

# 102-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	專案計畫與簡報技巧	Serial No. / ID	2710 / IRM2063
Dept.	人力資源暨公共關係學系	School System / Class	大學日間部2年1班
Lecturer	陳月娥	Full or Part-time	專任
Required / Credit	Optinal / 3	Graduate Class	No
Time / Place	(四)567 / B402	Language	Chinese

Introduction
1.have basic specific plan writing ability 2.succesful oral reporting skill

Outline
1.plan definition and type 2.plan demand evaluation 3.demand evaluate and content modified 4.basic structure and other forms 5..plan budgetand gantt chart 6.plan control and goal management 7.oral reporting skill 8.practices

Prerequisite
basic classes 1.human resources management 2.human relationship and communication