



課 綱 Course Outline  
語言中心學士班

中文課程名稱 Course Name in Chinese	職場英語				
英文課程名稱 Course Name in English	Workplace English				
科目代碼 Course Code	LC_62510	班 別 Degree	學士班 Bachelor's		
修別 Type	選修 Elective	學分數 Credit(s)	3.0	時 數 Hour(s)	3.0
先修課程 Prerequisite					
課程目標 Course Objectives					
培養英語簡報、英語面試技巧等職場英文運用能力 Developing English presentation, job interview and other relevant skills needed in workplace					
(校)教育目標 Objectives of General Education					
1	在地關懷與全球視野 Develop domestic and global perspectives				
2	人文素養與科學知識 Achieve humanistic values and scientific literacy				
3	全人健康與永續創新 Holistic Wellness and Sustainable Innovation				
(校)核心能力 Learning Outcomes				課程目標與校核心能力相關性 Correlation between Course Objectives and Basic Learning Outcomes	
A	自主學習與創新思考 Autonomous Learning and Creative Thinking				●
B	康健身心 Physical Fitness and Mental Balance				
C	互動、溝通與解決問題 Interactive Communication and Problem Solving				
D	情藝美感 Artistic Feeling and Aesthetic Perception				
E	文化素養與尊重差異 Cultural Literacy and Respect for Differences				●

F	在地關懷與公民責任 Local Commitment and Civic Responsibility	○
圖示說明Illustration：● 高度相關 Highly correlated ○ 中度相關 Moderately correlated		
課程大綱 Course Outline		
1. 履歷、自傳、求職信。Resume / CV, autobiography, application letter (cover letter) 2. 英語面試。Job interview 3. 英語簡報。Presentations 4. 團隊合作。Team building		
資源需求評估 (師資專長之聘任、儀器設備的配合 . . . 等) Resources Required (e.g. qualifications and expertise, instrument and equipment, etc.)		
◎教學相關之影像、電腦、網路及其它資源教室的設備 Teaching-related video, computer, Internet access, and other facilities.		
課程要求和教學方式之建議 Course Requirements and Suggested Teaching Methods		
◎教師授課 (背景知識、理論架構、操作技巧，經驗傳承)。 Lectures (background knowledge, theories, practical skills and sharing experiences) ◎學生參與 (課堂討論、課堂練習，實作)。 First-hand Class participation (group discussions, practices (class activities) and case studies)		
其他 Miscellaneous		
◎限通過學校英語畢業能力標準學生 TOEIC 600 above and other relevant examination (check with language center) ◎全英語授課 English only		