

美和科技大學112學年度 下學期 教學計劃表

科目名稱	中文	餐飲服務技術I 4/4				
	英文	Catering service technology I				
開課	學制	四年制學院國合專班			必選修	必修
	科系	餐旅管理系 餐飲與旅館	學分數	4.0	授課教師	喻天福
	班別	四技餐國合一甲			全半學年	半
評分標準	期中成績百分比	25%	期末成績百分比	35%	平時成績百分比	40%
課程摘要	<p>一、教學目標：使學生對餐廳：</p> <p>A.以有理論性之完整的認知，具實境營運作業之實務操作經驗，及各類服務服勤專業水準。</p> <p>B.職業倫理與道德之建立、團體合作精神和榮譽心的培養，從業人員心理與新泰建設。以期能培育具國際化之餐飲專業服務人員。</p> <p>二、具備態度：熱愛生命、專業理想、認真實踐、學生生活的體驗與自我承諾</p>					
課程大綱	<p>三、教材內容</p> <p>A.介紹餐廳之功能、特性、種類、職責、組織、作業程序、空間配置、設備用品、環境氣氛。</p> <p>B.講授服務與服務理念、禮節、儀態，服務人員應具備條件、工作職掌、工作流程。</p> <p>C.餐桌擺設與餐桌服勤型別之講授與示範教學。</p> <p>D.各項基本中西餐服勤服務技巧講授與示範教學。</p>					
教學活動	<p>四、教學方式</p> <p>A.課堂講課。</p> <p>B.示範教學。</p> <p>C.分組操作。</p> <p>D.衛生、安全與倫理之強化教學。</p> <p>E.學生基本儀態訊咨及服務禮節。</p> <p>五、成績評分標準：</p> <p>期中考(學科)25%</p> <p>期末考(術科)35%</p> <p>平時成績 40% [服裝儀容 10%、出席率 15%、學習熱忱15%]</p> <p>「課程相關-全英文影音教學」</p>					
評分說明	<p>期中成績百分比：25%(英文題型/報告佔期中考總分10~20分)</p> <p>期末成績百分比：35%(英文題型/報告佔期末考總分 10~20分)</p> <p>平時成績百分比：40%</p>					
主要教材	餐廳與服勤	游達榮	文野出版社		1998.09	第一版
主要教材	餐旅服務I	游達榮	五南圖書出版公司		103/08	二版一刷
參考用書	生活禮儀	黃馨慧、柯澍馨	台北 空大		1997	
是否全程使用外語	否					
主要授課語言	國語					
次要授課語言	國語					
第一次上課日期	2023/09/14					
教學方式	講授,小組討論,口頭及書面報告,情境學習					
評量方式	實作評量,書面及口頭報告					
SDGs	4.優質教育,8.良好工作和經濟成長,10.消弭不平等,12.責任消費及生產循環					
核心能力	表達能力,迎接多元化生活能力,就業能力					
是否為遠距課程	否					

教學內容 涵蓋範圍	性別平等,智慧財產權,服務學習,職場安全,其他
備註	尊重智慧財產



教學方式	講授,小組討論,口頭及書面報告,情境學習
評量方式	紙筆測驗,實作評量
SDGs	4.優質教育,8.良好工作和經濟成長,10.消弭不平等,12.責任消費及生產循環
核心能力	表達能力,迎接多元化生活能力,就業能力
是否為遠距課程	否
教學內容涵蓋範圍	性別平等,智慧財產權,服務學習,職場安全,其他
Remark	尊重智慧財產

