朝陽科技大學 099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	0216	Course Number	0216
授課教師	林家宏	Instructor	LIN,CHIA HUNG
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	課堂講義與ppt	Teaching Materials	Teaching Materials and Powerpoint.
成績評量方式	1.課堂作業：30% 2.期中考試：30% 3.期末考試：40% 4.出缺席：每堂曠課扣總分2-5分	Grading	1.Class participation:30% 2.Midterm examination:30% 3.Final examination:40% 4.Attendance rate.
教師網頁			
教學內容	1.就學與就業方面的相關文書寫作練習。 2.完成個人自傳、履歷與其它相關作品。 3.小組報告。	Syllabus	1.Learning the skills of writing. 2.Complete a resume. 3.Group report.

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