

101-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	導遊與領隊實務(一)	Serial No. / ID	2678 / RMB4003
Dept.	休閒事業管理學系	School System / Class	進修學士班4年1班
Lecturer	李俊憲	Full or Part-time	專任
Required / Credit	Optinal / 3	Graduate Class	Yes
Time / Place	(二)ABC / B402	Language	Chinese

Introduction
The class introduces the practical operation of travel agency, tour guide and tour manager. Students will be encouraged to attend the National Exam to get the qualification of tour guide and tour manager.

Outline
<ol style="list-style-type: none">1. Introduction to travel agency, tour guide and tour manager2. Practical skill of being a tour manager3. Aviation ticketing and terminology of tourism4. Introduction to tourism and brief history of Taiwan5. Introduction to the geography of Taiwan6. Introduction to the history and geography of the World7. Regulation of immigration8. Regulations and rules for tourism administration9. Outdoor visiting - the CKS airport10. Introduction to the foreign money exchange.11. First aid during the tour12. Introduction of heritage and history around the World13. Interpretation14. Tour planning15. International etiquette16. Psychology and behaviors of tourist18. The maintenance of tourism resources19. Introduction of Mainland China

Prerequisite
None.