朝陽科技大學 099學年度第1學期教學大綱
Commercial Documents 商業文件

當期課號	2143	**Course Number**	2143
授課教師	楊凱富	**Instructor**	YANG,KAI FU
中文課名	商業文件	**Course Name**	Commercial Documents
開課單位	應用外語系(四日)二A	**Department**	
修習別	選修	**Required/Elective**	Elective
學分數	2	**Credits**	2
課程目標	在這門課中，學生將了解未來工作中可能會遇到的幾種代表性的商業文件。學生將習得典型的文件結構、術語、組織及語言。範例文件內容將包含簡易合約、提貨單、運輸文件、財務文件和商業溝通文件。	**Objectives**	In this course, students will become acquainted with a number of typical, commercial documents which they might encounter in the workplace. Students will learn about typical document construction, terminology, organization and language. Sample documents will include simple contracts, Bills of Lading and other shipping documents, financial documents, and documents used in common business communications.
教材	開學第一節課宣佈。	**Teaching Materials**	To Be Announced.
成績評量方式	期中考: 25 % 期末考: 25 % 小組報告:25 % 平時考核 & 出席: 25 %	**Grading**	Mid Term Exam: 25 % Final Term Exam: 25 % Group presentation: 25 % General Evaluation & attendance: 25 %
教師網頁			
教學內容	本課程針對商業活動，從理論與實務方面，透視各類商業交易中之英文商業契約書、交易條件、付款條件之內涵、操作實務以及避險措施，使學生能夠正確地認知與使用。近年來，業界以信用狀來確保"買賣契約"項下貨款之支付者日漸增加，課中將同時分析如何利用信用狀來輔助並促成交易。本課程目的即在於使學生能熟悉英文合約及信用狀的基礎架構，探討其細項規範，以利於日後在國際商業及外貿領域中順利達成創造商機之目標。	**Syllabus**	This course focuses on business activities and examines English commercial contracts, trading and payment terms, operating practices from various types of commercial transactions in order to enhance students' practical abilities and knowledge. The lecturer will explain the application of L/C as well within this course. After completing this course, students will be able to familiarize with English contracts and L/C, explore the breakdown of norms and succeed in future business competition.

尊重智慧財產權，請勿非法影印。