隨地可用。課程可離線使用，提供超過 35 種語言的字幕，並且適用 Android 與 iOS。



直觀的課堂體驗

Coursera 的講座與課程都很簡短，讓學習者每天僅需幾分鐘就可取得有意義的進步。





# 使用多個學習計畫

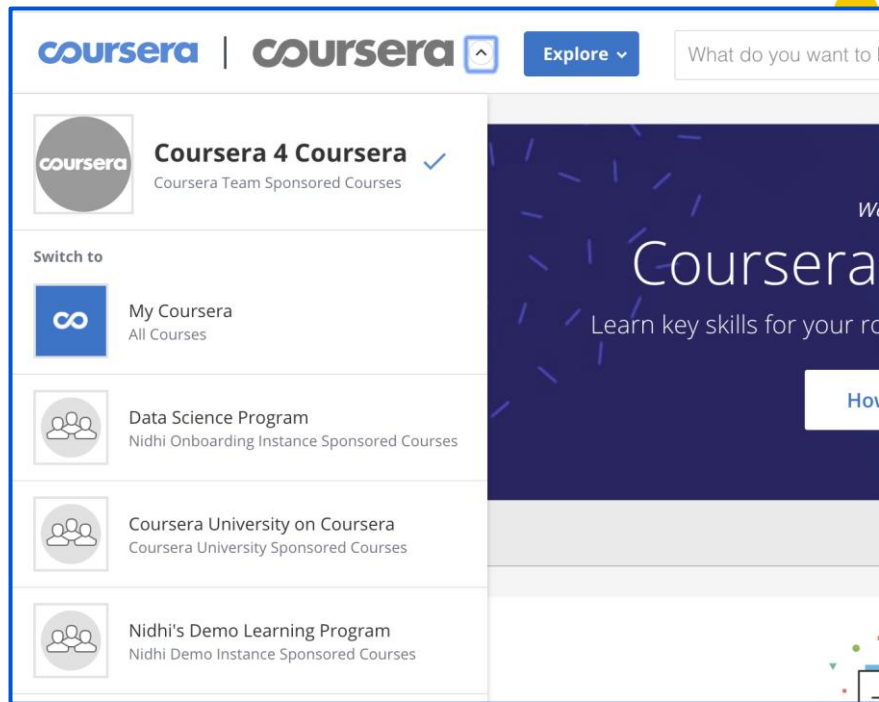


## 如何切換計畫？

您可參與您機構設定的多個計畫。

若要切換到不同計畫，請先按一下學習者首頁左上角的下拉式選單，然後選取所需計畫。

之後，您可開始瀏覽所選計畫內的可用課程。



請注意，如果您按一下 **My Coursera (我的 Coursera)**，系統將引導您至 Coursera 消費者 (非企業) 網站。

如果您嘗試從該網站註冊課程，而該課程未包含在您機構所贊助的計畫之內，則系統將引導您至付款頁面。

# 存取 Guided Project (指導專案)



# 選擇 Guided Project

Guided Project 讓學習者可從其網頁瀏覽器存取並使用預設定的雲端桌面，透過完成講師指導的任務來學習新工具。

您可在搜索欄輸入「Rhyme」來查找所有專案。在您選擇感興趣的專案之後，請按一下專案方塊以便取得詳細資料，然後按一下 **Enroll (註冊)** 按鈕即可進入。

The screenshot shows the Coursera search results for 'rhyme'. The page displays three project cards, each with a thumbnail image, title, 'Rhyme' label, 'NEW' badge, 'GUIDED PROJECT' tag, star rating, and 'Beginner' level indicator. The first card is 'Project: Computer Vision - Image Basics with OpenCV and Python' with a 3.9 rating. The second card is 'Project: Basic Image Classification with TensorFlow' with a 4.4 rating. The third card is 'Project: Linear Regression with NumPy' with a 4.2 rating. A red arrow points from a text box to the 'Project: Basic Image Classification with TensorFlow' card.

