國立高雄餐旅大學 旅館管理系日間部暨進修部 四年制技術系課程標準表

National Kaohsiung University of Hospitality and Tourism The Curriculum of Department of Hotel Management 112 學年度第一學期實施 For 2023 Academic Year

112 學年起入學適用

109 年 11 月 17 日 109 學年度第 1 學期第 1 次臨時系課程委員會修訂通過 / 110 年 4 月 15 日 109 學年度第 2 學期院課程會議審議通過 / 110 年 5 月 13 日 109 學年度第 2 學期校課程會議審議通過 / 110 年 5 月 16 日 110 學年度第 1 學期教務會議審議通過 / 110 年 12 月 16 日 110 學年度第 1 學期教務會議審議通過

111 年 10 月 27 日 111 學年度第 1 學期餐旅學院院課程會議討論通過 / 111 年 11 月 16 日 111 學年度第 1 學期校課程委員會審議通過 / 111 年 11 月 30 日 111 學年度第 1 學期教務會議審議通過

112 年 3 月 28 日 111 學年度第 2 學期系課程會議修訂通過/112 年 4 月 11 日 111 學年度第 2 學期餐旅學院院課程會議審議通過

112年5月18日111學年度第2學期校課程會議審議通過/112年5月31日111學年度第2學期教務會議審議通過

	第一學		第二學年						第	三學年			第四學年								
	First School Year					Second School Year							School Y			Forth School Year					
					-學期		第一學期		第二學期			第一學期		第二學期				第一學期		二學期	總計
類別	科目			Second		科目		emester		Semester	1		emester		Semester	科目		Semester		dSemester	r Total
Classification	Subject	學分	時數	學分		Subject	學分	時數	學分	時數	Subject	學分	1	學分	時數	Subject	學分	時數	學分		
		Credit	Hour	Credit	Hour		Credit	Hour	Credit	Hour	<u> </u>	Credit	Hour	Credit	Hour		Credit	Hour	Credit	Hour	4
	語文-英文(讀/寫)(一)(二)	2	2	2	2	語文-英文(聽/說)(三)	2	2								通識領域	2	2	2	2	
	English (Reading & Writing)(1) (2)	-	2	2		English (Listening & Speaking)(3)					_					Social Science Courses					_
	語文-英文(聽/說)(一)(二)	2				語文-第二外語(一)(二)*	2*	2	2*	2											
	English (Listening & Speaking)(1) (2)					Second Foreign Language(1) (2) *					4										
	人文一中國語文能力訓練				·																
	Humanity Courses-Chinese Speech &			2	2																
	Writing						1	i i			1							i		1	
	人文-中國文學欣賞																				
	Humanity Courses-Chinese Literature	2																			
校訂必修 General Education Required Course	Appreciation		2																		
	人文一中文寫作																				
	Humanity Courses-Chinese Writing 人文-生命閱讀與書寫																				日 36/
																					進 38
	Humanity Courses-Life Education in																				學分
	Reading and Writing 社會一經濟與生活																				
	Social Science Courses-Economics and			2																	Daytim
	Life				2																e
	社會一社會科學概論		1																		Progra
	Social Science Courses-Introduction to																				m-36
	Social Sciences Social Sciences																				Credits/
	社會一法學緒論		2																		Divisio
	Social Science Courses- Introduction to	2																			n of
	law studies																				
	社會一心理學																				continui
	Social Science Courses-Psychology																				ng
	社會一媒體識讀																				educati
	Social Science Courses-Communication																				on-38
	Studies																				Credits
	自然-計算機概論(一)(二)					人文一歷史與文化*					1										
	Introduction to Computer Science (1) (2)	1	2	1	2	Humanity Courses-History and Culture *	2*	2		1	_										
	自然-基礎統計*					藝術-美學導論*	2.	_												1	
	Basic Statistics *	2*	2			Appreciation of Aesthetics ★	2*	2													
	全民國防教育軍事訓練(一)(二)			0	2					2									ŀ		
	A11-out Defense Education Military	0	2			藝術一世界音樂*			2*												
	Training(1) (2)					The Music of World*															
	體育(一)(二)	日 0/	_	日 0/	2	體育分項 (進修部免修)	_		_		1										
	Physical Education(1) (2)	進1	2	進1		Physical Education	0	2	0	2											
	小計 Subtotal	日 11/ 進 12	(16)	日 9/ 進 10	(14)	小計 Subtotal	(8)	(10)	(4)	(6)	小計 Subtotal					小計 Subtotal	(2)	(2)	(2)	(2)	A
	餐旅管理	JE 12		近10		管理學										服務設計與創新					+
院訂	Introduction of Hospitality Management	3	3			Management	3	3								Service Design and Innovation	3	3			12
必修 School	introduction of Hospitality Management					服務管理		-			1	+	<u> </u>			Betwice Design and Innovation	+		+	+	學分
Required						Service Management			3	3											
Course	小計 Subtotal	3	3	0	0	小計 Subtotal	3	3	3	3	小計 Subtotal	0	0	0	0	小計 Subtotal	3	3	0	0	Credits
		,				•							V			1				4	4

