

1.

2.

1.

表 1 岗位能力要求分解图表

序号	岗位能力	能力要求及必须具备的知 识	开设课程	实践环节
1				/
2				/

3				/
4				/
5				/

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12

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13.

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19

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1

4

2

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6

APP

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7

" " " " " "

8

9

10

Front Office Section Housekeeping Section Food and
Beverage Section Other Services.

11

12

15.

“ ” “ ”

16

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18

19

1

2

" " " " " "

3

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21.

22

23

25

26

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29.

30.

31.

32

33

IT Reservation Group Reservation Reservation
Revision Early Check-in Extending the Stay Changing the
Room Ticket Booking Renting Equipment Interpretation
Service Pick-up Service Luggage Deposit Mail Deliver Credit Card
Payment Cash Payment Foreign Currency Exchange Cleaning the
Room Turn-down Service Adding Beds Express Service Special
Requirement Laundry Damage Wake-up Service Shoe-shining
Service Baby-sitting Serving Reserved Guests Serving Non-reserved
Guest Settling Complaints about Reservation Settling Complaints
about Room Facilities Settling Complaints about Food

34.

35.

36

2 3 134
18 /1 2600 28 /1

1

50% 1/4.
2 38 2 3 10%

表 2 理论教学进程表

								1		2		3	
						16	18	18	18	18	20		
/													
1	99000012B		4	72	64	8		4					
2	99000022B		3	54	46	8	3						
3	99000032A	(1)	1	40	8		8						

4	99000042C	(2)				8		8					
5	99000052A	(3)			8				8				
6	99000062A	(4)			8					8			
7	99000072A	(5)			8						8		
10	99000082B	1	3	56	30	26	3						
11	99000092B	2	4	72	46	26		4					
12	99000122B	1	2	36	4	32	2						
13	99000132B	2	2	36	4	32		2					
14	99000142B	3	2	36	4	32			2				
15	99000102B		3	54	27	27		3					
16	99000242B		2	36	18	18			1				
17	99000162B		2	36	30	6		2					
18	99000222B	1	1	9	6	3	9						
19	99000232B	2		9	6	3		9					
20	99000202A		1	12	12	0	12						
21	99000172B		2	36	18	18			2				
			32	594	347	247	8	15	5				
22	03100010B		3	48	32	16	3						
23	03100020B		3	48	32	16	3						
25	03100030B	1	2	36	18	18			2				
26	03100040B	2	3	54	36	18				3			
27	03100050B		3	48	32	16	3						
28	03100060B		3	48	32	16	3						
29	03100070B		4	72	54	18		4					
30	03700080B		2	36	18	18			2				
31	03100090B		4	72	54	18			4				
32	03100100B		4	72	36	36			4				
33	03100110B		4	72	36	36				4			
34	03100120B		3	54	36	18			3				
35	03100130B		3	54	36	18				4			
36	03100140B		3	54	36	18				3			
37	03100150B		3	54	36	18			3				
38	03100160B		3	54	27	27		3					
39	03100170B		3	54	27	27				3			

		18	16	254	189	189	2		18
		20	18	303	218	218	2		
		20	18	300	248	230	2		
		20	18	269	225	243	2		
		20		8	250	250			
		20	20	0	336	336		20	
		118		2600	1134	1466	8		

2

5

表 5 各类课程学时分配

			%
		670	25.7
		1254	48.2
		676	26.1
		2600	100
		2266	87.1
		334	12.9
		1134	43.3
		1466	56.7

1.

9

1

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2

6

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2000x1800mm

3.

LBT 031-2014

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2

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134

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B

表 6 应修学分要求和可考取的职业技能等级证书等

	34	/
	80	B
	20	
	134	

(一) 教学进程安排表

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
			--	--	--	--	--	--	--	--	--	--	--	--	--	--	--			
	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--		
	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--		
	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--		
1																				
2	-- //																			

(二) 汕头职业技术学院专业教学计划变更申请表

1

2

3

1.

" 2+1"