美和科技大學112學年度 下學期 教學進度表

課程名稱		餐飲服務技術I 4/4		科系	餐旅管理系餐飲與旅館服務國際學生產學合作專班	每週授課時數	4.0	授課教師	00010051喻天福
				班別	四技餐國合一甲				
週次	起訖日期	預定進度							
		章	節	教學內容			教學內容		
01	2024/02/19~2024/02/25			課程介紹 學科-講授理論課程。 術科-認識餐具；餐廳清潔；餐具保養。					
02	2024/02/26~2024/03/03			學科-講授理論課程。 術科-認識餐具；餐廳清潔；餐具保養。					
03	2024/03/04~2024/03/10			學科-理論課程。 術科-餐服基本禮節，認識餐具；餐廳清潔；去具保養；口布折疊；台布鋪換；托盤服務；冰水服勤。			A.課堂講課。 B.示範教學。 C.分組操作。		
04	2024/03/11~2024/03/17			學科-理論課程。 術科-餐服基本禮節，認識餐具；餐廳清潔；去具保養；口布折疊；台布鋪換；托盤服務；冰水服勤。			A.課堂講課。 B.示範教學。 C.分組操作。		
05	2024/03/18~2024/03/24			學科-理論課程。 術科-餐服基本禮節，認識餐具；餐廳清潔；去具保養；口布折疊；台布鋪換；托盤服務；冰水服勤。手持餐盤/玻璃杯；服務叉持使用；服勤行別操練；餐桌擺設。			A.課堂講課。 B.示範教學。 C.分組操作。 「課程相關-全英文影音教學		
06	2024/03/25~2024/03/31			學科-理論課程。 術科-餐服基本禮節，認識餐具；餐廳清潔；去具保養；口布折疊；台布鋪換；托盤服務；冰水服勤。手持餐盤/玻璃杯；服務叉持使用；服勤行別操練；餐桌擺設。			A.課堂講課。 B.示範教學。 C.分組操作。		
07	2024/04/01~2024/04/07			學科-理論課程。 術科-餐服基本禮節，認識餐具；餐廳清潔；去具保養；口布折疊；台布鋪換；托盤服務；冰水服勤；手持餐盤/玻璃杯；服務叉持使用；服勤行別操練；餐桌擺設；迎賓；帶位；入席；飲料推介；口布呈遞；菜單呈送；菜餚/佐餐酒推介；接點餐食點菜搞/點菜單分立/分發。			A.課堂講課。 B.示範教學。 C.分組操作。		
08	2024/04/08~2024/04/14			學科-理論課程。 術科-餐服基本禮節，認識餐具；餐廳清潔；去具保養；口布折疊；台布鋪換；托盤服務；冰水服勤；手持餐盤/玻璃杯；服務叉持使用；服勤行別操練；餐桌擺設；迎賓；帶位；入席；飲料推介；口布呈遞；菜單呈送；菜餚/佐餐酒推介；接點餐食點菜搞/點菜單分立/分發；葡萄酒服勤；上麵包；上菜；下餐盤；餐中台面清理；台布更換。			A.課堂講課。 B.示範教學。 C.分組操作。 課程相關-全英文影音教學		

09	2024/04/15~ 2024/04/21			<p>期中考試</p> <p>餐服基本禮節，認識餐具；餐廳清潔:去具保養；口布折疊:台布鋪換；托盤服務；冰水服勤；手持餐盤/玻璃杯；服務叉持使用；服勤行別操練；餐桌擺設；迎賓；帶位；入席；飲料推介；口布呈遞；菜單呈送；菜餚/佐餐酒推介；接點餐食點菜搞/點菜單分立/分發；葡萄酒服勤；上麵包；上菜；下餐盤；餐中台面清理；台布更換。</p>	學科考試
10	2024/04/22~ 2024/04/28			<p>學科-理論課程。</p> <p>術科-餐服基本禮節，認識餐具；餐廳清潔:去具保養；口布折疊:台布鋪換；托盤服務；冰水服勤；手持餐盤/玻璃杯；服務叉持使用；服勤行別操練；餐桌擺設；迎賓；帶位；入席；飲料推介；口布呈遞；菜單呈送；菜餚/佐餐酒推介；接點餐食點菜搞/點菜單分立/分發；葡萄酒服勤；上麵包；上菜；下餐盤；餐中台面清理；台布更換。</p>	<p>A.課堂講課。</p> <p>B.示範教學。</p> <p>C.分組操作。</p> <p>課程相關-全英文影音教學</p> <p>「課程相關-全英文影音教學</p>
11	2024/04/29~ 2024/05/05			<p>學科-理論課程。</p> <p>術科-餐服基本禮節，認識餐具；餐廳清潔:去具保養；口布折疊:台布鋪換；托盤服務；冰水服勤；手持餐盤/玻璃杯；服務叉持使用；服勤行別操練；餐桌擺設；迎賓；帶位；入席；飲料推介；口布呈遞；菜單呈送；菜餚/佐餐酒推介；接點餐食點菜搞/點菜單分立/分發；葡萄酒服勤；上麵包；上菜；下餐盤；餐中台面清理；台布更換。</p>	<p>A.課堂講課。</p> <p>B.示範教學。</p> <p>C.分組操作。</p>
12	2024/05/06~ 2024/05/12			<p>學科-理論課程。</p> <p>術科-餐服基本禮節，認識餐具；餐廳清潔:去具保養；口布折疊:台布鋪換；托盤服務；冰水服勤；手持餐盤/玻璃杯；服務叉持使用；服勤行別操練；餐桌擺設；迎賓；帶位；入席；飲料推介；口布呈遞；菜單呈送；菜餚/佐餐酒推介；接點餐食點菜搞/點菜單分立/分發；葡萄酒服勤；上麵包；上菜；下餐盤；餐中台面清理；台布更換。</p>	<p>A.課堂講課。</p> <p>B.示範教學。</p> <p>C.分組操作。</p>
13	2024/05/13~ 2024/05/19			<p>學科-理論課程。</p> <p>術科-餐服基本禮節，認識餐具；餐廳清潔:去具保養；口布折疊:台布鋪換；托盤服務；冰水服勤；手持餐盤/玻璃杯；服務叉持使用；服勤行別操練；餐桌擺設；迎賓；帶位；入席；飲料推介；口布呈遞；菜單呈送；菜餚/佐餐酒推介；接點餐食點菜搞/點菜單分立/分發；葡萄酒服勤；上麵包；上菜；下餐盤；餐中台面清理；台布更換。</p>	<p>A.課堂講課。</p> <p>B.示範教學。</p> <p>C.分組操作。</p>

