

110年4月22日109學年度第2學期第1次課程發展委員會會議審議通過
114年1月23日113學年度第1學期第1次課程發展委員會會議修訂通過

| 選 別 | 屬性 | 第一學年 | | | | 第二學年 | | | | 第三學年 | | | | 第四學年 | | | | | | | | | |
|---------|------|---------|------|------|----|------|-----------|------|----------|------|----|-----------|----|----------|----|------|------------|------|------------|----|----|---|--|
| | | 科目名稱 | | 第一學期 | | 第二學期 | | 科目名稱 | | 第一學期 | | 第二學期 | | 科目名稱 | | 第一學期 | | 第二學期 | | | | | |
| | | | | 學分 | 時數 | 學分 | 時數 | | | 學分 | 時數 | 學分 | 時數 | | | 學分 | 時數 | 學分 | 時數 | 學分 | 時數 | | |
| 必修 | 基礎通識 | 國文 | 2 | 2 | 2 | 2 | 進階英文 | 2 | 2 | | | | | | | | | | | | | | |
| | | 基礎英文 | 2 | 2 | 2 | 2 | 職場倫理與工作態度 | 2 | 2 | | | | | | | | | | | | | | |
| | | 台灣歷史與文化 | 2 | 2 | | | 資訊素養與倫理 | | | 2 | 2 | | | | | | | | | | | | |
| | | 法律與生活 | | | 2 | 2 | | | | | | | | | | | | | | | | | |
| | | 網際網路應用 | | | 2 | 2 | | | | | | | | | | | | | | | | | |
| | 院共同 | 溝通技巧 | 2 | 2 | | | 管理學 | 2 | 2 | | | | | | | | | | | | | | |
| | | 跨文化溝通 | | | 2 | 2 | 商業套裝軟體* | | | 2 | 2 | | | | | | | | | | | | |
| | 專業課程 | 英文聽講訓練* | 2 | 2 | 2 | 2 | 英文寫作* | 2 | 2 | 2 | 2 | 英語文證照輔導* | 2 | 2 | 2 | 2 | | | | | | | |
| | | 英文閱讀與討論 | 2 | 2 | 2 | 2 | 導遊領隊英語* | 2 | 2 | | | 專業英文寫作技巧* | 2 | 2 | | | | | | | | | |
| | | 英文文法與句型 | 2 | 2 | 2 | 2 | 觀光旅遊英語* | | | 2 | 2 | 英語演說技巧* | | | 2 | 2 | | | | | | | |
| | | | | | | | 台灣文化英語解說* | 2 | 2 | | | 商務英文* | 2 | 2 | | | | | | | | | |
| | | | | | | | 英語導覽解說* | | | 2 | 2 | 英文商務簡報* | | | 2 | 2 | | | | | | | |
| | | | | | | | 第二外國語(一) | 2 | 2 | | | 第二外國語(三) | 2 | 2 | | | | | | | | | |
| | | | | | | | 第二外國語(二) | | | 2 | 2 | 第二外國語(四) | | | 2 | 2 | | | | | | | |
| | | | | | | | | | | | | 國際禮儀英文* | 2 | 2 | | | | | | | | | |
| | | | | | | | | | | | | 語言測驗 | | | 0 | 0 | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | 小計 | | 14 | 14 | 16 | 16 | | 14 | 14 | 12 | 12 | | 10 | 10 | 8 | 8 | | 0 | 0 | 0 | 0 | |
| | | 選修 | 專業選修 | 職場英語 | 2 | 2 | | | 餐旅英語* | 2 | 2 | | | 英語教材與教法* | 2 | 2 | | | 學期校外實習(一)* | 4 | 17 | | |
| | | | | 文學概論 | 2 | 2 | | | 證照輔導(一)* | 2 | 2 | | | 國際會議英文* | 2 | 2 | | | 學期校外實習(二)* | 5 | 20 | | |
| 英語繪本教學* | 2 | | | 2 | | | 語言與文化 | 2 | 2 | | | 商務秘書英文* | 2 | 2 | | | 學期校外實習(三)* | | | 4 | 17 | | |
| 英文雜誌選讀 | | | | | 2 | 2 | 英語配音訓練* | 2 | 2 | | | 媒體英文 | 2 | 2 | | | 學期校外實習(四)* | | | 5 | 20 | | |
| 專業職場英文* | | | | | 2 | 2 | 服務產業英文* | | | 2 | 2 | 商用英文選讀 | 2 | 2 | | | 英文文案撰寫 | 3 | 3 | | | | |
| 語言學概論 | | | | | 2 | 2 | 時事英文選讀 | | | 2 | 2 | 商業英文書信* | | | 2 | 2 | 影音製作報告技巧 | 3 | 3 | | | | |
| | | | | | | | 會展英文* | | | 2 | 2 | 外語教學訓練* | | | 2 | 2 | 科技英文 | 3 | 3 | | | | |
| | | | | | | | 證照輔導(二) | | | 2 | 2 | 多媒體語言教學 | | | 2 | 2 | 外文名著賞析 | | | 3 | 3 | | |
| | | | | | | | 導遊領隊實務* | | | 2 | 2 | 行銷英文* | | | 2 | 2 | 新聞英文 | | | 3 | 3 | | |
| | | | | | | | | | | | | | | | | | 商業經營實務 | | | 3 | 3 | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| 小計 | | | | 2 | 2 | 2 | 2 | | 6 | 6 | 8 | 8 | | 6 | 6 | 6 | 6 | | 9 | 9 | 9 | 9 | |
| 合計 | | | | 16 | 16 | 18 | 18 | | 20 | 20 | 20 | 20 | | 16 | 16 | 14 | 14 | | 9 | 9 | 9 | 9 | |

