

應用學習課程概覽

Prospectus for Applied Learning

2019-21



前言	Foreword	4
應用學習答問篇	Questions and Answers on Applied Learning	6
高中應用學習課程(2019-21學年)一覽表	List of Senior Secondary Applied Learning Courses (2019-21 Cohort)	8
課程資料	Course Information	11
創意學習	Creative Studies	12
1. 展示及首飾設計	Display and Jewellery Design	
2. 時裝形象設計	Fashion Image Design	
3. 室內設計	Interior Design	
4. 電腦遊戲及動畫設計	Computer Game and Animation Design	
5. 舞出新機 — 舞蹈藝術	Taking a Chance on Dance	
6. 由戲開始 · 劇藝縱橫	The Essentials of Theatre Arts	
媒體及傳意	Media and Communication	24
7. 電影及超媒體	Film and Transmedia	
8. 創意廣告	Creative Advertising	
9. 雜誌編輯與製作	Magazine Editing and Production	
10. 公關及傳訊	Public Relations and Communication	
商業、管理及法律	Business, Management and Law	32
11. 電子商務會計	Accounting for e-Business	
12. 商業數據分析	Business Data Analysis	
13. 中小企創業實務	Entrepreneurship for SME	
14. 市場營銷及網上推廣	Marketing and Online Promotion	
15. 香港執法實務	Law Enforcement in Hong Kong	
服務	Services	42
16. 甜品及咖啡店營運	Pâtisserie and Café Operations	
17. 西式食品製作	Western Cuisine	
18. 酒店服務營運	Hospitality Services in Practice	
19. 酒店營運	Hotel Operations	
20. 幼兒發展	Child Care and Development	
21. 幼兒教育	Child Care and Education	
22. 美容學基礎	Fundamental Cosmetology	
應用科學	Applied Science	56
23. 動物護理	Animal Care	
24. 中醫藥學基礎	Foundation in Chinese Medicine	
25. 健康護理實務	Health Care Practice	
26. 醫務化驗科學	Medical Laboratory Science	
27. 應用心理學	Applied Psychology	
28. 實用心理學	Practical Psychology	
29. 運動科學及體適能	Exercise Science and Health Fitness	
30. 運動及體適能教練	Sports and Fitness Coaching	
工程及生產	Engineering and Production	72
31. 建構智慧城市	Constructing Smart Cities	
32. 電機及能源工程	Electrical and Energy Engineering	
33. 電腦鑑證科技	Computer Forensic Technology	
34. 物聯網應用	Internet of Everything Application	
35. 航空學	Aviation Studies	
36. 鐵路學	Railway Studies	
應用學習中文 (非華語學生適用)	Applied Learning Chinese (for non-Chinese speaking students)	84
37. 商業服務中文	Chinese in Business Service	
38. 實用情境中文	Chinese in Practical Context	
39. 實務中文	Practical Chinese	

應用學習課程是高中課程的選修科目之一。課程內容實踐與理論並重，與寬廣的專業和職業領域緊密連繫，配合核心科目、選修科目及其他學習經歷，構成靈活的科目組合，提供學習理論和實踐的機會，以照顧學生的不同學習需要，讓學生體驗全面的學習經歷。

應用學習旨在讓學生從應用及實踐中學習基礎的理論和概念，培養他們的共通能力和入門技能，藉以促進未來升學及就業，並幫助學生探索及了解就業及終身學習的路向。

在第十屆（2019-21學年），教育局批核39個應用學習課程，包括三個應用學習中文（非華語學生適用）（下稱「應用學習中文」）課程，由11個課程提供機構提供。應用學習分為六個學習範疇，包括：

創意學習
媒體及傳意
商業、管理及法律
服務
應用科學
工程及生產

應用學習中文由2014/15學年開始實施，旨在為符合特定情況[#]的非華語學生提供額外途徑，獲取另一中文資歷，為升學及就業作好準備。非華語學生可因應個人的語文能力、興趣和志向，選擇修讀應用學習中文。

每個應用學習課程的總課時為180小時，在一般情況下，課程的修讀期橫跨中五及中六；而每個應用學習中文課程的總課時為270小時，修讀期橫跨中四至中六。

由2018年開始，香港中學文憑考試應用學習的學生成績匯報細分為：「達標」、「達標並表現優異 (I)」和「達標並表現優異 (II)」。大部分應用學習課程已載錄於資歷名冊，屬於資歷架構第三級的證書課程，學生成功完成應用學習課程，除得到香港中學文憑資歷外，亦會獲課程提供機構頒發資歷架構第三級證書。至於應用學習中文，則沿用「達標」和「達標並表現優異」的等級。應用學習中文與資歷架構第一級至第三級掛鈎。除香港中學文憑資歷外，學生達到出席率及不同級別的評核要求，亦會獲課程提供機構頒發相應級別的資歷架構證書。

此課程概覽由教育局應用學習組編撰，課程資料由課程提供機構提供，內容包括39個應用學習課程的簡介、升學路向、就業出路及授課安排等詳細資料，供學生、家長及教師參考。所有現時修讀高中課程的中四學生，均可透過就讀學校報名修讀應用學習課程。如欲進一步了解課程詳情，可直接向有關課程提供機構查詢或聯絡應用學習組：

香港九龍九龍塘沙福道19號
教育局九龍塘教育服務中心西座一樓
教育局課程發展處
總課程發展主任（應用學習）
電話：3698 3186 傳真：2714 2456 電郵：aplinfo@edb.gov.hk

[#] 學生在接受中小學教育期間學習中國語文少於六年時間；或學生在學校學習中國語文已有六年或以上時間，但期間是按一個經調適並較淺易的中國語文課程學習，而有關的課程一般並不適用於其他大部分在本地學校就讀的學生。

Applied Learning (ApL) courses are elective subjects within the senior secondary curriculum. ApL offers studies with equal emphasis on practice and theory linked to broad professional and vocational fields. For holistic learning, a flexible combination of ApL with core subjects, elective subjects and Other Learning Experiences helps provide theoretical and applied learning opportunities to cater for students' diverse learning needs.

ApL aims to enable students to understand fundamental theories and concepts through application and practice and to develop their generic skills and beginners' skill set for further studies and work. ApL helps students explore their career aspirations and orientation for lifelong learning.

In the tenth cohort (2019-21 cohort), 39 ApL courses, including three Applied Learning Chinese (for non-Chinese speaking students) (ApL(C)) courses, provided by 11 course providers, are approved by the Education Bureau. There are six areas of studies in ApL, namely:

Creative Studies

Media and Communication

Business, Management and Law

Services

Applied Science

Engineering and Production

ApL(C) is introduced, starting from the 2014/15 school year, to provide an additional channel exclusively for non-Chinese speaking (NCS) students fulfilling the specified circumstances[#] to obtain an alternative Chinese language qualification to prepare them for further studies and career pursuits. NCS students can choose to study ApL(C) according to their language ability, interests and aspirations.

The duration of ApL course is 180 contact hours, generally spanning Secondary 5 to 6, whereas the duration of ApL(C) course is 270 contact hours, spanning Secondary 4 to 6.

Effective from the 2018 Hong Kong Diploma of Secondary Education (HKDSE) Examination, the reporting of student performance in ApL courses is refined to "Attained", "Attained with Distinction (I)" and "Attained with Distinction (II)". Most ApL courses are registered in the Qualifications Register as certificate programmes at Qualifications Framework (QF) Level 3. Students will obtain a QF Level 3 certificate issued by course providers in addition to the HKDSE qualification upon successful completion of these ApL courses. For ApL(C), "Attained" and "Attained with Distinction" will continue to be used. ApL(C) is pegged at the QF Levels 1-3. In addition to the HKDSE qualification, students will obtain QF certificate(s) issued by course providers upon meeting the assessment and attendance requirements of different levels of ApL(C).

This Prospectus is compiled by the Applied Learning Section of the Education Bureau with course information provided by the course providers. The Prospectus covers information about 39 ApL courses including the articulation to further studies, career pathways as well as lesson arrangements etc., for reference of students, parents and teachers. All current Secondary 4 students who are following the senior secondary curriculum may apply through their respective schools for taking ApL courses. For further enquiries about the course details, please contact the respective course providers direct or the Applied Learning Section as follows:

Chief Curriculum Development Officer (Applied Learning)

Curriculum Development Institute, Education Bureau

1/F, West Block, Education Bureau Kowloon Tong Education Services Centre,

19 Suffolk Road, Kowloon Tong, Kowloon, Hong Kong

Telephone: 3698 3186 Fax: 2714 2456 Email: aplinfo@edb.gov.hk

[#] Students who have learned Chinese Language for less than six years while receiving primary and secondary education; or students who have learned Chinese Language for six years or more in schools, but have been taught an adapted and simpler Chinese Language curriculum not normally applicable to the majority of students in local schools.

1. 學生可以怎樣報讀應用學習課程？

有意選修應用學習課程的學生，必須透過就讀學校向教育局申請，並參予課程提供機構所安排的甄選程序。

2. 每名學生可修讀多少個應用學習課程？

高中課程的設計理念，是為學生提供廣闊而均衡的學習經歷，以達至全人發展。因此，教育局不鼓勵學生修讀多於兩個應用學習課程作為選修科目，其中不包括應用學習中文（非華語學生適用）（下稱「應用學習中文」）課程在內。

3. 應用學習課程會於甚麼時候、甚麼地點上課？

應用學習課程的推行分為兩個模式：模式一和模式二。如學校選擇模式一，上課地點一般安排在星期六於課程提供機構的場地進行。如學校選擇模式二，課堂主要在學生就讀的學校進行，上課時間將由校方與課程提供機構協定。

4. 學生需要支付應用學習課程的費用嗎？

所有在資助中學、官立中學、直接資助中學、按位津貼學校及設有高中班級的特殊學校修讀由課程發展議會所建議之高中課程的學生，會獲教育局全數資助課程費用。

5. 如何評核學生在應用學習的表現？

學生修讀應用學習課程的表現是由課程提供機構負責評估，包括進展性及總結性的評估，並主要由有關導師負責執行。為確保評核水平一致，香港考試及評核局會負責調整由課程提供機構所呈交的評核成績。

6. 應用學習的成績將如何匯報？

應用學習科目的成績會記錄在香港中學文憑上。由2018年開始，香港中學文憑考試應用學習的學生成績匯報細分為：「達標」、「達標並表現優異(I)」和「達標並表現優異(II)」。「達標並表現優異(I)」的表現水平等同香港中學文憑考試甲類科目第三級的成績，而「達標並表現優異(II)」的表現水平等同第四級或以上的成績。至於應用學習中文，則沿用「達標」和「達標並表現優異」的等級，有關再細分等級的問題，我們會收集更多資料，作進一步考慮。考生表現低於「達標」的水平或出席率少於總課時的80%將評定為「未達標」，其表現水平並不會在證書上匯報。

7. 除香港中學文憑外，學生還會獲得甚麼資歷？

大部分應用學習課程已載錄於資歷名冊，屬於資歷架構第三級的證書課程。學生成功完成這些課程，除得到香港中學文憑資歷外，亦會獲課程提供機構頒發資歷架構第三級證書。應用學習中文與資歷架構第一級至第三級掛鉤。除香港中學文憑資歷外，學生達到不同級別的評核及出席率要求，亦會獲課程提供機構頒發相應級別的資歷架構證書。詳情可瀏覽資歷名冊網頁 (www.hkqr.gov.hk)。

8. 學生修讀應用學習課程後，有甚麼升學路向可供選擇？

在升讀學士學位課程方面，整體而言，各大專院校認同學生在應用學習所累積的學習經驗。個別院校、學院或課程會以應用學習科目作為選修科目、給予額外分數或作為額外的輔助資料。在升讀副學位課程方面，學生如在香港中學文憑考試其中五科（包括中國語文科及英國語文科）達到第二級或以上的成績，便可報讀副學士學位課程或高級文憑課程。一般而言，學生最多可提交兩個應用學習科目的成績，以報讀該等課程。有關詳情，請瀏覽各院校網頁。

大學教育資助委員會資助大學及絕大部分專上院校接納應用學習中文的「達標」成績為非華語學生報讀課程所需的其他中國語文科資歷的基本等級要求。就課程設計而言，應用學習中文屬於以職業範疇作為學習情境的語文課程，有別於其他着重與特定專業/職業範疇相關知識及入門技能的應用學習課程。基於上述背景，應用學習中文不會被視為選修科目。有關詳情，請瀏覽各院校網頁。

9. 應用學習對學生的事業發展取向有幫助嗎？

學生可透過應用學習課程所提供與職業相關的情境，加深對各行各業的認識，而實習環節亦讓學生獲取寶貴的實踐經驗。這些體驗不但可開拓學生的視野，更可協助他們在特定的範疇內探索及了解就業及終身學習的路向。

10. 應用學習對學生認識職業專才教育有幫助嗎？

在高中階段，學生可透過應用學習課程、其他學習經歷活動及其他學科中提供與工作有關的經歷，進一步認識職業專才教育。應用學習課程並非為職前訓練而設，其課程與廣闊的專業和職業領域相關連。通過應用與實踐，應用學習幫助學生學習基礎的理論與概念，發展入門技能、與職業相關的能力和共通能力，以及探索就業和終身學習的路向。

11. 僱主對應用學習的認受性如何？

在聘任公務員時，政府接受應用學習科目在香港中學文憑的成績（包括「達標」及「達標並表現優異」，最多計算兩科）。公務員事務局亦接納應用學習中文的「達標」和「達標並表現優異」成績為符合有關公務員職級的中文語文能力要求。詳情請參閱公務員事務局網頁 (www.csb.gov.hk)。教育局會繼續與各界保持聯繫及交流，加深各界對應用學習的認識，以助加強其認受性。

12. 課程一覽表列出的應用學習課程會否一定開辦？

課程提供機構會因應情況（例如：報讀個別課程的學生人數）確定最終能否開辦以中文/英文為教學語言的班別。

Questions and Answers on Applied Learning

1. How can students enrol in Applied Learning (ApL) courses?

Students interested in choosing ApL courses as elective subjects must apply through their respective secondary schools, and participate in the student selection arranged by course providers.

2. How many ApL courses can each student take?

The rationale of the senior secondary curriculum is to provide students with an opportunity to expose to broad and balanced learning experiences for promoting whole person development. Hence, students are not encouraged to take more than two ApL courses as elective subjects (excluding ApL(C)).

3. When and where will ApL courses be conducted?

There are two modes of implementation for ApL courses: Mode 1 and Mode 2. For schools opting Mode 1, lessons are usually conducted on Saturdays at the venues of the course providers, whereas for schools opting Mode 2, lessons take place mainly in the students' own schools with timetables arranged by the course providers and schools.

4. Do students need to pay for ApL courses?

All students in aided, government and caput secondary schools, as well as secondary schools under the Direct Subsidy Scheme and special schools with senior secondary classes following the senior secondary curriculum recommended by the Curriculum Development Council will be fully subsidised by the Education Bureau to take ApL courses.

5. How to assess the performance of students in ApL?

Assessment of student performance in ApL courses, including both formative and summative assessments, are undertaken by course providers and administered mainly by the respective course tutors. To ensure the consistency of assessment standards, the Hong Kong Examinations and Assessment Authority is responsible for the moderation of the assessment results submitted by course providers.

6. How will the results of student performance in ApL be reported?

The ApL results are recorded in the Hong Kong Diploma of Secondary Education (HKDSE). Effective from the 2018 HKDSE Examination, the reporting of student performance in ApL courses is refined to "Attained", "Attained with Distinction (I)" and "Attained with Distinction (II)". Performance of "Attained with Distinction (I)" is comparable to Level 3 while "Attained with Distinction (II)" is comparable to Level 4 or above of Category A subjects of the HKDSE Examination. For ApL(C), "Attained" and "Attained with Distinction" will continue to be used, and refinement of these levels would be considered when more data is collected. Candidates with performance below the standard of "Attained", or attendance rates below 80%, will be designated as "Unattained", which will not be reported on the certificate.

7. What other qualifications will students obtain apart from the HKDSE?

Most ApL courses are registered in the Qualifications Register as certificate programmes at Qualifications Framework (QF) Level 3. Students will obtain a QF Level 3 certificate issued by course providers in addition to the HKDSE qualification upon successful completion of these ApL courses. ApL(C) is pegged at the QF Levels 1-3. In addition to the HKDSE qualification, students will obtain QF certificate(s) issued by course providers upon meeting the assessment and attendance requirements of different levels of ApL(C). Details are available at the Qualifications Register website (www.hkqr.gov.hk).

8. Upon successful completion of ApL courses, are there any corresponding pathways for students to further their studies?

For further studies in undergraduate programmes, in general, the tertiary institutions value the learning experiences that students acquire in ApL. ApL subjects are used as elective subjects, or considered for award of extra bonus or additional information, varying by individual institutions, faculties or programmes. For sub-degree programmes, students with Level 2 in five HKDSE subjects (including Chinese Language and English Language) are eligible to apply for admission to Associate Degree or Higher Diploma programmes. In general, each student is allowed to use up to two ApL subjects in the application. Please refer to the websites of individual institutions for details.

ApL(C) is accepted by the University Grants Committee-funded universities and most post-secondary institutions as an alternative qualification in Chinese Language for the admission of NCS students with "Attained" as the minimum grade required. By design, ApL(C) is a language course using the vocational field as the context. It differs from other ApL courses which focus on the knowledge and beginners' skill set related to a specific professional/vocational field. Against this background, ApL(C) cannot be treated as an elective subject. Please refer to the websites of individual institutions for details.

9. Can ApL enhance students' career aspirations?

Through the career-related contexts of ApL courses, students can familiarise themselves with a wide variety of professions and trades. They will also gain precious experience from the practicum sessions of these courses. These eye-opening experiences help them explore their career aspirations and orientation for lifelong learning in specific areas.

10. Can ApL enhance students' understanding of Vocational and Professional Education and Training (VPET)?

At the senior secondary level, students' understanding of VPET is further enhanced through ApL courses, the career-related experiences embedded in the Other Learning Experiences activities and other subjects. ApL curriculum is not intended to provide pre-vocational training. ApL courses are linked to broad professional and vocational fields. Through application and practice, ApL helps students to understand fundamental theories and concepts, develop beginners' skill set, career-related competencies and generic skills, and explore career aspirations and orientations for lifelong learning.

11. How do employers recognise ApL?

For civil service appointments, the Government accepts students' ApL results in HKDSE (including "Attained" and "Attained with Distinction", up to a maximum of two ApL subjects). CSB also accepts "Attained" and "Attained with Distinction" in ApL(C) as meeting the Chinese language proficiency requirements of relevant civil service ranks. Details are available on the website of CSB (www.csb.gov.hk). The EDB will continue to maintain communication and exchange with stakeholders to enhance their understanding and recognition of ApL.

12. Will all the ApL courses listed be offered?

Course Providers will confirm finally whether to operate classes with Chinese / English as the Medium of Instruction according to individual situation (e.g. number of student applicants for individual courses).

學習範疇 Area of Studies	課程組別 Course Cluster	科目代碼 Subject Code	課程 Course <small>註一及註二 NOTE 1 & NOTE 2</small>	課程提供機構 Course Provider <small>註三 NOTE 3</small>	教學語言 Medium of Instruction <small>註四 NOTE 4</small>
創意學習 Creative Studies	1. 設計學 Design Studies	701	1. 展示及首飾設計 [△] Display and Jewellery Design [△]	HKBU (SCE)	中文 Chinese
		676	2. 時裝形象設計 [△] Fashion Image Design [△]	VTC	中文或英文 Chinese or English
		668	3. 室內設計 [△] Interior Design [△]	VTC	中文或英文 Chinese or English
	2. 媒體藝術 Media Arts	669	4. 電腦遊戲及動畫設計 [△] Computer Game and Animation Design [△]	VTC	中文或英文 Chinese or English
		3. 表演藝術 Performing Arts	599	5. 舞出新機－舞蹈藝術 [△] Taking a Chance on Dance [△]	HKAPA
	677		6. 由戲開始·劇藝縱橫 [△] The Essentials of Theatre Arts [△]	HKAPA	中文 Chinese
媒體及傳意 Media and Communication	4. 電影、電視與廣播學 Films, TV and Broadcasting Studies	702	7. 電影及超媒體 [△] Film and Transmedia [△]	VTC	中文或英文 Chinese or English
	5. 媒體製作與公共關係 Media Production and Public Relations	697	8. 創意廣告 [△] Creative Advertising [△]	CityU (SCOPE)	中文或英文 Chinese or English
		678	9. 雜誌編輯與製作 [△] Magazine Editing and Production [△]	CUSCS	中文 Chinese
		692	10. 公關及傳訊 [△] Public Relations and Communication [△]	HKCT	中文或英文 Chinese or English
商業、管理及法律 Business, Management and Law	6. 會計及金融 Accounting and Finance	703	11. 電子商務會計 [△] Accounting for e-Business [△]	CityU (SCOPE)	中文或英文 Chinese or English
	7. 商業學 Business Studies	693	12. 商業數據分析 [△] Business Data Analysis [△]	HKIT	中文或英文 Chinese or English
		680	13. 中小企創業實務 [△] Entrepreneurship for SME [△]	CUSCS	中文 Chinese
		681	14. 市場營銷及網上推廣 [△] Marketing and Online Promotion [△]	CityU (SCOPE)	中文 Chinese
	8. 法律學 Legal Studies	672	15. 香港執法實務 [△] Law Enforcement in Hong Kong [△]	HKBU (SCE)	中文或英文 Chinese or English

學習範疇 Area of Studies	課程組別 Course Cluster	科目代碼 Subject Code	課程 Course <small>註一及註二 NOTE 1 & NOTE 2</small>	課程提供機構 Course Provider <small>註三 NOTE 3</small>	教學語言 Medium of Instruction <small>註四 NOTE 4</small>	
服務 Services	9. 食品服務及管理 Food Services and Management	688	16. 甜品及咖啡店營運 # Δ Pâtisserie and Café Operations # Δ	HKCT	中文或英文 Chinese or English	
		616	17. 西式食品製作 # Δ Western Cuisine # Δ	VTC	中文或英文 Chinese or English	
	10. 款待服務 Hospitality Services	611	18. 酒店服務營運 # Δ Hospitality Services in Practice # Δ	CityU (SCOPE)	中文或英文 Chinese or English	
		615	19. 酒店營運 # Δ Hotel Operations # Δ	VTC	中文或英文 Chinese or English	
	11. 個人及社區服務 Personal and Community Services	704	20. 幼兒發展 # Δ Child Care and Development # Δ	CICE	中文或英文 Chinese or English	
		665	21. 幼兒教育 # Δ Child Care and Education # Δ	VTC	中文或英文 Chinese or English	
		610	22. 美容學基礎 Δ Fundamental Cosmetology Δ	CICE	中文 Chinese	
	應用科學 Applied Science	12. 醫療科學及健康護理 Medical Science and Health Care	689	23. 動物護理 Δ Animal Care Δ	CityU (SCOPE)	英文 English
			592	24. 中醫藥學基礎 Δ Foundation in Chinese Medicine Δ	HKU (SPACE)	中文 Chinese
			618	25. 健康護理實務 Δ Health Care Practice Δ	CICE	中文或英文 Chinese or English
660			26. 醫務化驗科學 Δ Medical Laboratory Science Δ	HKU (SPACE)	英文 English	
13. 心理學 Psychology		662	27. 應用心理學 # Applied Psychology #	LIFE	中文或英文 Chinese or English	
		691	28. 實用心理學 # Δ Practical Psychology # Δ	HKBU (SCE)	中文或英文 Chinese or English	
14. 運動 Sports		627	29. 運動科學及體適能 # Δ Exercise Science and Health Fitness # Δ	HKBU (SCE)	中文 Chinese	
		674	30. 運動及體適能教練 # Δ Sports and Fitness Coaching # Δ	HKCT	中文或英文 Chinese or English	

學習範疇 Area of Studies	課程組別 Course Cluster	科目代碼 Subject Code	課程 Course <small>註一及註二 NOTE 1 & NOTE 2</small>	課程提供機構 Course Provider <small>註三 NOTE 3</small>	教學語言 Medium of Instruction <small>註四 NOTE 4</small>
工程及生產 Engineering and Production	15. 土木、電機及機械工程 Civil, Electrical and Mechanical Engineering	705	31. 建構智慧城市 Constructing Smart Cities	HKU (SPACE)	中文或英文 Chinese or English
		683	32. 電機及能源工程 Δ Electrical and Energy Engineering Δ	VTC	中文或英文 Chinese or English
	16. 資訊工程 Information Engineering	684	33. 電腦鑑證科技 Δ Computer Forensic Technology Δ	HKU (SPACE)	中文或英文 Chinese or English
		694	34. 物聯網應用 Δ Internet of Everything Application Δ	HKU (SPACE)	中文或英文 Chinese or English
	17. 服務工程 Services Engineering	640	35. 航空學 Δ Aviation Studies Δ	HKU (SPACE)	中文或英文 Chinese or English
		698	36. 鐵路學 Δ Railway Studies Δ	HKCT	中文或英文 Chinese or English
應用學習中文 (非華語學生適用) Applied Learning Chinese (for non-Chinese speaking students)		695	37. 商業服務中文 # Δ Chinese in Business Service # Δ	PolyU (SPEED)	中文 Chinese
		700	38. 實用情境中文 # Δ Chinese in Practical Context # Δ	HKBU (SCE)	中文 Chinese
		699	39. 實務中文 # Δ Practical Chinese # Δ	HKCT	中文 Chinese

註一 NOTE 1

學生在同一個課程組別內只可修讀一科有「#」的課程。 For courses marked with “#”, only **ONE** course in the course cluster could be taken by students.

註二 NOTE 2

有「 Δ 」的課程已載錄於資歷名冊，屬於資歷架構第三級的證書課程。學生成功完成有「 Δ 」的應用學習課程，除了會得到香港中學文憑資歷之外，亦會獲課程提供機構頒發資歷架構第三級證書。詳情可瀏覽資歷名冊網頁 (www.hkqr.gov.hk)。The courses marked with “ Δ ” are registered in the Qualifications Register as certificate programmes at Qualifications Framework (QF) Level 3. Students will also obtain a QF Level 3 certificate issued by Course Providers in addition to HKDSE qualification upon successful completion of these Applied Learning courses. Details are available at the Qualifications Register website (www.hkqr.gov.hk).

