

102-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	國際禮儀	Serial No. / ID	2073 / HOG1015
Dept.	餐旅管理學士學位學程	School System / Class	大學日間部1年2班
Lecturer		Full or Part-time	專任
Required / Credit	Required / 2	Graduate Class	No
Time / Place	(一)56 / H546	Language	Chinese

Introduction
To learn the basic etiquette which cover workplace, school, interview, restaurants etiquette.

Outline
Chapter One: What is Etiquette Chapter Two: First Meetings Chapter Three: Workplace Etiquette / Corporate Culture Chapter Four: Business Meetings / Negotiations Chapter Five: Dining Out / Restaurants Chapter Six: Dining In / Entertaining at Home Chapter Seven: School Etiquette Chapter Eight: Internet Etiquette

Prerequisite
None