必選 博雅通識：由通識教育中心開課分4類共8學分，學生畢業前至少須取得各類2學分。
英檢英文於二年級下學期開設，為必修1學分2小時。
體育：一年級為必修課程(第一學期與第二學期均為0學分2小時)，二、三、四年級為選修課程。
* 學生畢業學分數規定：至少需修滿128學分方可畢業，其中包括必修75學分(基礎通識20、英檢英文1、專業課程54)，必選8學分(博雅通識)，選修45學分(系上專業選修至少34學分)。
* 外籍生之第二外國語得開設「華語」。
* 校外實習課程時數依本校「學生校外實習作業要點」以及教育部規定實施。
* 畢業學分中校外實習學分至多承認18學分。

* 選修課程小計是指當學期應開之最低學分/時數。
* 課程名稱後加註「*」者為實作課程。

Four-Year Program Curriculum of Department of Applied Foreign Languages (English)

2021 Academic Year

Reviewed and approved by the 1st Curriculum Development Committee on April 22, 2021.

Amended by the 1st Curriculum Committee of the Business & Management College for the 1st Semester of the 113th Academic Year on January 23, 2025.

| Subject | Caterogy | First year | | | | Second year | | | | Third year | | | | Fourth year | | | | | | | |
|------------------|-------------------------|--|----------|------|----------|-------------|--|----------|------|------------|------|--|----------|-------------|----------|------|--|----------|------|----------|------|
| | | Course Name | 1st Sem. | | 2nd Sem. | | Course Name | 1st Sem. | | 2nd Sem. | | Course Name | 1st Sem. | | 2nd Sem. | | Course Name | 1st Sem. | | 2nd Sem. | |
| | | | Credit | Hour | Credit | Hour | | Credit | Hour | Credit | Hour | | Credit | Hour | Credit | Hour | | Credit | Hour | Credit | Hour |
| Required Subject | Basic General Education | Chinese | 2 | 2 | 2 | 2 | Advanced English | 2 | 2 | | | | | | | | | | | | |
| | | Basic English | 2 | 2 | 2 | 2 | Workplace Ethics And Working Attitudes | 2 | 2 | | | | | | | | | | | | |
| | | History And Culture Of Taiwan | 2 | 2 | | | Information Literacy And Ethics | | | 2 | 2 | | | | | | | | | | |
| | | Law And Life | | | 2 | 2 | | | | | | | | | | | | | | | |
| | | The Applications of Internet | | | 2 | 2 | | | | | | | | | | | | | | | |
| | Common for college | Communication Skill | 2 | 2 | | | Management | 2 | 2 | | | | | | | | | | | | |
| | | Cross Culture Communication | | | 2 | 2 | Business Software Packages* | | | 2 | 2 | | | | | | | | | | |
| | Professional Courses | English Listening and Speaking* | 2 | 2 | 2 | 2 | English Writing* | 2 | 2 | 2 | 2 | English Proficiency Guidance For Certificates* | 2 | 2 | 2 | 2 | | | | | |
| | | English Reading Comprehension & Discussion | 2 | 2 | 2 | 2 | English For Tour Guide And Tour Manager* | 2 | 2 | | | English Public Speaking* | 2 | 2 | | | | | | | |
| | | English Grammar And Sentence Pattern | 2 | 2 | 2 | 2 | English For Tourism* | | | 2 | 2 | Professional English Writing* | | | 2 | 2 | | | | | |
| | | | | | | | English Training For Guiding Of Taiwanese Culture* | 2 | 2 | | | Business English* | 2 | 2 | | | | | | | |
| | | | | | | | English For Guiding Tours* | | | 2 | 2 | Business Presentation In English* | | | 2 | 2 | | | | | |
| | | | | | | | Second Foreign Language(I) | 2 | 2 | | | Second Foreign Language(III) | 2 | 2 | | | | | | | |
| | | | | | | | Second Foreign Language(II) | | | 2 | 2 | Second Foreign Language(IV) | | | 2 | 2 | | | | | |
| | | | | | | | | | | | | English For Internation Protocol* | 2 | 2 | | | | | | | |
| | | | | | | | | | | | | Language Proficiency Testing | | | | | | | | | |
| | Subtotal | | | 14 | 14 | 16 | 16 | | 14 | 14 | 12 | 12 | | 10 | 10 | 8 | 8 | | 0 | 0 | 0 |
