

APOL

PROSPECTUS FOR APPLIED LEARNING 應用學習課程概覽

2021-23



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

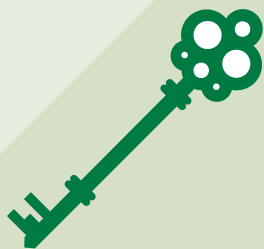
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應用學習課程

**APPLIED LEARNING COURSES
2021-23**



教育局課程發展處應用學習組
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哪年級的學生可報讀 2021-23年度應用學習課程？

2021-23年度應用學習課程為**2023年香港中學文憑考試（文憑試）**提供的科目。視乎就讀學校開辦應用學習課程的安排，學生可選擇於2021/22學年在中五開始修讀並於中六完成課程；學生亦可選擇於2020/21學年在中四開始修讀並於中五完成課程，從而可在中六專注修讀其他文憑試科目或個人興趣的探索。

如有查詢，請致電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發展學生的知識、技能、態度和價值觀。

應用學習能照顧學生多樣性，提供模擬或真實的情境以培養學生的共通能力，讓他們的才能和潛能得以發揮。對於所有學生而言，不論是那些具有良好學業能力或較注重實踐及與工作相關學習的學生，應用學習都是值得他們選修的科目。應用學習能與其他科目的學習發揮相輔相成的作用，並可讓學生從職業和專業領域有關的體驗中豐富學習經歷，從而及早了解和領會如何在工作環境中運用知識和技能。

除香港中學文憑資歷外，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 can apply for the Applied Learning (ApL) courses of the 2021-23 cohort?

ApL courses of the 2021-23 cohort are the **examination subjects of 2023 Hong Kong Diploma of Secondary Education (HKDSE)**. Depends on the schools' arrangement in offering ApL courses, students may choose to start taking the courses in Secondary 5 (S5) in the 2021/22 school year and complete the courses in S6; students may also choose to start taking the courses in S4 in the 2020/21 school year and complete the courses in S5, so that they can focus on studying other HKDSE subjects or engage in the endeavours that they are keen on at S6.

For enquiries, please contact Applied Learning Section, Education Bureau (EDB) at 3698 3186.



What is ApL?

ApL is a valued senior secondary elective subject that can provide students with different learning experiences to help broaden their horizons. ApL develops students' knowledge, skills, attitudes and values through application and theory linked to professional and vocational fields.

ApL can cater for learner diversity, providing simulated or authentic contexts for students to develop generic skills, and allowing them to realise their talent and potential. **ApL is also a worthwhile elective subject for all students, regardless whether they are academically capable or more inclined to practical and work-related studies.** ApL can complement the study of other subjects and enrich their learning experiences through exposure to vocational and professional fields, leading to an early understanding and appreciation of how knowledge and skills are applied in the work environment.

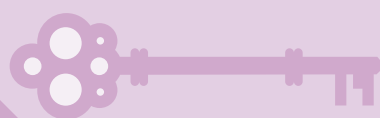
In addition to the HKDSE qualification, **ApL courses are pegged at Qualifications Framework Level 3** which can help students explore further studies in related areas or work in related fields.



學生怎樣選擇 應用學習課程？

應用學習課程會定期作出檢視及更新，以配合社會、經濟和科技發展方面的需求。目前，每年度提供的應用學習課程有40多個，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，以及應用學習（職業英語）和應用學習中文（非華語學生適用）。

學生可按自己的興趣和志向選讀1至2個應用學習課程作為高中選修科目。學校應提供更多機會及輔導支援，讓學生及家長了解應用學習課程的內容及相關的修讀安排，並讓學生及早接觸職業專才教育和支援他們的多元出路。學生或家長亦可瀏覽教育局網頁 (www.edb.gov.hk/apl) 以取得更多有關應用學習的課程及活動資料。



應用學習的課堂 怎樣安排？

學校可按學生的學習需要，採用以下其中一個或兩個上課模式：

模式一：課堂主要安排在星期六於課程提供機構的場地進行，並由該機構的導師教授。學校須按照課程提供機構的上課時間表安排學生出席課堂。

模式二：課堂主要於開辦課程的學校進行，並由課程提供機構的導師教授。學校須與課程提供機構共同編訂上課時間表和教學安排。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修讀。

每個應用學習課程的課時為180小時，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。



How ApL lessons are arranged?