14	2024/05/20~ 2024/05/26			學科-理論課程。 術科-餐服基本禮節，認識餐 具；餐廳清潔:去具保養；口布折 疊:台布鋪換；托盤服務；冰水服 勤；手持餐盤/玻璃杯；服務叉持 使用；服勤行別操練；餐桌擺 設；迎賓；帶位；入席；飲料推 介；口布呈遞；菜單呈送；菜餚/ 佐餐酒推介；接點餐食點菜搞/點 菜單分立/分發；葡萄酒服勤；上 麵包；上菜；下餐盤；餐中台面 清理；台布更換。	A.課堂講課。 B.示範教學。 C.分組操作。 課程相關-全英文影音教學
15	2024/05/27~ 2024/06/02			學科-理論課程。 術科-餐服基本禮節，認識餐 具；餐廳清潔:去具保養；口布折 疊:台布鋪換；托盤服務；冰水服 勤；手持餐盤/玻璃杯；服務叉持 使用；服勤行別操練；餐桌擺 設；迎賓；帶位；入席；飲料推 介；口布呈遞；菜單呈送；菜餚/ 佐餐酒推介；接點餐食點菜搞/點 菜單分立/分發；葡萄酒服勤；上 麵包；上菜；下餐盤；餐中台面 清理；台布更換。	A.課堂講課。 B.示範教學。 C.分組操作。 「課程相關-全英文影音教學
16	2024/06/03~ 2024/06/09			學科-理論課程。 術科-餐服基本禮節，認識餐 具；餐廳清潔:去具保養；口布折 疊:台布鋪換；托盤服務；冰水服 勤；手持餐盤/玻璃杯；服務叉持 使用；服勤行別操練；餐桌擺 設；迎賓；帶位；入席；飲料推 介；口布呈遞；菜單呈送；菜餚/ 佐餐酒推介；接點餐食點菜搞/點 菜單分立/分發；葡萄酒服勤；上 麵包；上菜；下餐盤；餐中台面 清理；台布更換。	A.課堂講課。 B.示範教學。 C.分組操作。
17	2024/06/10~ 2024/06/16			學科-理論課程。 術科-長桌鋪換/圓桌打設/口布摺 疊/餐桌擺設/餐廳服勤:迎賓；帶 位；入席；飲料推介；口布呈 遞；菜單呈送；菜餚/佐餐酒推 介；接點餐食點菜搞/點菜單分 立/分發；葡萄酒服勤；上麵 包；上菜；下餐盤；餐中台面清 理；台布更換。	A.課堂講課。 B.示範教學。 C.分組操作。
18	2024/06/17~ 2024/06/23			學科-理論課程。 術科-長桌鋪換/圓桌打設/口布摺 疊/餐桌擺設/餐廳服勤:迎賓；帶 位；入席；飲料推介；口布呈 遞；菜單呈送；菜餚/佐餐酒推 介；接點餐食點菜搞/點菜單分 立/分發；葡萄酒服勤；上麵 包；上菜；下餐盤；餐中台面清 理；台布更換。	A.課堂講課。 B.示範教學。 C.分組操作。

