

Tamkang University Academic Year 114, 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	◆ General Course ◆ Required ◆ One Semester ◆ 2 Credits
Relevance to SDGs	SDG4 Quality education SDG10 Reducing inequalities		
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.		
<p>The correspondences between the course's instructional objectives and the cognitive, affective, and psychomotor objectives.</p> <p>Differentiate the various objective methods among the cognitive, affective and psychomotor domains of the course's instructional objectives.</p> <p>I. Cognitive : Emphasis upon the study of various kinds of knowledge in the cognition of the course's veracity, conception, procedures, outcomes, etc.</p> <p>II.Affective : Emphasis upon the study of various kinds of knowledge in the course's appeal, morals, attitude, conviction, values, etc.</p> <p>III.Psychomotor: Emphasis upon the study of the course's physical activity and technical manipulation.</p>				
No.	Teaching Objectives		objective methods	
1	Consisting of globalization, information-oriented and future-oriented education		Cognitive	
2	Consisting of globalization, information-oriented and future-oriented education		Cognitive	
3	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, Publication, Experience	Testing, Study Assignments
2	B	1235	Lecture, Publication, Experience	Study Assignments
3	AB	123	Lecture, Discussion, Publication, Experience	Testing, Study Assignments
Course Schedule				
Week	Date	Course Contents		Note

1	114/09/15 ~ 114/09/21	Case Study 1	
2	114/09/22 ~ 114/09/28	Case Study 2	
3	114/09/29 ~ 114/10/05	Case Study 3	
4	114/10/06 ~ 114/10/12	Case Study 4	
5	114/10/13 ~ 114/10/19	Case Study 5	
6	114/10/20 ~ 114/10/26	Case Study 6	
7	114/10/27 ~ 114/11/02	Case Study 7	
8	114/11/03 ~ 114/11/09	Case Study 8	
9	114/11/10 ~ 114/11/16	Case Study 9	
10	114/11/17 ~ 114/11/23	Mid-term examination is to be conducted through i class system remotely without in person on the campus	
11	114/11/24 ~ 114/11/30	Case Study 10	
12	114/12/01 ~ 114/12/07	Case Study 11	
13	114/12/08 ~ 114/12/14	Case Study 12	
14	114/12/15 ~ 114/12/21	Case Study 13	
15	114/12/22 ~ 114/12/28	Case Study 14	
16	114/12/29 ~ 115/01/04	Case Study 15	
17	115/01/05 ~ 115/01/11	An assignment or test conducted remotely via i class system without in person on the campus.	
18	115/01/12 ~ 115/01/18	An assignment or test conducted remotely via i class system without in person on the campus.	
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	Intellectual Property (learning intellectual property) Logical Thinking
Requirement	<p>The grading policy is 15% for attendance conducted by Roll Call of the i class system provided by the university weekly. 25% goes to the mid-term examination according to university guidelines. 20% each goes to the tests and/or assignments on 17th, and 18th week. Mid-term Examination is to be conducted remotely without in person on the campus (10th week).</p> <p>Thus, zero reports and zero presentations. Also, the result of each of the total 4 tests/examinations and assignments of this course is to be released to the classmate immediately after the marking.</p>
Textbooks and Teaching Materials	<p>Self-made teaching materials:Presentations Using teaching materials from other writers:Presentations</p>
References	
Grading Policy	<p>◆ Attendance : 15.0 % ◆ Mark of Usual : 20.0 % ◆ Midterm Exam : 25.0 % ◆ Final Exam : 10.0 % ◆ Other (2 tests on 17th 18th) : 30.0 %</p>
Note	<p>This syllabus may be uploaded at the website of Course Syllabus Management System at https://web2.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>※"Adhere to the concept of intellectual property rights" and "Do not illegally photocopy, download, or distribute." Using original textbooks is advised. It is a crime to improperly photocopy others' publications.</p>