Schools can adopt one or both lesson modes shown below according to the learning needs of students.

Mode 1: Lessons are mainly held on Saturdays at the course providers' venues, and delivered by the tutors from the course providers. Schools should arrange students to attend the lessons according to the timetables set by the course providers.

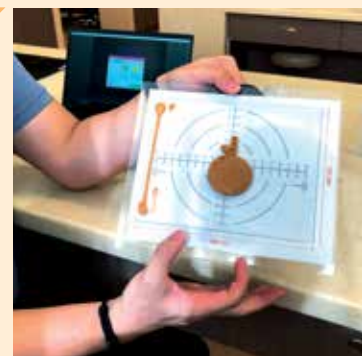
Mode 2: Lessons are mainly held in the schools offering the ApL courses, and delivered by the tutors from the course providers. Schools should liaise with the course providers to devise the timetable and teaching arrangement. Besides, schools may consider collaborating with other schools to offer ApL courses for students with the support of the course providers.

The duration of each ApL course is 180 contact hours, generally spanning 2 school years at senior secondary level; whereas the duration of each ApL(C) course is 270 contact hours, spanning S4 to S6.

How do students choose ApL courses?

ApL courses will be regularly reviewed and updated to reflect the social, economic and technological needs. Currently, there are more than 40 ApL courses provided in each cohort, covering 6 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 (Vocational English), and Applied Learning Chinese (for non-Chinese speaking students) (ApL(C)).

Students may choose 1 to 2 ApL courses as senior secondary elective subjects according to their interests and aspirations. Schools should provide more opportunities and guidance to enable students and parents to understand ApL courses and related study arrangements, and facilitate students early exposure to vocational and professional education and training, and support their articulation to multiple pathways. Students and parents can also visit the EDB website (www.edb.gov.hk/apl) to obtain more information about ApL courses and events.



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28. 醫務化驗科學	Medical Laboratory Science	
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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，以促進學生對應用學習的認識和了解，從而協助他們選擇適合自己的課程。課程概覽內容包括：

This course prospectus is compiled by the Applied Learning Section of the Education Bureau (EDB), with course information provided by the course providers, to enhance students' understanding of Applied Learning and hence help them choose the appropriate courses. The contents of the course prospectus include:



- 課程提供機構
Course Provider
- 學習範疇 / 課程組別
Area of Studies / Course Cluster
- 課程簡介
Course Introduction
- 授課語言
Medium of Instruction
- 學習活動特色
Learning Activity Highlights
- 升學路向及就業出路
Articulation to Further Studies and Career Pathways
- 授課安排
Class Arrangements
- 課程結構
Course Structure

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 與教育局應用學習組聯絡。

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

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？

除修讀四個核心科目（中國語文、英國語文、數學和通識教育）外，學校應鼓勵不同能力、興趣和志向的學生選修1或2個應用學習課程¹，以擴闊他們的視野，讓他們的才能和潛能得以發揮。

非華語學生可另外選擇修讀1個應用學習中文課程（非華語學生適用）（簡稱「應用學習中文」），奠定職場應用中文的基礎，以及獲取另一中文資歷，為升學及就業作好準備。一般而言，非華語學生只修讀及報考香港中學文憑考試甲類科目的中國語文科或乙類科目的應用學習中文其中1科。