註三 NOTE 3

課程提供機構 Course Provider

CICE	明愛社區書院 Caritas Institute of Community Education
CityU(SCOPE)	香港城市大學專業進修學院 School of Continuing and Professional Education, City University of Hong Kong
CUSCS	香港中文大學專業進修學院 School of Continuing and Professional Studies, The Chinese University of Hong Kong
HKAPA	香港演藝學院 The Hong Kong Academy for Performing Arts
HKBU(SCE)	香港浸會大學持續教育學院 School of Continuing Education, Hong Kong Baptist University
HKCT	香港專業進修學校 Hong Kong College of Technology
HKIT	香港科技專上書院 Hong Kong Institute of Technology
HKU(SPACE)	香港大學專業進修學院 School of Professional and Continuing Education, The University of Hong Kong
LIFE	嶺南大學持續進修學院 Lingnan Institute of Further Education
PolyU(SPEED)	香港理工大學專業進修學院 School of Professional Education and Executive Development, The Hong Kong Polytechnic University
VTC	職業訓練局 Vocational Training Council

註四 NOTE 4

課程提供機構會因應情況 (例如：報讀個別課程的學生人數) 確定最終能否開辦以中文/英文為教學語言的班別。Course Providers will confirm finally whether to operate classes with Chinese / English as the Medium of Instruction according to individual situation (e.g. number of student applicants for individual courses).



課程資料
Course Information



課程提供機構 Course Provider	香港浸會大學持續教育學院 School of Continuing Education, Hong Kong Baptist University (HKBU(SCE))
學習範疇 / 課程組別 Area of Studies / Course Cluster	創意學習 / 設計學 Creative Studies / Design Studies
課程簡介 Course Overview	<p>本課程的目的是讓學生認識展示及首飾設計中的各種視覺元素、設計原理、物料應用、製作技巧及圖像描繪技巧等。學生可從中鍛鍊創意思維及提升對不同設計作品的審美能力，為將來從事展示、首飾及時尚首飾設計工作或繼續升學作準備。</p> <p>This course aims to familiarise students with visual elements and design principles, material usage and production skills, as well as various visualisation techniques in display and jewellery design. Through training in creative thinking and aesthetic appreciation on different design works, students will acquire knowledge to meet the basic requirements for further studies or entry into careers in display, jewellery and fashion jewellery design.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Learning Activity Highlights	<p>綜合設計作品展、電腦輔助設計、製作個人作品繪畫集、工場實習、參觀各類形展覽、時裝或首飾物料採購區 / 香港藝術館</p> <p>Integrated design project showcase, computer-aided design, making of personal portfolio of drawings, workshop practice, visits to various exhibitions, fashion or jewellery district / Hong Kong Museum of Art</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：修讀與展示、首飾及時尚首飾設計或製作、寶石學、商業設計相關的課程 e.g. Courses related to display, jewellery and fashion jewellery design or production, gemology and commercial design.</p> <p>就業出路 Career Pathways 例如：從事與展示、珠寶及時尚首飾設計、物料採購、時尚攝影、雜誌採訪、商品展示設計、市場推廣及銷售、零售 / 出口、視覺陳列、產品研發、寶石鑑證、其他與設計 / 視覺藝術相關的工作 e.g. Careers in the fields of display, jewellery and fashion jewellery design, material merchandising, fashion photography, magazine reporting, visual merchandising, sales and marketing, retail / export, visual display, product development, jewellery appraisal, professions related to design / visual arts.</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 9:30 am - 12:30 pm / 1:30 pm - 4:30 pm (註一：部分課堂於上午九時三十分至下午四時三十分進行。) (註二：部分課堂將安排於暑假期間進行。) (Note 1: Some lessons will last from 9:30 am to 4:30 pm) (Note 2: Lessons will also be scheduled during summer holidays.)</p> <p>地點 Venue: 香港浸會大學持續教育學院九龍塘校園中心 九龍九龍塘聯福道34號香港浸會大學逸夫校園思齊樓 HKBU (SCE) Kowloon Tong Campus Centre David C. Lam Building, Shaw Campus, Hong Kong Baptist University, 34 Renfrew Road, Kowloon Tong, Kowloon (註：上課地點包括課室、珠寶製作工場、寶石鑑證中心等。) (Note: Lessons will be conducted in various venues, including classroom, jewellery production workshop, gemology laboratory, etc.)</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	電話 Tel: 3411 5482 電郵 Email: jennie@hkbu.edu.hk 課程網址 Course Website: www.sce.hkbu.edu.hk/

必修部分 Core Part

設計入門 An introduction to design (45小時hrs)

- 設計行業的專業操守及職能
Work ethics and responsibility in design profession
- 設計簡史及基礎
Design history and fundamentals
- 不同設計鑑賞的領域
Appreciation of different design areas
- 設計與消費行為的關係
Relationship between design and consumer behaviour

或
OR

選修部分 (一)：展示設計
Elective Part (1):
Display Design

選修部分 (二)：首飾設計
Elective Part (2):
Jewellery Design

或
OR

選修部分 (三)：時尚首飾設計
Elective Part (3):
Fashion Jewellery Design



創意設計及繪圖 Creative design and rendering (30小時hrs)

<ul style="list-style-type: none"> • 展示設計的創意及發展 Creativity and development in display design • 基本透視圖及平面圖 Basic perspective and construction drawings • 創意與商業元素 Creativity and commercial elements • 展示設計的專業範疇 Display design as a profession 	<ul style="list-style-type: none"> • 首飾設計的創意及發展 Creativity and development in jewellery design • 首飾設計及繪圖技巧 Jewellery design and rendering • 首飾的不同類別 Different types of jewellery • 首飾設計的專業範疇 Jewellery design as a profession 	<ul style="list-style-type: none"> • 時尚首飾設計的創意及發展 Creativity and development in fashion jewellery design • 男仕及女仕時尚首飾設計及繪圖技巧 Design and rendering in Lady's and Men's fashion jewellery design • 時尚首飾的不同類別 Different types of fashion jewellery • 時尚首飾設計的專業範疇 Fashion jewellery design as a profession
--	---	---



立體模型製作及物料 3D prototype making and materials (30小時hrs)



電腦輔助設計 Computer-aided design (CAD) (15小時hrs)



專題研習及作品展示 Integrated project and showcase (60小時hrs)



課程提供機構 Course Provider	職業訓練局 Vocational Training Council (VTC)
學習範疇 / 課程組別 Area of Studies / Course Cluster	創意學習 / 設計學 Creative Studies / Design Studies
課程簡介 Course Overview	<p>本課程讓學生掌握最新時裝形象設計知識，並透過互動教學活動，有效發展他們的創意思維、多元溝通技巧、團隊精神及人際關係。</p> <p>This course provides students with access to the latest developments in fashion image design and develops their creativity, communication skills, team spirit and people skills through interactive learning and teaching activities.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	<p>參觀時裝展覽/博物館/布料市場、時裝形象製作及表演、業界專業人士示範及分享、角色扮演、實務訓練、專題研習、「mySTYLE」時裝形象表演</p> <p>Visits to fashion exhibitions / museums / fabric markets, fashion image show production and presentation, demonstrations and sharing sessions by professionals, role plays, practical training, project learning, "mySTYLE" Fashion Image Show.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies</p> <p>例如：升讀與時裝形象設計中的頭髮及化妝造型 / 時裝造型和攝影；時裝設計與配飾設計 / 針織設計；時裝品牌策劃及採購中的品牌與傳播、產品開發與採購、零售管理、視覺及裝置設計；時裝媒體設計；時裝設計男裝；演藝造型設計相關的課程</p> <p>e.g. Courses related to fashion image design with hair and make-up styling or styling and photography; fashion design with accessories design or knitwear design; fashion branding and buying with branding and communication, product development and sourcing, retail buying and management or visual merchandising; fashion media design; fashion design menswear; costume design for performance</p> <p>就業出路 Career Pathways</p> <p>例如：從事與時裝設計、形象設計、時尚造型、髮型設計、視覺及裝置設計、時裝零售 / 採購、時裝攝影 / 媒體、髮型 / 美容產品的營銷、時裝新聞相關的工作</p> <p>e.g. Careers in the fields of fashion design, image design, fashion styling, hair styling, visual merchandising, fashion retailing / buying, fashion photography / media, hair / cosmetics products marketing and fashion journalism</p>
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期 Commencement Date: 2019年9月 September 2019</p> <p>時間Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm (註：部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holidays.)</p> <p>地點Venue: 職業訓練局工商資訊學院 新界葵涌興盛路81號 VTC School of Business and Information Systems 81 Hing Shing Road, Kwai Chung, N.T.</p> <p>模式二 Mode 2</p> <p>課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。</p> <p>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	<p>電話 Tel: 2836 1264</p> <p>電郵 Email: apl-enquiry@vtc.edu.hk</p> <p>課程網址 Course Website: http://www.vtc.edu.hk/apl/fid/</p>



1. 時裝形象設計業的特色

Features of Fashion Image Design Industry (9小時hrs)

- 時裝形象設計業的概況
Fashion image design industry profile
- 時裝形象設計師的角色及專業操守
Roles and work ethics of fashion image designers
- 零售時裝市場研究
Research on retail fashion market

2. 時裝設計基礎

Fashion Design Basics (33小時hrs)

- 時裝繪畫技巧及展示
Fashion drawings and illustrations
- 色彩、質感及升級再造效果
Colours, textures and upcycling effects
- 線條、形態及輪廓
Lines, forms and silhouettes

3. 時裝科技

Fashion Technology (60小時hrs)

- 當代時裝形象鑑賞
Contemporary fashion image appreciation
- 基本立體剪裁技巧
Basic 3D modelling techniques
- 服裝科技及原型製作
Garment technology and prototyping



4. 時裝造型

Fashion Styling (48小時hrs)

- 潮流趨勢分析及演變
Trend analysis and evolution
- 時裝造型與配搭
Fashion styling and coordination
- 時裝作品集準備及演示
Fashion portfolio preparation and presentation

5. 整體造型概念

Concept of total look (30小時hrs)

- 時尚化妝
Fashion make-up
- 髮型設計基礎
Hair styling fundamentals
- 個人形象創造
Personal image creation



「mySTYLE」時裝形象表演 “mySTYLE” Fashion Image Design Show



課程提供機構 Course Provider	職業訓練局 Vocational Training Council (VTC)
學習範疇 / 課程組別 Area of Studies / Course Cluster	創意學習 / 設計學 Creative Studies / Design Studies
課程簡介 Course Overview	<p>本課程的目的是培育學生的創意，讓他們掌握室內設計的基礎知識和技巧，並應用於建立創作意念和空間設計上，同時啟發學生對文化、美學、科技、設計以至社會的認知，以助他們日後在創意行業的發展。</p> <p>This course aims to develop students' creativity and to equip them with the basic knowledge and skills required for interior design, enabling them to apply their learning to the creation of ideas and development of spatial design. Emphasis is also placed on enriching students' understanding of culture, aesthetics, technology, design and society, facilitating their further development in the creative industry.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	<p>透過導引式參觀，包括香港一些重要的城市空間和別具價值的地標等，從而認識香港室內空間的特色。透過「時尚室內設計習作」，學生從實踐中學習，在真實或模擬的工作環境中認識室內設計行業的要求，掌握基礎知識和技能，以便日後在相關的範疇內繼續升學或就業。</p> <p>Guided visits will be organised, including various important city spaces and landmarks of significant values in Hong Kong to recognise special features of interior space in Hong Kong. Through "Lifestyle Interior Design Project", students acquire an understanding of the requirements of the interior design industry, fundamental knowledge and skills essential for further learning or career development within the area through learning-by-practising opportunities in an authentic or near-authentic environment.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與室內設計、傢俱及時尚產品設計、展覽設計、舞台及佈景設計、建築設計、園境建築設計、產品設計和視覺傳達相關的課程 e.g. Courses related to interior design, furniture and lifestyle product design, exhibition design, stage and set design, architectural design, landscape architecture, product design and visual communication</p> <p>就業出路 Career Pathways 例如：從事與室內設計、傢俱及時尚產品設計、展覽設計、舞台及佈景設計、建築設計、園境建築設計、產品設計和視覺傳達相關的工作 e.g. Careers in the fields of interior design, furniture and lifestyle product design, exhibition design, stage and set design, architectural design, landscape architecture, product design and visual communication</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 1:30 pm - 4:30 pm (註：部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holidays.) 地點 Venue: 香港知專設計學院 新界將軍澳景嶺路3號 Hong Kong Design Institute 3 King Ling Road, Tseung Kwan O, N.T.</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	<p>電話 Tel: 2836 1264 電郵 Email: apl-enquiry@vtc.edu.hk 課程網址 Course Website: www.vtc.edu.hk/apl</p>

1. 設計原理與鑑賞

Design Principles and Appreciation (30小時hrs)

- 室內設計專業及本地與環球的设计行業
Interior design as a profession and design business in local and global context
- 立體造型及空間的美學與賞析
Aesthetics and appreciation of 3D forms and spaces
- 空間設計與使用者的需要
Spatial design and end-users' needs
- 設計流程基礎
Design process basics
- 工作操守
Work ethics

2. 設計圖像及演示技巧

Visualisation and Presentation Techniques (30小時hrs)

- 繪圖工具和媒介
Drawing tools and media
- 透視圖基礎
Basic perspectives
- 繪圖軟件基礎
CAD fundamentals
- 以平面繪圖表達立體空間
Presentation of 3D space on 2D drawings
- 以立體模型表達立體造型/空間
Working models to express 3D form/space

3. 室內設計及建築環境

Interior Design and Built Environment (30小時hrs)

- 室內設計基礎
Interior design basics
- 空間設計的不同專業範疇
Different professions of spatial design
- 我們周遭的生活空間及城市空間的特色
Living spaces around us and characteristics of city spaces
- 綠色概念及可持續發展的建築環境
Green concept and sustainability of built environment
- 本地大廈的建築結構原則及結構安全關注
Basic principles of common building structure in Hong Kong and concern of structural safety
- 實地考察及室內設計師分享：不同類別的城市空間鑑賞
Field visits and sharing sessions with interior designers: appreciation of different types of city spaces in authentic context



4. 室內產品設計

Interior Product Design (30小時hrs)

- 室內產品分類
Categories of interior products
- 不同材料的基本特性
Basic properties of different interior materials
- 綠色物料及科技
Green materials and technology
- 傢俬與照明设计的造型和結構
Form and structure of furniture and lighting design
- 室內空間和室內產品的綜合設計
Integration of interior space and interior products

5. 時尚室內設計習作

Lifestyle Interior Design Project (60小時hrs)

- 室內設計作品鑑賞
Appreciation of good interior design projects
- 個人形象和身份
Personal image and identity
- 理想的居住空間與室內產品
Ideal living space and interior product
- 時尚室內設計習作：「我的房間」或「我們的空間」
Lifestyle interior design project: "My room" or "Our space"
- 時尚室內設計習作匯報
Presentation of lifestyle interior design project





課程提供機構 Course Provider	職業訓練局 Vocational Training Council (VTC)
學習範疇 / 課程組別 Area of Studies / Course Cluster	創意學習 / 媒體藝術 Creative Studies / Media Arts
課程簡介 Course Overview	<p>本課程的目的是啟發學生的創意，培養他們的溝通及解難能力，以及掌握不同媒體的知識和技巧，讓他們可以應用於設計及製作電腦遊戲及動畫。學生可因應個人興趣，選擇「電腦遊戲設計」或「立體動畫設計」作為選修課題。</p> <p>This course aims at developing students' creativity, communication skills and problem-solving skills, as well as equipping them with the knowledge and skills of manipulating different media so that they can apply them to the design and production of computer games and animations. Students may choose, according to their personal interest, "Computer Game Design" or "3D Animation Design" as their electives.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	講授及示範、參觀電腦遊戲及動畫相關展覽、專題研習和各種多媒體製作實務訓練 Lectures with demonstrations, visits to computer game and animation related exhibitions, project learning and practical training in multimedia productions
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與電腦遊戲及動畫、軟件工程、雲端系統及數據中心管理、數碼娛樂和多媒體相關的課程 e.g. Courses related to computer games and animation, software engineering, cloud computing and data centre administration, digital entertainment and multimedia</p> <p>就業出路 Career Pathways 例如：從事與電腦遊戲及動畫、軟件工程、雲端系統及數據中心管理、數碼娛樂和多媒體相關的工作 e.g. Careers in the fields of computer game and animation, software engineering, cloud computing and data centre administration, digital entertainment and multimedia</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期Commencement Date: 2019年9月 September 2019 時間Time: 星期六 Saturday 9:00 am - 12:00 nn / 1200 nn to 3:00 pm / 3:00 pm - 6:00 pm 地點Venue: 香港專業教育學院 (李惠利) 新界將軍澳景嶺路3號 Hong Kong Institute of Vocational Education (Lee Wai Lee) 3 King Ling Road, Tseung Kwan O, N.T. 或 OR 香港專業教育學院 (沙田) 新界沙田源禾路21號 Hong Kong Institute of Vocational Education (Shatin) 21 Yuen Wo Road, Shatin, N.T.</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	電話 Tel: 2836 1264 電郵 Email: apl-enquiry@vtc.edu.hk 課程網址 Course Website: www.vtc.edu.hk/apl



核心部分 Core Part (81小時hrs)

1. 電腦遊戲及動畫行業入門
Computer Game and Animation Fundamentals (27小時hrs)
 - 行業知識
Industry knowledge
 - 創作設計師的角色
Role of creative designers
 - 電腦遊戲及動畫的歷史與文化
History and cultural issues of computer game and animation
 - 版權議題及專業操守
Copyright issues and work ethics
 - 電腦遊戲及動畫製作流程
Production workflow of computer game and animation
 - 電腦遊戲及動畫設計的成功因素
Success factors of computer game and animation design
2. 視覺設計基礎
Visual Design Basics (30小時hrs)
 - 多媒體科藝作品欣賞
Multimedia entertainment products appreciation
 - 視覺設計概念
Visual design fundamentals
 - 視覺設計工具
Tools for visual design
 - 角色及道具設計
Characters and props appreciation and design
3. 電腦遊戲及動畫的創意及故事板建構
Creativity and Storyboarding for Computer Game and Animation (24小時hrs)
 - 創意技巧
Creativity techniques
 - 故事板建構技巧
Storyboarding techniques
 - 電腦遊戲及動畫設計與創意的融合
Integrating creativity and computer game and animation design



選修部分 Elective Part (99小時hrs)

電腦遊戲設計

Computer Game Design

- 電腦遊戲設計及開發
Computer game design and development (30小時hrs)
- 電腦遊戲的動態影像及視覺效果
Motion graphics and visual effects for computer game (24小時hrs)
- 電腦遊戲專題習作
Computer game production project (45小時hrs)

立體動畫設計

3D Animation Design

- 立體動畫設計及製作
3D animation design and development (33小時hrs)
- 動畫的錄音及音響效果
Audio recording and sound effects for animation (21小時hrs)
- 立體動畫專題習作
3D animation production project (45小時hrs)

或
OR



課程提供機構 Course Provider	香港演藝學院 The Hong Kong Academy for Performing Arts (HKAPA)
學習範疇 / 課程組別 Area of Studies / Course Cluster	創意學習 / 表演藝術 Creative Studies / Performing Arts
課程簡介 Course Overview	<p>本課程透過「三元學習：表演、創作和賞析」的教育理念，豐富學生自身、作為舞者及舞蹈創作者的體驗，以培育他們對舞蹈藝術的審美和修養。課程提供全面的舞蹈訓練，教授學生表演、創作及評賞舞蹈，利用舞蹈引導認知學習。除了舞蹈專業領域介紹外，課程更着重全人訓練，發展學生的創意和想像力，提升他們的人際關係和自信心。</p> <p>This course focuses on the aesthetic aspect of dance by engaging students in a whole experience, intending to enrich them as people, dancers and makers of dance through the “Three Key Learning Processes: Performing, Creating and Appreciating”. It involves learning to perform and create dance, learning to appreciate and appraise dance, and using dance to support cognitive learning. The course also provides an all-around training to students, in developing their creativity and imagination, and on the other hand enhancing their interpersonal relationships and self-confidence.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Learning Activity Highlights	<p>多樣化學習與教模式（如：排練室及課室教學、專家講座及工作坊、綵排及演出、講座、研討會及考察）；為期十天的舞蹈日營，讓學生共同創作、綵排及演出舞蹈作品。</p> <p>A broad range of learning and teaching modes (e.g. studio and classroom teaching, master classes and workshops, rehearsals and performances, lectures, seminars and field visits); a 10-day dance day camp in which students work collaboratively to create, rehearse and perform dance pieces.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與表演藝術相關的課程，如舞蹈、戲劇、舞台及製作藝術及音樂劇 e.g. Courses related to performing arts, e.g. dance, theatre and entertainment arts, and musical theatre</p> <p>就業出路 Career Pathways</p> <ul style="list-style-type: none"> • 創意工業方面（舞台製作 / 音樂電視節目 / 舞蹈錄像）：創作專業如監製、編舞、導演、舞蹈員、導師 • 文職行業方面：如具備表演藝術基礎知識的藝術管理人才 • 教學方面：如教師、舞蹈教育家 • Creative industry (stage production / music TV / dance video): e.g. creative professions including producers, choreographers, directors, dancers and instructors • Administrative professions: e.g. arts administrative professions that require basic knowledge of performing arts • Teaching profession: e.g. teachers and dance educators
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期Commencement Date: 2019年9月21日至28日內 Within the week of 21-28 September 2019 時間Time: 星期六 Saturday 9:00am - 1:30 pm (註：為期十天的舞蹈日營將於2020年6月最後一星期至7月首兩至三星期於香港演藝學院舉行。) (Note: a 10-day dance day camp will be held in the last week of June to the first 2-3 weeks of July 2020 at HKAPA.)</p> <p>地點Venue: 香港演藝學院，香港灣仔告士打道一號 The Hong Kong Academy for Performing Arts, 1 Gloucester Road, Wanchai, Hong Kong</p> <p>模式二 Mode 2 開課日期Commencement Date：2019年9月21日至28日內 Within the week of 21-28 September 2019 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned. (註：為期十天的舞蹈日營將於2020年6月最後一星期至7月首兩至三星期於香港演藝學院舉行。) (Note: a 10-day dance day camp will be held in the last week of June to the first 2-3 weeks of July 2020 at HKAPA.)</p>
查詢 Enquiries	電話 Tel: 2584 8979 電郵 Email: apl@hkapa.edu

第一階段 Phase One (77小時hrs)

相關學科 (一)

Contextual Studies I (29小時hrs)

- 舞蹈安全知識
Safe Dance
- 動作分析
Movement Analysis
- 舞蹈即興
Improvisation
- 透視舞蹈 - 歷史與發展
Dance Perspective -
Historical Development
- 舞蹈評賞
Dance Review
- 舞蹈欣賞
Attending Dance
Performances

舞蹈技巧 (一)

Dance Technique I (48小時hrs)

- 芭蕾舞
Ballet
- 現代舞
Contemporary Dance
- 爵士舞
Jazz



第二階段：舞蹈日營 Phase Two: Intensive Dance Day-camp (54小時hrs)

相關學科(二)

Contextual Studies II (24小時hrs)

- 舞蹈科技
Dance Technology
- 雙人舞
Partnering
- 舞蹈音樂
Music for Dance
- 劇場術語及製作過程淺談
Introduction to Theatre Terminology
and Production Process
- 與藝術家會面
Meet-the-Artists



舞蹈技巧 (二)

Dance Technique II (19小時hrs)

- 現代舞
Contemporary Dance
- 爵士舞
Jazz

舞蹈製作

Dance Production (11小時hrs)

- 排練及演出
Rehearsals and Performance

第三階段 Phase Three (49小時hrs)

相關學科 (三)

Contextual Studies III (11小時hrs)

- 舞蹈創作
Dance Making
- 舞蹈展望講座
Seminar on Dance Prospects
- 舞蹈欣賞
Attending Dance Performances

舞蹈風格

Dance Styles (38小時hrs)

- 中國舞
Chinese Dance
- 街舞
Street Dance





課程提供機構 Course Provider	香港演藝學院 The Hong Kong Academy for Performing Arts (HKAPA)
學習範疇 / 課程組別 Area of Studies / Course Cluster	創意學習 / 表演藝術 Creative Studies / Performing Arts
課程簡介 Course Overview	<p>「由戲開始 · 劇藝縱橫」的宗旨以學生為本，提供一個全方位的戲劇經驗，透過「三元學習：表演、創作和賞析」的教育理念，豐富學生自身及作為演出者、創作者及參與者的戲劇知識。課程除提供一個全面的戲劇藝術、劇場製作培訓及戲劇專業領域介紹外，更着重全人訓練，發揮學生的創意和想像力，並提升他們的人際關係和自信心。</p> <p>In The Essentials of Theatre Arts, student-centered learning and teaching activities are designed to engage students in a whole experience to enrich them as people, drama artists, makers of drama / theatre, and theatre participants through the “Three Key Learning Processes: Making, Performing and Appreciating”. It provides students with a comprehensive study of drama and theatre production as an art form and introduces them to the professional world of theatre, while developing their creativity, power of imagination, people skills and self-confidence.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Learning Activity Highlights	<p>多樣化學與教模式，設戲劇藝術基礎及劇場製作基礎作選修（如：工作坊及講座形式的課堂、綵排及演出、考察、大師班、創意寫作練習及實務練習）；為期八天的戲劇日營，讓學生共同創作、綵排及演出戲劇作品。</p> <p>A broad range of learning and teaching modes, provision of ‘Fundamentals of Dramatic Arts’ and ‘Fundamentals of Theatre Production for elective study (e.g. workshop- and lecture-based teaching, rehearsals and presentations / performances, field visits, master classes, practices in creative writing, and practical exercise); an 8-day drama day camp in which students work collaboratively to create, rehearse and perform a drama.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與表演藝術相關的課程、戲劇、舞台及製作藝術，及媒體藝術及設計 e.g. courses in performing arts, drama courses, theatre and entertainment arts, and media arts and design</p> <p>就業出路 Career Pathways</p> <ul style="list-style-type: none"> • 創意工業方面（舞台 / 電視 / 電影）：創作專業如編劇、導演、演員、導師，及舞台技術專業如舞台管理人員、佈景 / 燈光 / 音響設計師 • 文職行業方面：如具備表演藝術基礎知識的藝術管理人才 • 教學方面：如教師、戲劇教育家 • Creative industry (theatre / TV / film): e.g. creative professions including playwrights, directors, actors and instructors; technical arts professions including stage management staff, set / lighting / sound designers • Administrative professions: e.g. arts administrative professions that require basic knowledge of performing arts • Teaching profession: e.g. teachers and drama educators
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月20或27日 20 or 27 September 2019 時間 Time: 星期五 Friday 5:15 pm - 8:15 pm 或 OR 星期六 Saturday 9:30 am - 12:30 pm (註：為期八天的戲劇日營將於2020年12月其中兩個星期六及日、及寒假期間在香港演藝學院舉行。) (Note: An 8-day drama day camp will be held during 2 weekends in Dec 2020 and Christmas holiday in Dec 2020 at HKAPA.)</p> <p>地點 Venue: 香港演藝學院 香港灣仔告士打道一號 The Hong Kong Academy for Performing Arts 1 Gloucester Road, Wanchai, Hong Kong</p> <p>模式二 Mode 2 開課日期 Commencement Date: 2019年10月14至21日內 Within the week of 14 - 21 October 2019 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned. (註：為期八天的戲劇日營將於2020年12月其中兩個星期六及日、及寒假期間舉行，其中兩天的地點為香港演藝學院。) (Note: An 8-day drama day camp will be held during 2 weekends in Dec 2018 and Christmas holiday in Dec 2020, two days of which will be held at HKAPA.)</p>
查詢 Enquiries	電話 Tel: 2584 8979 電郵 Email: apl@hkapa.edu

(I) 相關學科 Contextual Studies (30小時hrs)

- 戲劇藝術類型 Drama Genres
 - 形式及風格 Forms and Styles
 - 相關發展 Contextual Development
 - 本地劇壇現況 Local Drama Scene
- 劇本圍讀及分析 Play Reading and Analysis
- 戲劇評賞 Drama Criticism
- 反思及實踐發展 Sessions on Reflection for Practice and Development
- 戲劇欣賞 Attending Drama Performances



選修 (1) : 戲劇藝術
Elective (1): Dramatic Arts

或
OR

選修 (2) : 劇場製作
Elective (2): Theatre Production

(II) 技巧訓練 Major Studies (87小時hrs)

戲劇藝術基礎

Fundamentals of Dramatic Arts

- 演技基訓 I (劇場遊戲及即興練習)
Acting I (Theatre Games and Improvisation Exercises)
- 舞台形體 Stage Movement
- 劇本創作 Playwriting
- 演技基訓 II (情境練習及分析劇本選段)
Acting II (Scene Works and Analysis of Script Excerpts)
- 發聲練習 Voice
- 舞台化妝 Stage Make-up

劇場製作基礎

Fundamentals of Theatre Production

- 後台安全守則 Health and Safety
- 舞台管理 Stage Management
- 舞台技術 Stage Technology
- 佈景及服裝設計 Set and Costume Design
- 燈光設計及技術 Lighting Design and Technology
- 音響設計及技術 Sound Design and Technology
- 道具製作 Property Making

(III) 劇場藝術製作 (密集戲劇日營)

Production of Theatre Arts (Intensive Drama Day Camp) (63小時hrs)

編作及演出 Devising and Performance

- 劇場遊戲及練習 Theatre Games and Practice
- 意念發展 Concept Development
- 劇本創作 Playwriting
- 排練、技術綵排及總綵排
Rehearsals, Technical and Dress Rehearsal
- 演出 Performance

完成相關學科的學習和技巧訓練 (戲劇藝術基礎)，學生將掌握戲劇表演、劇本創作及排練的技巧，在戲劇製作的過程中運用於演繹角色、創作及綵排，呈現一個戲劇演出。

Upon completion of Contextual Studies and Major Studies (Fundamentals of Dramatic Arts), students acquire the skills of drama performance, playwriting and practice, and apply them to characterisation, creation and rehearsals in the process of theatre production for a drama performance.



