

109年4月28日108學年度第2學期第1次課程發展委員會議審議通過

112年5月11日111學年度第2學期第1次商管學院院課程委員會議修訂通過

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		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	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															
		台灣歷史與文化	2	2			職場倫理與工作態度	2	2												
		法律與生活			2	2	資訊素養與倫理			2	2										
		網際網路應用			2	2															
	院共同	管理學	3	3																	
		商業套裝軟體	3	3																	
	專業課程	英文聽力訓練	2	2	2	2	導遊領隊英語	2	2			英語文證照輔導	2	2	2	2					
		英語發音與口語訓練	2	2	2	2	觀光旅遊英語			2	2	英語演說技巧	2	2							
		英文閱讀與討論	2	2	2	2	台灣文化英語解說	2	2			專業英文寫作技巧			2	2					
		英文寫作	2	2	2	2	英語導覽解說			2	2	商務英文	2	2							
		英文文法與句型	2	2	2	2	國際禮儀英文	2	2			英文商務簡報			2	2					
							跨文化溝通			2	2	第二外國語(三)	2	2							
							第二外國語(一)	2	2			第二外國語(四)			2	2					
							第二外國語(二)			2	2	語言測驗			0	0					
小計			22	22	18	18		12	12	10	10		8	8	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			服務產業英文	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			證照輔導(一)	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	語言與文化	2	2			媒體英文	2	2			學期校外實習(四)			5	20
		溝通技巧			2	2	時事英文選讀			2	2	商用英文選讀	2	2			英文文案撰寫	3	3		
		專業職場英文			2	2	網路外文			2	2	商業英文書信			2	2	影音製作報告技巧	3	3		
		語言學概論			2	2	證照輔導(二)			2	2	外語教學訓練			2	2	科技英文	3	3		
							導遊領隊實務			2	2	多媒體語言教學			2	2	外語口語訓練	2	2		
												行銷英文			2	2	觀光主題英文閱讀	2	2		
																	外文名著賞析			3	3
																	新聞英文			3	3
																	商業經營實務			3	3
小計			2	2	6	6		6	6	6	6		6	6	6	6		13	13	9	9
合計			24	24	24	24		18	18	16	16		14	14	14	14		13	13	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。
 勞作教育：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)。

* 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79學分(基礎通識20、英檢英文1、專業課程58)，必選8學分(博雅通識)，選修41學分(系上專業選修至少30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。

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

2020 Academic Year

Reviewed and approved by the 1st Curriculum Development Committee on April 28, 2020.
Amended by the 1st Curriculum Committee of Business & Management College on May 11, 2023.

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	Management	3	3																	
		Business Software Packages	3	3																	
	Professional Courses	English Listening Training	2	2	2	2	English For Tour Guide And Tour Manager	2	2			English Proficiency Guidance For Certificates	2	2	2	2					
		English Pronunciation And Speaking	2	2	2	2	English For Tourism			2	2	English Public Speaking	2	2							
		English Reading Comprehension & Discussion	2	2	2	2	English Training For Guiding Of Taiwanese Culture	2	2			Professional English Writing			2	2					
		English Writing	2	2	2	2	English For Guiding Tours			2	2	Business English	2	2							
		English Grammar And Sentence Pattern	2	2	2	2	Engish For International Protocol	2	2			Business Presentation In English			2	2					
							Cross Culture Communication			2	2	Second Foreign Language(III)	2	2							
							Second Foreign Language(I)	2	2			Second Foreign Language(IV)			2	2					
							Second Foreign Language(II)			2	2	Language Proficiency Testing			0	0					
	Subtotal			22	22	18	18		12	12	10	10		8	8	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			English For Service Industry	2	2			English For International Conference English	2	2			Internship Program(II)	5	20		
		Teaching English Picture Books	2	2			Certification Guidance (I)	2	2			English For Secretaries	2	2			Internship Program(III)			4	17
		Selective Reading Of English Magazines			2	2	Language & Culture	2	2			Media English	2	2			Internship Program(IV)			5	20
		Communication Skill			2	2	Selected Readings In Current Events			2	2	Selected Readings In Business English	2	2			English Project Writing	3	3		
		Professional Workplace English			2	2	Internet Foreign Language			2	2	Business English Writing			2	2	Video Production & Presentation Skills	3	3		
		An Introduction To Linguistics			2	2	Certification Guidance (II)			2	2	Introduction Of Foreign Language Teaching			2	2	Technology English	3	3		
							Tour Guides and Team Leaders in Practice			2	2	Multimedia Language Teaching			2	2	Speaking Training	2	2		
												English For Marketing			2	2	Tourism Theme English Reading	2	2		
																	Selected Readings in Foreign Language Literature			3	3
																	English News			3	3
																	Business Operations Strategy & Practice			3	3
		Subtotal			2	2	6	6		6	6	6	6		6	6	6	6		13	13
Total			24	24	24	24		18	18	16	16		14	14	14	14		13	13	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.

* Labor education: the first grade is a compulsory course (the first semester and the second semester are both 0 credit and 2 hours).

* Regulations on the number of credits for students to graduate: at least 128 credits are required to graduate, including 79 credits for required courses (Basic General Studies 20, English for Proficiency Tests 1, professional courses 58), 8 required credits (Liberal General Studies), and 41 elective credits (At least 30 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.