3. 學生需要支付應用學習課程的費用嗎？

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高中課程的每名學生，可獲教育局全數資助修讀應用學習課程（包括應用學習中文）。由2020/21學年起，教育局亦資助學生修讀應用學習作為第四個選修科目，以擴闊學生的學習領域和經歷。

4. 如何評核學生在應用學習的表現？

應用學習課程（包括應用學習中文）屬於香港中學文憑考試（文憑試）乙類科目，不設公開考試。每個應用學習科目的評核包括6至10個評估課業，於修讀期間進行。評估工作由有關課程提供機構執行，香港考試及評核局則負責調整課程提供機構提交的評估成績。經調整後的成績，將會在香港中學文憑證書上匯報。

5. 文憑試的應用學習成績如何匯報？

由2018年開始，文憑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）」和「達標並表現優異（II）」的表現水平分別等同文憑試甲類科目第三級和第四級或以上的成績。考生表現低於「達標」的水平或出席率不足80%將被定為「未達標」，其表現水平並不會在證書上匯報。至於應用學習中文，則沿用「達標」和「達標並表現優異」的等級。

6. 除中學文憑外，學生選修應用學習課程還會獲得甚麼資歷？

除香港中學文憑資歷外，學生成功完成已載錄於資歷名冊中屬於資歷架構第三級的應用學習課程，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

一級至第三級掛鈎，而應用學習（職業英語）則與資歷架構第二級至第三級掛鈎。修讀應用學習中文／應用學習（職業英語）的學生，達到不同級別的評核及出席率要求，會獲課程提供機構頒發有關課程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）。

7. 在升學方面，應用學習的資歷認可如何？

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，一般而言，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，而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。在課程設計而言，應用學習中文屬於以職業範疇作為學習情境的語文課程，有別於一般着重專業和職業領域入門技能的應用學習課程。因此，應用學習中文不會被視為選修科目。

8. 應用學習怎樣幫助學生認識職專教育？

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，及早認識職業專才教育。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，應用學習能幫助學生學習基礎的理論與概念、入門技能；發展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。

9. 僱主對應用學習的認受性如何？

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

10. 課程一覽表列出的應用學習課程會否一定開辦？

課程提供機構會考慮實際情況，包括報讀人數，決定最終是否開辦個別課程及以中文或英文為教學語言的相關班別。

¹ 包括應用學習（職業英語），但不包括應用學習中文（非華語學生適用）。

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?

Apart from the four core subjects (Chinese Language, English Language, Mathematics and Liberal Studies), schools should encourage students of different abilities, interests and aspirations to take 1 or 2 ApL courses¹ to broaden their horizons, and to realise their talent and potential.

Non-Chinese speaking (NCS) students can choose to take 1 ApL(C) course separately to build a foundation for using Chinese in the workplace and obtain an alternative Chinese language qualification to prepare them for further studies and career pursuits. Generally, NCS students only take and register for either Chinese Language (Category A) or 1 ApL(C) subject (Category B) in Hong Kong Diploma of Secondary Education (HKDSE) Examination.

3. Do students need to pay for ApL courses?

Each student 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 will be fully subsidised by the Education Bureau to take ApL courses (including ApL(C)). Starting from the 2020/21 school year, the EDB will also subsidise students to take ApL as the 4th elective subject to broaden their studies and learning experience.

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

ApL courses (including ApL(C)) are Category B subjects of the HKDSE Examination, and there is no public examination for ApL subjects. The assessment of each ApL subject comprises 6 to 10 assessment tasks to be undertaken within the period of study. Course providers will conduct assessments of respective ApL subjects while the HKEAA is responsible for moderation of the assessment results submitted by course providers. The moderated results will be recorded on the HKDSE certificate.

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

Starting from the 2018 HKDSE Examination, the reporting of ApL students' performance is refined to "Attained", "Attained with Distinction (I)" and "Attained with Distinction (II)". Performance of "Attained with Distinction (I)" and "Attained with Distinction (II)" are comparable to Level 3 and Level 4 or above of Category A subjects of the HKDSE Examination respectively. 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. For ApL(C), "Attained" and "Attained with Distinction" will continue to be used.

