朝陽科技大學 098學年度第1學期教學大綱
For the needs of study and employment Writing Skills 就學就業文書寫作

當期課號	0190	Course Number	0190
授課教師	廖素卿	Instructor	LIAO,SU CHING
中文課名	就學就業文書寫作	Course Name	For the needs of study and employment Writing Skills
開課單位	中文寫作課群(日)	Department	
修習別	選擇必修	Required/Elective	Topics in Chinese Writing
學分數	2	Credits	2
課程目標	訓練學生運用本國語文表達之能力，使學生具備撰寫各類文書之常識，並諳熟各類應用文書撰寫之要領，因應就學、就業之需，加強相關文類之撰作知能。	Objectives	Training students to have the fundamental expressing ability of languages. Making them to have the general knowledge of all documents writing, and be well-skilled in the essentials of applied documents writing. For the needs of study and employment, enhancing the writing ability of being related to styles of writing.
教材	1.張高評主編，《實用中文寫作學》，臺北市：里仁書局，2004.12.12，初版。 2.大學國文教材編輯室，《大學國文魔法書》，臺北市：聯經出版事業股份有限公司，2007.09，初版；2007.10，初版第二刷。	Teaching Materials	1..Zhang, Gao Ping. “Applied Chinese Composition Volume（Ⅰ）.” Taipei: LE JIN Books.2004. 2.Teaching Materials Compile Room of Mandarin Primer for Colleg. “Magic Mandarin Primer for Colleg.”Taipei: LIAN JING Appearance Cause Limited Company.2007
成績評量方式	期中考：30% 平時成績：40 (習作、出席、學習態度) 期末考：30%	Grading	Midterm exam: 30% attendance, homeworks, the learning attitude: 40% Final exam and group report: 30%
教師網頁			
教學內容	本課程在強化學生語文訓練，因此以自傳、履歷、書信、企劃書、文章書寫、書評、簡報…等相關內容，並要求配合時代趨勢，進行實際寫作活動，以期畢業後能實際運用在工作生活中。	Syllabus	This course aims at enhancing the training of the students’ Chinese language abilities. For this purpose, the contents of the course include: autobiography, curriculum vitae, letter, project proposal, literary writing, criticism, presentation, …. By matching the trends of today’s workplace, students will engage in writing the contents mentioned above. We hope that students can apply their learning into their works when they graduate.

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