雲端商業軟體應用(2學分/2時數) 院訂選修 Cloud Business Software Application (2 Credit / 2 Hour) 數位多媒體設計實務(2學分/2時數) School Elective Hospitality Self-Media Marketing (2 Credit / 2 Hour) 餐旅自媒體行銷(2學分/2時數) Course Applications of Digital Media Content Design (2 Credit / 2 Hour) 旅館財務管理 旅館英文(一) 客務實務 2 2 2 校外實習(一) Hotel English (I) Front Office Operations Hotel Financial Management 10 系 旅館日文(一) 校內實習(一) Internship(I) 旅館行銷管理 2 2 2 2 2 1 訂 Hotel Japanese(I) On-Campus Internship(I) Hotel Marketing Management 餐飲實務 旅館安全與衛生管理 校內實習(三) 必 3 3 2 2 2 Food and Beverage Service Hotel Security & Sanitation Management On-Campus Internship(III) 修 校外實習(二) 旅館資訊系統與操作實務 10 旅館人力資源管理 訂 餐旅專題講座 Internship(II) 54 必 Managing Information System in the 2 2 2 Hotel Human Resources 2 2 Hospitality Seminars 學 Hotel Industry Management 餐旅智慧與資訊科技應用實務 房務實務與管理 Department **Required** Housekeeping Operation and 3 3 Practical Applications of Hospitality 2. 2. Departme Course Intelligence and Information Technology Management nt 旅館日文(二) 校內實習(二) Required 2 2 2 Hotel Japanese(II) On-Campus Internship(II) Course 旅館會計學 54 CreditS 3 Hospitality Accounting 小計 Subtotal 小計 Subtotal 9 4 5 小計 Subtotal 小計 Subtotal 5 2. 4 4 10 10 11 10 10 6 觀光學 旅館英文(三) 進階旅館英文 2 2 2 2 2 2 Tourism Management Hospitality English (III) Intermediate Hotel English 人際關係與溝通技巧 旅館日文(三) 進階旅館日文 Human Relations and Communication 2 2 2 2 2 Hotel Japanese(III) Intermediate Hotel Japanese Skills 系 旅館督導實務 世界飲食文化 酒類專業知識 訂 2. 2 2 2 2 Supervision in the hotel 2 World Culture of Food & Beverage Wines knowledge 選 industry 旅館管理個案探討 修 宴會管理 服務中心作業實務 2 2 Case Study of Hotel 2 2 2 2 日 26/ Concierge Operation Banquet Management Management 進 24 餐旅法規 旅館客房銷售技能實務 旅館英文(四) 2 2 2 2 2 2 學分 Hospitality and Tourism Law Hospitality English (IV) Hotel Upselling Technique 餐旅大數據視覺化應用 Departme 國際禮儀 旅館日文(四) 2 2 2 2 Hospitality Big Data and 2 2 nt Elective 訂 International Etiquette Hotel Japanese(IV) Strategic Planning Course 選 餐旅職涯規劃 旅館顧客抱怨處理 高階旅館英文 2 2 2 2 2 2 Hospitality Career Planning Hotel Customer Complains Processing Advance Hotel English Daytime Department 高階旅館日文 跨文化服務與管理 管家服務 Program Elective 2 2 2 2 2 2 Cross-cultural Service and Management Butler Service Advance Hotel Japanese Course 旅館英文(二) 旅館業訓練技能實務 旅館優質服務 Credits/ 2 2 2 2 2 2 Hospitality English (II) Coaching Techniques for Hotel Industry Hotel Customer Service Division 旅館經營策略管理 of 公共關係 餐旅數位行銷

