



# ST. CLARE'S GIRLS' SCHOOL

50 MOUNT DAVIS ROAD,  
HONG KONG

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15 April 2020

Dear Parents,

## Information on Applied Learning Courses (ApL)

Applied Learning (ApL) courses provided in the 2020-22 cohort are the examination subjects (Category B) of the 2022 Hong Kong Diploma of Secondary Education (HKDSE) Examination, and the results in ApL will be reported on the HKDSE certificate. Some tertiary institutions regard “Attained with Distinction (II)” equivalent to a Level 4 in Category A subjects. All Secondary 4 students in the 2019-20 school year may apply now for studying the said ApL courses (2020-22 cohort) in Secondary 5 and 6.

There are six areas of studies in ApL, namely, (1) Creative Studies; (2) Media and Communication; (3) Business, Management and Law; (4) Services; (5) Applied Science; and (6) Engineering and Production. Same as other school subjects, ApL courses focus on the development of knowledge, skills, values and attitudes. 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.

The lessons of ApL are usually conducted on Saturdays at the venues of the course providers. Most courses will also conduct lessons or practicums during school holidays. Students will be fully subsidized by the Education Bureau (EDB) to take ApL courses. They must attain an attendance rate of at least 80 in order to obtain a level of “Attained” or higher.

The school is going to send a video consisting of some important information regarding ApL and the application form to students on 20 April 2020 via Office 365. For those who are interested to apply, they have to complete the application form through email to their class teachers and Ms. Tammy Tam **on or before 4 May 2020**.

Detailed information of ApL courses is provided in the “Prospectus for Applied Learning” which is published yearly by the EDB. You can also refer to the attached document or go to the EDB website ([www.edb.gov.hk/apl](http://www.edb.gov.hk/apl)) for more information. If you have any further enquiries, please contact the class teachers.

Thank you for your attention.



Yours sincerely,

*Cherry Chan*  
Mrs. Cherry Chan  
Principal



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敬啟者：

應用學習課程資訊

應用學習課程（2020-22 年度）是屬於 2022 年香港中學文憑考試的科目（乙類），學科成績將會記錄在香港中學文憑證書上。部份大學院校會視「達標並表現優異（II）」的表現水平等同甲類科目的第四級成績。2019-20 學年的中四學生可於今年申請，並在中五、中六修讀有關課程（2020-22 年度）。

應用學習分為六個學習範疇，包括：（一）創意學習；（二）媒體及傳意；（三）商業、管理及法律；（四）服務；（五）應用科學；和（六）工程及生產。應用學習課程與其他學校科目一樣，着重發展知識、技能、價值觀和態度。應用學習旨在讓學生從應用和實踐中學習基礎的理論與概念，培養他們的共通能力和入門技能。

應用學習課程的上課時間一般安排在星期六，而上課地點則由提供課程的機構安排。大部分課程均會於學校假期間安排課堂。學生會獲教育局全數資助課程費用。學生必須達到最少 80% 出席率，方可獲評為「達標」或更高的成績。

校方將於四月二十日經學校 Office 365 電郵發放短片講解應用學習有關的重要資訊及申請表格。若學生有興趣報讀，請於五月四日或之前填妥申請表格，並以電郵交回班主任及談少雯老師。

應用學習課程的資料載列於每年由教育局出版的《應用學習課程概覽》。家長亦可參閱附件，或到教育局網頁下載（[www.edb.gov.hk/apl](http://www.edb.gov.hk/apl)）。如有垂詢，請致電班主任。

感謝 閣下耐心閱讀。

此致  
貴家長

校長陳黃碧瑜謹啟

二零二零年四月十五日

# 應用學習課程概覽

# Prospectus for Applied Learning

# 2020-22



教育局課程發展處應用學習組  
Applied Learning Section  
Curriculum Development Institute  
Education Bureau





# **應用學習課程**

## **Applied Learning Courses**

### **2020-22**



教育局課程發展處應用學習組  
Applied Learning Section  
Curriculum Development Institute  
Education Bureau

# 哪年級的學生適合報讀 2020-22年度應用學習課程？

2020-22年度應用學習課程為2022年香港中學文憑考試科目。所有於**2019/20學年修讀高中課程的中四學生**，均可申請在中五及中六時修讀上述2020-22年度應用學習課程。

如學校參加「提早開辦應用學習課程試點計劃」，有關課程可於2019/20學年提早在中四開課，詳情請參閱教育局通函第174/2019號第20段，亦可致電3698 3186與教育局應用學習組聯絡。



## 什麼是應用學習？

**應用學習是有價值的高中選修科目**，能提供不同學習體驗以助學生擴闊視野。課程透過與專業和職業領域連繫的實踐與理論來培養學生的知識、技能、態度和價值觀，讓學生及早體會如何在工作環境中運用知識和技能。應用學習亦能配合善於從實踐中學習的學生的需要，讓他們的才能和潛能得以發揮，以及探索自己的事業抱負和終身學習方向。

**應用學習課程屬於香港中學文憑考試乙類科目**。學生選修應用學習，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，除能讓學生體驗全面的學習經歷，亦能發揮相輔相成的作用，讓學生在高中選修科目所獲取的知識得到實際應用的機會，從而加深他們對選修科目的了解。

除香港中學文憑資歷外，大部分應用學習課程亦與資歷架構第三級掛鉤，有助學生探索在相關領域深造或投身相關行業。

# Which level of students is suitable for applying for the Applied Learning (ApL) courses in the 2020-22 cohort?

ApL courses provided in the 2020-22 cohort are the examination subjects of 2020 Hong Kong Diploma of Secondary Education (HKDSE) Examination. **All Secondary 4 students in the 2019/20 school year who study the senior secondary curriculum** may apply for studying the said ApL courses (2020-22 cohort) in Secondary 5 and 6.

Schools piloting early commencement of ApL course(s) may commence the course(s) at Secondary 4 in the 2019/20 school year. Please refer to paragraph 20 of the Education Bureau (EDB) Circular Memorandum No. 174/2019 or contact the Applied Learning Section, EDB at 3698 3186 for details.



## What is Applied Learning (ApL)?



**ApL is a valued senior secondary elective subject**, providing students with different learning experiences to broad their horizons. ApL courses develop students' knowledge, skills, attitudes and values through practices and theories linked to the professional and vocational fields and enable them to early experience how to apply knowledge and skills in the workplace. ApL could also address the needs of those students who will benefit from a strong practical orientation in their learning, enabling them to stretch their talents and potential, as well as explore their career aspirations and orientation for lifelong learning.

**ApL courses belong to Category B subjects of the Hong Kong Diploma of Secondary Education (HKDSE) Examination.** A flexible combination of ApL with core subjects, elective subjects and Other Learning Experiences provides students with holistic learning, in which ApL also plays a complementary role to enhance students' understanding of elective subjects by providing opportunities for students to apply their knowledge acquired in these electives.

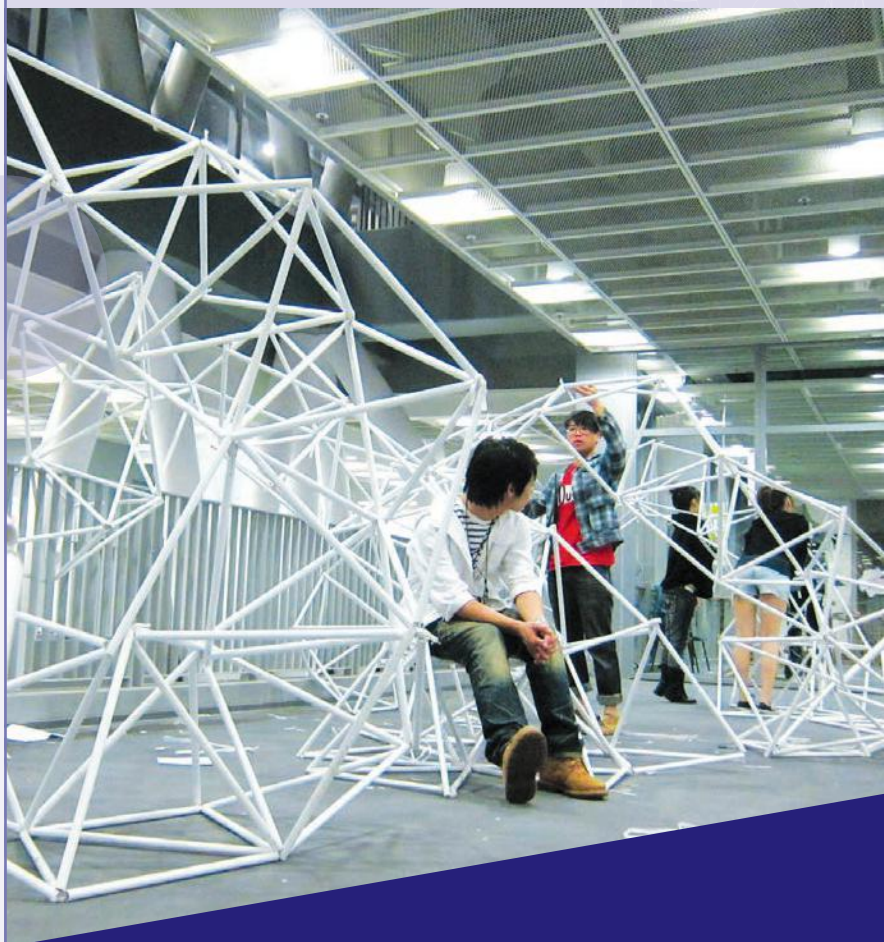
In addition to the HKDSE qualification, most ApL courses are registered in the Qualifications Register as certificate programmes at Qualifications Framework Level 3 which could help students explore further study in relevant areas or work in relevant fields.



# 學生怎樣選擇應用學習課程？

應用學習課程是以跟日常生活息息相關的行業或工業群為基礎，並因應香港及全球社會、經濟、科技發展和需求而設計。目前，應用學習設有約40個課程，涵蓋創意學習；媒體及傳意；商業、管理及法律；服務；應用科學；工程及生產六個學習範疇，另外提供應用學習中文（非華語學生適用）。

學校應為學生提供輔導，讓學生根據自己的**興趣和志向**選讀合適的應用學習課程，以照顧學生多樣性，配合職業專才教育及支援學生的多元出路。



## 應用學習的上課安排如何？

每個應用學習課程的總課時為180小時，在一般情況下，修讀期橫跨高中兩個學年；而每個應用學習中文（非華語學生適用）課程的總課時為270小時，修讀期橫跨中四至中六。

學校可採用不同的施行模式，按學生的學習需要提供應用學習課程。

**模式一：**課程主要安排在星期六於課程提供機構的場地進行，並由該機構認可的導師教授。學校須按課程提供機構的時間表，安排學生外出上課。

**模式二：**課程主要於學校進行，並由學校教師聯同課程提供機構認可的導師負責課堂的安排。

此外，學校可考慮與其他學校協作，在課程提供機構的支持下，共同開辦應用學習課程供學生跨校選修。



# How will the lessons of ApL be arranged?

## How do students choose ApL courses?

Each ApL course is based on a cluster of trades or industries which reflect the social, economic and technological needs of Hong Kong and global trends, and is closely related to students' daily life. Currently, there are about 40 ApL courses, covering six areas of studies, namely, Creative Studies, Media and Communication, Business, Management and Law, Services, Applied Science, and Engineering and Production, as well as Applied Learning Chinese (for non-Chinese speaking students).

Schools should provide guidance to students to choose suitable ApL courses according to their **interests and aspirations**, so as to cater for the diversity of students, match with vocational and professional education and training, and support students' articulation to multiple pathways.



The duration of each ApL course is 180 contact hours, generally spanning two school years at senior secondary level; whereas the duration of each ApL(C) course is 270 contact hours, spanning Secondary 4 to 6.

Schools may adopt different modes of implementation in offering ApL courses, taking into consideration of student learning needs.

**Mode 1:** Courses take place mainly at the venues of course providers on Saturdays and are taught by the tutors who are recognised by the course providers. Schools should make arrangements for students to attend the courses according to the timetables set by the course providers.


**Mode 2:** Courses take place mainly in schools, with lessons collaboratively arranged by teachers of schools and tutors recognised by course providers.

Besides, schools may consider collaborating with other schools to offer ApL courses for their students with the support from course providers.



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# 前言 Foreword



本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2020-22年度應用學習課程的資料，當中包括三個應用學習中文（非華語學生適用）課程，供學生、家長及教師參考。

應用學習課程屬於香港中學文憑考試乙類科目，不設公開考試。應用學習中文（非華語學生適用）只為符合特定情況<sup>1</sup>的非華語學生提供額外途徑，獲取另一中文資歷，為日後升學及就業作好準備。

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致電3698 3186與本局應用學習組聯絡。

<sup>1</sup> 特定情況是指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



This Prospectus is compiled by the Applied Learning Section of the Education Bureau with course information provided by the course providers. It covers information about Applied Learning (ApL) courses in the 2020-22 cohort, including three Applied Learning Chinese (for non-Chinese speaking students) (ApL(C)) courses, for the reference of students, parents and teachers.

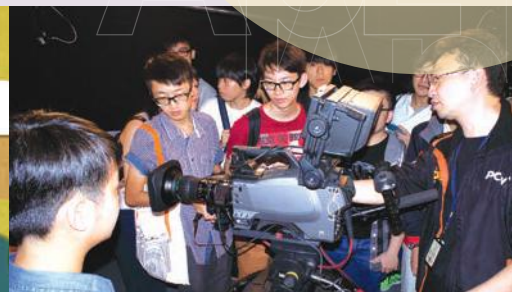


ApL courses are belonging to Category B subjects of the Hong Kong Diploma of Secondary Education Examination, and there is no public examination. ApL(C) provides an additional channel exclusively for non-Chinese speaking students fulfilling the specified circumstances<sup>1</sup> to obtain an alternative Chinese language qualification to prepare them for further studies and career pursuits.

For further enquiries about the course details, please contact respective course providers direct or the Applied Learning Section at 3698 3186.



<sup>1</sup> Specified circumstances refer to those 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，並參與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和地點上課？

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](http://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](http://www.csb.gov.hk)）。

### 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 Applied Learning Chinese (for non-Chinese speaking students) (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](http://www.hkqr.gov.hk)).

## 8. Upon successful completion of ApL courses, are there any pathways for students to pursue further 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 non-Chinese speaking 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). The Civil Service Bureau (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](http://www.csb.gov.hk)).