Showing 85 total results for "rhyme"

Filter By Language Level Skills Partner Learning Product

**Project: Computer Vision - Image Basics with OpenCV and Python**  
Rhyme NEW  
GUIDED PROJECT  
★★★★☆ 3.9 (16)  
Beginner

**Project: Basic Image Classification with TensorFlow**  
Rhyme NEW  
GUIDED PROJECT  
★★★★☆ 4.4 (35)  
Beginner

**Project: Linear Regression with NumPy**  
Rhyme NEW  
GUIDED PROJECT  
★★★★☆ 4.2 (21)  
Beginner

請按一下專案方塊以便取得詳細資料

注意：Guided Project 需利用桌上型電腦或筆記型電腦來存取

# 存取 Guided Project

當您註冊 Guided Project 時，系統將引導您至課程頁面。課程將由左側導覽欄的單元組成。請查找 **External Tool (外部工具)** 作業以便存取專案練習

請按一下 **Open Tool (開啟工具)** 以便進入 Guided Project 介面

單元的其他課程 (例如閱讀材料) 可協助您進一步了解該專案。

若要取得已完成指導專案的證書，請於完成專案之後返回課程頁面並通過測驗。

The screenshot shows a project page for 'Computer Vision - Object Tracking with OpenCV and Python'. At the top, there is a profile for Ilias Papachristos. Below that is a description of the project. A 'Key Concepts' section lists 'Optical Flow' and 'Dense Optical Flow'. The main section is titled 'Project: Computer Vision - Object Tracking with OpenCV and Python' and contains a list of activities: a 'Reading' (Project-based Course Overview, 10 min), an 'Ungraded External Tool' (Object Tracking with OpenCV and Python, 1h), a 'Quiz' (Graded Quiz: Test your Project understanding, 6 questions, due Jun 21, 11:59 PM PDT), and a 'Course End Survey' (We appreciate your feedback!, 15 min).

This course uses a third-party tool, Object Tracking with OpenCV and Python, to enhance your learning experience. The tool will reference basic information like your name, email, and Coursera ID.

I agree to use this tool responsibly.

[Open Tool](#)