製作實踐及展現

Production Practice and Presentation (30小時hrs)

- 構思發展 Concept Development
- 技術與設計應用 Technical and Design Application
- 劇場展現 Theatrical Presentation

完成經過相關學科的學習和技巧訓練 (劇場製作基礎)，學生將掌握劇場製作及設計的知識及技巧，並運用劇場形式呈現特定的題目。

Upon completion of Contextual Studies and Major Studies (Fundamentals of Theatre Production), students acquire the knowledge and skills of theatre production and practice, and apply them on theatrical presentations with a suggested topic.

綵排及演出

Rehearsals and Performance (33小時hrs)

- 排練、技術綵排及總綵排
Rehearsals, Technical and Dress Rehearsal
- 演出 Performance

與選修戲劇藝術的學生合作，在排練、技術綵排及演出中作後台支援。

Work collaboratively with students taking dramatic arts for the support of backstage in the rehearsals, technical rehearsal and drama performance.



課程提供機構 Course Provider	職業訓練局 Vocational Training Council (VTC)
學習範疇 / 課程組別 Area of Studies / Course Cluster	媒體及傳意 / 電影、電視與廣播學 Media and Communication / Films, TV and Broadcasting Studies
課程簡介 Course Overview	<p>本課程提供真實的實習情境讓學生掌握電影及超媒體的基本理論和概念，並透過實踐練習和互動的學與教活動，培育他們的創意思維、專業操守及於溝通、團隊合作、解難和明辨性思維中所需之軟技能。</p> <p>This course provides an authentic context for students to acquire the fundamental theories and concepts of film and transmedia, and helps students develop their creative thinking, professional ethics and various soft skills in communication, team work, problem-solving and critical thinking through hands-on practice and interactive learning and teaching activities.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	<p>講授及示範、實務訓練、電影賞析、參觀電視台或後期製作公司、業內專業人士講座及分享、專題研習、年度放影展「首Scene」等</p> <p>Lectures with demonstrations, practical training, film appreciation, visits to TV studios or post-production companies, professional talks and sharing, project learning, annual screening, etc.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與超媒體、電影研究、電影製作、創意藝術、數碼媒體、電台及電視節目製作、製作管理、電影及電視節目劇本編寫、數碼內容發展相關的課程 e.g. Courses related to transmedia, film studies, film making, creative arts, digital media, radio and television production, production management, film scripting and television writing, and digital content development</p> <p>就業出路 Career Pathways 例如：從事與超媒體、電影製作、創意藝術、數碼媒體、電台及電視節目製作、電影及電視節目劇本編寫相關的工作 e.g. Careers in the fields of transmedia, film making, creative arts, digital media, radio and television production, film scripting and television writing</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期Commencement Date: 2019年9月 September 2019 時間Time: 星期六 Saturday 9:30 am - 12:30 pm / 2:00 pm - 5:00 pm (註：部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holidays.) 地點Venue: 香港知專設計學院 新界將軍澳景嶺路3號 Hong Kong Design Institute 3 King Ling Road, Tseung Kwan O, N.T.</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	<p>電話 Tel: 2836 1264 電郵 Email: apl-enquiry@vtc.edu.hk 課程網址 Course Website: www.vtc.edu.hk/apl</p>



1. 電影及超媒體行業概況

Overview of the Film and Transmedia Industry (12小時hrs)

- 電影及超媒體行業的環球概況及發展趨勢
Film and transmedia industry profile and trend in global context
- 香港與內地的電影與多媒體行業
Film and transmedia industry in Hong Kong and the Mainland
- 從業員的角色和職責
Roles and responsibilities
- 版權及知識產權議題
Copyright and intellectual property right issues

4. 電影美學研究

Exploring Film Aesthetics (36小時hrs)

- 環球及本地電影欣賞
Global and local film appreciation
- 選修
Elective
- 攝影藝術; 或
Cinematographic art; OR
- 後期製作藝術
Art of post-production

2. 基礎電影製作

Fundamentals of Film Production (45小時hrs)

- 基礎攝影
Fundamental cinematography
- 剪接理論與應用
Editing theory and application
- 聲音設計與應用
Sound design and application
- 場景設計與實現
Scene design and realisation



3. 超媒體敘事技巧

Transmedia Storytelling (45小時hrs)

- 超媒體電影敘事的應用
Application in film narrative of transmedia
- 超媒體故事敘述的理論與元素
Principles and elements of transmedia storytelling
- 劇本創作與故事板繪製
Scriptwriting and storyboarding
- 視覺故事敘述的實踐
Implementation of visual storytelling
- 內容創作與不同媒體平台的關係
Content creation in relation to different media platforms
- 影片分享網站
Video-sharing websites
- 社交媒體
Social media
- 互動媒體
Interactive media



5. 綜合習作：短片製作

Integrated Project: Short Film Production (42小時hrs)

- 電影製作流程
Film production pipeline
- 電影前期製作計劃
Pre-production planning
- 短片製作
Short film production
- 後期製作
Post-production

6. 學習平台：年度放映會

Learning Platform: Annual Screening and Presentation



課程提供機構 Course Provider	香港城市大學專業進修學院 School of Continuing and Professional Education, City University of Hong Kong (CityU (SCOPE))
學習範疇 / 課程組別 Area of Studies / Course Cluster	媒體及傳意 / 媒體製作與公共關係 Media and Communication / Media Production and Public Relations
課程簡介 Course Overview	<p>本課程旨在讓學生掌握廣告宣傳活動的基本知識和技能，有效地宣傳和推廣產品/服務。透過模擬實際環境下的應用和實踐，學生學會各種策略思維，製作不同媒體廣告及策劃廣告宣傳活動，從而培養學生在廣告及相關專業的技能與態度。</p> <p>The course aims to equip student with basic knowledge and skill sets in publicising and promoting products/services effectively through advertising campaign. Through application and practice in a near-authentic context, students will learn how to command strategic thinking, produce advertisement in different media, and plan and organise advertising campaigns. Students will also develop professional skills and attitudes of advertising and related professions.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	<p>業內人士講座、參觀廣告活動、電視廣告工作坊、廣告撰稿、網上宣傳設計及社交媒體工作坊、專題研習等</p> <p>Professional talks by practitioners, visits to advertising events, workshops on television commercial, copywriting, workshops on online publicity design and social media, project, etc.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與廣告、傳播、市場推廣、公關及多媒體等相關課程 e.g. Courses related to advertising, communication, marketing, public relations and multimedia</p> <p>就業出路 Career Pathways 例如：從事廣告、市場推廣、項目策劃、傳訊及傳媒等相關工作 e.g. Careers in the fields of advertising, marketing, event planning, communication and media</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 9:15 am - 12:15 pm (註：部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holidays.) 地點 Venue: CityU SCOPE尖東教學中心 尖沙咀麼地道77號華懋廣場UG202及UG301室 CityU SCOPE TST East Learning Centre UG202, UG301, ChinaChem Golden Plaza, 77 Mody Road, Tsim Sha Tsui East, Kowloon</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	<p>電話 Tel: 3442 5441 / 3442 5433 電郵 Email: aplinfo@cityu.edu.hk 課程網址 Course Website: www.cityu.edu.hk/ce/apl</p>



1. 認識廣告

Understanding Advertising (51小時hrs)

- 廣告基礎
Advertising Basic
- 創意思維
Creative Thinking
- 廣告營銷概念
Marketing Concept for Advertising
- 廣告產品
Advertisement

2. 設計廣告宣傳活動

Designing Advertising Campaign (81小時hrs)

- 創意廣告元素
Creative Advertising Elements
- 廣告意念實踐
Ideas Implementation in Advertising
- 廣告宣傳活動
Advertising Campaign

3. 創意廣告實踐

Practising Creative Advertising (48小時hrs)

- 設計及實踐廣告宣傳活動
Designing and Implementing Advertising Campaigns
- 匯報及檢討
Presentation and Review





課程提供機構 Course Provider	香港中文大學專業進修學院 School of Continuing and Professional Studies, The Chinese University of Hong Kong (CUSCS)
學習範疇 / 課程組別 Area of Studies / Course Cluster	媒體及傳意 / 媒體製作與公共關係 Media and Communication / Media Production and Public Relations
課程簡介 Course Overview	<p>本課程旨在讓同學能夠明白傳媒編、採原則和技能、雜誌刊物策劃、編輯和出版的流程，並掌握傳媒採訪寫作、圖片編輯、排版的基本技能。這些技能既是學生要成為記者的基本能力，也可應用於不同的行業，如在公私營機構中擔任訊息溝通的工作。</p> <p>This course aims to provide students with a thorough understanding of the principles and skills of media writing and reporting, and magazine editing and production. Skills covered in the courses include media writing, reporting, text editing, graphic editing and desktop publishing. These skills are not only essential for students to become reporters, but also transferrable skills which can be applied to different industries for enhancing communications at workplace, such as corporate communication in public and private sectors.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Learning Activity Highlights	參觀媒體機構、模擬訓練、個案研習、角色扮演、刊物製作、業界分享、小組討論、分組辯論等 Visits to media companies, simulation exercises, case studies, role plays, publication production, sharing by practitioners, group discussions, debates, etc.
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：媒體與傳播、創意媒體、媒體與文化研究、商業和市場營銷 e.g. media and communication, creative media, media and cultural studies, business and marketing</p> <p>就業出路 Career Pathways 例如：公關助理、雜誌編輯助理、初級記者、撰稿員、攝影師助理、美術設計員及校對員 e.g. Public relations assistant, assistant magazine editor, junior reporter, copywriter, photographer assistant, graphic designer and proofreader</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期三 Wednesday 2:00pm - 5:00pm 或 OR 星期六 Saturday 10:00am - 1:00pm / 2:00pm - 5:00pm (註：部分課堂將安排於學校假期期間進行。) (Note: Lessons will also be scheduled during school holidays.) 地點 Venue: 將軍澳教學中心 將軍澳翠林邨 Tseung Kwan O Learning Centre Tsui Lam Estate, Tseung Kwan O 或 OR 尖沙咀教學中心 尖沙咀加連威老道98號東海商業中心地庫1樓及3樓 / 尖沙咀漆咸道南67號安年大廈13樓 Tsimshatsui Learning Centre Basement 1 and 3/F, East Ocean Centre, 98 Granville Road, Tsim Sha Tsui / 13/F, Oriental Centre, 67 Chatham Road South, Tsim Sha Tsui</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	電話 Tel: 23111 7277 / 2209 0239 電郵 Email: kitmanlee@cuhk.edu.hk / jeffho0@scs.cuhk.edu.hk 課程網址 Course Website: www.scs.cuhk.edu.hk/cuscs/apl



單元一 Unit 1

傳媒寫作

Media Writing (27小時hrs)

- 特性與價值
Features and value
- 發掘題材
Finding Story
- 寫作技巧
Writing skills
- 文章分析與比較
Article analysis and comparison

單元二 Unit 2

人物專訪報道 Interviews (27小時hrs)

- 人物專訪類型
Types of interviews
- 採訪前的準備
Pre-interview preparation
- 溝通和發問技巧
Communication and questioning skills
- 撰寫人物專訪
Writing a story

單元三 Unit 3

專業操守

Professional Ethics (15小時hours)

- 專業操守守則
Code of professional ethics
- 真相與客觀報道
Truth and objective reporting
- 公眾興趣與公眾利益
Interest of public and public interest

單元四 Unit 4

攝影與圖片編輯

Photo Taking and Editing

- (21小時hours)
- 攝影基礎
Photography basics
- 圖片選輯原則
Principles of selecting and editing photos
- 用圖片說故事
Telling stories with photos
- 選擇圖片與撰寫圖說
Photo selection and caption writing

單元五 Unit 5

副刊寫作

Supplement Article Writing

- (27小時hours)
- 副刊文章類型
Types of supplement articles
- 專欄/專輯的風格與結構
Style and structure of columns/special reports
- 選題和寫作技巧
Skills of selecting topics and writing
- 撰寫專欄/專輯
Column/special report writing

單元六 Unit 6

美術設計、編輯和排版

Graphic Design, Editing and Layout

(21小時hours)

- 美術設計基礎
Graphic design basics
- 排版原則
Principles of layout design
- 校對與審閱稿件
Proofreading and manuscript review
- 印刷與製作基本概念
Basic concepts of printing and production

單元七 Unit 7

雜誌編輯概念

Concept of Magazine Editing

(27小時hours)

- 出版流程與策略
Publication process and strategies
- 雜誌版面設計
Magazine layout design
- 基本編輯概念
Basic concepts of editing
- 撰寫標題
Headline writing

單元八 Unit 8

刊物製作實踐

Publication Production in Practice

(15小時hours)

- 雜誌採訪、寫作、編輯與製作
Interview, writing, editing and production of a magazine
- 構思主題→搜集資料→編寫內容大綱→採訪與寫作→編輯與排版→美術設計→製作
Develop a theme → collect data → write the outline → interview and write up → edit and design the layout → design the graphics → produce the magazine



課程提供機構 Course Provider	香港專業進修學校 Hong Kong College of Technology (HKCT)
學習範疇 / 課程組別 Area of Studies / Course Cluster	媒體及傳意 / 媒體製作與公共關係 Media and Communication / Media Production and Public Relations
課程簡介 Course Overview	<p>本科目旨在培育學生成為公共關係的專才。課程內容理論與實踐並重，並涵蓋公關策略、傳訊技巧、新媒體應用，讓學生掌握公共關係及傳訊的知識和技能。學生亦會學習公關及傳訊在新媒體的應用，特別是網上項目製作技能，為學生將來升學或就業作準備。</p> <p>This course aims to develop students to be professions in the field of Public Relations. The course covers Public Relations strategies, communication skills and new media application with equal emphasis on practice and theory to help students acquire the knowledge and skills of Public Relations. Students also learn how to apply new media in Public Relations and Communication sector, especially the skills on online production. It helps students get prepared for further studies and works in future.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	小組討論、業界分享、角色扮演、演講練習、短片製作等 Group discussion, professional sharing, role play, practical presentation, short video production, etc.
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：傳理、企業傳訊、公關、商業學、市場學、人力資源及語文 e.g. journalism, corporate communications, public relations, business, marketing, human resources and language</p> <p>就業出路 Career Pathways</p> <ul style="list-style-type: none"> • 初級職位（例如：市場助理、項目助理、媒體製作助理及公關事務文員） Junior position (e.g. marketing assistant, event assistant, media production assistant and public relations clerk) • 管理層職位（例如：市場主任、項目策劃員、媒體製作主任、公關主任、品牌管理主任及傳訊培訓師） Senior position (e.g. marketing manager, event planner, media production manager, public relations manager, brand manager and communication trainer)
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm (部分課堂將安排於暑假期間進行。) (Lessons will also be scheduled during summer holidays and will be arranged as full day lessons.)</p> <p>地點 Venue: 香港專業進修學校 (港專賽馬會馬鞍山校園) 新界馬鞍山耀安邨 Hong Kong College of Technology (HKCT Jockey Club Ma On Shan Campus) Yiu on Estate, Ma on Shan, Sha Tin, New Territories 或 OR 香港專業進修學校 (港專賽馬會本科校園) 新界沙田馬鞍山鞍誠街2號 Hong Kong College of Technology (HKCT Jockey Club Undergraduate Campus) 2 On Shing Street, Ma On Shan, Sha Tin, New Territories</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	<p>電話 Tel: 2265 3816 / 2265 6986 / 2926 1222 電郵 Email: jimkan@hkct.edu.hk / apl@hkct.edu.hk / enquiry@hkct.edu.hk 課程網址 Course Website: www.hkct.edu.hk/apl</p>

1. 公關及傳訊基本概念

Basic Concept of Public Relations and Communication (30小時hrs)

- 公關及傳訊簡介
Introduction to Public Relations and Communication
- 公關及傳訊理論
Theories of Public Relations and Communication
- 媒體類型和特點
Types and Characteristics of Media
- 專業操守和社會責任
Professional Ethics and Social Responsibility

2. 公關策略

Public Relations Strategies (30小時hrs)

- 項目設計
Project Planning
- 項目推廣
Project Promotion
- 危機管理
Crisis Management



3. 新媒體應用

New Media Application (60小時hrs)

- 書面傳意
Written Communication
- 口語傳意
Oral Communication

4. 新媒體應用

New Media Application (60小時hrs)

- 公關策略及傳訊技巧
Public Relations Strategies and Communication Skills
- 網上項目製作
Online Project Production



5. 公關及傳訊專題研習

Final Project on Public Relations and Communication (30小時hrs)



<p>課程提供機構 Course Provider</p>	<p>香港城市大學專業進修學院 School of Continuing and Professional Education, City University of Hong Kong (CityU (SCOPE))</p>
<p>學習範疇 / 課程組別 Area of Studies / Course Cluster</p>	<p>商業、管理及法律 / 會計及金融 Business, Management and Law / Accounting and Finance</p>
<p>課程簡介 Course Overview</p>	<p>電子商務會計課程學與活動的設計以學生為本，讓學生認識有關的基礎理論和概念，從而培養他們的共通能力，並建立他們對電子商務會計的就業期望。 In Accounting for e-Business, student-centred learning and teaching activities are designed to enable students to understand fundamental theories and concepts, develop their generic skills, and address their career aspirations in Accounting for e-Business.</p>
<p>授課語言 Medium of Instruction</p>	<p>中文 或 英文 Chinese or English</p>
<p>學習活動特色 Learning Activity Highlights</p>	<p>參觀國內工商機構、與海外會計從業人士進行視像會議、使用會計軟件的實體練習、製作電子商務計劃書及各種財務報告 visits to business / industrial organizations in the Mainland, video conferencing with overseas practitioners, hands-on exercises in utilising available accounting software, prepare proposal to establish a e-business model and present various financial reports</p>
<p>升學路向及就業出路 Articulation to Further Studies and Career Pathways</p>	<p>升學路向 Further Studies 例如：會計、工商管理、管理及營銷 e.g. Accounting, business administration, management and marketing 就業出路 Career Pathways 例如：會計助理、銀行客戶服務主任及行政助理 e.g. Account assistant, bank customer service officer and administrative assistant</p>
<p>授課安排 Class Arrangements</p>	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 9:15 am - 12:15 pm (註：部分課堂或活動將安排於暑假期間進行。) (Note : Lessons or activities will also be scheduled during summer holidays.) 地點 Venue: CityU SCOPE尖東教學中心 尖沙咀麼地道77號華懋廣場UG202及UG301室 CityU SCOPE TST East Learning Centre UG202, UG301, ChinaChem Golden Plaza, 77 Mody Road, Tsim Sha Tsui East, Kowloon</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
<p>查詢 Enquiries</p>	<p>電話 Tel: 3442 5441 / 3442 5433 電郵 Email: aplinfo@cityu.edu.hk 課程網址 Course Website: www.cityu.edu.hk/ce/apl</p>

1. 電子商務：價值創造

e-Business for Value Creation (18小時hrs)

- 營商環境
Business environment
- 商業流程
Business process
- 會計與其他商業功能的關係
The relationship between accounting and other business functions
- 資訊科技的角色
The role of information technology

2. 商業會計

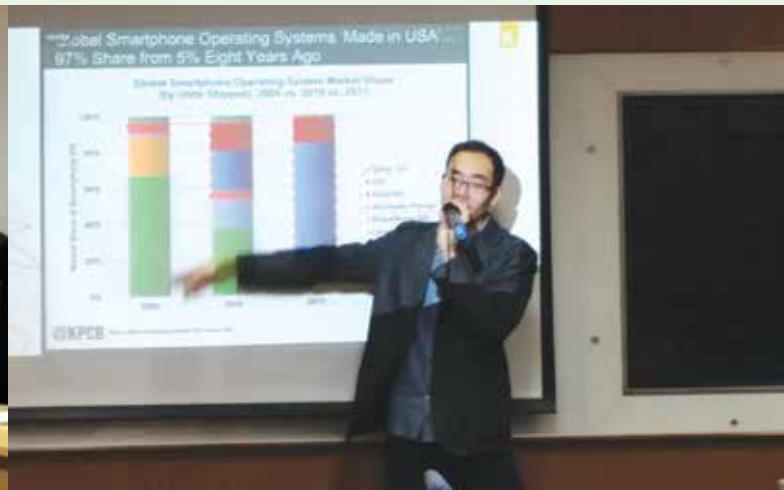
Business Accounting (45小時hrs)

- 財務會計
Financial Accounting
- 管理會計
Management Accounting

3. 會計軟件應用

Accounting Software Application (45小時hrs)

- 各種會計軟件系統簡介
Introduction to various accounting software systems
- 簡易會計系統
Simple accounting system
- 數據記錄及處理
Recording and processing data
- 會計報告及財務報表
Accounting reports and financial statements



4. 電子商務會計的應用

Application of Accounting for e-Business (27小時hrs)

- 資訊科技與會計的融合
Integration of information technology and accounting
- 良好的會計慣例及商業道德
Good accounting practice and business ethics for e-Business
- 大數據
Big data

5. 專題研習

Integrated Project (45小時hrs)

- 電子商務財務模式
Financial model in e-business
- 電子商務環境的業務模式
Business model in e-Business environment
- 行業分享
Sharing by industry
- 參觀會計公司及電子商務 / 初創公司
Visits to accounting firms and e-Business / startup companies





課程提供機構 Course Provider	香港科技專上書院 Hong Kong Institute of Technology
學習範疇 / 課程組別 Area of Studies / Course Cluster	商業、管理及法律 / 商業學 Business, Management and Law / Business Studies
課程簡介 Course Overview	<p>課程可使學生掌握商業數據分析和報告的基本知識和技能。課程內容涵蓋數據收集規劃及數據分析方法，以發掘所需要的數據及總結結果，並提供相關建議。課程中所教授的基本技能能為學生成為商業分析師鋪路，所學的技能 and 知識也可應用於其他行業或工作崗位。</p> <p>This course equips students with basic knowledge and skill sets in data analysis and reporting in a business environment. Skills and knowledge covered in this course include planning for data collection, methods for data analysis, generating key findings and making recommendations from data findings. These skills are not only important for students to prepare themselves to become business analyst, but also transferrable and can be applied in different sectors and at different work positions.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	<p>學生透過不同形式的學習活動，有系統地認識基礎商業數據分析技巧。活動包括參觀商業機構、出席工作坊、參與角色扮演及於課程完結時提交一份商業數據分析報告等，並邀請業界人士與學生分享商業數據應用的經驗。</p> <p>Different modes of activities are employed to provide students with an in-depth understanding of the course content (e.g. visits to business organisations, workshop, role play and report writing). We will invite business practitioners to share their experience with students on business data analysis.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：工商管理、會計、金融、市場學、電腦相關的副學士 / 學士課程 e.g. Associate degree / Bachelor's degree in business administration, accounting, finance, marketing, computing</p>
	<p>職業 Careers 例如：業務分析、風險管理、業務發展、商業情報、項目分析相關工作 e.g. business analyst, risk management, business development, business intelligence, project analysis</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期Commencement Date: 2019年9月 September 2019</p>
	<p>時間Time: 星期三 Wednesday 2:00 pm - 6:00 pm 或 OR 星期六 Saturday 9:30 am - 12:30 pm / 2:00 pm - 5:00 pm</p>
	<p>地點Venue: 香港科技專上書院香港總校 九龍深水埗南昌街213號</p>
	<p>Hong Kong Institute of Technology (SSP Campus) 213 Nam Cheong Street, Sham Shui Po, Kowloon</p>
	<p>(註：部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holidays.)</p>
	<p>模式二 Mode 2 學生在就讀的中學上課，詳情有待雙方協商。</p>
	<p>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	<p>電話 Tel: 2782 2433 電郵 Email: apl@hkit.edu.hk 課程網址 Course Website: www.hkit.edu.hk/apl</p>

1 商業與商業數據分析導論 Introduction to Business and Business Data Analysis (15小時hrs)