## 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<br>Area of Studies   | 課程組別<br>Course Cluster                                | 科目代碼<br>Subject Code   | 二維條碼<br>QR Code   | 課程<br>Course<br><small>註一及註二<br/>NOTE 1 &amp; NOTE 2</small>         | 課程提供機構<br>Course Provider<br><small>註三<br/>NOTE 3</small> | 教學語言<br>Medium of Instruction<br><small>註四<br/>NOTE 4</small> |
|---|---|--|---|--|---|---|
| <br>創意學習<br>Creative Studies                       | 1. 設計學<br>Design Studies                              | 701  |    | 1. 展示及首飾設計 $\Delta$<br>Display and Jewellery Design $\Delta$         | HKBU (SCE)  | 中文<br>Chinese   |
|   |   | 676  |    | 2. 時裝形象設計 $\Delta$<br>Fashion Image Design $\Delta$                  | VTC   | 中文或英文<br>Chinese or English                                   |
|   |   | 668  |    | 3. 室內設計 $\Delta$<br>Interior Design $\Delta$                         | VTC   | 中文或英文<br>Chinese or English                                   |
|   | 2. 媒體藝術<br>Media Arts                                 | 669  |    | 4. 電腦遊戲及動畫設計 $\Delta$<br>Computer Game and Animation Design $\Delta$ | VTC   | 中文或英文<br>Chinese or English                                   |
|   |   | 707  |    | 5. 數碼漫畫設計與製作<br>Digital Comic Design and Production                  | HKU (SPACE)   | 中文或英文<br>Chinese or English                                   |
|   | 3. 表演藝術<br>Performing Arts                            | 599  |    | 6. 舞出新機－舞蹈藝術 $\Delta$<br>Taking a Chance on Dance $\Delta$           | HKAPA   | 中文<br>Chinese   |
| 677   |   |  | 7. 由戲開始·劇藝縱橫 $\Delta$<br>The Essentials of Theatre Arts $\Delta$                    | HKAPA  | 中文<br>Chinese   |   |
| <br>媒體及傳意<br>Media and Communication             | 4. 電影、電視與廣播學<br>Films, TV and Broadcasting Studies    | 702  |  | 8. 電影及超媒體 $\Delta$<br>Film and Transmedia $\Delta$                   | VTC   | 中文或英文<br>Chinese or English                                   |
|   | 5. 媒體製作與公共關係<br>Media Production and Public Relations | 697  |  | 9. 創意廣告 $\Delta$<br>Creative Advertising $\Delta$                    | CityU (SCOPE)   | 中文或英文<br>Chinese or English                                   |
|   |   | 678  |  | 10. 雜誌編輯與製作 $\Delta$<br>Magazine Editing and Production $\Delta$     | CUSCS   | 中文<br>Chinese   |
|   |   | 708  |  | 11. 公關及多媒體傳訊<br>PR and Multimedia Communication                      | HKCT  | 中文或英文<br>Chinese or English                                   |
| <br>商業、管理<br>及法律<br>Business, Management and Law | 6. 會計及金融<br>Accounting and Finance                    | 703  |  | 12. 電子商務會計 $\Delta$<br>Accounting for e-Business $\Delta$            | CityU (SCOPE)   | 中文或英文<br>Chinese or English                                   |
|   | 7. 商業學<br>Business Studies                            | 693  |  | 13. 商業數據應用 $\Delta$<br>Data Application for Business $\Delta$        | HKIT  | 中文或英文<br>Chinese or English                                   |
|   |   | 680  |  | 14. 中小企創業實務 $\Delta$<br>Entrepreneurship for SME $\Delta$            | CUSCS   | 中文<br>Chinese   |
|   |   | 681  |  | 15. 市場營銷及網上推廣 $\Delta$<br>Marketing and Online Promotion $\Delta$    | CityU (SCOPE)   | 中文<br>Chinese   |
|   | 8. 法律學<br>Legal Studies                               | 672  |  | 16. 香港執法實務 $\Delta$<br>Law Enforcement in Hong Kong $\Delta$         | HKBU (SCE)  | 中文或英文<br>Chinese or English                                   |



| 學習範疇<br>Area of Studies  | 課程組別<br>Course Cluster                           | 科目代碼<br>Subject Code | 二維條碼<br>QR Code   | 課程<br>Course<br><small>註一及註二<br/>NOTE 1 &amp; NOTE 2</small> | 課程提供機構<br>Course Provider<br><small>註三<br/>NOTE 3</small> | 教學語言<br>Medium of Instruction<br><small>註四<br/>NOTE 4</small> |
|--|--|----------------------|---|--|---|---|
| <br><b>服務<br/>Services</b>            | 9. 食品服務及管理<br>Food Services and Management       | 688                  |    | 17. 甜品及咖啡店營運 # Δ<br>Pâtisserie and Café Operations # Δ       | HKCT  | 中文或英文<br>Chinese or English                                   |
|  |  | 616                  |    | 18. 西式食品製作 # Δ<br>Western Cuisine # Δ                        | VTC   | 中文或英文<br>Chinese or English                                   |
|  | 10. 款待服務<br>Hospitality Services                 | 709                  |    | 19. 機場客運大樓運作<br>Airport Passenger Terminal Operations        | HKCT  | 中文<br>Chinese   |
|  |  | 611                  |    | 20. 酒店服務營運 # Δ<br>Hospitality Services in Practice # Δ       | CityU (SCOPE)   | 中文或英文<br>Chinese or English                                   |
|  |  | 615                  |    | 21. 酒店營運 # Δ<br>Hotel Operations # Δ                         | VTC   | 中文或英文<br>Chinese or English                                   |
|  | 11. 個人及社區服務<br>Personal and Community Services   | 704                  |    | 22. 幼兒發展 # Δ<br>Child Care and Development # Δ               | CICE  | 中文或英文<br>Chinese or English                                   |
|  |  | 665                  |   | 23. 幼兒教育 # Δ<br>Child Care and Education # Δ                 | VTC   | 中文或英文<br>Chinese or English                                   |
|  |  | 610                  |  | 24. 美容學基礎 Δ<br>Fundamental Cosmetology Δ                     | CICE  | 中文<br>Chinese   |
| <br><b>應用科學<br/>Applied Science</b> | 12. 醫療科學及健康護理<br>Medical Science and Health Care | 689                  |  | 25. 動物護理 Δ<br>Animal Care Δ                                  | CityU (SCOPE)   | 英文<br>English   |
|  |  | 592                  |  | 26. 中醫藥學基礎 Δ<br>Foundation in Chinese Medicine Δ             | HKU (SPACE)   | 中文<br>Chinese   |
|  |  | 618                  |  | 27. 健康護理實務 Δ<br>Health Care Practice Δ                       | CICE  | 中文或英文<br>Chinese or English                                   |
|  |  | 660                  |  | 28. 醫務化驗科學 Δ<br>Medical Laboratory Science Δ                 | HKU (SPACE)   | 中文或英文<br>Chinese or English                                   |
|  | 13. 心理學<br>Psychology                            | 662                  |  | 29. 應用心理學 # Δ<br>Applied Psychology # Δ                      | LIFE  | 中文或英文<br>Chinese or English                                   |
|  |  | 691                  |  | 30. 實用心理學 # Δ<br>Practical Psychology # Δ                    | HKBU (SCE)  | 中文或英文<br>Chinese or English                                   |
|  | 14. 運動<br>Sports                                 | 674                  |  | 31. 運動及體適能教練 #<br>Exercise and Fitness Coaching #            | HKCT  | 中文或英文<br>Chinese or English                                   |
|  |  | 627                  |  | 32. 運動科學及體適能 # Δ<br>Exercise Science and Health Fitness # Δ  | HKBU (SCE)  | 中文<br>Chinese   |

# 高中應用學習課程 (2020-22年度) 一覽表

## List of Senior Secondary Applied Learning Courses (2020-22 Cohort)

| 學習範疇<br>Area of Studies  | 課程組別<br>Course Cluster   | 科目代碼<br>Subject Code | 二維條碼<br>QR Code   | 課程<br>Course<br><small>註一及註二<br/>NOTE 1 &amp; NOTE 2</small>                        | 課程提供機構<br>Course Provider<br><small>註三<br/>NOTE 3</small>              | 教學語言<br>Medium of Instruction<br><small>註四<br/>NOTE 4</small> |               |
|--|--|----------------------|---|---|--|---|---------------|
| <br>工程及生產<br>Engineering<br>and<br>Production   | 15. 土木、電機及機械工程<br>Civil, Electrical and Mechanical Engineering | 705                  |  | 33. 建構智慧城市 <sup>△</sup><br>Constructing Smart Cities <sup>△</sup>                   | HKU (SPACE)  | 中文或英文<br>Chinese or English                                   |               |
|  |  | 683                  |  | 34. 電機及能源工程 <sup>△</sup><br>Electrical and Energy Engineering <sup>△</sup>          | VTC  | 中文或英文<br>Chinese or English                                   |               |
|  | 16. 資訊工程<br>Information Engineering                            | 684                  |  | 35. 電腦鑑證科技 <sup>△</sup><br>Computer Forensic Technology <sup>△</sup>                | HKU (SPACE)  | 中文或英文<br>Chinese or English                                   |               |
|  | 17. 服務工程<br>Services Engineering                               | 640                  |  | 36. 航空學 <sup>△</sup><br>Aviation Studies <sup>△</sup>                               | HKU (SPACE)  | 中文或英文<br>Chinese or English                                   |               |
|  |  | 698                  |  | 37. 鐵路學 <sup>△</sup><br>Railway Studies <sup>△</sup>                                | HKCT   | 中文或英文<br>Chinese or English                                   |               |
| <br>應用學習中文<br>(非華語學生適用)<br>Applied Learning Chinese<br>(for non-Chinese speaking students) |  |                      | 695   |    | 38. 商業服務中文 <sup>#△</sup><br>Chinese in Business Service <sup>#△</sup>  | PolyU (SPEED)   | 中文<br>Chinese |
|  |  |                      | 700   |  | 39. 實用情境中文 <sup>#△</sup><br>Chinese in Practical Context <sup>#△</sup> | HKBU (SCE)  | 中文<br>Chinese |
|  |  |                      | 699   |  | 40. 實務中文 <sup>#△</sup><br>Practical Chinese <sup>#△</sup>              | HKCT  | 中文<br>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 a student.

### 註二 NOTE 2

有「△」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「△」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](http://www.hkqr.gov.hk))。The courses marked with “△” 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](http://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 The 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).

### 備註 REMARK :

課程一覽表不包括試點課程。The course list does not include the pilot course.



# 課程資料

## Course Information



# 1 展示及首飾設計 Display and Jewellery Design



|  |  |
|--|--|
| 課程提供機構<br>Course Provider  | 香港浸會大學持續教育學院<br>School of Continuing Education, Hong Kong Baptist University (HKBU(SCE))   |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 創意學習 / 設計學<br>Creative Studies / Design Studies  |
| 課程簡介<br>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<br>Medium of Instruction                                    | 中文<br>Chinese  |
| 學習活動特色<br>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<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>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<br/>e.g. Courses related to display, jewellery and fashion jewellery design or production, gemology and commercial design</p> <p><b>就業出路 Career Pathways</b><br/>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<br/>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<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年9月 September 2020<br/>時間 Time: 星期六 Saturday 9:30 am - 12:30 pm / 1:30 pm - 4:30 pm<br/>(註一：部分課堂於上午九時三十分至下午四時三十分進行。)<br/>(註二：部分課堂將安排於暑假期間進行。)<br/>(Note 1: Some lessons will last from 9:30 am to 4:30 pm)<br/>(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<br/>九龍九龍塘聯福道34號香港浸會大學逸夫校園思齊樓<br/>HKBU (SCE) Kowloon Tong Campus Centre<br/>David C. Lam Building, Shaw Campus, Hong Kong Baptist University,<br/>34 Renfrew Road, Kowloon Tong, Kowloon 或 OR<br/>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<br/>Madam Chan Wu Wan Kwai SCE Tower, Hong Kong Baptist University,<br/>9 Baptist University Road, Kowloon Tong, Kowloon<br/>(註：上課地點包括課室、珠寶製作工場、寶石鑑證中心等。)<br/>(Note: Lessons will be conducted in various venues, including classroom, jewellery production workshop, gemology laboratory, etc.)</p> <p><b>模式二 Mode 2</b><br/>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。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p> |
| 查詢<br>Enquiries  | <p>電話 Tel: 3411 5482<br/>電郵 Email: jennie@hkbu.edu.hk<br/>課程網址 Course Website: www.sce.hkbu.edu.hk/</p>  |



### 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



### 選修部分 Elective Part

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

或  
OR

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)

- 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
- 展示設計的专业範疇  
Display design as a profession

- 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
- 首飾設計的专业範疇  
Jewellery design as a profession

- 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
- 時尚首飾設計的专业範疇  
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)





## 2 時裝形象設計 Fashion Image Design



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| 課程提供機構<br>Course Provider  | 職業訓練局<br>Vocational Training Council (VTC)   |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 創意學習 / 設計學<br>Creative Studies / Design Studies  |
| 課程簡介<br>Course Introduction                                      | <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<br>Medium of Instruction                                    | 中文 或 英文<br>Chinese or English  |
| 學習活動特色<br>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」時裝形象表演等</p> <p>Visits to fashion exhibitions / museums / fabric markets, fashion image production and shows, demonstrations and sharing sessions by professionals, role plays, practical training, project learning, "mySTYLE" Fashion Image Show, etc.</p>   |
| 升學路向及就業出路<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b></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 fashion styling and photography; fashion design with accessories design or knitwear design; fashion branding and buying with branding and communication, product development and sourcing, retail management or visual merchandising; fashion media design; fashion design menswear; costume design for performance</p> <p><b>就業出路 Career Pathways</b></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<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b></p> <p>開課日期 Commencement Date: 2020年9月 September 2020</p> <p>時間 Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm<br/>(註：部分課堂將安排於暑假期間進行。)<br/>(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<br/>新界葵涌興盛路81號<br/>VTC School of Business and Information Systems<br/>81 Hing Shing Road, Kwai Chung, N.T.</p> <p><b>模式二 Mode 2</b></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。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>  |
| 查詢<br>Enquiries  | <p>電話 Tel: 2836 1264</p> <p>電郵 Email: <a href="mailto:apl-enquiry@vtc.edu.hk">apl-enquiry@vtc.edu.hk</a></p> <p>課程網址 Course Website: <a href="http://www.vtc.edu.hk/apl/fid/">http://www.vtc.edu.hk/apl/fid/</a></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



# 3 室內設計 Interior Design

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| 課程提供機構<br>Course Provider  | 職業訓練局<br>Vocational Training Council (VTC)   |  |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 創意學習 / 設計學<br>Creative Studies / Design Studies  |   |
| 課程簡介<br>Course Overview  | 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。<br>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.  |   |
| 授課語言<br>Medium of Instruction                                    | 中文 或 英文<br>Chinese or English  |   |
| 學習活動特色<br>Learning Activity Highlights                           | 學生在不同形式的學習活動中有系統地認識不同的情境及體驗情境的複雜性，以拓闊視野（例如：透過導引式參觀香港重要的城市空間和別具價值的地標，從而體驗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或就業。<br>Different modes of learning activities are employed to provide students with a systematic understanding about the context and eye-opening opportunities to experience the complexity of the context (e.g. 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, 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. |   |
| 升學路向及就業出路<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>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<br/>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><b>就業出路 Career Pathways</b><br/>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<br/>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<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年9月 September 2020<br/>時間 Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm<br/>(註：部分課堂將安排於暑假期間進行。)<br/>(Note: Lessons will also be scheduled during summer holidays.)<br/>地點 Venue: 香港知專設計學院<br/>新界將軍澳景嶺路3號<br/>Hong Kong Design Institute<br/>3 King Ling Road, Tseung Kwan O, N.T.</p> <p><b>模式二 Mode 2</b><br/>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。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>  |   |
| 查詢<br>Enquiries  | 電話 Tel: 2836 1264<br>電郵 Email: apl-enquiry@vtc.edu.hk<br>課程網址 Course Website: www.vtc.edu.hk/apl   |   |



# 課程結構

## Course Structure



### 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
- 電腦輔助設計基礎  
Computer-aided design fundamentals
- 視覺呈現軟件及硬件介紹  
Introduction to software and hardware for visual presentation
- 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
- 傢俬與照明設計的造型和結構  
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
- 理想的居住空間與室內產品  
Ideal living space and interior products
- 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
- 室內設計展覽  
Interior design exhibition