存取雲端桌面

# Guided Project\*

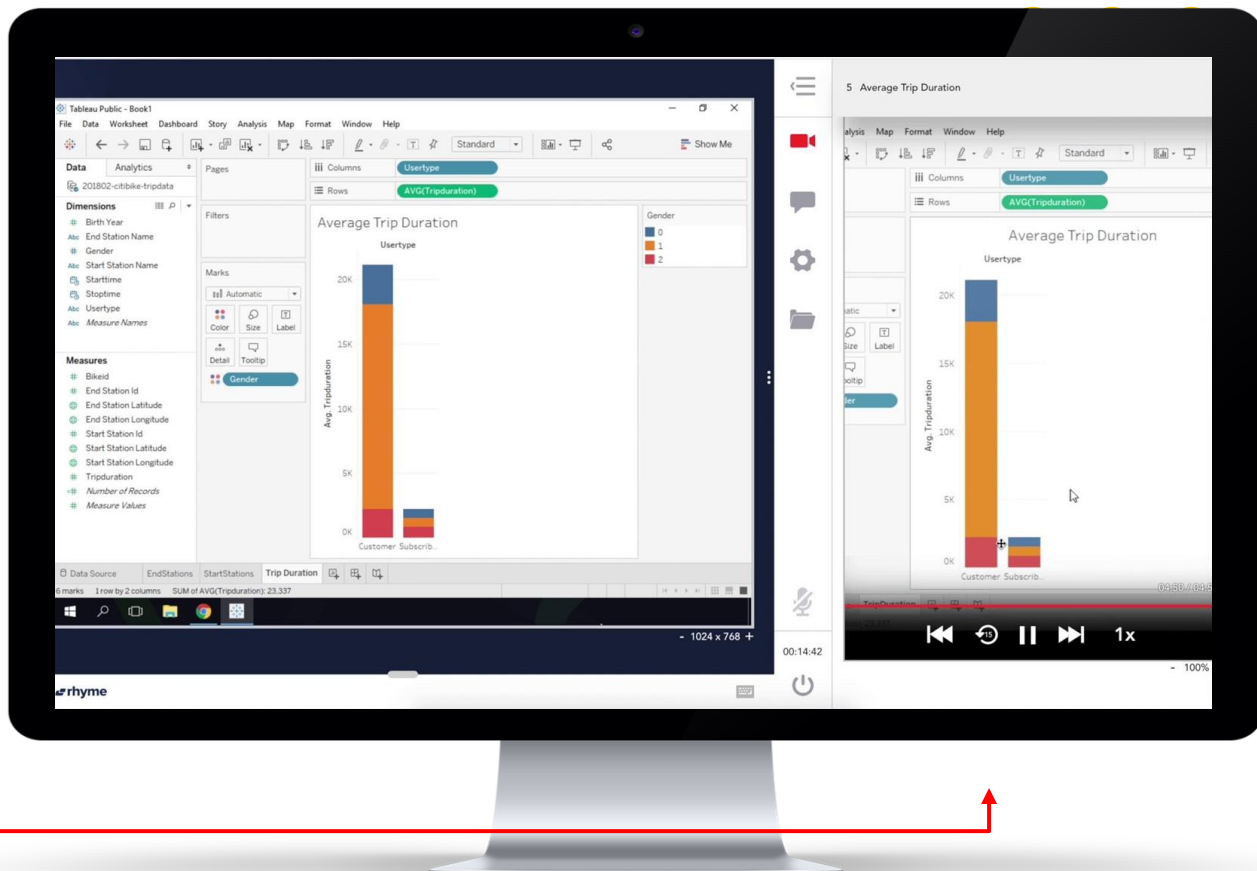
## 實踐學習

透過虛擬雲端桌面，  
學習者可立即動手實踐

## 講師指導

藉由便利的分割畫面介面，  
可輕鬆透過視覺跟隨講師的指導

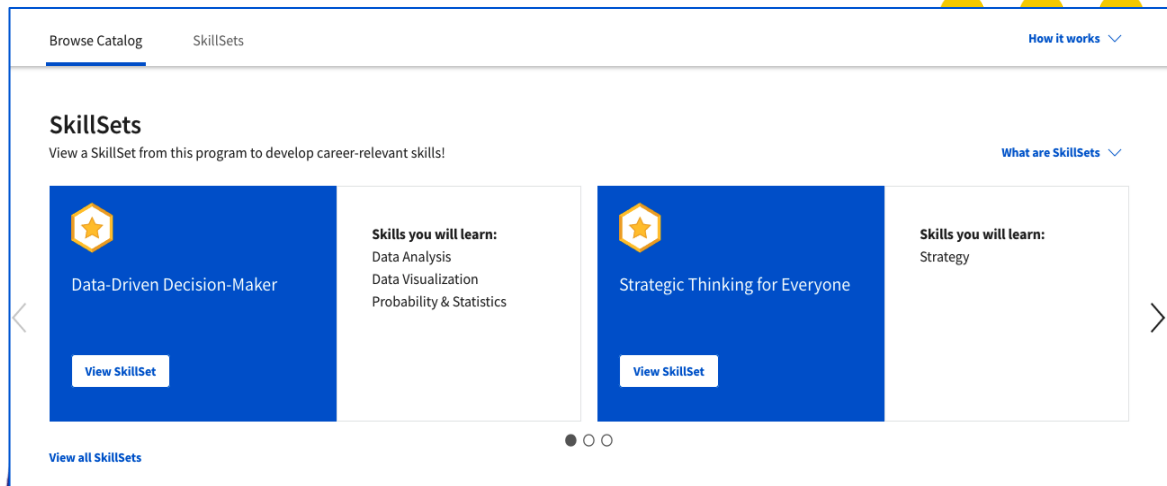
向學習者提供短期實踐學習的新課程類型



# 存取 Skillsets (技能組合)

# SkillSets

SkillSets 是以工作為核心的學習計畫，可協助您熟練掌握特定技能。每項技能會根據您的表現給予評估分數，並由您的機構設定熟練度目標。




The screenshot displays the 'SkillSets' section of a Coursera program. At the top, there are navigation links for 'Browse Catalog' and 'SkillSets', along with a 'How it works' dropdown menu. The main heading is 'SkillSets', followed by the subtitle 'View a SkillSet from this program to develop career-relevant skills!' and a 'What are SkillSets' dropdown menu. Below this, two skill set cards are shown in a carousel format. The first card, 'Data-Driven Decision-Maker', features a blue background with a gold star icon and lists skills: Data Analysis, Data Visualization, and Probability & Statistics. The second card, 'Strategic Thinking for Everyone', also has a blue background with a gold star icon and lists the skill: Strategy. Each card has a 'View SkillSet' button. Navigation arrows and a 'View all SkillSets' link are visible at the bottom of the carousel.

