

Tamkang University Academic Year 113, 1st Semester Course Syllabus

Course Title	BUSINESS REPORT WRITING	Instructor	YI-CHENG LIU
Course Class	TLFBB2A DIVISION OF GLOBAL COMMERCE, DEPARTMENT OF INTERNATIONAL BUSINESS (ENGLISH-TAUGHT PROGRAM), 2A	Details	<ul style="list-style-type: none"> ◆ General Course ◆ Required ◆ One Semester ◆ 2 Credits
Relevance to SDGs	SDG4 Quality education SDG5 Gender equality SDG8 Decent work and economic growth		
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			
I. To instill the university motto of "Simplicity, Firmness, Perseverance, and Fulfillment" into students. 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. 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.			
S u b j e c t 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			
A. Breeding professionals with expertise in general International Trade and International Business.(ratio:40.00) B. Consisting of Globalization, Information-Oriented and Future-Oriented education. (ratio:15.00) C. Producing graduates with capability of foreseeing and analyzing the development of Global Economy.(ratio:35.00) D. Breeding professionals with expertise in Marketing and Financial Management.(ratio:10.00)			
S u b j e c t S c h o o l w i d e e s s e n t i a l v i r t u e s			
1. A global perspective. (ratio:30.00) 2. Information literacy. (ratio:5.00) 3. A vision for the future. (ratio:30.00) 4. Moral integrity. (ratio:5.00) 5. Independent thinking. (ratio:10.00) 6. A cheerful attitude and healthy lifestyle. (ratio:5.00)			

7. A spirit of teamwork and dedication. (ratio:10.00)

8. A sense of aesthetic appreciation. (ratio:5.00)

Course
Introduction

Consisting of Globalization, Information-Oriented and Future-Oriented education

The correspondences between the course's instructional objectives and the cognitive, affective, and psychomotor objectives.

Differentiate the various objective methods among the cognitive, affective and psychomotor domains of the course's instructional objectives.

I. Cognitive : Emphasis upon the study of various kinds of knowledge in the cognition of the course's veracity, conception, procedures, outcomes, etc.

II.Affective : Emphasis upon the study of various kinds of knowledge in the course's appeal, morals, attitude, conviction, values, etc.

III.Psychomotor: Emphasis upon the study of the course's physical activity and technical manipulation.

No.	Teaching Objectives	objective methods
1	Consisting of Globalization, Information-Oriented and Future-Oriented education	Cognitive

The correspondences of teaching objectives : core competences, essential virtues, teaching methods, and assessment

No.	Core Competences	Essential Virtues	Teaching Methods	Assessment
1	ABCD	12345678	Lecture, Discussion, Experience	Testing, Discussion(including classroom and online)

Course Schedule

Week	Date	Course Contents	Note
1	113/09/09 ~ 113/09/15	Case Study 1	
2	113/09/16 ~ 113/09/22	Case Study 2	
3	113/09/23 ~ 113/09/29	Case Study 3	
4	113/09/30 ~ 113/10/06	Case Study 4	

5	113/10/07 ~ 113/10/13	Case Study 5	
6	113/10/14 ~ 113/10/20	Case Study 6	
7	113/10/21 ~ 113/10/27	Case Study 7	
8	113/10/28 ~ 113/11/03	Case Study 8	
9	113/11/04 ~ 113/11/10	Midterm Exam Week is to be conducted remotely	
10	113/11/11 ~ 113/11/17	Case Study 9	
11	113/11/18 ~ 113/11/24	Case Study 10	
12	113/11/25 ~ 113/12/01	Case Study 11	
13	113/12/02 ~ 113/12/08	Case Study 12	
14	113/12/09 ~ 113/12/15	Case Study 13	
15	113/12/16 ~ 113/12/22	Case Study 14	
16	113/12/23 ~ 113/12/29	Case Study 15	
17	113/12/30 ~ 114/01/05	Final Exam Week is to be conducted remotely	
18	114/01/06 ~ 114/01/12	Discussion and Summary is to be conducted remotely	
Key capabilities	self-directed learning International mobility		
Interdisciplinary	Competency-based education 'competency exploration' sustained competency or global issues STEEP (Society, Technology, Economy, Environment, and Politics)		
Distinctive teaching	Special/Problem-Based(PBL) Courses		
Course Content	Logical Thinking		
Requirement			

Textbooks and Teaching Materials	Self-made teaching materials:Presentations Name of teaching materials: Provide various most updated cases for learning and discussion
References	
Grading Policy	<ul style="list-style-type: none"> ◆ Attendance : 10.0 % ◆ Mark of Usual : % ◆ Midterm Exam : 25.0 % ◆ Final Exam : 15.0 % ◆ Other 〈Analysis & Judgement〉 : 50.0 %
Note	<p>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 .</p> <p>※ Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications.</p>