# 4 電腦遊戲及動畫設計

## Computer Game and Animation Design



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|--|---|
| 課程提供機構<br>Course Provider  | 職業訓練局<br>Vocational Training Council (VTC)  |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 創意學習 / 媒體藝術<br>Creative Studies / Media Arts  |
| 課程簡介<br>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<br>Medium of Instruction                                    | 中文 或 英文<br>Chinese or English   |
| 學習活動特色<br>Learning Activity Highlights                           | <p>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</p> <p>Lectures with demonstrations, visits to computer game and animation related exhibitions, project learning and practical training in multimedia productions</p>   |
| 升學路向及就業出路<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b></p> <p>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</p> <p>e.g. Courses related to computer game and animation, software engineering, cloud computing and data centre administration, digital entertainment and multimedia</p> <p><b>就業出路 Career Pathways</b></p> <p>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</p> <p>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<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b></p> <p>開課日期 Commencement Date: 2020年9月 September 2020</p> <p>時間 Time: 星期六 Saturday 9:00 am - 12:00 nn / 12:00 nn - 3:00 pm / 3:00 pm - 6:00 pm</p> <p>地點 Venue: 香港專業教育學院 (李惠利)<br/>新界將軍澳景嶺路3號<br/>Hong Kong Institute of Vocational Education (Lee Wai Lee)<br/>3 King Ling Road, Tseung Kwan O, N.T.</p> <p>或 OR</p> <p>香港專業教育學院 (沙田)<br/>新界沙田源禾路21號<br/>Hong Kong Institute of Vocational Education (Shatin)<br/>21 Yuen Wo Road, Shatin, N.T.</p> <p><b>模式二 Mode 2</b></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<br>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: www.vtc.edu.hk/apl</p>   |



### 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
- 電子競技概覽  
Introduction of eSports
- 版權議題及工作操守  
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

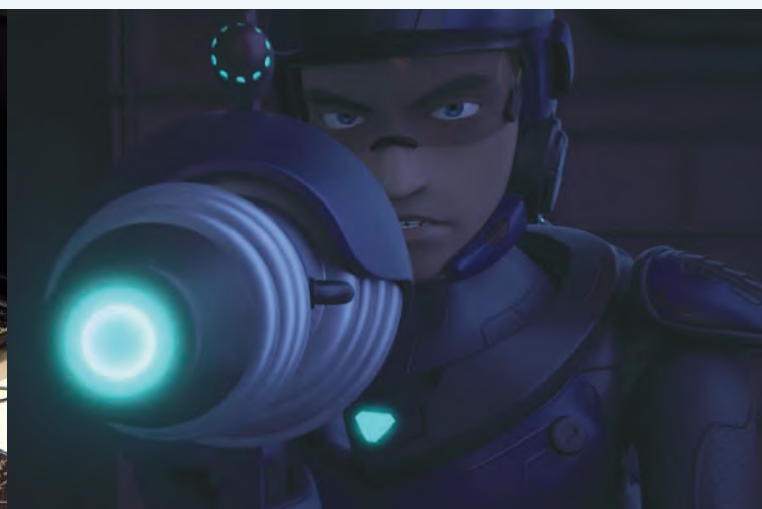
- 電腦遊戲設計及開發  
Computer game design and development (30小時hrs)
- 電腦遊戲的動態影像及視覺效果  
Motion graphics and visual effects for computer game (24小時 hrs)
- 電腦遊戲專題習作  
Computer game production project (45小時hrs)

#### 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





# 5 數碼漫畫設計與製作

## Digital Comic Design and Production



|  |  |
|--|--|
| 課程提供機構<br>Course Provider  | 香港大學專業進修學院<br>School of Professional and Continuing Education,<br>The University of Hong Kong (HKU SPACE)  |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 創意學習<br>Creative Studies   |
| 課程簡介<br>Course Overview  | <p>本課程介紹數碼漫畫創作、出版流程、數碼漫畫製作、數碼漫畫軟件的應用，以及於數碼社交媒體平台上出版漫畫。課程讓學生認識數碼漫畫和創意產業的發展、相關的基礎理論和概念，為有興趣日後進修數碼漫畫設計與製作相關課程，以及投身創意產業的學生打好基礎。</p> <p>This course introduces digital comic design, production workflow, digital comic production, application of digital comic software and comic publication on digital social media platform. It aims to enhance students' understanding of the development of digital comic and creative industry, the related fundamental theories and concepts, preparing them for further studies in digital comic design and production and career development in the creative industry.</p>   |
| 授課語言<br>Medium of Instruction                                    | 中文 或 英文<br>Chinese or English  |
| 學習活動特色<br>Learning Activity Highlights                           | 實踐練習、個案研究、實地考察、業界分享、數碼漫畫製作項目等<br>Practical exercises, case studies, site visits, industrial talks, digital comic production projects, etc.   |
| 升學路向及就業出路<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>例如：藝術與設計，數碼媒體及娛樂，動畫，傳播，廣告，資訊科技<br/>e.g. arts and design, digital media and entertainment, animation, communication, advertisement, information technology</p> <p><b>就業出路 Career Pathways</b><br/>例如：數碼資產助理，漫畫家，圖形和插畫師，漫畫封面設計師，動畫師<br/>e.g. digital asset assistant, comic artist, graphic and illustration designer, comic cover designer, animator</p>   |
| 授課安排<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年10月 October 2020<br/>時間 Time: 星期六 Saturday 10:00 am - 1:00 pm<br/>(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。)<br/>(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）<br/>九龍九龍灣宏開道28號<br/>HKU SPACE (Kowloon East Campus)<br/>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）<br/>香港金鐘夏慤道18號海富中心<br/>HKU SPACE (Admiralty Learning Centre)<br/>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）<br/>香港北角英皇道250號北角城中心<br/>HKU SPACE (Fortress Tower Learning Centre)<br/>250 King's Road, North Point, Hong Kong</p> <p><b>模式二 Mode 2</b><br/>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。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p> |
| 查詢<br>Enquiries  | <p>電話 Tel: 2587 3236<br/>電郵 Email: apl@hkuspace.hku.hk<br/>課程網址 Course Website: apl.hkuspace.hku.hk/</p>   |



### 1. 漫畫製作概述

#### Overview of Comic Production (12小時hrs)

- 數碼漫畫和創意產業簡介  
Introduction to digital comic and creative industry
- 亞洲地區的漫畫文化  
Comic cultures of Asian regions
- 漫畫發展週期  
Comic development cycle
- 版權問題  
Copyright issues

### 2. 漫畫設計與故事發展基礎

#### Fundamentals of Comic Design and Story Development (48小時hrs)

- 傳統與現代漫畫繪製方法  
Traditional and Modern Comic Drawing Technique
- 故事發展  
Story Development

### 3. 數碼漫畫意象創作

#### Digital Comic Imagery Creation (36小時hrs)

- 資訊搜集  
Information research
- 角色配置和設計  
Character setting and design
- 背景配置和設計  
Background setting and design
- 不同材料的繪製技巧  
Technique of drawing different materials
- 特效繪圖技巧  
Special effect drawing techniques
- 漫畫框架和佈局設計  
Comic frame and layout design
- 對話框設計  
Speech bubble design

### 4. 數碼漫畫製作

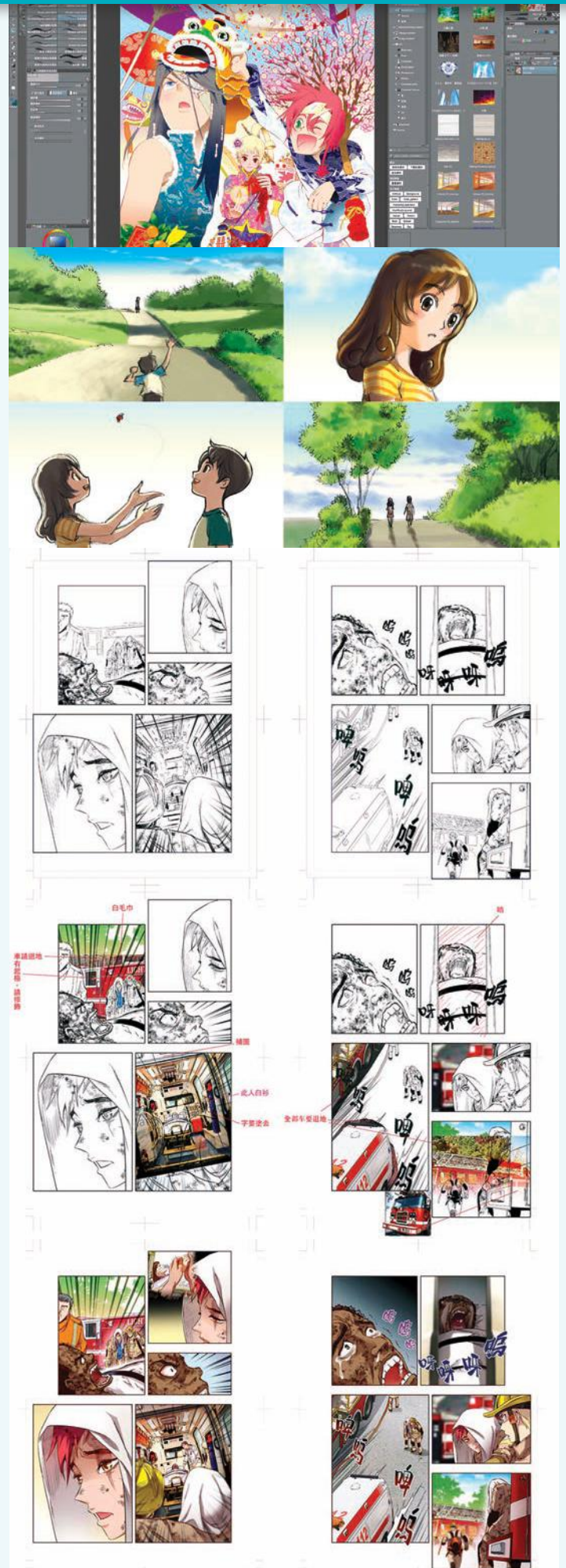
#### Digital Comic Production (69小時hrs)

- 數碼漫畫軟件的應用  
Application of digital comic software
- 漫畫製作流程  
Comic production process
- 創意插圖設計簡介  
Introduction to creative illustration design

### 5. 於數碼社交媒體平台上出版內容

#### Content publication on digital social media platform (15小時hrs)

- 出版業簡介  
Introduction to publishing industry
- 特許權使用費計算  
Royalty fee calculation
- 創意產業及社交媒體的最新發展趨勢  
Latest development trend of social media for creative industry
- 於桌面和手機應用程式出版漫畫  
Desktop and mobile applications for comic publication





# 6 舞出新機 — 舞蹈藝術

## Taking a Chance on Dance



|  |  |
|--|--|
| 課程提供機構<br>Course Provider  | 香港演藝學院<br>The Hong Kong Academy for Performing Arts (HKAPA)  |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 創意學習 / 表演藝術<br>Creative Studies / Performing Arts  |
| 課程簡介<br>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<br>Medium of Instruction                                    | 中文<br>Chinese  |
| 學習活動特色<br>Learning Activity Highlights                           | <p>多樣化的學與教模式（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）；為期十天的密集舞蹈日營，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 intensive 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<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>例如：升讀與表演藝術和舞蹈相關的課程<br/>e.g. Courses related to performing arts and dance</p> <p><b>就業出路 Career Pathways</b></p> <ul style="list-style-type: none"> <li>• 創意工業方面（舞台 / 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<br/>Creative industry (stage production / music TV / dance video): e.g. creative professions including producers, choreographers, directors, dancers and instructors</li> <li>• 文職行業方面：如具備表演藝術基礎知識的藝術管理人才<br/>Administrative professions: e.g. arts administrative professions that require basic knowledge of performing arts</li> <li>• 教學方面：如教師、舞蹈教育家<br/>Teaching profession: e.g. teachers and dance educators</li> </ul>   |
| 授課安排<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年9月 September 2020<br/>時間 Time: 星期六 Saturday 9:00am - 1:30 pm<br/>(註：為期十天的密集舞蹈日營將於2021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。)<br/>(Note: A 10-day intensive dance day camp will be held in the last week of June to the first 2-3 weeks of July 2021 at HKAPA.)<br/>地點 Venue: 香港演藝學院，香港灣仔告士打道一號<br/>The Hong Kong Academy for Performing Arts, 1 Gloucester Road, Wanchai, Hong Kong</p> <p><b>模式二 Mode 2</b><br/>開課日期 Commencement Date: 2020年9月 September 2020<br/>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。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.<br/>(註：為期十天的密集舞蹈日營將於2021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。)<br/>(Note: A 10-day intensive dance day camp will be held in the last week of June to the first 2-3 weeks of July 2021 at HKAPA.)</p> |
| 查詢<br>Enquiries  | <p>電話 Tel: 2584 8979<br/>電郵 Email: apl@hkapa.edu</p>   |



### 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
- 舞蹈賞評  
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：密集舞蹈日營

#### 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





# 7 由戲開始 · 劇藝縱橫 The Essentials of Theatre Arts

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

「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。學生可因應個人興趣，選擇「戲劇藝術」或「劇場製作」作為選修部分。In The Essentials of Dramatic 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. Students may choose, according to their personal interest, “Dramatic Arts” or “Theatre Production” as their elective parts.

授課語言  
Medium of Instruction

中文  
Chinese

學習活動特色  
Learning Activity Highlights

多樣化學習與教模式（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）；為期八天的密集戲劇日營，讓學生共同創作、綵排及演出戲劇作品等。  
A broad range of learning and teaching modes (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 intensive drama day camp in which students work collaboratively to create, rehearse and perform a drama; etc.

升學路向及就業出路  
Articulation to Further Studies  
and Career Pathways

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  
e.g. courses in performing arts, drama courses, theatre and entertainment arts

就業出路 Career Pathways

- 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  
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
- 文職行業方面：如具備表演藝術基礎知識的藝術管理人才  
Administrative professions: e.g. arts administrative professions that require basic knowledge of performing arts
- 教學方面：如教師、戲劇教育家  
Teaching profession: e.g. teachers and drama educators

授課安排  
Class Arrangements

模式一 Mode 1

開課日期 Commencement Date: 2020年9月 September 2020

時間 Time: 星期五 Friday 6:00 pm - 9:00 pm 或 OR

星期六 Saturday 9:30 am - 12:30 pm

(註：為期八天的密集戲劇日營將於2021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 intensive drama day camp will be held during 2 weekends in Dec 2021 and Christmas holiday in Dec 2021 at HKAPA.)

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

模式二 Mode 2

開課日期 Commencement Date: 2020年10月 October 2020

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：為期八天的密集戲劇日營將於2021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 intensive drama day camp will be held during 2 weekends in Dec 2021 and Christmas holiday in Dec 2021, two days of which will be held at HKAPA.)

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 (規定情景的練習及分析劇本選段)  
Acting II (Scenes Work 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 Rehearsal 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

完成相關學科的學習和技巧訓練（劇場製作基礎），學生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 Rehearsal 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 rehearsal, technical rehearsal and drama performance.





# 8 電影及超媒體 Film and Transmedia

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

本課程提供實境式學習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教學活動，有效發展他們的創意思維、專業操守及於溝通、團隊合作、解難和批判性思維中所需之軟技能。

This course provides students with authentic learning experiences 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.

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、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、年度放映展等

Lectures with demonstrations, practical training, film appreciation, visits to TV studios or post-production companies, professional talks and sharing, project learning, annual screening, etc.

升學路向及就業出路

Articulation to Further Studies  
and Career Pathways

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

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

授課安排

Class Arrangements

模式一 Mode 1

開課日期 Commencement Date: 2020年9月 September 2020

時間 Time: 星期六 Saturday 9:00 am - 12:00 nn / 1:00 pm - 4:00 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.

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.