Browse Catalog SkillSets How it works ▾

## SkillSets

View a SkillSet from this program to develop career-relevant skills! What are SkillSets ▾




Data-Driven Decision-Maker

View SkillSet

**Skills you will learn:**

- Data Analysis
- Data Visualization
- Probability & Statistics



Strategic Thinking for Everyone

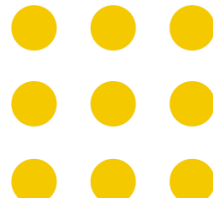
View SkillSet

**Skills you will learn:**

- Strategy

View all SkillSets ● ○ ○





## 查看 SkillSets


若要查看您可用的 SkillSets，請切換至學習計畫。您將看到兩個分頁，它們提供探索 SkillSets 的不同方式：

- **Browse Catalog (瀏覽目錄)** - 按一下此分頁可查看 SkillSets 清單與相關課程，然後按一下 **View SkillSet (查看技能組合)** 即可在 SkillSet 頁面查看更多詳細資料。
- **SkillSets (技能組合)** - 按一下此分頁可查看 SkillSets 清單及其技能與熟練度目標，然後按一下 **Explore SkillSet (探索技能組合)** 即可在 SkillSet 頁面查看更多詳細資料。

Browse Catalog SkillSets [How it works](#) ▾

### SkillSets

View a SkillSet from this program to develop career-relevant skills! [What are SkillSets](#) ▾




Data-Driven Decision-Maker

[View SkillSet](#)

**Skills you will learn:**

- Data Analysis
- Data Visualization
- Probability & Statistics



Strategic Thinking for Everyone

[View SkillSet](#)

**Skills you will learn:**

- Strategy

[View all SkillSets](#) ● ○ ○

# 檢視並儲存 SkillSets

在您找到適合的 SkillSet 之後，請按一下 SkillSet 頁面右上角的 **Save SkillSet (儲存技能組合)**。這會新增個人化課程推薦至「My Courses (我的課程)」分頁，您可按任何順序學習。

The screenshot shows the Coursera SkillSet page for 'Data-Driven Decision-Maker'. The page is divided into several sections:

- Header:** SkillUp > SkillSets > Data-Driven Decision-Maker
- Main Content Area:**
  - Icon:** A gold star icon.
  - Title:** Data-Driven Decision-Maker
  - Description:** The Data-Driven Decision-Maker understands how their organization's data can be used to improve business decision-making. Specifically, they know why data is important, what questions could be answered using data, and how teams might begin to operationalize their data for better decision making.
  - Endorsement:** This SkillSet is endorsed by Coursera.
- SkillSet Targets:**
  - Save SkillSet:** A button with a plus icon, highlighted by a red arrow.
  - Data Analysis:** My Score 35 | 60 Target. Progress bar is approximately 58% full.
  - Data Visualization:** My Score -- | 60 Target. Progress bar is empty.
  - Probability & Statistics:** My Score -- | 25 Target. Progress bar is empty.
- Showcase your existing knowledge:** Take a skill assessment and skip introductory content you've already mastered. Includes a 'See assessments' button and a small image of a document.
- How to read proficiency targets:** A dropdown menu.

**Build upon your existing knowledge BETA**

Take a quick skill assessment and get a personalized starting point. With the right courses you'll reach your SkillSet target faster. What to expect

Course	Assessment details	Get started
Data Analysis	19 questions   20 min	Get started
Data Visualization	17 questions   20 min	Get started
Probability & Statistics	19 questions   20 min	Get started