- 1.1 商業職能範疇、經營環境、就業和持續進修途徑
Functional business areas, business environment, career and further studies
- 1.2 商業數據分析的重要性和範例
Importance of business data analysis and exemplars
- 1.3 商業數據分析的關鍵因素
Key elements in business data analysis
- 1.4 商業數據分析的主要程序：數據收集、量度及分析
Main procedures in business data analysis: data collection, measurement and analysis



2 商業數據分析的應用 Application of Business Data Analysis (12小時hrs)

- 2.1 商業數據分析與決策
Business data analysis and decision making
- 2.2 商業數據分析應用：新業務開發和業務運營
Application of business data analysis for: new business development and business operations
- 2.3 專業操守議題
Ethical issues

4 商業數據分析的專業發展 Career Development in Business Data Analysis (12小時hrs)

- 4.1 從業者經驗分享
Sharing of experience by practitioners
- 4.2 參觀商業機構
Visit to business organisations



3 商業數據分析的組成部分 Components of Business Data Analysis (75小時hrs)

- 3.1 需求評估
Needs assessment
- 3.2 計劃
Planning
- 3.3 數據收集
Data collection
- 3.4 數據分析
Data analysis
- 3.5 評估
Evaluation
- 3.6 報告
Reporting



5 商業數據分析專題研習 Business Data Analysis Project (66小時hrs)

- 5.1 識別機構使命和願景
Identify the mission and vision of organisation
- 5.2 識別商業數據分析的情境
Identify the context of business data analysis
- 5.3 應用數據收集、量度及分析技巧
Apply data collection, measurement and analysis skills
- 5.4 商業數據分析報告（口頭和書面）
Business data analysis report (oral & written)



<p>課程提供機構 Course Provider</p>	<p>香港中文大學專業進修學院 School of Continuing and Professional Studies, The Chinese University of Hong Kong (CUSCS)</p>
<p>學習範疇 / 課程組別 Area of Studies / Course Cluster</p>	<p>商業、管理及法律 / 商業學 Business, Management and Law / Business Studies</p>
<p>課程簡介 Course Overview</p>	<p>透過模擬實際環境下的應用與實踐，本課程讓學生認識創業和商業管理的基礎理論和概念，培養他們的共通能力，並建立他們對相關行業的就業期望。課程亦有助學生將來於商業課程的進修。 Through application and practice in near-authentic contexts, the course enables students to understand fundamental theories and concepts, develop generic skills and career aspirations in entrepreneurship and business management. It also equips students for lifelong learning in business related studies.</p>
<p>授課語言 Medium of Instruction</p>	<p>中文 Chinese</p>
<p>學習活動特色 Learning Activity Highlights</p>	<p>學生透過不同形式的活動，有系統地認識創業，並從實踐中掌握相關實務技巧。活動包括參觀中小企支援與諮詢中心、業界不同專家的分享講座、商業剪影、工作坊、角色扮演及於課程完結時提交一份創業計劃書等。 Different modes of activities are employed to provide students with a systematic understanding about entrepreneurship and to help them master different practical techniques through learning by-practising opportunities. Activities include visits to Support and Consultation Centre for SMEs, talks by professionals of different expertise, video shows, workshops, role-play, and writing a business plan at the end of the course, etc.</p>
<p>升學路向及就業出路 Articulation to Further Studies and Career Pathways</p>	<p>升學路向 Further Studies 例如：與工商管理、會計、金融、國際商業、旅遊及資訊系統有關之副學位 / 大學本科課程 e.g. Sub-degree / Degree programmes related to business administration, accounting, finance, international business, tourism and information systems</p> <p>就業出路 Career Pathways 例如：中小企經營者、營銷、會計、金融及公司管理等管理層工作崗位 e.g. SME business owner, managerial position in areas of marketing, accounting, finance and general management</p>
<p>授課安排 Class Arrangements</p>	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 10:00 am - 1:00 pm / 2:00 pm - 5:00 pm (註：部份課堂可能安排於學校假期期間進行。) (Note: Lessons may also be scheduled during school holidays.) 地點 Venue: 尖沙咀東海教學中心 尖沙咀加連威老道98號東海商業中心地庫 Tsimshatsui Oriental Learning Centre Basement, East Ocean Centre, 98 Granville Road, Tsim Sha Tsui</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
<p>查詢 Enquiries</p>	<p>電話 Tel: 3943 9127 / 2209 0239 電郵 Email: scs-bus@cuhk.edu.hk 課程網址 Course Website: www.scs.cuhk.edu.hk/cuscs.hk/apl</p>

第一階段：創業起動大計
Stage 1: Planning (60小時hrs)

1. 構思初步創業計劃書
Preliminary Business Proposal
 - A. 創業無極限
Unlimited entrepreneurship possibilities
 - 成功創業者的DNA
Entrepreneurship D.N.A.
 - 創業前的心態準備
Mental preparation for setting up new business
 - 新經濟
The new economy
 - 創業八大元素
Entrepreneurship ingredients
 - B. 企業社會責任與中小企業
Social responsibilities and SME
 - 企業社會責任的議題
Issues on social responsibilities
 - 企業對社會責任的回應
Responses to social responsibilities
 - 商業道德及環保因素
Business ethics and environmental factors
 - C. 市場調查及初步創業計劃書
Marketing research and preliminary business plan
 - 市場推廣及市場調查
Marketing and marketing research
 - 新企業的初步創業計劃書
Preliminary business plan for new enterprises
2. 可行性研究
Feasibility Study
 - 初步創業計劃書的可行性研究過程
Feasibility study process on preliminary business plan
 - 分析方法
Analytical models
 - 草擬創業計劃書
Preparation of formal business plan



第三階段：營運得法
Stage 3: Operations (45小時hrs)

5. 主要商業功能的運作
Key Business Functions
 - A. 營運
Operations
 - 生產程序
Production process
 - 服務質素
Quality in service
 - 顧客服務
Customer care
 - B. 市場學
Marketing
 - 市場學要訣 — 7P
Marketing knowledge of 7P
 - 找顧客、留顧客，有辦法
Customer relationship management
 - C. 人力資源和辦公室行政
Human resources and office administration
 - 職員編制
Staffing process
 - 中小企文件檔案處理
Business documents management
 - D. 中小企會計及財務管理
Accounting and finance for SME
 - 信貸和銀行服務
Credit facilities and banking services
 - 良好會計制度
Good accounting practice

第二階段：執行創業藍圖
Stage 2: Implementation (60小時hrs)

3. 企業個體 — 硬件
Business Entity: Contexts
 - 企業所有權的型式
Forms of business ownerships
 - 創業財務及融資分析
Funding and financial requirement analysis
 - 商務物業及廠房
Business premises and production site
4. 企業個體 — 軟件
Business Entity: Contents
 - 知識產權
Intellectual properties
 - 創業團隊
Management team
 - 行業技術及知識
Technical skills and knowledge
 - 申領牌照及特定法規
Licensing and regulations

第四階段：商業成效評估方案
Stage 4: Business Evaluation (15小時hrs)

6. 業績表現評估
Business Performance Appraisal
 - 衡量盈利能力
Measuring business profitability
 - 企業社會責任和專業道德
Social responsibilities and professional ethics
 - 識別和解決問題
Identifying and resolving problems
 - 拯救及退出策略
Rescue and exit strategies



課程提供機構 Course Provider	香港城市大學專業進修學院 School of Continuing and Professional Education, City University of Hong Kong (CityU (SCOPE))
學習範疇 / 課程組別 Area of Studies / Course Cluster	商業、管理及法律 / 商業學 Business, Management and Law / Business Studies
課程簡介 Course Overview	<p>本課程的目的是讓學生通過不同的學習活動，掌握市場營銷及網上推廣的概念和技能，了解商品的發展和網上營商模式，及評估在本地及國際市場上能達至最大營銷效益及營運效率的各種可行市場營銷及網上推廣方法。</p> <p>This course aims to help students, through various learning activities, master basic concepts and skills in marketing and online promotion, understand the developments of specific products and online business operation and evaluate the options on marketing and online promotion available to optimise effectiveness and operation efficiency in local and global contexts.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Learning Activity Highlights	參觀工商機構、進行市場調查、網上和社交媒體市場推廣策劃等活動。 Industrial visits, conducting market research, designing online and social media promotion plan, etc.
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與工商管理、市場學、廣告、傳播等相關的課程 e.g. courses related to business administration, marketing, advertising and communication</p> <p>就業出路 Career Pathways 例如：從事與工商管理、會計及財務管理、商業傳意、銷售及市場營銷、項目策劃、網上媒體相關的工作 e.g. careers in the fields of business administration, accounting and financial management, business communication, sales and marketing, event planning and online media</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 9:15 am - 12:15 pm (註：部分課堂或活動將安排於暑假期間進行。) (Note : Lessons or activities will also be scheduled during summer holidays.)</p> <p>地點 Venue: CityU SCOPE尖東教學中心 尖沙咀麼地道77號華懋廣場UG202及UG301室 CityU SCOPE TST East Learning Centre UG202, UG301, ChinaChem Golden Plaza, 77 Mody Road, Tsim Sha Tsui East, Kowloon</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	電話 Tel: 3442 5441 / 3442 5439 電郵 Email: aplinfo@cityu.edu.hk 課程網址 Course Website: www.cityu.edu.hk/ce/apl

1. 市場探索概論

Introduction to Marketing (66小時hrs)

- 市場營銷及網上推廣概況
Overview of Marketing and Online Promotion
- 市場調查及資訊管理
Market Research and Information Management
- 市場趨勢分析及預測
Market Trend Analysis and Prediction
- 市場調查報告撰寫及匯報
Market Research Report Writing and Presentation



2. 商品及服務的市場營銷推廣

Marketing Goods and Services (63小時hrs)

- 市場營銷推廣的角色
Role of Marketing
- 市場營銷推廣策劃與執行
Development and Implementation of Marketing Strategies
- 市場營銷推廣的監察及檢討
Marketing Activities Control and Performance Review
- 商業道德
Business Ethics



3. 網上市場推廣的策劃及部署

Internet Marketing Planning and Deployment (51小時hrs)

- 網上營商運作基礎知識
Basic Knowledge of Online Business Operation
- 網上推廣策略
Internet Marketing Strategy
- 網上營商模式
Online Business Models
- 運用不同網上推廣工具增加瀏覽量
Traffic Generation by using Different Online Promotion Tools
- 客戶資料管理
Customers Data Management





課程提供機構 Course Provider	香港浸會大學持續教育學院 School of Continuing Education, Hong Kong Baptist University (HKBU(SCE))
學習範疇 / 課程組別 Area of Studies / Course Cluster	商業、管理及法律 / 法律學 Business, Management and Law / Legal Studies
課程簡介 Course Overview	<p>課程旨在提升學生對香港執法、刑事法及刑事司法制度的認識，並為對執法或法律相關工作具興趣或有志將來投身警隊或其他紀律部隊的學生提供合適及實用的學習內容。課程更讓學生有系統地瞭解相關法律知識、警務及其他紀律部隊之遴選和實際工作情況，使他們能在相關範疇上實現理想和發展方向作出探索。</p> <p>The course is designed to develop students' knowledge and understanding of Hong Kong law enforcement operations, criminal law and criminal justice system. Students interested in or who aspire to join the police, local disciplined forces or legal related professions would find the course content highly useful and practical. The course systematically explains the law underpinning criminal justice, the recruitment and actual work contexts of police and other disciplined forces so that students can explore their interests and pursue their own goals in further studies and career development in related fields.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	定向學習、專題研習、參觀執法機構、角色扮演、嘉賓專題演說、案例討論、報告及匯報等 Directed learning, project learning, visits to law enforcement agencies, role play, talks by guest speakers, case studies, reports and presentations, etc.
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：繼續進修警務學、紀律部隊管理、犯罪學、法律等課程 e.g. further studies on policing studies, disciplined forces management, criminology, legal related programmes.</p> <p>就業出路 Career Pathways 例如：警務人員、入境事務助理、消防員、海關及懲教助理等 e.g. police constable, immigration assistant, fireman, customs & excise assistant, correctional assistant</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 9:30 am - 12:30 pm / 1:30 pm - 4:30 pm (註一：部分課堂於上午九時三十分至下午四時三十分進行。) (註二：部分課堂將安排於暑假期間進行。) (Note 1: Some lessons will last from 9:30 am to 4:30 pm.) (Note 2: Lessons will also be scheduled during summer holidays.)</p> <p>地點 Venue: 香港浸會大學持續教育學院九龍塘校園中心 九龍九龍塘聯福道34號香港浸會大學逸夫校園思齊樓 HKBU(SCE) Kowloon Tong Campus Centre David C. Lam Building, Shaw Campus, Hong Kong Baptist University, 34 Renfrew Road, Kowloon Tong, Kowloon 或 OR 九龍九龍塘浸會大學道9號香港浸會大學陳瑞槐夫人胡尹桂女士持續教育大樓 Madam Chan Wu Wan Kwai SCE Tower, Hong Kong Baptist University, 9 Baptist University Road, Kowloon Tong, Kowloon</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	電話 Tel: 3411 5482 電郵 Email: jennie@hkbu.edu.hk 課程網址 Course website: www.sce.hkbu.edu.hk/

1. **執法與刑事司法導論**
Introduction to Law Enforcement and Criminal Justice (24小時hrs)
 - 刑事司法原理及模式
Principles and models of criminal justice
 - 香港刑事司法制度簡介
Overview on the Hong Kong criminal justice system
 - 執法系統與流程
Law enforcement system and processes
 - 罪行偵查及逮捕
Crime detection and arrest
 - 起訴程序
Prosecution process
 - 裁判及量刑
Adjudication and sentencing
 - 懲教及更生
Correction and rehabilitation
2. **認識公民及法律權利、責任及相關基本法條文**
Understanding Civic and Legal Rights, Responsibilities, and related Articles of the Basic Law (24小時hrs)
 - 認識香港公民權利及責任
Understanding civic rights and responsibilities in Hong Kong
 - 公民義務、權利及責任基礎
Civic duties, rights and responsibilities fundamentals
 - 公民及政治權利
Civic and political rights
 - 經濟、社會及文化權利
Economic, social, and cultural rights
 - 個人自由及法律保障
Individual freedom and legal protection
 - 與公民權利及責任相關的基本法條文
Basic Law articles related to civic rights and responsibilities
3. **香港執法機構概要**
Overview of Law Enforcement Agencies in Hong Kong (24小時hrs)
 - 香港主要執法機構之組織及管理
Structure and management of major law enforcement agencies in Hong Kong
 - 警隊在處理罪行及罪犯的角色及功能
The roles and functions of police in dealing with crimes and criminals in Hong Kong
 - 其他相關機構的角色及功能
The roles and functions of other related organisations
 - 主要執法機構的相互關係
Operating relationship between law enforcement agencies in Hong Kong
 - 與市民之關係
Relationship with the community
4. **罪行與刑事法**
Crimes and Criminal Law (27小時hrs)
 - 刑事法功能
Functions of criminal law
 - 罪行及犯罪行為剖析
Crime and criminal behaviour analysis
 - 罪行元素
Elements of crime
 - 影響刑責主要因素
Factors affecting criminal liability
 - 其他特殊違法行為
Other specific offences
5. **執法與刑事司法案例工作坊**
Case Studies Workshop on Law Enforcement and Criminal Justice (18小時hrs)
 - 如何定義社會問題為罪行
The definition of particular social problems as crimes
 - 刑事司法案例研究
Case studies on criminal justice
 - 執法案例研究
Case studies on law enforcement
 - 刑事司法與執法之最新發展
Latest developments on criminal justice and law enforcement
6. **警務及其他紀律部隊人員招募及遴選**
Recruitment and Selection in Police and other Disciplined Forces (24小時hrs)
 - 警員招募遴選準則和程序
Recruitment process and selection criteria in Police Force
 - 測試及面試的要求
Requirements of tests and interviews
 - 警務人員個性要求
Personality requirements in Police Force
 - 其他主要紀律部隊招募遴選程序和準則簡介
Overview of the recruitment process and selection criteria for other major disciplined forces in Hong Kong
 - 其他主要紀律部隊對投考者的要求
Requirements on applicants for other major disciplined forces in Hong Kong
7. **警務及其他紀律部隊人員之重要特質、道德操守及價值觀**
Essential Attributes, Conduct and Values in Police and other Disciplined Forces (21小時hrs)
 - 警務及其他紀律部隊人員的重要特質
Essential attributes of Police and other disciplined forces
 - 警務及其他紀律部隊人員的價值觀
Value of Police and other disciplined forces
 - 警務及其他紀律部隊人員的道德操守與紀律
Code of conduct and discipline in Police and other disciplined forces
 - 良好團隊的要素
Characteristics of a good team
 - 團隊溝通與提升團隊精神及士氣
Team communication, promoting team spirit and morale
8. **執法人員之健康與體適能訓練**
Health and Fitness Training in Law Enforcement (18小時hrs)
 - 認識體適能與健康
Understanding fitness and health
 - 運動量與體重控制
Exercise volume and weight control
 - 運動創傷
Exercise injuries
 - 正確認識熱身運動
Proper warm up exercises
 - 心肺功能鍛鍊
Cardiopulmonary training
 - 體能訓練
Physical training



<p>課程提供機構 Course Provider</p>	<p>香港專業進修學校 Hong Kong College of Technology (HKCT)</p>
<p>學習範疇 / 課程組別 Area of Studies / Course Cluster</p>	<p>服務 / 食物服務及管理 Services / Food Services and Management</p>
<p>課程簡介 Course Overview</p>	<p>本課程的目的是讓學生認識有關甜品及咖啡店的特色、食品產品、店舖運作、食物衛生知識等，以達至理想業務及顧客服務。本課程亦提供一個引導學生終身學習的起點，奠定繼續升學或就業的基礎。</p> <p>This programme aims to introduce to students the characteristics of pâtisseries and cafés, food product and operations, knowledge of food hygiene, etc. in shaping the business and achieving service excellence. The programme can provide a starting point for students' lifelong learning and develop a foundation for further studies and career development.</p>
<p>授課語言 Medium of Instruction</p>	<p>中文 或 英文 Chinese or English</p>
<p>學習活動特色 Learning Activity Highlights</p>	<p>甜品及咖啡店食品製作、產品研發、分組討論、參觀活動、業界分享、個案研究等 Pâtisserie and café food production, product development, group discussion, industrial visits, professional sharing, case study, etc.</p>
<p>升學路向及就業出路 Articulation to Further Studies and Career Pathways</p>	<p>升學路向 Further Studies 例如：升讀與旅遊及酒店款待、航空及郵輪服務、旅遊及項目管理及西式廚藝相關的課程。 e.g. course related to tourism and hospitality management, airline and cruise services, tourism and event management and western culinary.</p> <p>就業出路 Career Pathways 例如：初級甜品師、烘焙師、初級廚師、餐廳服務員、咖啡師、創業家（如：咖啡店，甜品店，包餅烘焙店） e.g. Junior pastry chef, bakery chef, junior chef, restaurant waiter / waitress, barista and entrepreneur (e.g. café, pastry shop and bakery shop)</p>
<p>授課安排 Class Arrangements</p>	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm (部分課堂將於暑假期間進行及全日上課。) (Lessons will also be scheduled during summer holidays and will be arranged as full day lessons.) 地點 Venue: 香港專業進修學校（何文田校舍）- 九龍何文田公主道14號 Hong Kong College of Technology (Ho Man Tin Campus) 14, Princess Margaret Road, Homantin, Kowloon 或 OR 香港專業進修學校（港專賽馬會馬鞍山校園）- 新界馬鞍山耀安邨 Hong Kong College of Technology (HKCT Jockey Club Ma On Shan Campus) Yiu on Estate, Ma on Shan, Sha Tin, New Territories 或 OR 香港專業進修學校（港專賽馬會本科校園）- 新界沙田馬鞍山鞍誠街2號 Hong Kong College of Technology (HKCT Jockey Club Undergraduate Campus) 2 On Shing Street, Ma On Shan, Sha Tin, New Territories 或 OR 香港專業進修學校（開源道培訓中心）- 九龍觀塘開源道71號王子大廈7至8樓 Hong Kong College of Technology (Hoi Yuen Road Training Centre) 7/F & 8/F, Wong Tze Building, 71 Hoi Yuen Road, Kwun Tong, Kowloon 或 OR 香港專業進修學校（長沙灣培訓中心）- 九龍長沙灣青山道368號喜韻2樓 Hong Kong College of Technology (Cheung Sha Wan Training Centre) 2/F, Heya Star, 368 Castle Peak Road, Cheung Sha Wan, Kowloon</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
<p>查詢 Enquiries</p>	<p>電話 Tel: 2265 3816 / 2265 6986 / 2926 1222 電郵 Email: jimkan@hkct.edu.hk / apl@hkct.edu.hk / enquiry@hkct.edu.hk 課程網址 Course Website: www.hkct.edu.hk/apl</p>



1. 甜品及咖啡店運作簡介
Introduction to Pâtisserie and Café Operations
(15小時hrs)

- 餐飲業行業結構及特色
Structure and scope of catering industry
- 優質顧客服務簡介
Introduction to quality customer service



2. 甜品及咖啡店運作系統
Pâtisserie and Café Development and Operation System
(45小時hrs)

- 甜品及咖啡店的運作模式及牌照要求
Business operation model and licensing requirements for pâtisserie and café
- 食物及營養知識
Food and nutrition
- 甜品及咖啡店餐單設計
Menu planning for pâtisserie and café
- 餐飲業的資訊科技應用
Use of IT in catering operation system
- 食品及飲品成本計算
Food and beverage costing
- 食物衛生及安全議題
Food hygiene and safety issues
- 職業健康及安全
Occupational health and safety
- 餐飲業的工作專業操守
Work ethics in food industry
- 業界人士分享
Industrial sharing



3. 咖啡店食品及飲品製作
Food and Beverage Service and Production in Café
(44小時hrs)

- 咖啡店服務風格
Service style in café
- 咖啡店飲品製作
Beverage production in café
- 咖啡店食品製作
Food production in café
- 咖啡師知識及技巧
Barista knowledge and training



4. 甜品製作
Pâtisserie Production (44小時hrs)

- 甜品分類
Classification of pâtisserie product
- 甜品製作原理及基本食材
Basic principles and ingredients for pâtisserie
- 基本食譜
Basic recipes
- 甜品製作技巧及應用
Production techniques of pâtisserie and application



5. 餐單設計及執行
Menu Design and Execution (32小時hrs)

學生在甜品及咖啡店的模擬運作情境中，綜合相關理論、技巧及行業發展趨勢的知識，並以小組形式，商討餐單設計、選取材料、編訂服務流程及標準等，執行整個模擬運作專案。

In a thematic simulation, students integrate related theories, skills and recent trends in pâtisserie and café operations, and work in a team, from designing menu items, selecting ingredients, designing service sequence and style to executing the plan.