查詢

Enquiries

電話 Tel: 2836 1264

電郵 Email: [apl-enquiry@vtc.edu.hk](mailto:apl-enquiry@vtc.edu.hk)

課程網址 Course Website: [www.vtc.edu.hk/apl](http://www.vtc.edu.hk/apl)

### 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

### 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
- 超媒體故事敘事的理論與元素  
Principles and elements of transmedia storytelling
- 劇本創作與故事板繪製  
Scriptwriting and storyboarding
- 視覺故事敘事的實踐  
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

### 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
- 選修部分  
Elective parts
  - 攝影藝術; 或  
Cinematographic art; OR
  - 後期製作藝術  
Art of post-production



### 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：年度放映展

#### Learning Platform: Annual Screening





# 9 創意廣告 Creative Advertising



|  |  |
|--|--|
| 課程提供機構<br>Course Provider  | 香港城市大學專業進修學院<br>School of Continuing and Professional Education,<br>City University of Hong Kong (CityU (SCOPE))   |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 媒體及傳意 / 媒體製作與公共關係<br>Media and Communication / Media Production and Public Relations   |
| 課程簡介<br>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<br>Medium of Instruction                                    | 中文 或 英文<br>Chinese or English  |
| 學習活動特色<br>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<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>例如：升讀與廣告、傳播、市場推廣、公關及多媒體等相關課程<br/>e.g. Courses related to advertising, communication, marketing, public relations and multimedia</p> <p><b>就業出路 Career Pathways</b><br/>例如：從事廣告、市場推廣、項目策劃、傳訊及傳媒等相關工作<br/>e.g. Careers in the fields of advertising, marketing, event planning, communication and media</p>   |
| 授課安排<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年9月 September 2020<br/>時間 Time: 星期六 Saturday 9:15 am - 12:15 pm<br/>(註：部分課堂將安排於暑假期間進行。)<br/>(Note: Lessons will also be scheduled during summer holidays.)<br/>地點 Venue: CityU SCOPE尖東教學中心<br/>尖沙咀麼地道77號華懋廣場UG2及UG3<br/>CityU SCOPE TST East Learning Centre<br/>UG2, UG3, ChinaChem Golden Plaza, 77 Mody Road, Tsim Sha Tsui East, Kowloon</p> <p><b>模式二 Mode 2</b><br/>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。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>    |
| 查詢<br>Enquiries  | <p>電話 Tel: 3442 5441 / 3442 5433<br/>電郵 Email: aplinfo@cityu.edu.hk<br/>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





# 10 雜誌編輯與製作 Magazine Editing and Production

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

本課程旨在讓學生能夠明白傳媒編、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。

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.

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

## 升學路向 Further Studies

例如：新聞與傳播、文化與媒體研究、媒體寫作、公共關係、廣告及語言學等相關的課程  
e.g. Courses related to journalism and communication, culture and media studies, media writing, public relations, advertising and language studies

## 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

授課安排  
Class Arrangements

## 模式一 Mode 1

開課日期 Commencement Date: 2020年9月 September 2020

時間 Time: 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: 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

## 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.

查詢  
Enquiries

電話 Tel: 22097711 / 22097703

電郵 Email: nataliewhtwong@cuhk.edu.hk / kitmanlee@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
- 圖片編輯原則  
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)

- 副刊文章類別  
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 & write up → edit and design the layout → design the graphics → produce the magazine







|  |   |  |
|--|---|--|
| 課程提供機構<br>Course Provider  | 香港專業進修學校<br>Hong Kong College of Technology (HKCT)  |  |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 媒體及傳意 / 媒體製作與公共關係<br>Media and Communication / Media Production and Public Relations  |  |
| 課程簡介<br>Course Overview  | <p>本科目旨在培育學生成為具備多媒體應用技能的公共關係專才。課程內容理論與實踐並重，並涵蓋公關策略、傳訊技巧、品牌形象、多媒體應用等範疇，讓學生掌握公共關係及傳訊的知識和技能。學生透過參與多媒體公關及傳訊項目製作，鞏固理論及實務技能，為將來升學或就業作準備。</p> <p>The course aims to develop students to be professions with the multimedia knowledge in the field of Public Relations (PR). The course offers studies with equal emphasis on theory and practice, covering PR strategies, communication skills, brand images and the application of multimedia, in which students acquire the knowledge and skills of PR and Communication. Through the production of a PR and communication project, students consolidate the theories and skills acquired to prepare them for further studies and career pursuits.</p>   |  |
| 授課語言<br>Medium of Instruction                                    | 中文 或 英文<br>Chinese or English   |  |
| 學習活動特色<br>Learning Activity Highlights                           | 小組討論、業界分享、角色扮演、演講練習、短片製作等<br>Group discussion, professional sharing, role play, practical presentation, short video production, etc.  |  |
| 升學路向及就業出路<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>例如：傳理、企業傳訊、公關、商業學、市場學、人力資源及語文<br/>e.g. journalism, corporate communications, public relations, business, marketing, human resources and language</p> <p><b>就業出路 Career Pathways</b></p> <ul style="list-style-type: none"> <li>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）<br/>Junior position (e.g. marketing assistant, event assistant, media production assistant and public relations clerk)</li> <li>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）<br/>Senior position (e.g. marketing manager, event planner, media production manager, public relations manager, brand manager and communication trainer)</li> </ul>  |  |
| 授課安排<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年9月 September 2020<br/>時間 Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm<br/>(部分課堂將於暑假期間進行及全日上課。)<br/>(Lessons will also be scheduled during summer day and will be arranged as full day lesson.)<br/>地點 Venue: 香港專業進修學校（港專賽馬會馬鞍山校園）<br/>新界馬鞍山耀安邨<br/>Hong Kong College of Technology (HKCT Jockey Club Ma On Shan Campus)<br/>Yiu on Estate, Ma on Shan, Sha Tin, New Territories 及 AND<br/>香港專業進修學校（港專賽馬會本港校園）<br/>新界沙田馬鞍山鞍誠街2號<br/>Hong Kong College of Technology (HKCT Jockey Club Undergraduate Campus)<br/>2 On Shing Street, Ma On Shan, Sha Tin, New Territories 或 OR<br/>香港專業進修學校（何文田校舍）<br/>九龍何文田公主道14號<br/>Hong Kong College of Technology (Ho Man Tin Campus)<br/>14, Princess Margaret Road, Homantin, Kowloon</p> <p><b>模式二 Mode 2</b><br/>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。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p> |  |
| 查詢<br>Enquiries  | <p>電話 Tel: 2265 6986 / 2926 1222<br/>電郵 Email: apl@hkct.edu.hk / enquiry@hkct.edu.hk<br/>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 (40小時hrs)

- 行業認識  
Understanding the industry
- 專業操守和社會責任  
Professional ethics and social responsibility
- 傳訊初探及多媒體語言概述  
Introduction to communication and language in multimedia
- 公關策略及個案討論  
Public relations strategies and case studies

### 2. 品牌建立及專業形象

#### Brand Building and Professional Image (20小時hrs)

- 品牌建立  
Brand building
  - 建立品牌原則  
Principles of brand building
  - 建立品牌風格  
Style of brand building
  - 個案分享  
Case study
- 專業形象  
Professional image
  - 員工形象與品牌關係  
Relationship between employee images and brand
  - 公關儀容及儀態  
Appearance and manner in Public Relations



### 3. 多媒體傳訊技巧

#### Multimedia Communication Skills (28小時hrs)

- 傳統及多媒體傳訊技巧  
Traditional and multimedia communication skills
  - 消息發佈  
News release
  - 產品宣傳  
Production promotion
  - 訪問及應對  
Interview and response
  - 負面消息澄清  
Negative news clarification

### 4. 公關多媒體應用

#### Application of Multimedia in Public Relations (60小時hrs)

- 資料搜集及市場分析  
Data collection and market analysis
  - 數據收集方法  
Data collection method
  - 數據分析及整理  
Data analysis and organisation
  - 內容建構予目標受眾  
Content construction for target audience
- 項目策劃  
Project planning
  - 劇本構思與創作  
Script writing and creation
  - 項目推廣  
Project promotion
  - 市場趨勢及個案分享  
Market trends and case study
- 影像拍攝及編輯的基本原則及技巧  
Basic principles and techniques for image capture and editing
  - 構圖、角度運用與訊息的關係  
Relationship between composition, perspective and messages
  - 圖像編輯基礎  
Basic image editing
- 製作流程  
Production Process
  - 拍攝  
Shooting
  - 演員安排  
Casting
  - 剪接  
Editing
  - 後期製作  
Post-production

### 5. 公關及多媒體傳訊專題研習

#### Final Project on Public Relations and Multimedia Communication (36小時hrs)

- 研究及策劃  
Research and planning
- 圖片及短片製作  
Image and video production
- 後期製作  
Post-production
- 發布  
Release
- 檢討及報告  
Evaluation and report



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| 課程提供機構<br>Course Provider  | 香港城市大學專業進修學院<br>School of Continuing and Professional Education,<br>City University of Hong Kong (CityU (SCOPE))   |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 商業、管理及法律 / 會計及金融<br>Business, Management and Law / Accounting and Finance  |
| 課程簡介<br>Course Overview  | <p>電子商務會計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，並建立他們對電子商務會計的就業期望。</p> <p>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>  |
| 授課語言<br>Medium of Instruction                                    | 中文 或 英文<br>Chinese or English  |
| 學習活動特色<br>Learning Activity Highlights                           | 參觀工商機構、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<br>visits to business / industrial organizations, hands-on exercises in utilizing available accounting software to establish a e-business model and present various financial reports  |
| 升學路向及就業出路<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>例如：會計、工商管理、管理及營銷<br/>e.g. Accounting, business administration, management and marketing</p> <p><b>就業出路 Career Pathways</b><br/>例如：會計助理、銀行櫃位職員及公營及商業機構行政助理<br/>e.g. Account assistants, bank teller and administrative assistant in public and commercial sectors</p>  |
| 授課安排<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年9月 September 2020<br/>時間 Time: 星期六 Saturday 9:15 am - 12:15 pm<br/>(註：部分課堂或活動將安排於暑假期間進行。)<br/>(Note : Lessons or activities will also be scheduled during summer holidays.)<br/>地點 Venue: CityU SCOPE尖東教學中心<br/>尖沙咀麼地道77號華懋廣場UG202及UG301室<br/>CityU SCOPE TST East Learning Centre<br/>UG202, UG301, ChinaChem Golden Plaza, 77 Mody Road, Tsim Sha Tsui East, Kowloon</p> <p><b>模式二 Mode 2</b><br/>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。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p> |
| 查詢<br>Enquiries  | <p>電話 Tel: 3442 5441 / 3442 5433<br/>電郵 Email: aplinfo@cityu.edu.hk<br/>課程網址 Course Website: www.cityu.edu.hk/ce/apl</p>   |



### 1. 電子商務概論：價值創造

#### Introduction of e-Business for Value Creation (18小時hrs)

- 當代營商環境  
Contemporary 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
- 資訊科技於商務中扮演的角色  
The role of information technology in business

### 2. 商業會計

#### Business Accounting (45小時hrs)

- 財務會計  
Financial accounting
- 管理賬目  
Management accounting

### 3. 會計軟件應用

#### Accounting Software Application (45小時hrs)

- 介紹各種會計軟件  
Introduction of various accounting softwares
- 建立簡易會計系統  
Establishing a simple accounting system
- 數據記錄及處理  
Recording and processing data
- 編製相關會計報告及財務報表  
Producing relevant 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)

- 資訊科技與電子商務會計的融合  
IT and accounting for e-Business integration
- 電子商務的良好典範  
Good accounting practice for e-Business
- 大數據運用  
Utilization of big data

### 5. 專題研習

#### Integrated Project (45小時hrs)

- 為模擬電子商務建立財務模式  
Set up a financial model for a simulated business
- 於電子商務環境發展整體業務模式  
Development of a whole business model in e-Business environment
- 行業分享  
Sharing from the industry
- 參觀會計公司及電子商務 / 初創公司  
Visits to accounting firms and e-Business / startups companies



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| 課程提供機構<br>Course Provider  | 香港科技專上書院<br>Hong Kong Institute of Technology  |  |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 商業、管理及法律 / 商業學<br>Business, Management and Law / Business Studies  |   |
| 課程簡介<br>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<br>Medium of Instruction                                    | 中文 或 英文<br>Chinese or English  |   |
| 學習活動特色<br>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。活動包括參觀本地及海外的商業機構、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 local and overseas 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<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>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<br/>e.g. Associate degree / Bachelor's degree in business administration, accounting, finance, marketing, computing</p> <p><b>職業 Careers</b><br/>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<br/>e.g. business analyst, risk management, business development, business intelligence, project analysis</p>  |   |
| 授課安排<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年9月 September 2020<br/>時間 Time: 星期三 Wednesday 2:00 pm - 6:00 pm 或 OR<br/>星期六 Saturday 9:30 am - 12:30 pm / 2:00 pm - 5:00 pm<br/>地點 Venue: 香港科技專上書院香港總校<br/>九龍深水埗南昌街213號<br/>Hong Kong Institute of Technology (SSP Campus)<br/>213 Nam Cheong Street, Sham Shui Po, Kowloon<br/>(註：部分課堂將安排於暑假期間進行。)<br/>(Note: Lessons will also be scheduled during summer holidays.)</p> <p><b>模式二 Mode 2</b><br/>學生在就讀的中學上課，詳情有待雙方協商。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>                                    |   |
| 查詢<br>Enquiries  | <p>電話 Tel: 2782 2433<br/>電郵 Email: apl@hkit.edu.hk<br/>課程網址 Course Website: www.hkit.edu.hk/apl</p>  |   |



### 1 商業與商業分析導論 Introduction to Business and Business 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 商業分析的重要性和範例  
Importance of business data analysis and exemplars
- 1.3 商業分析的關鍵因素  
Key elements in business data analysis
- 1.4 商業分析的主要程序：收集資料、量度及分析  
Main procedures in business data analysis: data collection, measurement and analysis



### 2 商業分析的應用 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

### 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

### 4 商業數據分析的专业發展 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



### 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 organization
- 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)





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

商業、管理及法律 / 商業學  
Business, Management and Law / Business Studies

課程簡介  
Course Overview

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.

授課語言  
Medium of Instruction

中文  
Chinese

學習活動特色  
Learning Activity Highlights

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.

