

## 109 學年度國立臺北大學語言中心

National Taipei University Language Center for the 109th academic year

## 商務溝通學士微學程科目規劃表

Curriculum Plan

學程英文名稱：

Micro Certificate Program (Undergraduate) for Business Communication

領域或學群別	必修或選修	科目名稱 Course	學分合計 Credits	課程類別 (全年或半年) Whole or Half	建議修習年級	開課系所 Class/Department	先修科目 Prerequisite Course	開課屬性 Course type	備註 (本欄請填註 科目修訂原因)
英語授課課程 The language of instruction is English	選 Elective	商用英語口說訓練 Oral Communication in Business	2	半 Half	1-4	語言中心 LC		A	
	選 Elective	商用英語口說訓練 (進階) Oral Communication in Business(Advanced)	2	半 Half	1-4	語言中心 LC	商用英語口說訓練 Oral Communication in Business	A	
	選 Elective	商務英文寫作 Business English Writing	2	半 Half	1-4	語言中心 LC		A	
	選 Elective	職場英文 Workplace English	2	半 Half	1-4	語言中心 LC		A	
	選 Elective	職場英文(進階) Workplace English (Advanced)	2	半 Half	1-4	語言中心 LC	職場英文 Workplace English	A	
	選 Elective	商務英語個案研究 Business Case Studies in English	2	半 Half	1-4	語言中心 LC		A	
	選 Elective	經貿英文(一) English for Economics(1)	2	半 Half	1-4	語言中心 LC		A	
	選 Elective	英語簡報及公眾演說技巧 Presentation and Public Speaking Skills	2	半 Half	1-4	語言中心 LC		A	
	選 Elective	跨文化議題 Cross Cultural Issues	2	半 Half	1-4	語言中心 LC		A	
中文授課	選 Elective	會議英語 Conference English	2	半 Half	1-4	應外系 FLAL		A	

課程 The language of instruction is Chinese	選 Elective	跨文化衝突管理 Cross-Cultural Conflict Management	2	半 Half	1-4	應外系 FLAL		A
	選 Elective	簡報製作與溝通 Presentation Design and Practice	2	半 Half	1-4	師培中心/ 電機系 TE/EE		A
	選 Elective	全球化與多元文化 Globalization and Multi-culture	2	半 Half	1-4	通識中心 GE		A
	選 Elective	衝突管理 Conflict Management	3	半 Half	1-4	企管系 BA		A
	選 Elective	商用英文 Business English	2	半 Half	1-4	語言中心 LC		A

※本微學程至少須修滿 8 學分方得畢業，其中中文授課課程修習至多 1 門；且不屬於其主系、雙主修學系及輔系之必修科目。

To obtain this micro-program certificate, a minimum of 8 credits must be completed. Among these, up to 1 course can be taken in Chinese. Additionally, the courses must not be mandatory subjects of the student's major, double major, or minor programs.

※開課屬性：請以 A、B1、B2、C1、C2、D 附註。Course type: Please noted A, B1, B2, C1, C2 and D.

A：正課—教師全程授課，包含台上講述、台下指導之科目（如學生講述、邀請演講、專題討論、專題研究...等）。A: Regular course—Teachers teach the entire course, including on-stage lectures on the podium and in-class guidance (e.g., student presentation, invited speech, panel discussion, seminar, etcetera.)

B1：實習課程—教師全程授課，授課時數不減半。B1： Internship course—Teachers teach the entire course, and the hourly pay will not be reduced by half.

B2：實習課程—教師未全程授課，授課時數減半。B2: Internship course—Teachers do not teach the whole course, and the hourly pay will be halved. C1：實作課程—教師全程授課，授課時數不減半。C1: Practicum course—Teachers teach the whole course, and the number of teaching hours will not be reduced by half.

C2：實作課程—教師未全程授課，授課時數減半，惟專任教師授課時數不足，以不減半計。C2: Practicum course—If the teacher does not teach the whole course, the teaching hours will be halved, but if a full-time teacher does not have enough teaching hours, it will not be halved.

D：數位自學課程。D: E-learning Course

※實習課程：依據本校學生實習辦法第二條規定，各教學單位得依系所發展特色及課程教學目標，針對學科專業結合學生職涯所需技能規劃與實施校內外實習課程，使學生提早體驗職場，建立正確工作態度，並激發學生學習及進行未來生涯發展規劃。Internship Course: In accordance with the stipulations outlined in Article 2 of National Taipei University Internship Regulations, each Academics may plan and implement on-campus and off-campus internship courses based on the features and teaching goals of their departments. These courses aim to combine subject-specific expertise with the skills required for students' career development. Through these courses, students can gain early experience in the workplace, establish positive work attitudes, be motivated to learn, and start planning their future career development.

※實作課程：課程內容多為學生實際動手操作，使學生藉由實作學習過程中能理解及建構知識的課程。Practicum Course: The course content mainly involves hands-on operations for students, enabling them to understand and construct knowledge through practical learning.

※數位自學課程：依據本校數位自學課程作業要點第二條規定，係指由國內外知名大專校院及企業機構於國際線上課程平臺（如：Coursera、edX、FutureLearn、AWS Educate）所開設之數位課程。E-learning

Course: In accordance with the stipulations outlined in Article 2 of Operation Directions for the E-learning Course, E-learning courses refer to courses offered by renowned domestic and international colleges, universities, and corporate organizations on international online course platforms (such as Coursera 、edX 、FutureLearn 、AWS Educate).