課程提供機構 Course Provider	職業訓練局 Vocational Training Council (VTC)
學習範疇 / 課程組別 Area of Studies / Course Cluster	服務 / 食物服務及管理 Services / Food Services and Management
課程簡介 Course Overview	<p>本課程讓學生在模擬環境下，學習有關基本美食學、食品材料、營養、食物衛生與安全及西式菜餚製作等知識及技巧，並透過實務培訓提升學生對款待業及西式廚務專業的興趣，培養良好的服務文化、自律及團隊精神，並加強他們的解難、溝通和表達能力。課程提供「廚藝」及「甜品及包餅」兩個選修部分供學生選擇。另外，學生於相關單元取得合格成績，可獲發食物環境衛生署認可的專業證書，另學生亦可報考英國皇家公共健康學會的公開考試，獲取專業資格。</p> <p>Through a simulated learning environment, students will acquire the knowledge and skills in western gastronomy, food commodities, nutrition, food hygiene and safety as well as western food preparations. The course aims to develop students' interest in the hospitality and catering industry through practical training, and cultivate among them a service culture, self-discipline and team spirit as well as problem solving, communication and presentation skills. Students may choose between "Culinary Arts" and "Dessert, Baking and Pastry Arts" in the elective part of the course. Also, students passing the relevant module can obtain a professional certificate recognised by the Food and Environmental Hygiene Department of HKSAR Government. They can also attend a public examination offered by the Royal Society for Public Health, U.K. for an additional professional qualification.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	<p>講授及示範、小組討論及匯報、微生物測試、行業參觀、實務訓練及製成品分享、專題研習、西式食品製作大賽等</p> <p>Lectures with demonstrations, group discussions and presentations, microbiology testing, industrial visits, practical training and food tasting, project learning, Food Competition, etc.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與食品生產及服務、休閒及旅遊、酒店管理相關的課程 e.g. Courses related to food production and services, leisure and tourism and hotel management</p> <p>就業出路 Career Pathways 例如：從事與飲食服務、航空膳食服務、快餐食品製造、麵包及西餅製造、酒店服務相關的工作 e.g. Careers in the fields of catering services, airline catering, fast food production, bakery and dessert production and hotel services</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm 地點 Venue: 國際廚藝學院 — 香港薄扶林145號 International Culinary Institute 145 Pokfulam Road, Pokfulam, Hong Kong 或 OR 酒店及旅遊學院（九龍灣）— 九龍九龍灣大業街46號 Hotel and Tourism Institute (Kowloon Bay) 46 Tai Yip Street, Kowloon Bay, Kowloon 或 OR 酒店及旅遊學院（天水圍）— 新界元朗天水圍天河路11號 Hotel and Tourism Institute (Tin Shui Wai) 11 Tin Ho Road, Tin Shui Wai, Yuen Long, N.T. 或 OR 香港專業教育學院（黃克競）— 九龍長沙灣荔枝角道702號 Hong Kong Institute of Vocational Education (Haking Wong) 702 Lai Chi Kok Road, Cheung Sha Wan, Kowloon 或 OR 匯縱專業發展中心（馬鞍山）— 新界沙田馬鞍山耀安邨92地段 Integrated Vocational Development Centre (Ma On Shan) Area 92 Yiu On Estate, Ma On Shan, Shatin, N.T. 或 OR 青年學院（邱子文）— 新界將軍澳陶樂路11號 Youth College (Yeo Chei Man) — 11 To Lok Road, Tseung Kwan O, N.T.</p> <p>模式二 Mode 2 如校內設施符合課程要求，課堂可在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons could be held at students' own schools subject to the equipment and facilities provided by schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	<p>電話 Tel: 2836 1264 電郵 Email: apl-enquiry@vtc.edu.hk 課程網址 Course Website: www.vtc.edu.hk/apl</p>

核心部分 Core Part (68小時hrs)

1. 烹調基礎
Culinary Fundamentals
(48小時hrs)

- 西式食品製作概覽
Introduction to western food preparation
- 廚房設置及管理
Kitchen set-up and management



2. 食物衛生、營養與職業安全
Food Hygiene, Nutrition and Occupational Safety
(20小時hrs)

- 食物衛生及安全
Food hygiene and safety
- 營養、膳食與健康
Nutrition, diet and health
- 職業安全
Occupational safety



選修部分 Elective Part (112小時hrs)

廚藝 Culinary Arts

3A. 廚藝基本食材

Food Fundamentals
(30小時hrs)

- 食物材料
Food commodities
- 食物保存及儲藏
Food preservation and storage
- 菜譜及食譜設計
Menu and recipe design



4A. 基礎食品製作

Food Preparation
(70小時hrs)

- 原湯、餐湯及汁醬
Stock, soup and sauce
- 頭盤及小點創作
Appetizers and snacks
- 主菜製作
Main dishes
- 創意伴碟設計
Creative garnish and plate decoration



5A. 廚藝專題研習

Project on Culinary Arts
(12小時hrs)

- 特色菜譜設計及製作
Planning and preparation of a menu for special diets



或
OR

甜品及包餅 Dessert, Baking and Pastry Arts

3B. 甜品及包餅基本食材
Food Fundamentals
(30小時hrs)

- 食物材料
Food commodities
- 食物保存及儲藏
Food preservation and storage
- 菜譜及食譜設計
Menu and recipe design



4B. 基礎甜品及包餅製作
Food Preparation
(70小時hrs)

- 軟硬麵包
Bread and rolls
- 蛋糕及酥餅製作
Gâteau and pastries
- 歐陸甜品
European desserts
- 朱古力
Chocolates
- 創意餅面裝飾及伴碟設計
Creative toppings and plate decoration



5B. 甜品及包餅專題研習
Project on Dessert, Bakery and Pastry
(12小時hrs)

- 特色菜譜設計及製作
Planning and preparation of a menu for special diets



6. 西式食品製作大賽
Food Competition





<p>課程提供機構 Course Provider</p>	<p>香港城市大學專業進修學院 School of Continuing and Professional Education, City University of Hong Kong (CityU (SCOPE))</p>
<p>學習範疇 / 課程組別 Area of Studies / Course Cluster</p>	<p>服務 / 款待服務 Services / Hospitality Services</p>
<p>課程簡介 Course Overview</p>	<p>本課程涵蓋了酒店業三個主要範疇的基礎知識，即酒店前台、酒店客房部及餐飲服務的營運。學生將以實踐的模式學習，並到酒店交流，了解優質服務的重要性。 This course is designed to equip students with fundamental knowledge about three major aspects of the hospitality industry, namely front office, housekeeping, and food and beverage operations. Learning will be acquired through practice, and students will be given the opportunity to visit hotels to understand the importance of quality service.</p>
<p>授課語言 Medium of Instruction</p>	<p>中文 或 英文 Chinese or English</p>
<p>學習活動特色 Learning Activity Highlights</p>	<p>模擬客房服務學習、運用「Opera」物業管理系統模擬入住登記及房間分配、到餐廳學習西式餐飲服務及餐桌禮儀、兩日一夜的酒店參觀、互動學習、角色扮演、個案研究、專題研習及口述簡報等。 Housekeeping practice in the mock-up guest room, use of “Opera” property management system to simulate check-in and room allocation, learning of western dining services and etiquette in a restaurant, an overnight hotel visit, interactive learning, role plays, case studies, research projects and oral presentations, etc.</p>
<p>升學路向及就業出路 Articulation to Further Studies and Career Pathways</p>	<p>升學路向 Further Studies 例如：升讀與休閒及旅遊、酒店管理、食品生產及服務等相關的課程 e.g. Courses related to leisure and tourism, hotel management, food production and services</p> <p>就業出路 Career Pathways</p> <ul style="list-style-type: none"> • 款待服務 Hospitality services 例如：從事與休閒及娛樂、酒店及旅遊業、食品生產及服務、航班服務、展覽支援服務等相關的工作 e.g. Careers in the fields of leisure and recreation, hotel and tourism, food production and services, airline services and convention support services • 商業服務 Business services 例如：從事顧客服務等相關的工作 e.g. Careers in the fields of customer service
<p>授課安排 Class Arrangements</p>	<p>模式一 Mode 1 開課日期 Commencement Date: 2018年9月 September 2018 時間 Time: 星期六 Saturday 9:15 am — 12:15 pm / 1:30 pm — 4:30 pm (註：暑假期間將安排課堂及兩日一夜的酒店參觀活動。) (Note: Lessons as well as an overnight hotel visit will be scheduled during summer holidays.) 地點 Venue: CityU SCOPE尖東教學中心 尖沙咀麼地道77號華懋廣場UG202及UG301室 CityU SCOPE TST East Learning Centre UG202, UG301, ChinaChem Golden Plaza, 77 Mody Road, Tsim Sha Tsui East, Kowloon 或 OR CityU SCOPE金鐘教學中心 金鐘道95號統一中心8樓 CityU SCOPE Admiralty Learning Centre 8/F United Centre, 95 Queensway, Admiralty, Hong Kong</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
<p>查詢 Enquiries</p>	<p>電話 Tel: 3442 5441 / 3442 5433 電郵 Email: aplinfo@cityu.edu.hk 課程網址 Course Website: www.cityu.edu.hk/ce/apl</p>



1. 酒店服務及未來趨勢概述
Overview of Hospitality Services and Future Trend (24小時hrs)

- 款待業發展
Overview of hospitality service and future trend
- 酒店業創新商業模式
New hotel business models
- 共享經濟的影響
Impact of sharing economy
- Airbnb的挑戰
Challenges of Airbnb
- 服務水平與應用
Service levels and application

2. 酒店前台營運
Front Office Operations (52小時hrs)

- 各部門之間的相互聯繫
Inter-department responsibilities
- 電話溝通及銷售技巧
Telephone communications and sales techniques
- 客房預訂 — 比較網站
Reservations - Opaque websites
- 入住登記 — 人工智能應用
Registration - AI application
- 退房及結賬 — 流動支付服務
Settlement of accounts - mobile payment services

3. 酒店客房營運
Housekeeping Operations (34小時hrs)

- 客房清潔
Guest room cleaning
- 洗衣房管理
Laundry management
- 客房庫存品管理
Inventory management
- 員工配備及工作管理
Staff equipment and task management
- 安全措施、化學物質及保安管理
Safety, chemicals and security management
- 環保採購及運作
Green purchasing and operations
- 人體工學技術
Ergonomic techniques
- 外判工作
Outsourcing tasks



4. 餐飲服務營運
Food & Beverage Operations (46小時hrs)

- 酒店業餐飲
Hotel dining
- 快餐
Fast food
 - 休閒式餐飲
Casual dining
 - 交通運輸餐飲
Transportation
 - 到會服務
Outside catering

餐飲管理概念及技巧
Basic Management Concept/Skills

- 菜單設計
Menu planning
- 成本控制
Costing
- 食物衛生
Food hygiene
- 菜單介紹
Menu description
- 菜單類別及餐桌擺設
Types of menu and setting
- 餐桌服務類別
Service methods
- 餐飲服務技巧
Service skills
- 促銷技巧
Upselling skills

飲料服務
Beverage Service

- 非酒精類飲品類別
Classification of non-alcoholic beverages
- 酒精類飲品
Alcoholic beverages
- 雞尾酒製作工具
Equipment for preparing cocktail

離岸實況體驗
Off-shore Study Tour (24小時)

- 知識與技巧整合及應用 (選修其中一個單元課題作專題研習)
Integrate and apply knowledge and skills acquired for projects on one of the three modules
 - ⇒ 酒店前台 (入住登記及房間編配)
Front office (Registration and room assignment)
 - ⇒ 客房部 (房務服務技巧練習)
Housekeeping (Room inspection and bed making)
 - ⇒ 餐飲服務 (餐桌禮儀及餐飲服務技巧練習)
Food & beverage (Table setting and dining etiquette)
- 體驗款待業最新發展趨勢 (例如：環保酒店概念、科技應用、電子營銷技巧)
Experience contemporary trend in hospitality (such as green hotel concept, application of technology and e-marketing technique)





課程提供機構 Course Provider	職業訓練局 Vocational Training Council (VTC)
學習範疇 / 課程組別 Area of Studies / Course Cluster	服務 / 款待服務 Services / Hospitality Services
課程簡介 Course Overview	<p>本課程讓學生在模擬環境下學習酒店營運的基礎知識，以及有關客務部、房務部和餐飲部的實務操作技能。學生將透過多元化的教學活動，提升對旅遊業及酒店營運的興趣，培養良好的服務文化、自律及團隊精神，並加強解難、溝通和表達能力。</p> <p>Through a simulated learning environment, students will acquire the basic knowledge of hotel operations and practical skills in front office, housekeeping, and food and beverage departments. The diversified learning activities will develop students' interest in the hospitality industry, and cultivate among them a service culture, self-discipline and team spirit as well as problem solving, communication and presentation skills.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	<p>講授及示範、角色扮演、個案分享及小組討論、參觀業內營運實況、實務訓練、專題研習、技能競賽等</p> <p>Lectures with demonstrations, role plays, case sharing and group discussions, industrial visits, practical training, project learning, Skills Competition, etc.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與酒店管理、休閒及旅遊、餐飲服務管理相關的課程 e.g. Courses related to hotel management, leisure and tourism, food and beverage service management</p> <p>就業出路 Career Pathways 例如：從事與酒店服務、旅遊代理商、航空服務、飲食服務、主題公園服務、會所管理、主題公園管理相關的工作 e.g. Careers in the fields of hotel services, travel agency, airline services, catering services, theme park services, club house management, theme park management</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm 地點 Venue: 酒店及旅遊學院 (薄扶林) — 香港薄扶林145號 Hotel and Tourism Institute (Pokfulam) 145 Pokfulam Road, Pokfulam, Hong Kong 或 OR 酒店及旅遊學院 (九龍灣) — 九龍九龍灣大業街46號 Hotel and Tourism Institute (Kowloon Bay) 46 Tai Yip Street, Kowloon Bay, Kowloon 或 OR 酒店及旅遊學院 (天水圍) — 新界元朗天水圍天河路11號 Hotel and Tourism Institute (Tin Shui Wai) 11 Tin Ho Road, Tin Shui Wai, Yuen Long, N.T.</p> <p>模式二 Mode 2 如校內設施符合課程要求，課堂可主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons could mainly be held at students' own schools subject to the equipment and facilities provided by schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	電話 Tel: 2836 1264 電郵 Email: apl-enquiry@vtc.edu.hk 課程網址 Course Website: www.vtc.edu.hk/apl

1. 酒店運營概覽

Introduction to Hotel Operations (24小時hrs)

- 款待業概述
Overview of hospitality industry
- 酒店類型與服務風格
Types of hotels and service styles
- 道德操守及文化議題
Ethical and cultural issues

2. 客務服務

Front Office Services (36小時hrs)

- 房間銷售和預訂
Room sales and reservations
- 賓客入住登記
Guest registrations
- 賓客隱私與安全
Guest privacy and safety
- 管理危機
Crisis management

3. 房務服務

Housekeeping Services (36小時hrs)

- 客房整理
Guest room make up
- 公共地方的維護
Public area maintenance
- 清潔劑與設備
Chemicals and equipment
- 洗衣房操作和庫存
Laundry operations and inventory control

4. 餐飲服務

Food & Beverage Services (36小時hrs)

- 服務風格與流程
Service styles and sequences
- 雞尾酒和咖啡製作
Cocktails and coffee making
- 項目及宴會
Events and catering
- 成本控制 and 供應鏈
Costing and supply chain



5. 酒店學習之旅

Study Tours in Hotels (16小時hrs)

- 酒店主題和風格
Hotel themes and styles
- 部門間的互動
Departmental interactions
- 優質服務
Quality service

6. 酒店業的未來發展

Future Development of the Hotel Industry (32小時hrs)

- 趨勢與挑戰
Key trends and challenges
- 「一帶一路」倡議下新市場的開創
Pioneering new markets under the Belt and Road Initiative
- 綠色酒店
Green hotels
- 人工智能 (AI) 以提升賓客體驗
Artificial intelligence (AI) in enhancing guest experience

7. 技能競賽

Skills Competition





課程提供機構 Course Provider	明愛社區書院 Caritas Institute of Community Education (CICE)
學習範疇 / 課程組別 Area of Studies / Course Cluster	服務 / 個人及社區服務 Services / Personal and Community Services
課程簡介 Course Overview	<p>本課程旨在提升高中學生對幼兒發展的認識，辨別幼兒在0-8歲的發展特質及照顧幼兒的個別差異。學員因應幼兒發展的特質及幼兒的個別差異，學習為他們設計遊戲活動。學員透過多元化學習活動，發展創意思維、溝通能力和團隊合作精神，培養他們正面的價值觀與態度，並發掘其個人對幼兒教育的興趣和潛質。</p> <p>This course aims to enhance senior secondary students with the basic understanding of the foundation knowledge of child development and identify the developmental characteristics of children aged 0-8. Based on the students understanding towards children's developmental characteristics and their individual differences, students learn to design play-based activities for young children. Through different learning activities, students are given opportunities to develop creativity, communication skills and team spirit, cultivate positive values and attitudes, and explore interests and potentials in early childhood education.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English 模式一：中文（附以英文詞語）或 英文 Mode 1: Chinese (supplemented with English terminology) or English 模式二：中文（附以英文詞語）或 英文（根據學校要求） Mode 2: Chinese (supplemented with English terminology) or English (on school's request)
學習活動特色 Learning Activity Highlights	個案分析、教學示範、角色扮演、小組討論、匯報、微型教學、於幼兒教育機構進行參觀和駐校體驗等。 Case studies, teaching demonstration, role plays, group discussion, presentations, micro-teaching, field visit and field attachment to early childhood settings etc.
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：幼兒教育、特殊教育、小學教育、社會學、社會科學、社會工作 （報讀明愛社區書院幼兒教育高級文憑課程並通過面試可獲優先考慮） e.g. early childhood education, special education, primary education, sociology, social science, social work (Preference will be given to students who apply for and passed the admission interview of CICE Higher Diploma in Early Childhood Education)</p> <p>就業出路 Career Pathways 例如：幼稚園教師、幼兒工作員、幼兒中心主任、教學助理、學前遊戲班助理 e.g. kindergarten teacher, child care worker and supervisor, teaching assistant and playgroup assistant</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 9:30 am - 12:30 pm / 2:00 pm - 5:00 pm (註：部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holiday.)</p> <p>地點 Venue: 明愛社區書院 — 紅磡 九龍紅磡戴亞街5號 Community Institute of Community Education - Hung Hom No 5 Dyer Avenue, Hung Hom, Kowloon 或 OR</p> <p>明愛社區書院 — 屯門 新界屯門湖景邨湖月樓地下21-34室 Caritas Institute of Community Education - Tuen Mun Units 21-34, G/F, Wu Yuet House, Wu King Estate, Tuen Mun, N.T. 或 OR</p> <p>明愛社區書院 — 粉嶺 新界粉嶺祥華村一號停車場三樓 Caritas Institute of Community Education - Fanling 3/F, Carpark No. 1, Cheung Wah Estate, Fanling, New Territories.</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	電話 Tel: 2388 9920 電郵 Email: dah@cice.edu.hk 課程網址 Course Website: www.cice.edu.hk/Apl_course.html

核心部分 Core Part (138小時hrs)

1. 幼兒發展

Child Development (54小時hrs)

- 認識幼兒認知、語言、體能、社交及品德發展
Understanding children's cognitive, language, physical, social and moral development
- 認識幼兒的創意發展
Understanding the development of creativity in young children
- 設計遊戲與活動以促進幼兒發展
Designing games and activities to foster child development

2. 幼兒健康及安全

Children's Health and Safety (24小時hrs)

- 幼兒基礎健康與營養
Basic health and nutrition for children
- 幼兒安全與護理
Safety and care for young children
- 預防幼兒常見的傳染病與意外
Prevention of common communicable diseases and accidents
- 參觀幼兒中心
Visits to child care centres



3. 香港幼兒教育

Early Childhood Education (ECE) in Hong Kong (33小時hrs)

- 香港幼兒教育學制及政策
Education system and policy of ECE in Hong Kong
- 香港幼兒教育服務概況
Overview on ECE services in Hong Kong
- 兒童身心全面發展服務簡介
Introduction to Comprehensive Child Development Service
- 不同學習需要的幼兒發展
Development for children with diverse learning needs
- 家校合作
Home-school collaboration

4. 幼兒教育的專業發展

Early Childhood Education Professional Development (18小時hrs)

- 幼兒教育工作人員的個人素質
Personality traits for ECE practitioners
- 幼兒教育工作人員的專業及工作操守
Professionalism and work ethics in ECE practitioners
- 幼兒教育機構內工作的人際溝通技巧
Interpersonal skills for working in ECE organisations
- 駐校體驗 — 幼稚園 (非牟利)
Field attachment - kindergarten (non-profit making)

5. 微型教學 Micro-teaching (9小時hrs)

- 微型教學
Micro-teaching

選修部分 Elective Part (142小時hrs)

學習語言的環境
Language Learning Environment

- 全語文教學理念與實踐
Concept and implementation in whole language teaching and practice
- 教授非華語學童的策略
Strategies for teaching non-Chinese speaking students
- 教授英語為第二語言的策略
Strategies for teaching English as a second language
- 設計語文學習環境、遊戲與活動
Design language learning environment, games and activities
- 駐校體驗 - 國際學校 (非本地課程)
Field attachment- international school (Non-local curriculum)

介入法為教學策略
Interventions as Teaching Strategies

- 早期介入
Early interventions
- 藝術介入基礎
Arts intervention basics
- 遊戲介入基礎
Play intervention basics
- 音樂介入基礎
Music intervention basics
- 為特殊學習需要學童設計遊戲與活動
Design games and activities for students with special educational needs
- 駐校體驗 - 特殊幼兒中心/幼稚園暨幼兒中心兼收計劃
Field attachment- special child care center/child care centre with Integrated Programme (IP)

或
OR



課程提供機構 Course Provider	職業訓練局 Vocational Training Council (VTC)
學習範疇 / 課程組別 Area of Studies / Course Cluster	服務 / 個人及社區服務 Services / Personal and Community Services
課程簡介 Course Overview	<p>本課程旨在提升高中學生對幼兒教育的興趣，認識幼兒在0-6歲發展的特質，掌握照顧幼兒的基本技巧，設計簡單遊戲活動，並認識香港的幼兒教育核心價值與服務。本課程亦希望透過在幼兒教育環境中的體驗式學習，發展學生的創意思維、溝通與及團隊合作技巧，培養他們正向的價值觀與態度，並發掘其個人對幼兒教育的興趣和潛質。</p> <p>This course is designed to arouse the interest of senior secondary students in early childhood education. Students are equipped with a basic understanding of the developmental characteristics of children aged 0-6, the basic skills in taking care of children and designing play activities for children as well as the core value and services of early childhood education in Hong Kong. Through experiential learning in authentic early childhood education settings, students are given opportunities to develop creativity, communication skills and team spirit, cultivate positive values and attitudes, and explore interests and potentials in early childhood education.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	教學示範、角色扮演、小組討論、匯報、工作坊、戶外學習、參觀幼教機構及行業體驗等 Lectures with demonstrations, role plays, group discussions, presentations, workshops, outdoor learning, visits to early childhood settings and workplace experience, etc.
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀幼兒教育、特殊教育、融合教育、小學教育及社會工作等相關課程 e.g. Courses related to early childhood education, special child care education, inclusive education, primary education, and social work, etc.</p> <p>就業出路 Career Pathways 例如：從事與幼兒教育相關的工作如教學助理、遊戲小組助教等 e.g. Careers related to teaching assistant, playgroup assistant, etc.</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 9:00 am - 12:00 pm / 1:30 pm - 4:30 pm (註：部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holidays.) 地點 Venue: 香港專業教育學院 (沙田) 新界沙田源禾路21號 Hong Kong Institute of Vocational Education (Shatin) 21 Yuen Wo Road, Shatin, N.T.</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	電話 Tel: 2836 1264 電郵 Email: apl-enquiry@vtc.edu.hk 課程網址 Course Website: www.vtc.edu.hk/apl



1. 幼兒發展

Child Development (30小時hrs)

- 幼兒發展的基本理解
Basic understanding of child development
- 影響幼兒發展的因素
Factors affecting children's development
- 幼兒的發展階段與特徵
Stages and characteristics of children's development
- 幼兒不同的學習需要
Children diverse learning needs



2. 幼兒教育概覽

Introduction to Early Childhood Education (24小時hrs)

- 幼兒教育與服務的重要性、性質與功能
Importance, nature and functions of early childhood education and services
- 優質幼兒教育課程的特質
Features of a quality early childhood curriculum
- 本港幼兒教育最新議題
Current issues of early childhood education in Hong Kong
- 本港社區為本家庭服務
Community-based family services in Hong Kong

3. 幼兒健康護理

Health Care for Young Children (15小時hrs)

- 幼兒個人衛生及營養
Personal hygiene and nutrition for young children
- 預防常見的傳染病及意外
Prevention of common communicable diseases and accidents

4. 從遊戲中學習

Learning through Play (54小時hrs)

- 遊戲與幼兒發展
Play and children's development
- 遊戲的重要元素
Key elements of play
- 遊戲活動的基本設計原則與實踐
Basic principles in planning and implementing play activities
- 選修課題 (任選其一)
Elective Parts (Choose one of the following)
 1. 創意藝術 Creative arts
 2. 故事與兒歌 Story-telling and nursery rhymes
 3. 體能遊戲與音樂 Physical activity and music

5. 體驗式學習

Experiential Learning Programme (30小時hrs)

- 幼兒教育的核心價值與服務
Core values and missions of early childhood education and services
- 幼兒教育機構的設計特質
Design of early childhood institutions
- 與幼兒互動
Interacting with children
- 活動設計、實踐與檢討遊戲活動
Designing, implementing and evaluating play activities



6. 幼兒教育人員的生涯規劃

Life and Career Planning for Being an Early Childhood Educator (27小時hrs)

- 認識個人素質
Understanding of personal qualities
- 職場人員的基本素質
Generic attributes expected in workplace
- 幼兒教育人員的態度、價值觀與專業操守
Attitudes, values and work ethics of an early childhood educator
- 幼兒教育人員的職業發展
Career development in early childhood education



課程提供機構 Course Provider	明愛社區書院 Caritas Institute of Community Education
學習範疇 / 課程組別 Area of Studies / Course Cluster	服務 / 個人及社區服務 Services / Personal and Community Services
課程簡介 Course Overview	<p>本課程讓學生學習美容學不同方面的知識，包括：化妝、髮型設計和美甲技巧、新娘化妝造型設計及婚禮統籌、美容科學及美容院管理等。學生能從實踐中整合不同範疇的知識、技能和其他共通能力，並透過實習或模擬情境，培養以顧客為本的態度。</p> <p>This course adopts a multi-disciplinary approach to cosmetology with a firm grounding in application of make-up, hair design and nail art, bridal make-up design and wedding planning, beauty science and salon management, etc. Students will be trained to integrate knowledge and skills from various disciplines with other generic skills through practice. They will also develop a customer-oriented attitude through an assortment of learning tasks set in simulated or authentic contexts.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Learning Activity Highlights	探究式學習、製作創意妝型作品集、婚禮計劃書、參觀及專題講座等 Enquiry learning, preparation of a creative make-up portfolio, wedding planning proposal, visits and seminars, etc.
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀資歷架構認可美容課程、髮型及化妝課程、健康科技及健康美容護理相關的課程 e.g. Qualifications Framework recognised cosmetology courses, hair and make-up, health science, health and beauty courses</p> <p>就業出路 Career Pathways 例如：從事與美容護理、婚禮統籌師、美容院管理、美容產品的製造及推廣相關的工作 e.g. Careers in the fields of beauty therapy, wedding planner, salon management, manufacturing and sales and marketing of beauty products</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 9:30 am - 12:30 pm / 2:00 pm - 5:00 pm (註：部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holidays.) 地點 Venue: 明愛社區書院 — 紅磡 (明愛美容專業中心) Community Institute of Community Education - Hung Hom (Caritas Cosmetic Career Centre) 或 OR 明愛社區書院 — 沙田 Caritas Institute of Community Education - Shatin 或 OR 明愛社區書院 — 屯門 Caritas Institute of Community Education - Tuen Mun</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	電話 Tel: 2388 9920 電郵 Email: dah@cice.edu.hk 課程網址 Course Website: www.cice.edu.hk/Apl_course.html

必修部分 Core Part (120小時hrs)

1. 美容及健康學入門

Beauty and Health Studies (12小時hrs)

- 飲食與美容
Diet and beauty
- 天然和有機美容護理
Natural and organic beauty care
- 美容行業的發展和商業機會
Development of beauty industry and business opportunities
- 美容護理的倫理實踐
Ethical practices in beauty care

2. 美容科學

Beauty Science (51小時hrs)

- 生理學入門
Introductory physiology
- 皮膚學入門
Introductory dermatology
- 美容產品的化學成份與皮膚護理
Chemical ingredients of beauty products and skin care
- 專業儀器輔助的美容療程
Beauty therapy with specialised equipment



3. 美容院管理

Salon Management (12小時hrs)

- 美容院操作及管理
Beauty salon operation and management
- 客戶服務
Customer service

4. 美學及形象設計

Aesthetics and Image Design (36小時hrs)

- 美學設計原理
Design principles of aesthetics
- 化妝原理
Principles of make-up
- 修甲原理
Principles of nail art
- 基礎美髮原理
Basic hair-styling

參觀及專題講座 Visits and Seminars (9小時hrs)

選修部分 Elective Part (60小時hrs)

化妝、髮型設計和美甲

Make-up, Hair Design and Nail Art

- 妝型、髮型及甲藝設計配襯原理及技巧
Principles and practices of make-up, hair design and nail art coordination
- 認識化妝品成份及潛在風險
Understanding ingredients and possible effects of cosmetic products
- 專業及特技化妝技巧
Application of professional & special effect make-up
- 髮型設計技巧
Application of hair design
- 美甲技巧
Application of nail art

或
OR

新娘化妝造型設計及婚禮統籌

Bridal Make-up Design and Wedding Planning

- 婚禮項目管理
Wedding project management
- 中西式婚禮文化習俗
Chinese and Western culture and custom of wedding
- 認識化妝品成份及潛在風險
Understanding ingredients and possible effects of cosmetic products
- 新娘化妝造型設計技巧
Application of bridal make-up design
- 新娘髮型設計技巧
Application of bridal hair design