升學路向及就業出路  
Articulation to Further Studies  
and Career Pathways

**升學路向 Further Studies**  
例如：工商管理、會計、金融、國際商業、旅遊及資訊系統  
e.g. business administration, accounting, finance, international business, tourism and information systems

**就業出路 Career Pathways**  
例如：中小企經營者、營銷、會計、金融及公司等管理層工作崗位  
e.g. SME business owner, managerial position in areas of marketing, accounting, finance and general management

授課安排  
Class Arrangements

**模式一 Mode 1**  
開課日期 Commencement Date: 2020年9月 September 2020  
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

**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.

查詢  
Enquiries

電話 Tel: 22097711 / 22097703  
電郵 Email: nataliewhtwong@cuhk.edu.hk / kitmanlee@cuhk.edu.hk  
課程網址 Course Website: www.scs.cuhk.edu.hk/cuscs.hk/apl

### 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

- 企業社會責任的論題  
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 service



##### 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



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| 課程提供機構<br>Course Provider  | 香港城市大學專業進修學院<br>School of Continuing and Professional Education,<br>City University of Hong Kong (CityU (SCOPE))  |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 商業、管理及法律 / 商業學<br>Business, Management and Law / Business Studies   |
| 課程簡介<br>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<br>Medium of Instruction                                    | 中文<br>Chinese   |
| 學習活動特色<br>Learning Activity Highlights                           | <p>參觀工商機構或/及展覽活動、進行市場調查、網上和社交媒體市場推廣策劃等活動。</p> <p>Visiting companies or/and exhibitions, conducting market research, designing online and social media promotion plan, etc.</p>  |
| 升學路向及就業出路<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>例如：升讀與工商管理、市場學、廣告、傳播、以及電子商貿及推廣等相關的課程<br/>e.g. courses related to business administration, marketing, advertising and communication, electronic commerce and promotions</p> <p><b>就業出路 Career Pathways</b><br/>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<br/>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<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年9月 September 2020<br/>時間 Time: 星期六 Saturday 9:15 am - 12:15 pm<br/>(註：部分課堂或活動將安排於暑假期間進行。)<br/>(Note : Lessons or activities will also be scheduled during summer holidays.)<br/>地點 Venue: CityU SCOPE尖東教學中心<br/>尖沙咀麼地道77號華懋廣場UG2及UG3<br/>CityU SCOPE TST East Learning Centre<br/>UG2, UG3, ChinaChem Golden Plaza, 77 Mody Road, Tsim Sha Tsui East, Kowloon</p> <p><b>模式二 Mode 2</b><br/>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。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p> |
| 查詢<br>Enquiries  | <p>電話 Tel: 3442 5441 / 3442 5433<br/>電郵 Email: aplinfo@cityu.edu.hk<br/>課程網址 Course Website: www.cityu.edu.hk/ce/apl</p>  |





## 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





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| 課程提供機構<br>Course Provider  | 香港浸會大學持續教育學院<br>School of Continuing Education, Hong Kong Baptist University (HKBU(SCE))   |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 商業、管理及法律 / 法律學<br>Business, Management and Law / Legal Studies   |
| 課程簡介<br>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 force, disciplined services 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 services 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<br>Medium of Instruction                                    | 中文 或 英文<br>Chinese or English  |
| 學習活動特色<br>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<br>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<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>例如：警務學、紀律部隊管理、犯罪學<br/>e.g. policing studies, disciplined services management, criminology</p> <p><b>就業出路 Career Pathways</b><br/>例如：警務人員、入境事務助理員、消防員、懲教助理<br/>e.g. police constable, immigration assistant, fireman, fireman, assistant correctional officer</p>  |
| 授課安排<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年9月 September 2020<br/>時間 Time: 星期六 Saturday 9:30 am - 12:30 pm / 1:30 pm - 4:30 pm<br/>(註一：部分課堂於上午九時三十分至下午四時三十分進行。)<br/>(註二：部分課堂將安排於暑假期間進行。)<br/>(Note 1: Some lessons will last from 9:30 am to 4:30 pm.)<br/>(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<br/>HKBU(SCE) Kowloon Tong Campus Centre<br/>九龍九龍塘聯福道34號香港浸會大學逸夫校園思齊樓<br/>David C. Lam Building, Shaw Campus, Hong Kong Baptist University,<br/>34 Renfrew Road, Kowloon Tong, Kowloon 或 OR<br/>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<br/>Madam Chan Wu Wan Kwai SCE Tower, Hong Kong Baptist University,<br/>9 Baptist University Road, Kowloon Tong, Kowloon</p> <p><b>模式二 Mode 2</b><br/>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。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p> |
| 查詢<br>Enquiries  | 電話 Tel: 3411 5482<br>電郵 Email: jennie@hkbu.edu.hk<br>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. 香港執法機構概要

#### 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
- 其他重要機構的角色及功能  
The roles and functions of other important organisations
- 主要執法機構之相互關係  
Operating relationship between law enforcement agencies in Hong Kong
- 與市民之關係  
Relationship with the community

### 3. 罪行及犯罪行為

#### Crimes and Criminal Behaviour (21小時hrs)

- 犯罪學簡介  
Introduction to criminology
- 罪行種類  
Crimes typology
- 犯罪心理及行為分析  
Criminal psychology and behaviour analysis
- 罪行分析I: 暴力罪行  
Crime analysis I : violent crimes
- 罪行分析II: 涉及財物損失的罪行  
Crime analysis II: offences against property
- 罪行分析III: 科技罪行  
Crime analysis III : cyber crimes

### 4. 刑事法律原理

#### Legal Principles of Law Enforcement (30小時hrs)

- 刑事法功能  
Functions of criminal law
- 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
- 市民權利和義務  
Rights and responsibilities of citizens

- 個人自由及法律保障  
Individual freedom and legal protection
- 香港人權法案條例及相關基本法條文  
Hong Kong Bill of Rights Ordinance and related Basic Law Articles
- 刑事司法案例研究  
Case studies on criminal justice

### 5. 紀律部隊招募與遴選

#### Recruitment and Selection of Disciplinary Services (24小時hrs)

- 警務人員招募遴選準則和程序  
Recruitment process and selection criteria in Police Force
- 測試及面試要求  
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 disciplinary services
- 其他主要紀律部隊對投考者的要求  
Requirements on applicants for other major disciplinary services

### 6. 執法人員之操守與特質

#### Conduct and Attributes of Law Enforcement Officers (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 services
- 警務及其他紀律部隊人員的價值觀  
Values of Police and other disciplined services
- 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 services
- 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

### 7. 香港執法人員之工作與職能

#### Law Enforcement Work in Hong Kong (18小時hrs)

- 描述香港主要前線執法人員的工作與職能  
General job descriptions of the major frontline law enforcement officers
- 瞭解具挑戰性的專業執法職能  
Understanding the challenging professional law enforcement duties

### 8. 執法人員之健康與體適能

#### Health and Fitness of Law Enforcement Officers (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
- 正確熱身運動  
Proper warm up exercises
- 心肺功能鍛鍊  
Cardiopulmonary training
- 執法人員的體能訓練  
Physical training of law enforcement officers





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| 課程提供機構<br>Course Provider  | 香港專業進修學校<br>Hong Kong College of Technology (HKCT)  |  |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 服務 / 食物服務及管理<br>Services / Food Services and Management   |   |
| 課程簡介<br>Course Overview  | <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>  |   |
| 授課語言<br>Medium of Instruction                                    | 中文 或 英文<br>Chinese or English   |   |
| 學習活動特色<br>Learning Activity Highlights                           | 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<br>Pâtisserie and café food production, product development, group discussion, industrial visits, professional sharing, case study, etc.   |   |
| 升學路向及就業出路<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>學員畢業後可申請由港專或其他院校開辦的旅遊及酒店款待（航空及郵輪服務 / 旅遊及項目管理 / 西式廚藝 / 款待）的高級文憑或文憑課程<br/>Students are eligible to apply for higher diploma or diploma programmes in tourism and hospitality management (airline and cruise services / tourism and event management/western culinary / hospitality) offered by HKCT or other institutions</p> <p><b>就業出路 Career Pathways</b><br/>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）<br/>Junior pastry chef, bakery chef, junior chef, restaurant waiter/waitress, barista and entrepreneurship (e.g. café, pastry shop and bakery shop)</p>   |   |
| 授課安排<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年9月 September 2020<br/>時間 Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm<br/>(部分課堂將於暑假期間進行及全日上課。)<br/>(Lessons will also be scheduled during summer holidays and will be arranged as full day lessons.)<br/>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<br/>Hong Kong College of Technology (Ho Man Tin Campus)<br/>14, Princess Margaret Road, Homantin, Kowloon 或 OR<br/>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<br/>Hong Kong College of Technology (HKCT Jockey Club Ma On Shan Campus)<br/>Yiu on Estate, Ma on Shan, Sha Tin, New Territories 或 OR<br/>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<br/>Hong Kong College of Technology (HKCT Jockey Club Undergraduate Campus)<br/>2 On Shing Street, Ma On Shan, Sha Tin, New Territories 或 OR<br/>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<br/>Hong Kong College of Technology (Hoi Yuen Road Training Centre)<br/>7/F &amp; 8/F, Wong Tze Building, 71 Hoi Yuen Road, Kwun Tong, Kowloon 或 OR<br/>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<br/>Hong Kong College of Technology (Cheung Sha Wan Training Centre)<br/>2/F, Heya Star, 368 Castle Peak Road, Cheung Sha Wan, Kowloon</p> <p><b>模式二 Mode 2</b><br/>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。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p> |   |
| 查詢<br>Enquiries  | 電話 Tel: 2265 6986 / 2926 1222<br>電郵 Email: apl@hkct.edu.hk / enquiry@hkct.edu.hk<br>課程網址 Course Website: www.hkct.edu.hk/apl  |   |

### 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 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
- 餐飲業的工作道德操守  
Work ethics in food industry
- 業界人士分享  
Sharing from the industry



### 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 skills



### 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.





# 18 西式食品製作 Western Cuisine



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| 課程提供機構<br>Course Provider  | 職業訓練局<br>Vocational Training Council (VTC)  |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 服務 / 食物服務及管理<br>Services / Food Services and Management   |
| 課程簡介<br>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。學生於相關學習單元取得合格成績，可獲發食物環境衛生署認可的專業證書，此外，學生亦可自費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>本課程已取得英國「款接服務學會」(Institute of Hospitality)的專業認可，學員修畢本課程後可自費申請取得該會頒授之國際認可資格。</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. 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., at their own costs, for an additional professional qualification. This ApL course is endorsed by the Institute of Hospitality, UK. Graduates could apply at their own costs to receive international recognition.</p> |
| 授課語言<br>Medium of Instruction                                    | 中文 或 英文<br>Chinese or English   |
| 學習活動特色<br>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<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>例如：升讀與食品生產及服務、食物營養及衛生、酒店管理相關的課程<br/>e.g. Courses related to food production and services, food nutrition and safety and hotel management</p> <p><b>就業出路 Career Pathways</b><br/>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及創業等<br/>e.g. Careers in the fields of catering services, airline catering, fast food production, bakery and dessert production, hotel services and start up the business</p>  |
| 授課安排<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年9月 September 2020<br/>時間 Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm<br/>地點 Venue: 國際廚藝學院 — 香港薄扶林145號<br/>International Culinary Institute<br/>145 Pokfulam Road, Pokfulam, Hong Kong 或 OR<br/>酒店及旅遊學院 (九龍灣) — 九龍九龍灣大業街46號<br/>Hotel and Tourism Institute (Kowloon Bay)<br/>46 Tai Yip Street, Kowloon Bay, Kowloon 或 OR<br/>酒店及旅遊學院 (天水圍) — 新界元朗天水圍天河路11號<br/>Hotel and Tourism Institute (Tin Shui Wai)<br/>11 Tin Ho Road, Tin Shui Wai, Yuen Long, N.T. 或 OR<br/>香港專業教育學院 (黃克競) — 九龍長沙灣荔枝角道702號<br/>Hong Kong Institute of Vocational Education (Haking Wong)<br/>702 Lai Chi Kok Road, Cheung Sha Wan, Kowloon 或 OR<br/>匯縱專業發展中心 (馬鞍山) — 新界沙田馬鞍山耀安邨92地段<br/>Integrated Vocational Development Centre (Ma On Shan)<br/>2 Hang Hong Street, Yiu On Estate, Ma On Shan, Shatin, N.T. 或 OR<br/>青年學院 (邱子文) — 新界將軍澳陶樂路11號<br/>Youth College (Yeo Chei Man) — 11 To Lok Road, Tseung Kwan O, N.T.</p> <p><b>模式二 Mode 2</b><br/>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。<br/>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<br>Enquiries  | <p>電話 Tel: 2836 1264<br/>電郵 Email: apl-enquiry@vtc.edu.hk<br/>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

或  
OR

#### 甜品及包餅 Dessert, Baking and Pastry 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
  - 薯菜及配菜  
Greens and side 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



- 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
  - 蛋糕及酥皮製品  
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, Baking and Pastry Arts (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





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

服務 / 個人及社區服務  
Services / Personal and Community Services

課程簡介  
Course Overview

本科目透過多元課堂實習訓練實踐相關理論，教授學員有關客運大樓運作的基礎知識和技巧，讓學員從實踐中學習基礎營運科學、服務文化及行業相關法規等三個範疇。課程不但提升學員對相關學科的興趣，而且透過導師及實境教學加強他們的基礎技能、思考能力、人際關係、價值觀和態度，以及與職業相關的能力為未來升學、就業以至終身學習做好準備。

The objective of this course is to equip students the basic knowledge and skills of the Airport Passenger Terminal Operations by going through the practice of multi-class classroom training. The course will help students understand and master the basic knowledge and skills. Students will also able to learn the basic operational science, service culture and industry-related regulations. The course not only enhances students' interest in relevant subjects, but also strengthens their basic skills, thinking skills, interpersonal ability, values and attitudes, and career-related abilities through the mentor and the actual environment to prepare for future studies, employment and lifelong learning.

授課語言  
Medium of Instruction

中文 或 英文  
Chinese or English

學習活動特色  
Learning Activity Highlights

實地考察香港國際機場、技術考察、模擬場地工作坊、小組討論、角色扮演、個案研習、研究及匯報、工作坊等  
Visit to the International Airport Passenger Terminal, technical visits, simulated workshop with industry standard, group discussion, role play exercise, case studies, research and presentations, workshop, etc.

升學路向及就業出路  
Articulation to Further Studies  
and Career Pathways

升學路向 **Further Studies**  
例如：旅遊業管理、航空服務、項目管理、酒店款待  
e.g. tourism management, aviation services, event management, hospitality

#### 就業出路 **Career Pathways**

初級職位：例如飛行區運作主任、客運大樓運作主任、行李系統運作主任、客戶服務主任、空勤服務主任、地勤服務主任、票務服務主任、空運貨物主任、物流主任、營運主任、項目主任。學員更可投考民航署的航空交通控制主任

Junior position, e.g. flight operations officer, passenger terminal operations officer, baggage system operations officer, customer service officer, air service officer, ground service officer, ticket service officer, air cargo officer, logistics officer, operational officer, project director. Students can also take the Air Traffic Control Officer of the Civil Aviation Department.

管理職位：例如資深空勤服務主管、高級地勤服務主管、系統運作主管、飛行區營運督導、客戶服務經理、項目經理、私人飛機租務經理、高級航空交通控制主任

Management position, e.g. senior air service director, senior ground service manager, system operations supervisor, flight area operations supervisor, customer service manager, project manager, private aircraft rental manager, senior air traffic control director

授課安排  
Class Arrangements

#### 模式一 **Mode 1**

開課日期 Commencement Date: 2020年9月 September 2020

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 lesson.)

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

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

#### 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.

查詢  
Enquiries

電話 Tel: 2265 6986 / 2926 1222

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

課程網址 Course Website: www.hkct.edu.hk/apl/index.html





1. 機場客運大樓簡介

Introduction to Airport Passenger Terminal (40小時hrs)

- 航空業  
Aviation Industry
- 願景、使命及核心價值  
Vision, Mission and Core Values
- 組織架構與監管營運  
Organizational Structure and Regulatory Operations
- 客運大樓營運原則和目標  
Principles and Objectives of Passenger Terminal Operation
- 機場及客運大樓基礎設施  
Infrastructure of Airport and Passenger Terminal
- 日常運作概覽  
Overview of Daily Operations
- 經濟發展  
Economic Development
- 從業員的專業角色、責任及操守  
Roles, Responsibilities, and Work Ethics of Practitioners

2. 客運大樓安全及可持續發展

Safety and Sustainable Development (40小時hrs)

- 可持續發展及環境保護  
Sustainable Development and Environmental Protection
- 安全守則、措施、評估和監測  
Safety codes, Measures, Assessments and Monitoring
- 營運安全及科技創新  
Operational Safety and Technological Innovation
- 簡介合約批授和公開招標  
Introduction to Contract Approval and Open Tendering
- 租務管理  
Leasing Management
- 職業安全與健康  
Operational Safety and Health
- 潛在風險和預防措施  
Potential Risks and Precaution

3. 系統和科技 System and Technology Systems (40小時hrs)

- 客運大樓工程和系統簡介  
Overview of Projects and Systems of Passenger Terminal
- 營運系統和控制原理  
Operational System and Principles of Control
- 訊息系統  
Information System
- 行李運轉帶  
Baggage Carousel
- 無人列車  
Automated People Mover
- 個案討論  
Case Study

4. 服務及營運 Service and Operation (60小時hrs)

- 客戶關係管理及優質服務文化  
Customer Relationship Management and Service Culture
- 國際文化議題  
International Cultural Issues
- 節慶和活動管理  
Festival and Event Management
- 日常運作和服務  
Daily Operation and Service
- 事故處理  
Incident Handling
- 專題研習  
Project Learning





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

服務 / 款待服務  
Services / Hospitality Services

課程簡介  
Course Overview

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.

