朝陽科技大學 096學年度第2學期教學大綱
Seminar in Applied Business 商業實務講座

當期課號	2036	Course Number	2036
授課教師	吳雨濃	Instructor	WU,YU NUNG
中文課名	商業實務講座	Course Name	Seminar in Applied Business
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	本課程是爲更新學生國際商業學問，包含文化、技術、市場、製品、產銷方面。	Objectives	This is a seminar designed to keep students up to date on current business topics. Course content changes annually; includes culture, technology, markets, products, production, and marketing.
教材	蒙禮慧, 2006,English for Business (5版). 華立圖書	Teaching Materials	蒙禮慧,2006,English for Business (5th ed), 華立圖書
成績評量方式	期中考 30% 期末考 30% 課堂成績 30%	Grading	Evaluation: -Mid-term exam 30% -Final exam 40% -Participation 30%
教師網頁			
教學內容	1. Course Orientation 2. Presentation of the business letter 3. Routine Business Letter 4. Import / Export Flow chart 5. Enquiries and Replies 6. Quotations, estimates and tenders 7. Invoicing and settlement of accounts 8. Orders and their fulfillment 9. Payment 10. Complaints and adjustment	Syllabus	1. Course Orientation 2. Presentation of the business letter 3. Routine Business Letter 4. Import / Export Flow chart 5. Enquiries and Replies 6. Quotations, estimates and tenders 7. Invoicing and settlement of accounts 8. Orders and their fulfillment 9. Payment 10. Complaints and adjustment

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