

開南管理學院 九十二學年度第二學期應用外語學系(夜)二年級科目教學計劃表

科目代碼	科目名稱	授課教師	修別	開課年級	學分數	每週時數
	中文：商業英文會話(下)	吳書芬	<input type="checkbox"/> 必修 <input type="checkbox"/> 選修	(夜) 應外英文 二年級	2	2
	英文：Business Conversation	先修課程	無			
教學目標與內容	This conversation course is designed for upper intermediate English as an Applied Foreign Language students who already have their basic speaking ability both individually and in panel discussion. Different topics are designed to meet different demands. It brings the real business environment to the class. Students are able to learn some useful vocabularies and expression in different business settings and situations. This textbook, using for two semesters, tests and builds the comprehension of any new vocabularies and sentences expressions by doing class activities.					
實施方法	<input type="checkbox"/> 講解法。 <input type="checkbox"/> 實作法。 <input type="checkbox"/> 討論法。 <input type="checkbox"/> 演習法。 <input type="checkbox"/> 問答法。 <input type="checkbox"/> 其他 ()。					
評量方式	期中測驗 30%。 期末測驗 30%。 平時成績 40% (attendance 15%, class performance 15%, vocabulary test 10%)。					
授課使用及參考書籍	(請按作者、書名、版別、出版商、發行地、出版年份、起訖頁數順序填寫)。					
	Textbook Used: Business Challenges Author: Nina o'driscoll & Fiona scott-barrett					
科目簡介(可含大綱及教學進度)：	Week 1 (2/23): Introduction & Test your collaborating skills in a group.					
	Week 2 (3/2): Searching For a Job					
	Week 3 (3/9): Starting a New Job					
	Week 4 (3/16): Office and Clerical Duties					
	Week 5 (3/23): Administration 1					
	Week 6 (3/30): Administration 2					
	Week 7(4/6): Staff Training					
	Week 8 (4/13): Revision week					
	Week 9 (4/20): Mid Term Exam					
	Week 10(4/27): Meeting					
	Week 11(5/4): Meeting					
	Week 12(5/11): Meeting					
	Week 13 (5/18): Marketing and Advertising					
	Week 14 (5/25): Prices, Negotiation, and Orders					
	Week 15 (6/1): Packaging, Insurance and Shipping					
	Week 16 (6/8): Revision Week					
	Week 17 (6/15): Final Exam					

應英系 陳漢昕
籌備處主任

94. 3. 05

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Week 18 (6/22)

說明：1.授課教師於學期前填寫本表，經課程委員會審核後，影印分送給教師所屬課程委員會召集人，授課班級所屬系、所及教務處課務組；並於開始上課時，將本內容向學生說明。2.本表於91.4.23第四次校課程委員會討論通過。

Deligee Jimmy

課程委員會召集人：

應英系 陳漢昕
籌備處主任

授課教師：吳書芬