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.

升學路向及就業出路  
Articulation to Further Studies  
and Career Pathways

**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

**就業出路 Career Pathways**

- 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

授課安排  
Class Arrangements

**模式一 Mode 1**

開課日期 Commencement Date: 2020年9月 September 2020

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UG2及UG3

CityU SCOPE TST East Learning Centre

UG2, UG3, ChinaChem Golden Plaza, 77 Mody Road, Tsim Sha Tsui East, Kowloon

**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.

查詢  
Enquiries

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

### 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  
Development of hospitality industry
- 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. 酒店客房部營運

#### 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、化學物品與保安管理  
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)

##### 餐飲業類別

##### Type of Catering

- 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 and 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 settings
- 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



### 5. 離岸實況體驗

#### Off-shore Study Tour (24小時)

- 知識與服務技巧整合及應用  
(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

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。

本課程已取得英國「款接服務學會」(Institute of Hospitality) 的專業認可，學員修畢本課程後可自費申請取得該會頒授之國際認可資格。

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.

This ApL course is endorsed by the Institute of Hospitality, UK. Graduates could apply at their own costs to receive international recognition.

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、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

Lectures with demonstrations, role plays, case sharing and group discussions, industrial visits, practical training, project learning, Skills Competition, etc.

升學路向及就業出路  
Articulation to Further Studies and Career Pathways

**升學路向 Further Studies**

例如：升讀與酒店管理、餐飲服務、休閒及旅遊管理相關的課程

e.g. Courses related to hotel management, leisure and tourism, food and beverage service management

**就業出路 Career Pathways**

例如：從事與酒店服務、旅遊社、航空服務、飲食服務、主題公園服務、會所管理等相關的工作

e.g. Careers in the fields of hotel services, travel agency, airline services, catering services, theme park services, club house management, etc.

授課安排  
Class Arrangements

**模式一 Mode 1**

開課日期 Commencement Date: 2020年9月 September 2020

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.

**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.

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
- 成本控制和供應鏈



### 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. 技能大賽

Skills Competition



|  |   |   |
|--|---|---|
| 課程提供機構<br>Course Provider  | 明愛社區書院<br>Caritas Institute of Community Education (CICE)   |  |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 服務 / 個人及社區服務<br>Services / Personal and Community Services  |   |
| 課程簡介<br>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歲的发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，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<br>Medium of Instruction                                    | <p>中文 或 英文<br/>Chinese or English</p> <p>模式一：中文（附以英文詞語）或 英文<br/>Mode 1: Chinese (supplemented with English terminology) or English</p> <p>模式二：中文（附以英文詞語）或 英文（根據學校要求）<br/>Mode 2: Chinese (supplemented with English terminology) or English (on school's request)</p>   |   |
| 學習活動特色<br>Learning Activity Highlights                           | <p>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。</p> <p>Case studies, demonstration, role plays, group discussion, presentations, micro-teaching, field visit and field attachment to early childhood settings etc.</p>  |   |
| 升學路向及就業出路<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>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<br/>(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)<br/>e.g. early childhood education, special education, primary education, sociology, social science, social work<br/>(Preference will be given to students who apply for and passed the admission interview of CICE Higher Diploma in Early Childhood Education)</p> <p><b>就業出路 Career Pathways</b><br/>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<br/>e.g. kindergarten teacher, child care worker and supervisor, teaching assistant and playgroup assistant in child care center</p>  |   |
| 授課安排<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年9月 September 2020<br/>時間 Time: 星期六 Saturday 9:30 am - 12:30 pm / 2:00 pm - 5:00 pm<br/>(註：部分課堂將安排於暑假期間進行。)<br/>(Note: Lessons will also be scheduled during summer holidays.)</p> <p><b>地點 Venue:</b><br/>明愛社區書院 — 紅磡<br/>九龍紅磡戴亞街5號<br/>Community Institute of Community Education - Hung Hom<br/>No 5 Dyer Avenue, Hung Hom, Kowloon<br/>明愛社區書院 — 屯門<br/>新界屯門湖景邨湖月樓地下21-34室<br/>Caritas Institute of Community Education - Tuen Mun<br/>Units 21-34, G/F, Wu Yuet House, Wu King Estate, Tuen Mun, N.T.<br/>明愛社區書院 — 粉嶺<br/>新界粉嶺祥華村一號停車場三樓<br/>Caritas Institute of Community Education - Fanling<br/>3/F, Carpark No. 1, Cheung Wah Estate, Fanling, New Territories.</p> <p><b>模式二 Mode 2</b><br/>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。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p> | <p>或 OR</p> <p>或 OR</p>   |
| 查詢<br>Enquiries  | <p>電話 Tel: 2239 6363<br/>電郵 Email: dah@cice.edu.hk<br/>課程網址 Course Website: www.cice.edu.hk/Apl_course.html</p>   |   |



核心部分 Core Part (138小時hrs)

1. 幼兒發展  
Child Development (54小時hrs)
  - 促進幼兒認知發展  
Fostering children's cognitive development
  - 促進幼兒語言發展  
Fostering children's language development
  - 促進幼兒體能發展與健康  
Fostering children's physical development
  - 促進幼兒創意及美藝發展  
Fostering children's creativity and aesthetic development
  - 促進幼兒社交情緒及品德發展  
Fostering children's social-emotional and moral development
  - 遊戲與活動設計  
Designing games and activities
2. 幼兒健康護理  
Children's Health and Safety (24小時hrs)
  - 幼兒基礎健康、安全與營養  
Basic health, safety and nutrition for children
  - 預防幼兒常見的傳染病與意外  
Prevention of common communicable diseases and accident for children
  - 嬰兒照顧與活動設計  
Infant caring and activity design
  - 參觀育嬰院  
Field visit creche
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 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)
  - 幼兒工作員的個人素質  
Personality traits for ECE practitioners
  - 幼兒工作員的專業及工作操守  
Professionalism and work ethics in ECE
  - 幼兒教育機構的人際溝通技巧  
Interpersonal skills for ECE practitioners
  - 參觀 — 幼稚園(非牟利)  
Field visit - 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 (42小時hrs)

學習的語言環境 (以英語授課)  
Language Learning Environment  
(To be conducted in English)

或  
OR

以不同介入法為教學策略  
Varies Interventions as a  
Teaching Strategies

- 全語文教學理念與實踐  
Concept in whole language teaching and practice
- 教授非華語生之教學策略  
Strategies for teaching Non-Chinese Speaking children
- 教授第二語言為英語之策略  
Strategies for teaching and learning English as a second language
- 語文遊戲與活動設計  
Design for language games and activities
- 語文學習環境的佈置  
Design for language classroom environment
- 駐校體驗 — 國際學校(非本地課程)  
Field attachment - international school (Non-local curriculum)

- 早期介入  
Early interventions
- 藝術介入基礎  
Arts intervention basic
- 遊戲介入基礎  
Play intervention basic
- 音樂介入基礎  
Music intervention basic
- 為多元學習需要學童設計  
遊戲與活動  
Design games and activities for Special Educational Needs (SEN) children

- 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)





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

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。

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.

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

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.

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.

授課安排

Class Arrangements

模式一 Mode 1

開課日期 Commencement Date: 2020年9月 September 2020

時間 Time: 星期六 Saturday 9:00 am - 12:00 noon / 1:30 pm - 4:30 pm

(註：部分課堂將安排於六月下旬至七月下旬的平日期間進行。)

(Note: Some lessons will be conducted on weekdays during the period of late June - July.)

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.

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.

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 with 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

### 3. 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

### 4. 體驗式學習

#### Experiential Learning Programme (30小時hrs)

- 幼兒教育服務的核心價值及使命  
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
- 設計、實踐與檢討遊戲活動  
Designing, implementing and evaluating play activities

### 5. 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<br>Course Provider  | 明愛社區書院<br>Caritas Institute of Community Education  |  |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 服務 / 個人及社區服務<br>Services / Personal and Community Services  |  |
| 課程簡介<br>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<br>Medium of Instruction                                    | 中文<br>Chinese   |  |
| 學習活動特色<br>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<br>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<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>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<br/>e.g. Qualifications Framework recognised cosmetology courses, hair and make-up, health science, health and beauty courses</p> <p><b>就業出路 Career Pathways</b><br/>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<br/>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<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年9月 September 2020<br/>時間 Time: 星期六 Saturday 9:30 am - 12:30 pm / 2:00 pm - 5:00 pm<br/>(註：部分課堂將安排於暑假期間進行。)<br/>(Note: Lessons will also be scheduled during summer holidays.)<br/>地點 Venue: 明愛社區書院 — 紅磡<br/>(明愛美容專業中心)<br/>Community Institute of Community Education - Hung Hom<br/>(Caritas Cosmetic Career Centre) 或 OR<br/>明愛社區書院 — 沙田<br/>Caritas Institute of Community Education - Shatin 或 OR<br/>明愛社區書院 — 屯門<br/>Caritas Institute of Community Education - Tuen Mun</p> <p><b>模式二 Mode 2</b><br/>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。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p> |  |
| 查詢<br>Enquiries  | <p>電話 Tel: 2388 9920<br/>電郵 Email: dah@cice.edu.hk<br/>課程網址 Course Website: www.cice.edu.hk/Apl_course.html</p>   |  |



必修部分 Core Part (120小時hrs)

1. 美容及健康學入門

Introduction to 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 opportunity
- 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 for skin care concern
- 專業儀器輔助的美容療程  
Beauty therapy with specialised equipment



3. 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

4. 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

5. 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

- 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
- 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

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



# 25 動物護理 Animal Care



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

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。

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.

授課語言

Medium of Instruction

英文

English

學習活動特色

Learning Activity Highlights

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。

Lectures with demonstrations, group discussions and presentations, case studies, group projects, field visits, professional seminars and practical work, etc.

升學路向及就業出路

Articulation to Further Studies  
and Career Pathways

**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  
e.g. Courses related to life sciences, veterinary medicine, veterinary nursing, biomedical sciences, environmental science and food science.

**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

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.

授課安排

Class Arrangements

**模式一 Mode 1**

開課日期 Commencement Date: 2020年9月 September 2020

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UG2及UG3

CityU SCOPE TST East Learning Centre

UG2, UG3, ChinaChem Golden Plaza, 77 Mody Road, Tsim Sha Tsui East, Kowloon

查詢

Enquiries

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





### 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      | 藥膳製作、參觀中藥材標本室、野外認藥、脈診實習、模擬診証   |   |  |
| 升學路向及就業出路   | <p><b>升學路向</b><br/>例如：中醫學、中藥學、中藥配劑、中醫營養學</p> <p><b>就業出路</b><br/>例如：中醫師、中醫助理、中醫診所助理、中藥研究助理、中藥材及中成藥零售、中藥健康產品研究、質量控制及營銷、中藥配藥員、醫療保險</p>  |   |  |
| 授課安排        | <p><b>模式一</b><br/>開課日期：2020年9月<br/>時間：星期六（上午10:30 - 下午1:30 或 下午2:30 - 5:30）<br/>地點：香港大學專業進修學院九龍東分校<br/>（九龍九龍灣宏開道28號）<br/>香港大學專業進修學院金鐘教學中心<br/>（香港金鐘夏慤道18號海富中心）<br/>香港大學專業進修學院金北角城教學中心<br/>（香港北角英皇道250號北角城中心）</p> <p>或</p> <p>或</p> |   |  |
| 查詢          | 電話：3762 4127<br>電郵：angie.cheng@hkuspace.hku.hk<br>課程網址：http://apl.hkuspace.hku.hk/   |   |  |

### 1. 中醫藥學概況 (3小時)

- 中醫藥學發展概況
- 香港中醫藥業現狀介紹
- 專業操守簡介

### 2. 中醫學基礎 (42小時)

- 陰陽學說、五行學說
- 臟腑
- 精、氣、血、津液、經絡
- 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)
- 八綱辨證
- 臟腑辨證
- 病因與氣血津液辨證
- 病例討論



### 4. 中藥學 (42小時)

- 中藥的起源和發展
- 中藥的藥性
- 中藥的配伍與禁忌
- 中藥劑量與用法
- 常用中藥的功效和主治
- 認識常用中藥飲片
- 認藥活動



### 5. 方劑學 (42小時)

- 組方原則和分類
- 方劑與治法的關係
- 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

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。

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.

授課語言  
Medium of Instruction

中文 或 英文  
Chinese or English  
模式一：中文 或 英文  
Mode 1: Chinese or English  
模式二：中文 或 英文（按學校需要）  
Mode 2: Chinese or English (on school's request)

學習活動特色  
Learning Activity Highlights

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.

升學路向及就業出路  
Articulation to Further Studies  
and Career Pathways**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

**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

授課安排  
Class Arrangements**模式一 Mode 1**

開課日期 Commencement Date: 2020年9月 September 2020

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.

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

或 OR

**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.

查詢  
Enquiries

電話 Tel: 33610 3700

電郵 Email: dhss@cice.edu.hk

課程網址 Course Website: [http://www.cice.edu.hk/Apl\\_course.html](http://www.cice.edu.hk/Apl_course.html)





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

5. 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





# 28 醫務化驗科學 Medical Laboratory Science



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

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。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。

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.

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.

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。

Problem-based learning, practical work, group project, group discussions and presentations, laboratory visits, case studies, workshops, professional seminars and demonstrations, etc.

升學路向及就業出路  
Articulation to Further Studies  
and Career Pathways

**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.

**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.

授課安排  
Class Arrangements

**模式一 Mode 1**

開課日期 Commencement Date: 2020年9月28日 28 September 2020

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.)

