朝陽科技大學 095學年度第2學期教學大綱
International Secretarial Skills 秘書實務

當期課號	2005	**Course Number**	2005
授課教師	麥哲恩	**Instructor**	TURTON,MICHAEL ANDREW
中文課名	秘書實務	**Course Name**	International Secretarial Skills
開課單位	應用外語系(四日)三A	**Department**	
修習別	選修	**Required/Elective**	Elective
學分數	3	**Credits**	3
課程目標	1. 瞭解秘書職務的本質及責任 2. 訓練執行秘書工作的重要技能 3. 學習辦公室事務機器之使用 4. 學習秘書的儀態和禮儀	**Objectives**	The objective of this course is to make students: 1. understand the nature of duties and responsibilities of a secretary 2. train essential skills in performing secretarial tasks 3. study skills in handling office machines and equipments 4. learn the lessons in secretarial deportment and etiquette
教材	教材課本:秘書實務(黃正興編著,東大圖書)	**Teaching Materials**	Textbook: Secretarial Affairs by Huang Cheng-hsing, Great Eastern Publishing
成績評量方式	1.出席,小考,作業及課堂參與度:40% 2.期中考:30% 3.期末考:30%	**Grading**	1.Attendance, Quizzes, Assignment and Participation: 40% 2.Mid-term: 30% 3.Final Exam:30%
教師網頁			
教學內容	1.秘書的條件.資質及責任 2.辦公室管理 3.秘書的文書工作(信件及文書之處理;記錄, 擬稿及中英文打字等...) 4.會議及約會的安排 5.檔案資料之保管 6.秘書的儀態及禮儀(接待賓客及訪客;呈現 專業形象及衣著;學習正確及優雅的舉止 等...)	**Syllabus**	1.Qualifications, qualities and duties of a secretary 2.Office management 3.Paperwork of a secretary(Handling of mail and document; Noting, Drafting and typing, etc...) 4.Arrangement of meetings and appointments 5.Maintenance of records 6.Secretarial deportment and etiquette (take care of guests and visitors; present professional image and dressing; learn the correct and elegant manners, etc...)

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