課程提供機構 Course Provider	香港城市大學專業進修學院 School of Continuing and Professional Education, City University of Hong Kong (CityU (SCOPE))
學習範疇 / 課程組別 Area of Studies / Course Cluster	應用科學 / 醫療科學及健康護理 Applied Science / Medical Science and Health Care
課程簡介 Course Overview	<p>本課程為對動物有興趣的學生而設，讓他們認識動物與人類和諧共存之道，以及如何為動物提供日常的護理。學生學習與動物護理相關的實務知識和技巧，為進修及從事動物護理工作奠下基礎。</p> <p>This course is designed for students who have an interest in animals, in particular how animals and people depend on each other in society and how to care for them. Students will not only learn knowledge about animal care and host of work that are related to animals and skills for safe care practices, but also prepare themselves for further studies and career development in animal care.</p>
授課語言 Medium of Instruction	英文 English
學習活動特色 Learning Activity Highlights	<p>講授及示範、小組討論及匯報、個案研究、專題研習、參觀及實地考察、專題講座及實務練習等。</p> <p>Lectures with demonstrations, group discussions and presentations, case studies, group projects, field visits, professional seminars and practical work, etc.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與生命科學、獸醫學、動物護理學、生物醫藥科學、環境科學、食物科學相關的課程</p> <p>就業出路 Career Pathways 可按學歷從事不同崗位的動物護理工作，例如：獸醫、獸醫護士、獸醫助理、動物護理助理、動物管理員、獸醫學實驗室人員</p> <p>Various levels of jobs/entry points in animal care depending on qualifications attained in further studies, e.g. veterinarian, veterinary nurse, veterinary assistant, animal care assistant, animal keeper and laboratory veterinary attendant.</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 9:30 am - 12:30 pm / 1:30 pm - 4:30 pm (註：部分課堂或活動將安排於暑假期間進行。) (Note: Lessons or activities will also be scheduled during summer holidays.) 地點 Venue: CityU SCOPE尖東教學中心 尖沙咀麼地道77號華懋廣場UG202及UG301室 CityU SCOPE TST East Learning Centre UG202, UG301, ChinaChem Golden Plaza, 77 Mody Road, Tsim Sha Tsui East, Kowloon</p>
查詢 Enquiries	<p>電話 Tel: 3442 5441 / 3442 5433 電郵 Email: aplinfo@cityu.edu.hk 課程網址 Course Website: www.cityu.edu.hk/ce/apl</p>



1. 動物與社會

Animals and Society (21小時hrs)

- 動物護理概述
An overview of animal care
- 動物種類及群組
Animal types & groups
- 人類與動物的互動
Human-animal interactions



2. 動物福利

Animal Welfare (21小時hrs)

- 動物福利的原則
Principles of animal welfare
- 動物福利的道德觀念
Basic animal welfare ethics
- 保護動物守則、規例及法例
Animal protection codes, regulations & laws



3. 應用科學知識

Applied Science Knowledge (36小時hrs)

- 基礎應用動物解剖學及生理學
Basic applied animal anatomy & physiology
- 基本動物行為
Basic animal behaviour

4. 香港的動物

Animals in Hong Kong (21小時hrs)

- 在不同環境下生活的動物
Animals in different settings
- 實地考察：評估實際情況下動物護理的需求
Field trip: assessment of care needs of animals in authentic context
- 動物護理相關工作及專業發展
Career options & development in working with animals



5. 動物護理需求與飼養

Animal Care Needs and Husbandry (81小時hrs)

- 動物工作間的健康與安全簡介
Health and safety in animal workplace
- 動物護理計劃
Animal care planning
- 飼養動物的知識與技巧
Husbandry knowledge & skills



課程提供機構	香港大學專業進修學院
學習範疇 / 課程組別	應用科學 / 醫療科學及健康護理
課程簡介	本課程教授中醫藥學的基礎知識，使學生能掌握相關的基本概念，並在日常生活中正確運用。透過此課程，學生可對中醫藥專業領域有初步了解，嘗試應用和實踐中醫藥學知識，同時了解行業發展，藉以探討未來升學或就業的路向。
授課語言	中文（部分課程會以普通話授課）
學習活動特色	藥膳設計及製作、參觀中藥材標本室、野外認藥、脈診實習、模擬診症
升學路向及就業出路	<p>升學路向 例如：升讀與中醫藥、中藥配劑、中醫營養學等相關的課程</p> <p>就業出路 例如：中醫、中藥材及中成藥零售、中藥材及中藥相關健康產品製造、中藥及中藥相關健康產品的研究、質量控制及銷售工作</p>
授課安排	<p>模式一 開課日期：2019年9月 時間：星期六（上午10:30 - 下午1:30 或 下午2:30 - 5:30） 地點：香港大學專業進修學院九龍東分校 九龍九龍灣宏開道28號 或其他教學中心</p>
查詢	<p>電話：3762 4127 / 3762 4122 電郵：kenneth.o@hkuspace.hku.hk / april.hla.yip@hkuspace.hku.hk 課程網址：http://apl.hkuspace.hku.hk/</p>



1. 中醫藥學概況 (3小時)

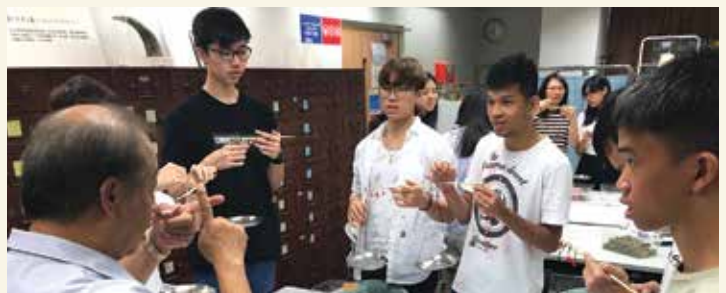
- 中醫藥學發展概況
- 香港中醫藥業現況
- 專業操守簡介

2. 中醫學基礎 (42小時)

- 陰陽五行
- 人體結構與功能
- 病因、病機
- 中醫與養生

3. 中醫診斷學基礎 (42小時)

- 四診 (望、聞、問、切)
- 八綱辨証
- 臟腑辨証
- 病因與氣血津液辨証
- 病例討論



4. 中藥學 (42小時)

- 中藥的概念和分類
- 常用中藥的藥性、功效和臨床應用
- 常用中藥飲片特徵
- 認藥活動

5. 方劑學 (42小時)

- 方劑的概念和分類
- 常用方劑的組成、功效及配伍原則
- 藥膳設計與製作

6. 中醫藥知識綜合應用 (9小時)

- 模擬診症



課程提供機構 Course Provider	明愛社區書院 Caritas Institute of Community Education (CICE)
學習範疇 / 課程組別 Area of Studies / Course Cluster	應用科學 / 醫療科學及健康護理 Applied Science / Medical Science and Health Care
課程簡介 Course Overview	<p>本課程的學習重點包括藥物學、免疫學、食物與營養等應用科學知識，以及護理和急救等健康護理的知識與技術。學生將透過醫院和模擬病房臨床技術訓練，提升對健康護理的興趣和認識，為將來進修及投身醫護行列作準備。</p> <p>This course is designed to equip students with knowledge of applied science as well as knowledge and skills for health care practice, including pharmacology, immunology, food and nutrition, nursing and first aid, etc. Through the hospital and simulation ward training, students will develop interest in the health care profession and enhance their understanding of it, preparing themselves for further studies and career development in the health care industry.</p>
授課語言 Medium of Instruction	<p>中文 或 英文 Chinese or English</p> <p>模式一：中文（輔以英文詞彙）或 英文 Mode 1: Chinese (supplemented with English terminology) or English</p> <p>模式二：中文 或 英文（按學校需要） Mode 2: Chinese or English (on school's request)</p>
學習活動特色 Learning Activity Highlights	<p>個案分析、模擬練習及角色扮演、醫療機構參觀及模擬病房訓練、專題研習及匯報等 Case studies, simulations and role plays, visit to health organisation and simulation ward training, projects and presentations, etc.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與護理學、食物及營養科學、物理治療、醫學、中醫、藥物學等相關的課程 e.g. Courses related to nursing, food and nutritional science, physiotherapy, medicine, Chinese medicine, pharmacology</p> <p>就業出路 Career Pathways 例如：從事與健康護理、藥物學、保健產品的銷售及推廣等相關的工作 e.g. Careers in the fields of health care, pharmacology, sales and promotion of health products</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 9:30 am - 12:30 pm / 1:30 pm - 4:30 pm (註：部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holidays.) 地點 Venue: 明愛賽馬會社區書院 — 荃灣 新界荃灣眾安街146號 Caritas Jockey Club Institute of Community Education - Tsuen Wan 146 Chung On Street, Tsuen Wan, N.T. 或 OR 明愛社區書院 — 天后 香港英皇道75至83號聯合出版大廈一樓 Caritas Institute of Community Education - Tin Hau 1/F, SUP Tower, 75 - 83 King's Road, North Point, Hong Kong</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	<p>電話 Tel: 3610 3700 電郵 Email: dhss@cice.edu.hk 課程網址 Course Website: http://www.cice.edu.hk/Apl_course.html</p>



核心部分 Core Part (150小時hrs)

1. 香港的醫護系統及健康護理實務
Overview of Health Care System in Hong Kong and Health Care Practice (3小時hrs)
2. 應用科學知識
Applied Science Knowledge (39小時hrs)
 - 生理及病理學
Human physiology and pathology
 - 免疫學及傳染病
Immunology and Infectious Diseases
 - 藥物學
Pharmacology
 - 食物及營養
Food and nutrition
 - 醫學化驗科學
Medical laboratory science
3. 健康護理知識及技術
Health Care Knowledge and Skills (69小時hrs)
 - 護理技巧
Nursing practice
 - 急救學
First aid
 - 物理治療技巧
Physiotherapy skills
 - 特別護理
Special care
4. 知識及技術的應用
Knowledge and Skills Application (39小時hrs)
 - 模擬病房臨床技術訓練
Simulation ward training

專題研習 Special Topic (30小時hrs)

- 健康耆年
Healthy Ageing
- 常見的慢性疾病及其護理
Common chronic illness and nursing care
 - 長者的社區支援
Community support for elderly
 - 心理和生理的健康
Health and wellness





課程提供機構 Course Provider	香港大學專業進修學院 School of Professional and Continuing Education, The University of Hong Kong (HKU SPACE)
學習範疇 / 課程組別 Area of Studies / Course Cluster	應用科學 / 醫療科學及健康護理 Applied Science / Medical Science and Health Care
課程簡介 Course Overview	<p>醫務化驗科學是一門應用精密儀器和技術來檢驗人體組織樣本、血液或其他體液樣本的學科。這些檢驗結果可為醫護人員提供關鍵性的資料，作為監察病人的健康狀況、診斷和治療疾病之用。</p> <p>本課程的目的是讓學生認識和學習如何應用科學原理來診斷疾病和進行健康監測，從而培養他們對醫務化驗科學的興趣。學生透過課程中不同形式的活動，可從實踐中有系統地認識有關醫務化驗科學的基礎理論和概念，並學習掌握相關的基礎科學知識和技能，以便他們建立對醫務化驗科學的升學及就業期望。</p> <p>Medical laboratory science involves the application of sophisticated instruments and techniques in performing complex laboratory procedures on tissue specimens, blood samples or other body fluids. These tests and procedures will provide critical information for medical professionals to monitor a person's health condition, to diagnose and to treat diseases.</p> <p>This course aims to promote students' interest in medical laboratory science through the application of scientific principles in disease diagnosis and health monitoring. Different modes of activities are employed to provide students with a systematic understanding about the context, enabling students to understand the fundamental theories and concepts, to develop their generic skills, and to address their aspirations for further studies and career in medical laboratory science.</p>
授課語言 Medium of Instruction	英文 English
學習活動特色 Learning Activity Highlights	<p>問題為本學習法、實驗、專題研習、小組討論及匯報、實驗室參觀、個案研究、工作坊、行業講座及示範等。</p> <p>Problem-based learning, practical work, group project, group discussions and presentations, laboratory visits, case studies, workshops, professional seminars and demonstrations, etc.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與生物科學、生物醫學、食品科學與營養學、環境科學、醫藥科學、健康產品管理、護理學等相關的課程。 e.g. Courses related to biological science, biomedical science, food science and nutrition, environmental science, pharmaceutical science, health product management, nursing studies, etc.</p> <p>就業出路 Career Pathways 例如：從事醫務 / 食品測試 / 環境測試 / 微生物測試 / 藥物測試化驗所的助理技術員，醫藥及醫療器材營業員等。 e.g. Trainees in medical / food / environmental / microbiology / pharmaceutical testing labs, sales executives for medical and laboratory equipment, etc.</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 10:00 am - 1:00 pm (註：部分課堂上課時間為 10:00-17:30，及另有暑期課堂。) (Note: Some lessons will be held from 10:00 to 17:30; and during summer holidays.)</p> <p>地點 Venue: 香港大學專業進修學院 (九龍東分校) 九龍九龍灣宏開道28號 HKU SPACE (Kowloon East Campus) 28 Wang Hoi Road, Kowloon Bay, Kowloon</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between the course provider and schools concerned.</p>
查詢 Enquiries	<p>電話 Tel: 2975 5683 電郵 Email: carol.lui@hkuspace.hku.hk 課程網址 Course Website: http://apl.hkuspace.hku.hk/</p>



1. **醫學實驗室**
Medical Laboratory (18小時hrs)
 - 簡介醫務化驗專業、其角色和發展趨勢
Introduction to the medical laboratory profession, its role and development trend
 - 醫學實驗室安全
Medical laboratory safety
 - 實驗室的常用計算方法
Laboratory calculations
2. **基礎科學知識**
Fundamental Scientific Knowledge (54小時hrs)
 - 人類生物學
Human biology
 - 應用免疫學
Applied immunology
 - 遺傳學和分子生物學
Genetics and molecular biology
 - 分子診斷技術
Molecular diagnostic techniques
3. **實驗室檢測 - 分析前階段**
Pre-analytical Phase of Laboratory Testing (3小時hrs)
 - 樣本採集
Specimen collection
 - 樣本處理和儲存
Specimen handling and storage
4. **實驗室檢測 - 分析階段**
Analytical Phase of Laboratory Testing (81小時hrs)
 - 臨床化學實驗室採用的分析程序和技術
Analytical procedures and techniques for the clinical chemistry laboratory
 - 醫學微生物實驗室採用的分析程序和技術
Analytical procedures and techniques for the medical microbiology laboratory
 - 血液學實驗室和血庫採用的分析程序和技術
Analytical procedures and techniques for the hematology laboratory and blood bank
 - 病理組織學和細胞學實驗室採用的分析程序和技術
Analytical procedures and techniques for the histopathology and cytology laboratory
 - 臨床毒理學實驗室採用的分析程序和技術
Analytical procedures and techniques for the clinical toxicology laboratory
5. **實驗室檢測 - 分析後階段**
Post-analytical Phase of Laboratory Testing (12小時hrs)
 - 實驗室檢測結果的可靠性和質素保證
Reliability of laboratory testing results and quality assurance
 - 實驗室管理概論
Introduction to laboratory management
 - 醫療護理環境下的溝通技巧
Communication skills in the health care setting
6. **醫學實驗室參觀**
Medical Laboratory Visits (12小時hrs)



課程提供機構 Course Provider	嶺南大學持續進修學院 Lingnan Institute of Further Education (LIFE)
學習範疇 / 課程組別 Area of Studies / Course Cluster	應用科學 / 心理學 Applied Science / Psychology
課程簡介 Course Overview	<p>本課程為學生提供心理學基礎知識，並介紹各種心理學專業在香港的發展概況。課程涵蓋動機、智力和性格發展、精神健康、壓力與衝突處理、人力資源管理及消費心理等心理學範疇。學生完成課程後，應能掌握基本心理學的理論與運用技巧，並應用於個人、社會及專業層面上，同時提升自我了解及促進個人成長。</p> <p>This course introduces fundamental knowledge of psychology and provides an overview of the profession of psychology in Hong Kong. Diverse areas in psychology, such as motivation, intelligence and personality development, mental health, stress and conflict management, human resource management and consumer psychology will be covered. Students who have completed the course should be able to grasp the foundations of psychology theories and application techniques towards individual, social and professional contexts. Meanwhile students' self-understanding and personal growth will also be promoted.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	<ul style="list-style-type: none"> • 透過服務研習、實驗設計、角色扮演、智商和性格測量、處理動機、壓力和情緒管理、團體動力、個案研究、電影分析和其它小組活動體驗心理學的理論如何應用在日常生活中； • 參觀心理健康服務相關機構以了解不同心理學專業的工作性質和工作環境； • 參加由不同專業的心理學家所舉辦的工作坊及經驗分享。 • With service learning, experiment design, role-plays, IQ and personality assessments, manipulating motivation, stress and anger management, group dynamics exercises, case studies, movie analyses and various group activities, students can experience how psychology theories are applied into their daily lives; • Site visits to psychological services related organisations to enhance understanding of the job nature and working environment of psychologists; and • Attend sharing sessions and workshops conducted by various professional psychologists.
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與心理學、社會科學、輔導學、社會工作、人力資源管理、市場策劃相關的課程 e.g. Courses related to psychology, social sciences, counselling, social work, human resources management and marketing</p> <p>就業出路 Career Pathways</p> <ul style="list-style-type: none"> • 心理學相關的工作：輔導、社會和福利服務、教育、紀律部隊、就業指導服務、精神復康服務等； • 商業服務相關的工作：管理和行政職位、市場營銷、人力資源和培訓、銷售和客戶服務及保險服務等。 • Careers related to psychology: counselling, social and welfare services, education, disciplinary forces, career guidance, mental health services, etc.; • Careers related to business services: management and administrative positions, marketing, human resource and training, sales and customer services and insurance, etc.
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 10:00 am - 1:00 pm / 2:00 pm - 5:00 pm (部分課堂將安排於暑假期間進行。) (Lessons will also be scheduled during summer holidays.)</p> <p>地點 Venue: 嶺南大學 新界屯門嶺南大學新教學大樓 Lingnan University New Academic Block, Lingnan University, Tuen Mun, N.T.</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	<p>電話 Tel: 2616 7256 / 2616 7012 電郵 Email: APL@LN.edu.hk 課程網址 Course Website: life.LN.edu.hk/apl/</p>

核心部分 Core Part (144小時hrs)

- | | |
|--|--|
| <p>1. 基礎心理學
Basic Psychology (39小時 hrs)</p> <p>2. 動機與學習
Motivation and Learning (27小時hrs)</p> <p>3. 發展心理學
Developmental Psychology (18小時hrs)</p> | <p>4. 性格心理學
Personality Psychology (24小時hrs)</p> <p>5. 社會心理學
Social Psychology (18小時hrs)</p> <p>6. 衝突與壓力的管理
Conflicts and Stress (18小時hrs)</p> |
|--|--|



選修部分 Elective Part (36小時hrs)

- 7A. 精神健康入門
Foundations of Mental Health
- 精神健康的基本概念
Basic concepts of mental health
 - 精神疾病成因、診斷與治療
Causes, diagnosis and treatment approaches of mental disorders
 - 心理治療
Psychotherapies
 - 精神病的道德議題
Ethical issues in mental health
 - 對精神病患者和康復者的照顧
Care for mentally ill and ex-mentally ill

- 7B. 消費心理學
Consumer Psychology
- 消費者特徵
Characteristics of consumers
 - 產品特徵
Characteristics of products
 - 銷售技巧
Sales techniques

或
OR





課程提供機構 Course Provider	香港浸會大學持續教育學院 School of Continuing Education, Hong Kong Baptist University (HKBU(SCE))
學習範疇 / 課程組別 Area of Studies / Course Cluster	應用科學 / 心理學 Applied Science / Psychology
課程簡介 Course Overview	<p>本課程讓學生從實踐中探索心理學的基礎概念，適合有興趣了解心理學概況並有意進修其他心理學課程的學生修讀。內容包括基礎心理學、生命全程的發展、性格、社會心理學、異常心理學與正向心理學等。學生完成課程後，可掌握基本的心理學知識與應用，於生活及社交中促進個人成長，為將來從事與心理服務相關的工作及升學作準備。</p> <p>This course is a broad-based introduction to psychology in everyday life. It is suitable for students who are interested in further studies in psychology. Topics include foundation of psychology, lifespan development, personality, social psychology, abnormal psychology and positive psychology. Upon completion, students will be able to apply basic concepts in both personal and social contexts. Students will go through a journey of personal growth and be ready for further studies and career development in psychology-related fields.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	<p>參觀兒童、青年、成人和長者心理健康和社會服務機構、心理學實驗室例如兒童觀察室、輔導心理學實習室及心理測驗室；參與互動學習包括性格測試、小冊子製作、短片個案討論、角色扮演及小組活動。</p> <p>Site visits to various psychological and social services organisations serving children, youth, adults and older adults, psychology experimental laboratories such as children observation room, counselling room and psychology test laboratory; interactive learning activities including personality questionnaires, leaflet production, case studies, role plays and group activities.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與心理學、社會工作、輔導、醫療保健、教育、商業、人力資源管理和一般社會科學學科相關的課程 e.g. Further studies related to psychology, social work, counselling, health care, education, business, human resources management and courses related to social science</p> <p>就業出路 Career Pathways 例如：從事與心理學、社會服務、醫療保健、教育、人事管理和客戶服務相關的工作 e.g. Careers related to psychology, social services, health care, education, human resources and customer services</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 9:30 am - 12:30 pm / 1:30 pm - 4:30 pm (註一：部分課堂於上午九時三十分至下午四時三十分進行。) (註二：部分課堂將安排於暑假期間進行。) (Note 1: Some lessons will last from 9:30 am to 4:30 pm.) (Note 2: Lessons will also be scheduled during summer holidays.)</p> <p>地點 Venue: 香港浸會大學持續教育學院九龍塘校園中心 HKBU(SCE) Kowloon Tong Campus Centre 九龍九龍塘聯福道34號香港浸會大學逸夫校園思齊樓 David C. Lam Building, Shaw Campus, Hong Kong Baptist University, 34 Renfrew Road, Kowloon Tong, Kowloon 或 OR 九龍九龍塘浸會大學道九號香港浸會大學 陳瑞槐夫人胡尹桂女士持續教育大樓 Madam Chan Wu Wan Kwai SCE Tower, Hong Kong Baptist University, 9 Baptist University Road, Kowloon Tong, Kowloon</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	<p>電話 Tel: 3411 5482 電郵 Email: jennie@hkbu.edu.hk 課程網址 Course Website: www.sce.hkbu.edu.hk/</p>

1. 心理學導論
Introduction to Psychology
(30小時hrs)
 - 心理學的基本概念和專業發展
Basic Concepts and Professional Development in Psychology
 - 記憶、思考與智力
Memory, Thoughts and Intelligence
 - 感覺與知覺
Sensation and Perception
 - 意識狀態與情緒
Consciousness and Emotions
2. 生命全程的發展
Lifespan Development
(30小時hrs)
 - 嬰幼兒和兒童期的生理、認知及社會情緒發展
Physical, Cognitive and Socioemotional Development of Infancy and Childhood
 - 青少年和成年期的生理、認知及社會情緒發展
Physical, Cognitive and Socioemotional Development of Adolescence and Adulthood
3. 性格和學習
Personality and Learning
(30小時hrs)
 - 自我認識：性格理論及評估
Understand Self through Personality Theories and Assessment
 - 性格形成及發展
Personality Formation and Development
 - 學習、動機與行為矯正
Learning, Motivation and Behaviour Modification
4. 社會和異常心理學
Social Psychology and Abnormal Behaviours
(30小時hrs)
 - 認識社交行為
Understanding Social Behaviours and Interaction
 - 偏見與歧視
Prejudice and Discrimination
 - 吸引與愛情
Attraction and Love
 - 異常行為的診斷和治療方法
Common Psychological Disorders and Treatment
5. 健康和正向心理學
Health and Positive Psychology
(30小時hrs)
 - 健康和壓力
Health and Stress
 - 建立健康生活模式
Development of Healthy Lifestyle
 - 認識幸福快樂和建立品格優點
Understanding Well-Being, Happiness and Character Strengths
6. 體驗式學習
Experiential Learning Programme
(30小時hrs)
 - 認識香港常見之心理健康問題
Common Mental Health Problems in Hong Kong
 - 認識香港心理健康與社會服務
Introduction to Psychological and Social Services in Hong Kong
 - 參觀香港心理健康與社會服務機構
Site Visits to various Psychological and Social Welfare Organisations in Hong Kong
 - 設計和製作一本心理健康小冊子
Design and Produce a Psychological Well-Being Leaflet




課程提供機構 Course Provider	香港浸會大學持續教育學院 School of Continuing Education, Hong Kong Baptist University (HKBU(SCE))
學習範疇 / 課程組別 Area of Studies / Course Cluster	應用科學/運動 Applied Science / Sports
課程簡介 Course Overview	<p>本課程讓學生從實踐中認識運動科學與體適能的基礎元素，其中包括體適能訓練及評估、運動及康樂活動管理、營養學及健康等。學生完成課程後，可掌握基本的運動科學知識及教練技巧，為將來從事與體育及康樂相關的工作及升學作準備。</p> <p>This course equips students with knowledge about the basic elements in exercise science and health fitness through practice, including fitness training and assessment, sports and recreation management, nutrition and health, etc. Students who have completed the course will acquire a basic understanding of exercise science and coaching techniques for further studies and career development in sports and recreation related industries.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Learning Activity Highlights	體適能訓練、體適能活動及康樂活動管理、實地考察等 Fitness training, fitness programmes and recreation activities management, site visits, etc.
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與運動科學、運動教練、體育及康樂管理相關的課程 e.g. Courses related to sports science, sports coaching, physical education, recreation management</p> <p>就業出路 Career Pathways 例如：從事與運動教練、體適能、體育、康樂管理及體育行政相關的工作 e.g. Careers in the fields of sports coaching, health fitness, physical education, recreation management, sports administration</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期Commencement Date: 2019年9月 September 2019 時間Time: 星期六 Saturday 9:30 am - 12:30 pm / 1:30 pm - 4:30 pm (註一：部分課堂於上午九時三十分至下午四時三十分進行。) (註二：部分課堂將安排於暑假期間進行。) (Note 1: Some lessons will last from 9:30 am to 4:30 pm.) (Note 2: Lessons will also be scheduled during summer holidays.)</p> <p>地點Venue: 香港浸會大學持續教育學院石門（沙田）校園中心 新界沙田石門安睦街八號 HKBU (SCE) Shek Mun (Shatin) Campus Centre 8 On Muk Street, Shek Mun, Shatin, N.T. 或 OR 香港浸會大學持續教育學院九龍塘校園中心 HKBU (SCE) Kowloon Tong Campus Centre 九龍九龍塘聯福道34號香港浸會大學逸夫校園思齊樓 David C. Lam Building, Shaw Campus, Hong Kong Baptist University, 34 Renfrew Road, Kowloon Tong, Kowloon 或 OR 九龍九龍塘浸會大學道9號香港浸會大學陳瑞槐夫人胡尹桂女士持續教育大樓 Madam Chan Wu Wan Kwai SCE Tower, Hong Kong Baptist University, 9 Baptist University Road, Kowloon Tong, Kowloon</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	電話 Tel: 3411 5482 電郵 Email: jennie@hkbu.edu.hk 課程網址 Course Website: www.sce.hkbu.edu.hk/

