朝陽科技大學 094學年度第1學期教學大綱
For the needs of study and employment Writing Skills 就學就業文書寫作

當期課號	0172	Course Number	0172
授課教師	劉福田	Instructor	LIOU,FU TIAN
中文課名	就學就業文書寫作	Course Name	For the needs of study and employment Writing Skills
開課單位	實用中文課群(日)	Department	
修習別	選擇必修	Required/Elective	Topics in Practical Writing Skills
學分數	2	Credits	2
課程目標	訓練學生運用本國語文表達之能力，使學生具備撰寫各類文書之常識，並諳熟各類應用文書撰寫之要領，因應就學、就業之需，加強相關文類之撰作知能。	Objectives	Training students to have the fundamental expressing ability of languages. Making them to have the general knowledge of all documents writing, and be well-skilled in the essentials of applied documents writing. For the needs of study and employment, enhancing the writing ability of being related to styles of writing.
教材	自編	Teaching Materials	
成績評量方式	期中考30% 期末報告40% 平時成績30%	Grading	
教師網頁	_		
教學內容	訓練學生學會寫作研究大綱、履歷自傳、企劃書、公文、書信等在就學及就業中容易遇到的文書。 在期中考前以就學文書爲主。期中考後以就業文書爲主。	Syllabus	Training students to have the fundamental expressing ability of languages. Making them to have the general knowledge of all documents writing, and be well-skilled in the essentials of applied documents writing. For the needs of study and employment, enhancing the writing ability of being related to styles of writing.

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