朝陽科技大學 095學年度第1學期教學大綱
Practical Chinese Job market's document and etiquette 職場文書與禮儀

當期課號	0123	Course Number	0123
授課教師	施又文	Instructor	SHIH,YU WEN
中文課名	職場文書與禮儀	Course Name	Practical Chinese Job market's document and etiquette
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	將進入職場，通常會投遞履歷和自傳；一旦進入職場，會面臨契約、使用簡報、企劃書規劃與製作、辭職等等。所以，職場文書的熟悉是成爲現代知識人的必備要件。而職場禮儀的教授對於E世代的新鮮人來說，更是有迫切的需要性。簡單說來目標有： 1.使學生課堂所學結合將來就業環境，爲就業提早做準備。 2.養成知書達禮的文化人。	Objectives	Will enter the job market, will usually deliver the curriculum vitae and autobiography; Once enter the job market, will face the agreement , use the bulletin , enterprise planning book to be planned and made , resigned etc.. So, it is a indispensable essential which becomes modern knowledge people that copy clerk of the job market is familiar. And the professor of job market's etiquette is to fresh people of generation of E, there are urgent needs even more.
教材	教師隨堂講義	Teaching Materials	
成績評量方式	1.平時表現 2.期中考 3.期末考	Grading	1.Ordinary exam 2.Midterm exam 3.Fnal exam
教師網頁			
教學內容	1. 履歷和自傳 2.契約和簡報 3.企劃書規劃與製作 4.辭職書 5.職場禮儀	Syllabus	First, curriculum vitae and autobiography . Two, agreement and bulletin . Three, the enterprise planning book planning and making . Four, resignation. Five, job market's etiquette.

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