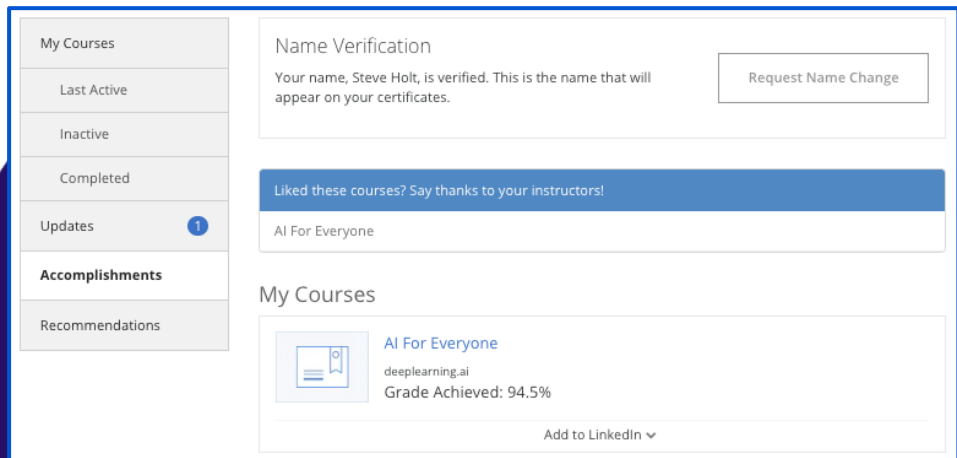
# 分享成就



# 取得並分享 結業證書

您可從右上角下拉式選單的 **Accomplishments (成就)** 選項取得顯示您姓名的結業證書。

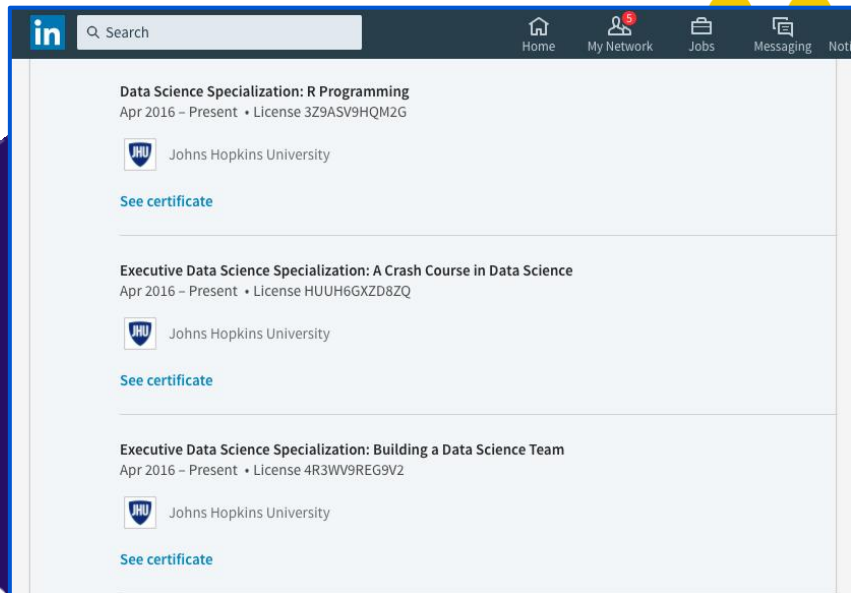
您可在此處檢視及下載證書，  
並直接分享於 LinkedIn。



The screenshot displays the Coursera user interface. On the left is a navigation menu with the following items: My Courses, Last Active, Inactive, Completed, Updates (with a notification badge '1'), **Accomplishments**, and Recommendations. The main content area is divided into two sections. The top section is titled 'Name Verification' and contains the text: 'Your name, Steve Holt, is verified. This is the name that will appear on your certificates.' with a 'Request Name Change' button. Below this is a blue banner that says 'Liked these courses? Say thanks to your instructors!' followed by a card for the course 'AI For Everyone'. The bottom section is titled 'My Courses' and features a card for 'AI For Everyone' by 'deeplearning.ai' with a 'Grade Achieved: 94.5%' and an 'Add to LinkedIn' button.

