朝陽科技大學 096學年度第1學期教學大綱
Commercial Documents 商業文件

當期課號	2079	**Course Number**	2079
授課教師	林道明	**Instructor**	LIN,DOW MIN
中文課名	商業文件	**Course Name**	Commercial Documents
開課單位	應用外語系(四日)四A	**Department**	
修習別	選修	**Required/Elective**	Elective
學分數	3	**Credits**	3
課程目標	在這門課中，學生將了解未來工作中可能會遇到的幾種代表性的商業文件。學生將習得典型的文件結構、術語、組織及語言。範例文件內容將包含簡易合約、提貨單、運輸文件、財務文件和商業溝通文件。	**Objectives**	In this course, students will become acquainted with a number of typical, commercial documents which they might encounter in the workplace. Students will learn about typical document construction, terminology, organization and language. Sample documents will include simple contracts, Bills of Lading and other shipping documents, financial documents, and documents used in common business communications.
教材	Supplements	**Teaching Materials**	Supplements
成績評量方式	期中考：40% 期末考：40% 作業及出席：20%	**Grading**	Mid-term:40% Final exam:40% Paper and attendance:20%
教師網頁	_		
教學內容	本課程學習重要國貿相關文件及國際貿易流程，並學習國際行銷之相關知識。	**Syllabus**	The course is to learn the documents of international trade. We also want to learn the flow path of trading. International marketing knowledge is another concern.

尊重智慧財產權，請勿非法影印。