2

2

Hospitality Digital Marketing

Hotel Public Relations

continuin

education

38

Credits

日/進 128 分

2

2

2

Strategic Management ir

Hotel Purchasing Managemen

Hospitality Operations

旅館籌備與規劃

Hotel Pre-Opening 旅館採購管理與成本控制

and Cost Control

2

2

2

- 1. 畢業學分數為日/128學分、進/128學分(含校訂必修日/36、進/38學分、院訂必修 12學分、系訂必修 54學分、系訂選修日/26、進/24學分),跨系選修(含跨校、含跨領域微學分課程)至多承認 6學分。
 - The number of graduation credits is 128 credits for daytime students and 128 credits for evening students (including 36 credits for school-based compulsory courses for daytime students and 38 credits for evening students, 12 credits for college-based compulsory courses, 54 credits for department-based compulsory courses, 26 credits for department-based elective courses for daytime students and 24 credits for evening students), cross-department electives (including cross-school and cross-field micro-credit courses) are recognized for up to 6 credits.
- 2. 為辦理系訂必修『旅館英文(一)』課程抵免標準及規定:英語能力檢定相當於TOEIC850分(含)以上者並檢附測驗證明正本及影本可提出免修申請,惟免修之學分數須選修餐旅學院其他必修課程補足,並依本校「學生抵免學分要點」及「學生選課辦法」規定辦理。

To apply for the exemption standards and regulations for the compulsory "Hotel English (I)" course: Those whose English proficiency test score is equivalent to TOEIC 850 (inclusive) or above and who attach the original and photocopy of the test certificate can apply for exemption, but the exempted credits must be supplemented by other required elective courses of the School of Hospitality, and must be handled in accordance with the school's "Key Points for Student Credit Exemption" and "Student Course Selection Procedures".

3. 為辦理系訂必修『旅館日文(一)、(二)』課程抵免標準及規定:日文檢定測驗達N3(含)以上者並檢附測驗證明正本及影本可提出免修申請,惟免修之學分數須選修餐旅學院其他必修課程補足,並依本校「學生抵免學分要點」及「學生選課辦法」 規定辦理。

To apply for the exemption standards and regulations for the compulsory "Hotel Japanese (I) and (II)" courses: those who have passed the Japanese language certification test of N3 (inclusive) or above and submit the original and photocopy of the test certificate can apply for exemption, but the exempted credits must be made up by taking other required courses of the School of Hospitality, and shall be handled in accordance with the school's "Key Points for Student Credit Exemption" and "Student Course Selection Procedures" 校外實習成績需提據廠商實習證明並檢附該實習成果,作為成績評定標準。

- Off-campus internship results must be submitted with the manufacturer's internship certificate and attached internship outcomes as the performance evaluation standard.
- 學生每學期修習學分及互跨選修須依本校『日間部學生選課辦法』及『進修部學生選課辦法』相關規定辦理。

Students' credits each semester and cross-department electives must be handled in accordance with the relevant regulations of the school's "Course Selection Procedures for Daytime Students" and "Course Selection Procedures for Continuing Education Students"

- 基業前須符合本系訂定之畢業條件標準。
 - Before graduation, students must meet the graduation requirements set by the department.
- 7. *代表通識課程排課將考量班級數調整開課學期;()代表至少學分數或時數。
 - * represents that the general course schedule will consider the number of classes to adjust the offering semester; () represents the minimum number of credits or hours.
- 8. 體育為分項選課。
 - Physical education is an optional course.
- 9. 通識領域係指由通識教育中心所開設之選修課程。
 - General studies areas refer to the elective courses offered by the General Education Center.
- 10. 境外生校訂必修課程除軍訓外,參照「華語課程實施要點」辦理。
- In addition to military training, the compulsory courses for overseas students should be handled in accordance with the "Implementation Points of Chinese Courses".
- 11. 依據本校大學部學則第28條規定,實習每週授課1-3小時滿一學期者為一學分。

According to Article 28 of the University's Academic Regulations, an internship that lasts 1-3 hours per week for one semester will be counted as one credit.