# Coursera 證書在 LinkedIn 最受歡迎證 書中排名第二

Coursera 證書是 LinkedIn 上第二大最受歡迎證書。  
當您完成課程之後，可選擇上傳證書至 LinkedIn，證書將顯示在您的個人資料中。



# 取得協助



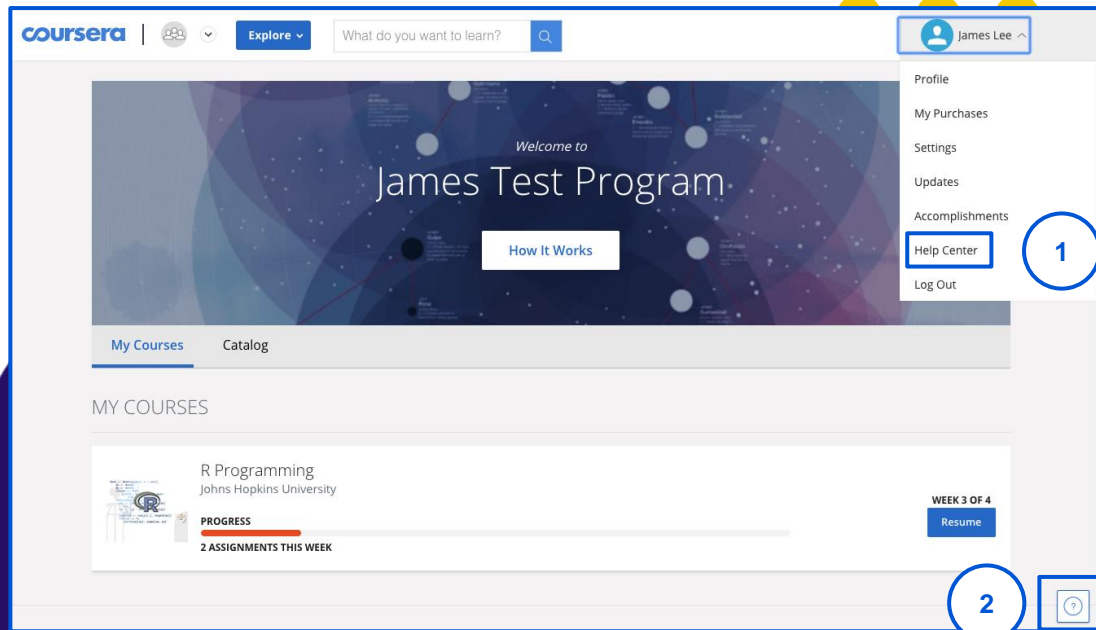
# 學習者支援

我們的支援團隊每週 7 天、每天 24 小時透過聊天及電子郵件向您提供支援。

我們透過[學習者支援中心](#)提供協助。這是您了解 Coursera 運作方式並就您的特定疑問與問題獲得答案的絕佳地點。

您可從以下位置進入支援中心：

- 1) Coursera 帳戶的頂部選單
- 2) 計畫首頁與課程頁面底部



# 學習者支援

在您進入支援中心之後，  
請按照以下步驟取得支援：

1. 按一下「Log In (登入)」
2. 瀏覽支援主題或利用搜索欄查找答案
3. 查看 [Enterprise Help \(企業支援\)](#) 部分
4. 如果您需要進一步協助，請利用頁面右下角的聊天視窗

**注意：**有關特定課程內容或作業協助的問題，  
請造訪 5) [討論論壇](#) (可從課程進入)，  
檢閱其他學習者的現有貼文或發佈新貼文。

We are experiencing high volumes of learner support inquiries right now, so we are slower than usual to respond. We appreciate your patience!

coursera | Help Center Search [ ]

How can we help?

Search [ ]

1. Log In

2. Search bar

3. Help Topics

4. Troubleshooting

Account Setup  
Get started on Coursera

Payments  
Pay for a course certificate or specialization

Enrollment  
Take a course on Coursera

Troubleshooting  
Solve common problems

All Topics

Questions?  
Click here to chat with us.

Online - Chat With Us

## Help Articles

3

Courseira Help Center > Enterprise Help Content > Enterprise Help Content

### Support for Coursera Learning Programs

If you're using Coursera through a learning program sponsored by your employer, organization, or school, you can get help using our [Learner Help Center](#).

You can use the search bar at the top of the page to find support tips, tricks and solutions. You can also check below for solutions to the most common problems or questions for Coursera Learning Programs.

Get started with Coursera Learning Programs

### Overview

- Week 1
- Week 2
- Week 3
- Week 4
- Grades
- Notes
- Discussion Forums
- Messages
- Course Info

5



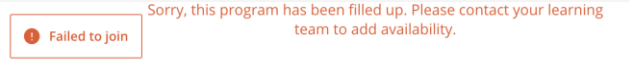
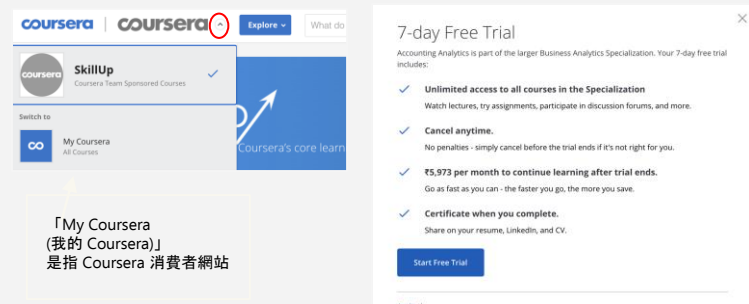
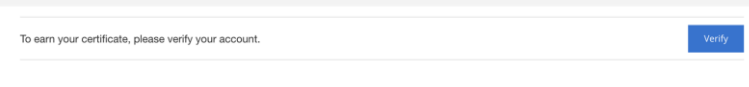
# 其他支援