Course Procedures, Spring Semester2023MeiHo University

Course	餐飲服務技術I 4/4	Department	餐旅管理系餐飲與旅館服務國際學生產學合作專班	Hours	4.0	Instructor	00010051喻天福
		Class Name	四技餐國合一甲				
Week	Date	Progress				Activities	
		Chapter	Section	Content			
01	2024/02/19~ 2024/02/25			Course Introduction Discipline - teaching theoretical courses. Technical Subjects - Understanding cutlery; restaurant clean; tableware maintenance.			
02	2024/02/26~ 2024/03/03			Discipline - teaching theoretical courses. Technical Subjects - Understanding cutlery; restaurant clean; tableware maintenance.			
03	2024/03/04~ 2024/03/10			Discipline - theory courses. Technical Course - meal service basic courtesy, understanding cutlery; restaurant clean: go with maintenance; mouth cloth fold: shop for tablecloths; tray service; ice black coat.	A. lectures. B. Demonstration Teaching. C. grouping operations.		
04	2024/03/11~ 2024/03/17			Discipline - theory courses. Technical Course - meal service basic courtesy, understanding cutlery; restaurant clean: go with maintenance; mouth cloth fold: shop for tablecloths; tray service; ice black coat.	A. lectures. B. Demonstration Teaching. C. grouping operations.		
05	2024/03/18~ 2024/03/24			Discipline - theory courses. Technical Course - meal service basic courtesy, understanding cutlery; restaurant clean: go with maintenance; mouth cloth fold: shop for tablecloths; tray service; ice black coat. Handheld plate / glass; serving fork hold use; do not drill duty service line; table settings.	A. lectures. B. Demonstration Teaching. English video learning C. grouping operations.		
06	2024/03/25~ 2024/03/31			Discipline - theory courses. Technical Course - meal service basic courtesy, understanding cutlery; restaurant clean: go with maintenance; mouth cloth fold: shop for tablecloths; tray service; ice black coat. Handheld plate / glass; serving fork hold use; do not drill duty service line; table settings.	A. lectures. B. Demonstration Teaching. C. grouping operations.		



07	2024/04/01~ 2024/04/07			Discipline - theory courses. Technical Course - meal service basic courtesy, understanding cutlery; restaurant clean: go with maintenance; mouth cloth fold: shop for tablecloths; tray service; ice duty service; handheld plate / glass; service support using fork; duty service lines do not practice; table settings; welcome; Usher; seated; beverages Recommend; mouth cloth presentation; menu presentation; dishes / table wine Available; contacts a la carte meals out / carte menu discrete / distribution.	A. lectures. B. Demonstration Teaching. C. grouping operations.
08	2024/04/08~ 2024/04/14			Discipline - theory courses. Technical Course - meal service basic courtesy, understanding cutlery; restaurant clean: go with maintenance; mouth cloth fold: shop for tablecloths; tray service; ice duty service; handheld plate / glass; service support using fork; duty service lines do not practice; table settings; welcome; Usher; seated; beverages Recommend; mouth cloth presentation; menu presentation; dishes / table wine Available; contacts a la carte meals out / carte menu discrete / distribution.	A. lectures. B. Demonstration Teaching. English video learning C. grouping operations. English video learning
09	2024/04/15~ 2024/04/21			Midterm Exam Meals served basic courtesy, understanding cutlery; restaurant clean: go with maintenance; mouth cloth fold: shop for tablecloths; tray service; ice duty service; handheld plate / glass; service support using fork; duty service lines do not practice; table settings ; welcome; Usher; seated; beverages Recommend; mouth cloth presentation; menu presentation; dishes / table wine Available; contacts a la carte meals out / carte menu discrete / distribution; wine duty service; bread; serving; next meal tray; meal table clean-up; tablecloths replacement.	Subject Exam
10	2024/04/22~ 2024/04/28			Discipline - theory courses. Technical Course - meal service basic courtesy, understanding cutlery; restaurant clean: go with maintenance; mouth cloth fold: shop for tablecloths; tray service; ice duty service; handheld plate / glass; service support using fork; duty service lines do not practice; table settings; welcome; Usher; seated; beverages Recommend; mouth cloth presentation; menu presentation; dishes / table wine Available; contacts a la carte meals out / carte menu discrete / distribution; wine duty service; bread; serving; lower plate; meal table clean-up; tablecloths replacement.	A. lectures. B. Demonstration Teaching. English video learning C. grouping operations. English video learning