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

**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.

查詢  
Enquiries

電話 Tel: 29755683

電郵 Email: jessica.hung@hkuspace.hku.hk

課程網址 Course Website: <http://apl.hkuspace.hku.hk/>





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)





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|--|--|--|
| 課程提供機構<br>Course Provider  | 嶺南大學持續進修學院<br>Lingnan Institute of Further Education (LIFE)  |  |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 應用科學 / 心理學<br>Applied Science / Psychology   |  |
| 課程簡介<br>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、壓力與衝突處理、精神健康或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, stress and conflict management, mental health or 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<br>Medium of Instruction                                    | 中文 或 英文<br>Chinese or English  |  |
| 學習活動特色<br>Learning Activity Highlights                           | <ul style="list-style-type: none"> <li>透過角色扮演、性格測量、處理動機、壓力和情緒管理、團體動力、個案研究和其它活動體驗心理學的理論如何應用在日常生活中；</li> <li>參觀相關機構以了解不同心理學專業；</li> <li>參加由不同專業的心理學家所舉辦的工作坊及經驗分享。</li> <li>With role-plays, personality assessments, manipulating motivation, stress and anger management, group dynamics exercises, case studies and various activities, students can experience how psychology theories are applied into their daily lives;</li> <li>Site visits to related organisations to enhance understanding of the psychology profession ; and</li> <li>Attend sharing sessions and workshops conducted by various professional psychologists.</li> </ul>   |  |
| 升學路向及就業出路<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>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<br/>e.g. Courses related to psychology, social sciences, counselling, social work, human resources management and marketing</p> <p><b>就業出路 Career Pathways</b></p> <ul style="list-style-type: none"> <li>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；</li> <li>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。</li> <li>Careers related to psychology: counselling, social and welfare services, education, disciplinary forces, career guidance, mental health services, etc.;</li> <li>Careers related to business services: management and administrative positions, marketing, human resource and training, sales and customer services and insurance, etc.</li> </ul> |  |
| 授課安排<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年9月 September 2020<br/>時間 Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm<br/>(部分課堂將安排於暑假期間進行。)<br/>(Lessons will also be scheduled during summer holidays.)<br/>地點 Venue: 嶺南大學<br/>新界屯門嶺南大學新教學大樓<br/>Lingnan University<br/>New Academic Block, Lingnan University, Tuen Mun, N.T.</p> <p><b>模式二 Mode 2</b><br/>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。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>  |  |
| 查詢<br>Enquiries  | <p>電話 Tel: 2616 7256<br/>電郵 Email: APL@LN.edu.hk<br/>課程網址 Course Website: life.LN.edu.hk/apl/</p>  |  |

### 核心部分 Core Part (144小時hrs)

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



### 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

或  
OR

- 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





30

實用心理學  
Practical Psychology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

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。

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.

授課語言  
Medium of Instruction中文 或 英文  
Chinese or English學習活動特色  
Learning Activity Highlights

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。

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.

升學路向及就業出路  
Articulation to Further Studies  
and Career Pathways**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

**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

授課安排  
Class Arrangements**模式一 Mode 1**

開課日期 Commencement Date: 2020年9月 September 2020

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.)

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

**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.

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. 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 Behavior 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

本課程旨在透過運動及體適能技巧活動，讓學生掌握運動科學、體適能與健康及體適能測試與評估的基礎知識。透過實用教練學的訓練，及綜合運動及體適能的知識和技能，設計及執行運動及體適能訓練活動，課程不但提升學生對運動及體適能相關課題的興趣，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、正面的價值觀和積極的態度，為未來升學、就業以至終身學習做好準備。

This course aims to equip students with the foundation knowledge in the areas of exercise science, fitness and health as well as the fitness testing and assessment through the practice of exercise and fitness skills. Through training in coaching, and integrating the foundation knowledge and skills to design and implement an exercise and fitness training activity, this course not only arouses students' learning interest in exercise and fitness related topics, but also enhances their career-related competencies, foundation skills, thinking skills, people skills, and nurtures positive values and attitudes, preparing them for further studies, career development and life-long learning.

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

#### 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

#### 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

授課安排  
Class Arrangements

#### 模式一 Mode 1

開課日期 Commencement Date: 2020年9月 September 2020

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

#### 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.

查詢  
Enquiries

電話 Tel: 2265 6986 / 2926 1222

電郵 Email: 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  
Exercise, Health and Fitness
- 身體肥瘦組合  
Body Composition
- 心肺耐力適能  
Cardio-respiratory Endurance Fitness
- 柔軟度及肌肉適能  
Flexibility and Muscular Fitness
- 壓力及處理方法  
Stress Management
- 體適能鍛鍊的風險管理  
Risk Management of Fitness Training



### 2. 運動科學 Exercise Science (20小時hrs)

- 解剖學與人體  
Human Anatomy
- 能量系統  
Energy System
- 運動訓練生理反應  
Exercise Training Adaptations
- 運動技能學習  
Exercises Skills Learning
- 運動心理學  
Exercise Psychology
- 營養與運動表現  
Nutrition and Exercise Performance



### 3. 體適能測試與評估

#### Fitness Testing and Assessment (20小時hrs)

- 教體適能測試之功用  
Functions of Fitness Tests
- 體適能測試項目分類  
Classification of Fitness Tests
- 體適能測試的評估準則  
Assessment Standards and Skills
- 執行體適能測試的實務技能  
Fitness Testing and Assessment Practical

### 4. 功能性訓練 Functional Training (20小時hrs)

- 基礎動作模式  
Basic Movement
- 推拉力量訓練  
Push-pull Strength Training
- 代謝式阻力訓練  
Metabolic Resistance Training
- 核心訓練  
Core Training
- 增強式訓練  
Enhanced Training

### 5. 瑜伽Yoga (20小時hrs)

- 動作及規範  
Movement and Specifications
- 呼吸技巧  
Breathing Skills
- 各種動作對運動表現的正面影響  
Positive Effects of Various Movements on Performance
- 飲食習慣  
Eating Habits

### 6. 球類運動 Selected Ball Game (20小時hrs)

- 專項熱身及調整  
Warm-up and Adjustment
- 個人進攻及防守  
Individual Offense and Defense
- 小組進攻及防守  
Team Offense and Defense
- 訓練安排及指導技巧  
Training Arrangement and Coaching Skills
- 球例及規則  
Rules and Regulations

### 7. 實用教練學 Practical Coaching (30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
- 基本管理技巧  
Basic Management Skills
- 表現分析  
Performance Analysis
- 設計訓練計劃  
Training Session Planning

### 8. 訓練設計及執行

#### Training Planning and Implementation (30小時hrs)

- 分析及設定訓練目的  
Analysing and Setting Training Objectives
- 設計及制定教案  
Designing and Planning a Training Session
- 試教活動  
Coaching Practice





|  |  |
|--|--|
| 課程提供機構<br>Course Provider  | 香港浸會大學持續教育學院<br>School of Continuing Education, Hong Kong Baptist University (HKBU(SCE))   |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 應用科學 / 運動<br>Applied Science / Sports  |
| 課程簡介<br>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<br>Medium of Instruction                                    | 中文<br>Chinese  |
| 學習活動特色<br>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<br>Fitness training, fitness programmes and recreation activities management, site visits, etc.   |
| 升學路向及就業出路<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>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<br/>e.g. Courses related to sports science, sports coaching, physical education, recreation management</p> <p><b>就業出路 Career Pathways</b><br/>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<br/>e.g. Careers in the fields of sports coaching, health fitness, physical education, recreation management, sports administration</p>   |
| 授課安排<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年9月 September 2020<br/>時間 Time: 星期六 Saturday 9:30 am - 12:30 pm / 1:30 pm - 4:30 pm<br/>(註一：部分課堂於上午九時三十分至下午四時三十分進行。)<br/>(註二：部分課堂將安排於暑假期間進行。)<br/>(Note 1: Some lessons will last from 9:30 am to 4:30 pm.)<br/>(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<br/>新界沙田石門安睦街八號<br/>HKBU (SCE) Shek Mun (Shatin) Campus Centre<br/>8 On Muk Street, Shek Mun, Shatin, N.T. 或 OR<br/>香港浸會大學持續教育學院九龍塘校園中心<br/>HKBU (SCE) Kowloon Tong Campus Centre<br/>九龍九龍塘聯福道34號香港浸會大學逸夫校園思齊樓<br/>David C. Lam Building, Shaw Campus, Hong Kong Baptist University,<br/>34 Renfrew Road, Kowloon Tong, Kowloon 或 OR<br/>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<br/>Madam Chan Wu Wan Kwai SCE Tower, Hong Kong Baptist University,<br/>9 Baptist University Road, Kowloon Tong, Kowloon</p> <p><b>模式二 Mode 2</b><br/>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。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p> |
| 查詢<br>Enquiries  | 電話 Tel: 3411 5482<br>電郵 Email: jennie@hkbu.edu.hk<br>課程網址 Course Website: www.sce.hkbu.edu.hk/   |

### 核心部分 Core Part (165小時hrs)

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



### 選修部分 Elective Part (15小時hrs)

- 9A. 運動科學實習課 — 設計精英運動訓練  
Exercise Science Practicum:  
Design of Elite Sports Training
- 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

或  
OR

- 9B. 運動科學實習課 - 健康顧問報告  
Exercise Science Practicum:  
Health care Consultancy Report
- 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



# 33 建構智慧城市 Constructing Smart Cities



|  |   |
|--|---|
| 課程提供機構<br>Course Provider  | 香港大學專業進修學院<br>School of Professional and Continuing Education,<br>The University of Hong Kong (HKU(SPACE))  |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 工程及生產 / 土木、電機及機械工程<br>Engineering and Production / Civil, Electrical and Mechanical Engineering   |
| 課程簡介<br>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，並建立他們對智慧城市發展的就業期望。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。</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 smart city development. 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>   |
| 授課語言<br>Medium of Instruction                                    | 中文 或 英文<br>Chinese or English   |
| 學習活動特色<br>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<br>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<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>例如：屋宇裝備工程、建築、資訊科技及工程學<br/>e.g. building services, building construction, information technology and engineering</p> <p><b>就業出路 Career Pathways</b><br/>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<br/>e.g. assistant building engineer, BIM designer assistant; BIM modeler assistant; and building information specialist assistant</p>   |
| 授課安排<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年10月 October 2020<br/>時間 Time: 星期六 Saturday 10:00 am - 1:00 pm<br/>(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。)<br/>(Note: Summer lessons will focus on workshop practices and site visits.<br/>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)<br/>九龍九龍灣宏開道28號<br/>HKU SPACE (Kowloon East Campus)<br/>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)<br/>香港金鐘夏慤道18號海富中心<br/>HKU SPACE (Admiralty Learning Centre)<br/>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)<br/>香港北角英皇道250號北角城中心<br/>HKU SPACE (Fortress Tower Learning Centre)<br/>250 King's Road, North Point, Hong Kong</p> <p><b>模式二 Mode 2</b><br/>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。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p> |
| 查詢<br>Enquiries  | <p>電話 Tel: 2587 3236<br/>電郵 Email: apl@hkuspace.hku.hk<br/>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

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。

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 sustainable development applications. Through interactive learning activities, students will acquire the theories and applications of electrical and energy engineering.

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、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

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.

升學路向及就業出路  
Articulation to Further Studies  
and Career Pathways

**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

**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

授課安排  
Class Arrangements

**模式一 Mode 1**

開課日期 Commencement Date: 2020年9月 September 2020

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

**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.

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. 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





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電腦鑑證科技

Computer Forensic Technology

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

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，使他們認識一套識別、保存、分析和匯報數碼證據的程序。本課程內容包括電腦鑑證基礎、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。

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 the knowledge of 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.

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、實地考察、電腦鑑證專題習作、行業講座及示範等

Problem-based learning, group discussions, PowerPoint presentations, case studies, site visits, Computer Forensic Project, seminars and demonstrations by industry practitioners, etc.

升學路向及就業出路  
Articulation to Further Studies  
and Career Pathways

**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

**就業出路 Career Pathways**

例如：電腦網絡管理員、電腦數據恢復專家

e.g. Computer network administrator, data recovery specialist

授課安排  
Class Arrangements

**模式一 Mode 1**

開課日期 Commencement Date: 2020年10月 October 2020

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.)

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保良局何鴻樂社區書院

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

或 OR

**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.

查詢  
Enquiries

電話 Tel: 2587 3219

電郵 Email: apl@hkuspace.hku.hk

課程網址 Course Website: apl.hkuspace.hku.hk/

### 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

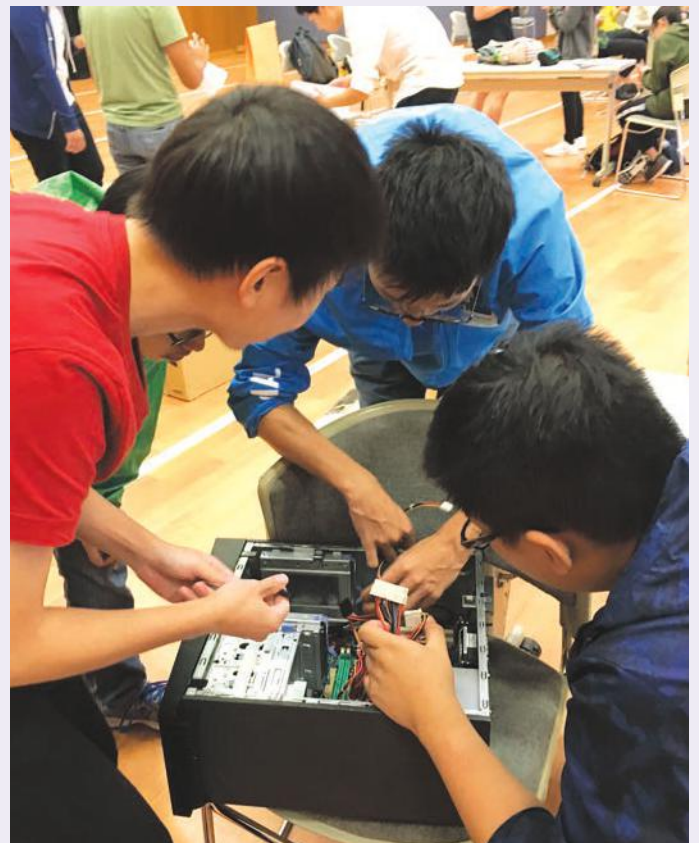
#### Computer Forensics Tools and Applications (60小時hrs)

- 數碼證據基礎  
Introduction to digital evidence
- 數據採集基礎  
Introduction to data acquisition
- 電腦安全基礎  
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 / 服務工程

Engineering and Production / Services Engineering

課程簡介

Course Overview

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。

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.

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

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

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.

升學路向及就業出路

Articulation to Further Studies  
and Career Pathways

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

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

授課安排

Class Arrangements

模式一 Mode 1

開課日期 Commencement Date: 2020年10月 October 2020

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

或 OR

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.