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

In addition to HKDSE qualification, students who have successfully completed ApL courses that are registered in the Qualifications Register as certificate programmes at Qualifications Framework (QF) Level 3 will obtain a QF Level

3 certificate to be issued by the course provider. ApL(C) is pegged at QF Level 1 to Level 3, whereas Applied Learning (Vocational English) (ApL(VocE)) is pegged at QF Level 2 to Level 3. Students taking ApL(C)/ApL(VocE) will obtain the respective QF certificate(s) issued by the course providers upon meeting the assessment and attendance requirements of different QF levels of the courses. Details are available on the Qualifications Register website (www.hkqr.gov.hk).

7. How will ApL courses be recognised for 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, in general, 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. Each student is allowed to use up to two ApL subjects in the application. Please refer to the websites of individual institutions for details.

ApL(C) is accepted by the University Grants Committee funded universities and most post-secondary institutions as an alternative qualification in Chinese Language for the admission of NCS students with "Attained" as the minimum grade required. By design, ApL(C) is a language course using the vocational field as the context. It differs from the general ApL courses which focus on the beginners' skill set of relevant professional and vocational fields. In view of this, ApL(C) cannot be treated as an elective subject.

8. How can ApL enhance students' understanding of Vocational and Professional Education and Training (VPET)?

At the senior secondary level, students can early understand VPET 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 can help students understand fundamental theories and concepts, beginners' skill set; develop career related competencies and generic skills; and explore career aspirations and orientations for lifelong learning.

9. 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). The EDB will continue to maintain communication and exchanges with stakeholders to enhance their understanding and recognition of ApL.

10. Will all the ApL courses listed be offered?



Course Providers will consider the actual situation, including the number of applicants, to confirm finally whether to operate individual courses and the respective classes with Chinese or English as the medium of instruction.


¹ Including Applied Learning (Vocational English) but excluding Applied Learning Chinese (for non-Chinese speaking students) (ApL(C))

高中應用學習課程 (2021-23年度) 一覽表

List of Senior Secondary Applied Learning Courses (2021-23 Cohort)

學習範疇 Area of Studies	課程組別 Course Cluster	科目代碼 Subject Code	課程 註一及註二 Course NOTE 1 & NOTE 2	課程提供機構 註三 Course Provider NOTE 3	教學語言 Medium of Instruction
 <p>創意學習 Creative Studies</p>	1 設計學 Design Studies	701	1. 展示及首飾設計 △ Display and Jewellery Design △	HKBU (SCE)	中文 Chinese
		676	2. 時裝形象設計 △ Fashion Image Design △	VTC	中文或英文 Chinese or English
		668	3. 室內設計 △ Interior Design △	VTC	中文或英文 Chinese or English
	2 媒體藝術 Media Arts	669	4. 電腦遊戲及動畫設計 △ Computer Game and Animation Design △	VTC	中文或英文 Chinese or English
		707	5. 數碼漫畫設計與製作 △ Digital Comic Design and Production △	HKU (SPACE)	中文或英文 Chinese or English
		710	6. 流行音樂製作 ▲ Popular Music Production ▲	HKCT	中文 Chinese
	3 表演藝術 Performing Arts	599	7. 舞出新機－舞蹈藝術 △ Taking a Chance on Dance △	HKAPA	中文 Chinese
		677	8. 由戲開始·劇藝縱橫 △ The Essentials of Theatre Arts △	HKAPA	中文 Chinese
	 <p>媒體及傳意 Media and Communication</p>	4 電影、電視與廣播學 Films, TV and Broadcasting Studies	711	9. 數碼媒體及電台製作 ▲ Digital Media and Radio Production ▲	HKU (SPACE)
702			10. 電影及超媒體 △ Film and Transmedia △	VTC	中文或英文 Chinese or English
5 媒體製作與公共關係 Media Production and Public Relations		708	11. 公關及多媒體傳訊 △ PR and Multimedia Communication △	HKCT	中文或英文 Chinese or English
 <p>商業、管理 及法律 Business, Management and Law</p>	6 會計及金融 Accounting and Finance	703	12. 電子商務會計 △ Accounting for e-Business △	CityU (SCOPE)	中文或英文 Chinese or English
	7 商業學 Business Studies	693	13. 商業數據應用 △ Data Application for Business △	HKIT	中文或英文 Chinese or English
		681	14. 市場營銷及網上推廣 △ Marketing and Online Promotion △	CityU (SCOPE)	中文 Chinese
	8 法律學 Legal Studies	672	15. 香港執法實務 △ Law Enforcement in Hong Kong △	HKBU (SCE)	中文或英文 Chinese or English