11	2024/04/29~ 2024/05/05			Discipline - theory courses. Technical Course - meal service basic courtesy, understanding cutlery; restaurant clean: go with maintenance; mouth cloth fold: shop for tablecloths; tray service; ice duty service; handheld plate / glass; service support using fork; duty service lines do not practice; table settings; welcome; Usher; seated; beverages Recommend; mouth cloth presentation; menu presentation; dishes / table wine Available; contacts a la carte meals out / carte menu discrete / distribution; wine duty service; bread; serving; lower plate; meal table clean-up; tablecloths replacement.	A. lectures. B. Demonstration Teaching. C. grouping operations.
12	2024/05/06~ 2024/05/12			Discipline - theory courses. Technical Course - meal service basic courtesy, understanding cutlery; restaurant clean: go with maintenance; mouth cloth fold: shop for tablecloths; tray service; ice duty service; handheld plate / glass; service support using fork; duty service lines do not practice; table settings; welcome; Usher; seated; beverages Recommend; mouth cloth presentation; menu presentation; dishes / table wine Available; contacts a la carte meals out / carte menu discrete / distribution; wine duty service; bread; serving; lower plate; meal table clean-up; tablecloths replacement.	A. lectures. B. Demonstration Teaching. C. grouping operations.
13	2024/05/13~ 2024/05/19			Discipline - theory courses. Technical Course - meal service basic courtesy, understanding cutlery; restaurant clean: go with maintenance; mouth cloth fold: shop for tablecloths; tray service; ice duty service; handheld plate / glass; service support using fork; duty service lines do not practice; table settings; welcome; Usher; seated; beverages Recommend; mouth cloth presentation; menu presentation; dishes / table wine Available; contacts a la carte meals out / carte menu discrete / distribution; wine duty service; bread; serving; lower plate; meal table clean-up; tablecloths replacement.	A. lectures. B. Demonstration Teaching. C. grouping operations.
14	2024/05/20~ 2024/05/26			Discipline - theory courses. Technical Course - meal service basic courtesy, understanding cutlery; restaurant clean: go with maintenance; mouth cloth fold: shop for tablecloths; tray service; ice duty service; handheld plate / glass; service support using fork; duty service lines do not practice; table settings; welcome; Usher; seated; beverages Recommend; mouth cloth presentation; menu presentation; dishes / table wine Available; contacts a la carte meals out / carte menu discrete / distribution; wine duty service; bread; serving; lower plate; meal table clean-up; tablecloths replacement.	A. lectures. B. Demonstration Teaching. C. grouping operations. English video learning

15	2024/05/27~ 2024/06/02			Discipline - theory courses. Technical Course - meal service basic courtesy, understanding cutlery; restaurant clean: go with maintenance; mouth cloth fold: shop for tablecloths; tray service; ice duty service; handheld plate / glass; service support using fork; duty service lines do not practice; table settings; welcome; Usher; seated; beverages Recommend; mouth cloth presentation; menu presentation; dishes / table wine Available; contacts a la carte meals out / carte menu discrete / distribution; wine duty service; bread; serving; lower plate; meal table clean-up; tablecloths replacement.	A. lectures. B. Demonstration Teaching. English video learning C. grouping operations.
16	2024/06/03~ 2024/06/09			Discipline - theory courses. Technical Course - meal service basic courtesy, understanding cutlery; restaurant clean: go with maintenance; mouth cloth fold: shop for tablecloths; tray service; ice duty service; handheld plate / glass; service support using fork; duty service lines do not practice; table settings; welcome; Usher; seated; beverages Recommend; mouth cloth presentation; menu presentation; dishes / table wine Available; contacts a la carte meals out / carte menu discrete / distribution; wine duty service; bread; serving; lower plate; meal table clean-up; tablecloths replacement.	A. lectures. B. Demonstration Teaching. C. grouping operations.
17	2024/06/10~ 2024/06/16			Discipline - theory courses. Technical Course - meal service basic courtesy, understanding cutlery; restaurant clean: go with maintenance; mouth cloth fold: shop for tablecloths; tray service; ice duty service; handheld plate / glass; service support using fork; duty service lines do not practice; table settings; welcome; Usher; seated; beverages Recommend; mouth cloth presentation; menu presentation; dishes / table wine Available; contacts a la carte meals out / carte menu discrete / distribution; wine duty service; bread; serving; lower plate; meal table clean-up; tablecloths replacement.	A. lectures. B. Demonstration Teaching. C. grouping operations.
18	2024/06/17~ 2024/06/23			Discipline - theory courses. Technical Course - shop for the long table / round table set up to fight / I cloth folding / table setting / Restaurant duty service: welcome; Usher; seated; beverages Recommend; mouth cloth presentation; menu presentation; dishes / table wine Available; contacts meals point dish out / carte menu discrete / distribution; wine duty service; bread; serving; the lower tray; meal table clean-up; tablecloths replacement.	A. lectures. B. Demonstration Teaching. C. grouping operations.