| Elective Subject | Professional Courses | English In Workplace | 2 | 2 | | | English For Hospitality* | 2 | 2 | | | English Teaching Materials & Methodologies* | 2 | 2 | | | Internship Program(I)* | 4 | 17 | | |
| | | An Introduction To Literature | 2 | 2 | | | Certification Guidance (I)* | 2 | 2 | | | English For International Conference English* | 2 | 2 | | | Internship Program(II)* | 5 | 20 | | |
| | | Teaching English Picture Books* | 2 | 2 | | | Language & Culture | 2 | 2 | | | English For Secretaries* | 2 | 2 | | | Internship Program(III)* | | | 4 | 17 |
| | | Selective Reading Of English Magazines | | | 2 | 2 | English Dubbing Training* | 2 | 2 | | | Media English | 2 | 2 | | | Internship Program(IV)* | | | 5 | 20 |
| | | Professional Workplace English* | | | 2 | 2 | English For Service Industry* | | | 2 | 2 | Selected Readings In Business English | 2 | 2 | | | English Project Writing | 3 | 3 | | |
| | | An Introduction To Linguistics | | | 2 | 2 | Selected Readings In Current Events | | | 2 | 2 | Business English Writing* | | | 2 | 2 | Video Production & Presentation Skills | 3 | 3 | | |
| | | | | | | | Exhibition English* | | | 2 | 2 | Introduction Of Foreign Language Teaching* | | | 2 | 2 | Technology English | 3 | 3 | | |
| | | | | | | | Certification Guidance (II) | | | 2 | 2 | Multimedia Language Teaching | | | 2 | 2 | Selected Readings in Foreign Language Literature | | | 3 | 3 |
| | | | | | | | Tour Guides and Team Leaders in Practice* | | | 2 | 2 | English For Marketing* | | | 2 | 2 | English News | | | 3 | 3 |
| | | | | | | | | | | | | | | | 2 | 2 | Business Operations Strategy & Practice | | | 3 | 3 |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| Subtotal | | | 2 | 2 | 2 | 2 | | 6 | 6 | 8 | 8 | | 6 | 6 | 6 | 6 | | 9 | 9 | 9 | 9 |
| Total | | | 16 | 16 | 18 | 18 | | 20 | 20 | 20 | 20 | | 16 | 16 | 14 | 14 | | 9 | 9 | 9 | 9 |

* Liberal Arts: Courses offered by the General Education Center are divided into 4 categories with a total of 8 credits. Students must obtain at least 2 credits in each category before graduation.

* "English for Proficiency Tests" will be offered in the second semester of the second grade, and it is a required course of 1 credit and 2 hours.

* Physical education: the first grade is a required course (the first and second semesters are 0 credit and 2 hours), and the second, third and fourth grades are elective courses.

* Regulations on the number of credits for students to graduate: at least 128 credits are required to graduate, including 75 credits for required courses (Basic General Studies 20, English for Proficiency Tests 1, professional courses 54), 8 required credits (Liberal General Studies), and 45 elective credits (At least 34 credits of major electives in the department).

* Foreign students are allowed to take "Mandarin" as the Second Foreign Language.

* The hours of off-campus internship courses are implemented in accordance with the school's "Off-Campus Internship Guidelines for Students" and the regulations of the Ministry of Education.

* A maximum of 18 credits are recognized for off-campus internship credits in graduation credits

* The elective course subtotal refers to the minimum number of credits/hours that should be offered in the semester.

* Courses marked with "*" after the course name are practical courses.