朝陽科技大學 096學年度第2學期教學大綱
Business English 商業英文

當期課號	2277	Course Number	2277
授課教師	唐元亮	Instructor	TANG,YUAN LIANG
中文課名	商業英文	Course Name	Business English
開課單位	資訊管理系(四日)二A	Department	
修習別	必修	Required/Elective	Required
學分數	2	Credits	2
課程目標	本課程之對象爲以英文爲第二語言之學生，培養其在職場中閱讀及撰寫商業英文的能力。課程中的各個單元針對工作場合中經常接觸到的各類英文文件及英文訊息，使學生能輕鬆閱讀商業英文，並有能力撰寫各類專業之商業英文訊息。	Objectives	This course is designed to provide students of English as a Second Language with the language skills to help them interact effectively with colleagues in the workplace. Each unit has one or more topics which everyone faces at work. The course focuses mainly on reading and writing business documents and messages.
教材		Teaching Materials	
成績評量方式		Grading	
教師網頁	http://www.cyut.edu.tw/~yltang		
教學內容	Please check out http://www.cyut.edu.tw/~yltang	Syllabus	Please check out http://www.cyut.edu.tw/~yltang

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