

朝陽科技大學 096學年度第2學期教學大綱
International Secretarial Skills 秘書實務

當期課號	2044	Course Number	2044
授課教師	林素庄	Instructor	LIN,SU CHUANG
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	<ol style="list-style-type: none"> 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	<p>The objective of this course is to make students:</p> <ol style="list-style-type: none"> 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 department and etiquette
教材	<p>教材課本:秘書實務(黃正興編著,東大圖書)</p> <p>參考書籍:最新秘書英語(蔡淑霞編譯,學習出版)</p>	Teaching Materials	
成績評量方式	<ol style="list-style-type: none"> 1.Attendance, Quizzes, Assignment and Participation: 40% 2.Mid-term: 30% 3.Final Exam:30% 	Grading	<ol style="list-style-type: none"> 1.出席,小考,作業及課堂參與度:40% 2.期中考:30% 3.期末考:30%
教師網頁	-		
教學內容	<ol style="list-style-type: none"> 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 department and etiquette (take care of guests and visitors; present professional image and dressing; learn the correct and elegant manners, etc...) 	Syllabus	<ol style="list-style-type: none"> 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...)

尊重智慧財產權，請勿非法影印。