

12029 企業情報 (W r i t i n g) Enterprise Information (Writing)			2 年次～ 前期 2 単位
担当者	Judith Ann Alexander	履修可能学科	E Pe Pc C W F
		関 連 資 格	
サブタイトル			
授業内容 ・ ねらい	This course will focus on the business documentation created to describe corporations. Corporations create standardized documentation for shareholders and regulators. Students will review the purpose, structure and content of various types of corporate information documents selected from leading corporations. Active participation is required during lectures as well as in group and pair work.		
授業計画	Tentative topics to be covered: 1. Structure, content and key components of Annual Reports 2. Describing the Corporation 3. Documenting financial highlights		
教科書 参考書	An English-Japanese, Japanese-English dictionary is required for this course. Handouts will be provided in class.		
評価方法	Grading will be based on homework, class participation, reports and tests.		
事前準備学習 履 修 条 件 等			