學習範疇 Area of Studies	課程組別 Course Cluster	科目代碼 Subject Code	課程 註一及註二 Course NOTE 1 & NOTE 2	課程提供機構 註三 Course Provider NOTE 3	教學語言 Medium of Instruction	
 <p>服務 Services</p>	9 食品服務及管理 Food Services and Management	688	16. 甜品及咖啡店營運 #△ Pâtisserie and Café Operations #△	HKCT	中文或英文 Chinese or English	
		616	17. 西式食品製作 #△ Western Cuisine #△	VTC	中文或英文 Chinese or English	
	10 款待服務 Hospitality Services	709	18. 機場客運大樓運作 △ Airport Passenger Terminal Operations △	HKCT	中文 Chinese	
		611	19. 酒店服務營運 #△ Hospitality Services in Practice #△	CityU (SCOPE)	中文或英文 Chinese or English	
		615	20. 酒店營運 #△ Hotel Operations #△	VTC	中文或英文 Chinese or English	
	11 個人及社區服務 Personal and Community Services	704	21. 幼兒發展 #△ Child Care and Development #△	CICE	中文或英文 Chinese or English	
		665	22. 幼兒教育 #△ Child Care and Education #△	VTC	中文或英文 Chinese or English	
		610	23. 美容學基礎 △ Fundamental Cosmetology △	CICE	中文 Chinese	
	 <p>應用科學 Applied Science</p>	12 食物科學 Food Science	712	24. 食品創新與科學 ▲ Food Innovation and Science ▲	HKU (SPACE)	中文或英文 Chinese or English
		13 醫療科學及 健康護理 Medical Science and Health Care	689	25. 動物護理 △ Animal Care △	CityU (SCOPE)	英文 English
592			26. 中醫藥學基礎 △ Foundation in Chinese Medicine △	HKU (SPACE)	中文 Chinese	
618			27. 健康護理實務 △ Health Care Practice △	CICE	中文或英文 Chinese or English	
660			28. 醫務化驗科學 △ Medical Laboratory Science △	HKU (SPACE)	中文或英文 Chinese or English	
713			29. 復康護理實務 ▲ Rehabilitation Care Practice ▲	CICE	中文或英文 Chinese or English	
14 心理學 Psychology		662	30. 應用心理學 #△ Applied Psychology #△	LIFE	中文或英文 Chinese or English	
		691	31. 實用心理學 #△ Practical Psychology #△	HKBU (SCE)	中文或英文 Chinese or English	
15 運動 Sports		674	32. 運動及體適能教練 #△ Exercise and Fitness Coaching #△	HKCT	中文或英文 Chinese or English	
		627	33. 運動科學及體適能 #△ Exercise Science and Health Fitness #△	HKBU (SCE)	中文或英文 Chinese or English	

