

朝陽科技大學  
110學年度第2學期教學大綱

當期課號	2269	中文科名	英文秘書實務
授課教師	康輔安	開課單位	應用英語系
學分數	2	修課時數	2
		開課班級	日間部四年制3年級 A班
修習別	專業選修		
類別	一般課程		

**本課程培養學生下列知識：**

The key learning objectives for students are as follows: (1) understand secretarial duties and responsibilities, (2) gain essential skills for performing secretarial tasks, (3) understand IT technologies applied by administrators and secretarial staff in today's dynamic business environment, and (4) learn proper secretarial deportment and etiquette.

1. Prepare students in key areas for employment in secretarial and administrative positions
2. Enhance understanding of the nature, duties, and responsibilities of secretaries and administrators
3. Practice essential writing and speaking skills for performing secretarial and administrative tasks
4. Learn secretarial deportment and etiquette

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**每週授課主題**

- 第01週：Introduction, Objectives and Other Information
- 第02週：Introducing Yourself
- 第03週：Letter of Application
- 第04週：Inquiries and Replies
- 第05週：Writing a Proposal
- 第06週：Project Management
- 第07週：Arranging Meetings
- 第08週：Effective Marketing
- 第09週：Midterm Exam
- 第10週：Placing an Order
- 第11週：Transportation Arrangements
- 第12週：Banking Affairs
- 第13週：Business Travel
- 第14週：Handling Complaints
- 第15週：Financial Reports
- 第16週：Business Memos
- 第17週：Personal Invitation
- 第18週：Final Exam

**成績及評量方式**

- Class attendance : 10%
- Book work activities : 25%
- Midterm project : 25%
- Final Project : 30%
- Conscientious attitude : 10%

**證照、國家考試及競賽關係**

本課程無證照、國家考試及競賽資料。

**主要教材**

1. Successful Business Writing 1 Joseph Henly Cengage Learning (教科書)

**參考資料**

本課程無參考資料!

**建議先修課程**

本課程無建議先修課程

**教師資料**

教師網頁：<http://www.cyut.edu.tw/~philcraigie/>

E-Mail：[philcraigie@cyut.edu.tw](mailto:philcraigie@cyut.edu.tw)

Office Hour：

星期一,第5節,地點:G-515;

星期二,第4節,地點:G-515;

星期五,第3~4節,地點:G-515;

分機:7374

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