

102-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	國際禮儀	Serial No. / ID	2083 / HOB1012
Dept.	餐旅管理學士學位學程	School System / Class	進修學士班1年1班
Lecturer	廖盈嵐	Full or Part-time	兼任
Required / Credit	Required / 2	Graduate Class	No
Time / Place	(二)AB / B403	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 / Entertainingat Home Chapter Seven:School Etiquette Chapter Eight:Internet Etiquette

Prerequisite
None