核心部分 Core Part (165小時hrs)

- | | |
|---|---|
| <p>1. 香港的運動及康樂行業
Sports and Recreation Industry in Hong Kong
(15小時hrs)</p> <p>2. 運動心理學、教練技巧及建立團隊
Psychology of Exercise, Coaching and Team Building
(24小時hrs)</p> <p>3. 營養學及健康
Nutrition and Health
(24小時hrs)</p> <p>4. 運動生理學
Exercise Physiology
(12小時hrs)</p> | <p>5. 運動及康樂活動管理
Sports and Recreation Management
(30小時hrs)</p> <p>6. 運動創傷的預防及基本處理
Prevention and Basic Treatment in Exercise Injuries
(15小時hrs)</p> <p>7. 體適能訓練及評估
Fitness Training and Assessment
(30小時hrs)</p> <p>8. 小組運動實習課
Group Exercise Practicum
(15小時hrs)</p> |
|---|---|

選修部分 Elective Part (15小時hrs)

- | | | |
|--|---|--|
| <p>9A. 運動科學實習課 — 設計精英運動訓練
Exercise Science Practicum:
Design of Elite Sports Training</p> <ul style="list-style-type: none"> • 精英運動的訓練
Training of elite sports • 精英運動員的生活模式及態度
Lifestyle and attitude of professional athletes • 精英運動訓練研究
Research on elite training • 專題研習及演說技巧
Project work and presentation skills |  <p>或
OR</p> | <p>9B. 運動科學實習課 - 健康顧問報告
Exercise Science Practicum:
Health care Consultancy Report</p> <ul style="list-style-type: none"> • 健康顧問報告的重要性
Importance of a health care consultancy report • 健康生活的正面態度
Positive attitude towards a healthy lifestyle • 健康顧問報告研究
Research on health care consultancy report • 專題研習及演說技巧
Project work and presentation skills |
|--|---|--|



課程提供機構 Course Provider	香港專業進修學校 Hong Kong College of Technology (HKCT)
學習範疇 / 課程組別 Area of Studies / Course Cluster	應用科學 / 運動 Applied Science / Sports
課程簡介 Course Overview	<p>本課程旨在透過功能性訓練、羽毛球及籃球訓練，讓學生從實踐中學習體適能與健康、運動科學及教練法等範疇的基礎知識和技巧。透過運動教練法的訓練，課程不但提升學生對運動相關課題的興趣，而且加強他們與職業相關的能力、基礎技能、思考能力、人際關係，以及培養正面的價值觀和態度，為未來升學、就業以至終身學習做好準備。</p> <p>This programme aims to equip students with the foundation knowledge and techniques of fitness and health, sports science and sports coaching through three selected fitness skills practices, namely Functional Training, Badminton and Basketball training. Through training in sports coaching, this programme not only arouse students' learning interest in sports-related topics, but also enhance their career-related competencies, foundation skills, thinking skills, people skills, and nurture positive values and attitudes, preparing them for further studies, work and life-long learning.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	分組討論、參觀活動、業界分享、體適能技巧訓練、模擬個案研究等 Group discussion, visits, professional sharing, fitness training and case study, etc.
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與運動教練、運動、康體及休閒管理、運動及體適能相關的課程 e.g. Courses related to sport coaching, sports, recreation and leisure management, sports and fitness</p> <p>就業出路 Career Pathways 例如：運動教練、體適能導師、運動項目主任、運動幹事、康體設施管理人員 e.g. Career in field of sports coaches, fitness instructors, sports event officers, sports programme executive, recreation and sports facilities managers</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期Commencement Date: 2019年9月 September 2019 時間Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm (部分課堂將於暑假期間進行及全日上課。) (Lessons will also be scheduled during summer holidays and will be arranged as full day lessons.) 地點Venue: 香港專業進修學校 (港專賽馬會馬鞍山校園) 新界馬鞍山耀安邨 Hong Kong College of Technology (HKCT Jockey Club Ma On Shan Campus) Yiu on Estate, Ma on Shan, Sha Tin, New Territories 或 OR 香港專業進修學校 (港專賽馬會本科校園) 新界沙田馬鞍山鞍誠街2號 Hong Kong College of Technology (HKCT Jockey Club Undergraduate Campus) 2 On Shing Street, Ma On Shan, Sha Tin, New Territories</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	電話 Tel: 2265 3816 / 2265 6986 / 2926 1222 電郵 Email: jimkan@hkct.edu.hk / apl@hkct.edu.hk / enquiry@hkct.edu.hk 課程網址 Course Website: www.hkct.edu.hk/apl



1. **體適能與健康 Fitness and Health (20小時hrs)**

- 運動、健康及體適能
Sports, Health and Fitness
- 身體肥瘦組合與健康
Body Composition and Health
- 心肺耐力適能
Cardio-respiratory Endurance Fitness
- 柔軟度及伸展運動
Flexibility and Stretching Exercise
- 肌肉適能
Muscular Fitness
- 壓力管理
Stress Management

2. **運動科學 Sports Science (20小時hrs)**

- 人體解剖學
Human Anatomy
- 能量系統
Energy System
- 運動訓練與生理反應
Exercise Training and Adaptations
- 運動心理學
Sports Psychology
- 營養與體重控制
Nutrition and Weight Control

3. **運動教練 Coaching (20小時hrs)**

- 教練角色及職責
Roles and Responsibilities of Coaching
- 教練的溝通技巧
Communication Skills for Coaching
- 運動創傷的預防及處理
Sports Injury Prevention and Rehabilitation
- 教練管理技巧
Management Skills for Coaching
- 訓練計劃編寫
Training Session Planning

4. **體適能訓練-功能性訓練**

Fitness Training - Functional Training (20小時hrs)

- 技巧和實習
Skills and Practice
- 設計訓練計劃
Planning Training Programmes
- 安全措施
Safety Measures
- 體適能訓練與運動關係
Relationship between Fitness Training and Sports

5. **運動訓練 — 羽毛球 Sport Training — Badminton (20小時hrs)**

- 技巧和實習
Skills and Practice
- 課堂設計
Lesson Planning
- 安全與風險管理
Safety and Risk Management
- 比賽球例與規則
Rules of the Badminton game

6. **運動訓練 — 籃球 Sport Training - Basketball (20小時hrs)**

- 技巧和實習
Skills and Practice
- 課堂設計
Lesson Planning
- 安全與風險管理
Safety and Risk Management
- 比賽球例與規則
Rules of the Basketball game



7. **體適能測試與評估**

Fitness Testing and Assessment (30小時hrs)

- 體適能測試之功用
Functions of Fitness Tests
- 體適能測試項目分類
Classification of Fitness Tests
- 評估準則及技巧
Assessment Standards and Skills
- 體適能測試及評估實習
Fitness Testing and Assessment Practical

8. **體適能活動設計及執行**

Fitness Coaching Planning and Implementation (30小時hrs)

- 分析及應用運動技巧
Analysing and Applying Sports Skills
- 設計及制定教案流程
Designing and Planning a Fitness Coaching Session
- 活動試教
Demonstration of Coaching





<p>課程提供機構 Course Provider</p>	<p>香港大學專業進修學院 School of Professional and Continuing Education, The University of Hong Kong (HKU(SPACE))</p>
<p>學習範疇 / 課程組別 Area of Studies / Course Cluster</p>	<p>工程及生產 / 土木、電機及機械工程 Engineering and Production / Civil, Electrical and Mechanical Engineering</p>
<p>課程簡介 Course Overview</p>	<p>本課程學與教活動的設計以學生為本，讓學生認識有關的基礎理論和概念，從而培養他們的共通能力，並建立他們對發展智慧城市的就業期望。課程概括了智慧城市技術應用和發展趨勢，讓學生從實踐中學習，在真實及模擬的工作環境中認識相關的要求，掌握基礎知識和技能，以便日後在相關的範疇內繼續升學。 Student-centred learning and teaching activities are designed to enable students to understand fundamental theories and concepts, develop their generic skills, and address their career aspirations in the development of smart city. The course covers the overview of the technology application and development trend of smart city. Students acquire an understanding of the requirements, fundamental knowledge and skills essential for further learning within the area through learning-by-practising opportunities in an authentic or near-authentic environment.</p>
<p>授課語言 Medium of Instruction</p>	<p>中文 或 英文 Chinese or English</p>
<p>學習活動特色 Learning Activity Highlights</p>	<p>問題為本學習、小組討論、簡報匯報、個案研究、實習、工作坊、實地考察、業界講座等 Problem-based learning, group discussions, PowerPoint presentations, case studies, practical work, workshops, site visits, professional talks by industry practitioners, etc.</p>
<p>升學路向及就業出路 Articulation to Further Studies and Career Pathways</p>	<p>升學路向 Further Studies 例如：屋宇裝備工程、建築、資訊科技及工程學 e.g. building services, building construction, information technology and engineering</p> <p>就業出路 Career Pathways 例如：助理屋宇裝備工程師、助理建築資訊模型設計師、建築資訊模型助理及建築資訊專員助理 e.g. assistant building engineer, BIM designer assistant; BIM modeler assistant; and building information specialist assistant</p>
<p>授課安排 Class Arrangements</p>	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年10月 October 2019 時間 Time: 星期六 Saturday 10:00 am - 1:00 pm (註：暑期課堂的安排著重工作坊實習及實地考察。暑假期間的上課時間為10:00-17:00。) (Note: Summer lessons will focus on workshop practices and site visits. Lessons from 10:00 to 17:00 during summer holidays.)</p> <p>地點 Venue: 1) 香港大學專業進修學院 (九龍東分校) 九龍九龍灣宏開道28號 HKU SPACE (Kowloon East Campus) 28 Wang Hoi Road, Kowloon Bay, Kowloon 或 OR</p> <p>2) 香港大學專業進修學院 (金鐘教學中心) 香港金鐘夏愨道18號海富中心 HKU SPACE (Admiralty Learning Centre) Admiralty Centre, 18 Harcourt Road, Hong Kong 或 OR</p> <p>3) 香港大學專業進修學院 (北角城教學中心) 香港北角英皇道250號北角城中心 HKU SPACE (Fortress Tower Learning Centre) 250 King's Road, North Point, Hong Kong</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
<p>查詢 Enquiries</p>	<p>電話 Tel: 2587 3236 電郵 Email: apl@hkuspace.hku.hk 課程網址 Course Website: apl.hkuspace.hku.hk/</p>

1. 智慧城市與建構技術
Smart Cities and Construction Technologies (30小時hrs)
 - 智慧城市的演變和典範
Evolution of Smart Cities and exemplars
 - 智慧城市的構成
What constitutes a smart city
 - 建築業的貢獻
How construction industry contributes
 - 建築技術簡介
Introduction of construction technologies

2. 智能建築
Smart Building Construction (45小時hrs)
 - 數碼建築
Digital construction
 - 建築信息模型
Building Information Modelling (BIM)
 - 自動化建築
Automation in construction
 - 自動化建築管理
Automation in building management

3. 智慧環境的發展
Smart Environment Development (45小時hrs)
 - 智慧建築
Intelligent buildings
 - 綠色建築
Green buildings
 - 智慧出行
Smart mobility

4. 智慧城市的技術整合
Integrating Technologies towards Smart Cities (60小時hrs)
 - 設計智慧城市
Design a smart city
 - 建築信息模型在建築生命週期的應用
Application of BIM throughout the building life cycle
 - 資源管理
Resource management
 - 能源效益
Energy efficiency
 - 安全管理
Safety management



課程提供機構 Course Provider	職業訓練局 Vocational Training Council (VTC)
學習範疇 / 課程組別 Area of Studies / Course Cluster	工程及生產 / 土木、電機及機械工程 Engineering and Production / Civil, Electrical and Mechanical Engineering
課程簡介 Course Overview	<p>本課程讓學生在模擬環境下學習電機及能源工程業的概況，及其最新的本地和環球趨勢，和對專業操守與責任、職業安全及可持續發展的應用。學生可透過不同的互動學習活動，掌握電機及能源工程的理論及應用。</p> <p>Through a simulated learning environment, students will learn the general profile of the electrical and energy engineering industry, and its latest local and global development. They will understand the work ethics and responsibilities, occupational safety as well as the applications of sustainable development technologies. Through interactive learning activities, students will acquire the theories and applications of electrical and energy engineering.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	<p>講授及示範、小組討論及匯報、實驗、個案研究、參觀電力公司有關發電及能源效益的設施、實務訓練、專題研習等</p> <p>Lectures with demonstrations, group discussions and presentations, experiments, case studies, visits to power company facilities relating to power generation and energy efficiency, practical training, project learning, etc.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與電機工程、電子工程、屋宇裝備工程、機械工程、環保與管理、環境工程及能源管理相關的課程 e.g. Courses related to electrical engineering, electronics engineering, building services engineering, mechanical engineering, environmental protection and management, environmental engineering and energy management</p> <p>就業出路 Career Pathways 例如：從事與電機工程、電子工程、屋宇裝備工程、機械工程、環保與管理、環境工程及能源管理相關的工作 e.g. Careers in the fields of electrical engineering, electronics engineering, building services engineering, mechanical engineering, environmental protection and management, environmental engineering and energy management</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 1:30 pm - 5:30 pm (註：部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holidays.) 地點 Venue: 香港專業教育學院 (黃克競) 九龍荔枝角道702號 Hong Kong Institute of Vocational Education (Haking Wong) 702 Lai Chi Kok Road, Kowloon</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	<p>電話 Tel: 2836 1264 電郵 Email: apl-enquiry@vtc.edu.hk 課程網址 Course Website: www.vtc.edu.hk/apl</p>

1. 電機及能源工程概覽

Overview of Electrical and Energy Engineering (36小時hrs)

- 行業概況
Industry Profile
- 電力條例 (第406章)
Overview of Electricity Ordinance (Chapter 406)
- 電力能源於日常生活的應用
Utilisation of Electrical Energy in Daily Life
- 電機工程基礎理論
Fundamental Electrical Engineering Principles



2. 電力能源應用

Utilisation of Electrical Energy (72小時hrs)

- 基礎電子學原理
Fundamental Electronic Principles
- 電力能源控制系統
Electrical Energy in Control
- 電力供應系統及各類用電價目
Electricity Supply System and Tariff
- 本地及環球供電市場及趨勢
Local and Global Trend of Power Industry and Market
- 註冊電業工程人員及承辦商條例
Electricity Ordinance on Registered Electrical Worker (REW)/Registered Electrical Contractor (REC) and Work Competition Certificate (WR1)/Periodic Test Certificate (WR2)
- 基本電力裝置及職業安全
Basic Electrical Installation and Occupational Safety



3. 能源及效益

Energy Resources and Efficiency (72小時hrs)

- 天然能源
Natural Energy Resources
- 經濟調度
Economic Dispatch
- 能源審核概念
Concept of Energy Audit
- 智能科技與能源效益提升
Smart Technologies to Enhance Energy Efficiency
- 專題習作 (選修其中一個課題)
Implementation Project
(Choose ONE of the elective topics)
- (1) 再生能源系統
Renewable Energy System
- (2) 智能科技與能源效益
Smart Technologies and Energy Efficiency





課程提供機構 Course Provider	香港大學專業進修學院 School of Professional and Continuing Education, The University of Hong Kong (HKU(SPACE))
學習範疇 / 課程組別 Area of Studies / Course Cluster	工程及生產 / 資訊工程 Engineering and Production / Information Engineering
課程簡介 Course Overview	<p>資訊科技發展一日千里，各行各業對資訊科技的需求只升不跌，要在日新月異的資訊科技設備中搜集證據實在不易。本課程目的是培養中學生對電腦鑑證的興趣，使他們認識一套良好的認證、保存、分析和檢查數碼證據的程序。本課程內容包括電腦鑑證簡介、電腦鑑證工具和應用、數碼證據處理方法及電腦鑑證技術相關的社會和道德議題，為有興趣日後進修資訊科技業相關課程，以及投身資訊科技業的學生打好基礎。</p> <p>The rapid development of information technology has been followed by a huge demand in computer hardware and software. To collect digital evidence in a rapidly changing computer environment is not easy. This course is designed to nurture secondary school students' interest in computer forensic technology and equip them with an excellent authentication, preservation, analysis and examination of digital evidence. This course covers Introduction to Computer Forensics, Computer Forensics Tools and Applications, Digital Evidence Handling, and Social and Ethical Issues in Computer Forensics. It aims to prepare students for further studies and career development in the field.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	<p>問題為本學習、小組討論、簡報匯報、個案研究、實地考察、電腦鑑證專題習作、行業講座及示範等</p> <p>Problem-based learning, group discussions, PowerPoint presentations, case studies, site visits, Computer Forensic Project, seminars and demonstrations by industry practitioners, etc.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與資訊科技及計算機科學相關的課程 e.g. Courses related to information technology and computer science</p> <p>就業出路 Career Pathways 例如：初級網絡管理員、電腦數據恢復專家 e.g. Junior network administrator, data recovery specialist</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年10月 October 2019 時間 Time: 星期六 Saturday 9:30 am - 12:30 pm (註：暑期課堂的安排著重工作坊實習及實地考察。暑假期間的上課時間為09:30-16:30。) (Note: Summer lessons will focus on workshop practices and site visits. Lessons from 09:30 to 16:30 during summer holidays.)</p> <p>地點 Venue: 香港大學專業進修學院 (九龍東分校) 九龍九龍灣宏開道28號 HKU SPACE (Kowloon East Campus) 28 Wang Hoi Road, Kowloon Bay, Kowloon 或 OR 香港大學專業進修學院保良局何鴻燊社區書院 香港銅鑼灣禮頓道66號 HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC) Campus 66 Leighton Road, Causeway Bay, Hong Kong</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	<p>電話 Tel: 2587 3219 電郵 Email: apl@hkuspace.hku.hk 課程網址 Course Website: apl.hkuspace.hku.hk/</p>



1. 電腦鑑證簡介

Introduction to Computer Forensics (30小時hrs)

- 電腦鑑證需求和原理
Needs and Principles of Computer Forensics
- 常見電腦組件及架構
Common Computer Components and Architectures
- 數碼證據的作用和重要性
Function and Importance of Digital Evidence
- 電腦鑑證的實際角色
Roles of Computer Forensics

2. 電腦鑑證工具和應用

Computer Forensics Tools and Applications (60小時hrs)

- 數碼證據簡介
Introduction to Digital Evidence
- 數據採集簡介
Introduction to Data Acquisition
- 電腦安全簡介
Introduction to Computer Security
- 數碼證據記錄
Capturing Digital Data

3. 數碼證據處理方法

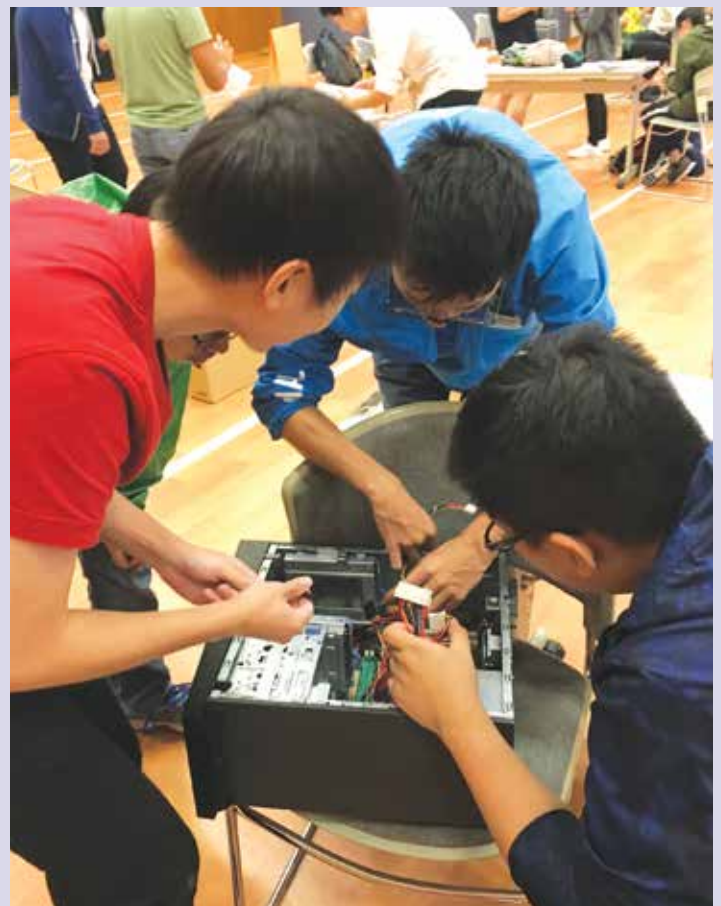
Digital Evidence Handling (60小時hrs)

- 數碼證據管理及保存
Digital Evidence Management and Preservation
- 數碼證據匯報
Digital Evidence Presentation
- 模擬電腦鑑證案例
Simulated Computer Forensic Cases

4. 電腦鑑證技術相關的社會和道德議題

Social and Ethical Issues in Computer Forensics (30小時hrs)

- 網絡空間的社會議題和威脅
Social Issues and Threats in Cyberspace
- 行業道德守則和責任
Code of Ethics and Professional Responsibility
- 未來的發展趨勢和新興議題
Future Trends and Emerging Issues





課程提供機構 Course Provider	香港大學專業進修學院 School of Professional and Continuing Education, The University of Hong Kong (HKU(SPACE))
學習範疇 / 課程組別 Area of Studies / Course Cluster	工程及生產 / 資訊工程 Engineering and Production / Information Engineering
課程簡介 Course Overview	<p>本課程學與教活動的設計以學生為本，讓學生認識有關的基礎理論和概念，從而培養他們的共通能力，並建立他們對物聯網應用的就業期望。課程概括了物聯網應用和發展趨勢，讓學生從實踐中學習，在真實及模擬的工作環境中認識相關的要求，掌握基礎知識和技能，以便日後在相關的範疇內繼續升學。</p> <p>Student-centred learning and teaching activities are designed to enable students to understand fundamental theories and concepts, develop their generic skills, and address their career aspirations in Internet of Everything Application (IoE). The course covers the overview of the application and trend of IoE. Students acquire an understanding of the requirements, fundamental knowledge and skills essential for further learning within the area through learning-by-practising opportunities in an authentic or near-authentic environment.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	問題為本學習、小組討論、簡報匯報、個案研究、實習、工作坊、實地考察、業界講座等 Problem-based learning, group discussions, PowerPoint presentations, case studies, practical work, workshops, site visits, professional talks by industry practitioners, etc.
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與資訊科技、計算機工程及電子工程相關的課程 e.g. Courses related to information technology, computer engineering and electronic engineering</p> <p>就業出路 Career Pathways 例如：初級程式編寫員、初級網頁開發員、初級流動應用程式開發員 e.g. Junior programmer, junior web developer, junior mobile application developer</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年10月 October 2019 時間 Time: 星期六 Saturday 10:00 am - 1:00 pm (註：暑期課堂的安排著重工作坊實習及實地考察。暑假期間的上課時間為10:00-17:00。) (Note: Summer lessons will focus on workshop practices and site visits. Lessons from 10:00 to 17:00 during summer holidays.)</p> <p>地點 Venue: 1) 香港大學專業進修學院 (九龍東分校) 九龍九龍灣宏開道28號 HKU SPACE (Kowloon East Campus) 28 Wang Hoi Road, Kowloon Bay, Kowloon 或 OR</p> <p>2) 香港大學專業進修學院 (金鐘教學中心) 香港金鐘夏愨道18號海富中心 HKU SPACE (Admiralty Learning Centre) Admiralty Centre, 18 Harcourt Road, Hong Kong 或 OR</p> <p>3) 香港大學專業進修學院 (北角城教學中心) 香港北角英皇道250號北角城中心 HKU SPACE (Fortress Tower Learning Centre) 250 King's Road, North Point, Hong Kong</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	電話 Tel: 2587 3236 電郵 Email: apl@hkuspace.hku.hk 課程網址 Course Website: apl.hkuspace.hku.hk/

1. 物聯網基礎

Fundamentals of Internet of Everything (IoE) (21小時hrs)

- 物聯網基礎
Fundamentals of IoE
- 社區物聯網應用簡介
Introduction to IoE Applications in Society
- 物聯網應用－對企業和社會的挑戰與機遇
IoE Applications - Challenges and Opportunities to Business and Society
- 物聯網應用的道德與隱私議題
Ethics and Privacy Issues of IoE Applications

2. 物聯網開發組件的認識

Understanding for IoE Components (27小時hrs)

- 基本結構
Basic Architecture
- 物聯網系統的主要組件
Key Components of IoE System
- 物聯網應用程式的數據
Data of IoE Applications

3. 物聯網應用程式開發

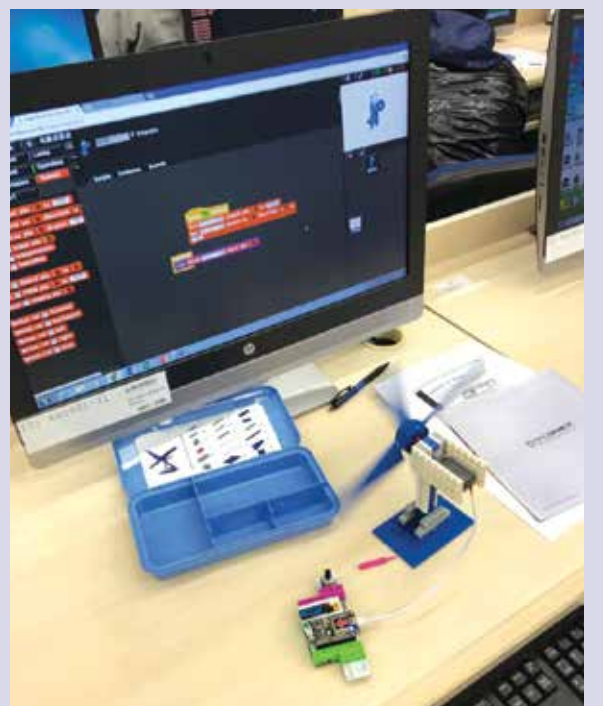
Development of IoE Applications (66小時hrs)

- 傳感及致動裝置
Sensing and Actuation Devices
- 物聯網應用程式邏輯的認識
Understanding of IoE Applications Logic
- 物聯網通訊概念
Concept of IoE Communication

4. 流動裝置的整合和控制

Integration and Control from Mobile Devices (66小時hrs)

