

朝陽科技大學 098學年度第2學期教學大綱  
International Secretarial Skills 秘書實務

當期課號	2382	Course Number	2382
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"> <li>1. 瞭解秘書職務的本質及責任</li> <li>2. 訓練執行秘書工作的重要技能</li> <li>3. 學習辦公室事務機器之使用</li> <li>4. 學習秘書的儀態和禮儀</li> </ol>	Objectives	<p>The objective of this course is to make students:</p> <ol style="list-style-type: none"> <li>1. understand the nature of duties and responsibilities of a secretary</li> <li>2. train essential skills in performing secretarial tasks</li> <li>3. study skills in handling office machines and equipments</li> <li>4. learn the lessons in secretarial department and etiquette</li> </ol>
教材	<p>教材課本:秘書實務(黃正興編著,東大圖書) 參考書籍:最新秘書英語English for Secretaries (蔡淑霞編譯,學習出版)</p>	Teaching Materials	<p>教材課本:秘書實務(黃正興編著,東大圖書) 參考書籍:最新秘書英語English for Secretaries (蔡淑霞編譯,學習出版)</p>
成績評量方式	<ol style="list-style-type: none"> <li>1.出席,小考,作業及課堂參與度:30%</li> <li>2.期中考:30%</li> <li>3.期末考:40%</li> </ol>	Grading	<ol style="list-style-type: none"> <li>1.Attendance, Quizzes, Assignment and Participation: 30%</li> <li>2.Mid-term: 30%</li> <li>3.Final Exam:40%</li> </ol>
教師網頁	-		
教學內容	<ol style="list-style-type: none"> <li>1.秘書的條件.資質及責任</li> <li>2.辦公室管理</li> <li>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...)</li> <li>4.會議及約會的安排</li> <li>5.檔案資料之保管</li> <li>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...)</li> </ol>	Syllabus	<ol style="list-style-type: none"> <li>1.Qualifications, qualities and duties of a secretary</li> <li>2.Office management</li> <li>3.Paperwork of a secretary(Handling of mail and document; Noting, Drafting and typing, etc...)</li> <li>4.Arrangement of meetings and appointments</li> <li>5.Maintenance of records</li> <li>6.Secretarial department and etiquette (take care of guests and visitors; present professional image and dressing; learn the correct and elegant manners, etc...)</li> </ol>

尊重智慧財產權，請勿非法影印。