請參閱此表以便了解從何處尋求其他支援。

問題類型	若出現以下情況，請前往 Coursera 支援：	若出現以下情況，請聯絡您的 Coursera 計畫管理員：
接受邀請	<ul style="list-style-type: none"> <li>您按一下 <b>Join Now (立即加入)</b>，但無反應或出現錯誤。</li> </ul>	<ul style="list-style-type: none"> <li>您的邀請遭管理員刪除或您的機構合約已終止 (邀請不再有效)。在此情況下，您將看到「無法加入」之類的錯誤，可能已達您機構所購買的授權限制，或者管理員已移除您的邀請。</li> </ul>
註冊	<ul style="list-style-type: none"> <li>若課程不在學習計畫內，或已達您機構的註冊限制，則您無法為課程付費。</li> <li>您想退出課程 (在 14 天內或已超過 14 天)。</li> <li>您想知道有多長時間可學習課程。</li> </ul>	<ul style="list-style-type: none"> <li>您無法註冊所需課程，因其未納入學習計畫，或者如果您看到如下訊息：「您尚未取得 X 學習計畫的權限。然而，您仍可瀏覽 Coursera 提供的所有內容。」</li> <li>您無法註冊課程，因為您機構的訂閱已過期。</li> <li>您想免費註冊一門額外課程。</li> <li>您想離開計畫或不想再使用 Coursera。</li> <li>您想選修更多課程但已達註冊限制。</li> <li>您想知道可選修多少門課程。</li> <li>您需要更多時間來學習課程。</li> </ul>
課程與內容	<ul style="list-style-type: none"> <li>對於課程或專業範疇的運作方式您有疑問。</li> <li>您遇到以下情況：影片損壞、內容缺失或課程內容不正確。</li> </ul>	<ul style="list-style-type: none"> <li>您想知道課程如何與您在機構的工作相關。</li> <li>您需要獲得協助，以了解應從哪些課程著手才能遵循您的職業軌跡。</li> <li>您想建議選修哪些課程—您也可利用我的 Coursera 的「Recommendations (建議)」分頁</li> </ul>
成就	<ul style="list-style-type: none"> <li>您的問題是關於證書疑難排解。</li> </ul>	<ul style="list-style-type: none"> <li>對於向您的機構報告學習進度，您有疑問。</li> <li>您的疑問是關於大學如何向 Coursera 課程指派學分</li> </ul>

# 其他支援

這些訊息代表什麼意思？

問題類型	訊息	原因與解決方案
註冊機構學習計畫		<ul style="list-style-type: none"> <li>您的機構已達購買的授權限制，無法新增學習者</li> </ul>
課程付款		<ul style="list-style-type: none"> <li>如果您看到此畫面，要求您為課程付款以便獲得證書，原因之一可能是 -             <ul style="list-style-type: none"> <li>您直接進入 Coursera 網站，而非透過您機構的學習計畫進入。請按一下您帳戶左上角的切換按鈕。如果顯示「My Coursera (我的 Coursera)」，則表示您在非企業平台。請務必確保利用您機構的計畫連結來進入平台。如果您已檢查此項，請查看以下原因：                 <ol style="list-style-type: none"> <li>該課程未納入 Coursera 企業產品，請<a href="#">在此處</a>查看不可用課程</li> <li>如果該課程不在上述清單，但系統仍要求您付款，這表示您機構的管理員已決定不將該課程加入學習計畫，請聯絡其以便新增該課程</li> </ol> </li> </ul> </li> </ul>
取得課程證書		<ul style="list-style-type: none"> <li>您已完成課程但仍無法取得證書。請注意，如果您在課程頁面看到此訊息，這代表您必須驗證帳戶才能收到證書             <ul style="list-style-type: none"> <li>Coursera 的部分課程僅要求學習者驗證姓名</li> <li>部分課程可能需要身份核驗，系統將要求您上傳有效的身份證明</li> </ul> </li> </ul>

祝您學習愉快！