- 網上流動應用程式開發平台簡介
Introduction to Online Mobile Application Development Platform
- 使用者介面設計基礎
Fundamental User Interface Design
- 物聯網數據及流動程式的整合
Integration of IoE Data and Mobile Applications
- 物聯網硬件及流動應用程式對智能家居或相關模型的發展
Development of Smart Home or Relevant Prototype by IoE Hardware and Mobile Application





課程提供機構 Course Provider	香港大學專業進修學院 School of Professional and Continuing Education, The University of Hong Kong (HKU(SPACE))
學習範疇 / 課程組別 Area of Studies / Course Cluster	工程及生產 / 服務工程 Engineering and Production / Services Engineering
課程簡介 Course Overview	<p>投身航空業是很多年青人的夢想。本課程介紹航空業的運作，尤其著重飛行、飛機維修、航空服務及航空貨運四大範疇所需要的知識和技能。課程幫助學生理解航空業的實況及前景，為有興趣日後進修航空業相關課程，以及投身航空業的學生打好基礎。</p> <p>Aviation is the dream of many teenagers. This course introduces students the operation of the aviation industry, with an emphasis on the knowledge and skills required for aircraft pilots, aircraft maintenance, aviation services and air cargo. It aims to help students understand the reality and prospects of the aviation industry, and to prepare them for further studies and career development in the field.</p>
授課語言 Medium of Instruction	中文 或 英文 (「飛行」選修只以英文授課) Chinese or English ("Aircraft Pilot" elective will be conducted in English only)
學習活動特色 Learning Activity Highlights	<p>問題為本學習、小組討論、簡報匯報、個案研究、實地考察、工作坊、模擬練習 (包括飛機控制 / 飛機維修程序 / 客艙服務等)、行業講座及示範等</p> <p>Problem-based learning, group discussions, PowerPoint presentations, case studies, site visits, workshops, simulation exercises (including flight control / aircraft maintenance procedures / cabin services), seminars and demonstrations by industry practitioners, etc.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：航空、工程學、旅遊、人力資源管理、物流、運輸 e.g. aviation, engineering, tourism, human resources management, logistics, transportation</p> <p>就業出路 Career Pathways 例如：見習飛機駕駛員、見習飛機維修員、飛機維修 / 生產工程師、飛機機械工程師、空勤人員、客戶服務主任、空運貨物人員、地勤服務及地面服務員 e.g. aircraft cadet pilots, aircraft maintenance trainee, engineer in aircraft maintenance / aircraft manufacture, mechanical engineer, cabin crew, customer service officer, air cargo officer, ground handling and ramp service agent</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年10月 October 2019 時間 Time: 星期六 Saturday 9:30 am - 12:30 pm / 1:30 pm - 4:30 pm 飛行 / 飛機維修 / 航空服務 / 航空貨運 Aircraft Pilot / Aircraft Maintenance / Aviation Services / Air Cargo (註：暑期課堂的安排着重工作坊實習及實地考察。) (Note: Summer lessons will focus on workshop practices and site visits.) 地點 Venue: 香港大學專業進修學院 (九龍東分校) 九龍九龍灣宏開道28號 HKU SPACE (Kowloon East Campus) 28 Wang Hoi Road, Kowloon Bay, Kowloon 香港大學專業進修學院 (北角城教學中心401室) 香港北角英皇道250號 HKU SPACE (Fortress Tower Learning Centre) 250 King' s Road, North Point, Hong Kong</p> <p style="text-align: right;">或 OR</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	電話 Tel: 3762 0910 電郵 Email: apl@hkuspace.hku.hk 課程網址 Course Website: apl.hkuspace.hku.hk/

必修部分 Core Part (36小時hrs)

認識飛機及航空業

Knowing Aircraft and the Aviation Industry

- 航空業簡介
Introduction to the Aviation Industry
- 空中交通系統
Air Transport Systems
- 機場的運作
Operation Systems of Airport
- 航空業發展概要及工程成就
Overview of Aviation Industry Development and Achievements in Engineering
- 航空組織的功能及運作
Functions and Operation of Various Aviation Organisations
- 智能機場的概念和功能
Smart Airport Concept and Functions
- 飛機運作基礎—飛行理論
Aircraft Operation Fundamental - Theory of Flight



選修部分 Elective Part (144小時hrs)

飛行

Aircraft Pilot

- 空氣動力學及航空學基礎
Aerodynamics and Aeronautical Knowledge Basics
- 飛機結構、操作及性能
Aircraft Structure, Operation and Performance
- 飛行操作
Flight Operation
- 導航及氣象學簡介
Introduction to Navigation and Meteorology

航空服務

Aviation Services

- 機場客戶及航線乘客服務
Airport Customer and Airline Passenger Services
- 航線空勤人員服務
Airline Cabin Crew Services
- 航空安全
Aviation Safety
- 航空業文化討論
Cultural Issues in Aviation
- 航空業的人為因素
Human Factors in Aviation
- 航空服務專題研習
Aviation Services Project

或
OR

飛機維修

Aircraft Maintenance

- 工程基礎
Engineering Fundamentals
- 飛機系統及設計
Aircraft Systems and Design
- 飛機組件及物料
Aircraft Components and Materials
- 飛機維修常規
Aircraft Maintenance Practice
- 航空法及人為因素
Aviation Legislation and Human Factors
- 飛機維修專題研習
Aircraft Maintenance Project

航空貨運

Air Cargo

- 航空貨運基礎
Air Cargo Fundamentals
- 航空貨運業務
Air Cargo Operations
- 香港的進出口管制
Import and Export Control in Hong Kong
- 航空貨運管理
Air Cargo Management



課程提供機構 Course Provider	香港專業進修學校 Hong Kong College of Technology (HKCT)
學習範疇 / 課程組別 Area of Studies / Course Cluster	工程及生產 / 服務工程 Engineering and Production / Services Engineering
課程簡介 Course Overview	<p>本課程旨在為學生提供現代鐵路安全、技術和操作知識，並介紹此行業各崗位的角色、職責、所需技能和專業資格，提高學生對未來本地及海外鐵路需求和發展的意識。本課程鞏固學生學術基礎，並引導學生終身學習，在鐵路運輸營運及管理、物流、電機工程等行業進修或開展事業。</p> <p>This course aims to equip students with the safety, technological and operational knowledge being used in modern railway industry. It also introduces the roles, responsibilities, skillsets and qualifications required for various positions in the railway industry, and enhances students' awareness on the future need and the development of railway systems in the local and abroad. This course consolidates students' academic foundation and provides a starting point for students' lifelong learning for further studies and development in the pursuit of careers in railway transport operations and management, logistics as well as electrical engineering industry.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	模擬列車操作、技術考察、小組討論、角色扮演、個案研習、研究及匯報、工作坊等 Train simulation, technical visits, group discussions, role play exercises, case studies, research and presentations, workshops, etc.
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：物流、運輸營運、電機工程、電子工程 e.g. logistics, transport operations, electrical engineering, electronics engineering</p> <p>就業出路 Career Pathways 初級職位，例如：列車車長、站務主任、助理物流主管、機電技工或技術員、在運輸相關行業的營運主任或項目主任 Positions at entry level, e.g. train captain, train station officer, assistant logistic officer, electrical and mechanical tradesman or technician, operation officer or project officer in transport-related industry 管理層職位，例如：高級車站管理主任、站務經理、列車車隊經理、機電工程師、維修工程師、在運輸相關行業的營運經理或項目經理 Positions at managerial level, e.g. senior station officer, station manager, train crew manager, electrical and mechanical engineer, maintenance engineer, operation or project manager in transport-related industry</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2019年9月 September 2019 時間 Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm (註：部分課堂將於暑假期間進行及全日上課。) (Note: Some lessons will also be scheduled during summer holidays and will be arranged as full day lessons.) 地點 Venue: 香港專業進修學校 (港專賽馬會馬鞍山校園) 新界馬鞍山耀安邨 Hong Kong College of Technology (HKCT Jockey Club Ma On Shan Campus) Yiu on Estate, Ma on Shan, Sha Tin, New Territories 或 OR 香港專業進修學校 (港專賽馬會本科校園) 新界沙田馬鞍山鞍誠街2號 Hong Kong College of Technology (HKCT Jockey Club Undergraduate Campus) 2 On Shing Street, Ma On Shan, Sha Tin, New Territories 或 OR 香港九龍紅磡暢運道8號港鐵紅磡大樓1樓 (港鐵學院紅磡校園) MTR Hung Hom Building, 1/F., 8 Cheong Wan Road, Hung Hom, Kowloon (MTR Academy Hung Hom Campus) 或 OR 香港九龍九龍灣大業街33號港鐵九龍灣車廠 (港鐵學院九龍灣校園) Kowloon Bay Depot, 33 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong (MTR Academy Kowloon Bay Campus)</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	電話 Tel: 2276 8430/2265 6986 / 2926 1222 電郵 Email: jimkan@hkct.edu.hk / apl@hkct.edu.hk / enquiry@hkct.edu.hk 課程網址 Course Website: www.hkct.edu.hk/apl/index.html



1. 鐵路與社會 Railway and Society (36小時hrs)

- 社會發展與鐵路
Society development with railways
- 現代鐵路服務
Contemporary rail services
- 鐵路業的概況、監管機構和相關機構
Overview of the railway industry, regulatory agencies and related organisations
- 鐵路專業人士的角色、責任和工作操守
Roles, responsibilities and work ethics of railway professionals

2. 鐵路安全 Safety in Railway (24小時hrs)

- 職業安全及健康的基礎
Basics of occupational safety and health
- 鐵路常見的職業危害和預防措施
Common occupational hazards and prevention in railway
- 安全措施、評估和監測
Safety measures, assessment and monitoring
- 鐵路營運和科技的安全
Safety in railway operations and technology
- 鐵路安全規則
Railway safety rules

3. 鐵路科技 Railway Technology (60小時hrs)

- 鐵路工程系統
Railway engineering systems
- 列車和基礎設施系統
Trains and infrastructure systems
- 信號和列車控制
Signalling and train control
- 系統整合
System integration
- 鐵路科技專題研習
Railway technology project

4. 鐵路營運 Railway Operations (60小時hrs)

- 鐵路服務的日常運作
Daily operations of railway services
- 車站設施和運作
Station facilities and operations
- 列車操作與界面
Train operations and interfaces
- 鐵路事故處理
Railway incident handling
- 鐵路營運個案研究
Case study on railway operations





課程提供機構

香港理工大學專業進修學院

課程簡介

本課程專為高中非華語學生而設，旨在通過模擬的應用學習情境，幫助學生奠定職場應用中文的基礎，取得認可資歷，以助將來升學及就業。課程分為三個層級，分別為「商業服務中文（一）」、「商業服務中文（二）」及「商業服務中文（三）」，以商業服務（旅遊、酒店、零售及物流等）為學習情境。透過應用和實踐，幫助學生發展與職業相關的能力、溝通能力、分析與綜合等能力。

授課語言

中文（粵語）

學習活動特色

學生透過參與不同形式的活動有系統地認識不同的情境（例如：以口頭及書面報告、小組討論、角色扮演、參觀體驗等活動，認識旅遊、酒店、零售、物流行業的工作流程、安排，並了解行業的工作環境）及體驗情境的複雜性以拓闊視野（例如：透過規劃旅遊行程安排、安排酒店房間、回應顧客提問等模擬情境，了解工作環境及服務對象的多樣性）。

升學路向及就業出路

升學路向

例如：升讀與旅遊、酒店、零售、物流相關的課程

就業出路

初級職位，例如：客戶服務員、旅遊銷售人員、領隊、導遊、前台服務員、禮賓文員、行李員、房務員、餐飲服務員、理貨員、售貨員、倉務員、資料登記員

管理層職位，例如：旅行社分行經理、旅遊產品策劃主任、會所經理、禮賓部經理、房務部經理、餐飲部經理、銷售經理、物流管理人員

授課安排

模式一

開課日期：2019年1月或2月

時間： 星期六 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm

地點： 香港理工大學紅磡灣校園

香港九龍紅磡紅樂道8號

香港理工大學西九龍校園

香港九龍油麻地海庭道9號

或

模式二

課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。

查詢

電話：3746 0011 / 3400 2828

電郵：dgsee@speed-polyu.edu.hk / speed@speed-polyu.edu.hk



商業服務中文 (一) (65小時)

1. 口語溝通 (粵語) (18小時)
- (1) 工香港粵語語音、詞匯和語法基本特點
 - (2) 粵語常用口語詞和慣用語
 - (3) 日常生活及一般工作場合的粵語交際技巧和表達方式 (例如: 打招呼 and 問候、簡單的自我介紹、簡單的詢問和答覆、簡單的報告、邀請和回應邀請、對物品進行簡單的介紹)

2. 閱讀 (27小時)
- (1) 一般常用字詞認讀 (例如: 時間、地點、人物、店舖及機構名稱、日用品名稱、食物名稱)
 - (2) 理解常見的指示、通告 (例如: 路標、警告)
 - (3) 理解簡單的語句 (例如: 報章標題、地址、宣傳標語)
 - (4) 理解日常生活或一般工作環境中簡短的敘述性或描寫性語篇 (例如: 便條、商場指南、天氣報告)

3. 寫作 (20小時)
- (1) 書寫工作場所實用文書的常用字詞
 - (2) 標點符號的基本用法
 - (3) 簡單實務文書的種類、特點和寫作練習 (例如: 物品清單、工作紀錄、簡短留言)

商業服務中文 (二) (65小時)

1. 口語溝通 (粵語) (18小時)
- (1) 敘述性、說明性話語
 - 與日常生活環境有關 (例如: 邀請、讚美、問路和指路、訂餐和結賬)
 - 與一般工作環境有關 (例如: 指示、守則、簡單的產品說明、簡單的工作程序)
 - (2) 基本的語言交際功能
 - 與日常生活環境有關 (例如: 表達意見、提出疑問、互相商討、敘述事件始末)
 - 與一般工作環境有關 (例如: 介紹工作環境、說明簡單產品特點、說明簡單工作流程、操作程序)
 - (3) 識別不同話語的觀點; 對話語做出聯想、推論和評價
 - (4) 在物流行業中與各持份者的溝通交際 (例如: 與客戶溝通、與合作伙伴 (倉務員、運輸人員、司機) 溝通、與上司溝通)

2. 閱讀 (27小時)
- (1) 常用字詞認讀
 - (2) 文字圖表理解 (例如: 便條、營養標籤、時間表、價目表、工作進度表、申請表格)
 - (3) 指示說明性語篇閱讀 (例如: 招聘廣告、一般通告、簡單的商品說明及產品使用說明、簡單的儀器操作程序)
 - (4) 報導性語篇閱讀 (例如: 報刊標題、提要式報道)
 - (5) 字典辭書中簡單的解說文字
 - (6) 物流行業的閱讀文本 (例如: 地圖、工作流程圖、各類交通運輸資料、倉庫管理文件、工作安全指引、合約類文書)

3. 寫作 (20小時)
- (1) 理解和使用簡單實用文書的常用字詞
 - (2) 了解簡單實用文書的常用句式和基本格式
 - (3) 了解常用實用文書的簡單修辭手法
 - (4) 簡單實用文書的寫作練習 (例如: 日記、個人履歷、簡單事務書信、存貨紀錄、簡單通告、啟事)
 - (5) 撰寫在物流等行業中的有關文本 (例如: 報告書、物流圖表、倉務紀錄、員工守則)

商業服務中文 (三) (140小時)

1. 口語溝通 (粵語) (40小時)
- (1) 理解和運用粵語常用口語詞及慣用語
 - (2) 學習使用不同語氣和態度的表達方式
 - (3) 聽出話題的重心、主題、細節, 辨別觀點、事實與語義
 - (4) 學習聆聽話語的能力
 - 敘述性話語 (例如: 電台或電視台資訊節目)
 - 說明性話語 (例如: 產品或服務推介)
 - 描述性話語 (例如: 業務簡報)
 - 議論性話語 (例如: 非學術性演講)
 - (5) 配合模擬的商貿情境, 學習粵語交際技巧和表達方式 (例如: 商品或服務的查詢和介紹、有關工作進展和成效的報告和總結)
 - (6) 利用不同視聽教材, 學習對不同觀點做出評價、聯想和推論的能力。
 - (7) 在商務行業中與各持份者的溝通交際

2. 閱讀 (55小時)
- (1) 職務文書的常用詞匯
 - (2) 商業環境中常見說明性和敘述性篇章 (例如: 電子郵件、維修程序、簡單章程及條例、聘用條款)
 - (3) 報章時事用語和信息編排方式
 - (4) 報章材料的合理性及可信度分析
 - (5) 對職務文書的分析和評價 (例如: 工作計劃及報告、員工守則)
 - (6) 字典辭書或各種電子參考材料所提供的解說
 - (7) 商務環境的閱讀文本 (例如: 建議書、合約、各類商務書信、監測及評核報告)

3. 寫作 (45小時)
- (1) 使用日常生活和簡單實用文書的常用字詞
 - (2) 使用簡單實用文書的常用句式和基本格式
 - (3) 使用常用實用文書的簡單修辭手法
 - (4) 撰寫簡單實用文書的寫作練習 (例如: 事務書信、會議紀錄、工作報告、簡單工作守則、簡單的新聞稿、簡單宣傳文字)
 - (5) 撰寫商務環境中的有關文本 (例如: 建議書、投訴信、覆投訴信、評核報告、產品及服務介紹書、宣傳單張)



課程提供機構

香港浸會大學持續教育學院

課程簡介

本課程從第二語言學習者的角度設計，由三個層級組成，包括「實用情境中文（一）」、「實用情境中文（二）」及「實用情境中文（三）」，透過生活及一般工作情境學習中文。課程為學生提供模擬的學習情境，建立以中文作為第二語言的學習平台，幫助學生奠定職場應用中文的基礎，以助未來升學及就業。

授課語言

中文（粵語）

學習活動特色

學與教活動的設計以學生為本，讓學生認識學習中文作為第二語言的相關基礎知識。從活動中拓闊視野，認識日常生活不同的情境及體驗情境的複雜性；從實踐中學習，在真實或模擬的工作環境中認識相關的要求，掌握基礎知識和技能，以便日後在相關的範疇內繼續升學；亦鼓勵學生培養正確的概念、應用及反思能力，並透過實踐，表現出運用中文的能力和溝通能力。

升學路向及就業出路

升學路向

例如：升讀與零售、物流、旅遊、款待、紀律部隊、航空服務、醫療健康等相關的課程

就業出路

初級職位，例如：售貨員、理貨員、倉務員、旅遊顧問、導遊、領隊、前台服務員、禮賓文員、行李員、餐飲服務員、房務員、會所服務員、員佐級紀律人員

管理層職位，例如：銷售經理、旅行社分行經理、前堂部經理、餐飲部經理、房務總監、物業管理經理、主任級紀律人員

授課安排

模式一

開課日期：2019年1月

上課時間：星期二 5:00 - 7:00 及

星期六 10:00 am - 1:00 pm / 2:00 pm - 5:00 pm

上課地點：香港浸會大學持續教育學院 九龍區教學中心

九龍尖沙咀彌敦道136A

模式二

課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與有關學校協定。

查詢

電話：3411 5482

電郵：jennie@hkbu.edu.hk

課程網址：<http://www.sce.hkbu.edu.hk/>







課程提供機構

香港專業進修學校

課程簡介

課程從第二語言學習者的角度設計，以日常生活及職場為學習及應用情境，從而提升非華語學生學習中文作為第二語言的動機及建立應用中文的基礎。本課程分為三個層級，分別為「實務中文一」、「實務中文二」及「實務中文三」，讓學生拾級而上，由淺入深學習中文，並透過應用情境提升在實際環境中運用中文的能力。

授課語言

中文（粵語）

學習活動特色

學與教的活動以學生為本，讓學生認識學習中文作為第二語言的相關基礎知識。以真實及模擬的日常生活及職場情境作為學習活動的導向，學習活動包括：直接教學、小組主題討論、角色扮演、外出參觀、嘉賓講座分享等。多元化的語文學習活動不但讓學生深入了解各行各業的語文需求，更可強化他們與職業相關的能力、基礎技能、思考能力、人際關係、價值觀和態度。

升學路向及就業出路

升學路向

例如：升讀與酒店、餐飲、航空服務、郵輪服務、旅遊、項目管理、會議展覽、康樂管理、市場推廣、教育、紀律部隊相關課程

就業出路

初級職位，例如：酒店接待員、會所服務員、餐廳服務員、機場顧客服務員、項目助理、市場推廣助理、活動小組助理、顧客服務員、零售服務員、政府紀律部隊員佐級職位

管理層職位，例如：餐館主管、酒店經理、客戶服務經理、會所經理、項目經理、市場推廣經理、活動中心主任、政府紀律部隊主任級職位

授課安排

模式一

開課日期：2019年1月

上課時間：星期六 9:00am - 1:00pm / 2:00pm - 6:00pm

（部分課堂將安排於暑假期間進行。）

上課地點：香港專業進修學校（佐敦培訓中心）

九龍彌敦道345號永安九龍中心11樓1101-05室（港鐵佐敦站A出口）

模式二

課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與有關學校協定。

查詢

電話：2265 3816 / 2265 6986 / 2926 1222

電郵：jimkan@hkct.edu.hk / apl@hkct.edu.hk / enquiry@hkct.edu.hk

課程網址：www.hkct.edu.hk/apl



實務中文一 (65小時)

學習情境：

- 餐飲業
- 主題公園

內容舉隅：

- 在職場作自我介紹
- 閱讀與餐飲服務業相關的文章
- 利用便條交代工作事項

口語溝通

口語溝通（粵語）一（18小時）

- 1 日常生活用語
 - 1.1 交際用語（如寒暄、打招呼）
 - 1.2 簡述個人資料及熟悉的事物
2. 基本語言功能及交際技巧
 - 2.1 基本交際功能（如聆聽、詢問和答覆、自我介紹）
 - 2.2 因應交際者的身份、場合的氣氛及聽者的反應調整說話內容
3. 常用表達技巧(如說明及陳述)
4. 自學（如使用字詞自學網站、手機應用程式、糾正發音）

閱讀

閱讀一（27小時）

5. 日常生活常用語句（如表示時間、地點、人物、價錢）
6. 職場常用詞句(如介紹產品、服務)
7. 基礎閱讀
 - 7.1 敘述性文字(如便條、簡短書信)
 - 7.2 說明性文字(如指南、說明書)
8. 閱讀策略
 - 8.1 敘述性文字（如辨析關鍵詞及主題句；找出時間、地點、人物及事件）
 - 8.2 說明性文字（掌握說明方法，如數字、分類、比較說明）

寫作

寫作一（20小時）

9. 中文書寫概念
 - 9.1 詞語及句子結構（如字形結構、句式組合）
 - 9.2 基礎文章組織及段落結構
10. 簡單實用文寫作
 - 10.1 敘述性寫作（如簡錄事件重點、便條、工作日誌、賀卡）
 - 10.2 說明性寫作（如餐單、清單）
11. 自學（善用輔助工具）
 - 11.1 字形結構
 - 11.2 寫作策略（如查字典、擬寫腦圖）

實務中文二 (65小時)

學習情境：

- 酒店業
- 旅遊業
- 紀律部隊

內容舉隅：

- 以職員身份向客人介紹酒店設施
- 閱讀紀律部隊官方網頁文章
- 撰寫履歷表

口語溝通（粵語）二（18小時）

- 1 理解視聽資訊（如辨別、篩選要點）
2. 日常生活範疇的交際技巧（如問候、邀請、接納、婉拒、讚美）
3. 職場範疇的交際技巧
 - 3.1 單向式表達（如圍繞主題發表意見）
 - 3.2 因應不同交際場合及目的，組織對話內容
4. 傳意技巧（如詞語和語氣的運用、神情和態度）

閱讀二（27小時）

- 5 日常生活及社會範疇的閱讀
 - 5.1 簡短文章和圖表閱讀（如理解圖表及點列式資料）
 - 5.2 基礎報章閱讀（如辨析報刊標題、提要式報道、新聞稿結構）
6. 職場範疇的閱讀
 - 6.1 敘述性資料（如廣告、啟事）
 - 6.2 說明性資料（如工作守則、工作流程）
7. 自學（組詞及造句）
 - 7.1 字典辭書(如配詞法、例句閱讀)
 - 7.2 電子材料（如網上辭典的檢索方法、漢語詞匯學習應用程式等電子學習平台）

寫作二（20小時）

8. 日常生活及社會範疇的寫作
 - 8.1 類別（如日記、私人信件、個人履歷）
 - 8.2 內容（如記述重點、選取素材、用語）
9. 實用文寫作
 - 9.1 實用文類別（如通告、啟事、商務電郵）
 - 9.2 實用文內容（如格式、對象、目的、用語）
10. 寫作策略（如列寫大綱、查閱字典、校對）

實務中文三 (140小時)

學習情境：

- 實體及網上零售店顧客服務
- 教育
- 物業、會所管理
- 市場推廣及項目策劃

內容舉隅：

- 以適當的說話技巧完成升學或求職面試
- 閱讀與優質顧客服務相關的文章
- 通過撰寫新聞稿宣傳學生活動

口語溝通（粵語）三（40小時）

- 1 理解長篇幅的視聽資訊（如分清觀點和事實，作出回應、評價及議論）
2. 面試技巧（如簡述報讀課程或申請工作的要求、回應提問、修飾句子、語氣、態度）
3. 中文傳意技巧（如完成篩選資料，組織句子，作出陳述、說明、比較、解釋及建議等的交際任務；靈活運用邊聽邊思考、語氣、表情變化及身體語言的技巧）

閱讀三（55小時）

4. 日常生活及社會範疇的閱讀
 - 4.1 閱讀範疇：本地報章/視聽材料（如時事用語、訊息摘要、文章評論）
 - 4.2 對閱讀內容的理解（如比較不同篇章的內容和觀點）
5. 閱讀以工作文件或職場為情境的篇章
 - 5.1 閱讀範疇：職場中的資料（如演講辭、處理客人投訴程序、會議紀錄）
 - 5.2 對閱讀內容的理解（如辨析主要信息和細節、理解主旨、分析篇章結構）

寫作三（45小時）

6. 職場範疇的書信寫作
 - 6.1 書信類別（如邀請函、求職信、感謝信）
 - 6.2 書信內容（如格式、對象、目的、段落結構、用語）
7. 書信以外的實用文寫作
 - 7.1 實用文類別（如會議紀錄、宣傳文稿、新聞稿、工作報告、建議書）
 - 7.2 實用文內容（如格式、對象、目的、段落結構、用語）
8. 複句（如並列、承接、選擇、遞進、因果、轉折）
9. 寫作策略（如擬寫腦圖、列寫大綱、善用字典、校對、修改文章、靈活運用不同輔助工具完成寫作任務）