學習範疇 Area of Studies	課程組別 Course Cluster	科目代碼 Subject Code	課程 註一及註二 Course NOTE 1 & NOTE 2	課程提供機構 註三 Course Provider NOTE 3	教學語言 Medium of Instruction
 工程及生產 Engineering and Production	16 土木、電機及 機械工程 Civil, Electrical and Mechanical Engineering	705	34. 建構智慧城市 △ Constructing Smart Cities △	HKU (SPACE)	中文或英文 Chinese or English
		683	35. 電機及能源工程 △ Electrical and Energy Engineering △	VTC	中文或英文 Chinese or English
	17 資訊工程 Information Engineering	684	36. 電腦鑑證科技 △ Computer Forensic Technology △	HKU (SPACE)	中文或英文 Chinese or English
		714	37. 電競科技 ▲ eSports Technology ▲	HKU (SPACE)	中文或英文 Chinese or English
		706	38. 資訊科技精要 △ Tech Basics △	HKBU (SCE)	中文或英文 Chinese or English
	18 服務工程 Services Engineering	640	39. 航空學 △ Aviation Studies △	HKU (SPACE)	中文或英文 Chinese or English
		698	40. 鐵路學 △ Railway Studies △	HKCT	中文或英文 Chinese or English
	 應用學習 (職業英語) Applied Learning (Vocational English)	715	41. 英文傳意 #▲ English Communication #▲	VTC	英文 English
716		42. 服務業專業英語 #▲ English for Service Professionals #▲	HKU (SPACE)	英文 English	
 應用學習中文 (非華語學生適用) Applied Learning Chinese (for non-Chinese speaking students)	695	43. 商業服務中文 #△ Chinese in Business Service #△	PolyU (SPEED)	中文 Chinese	
	700	44. 實用情境中文 #△ Chinese in Practical Context #△	HKBU (SCE)	中文 Chinese	
	699	45. 實務中文 #△ Practical Chinese #△	HKCT	中文 Chinese	

註一 NOTE 1

學生在同一個課程組別內只可修讀一科有「#」的課程。For courses marked with "#", only 1 course in the course cluster could be taken by students.

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)。「▲」教育局鼓勵課程提供機構按情況安排更多應用學習課程與資歷架構掛鈎。進一步消息請留意應用學習網頁。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 Hong Kong Diploma of Secondary Education qualification upon successful completion of these Applied Learning (ApL) courses. Details are available at the Qualifications Register website (www.hkqr.gov.hk). "▲" The Education Bureau (EDB) encourages course providers to arrange the accreditation of more ApL courses under the QF where appropriate. Please refer to the ApL website for updated information.

課程提供機構 Course Provider

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
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



