

國立臺北大學教務處語言中心
Language Center of the Office of Academic Affairs, National Taipei University
「商務溝通學士微學程」設置要點

Guidelines for the Establishment of the "Micro Certificate Program (Undergraduate) for Business Communication "

109.06.17 校課程委員會議通過

111.06.15 校課程委員會議通過

Approved by the University Curriculum Committee on June 17, 2020

Approved by the University Curriculum Committee on June 15, 2022

第一條、本要點依據「國立臺北大學學分學程設置辦法」第三條及「國立臺北大學學程修讀辦法」規定訂定之。

Article 1: These guidelines are established in accordance with Article 3 of the "Regulations on the Establishment of Credit Programs at National Taipei University" and the "Regulations on Studying Programs at National Taipei University."

第二條、設立宗旨：為提升學生多元跨域之學習興趣及機會、增加其未來就業競爭力，結合本校商業會話、寫作等訓練課程，著重提升職場溝通談判相關專業技能，培養全球化社會所需求之商務人才，特設置「商務溝通學士微學程」。

Article 2: Objective: To enhance students' diverse interdisciplinary learning interests and opportunities and increase their future employment competitiveness. The "Micro Certificate Program (Undergraduate) for Business Communication" is established to combine the university's business conversation and writing training courses and focus on improving professional skills related to workplace communication and negotiation, cultivating business talents needed in a globalized society.

第三條、本學程置召集人一位，負責規劃本學程相關課程及執行推動本學程相關業務；召集人由本中心主任兼任或由教務長推薦本校相關系所專任教師擔任之。

Article 3: The program shall have one convener responsible for planning relevant courses and promoting the related affairs of this program. The convener shall be concurrently held by the Director of the Center or recommended by the Dean of Academic Affairs from among the full-time faculty of the relevant departments.

第四條、本校大學部(含進修學士班)學生無需先行申請，皆可依個人興趣修讀本學程。

Article 4: Undergraduate students (including those in the continuing education bachelor's program) may enroll in this program based on their interests without prior application.

第五條、本學程課程規劃表另訂之。

Article 5: The curriculum plan for this program shall be established separately.

第六條、欲取得本「微學程結業證明書」之學生，須修畢至少 8 學分。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。

Article 6: To obtain the "Micro-Program Certificate," students must complete at least 8 credits. Among these, up to 1 course can be taken in Chinese and must not be mandatory subjects of the student's major, double major, or minor programs.

第七條、修習本學程之學生每學期所修學分上、下限仍依本校學則相關規定辦理，其選課受課程限修人數之規範。

Article 7: The upper and lower limits of credits per semester for students enrolled in this program shall comply with the relevant regulations of the university. Course selection is subject to enrollment limits.

第八條、修習本課程之科目成績，須併入學期修習總學分及學期成績計算。且不得以未修滿學程學分申請延長修業年限。

Article 8: Grades for subjects taken in this program shall be included in the total semester credits and GPA calculation. Failing to complete the required credits for the program may not be used as a reason for students to extend their study period.

第九條、本學程每學年之認證並無名額限制。選修生申請認證者，本學程每一科目成績須達75分(含)以上，並檢具「歷年成績單」正本及「本學分學程申請書」，於畢業前向本中心提出認證申請。經本中心審核無誤並報請教務長或進修暨推廣部部主任同意後，由校級行政單位發給學分學程結業證明書。

Article 9: There is no limit to the number of certifications issued each academic year. Students applying for certification must achieve a score of 75 or above in each subject and submit the official transcript and the "Credit Program Application Form" to the Center for certification before graduation. The university administrative unit will issue the micro-program certificate after review and approval by the Center and the Dean of Academic Affairs or the Director of the Continuing Education and Extension Division.

第十條、本要點如有未盡事宜，悉依本校及教育部相關法令規定辦理。

Article 10: Any matters not covered in these guidelines shall be handled in accordance with the relevant regulations of the university and the Ministry of Education.

第十一條、本要點經中心會議通過後，送校課程委員會審議通過後公告實施，修正時亦同。

Article 11: These guidelines shall be implemented after being approved by the Center's meeting and the University Curriculum Committee, and the same procedure shall apply to any amendments.