朝陽科技大學 099學年度第1學期教學大綱
Proposal and Presentation Skills 提案實務技巧

當期課號	2070	Course Number	2070
授課教師	楊誌卿	Instructor	YANG,JYH CHING
中文課名	提案實務技巧	Course Name	Proposal and Presentation Skills
開課單位	傳播藝術系(四日)三A	Department	
修習別	必修	Required/Elective	Required
學分數	2	Credits	2
課程目標	1. 使學生了解提案所需之相關知識 2. 具備建立資料收集、分析、整理與整合之能力提報所需之技巧相關技能 3. 具備有提案人員之專業態度 4. 能了解提案在現今職場的重要性	Objectives	1. Understand the essential elements of an effective presentation (knowledge) 2. Gain comprehensive and practical skills in presenting, such as collecting and integrating information (skills) 3. Become a confident professional presenter (development) 4. Increase awareness of the importance of presentation skills in the work environment (other)
教材	黃彥達(2008)。第一次簡報就上手。台北:城邦文化。	Teaching Materials	Huang-Yan-Da(2008) The first presentation is very easy。Taipei:Easy Books.
成績評量方式	期中考試：30% 平時成績：30% 期末報告：40%	Grading	Midterm examination:30% Usually display:30% Term paper:40%
教師網頁			
教學內容	1.課程簡介 2.簡報的基本概念 3.簡報內容架構 4.簡報製作七步驟 5.上台簡報的表達技巧 6.提案簡報模擬演練	Syllabus	1.Curriculum introduction 2.Basic concept of Proposal 3.Content construction of Proposal 4.Seven steps of Proposal Manufacture 5.Presentation Skills of Proposal 6.Practice of Proposal Presentation

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