ApOL

課程資料
**COURSE
INFORMATION**

<p>課程提供機構 Course Provider</p>	<p>香港浸會大學持續教育學院 School of Continuing Education, Hong Kong Baptist University (HKBU(SCE))</p>	
<p>學習範疇 / 課程組別 Area of Studies / Course Cluster</p>	<p>創意學習 / 設計學 Creative Studies / Design Studies</p>	
<p>課程簡介 Course Introduction</p>	<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>	
<p>授課語言 Medium of Instruction</p>	<p>中文 Chinese</p>	
<p>學習活動特色 Learning Activity Highlights</p>	<p>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>	
<p>升學路向及就業出路 Articulation to Further Studies and Career Pathways</p>	<p>升學路向 Further Studies 例如：修讀與展示、首飾及時尚首飾設計或製作、寶石學、商業設計相關的課程 e.g. Courses related to display, jewellery and fashion jewellery design or production, gemology and commercial design</p> <p>就業出路 Career Pathways 例如：從事與展示、珠寶及時尚首飾設計、物料採購、時尚攝影、雜誌採訪、商品展示設計、市場推廣及銷售、零售 / 出口、視覺陳列、產品研發、寶石鑑證、其他與設計 / 視覺藝術相關的工作 e.g. Careers in the fields of display, jewellery and fashion jewellery design, material merchandising, fashion photography, magazine reporting, visual merchandising, sales and marketing, retail / export, visual display, product development, jewellery appraisal, professions related to design / visual arts</p>	
<p>授課安排 Class Arrangements</p>	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 時間Time: 星期六 Saturday 10:00 am - 1:00 pm / 2:00 pm - 5:00 pm (註一：部分課堂於上午十時至下午五時進行。) (註二：部分課堂將安排於暑假期間進行。) (Note 1: Some lessons will last from 10:00 am to 5:00 pm) (Note 2: Lessons will also be scheduled during summer holidays.)</p> <p>地點Venue: 香港浸會大學持續教育學院九龍塘校園中心 九龍九龍塘聯福道34號香港浸會大學逸夫校園思齊樓 HKBU (SCE) Kowloon Tong Campus Centre David C. Lam Building, Shaw Campus, Hong Kong Baptist University, 34 Renfrew Road, Kowloon Tong, Kowloon 或 OR 九龍九龍塘浸會大學道9號香港浸會大學陳瑞槐夫人胡尹桂女士持續教育大樓 Madam Chan Wu Wan Kwai SCE Tower, Hong Kong Baptist University, 9 Baptist University Road, Kowloon Tong, Kowloon (註：上課地點包括課室、珠寶製作工場、寶石鑑證中心等。) (Note: Lessons will be conducted in various venues, including classroom, jewellery production workshop, gemology laboratory, etc.)</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>	
<p>查詢 Enquiries</p>	<p>電話 Tel: 3411 5482 電郵 Email: jennie@hkbu.edu.hk 課程網址 Course Website: http://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)

課程提供機構 Course Provider	職業訓練局 Vocational Training Council (VTC)	
學習範疇 / 課程組別 Area of Studies / Course Cluster	創意學習 / 設計學 Creative Studies / Design Studies	
課程簡介 Course Introduction	<p>本課程讓學生掌握最新時裝形象設計知識，並透過互動學與教活動，發展他們的創意思維、溝通技巧、團隊合作技巧及人際關係。</p> <p>This course provides students with access to the latest developments in fashion image design and develops their creativity, communication skills, team building skills and people skills through interactive learning and teaching activities.</p>	
授課語言 Medium of Instruction	中文 或 英文 Chinese or English	
學習活動特色 Learning Activity Highlights	<p>參觀時裝展覽 / 博物館 / 布料市場、時裝形象製作及表演、業界專業人士示範及分享、角色扮演、實務訓練、專題研習、「mySTYLE」時裝形象表演等</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 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies</p> <p>例如：升讀與時裝形象設計中的頭髮及化妝造型 / 時裝造型和攝影；時裝設計與配飾設計 / 針織設計；時裝品牌策劃及採購中的品牌與傳播、產品開發與採購、零售管理、視覺及裝置設計；時裝媒體設計；時裝設計男裝；演藝造型設計相關的課程</p> <p>e.g. Courses related to fashion image design with hair and make-up styling or 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>就業出路 Career Pathways</p> <p>例如：從事與時裝設計、形象設計、時尚造型、髮型設計、視覺及裝置設計、時裝零售 / 採購、時裝攝影 / 媒體、髮型 / 美容產品的營銷、時裝新聞相關的工作</p> <p>e.g. Careers in the fields of fashion design, image design, fashion styling, hair styling, visual merchandising, fashion retailing / buying, fashion photography / media, hair / cosmetics products marketing and fashion journalism</p>	
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期 Commencement Date: 2021年9月 September 2021</p> <p>時間Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm (註：部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holidays.)</p> <p>地點Venue: 香港知專設計學院 新界將軍澳景嶺路3號 Hong Kong Design Institute 3 King Ling Road, Tseung Kwan O, N.T.</p> <p>模式二 Mode 2</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。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>	
查詢 Enquiries	<p>電話 Tel: 2836 1264</p> <p>電郵 Email: apl-enquiry@vtc.edu.hk</p> <p>課程網址 Course Website: http://www.vtc.edu.hk/apl/fid/</p>	



