

Tamkang University Academic Year 102, 2nd Semester Course Syllabus

Course Title	BUSINESS REPORT WRITING	Instructor	TSENG, HSIU-MEI
Course Class	TLFXB4P DEPARTMENT OF INTERNATIONAL BUSINESS, 4P	Details	♦ Selective ♦ One Semester ♦ 2 Credits
D e p a r t m e n t a l A i m o f E d u c a t i o n			
<p>I. To instill the university motto of "Simplicity, Firmness, Perseverance, and Fulfillment" into students.</p> <p>II. By integrating the "Five Disciplines" of education, the qualities of conduct, intelligence, physical education, teamwork, and beauty into the professional, core, and extracurricular curriculum, the department helps to produce well-rounded students skilled in identifying and solving problems.</p> <p>III. To oversee the trend and foresee the development of global economy, the department aims to produce the graduates with expertise in the fields of International Business and Trade.</p>			
D e p a r t m e n t a l c o r e c o m p e t e n c e s			
<p>A. Breeding professionals with expertise in general International Trade and International Business.</p> <p>B. Consisting of Globalization, Information-Oriented and Future-Oriented education.</p> <p>C. Producing graduates with capability of foreseeing and analyzing the development of Global Economy.</p> <p>D. Breeding professionals with expertise in Marketing and Financial Management.</p>			
Course Introduction	This course is designed to teach students how to prepare themselves for job application process such as preparing a CV, writing a cover letter and answering interview questions. As well as familiarizing students with commonly asked interview questions, it also develops more advanced interviewing techniques, such as answering difficult questions and selling themselves effectively in job interviews.		

The Relevance among Teaching Objectives, Objective Levels and Departmental core competences

I.Objective Levels (select applicable ones) :

- (i) Cognitive Domain : C1-Remembering, C2-Understanding, C3-Applying,
C4-Analyzing, C5-Evaluating, C6-Creating
- (ii) Psychomotor Domain : P1-Imitation, P2-Mechanism, P3-Independent Operation,
P4-Linked Operation, P5-Automation, P6-Origination
- (iii) Affective Domain : A1-Receiving, A2-Responding, A3-Valuing,
A4-Organizing, A5-Characterizing, A6-Implementing

II.The Relevance among Teaching Objectives, Objective Levels and Departmental core competences :

- (i) Determine the objective level(s) in any one of the three learning domains (cognitive, psychomotor, and affective) corresponding to the teaching objective. Each objective should correspond to the objective level(s) of ONLY ONE of the three domains.
- (ii) If more than one objective levels are applicable for each learning domain, select the highest one only. (For example, if the objective levels for Cognitive Domain include C3,C5,and C6, select C6 only and fill it in the boxes below. The same rule applies to Psychomotor Domain and Affective Domain.)
- (iii) Determine the Departmental core competences that correspond to each teaching objective. Each objective may correspond to one or more Departmental core competences at a time. (For example, if one objective corresponds to three Departmental core competences: A,AD, and BEF, list all of the three in the box.)

No.	Teaching Objectives	Relevance	
		Objective Levels	Departmental core competences
1	A.Identifying the stages in the job application process B.Highlighting your skills and experience	C3	ABCD
2	Structuring your CV that creates a strong first impression	C5	ABCD
3	A.Identifying features of cover letters B.Writing an effective cover letter	C5	ABCD
4	A.Preparing for the job interview B.Dealing effectively with interview questions	C3	ABCD
5	A.Handling competency-based questions B.Dealing with telephone interviews	C3	ABCD

Teaching Objectives, Teaching Methods and Assessment

No.	Teaching Objectives	Teaching Methods	Assessment
1	A.Identifying the stages in the job application process B.Highlighting your skills and experience	Lecture, Discussion, Simulation, Problem solving	Written test, Report, Participation
2	Structuring your CV that creates a strong first impression	Lecture, Discussion, Simulation, Problem solving	Written test, Report, Participation
3	A.Identifying features of cover letters B.Writing an effective cover letter	Lecture, Discussion, Simulation, Problem solving	Written test, Report, Participation