查詢

Enquiries

電話 Tel: 3762 0910 / 3762 0839

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
- 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

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

或  
OR

#### 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

#### 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



|  |   |  |
|--|---|--|
| 課程提供機構<br>Course Provider  | 香港專業進修學校<br>Hong Kong College of Technology (HKCT)  |  |
| 學習範疇 / 課程組別<br>Area of Studies / Course Cluster                  | 工程及生產 / 服務工程<br>Engineering and Production / Services Engineering   |  |
| 課程簡介<br>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<br>Medium of Instruction                                    | 中文 或 英文<br>Chinese or English   |  |
| 學習活動特色<br>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<br>Train simulation, technical visits, group discussion, role play exercise, case studies, research and presentations, workshop, etc.   |  |
| 升學路向及就業出路<br>Articulation to Further Studies and Career Pathways | <p><b>升學路向 Further Studies</b><br/>例如：物流、運輸營運、電機工程、電子工程<br/>e.g. logistics, transport operations, electrical engineering, electronics engineering</p> <p><b>就業出路 Career Pathways</b><br/>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<br/>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<br/>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<br/>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<br>Class Arrangements                                       | <p><b>模式一 Mode 1</b><br/>開課日期 Commencement Date: 2020年9月 September 2020<br/>時間 Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm<br/>(註：部分課堂將於暑假期間進行及全日上課。)<br/>(Note: Some lessons will also be scheduled during summer holidays and will be arranged as full day lessons.)</p> <p><b>地點 Venue:</b> 香港專業進修學校 (港專賽馬會馬鞍山校園)<br/>新界馬鞍山耀安邨<br/>Hong Kong College of Technology (HKCT Jockey Club Ma On Shan Campus)<br/>Yiu on Estate, Ma on Shan, Sha Tin, New Territories 或 OR<br/>香港專業進修學校 (港專賽馬會本科校園)<br/>新界沙田馬鞍山鞍誠街2號<br/>Hong Kong College of Technology (HKCT Jockey Club Undergraduate Campus)<br/>2 On Shing Street, Ma On Shan, Sha Tin, New Territories 或 OR<br/>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)<br/>MTR Hung Hom Building, 1/F., 8 Cheong Wan Road, Hung Hom, Kowloon (MTR Academy Hung Hom Campus) 或 OR<br/>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)<br/>Kowloon Bay Depot, 33 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong (MTR Academy Kowloon Bay Campus)</p> <p><b>模式二 Mode 2</b><br/>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。<br/>Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p> |  |
| 查詢<br>Enquiries  | <p>電話 Tel: 2265 6986 / 2926 1222<br/>電郵 Email: apl@hkct.edu.hk / enquiry@hkct.edu.hk<br/>課程網址 Course Website: www.hkct.edu.hk/apl/index.html</p>  |  |





### 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







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## 應用學習中文（非華語學生適用）— 商業服務中文 Applied Learning Chinese (for non-Chinese speaking students) – Chinese in Business Service

### 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

學生在不同形式的活動中，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、物流等行業的工作流程、安排，從而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：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、旅行社銷售人員、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、資料登錄員

晉升職位，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：2020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







## 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）」，讓學生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，表現出運用中文的思考能力和溝通能力。

## 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：2020年1月

上課時間：星期二 / 星期三 5:00 pm - 7:00 pm 及  
星期六 10:00 am - 1:00 pm / 2:00 pm - 5:00 pm

上課地點：1. 香港浸會大學持續教育學院（九龍塘校園中心）

香港浸會大學逸夫校園思齊樓

九龍九龍塘聯福道三十四號

或

2. 香港浸會大學陳瑞槐夫人胡尹桂女士持續教育大樓

九龍九龍塘浸會大學道九號

或

3. 香港浸會大學持續教育學院（九龍區教學中心）

九龍尖沙咀彌敦道一百三十六號A四樓

或

九龍觀塘道三百七十號創紀之城三期七樓

或

4. 香港浸會大學持續教育學院（香港區教學中心）

香港灣仔皇后大道東二百一十三號胡忠大廈二十六樓

## 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 Tel: 3411 5482

電郵 Email: jennie@hkbu.edu.hk

課程網址 Course Website: <http://www.sce.hkbu.edu.hk/>









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應用學習中文（非華語學生適用）— 實務中文  
Applied Learning Chinese (for non-Chinese speaking students) – Practical Chinese

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，以升學、就業及日常生活為學習及應用情境，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」，學生能拾級而上，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有關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：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：2020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 6986 / 2926 1222

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

課程網址：www.hkct.edu.hk/apl



# 課程結構

## Course Structure

| 實務中文一<br>(65小時)  | 口語溝通   | 閱讀  | 寫作  |
|--|--|---|---|
| <b>學習情境：</b> <ul style="list-style-type: none"> <li>餐飲業</li> <li>主題公園</li> </ul> <b>內容舉隅：</b> <ul style="list-style-type: none"> <li>在職場作自我介紹</li> <li>閱讀與餐飲服務業相關的文章</li> <li>利用便條交代工作事項</li> </ul>  | <b>口語溝通（粵語）一（18小時）</b> <ol style="list-style-type: none"> <li>日常生活用語               <ol style="list-style-type: none"> <li>交際用語（如寒暄、打招呼）</li> <li>簡述個人資料及熟悉的事物</li> </ol> </li> <li>基本語言功能及交際技巧               <ol style="list-style-type: none"> <li>基本交際功能（如聆聽、詢問和答覆、自我介紹）</li> <li>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</li> </ol> </li> <li>常用表達技巧（如說明及陳述）</li> <li>自學（如使用字詞自學網站、手機應用程式、糾正發音）</li> </ol> | <b>閱讀一（27小時）</b> <ol style="list-style-type: none"> <li>日常生活常用語句（如表示時間、地點、人物、價錢）</li> <li>職場常用詞句（如介紹產品、服務）</li> <li>基礎閱讀               <ol style="list-style-type: none"> <li>敘述性文字（如便條、簡短書信）</li> <li>說明性文字（如指南、說明書）</li> </ol> </li> <li>閱讀策略               <ol style="list-style-type: none"> <li>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）</li> <li>說明性文字（掌握說明方法，如數字、分類、比較說明）</li> </ol> </li> </ol>  | <b>寫作一（20小時）</b> <ol style="list-style-type: none"> <li>中文書寫概念               <ol style="list-style-type: none"> <li>詞語及句子結構（如字形結構、句式組合）</li> <li>基礎文章組織及段落結構</li> </ol> </li> <li>簡單實用文寫作               <ol style="list-style-type: none"> <li>敘述性寫作（如簡錄事件重點、便條、工作日誌、賀卡）</li> <li>說明性寫作（如餐單、清單）</li> </ol> </li> <li>自學（善用輔助工具）               <ol style="list-style-type: none"> <li>字形結構</li> <li>寫作策略（如查字典、擬寫腦圖）</li> </ol> </li> </ol>       |
| 實務中文二<br>(65小時)  | 口語溝通   | 閱讀  | 寫作  |
| <b>學習情境：</b> <ul style="list-style-type: none"> <li>酒店業</li> <li>旅遊業</li> <li>紀律部隊</li> </ul> <b>內容舉隅：</b> <ul style="list-style-type: none"> <li>以職員身份向客人介紹酒店設施</li> <li>閱讀紀律部隊官方網頁文章</li> <li>撰寫履歷表</li> </ul>   | <b>口語溝通（粵語）二（18小時）</b> <ol style="list-style-type: none"> <li>理解視聽資訊（如辨別、篩選要點）</li> <li>日常生活範疇的交際技巧（如問候、邀請、接納、婉拒、讚美）</li> <li>職場範疇的交際技巧               <ol style="list-style-type: none"> <li>單向式表達（如圍繞主題發表意見）</li> <li>因應不同交際場合及目的，組織對話內容</li> </ol> </li> <li>傳意技巧（如詞語和語氣的運用、神情和態度）</li> </ol>  | <b>閱讀二（27小時）</b> <ol style="list-style-type: none"> <li>日常生活及社會範疇的閱讀               <ol style="list-style-type: none"> <li>簡短文章和圖表閱讀（如理解圖表及點列式資料）</li> <li>基礎報章閱讀（如辨析報刊標題、提要式報道、新聞稿結構）</li> </ol> </li> <li>職場範疇的閱讀               <ol style="list-style-type: none"> <li>敘述性資料（如廣告、啟事）</li> <li>說明性資料（如工作守則、工作流程）</li> </ol> </li> <li>自學（組詞及造句）               <ol style="list-style-type: none"> <li>字典辭書（如配詞法、例句閱讀）</li> <li>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）</li> </ol> </li> </ol> | <b>寫作二（20小時）</b> <ol style="list-style-type: none"> <li>日常生活及社會範疇的寫作               <ol style="list-style-type: none"> <li>類別（如日記、私人信件、個人履歷）</li> <li>內容（如記述重點、選取素材、用語）</li> </ol> </li> <li>實用文寫作               <ol style="list-style-type: none"> <li>實用文類別（如通告、啟事、商務電郵）</li> <li>實用文內容（如格式、對象、目的、用語）</li> </ol> </li> <li>寫作策略（如列寫大綱、查閱字典、校對）</li> </ol>  |
| 實務中文三<br>(140小時)   | 口語溝通   | 閱讀  | 寫作  |
| <b>學習情境：</b> <ul style="list-style-type: none"> <li>實體及網上零售店顧客服務</li> <li>教育</li> <li>物業、會所管理</li> <li>市場推廣及項目策劃</li> </ul> <b>內容舉隅：</b> <ul style="list-style-type: none"> <li>以適當的說話技巧完成升學或求職面試</li> <li>閱讀與優質顧客服務相關的文章</li> <li>通過撰寫新聞稿宣傳學生生活動</li> </ul> | <b>口語溝通（粵語）三（40小時）</b> <ol style="list-style-type: none"> <li>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）</li> <li>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）</li> <li>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）</li> </ol>   | <b>閱讀三（55小時）</b> <ol style="list-style-type: none"> <li>日常生活及社會範疇的閱讀               <ol style="list-style-type: none"> <li>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）</li> <li>對閱讀內容的理解（如比較不同篇章的內容和觀點）</li> </ol> </li> <li>閱讀實用文書或以職場為情境的篇章               <ol style="list-style-type: none"> <li>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）</li> <li>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）</li> </ol> </li> </ol>  | <b>寫作三（45小時）</b> <ol style="list-style-type: none"> <li>職場範疇的書信寫作               <ol style="list-style-type: none"> <li>書信類別（如邀請函、求職信、感謝信）</li> <li>書信內容（如格式、對象、目的、段落結構、用語）</li> </ol> </li> <li>書信以外的實用文寫作               <ol style="list-style-type: none"> <li>實用文類別（如會議紀錄、宣傳文稿、新聞稿、工作報告、建議書）</li> <li>實用文內容（如格式、對象、目的、段落結構、用語）</li> </ol> </li> <li>複句（如並列、承接、選擇、遞進、因果、轉折）</li> <li>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）</li> </ol> |





**林國彬**

電腦遊戲及動畫設計  
職業訓練局

我在遊戲設計中盡量發揮自己的創意，增加遊戲的趣味性，使學習過程變得不枯燥，讓我在遊戲設計這條道路上更加有信心能向前行。我現正修讀遊戲及動畫高級文憑。



**徐希臨**

由戲開始·劇藝縱橫  
香港演藝學院

課程帶給我很多表演的經驗，訓練我在目光之下仍能表達自我；同時，演技及形體訓練讓我掌握演譯各種多樣情緒的方法，使我在學習唱歌及研究樂譜時亦能學以致用。我現正修讀古典音樂（榮譽）學士學位。



**曾建煌**

電影及錄像  
職業訓練局

課程使我明白對影片製作應有的態度。導師教我們製作分鏡表和拍攝單等等。在IFVA獨立短片及影像媒體比賽中獲獎後，我要求更高了。我現正修讀創意電影製作高級文憑。



**盧凱齡**

商業數據分析  
香港科技專上書院

課程讓我了解到數據分析師的工作，亦讓我有機會遠赴日本見識企業如何利用大數據去找出市場需求，從而提升企業質素。此外，課程提高了我對商業及經濟的興趣，我希望未來可從事有關數據分析工作。我現正修讀商業分析副學士。



**李漢輝**

西式食品製作  
職業訓練局

修讀應用學習課程後，我更加肯定我的人生目標：要成為一名出色的廚師。課程不僅讓我學到烹飪技巧及知識，更重要的是，我認識了作為一名廚師應有的專業操守和態度。我現正修讀歐陸廚藝文憑課程。



**李詩婷**

酒店服務營運  
香港城市大學專業進修學院

我從課程中不僅學習到與酒店服務營運有關的理論知識，更可在不同的情況下將學習到的理論知識應用出來。酒店參觀活動讓我了解酒店內部設施及各部門的日常工作，獲益良多。我現正修讀工商管理學士（榮譽）人力資源管理。



**謝穎茹**

美容學基礎  
明愛社區書院

課程令我發現自己對美容工作十分感興趣，包括化妝師、美容師、造型師等，定立了我的就業去向。在實習過程中，我需要觸碰客人的臉部，並時時留意卸妝產品、護膚品、畫眼線過程會否讓客人不舒服，令我做事更細膩及用心。我現正修讀個人護理及美容產品學高級文憑。



### 邱寶琪

幼兒教育  
職業訓練局

課程於暑假安排了三天的實習，加深了我對幼師工作的認識和幼稚園的運作。當中我要負責帶領故事活動，活動中不僅要引起幼兒的興趣，還要運用適當的技巧詮釋故事內容。這次經驗，令我有更大決心投身教育行業。我現正修讀幼兒教育高級文憑。



### 楊洛宜

甜品及咖啡店營運  
香港專業進修學校

課程能讓我增強對服務性行業的認知，對我將來的工作有一定幫助。此外，咖啡店負責人教會我很多咖啡知識，這對於將來希望開店舖的我有很大幫助。我現正於咖啡店工作，實踐所學。



### 葉展鵬

中醫藥學基礎  
香港大學專業進修學院

課程讓我學到在書本上學習不到的中醫學知識，並讓我有機會在廣州中醫醫院實習，與經驗豐富的中醫師交流，令我受益匪淺，對中醫學產生濃厚的興趣。我現正修讀中醫學學士及生物醫學理學士。



### 王鴻悅

實用心理學  
香港浸會大學持續教育學院

這一年多的學習，讓我進入心理學的世界，確定個人的進修目標，希望日後成為一位專業的心理輔導員，學以致用、助己助人。應用學習課程給我一個機會，去學習中學常規課程以外的實用知識，也找到人生的重要方向。我現正修讀心理學副學士。



### 郭志敏

電機及能源工程  
職業訓練局

在課堂上所學到的知識生動有趣，深深地吸引着我，令我中學畢業後想繼續升讀有關工程的學科。課堂中所學到的不再只是表面知識，而是更加深入地了解電機原理，令我擴闊眼界。我現正修讀電機工程高級文憑。



### Villareal Emanuel Jose

應用學習中文（非華語學生適用）— 服務業中文  
香港浸會大學持續教育學院

當時因為中學的中文老師建議我學習更多中文，所以報讀應用學習中文課程。修讀課程後，我發現這個課程很實用，令我的中文有很大的進步。我非常感謝課程導師的用心教導，使我有足夠的中文語文能力，令我可以追逐自己的夢想，在大學修讀工程學。我現正修讀工程系工學士學位。





**LAM Hoi Kiu**

Fashion and Image Design  
Vocational Training Council

The course provided me with a solid foundation for my post-secondary study, e.g. how to draft design drawings, search relevant information and apply my ideas to the design. Most importantly, the course helps me set my life goals and aspiration. I am currently studying my degree in Fine Arts.



**TSANG Ming Him**

Marketing and Online Promotion  
School of Continuing and Professional  
Education, City University of Hong Kong

The course provided me with the opportunities to participate in various large-scale exhibitions, enabling me to have a deeper understanding of the market environment and opportunities. Moreover, the course often had group projects. In the process, while the case studies allowed us to apply the knowledge we acquired, we also learnt to work as a team. I am currently studying Associate Degree in History and Hong Kong Studies.



**SIU Lok Hei, Marissa**

Animal Care  
School of Continuing and Professional  
Education, City University of Hong Kong

The course allowed me to explore my area of interest and pinpoint my prospective career pathway. I can learn more about the human-animal relationship and how to deal with the conflicts between them. Overall, this course is very beneficial and interesting for animal lovers. I am now studying a science degree in Ecology and Biodiversity.



**LAM Wing Yan**

Magazine Editing and  
Production  
School of Continuing and  
Professional Studies,  
The Chinese University of  
Hong Kong

In taking the course, I have acquired different kinds of knowledge. From a layman knowing nothing about photo taking, now I could shoot like a professional. The course has not only widened my horizon, but also allowed me to get to know other students that share the same interest. I am now studying a degree in Law.



**LI Wan Yee**

Hotel Operations  
Vocational Training Council

Through the course, I acquired different knowledge about the hospitality industry, as well as interpersonal skills. Since I planned to work in the fields of hospitality or health care, what I learnt would facilitate my career development. I could deliver customer services professionally in the future when I work in hotels.



**LAW Wing Fung, Alvin**

Aviation Studies  
School of Professional and Continuing  
Education, The University of Hong Kong

Many course tutors had substantial experience in the aviation industry and they shared a lot with us. I could learn more about the industry from them. With an aim to develop my career in aviation, I work as an Aircraft Maintenance Mechanic Trainee after graduated from my secondary school.





應用學習課程概覽  
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**2020-22**

