朝陽科技大學 098學年度第2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	9078	Course Number	9078
授課教師	袁本秀	Instructor	,
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(進)	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自編教材 2各類專業書報雜誌	Teaching Materials	books and newspapers magazine
成績評量方式	1平時表現 2期中考 3期末考 4書面報告	Grading	exam report
教師網頁	_		
教學內容	1基礎寫作 2應用文 3生涯規劃	Syllabus	basic writing career planning

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