4	A.Preparing for the job interview B.Dealing effectively with interview questions	Lecture, Discussion, Simulation, Problem solving	Written test, Report, Participation
5	A.Handling competency-based questions B.Dealing with telephone interviews	Lecture, Discussion, Simulation, Problem solving	Written test, Report, Participation

This course has been designed to cultivate the following essential qualities in TKU students

Essential Qualities of TKU Students	Description
◆ A global perspective	Helping students develop a broader perspective from which to understand international affairs and global development.
◆ Information literacy	Becoming adept at using information technology and learning the proper way to process information.
◆ A vision for the future	Understanding self-growth, social change, and technological development so as to gain the skills necessary to bring about one's future vision.
◆ Moral integrity	Learning how to interact with others, practicing empathy and caring for others, and constructing moral principles with which to solve ethical problems.
◆ Independent thinking	Encouraging students to keenly observe and seek out the source of their problems, and to think logically and critically.
◆ A cheerful attitude and healthy lifestyle	Raising an awareness of the fine balance between one's body and soul and the environment; helping students live a meaningful life.
◆ A spirit of teamwork and dedication	Improving one's ability to communicate and cooperate so as to integrate resources, collaborate with others, and solve problems.
◆ A sense of aesthetic appreciation	Equipping students with the ability to sense and appreciate aesthetic beauty, to express themselves clearly, and to enjoy the creative process.

Course Schedule

Week	Date	Subject/Topics	Note
1	103/02/17 ~ 103/02/23	Course introduction; Research and preparation (Unit 1)	
2	103/02/24 ~ 103/03/02	HOLIDAY	
3	103/03/03 ~ 103/03/09	Research and preparation (Unit 1)	
4	103/03/10 ~ 103/03/16	Writing an impressive CV (Unit 2)	
5	103/03/17 ~ 103/03/23	Writing an impressive CV (Unit 2)	
6	103/03/24 ~ 103/03/30	Writing an impressive CV (Unit 2); Effective cover letters (Unit 3)	
7	103/03/31 ~ 103/04/06	HOLIDAY	
8	103/04/07 ~ 103/04/13	Effective cover letters (Unit 3)	

9	103/04/14 ~ 103/04/20	Effective cover letters (Unit 3)	
10	103/04/21 ~ 103/04/27	Midterm Exam Week	
11	103/04/28 ~ 103/05/04	Successful interviews (Unit 4)	
12	103/05/05 ~ 103/05/11	Successful interviews (Unit 4)	
13	103/05/12 ~ 103/05/18	Successful interviews (Unit 4); Advanced interview techniques (Unit 5)	
14	103/05/19 ~ 103/05/25	Advanced interview techniques (Unit 5)	
15	103/05/26 ~ 103/06/01	Graduate Exam Week	
16	103/06/02 ~ 103/06/08	---	
17	103/06/09 ~ 103/06/15	---	
18	103/06/16 ~ 103/06/22	---	
Requirement	1.Tardiness: Be punctual for class is essential. You will lose points for being late. 2.Absence: You will lose points for being absent. 3.If you are absent for 3 times, you CANNOT pass the class. Show your teacher your Proof of Absence(school business 公假, private business 事假, sickness 病假, death in the family 喪假) if you can not come.		
Teaching Facility	Computer		
Textbook(s)	Cambridge English for Job-hunting. by Colm Downes. Edited by Jeremy Day, Cambridge University Press, 2008.		
Reference(s)			
Number of Assignment(s)	3 (Filled in by assignment instructor only)		
Grading Policy	◆ Attendance : 10.0 % ◆ Mark of Usual : 30.0 % ◆ Midterm Exam : 30.0 % ◆ Final Exam : 30.0 % ◆ Other < > : %		
Note	This syllabus may be uploaded at the website of Course Syllabus Management System at http://info.ais.tku.edu.tw/csp or through the link of Course Syllabus Upload posted on the home page of TKU Office of Academic Affairs at http://www.acad.tku.edu.tw/CS/main.php . ※ Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications.		