

朝陽科技大學 099學年度第2學期教學大綱  
International Secretarial Skills 秘書實務

|        |   |                    |  |
|--------|---|--------------------|--|
| 當期課號   | 3487  | Course Number      | 3487   |
| 授課教師   |   | Instructor         |  |
| 中文課名   | 秘書實務  | Course Name        | International Secretarial Skills   |
| 開課單位   | 應用外語系(四進)三A   | Department         |  |
| 修習別    | 選修  | Required/Elective  | Elective   |
| 學分數    | 2   | Credits            | 2  |
| 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     |   | Teaching Materials |  |
| 成績評量方式 |   | Grading            |  |
| 教師網頁   | -   |                    |  |
| 教學內容   |   | Syllabus           |  |

尊重智慧財產權，請勿非法影印。