1. 時裝形象設計業的特色

Features of Fashion Image Design Industry (9小時hrs)

- 時裝形象設計業的概況
Fashion image design industry profile
- 時裝形象設計師的角色及工作操守
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 (48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. 時裝攝影

Fashion Photography (12小時hrs)

- 攝影技術及基礎曝光技巧
Photography skills and basic exposure techniques
- 編輯攝影技術及美術指導
Editorial shooting skills and art direction



6. 整體造型概念

Concept of total look (30小時hrs)

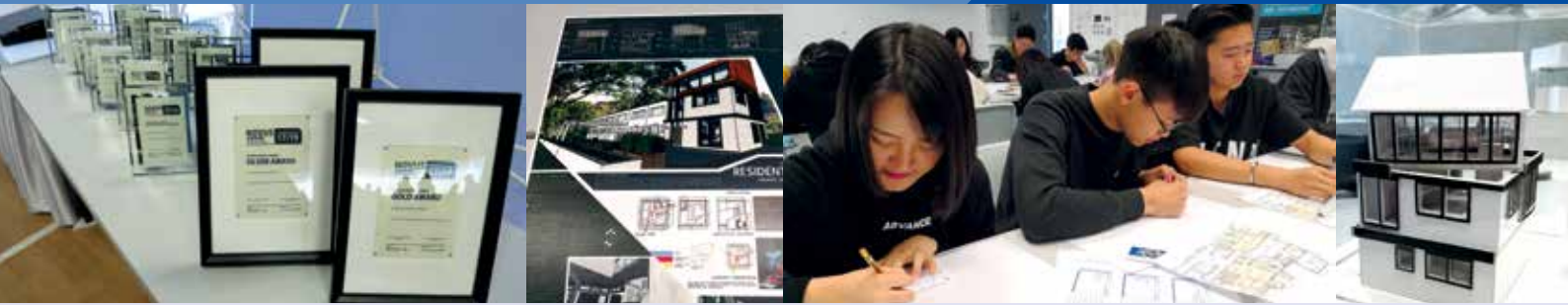
- 時尚化妝
Fashion make-up
- 髮型設計基礎
Hair styling fundamentals
- 個人形象創造
Personal image creation

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





課程提供機構 Course Provider	職業訓練局 Vocational Training Council (VTC)
學習範疇 / 課程組別 Area of Studies / Course Cluster	創意學習 / 設計學 Creative Studies / Design Studies
課程簡介 Course Introduction	<p>本課程的目的是培育學生的創意，讓他們掌握室內設計的基礎知識和技巧，並應用於建立創作意念和空間設計上，同時啟發學生對文化、美學、科技、設計以至社會的認知，以助他們日後在創意行業的發展。</p> <p>This course aims to develop students' creativity and to equip them with the basic knowledge and skills required for interior design, enabling them to apply their learning to the creation of ideas and development of spatial design. Emphasis is also placed on enriching students' understanding of culture, aesthetics, technology, design and society, facilitating their further development in the creative industry.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	<p>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。</p> <p>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.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與室內設計、傢俱及時尚產品設計、展覽設計、舞台及佈景設計、建築設計、園境建築設計、產品設計和視覺傳達相關的課程 e.g. Courses related to interior design, furniture and lifestyle product design, exhibition design, stage and set design, architectural design, landscape architecture, product design and visual communication</p> <p>就業出路 Career Pathways 例如：從事與室內設計、傢俱及時尚產品設計、展覽設計、舞台及佈景設計、建築設計、園境建築設計、產品設計和視覺傳達相關的工作 e.g. Careers in the fields of interior design, furniture and lifestyle product design, exhibition design, stage and set design, architectural design, landscape architecture, product design and visual communication</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 時間Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm (註：部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holidays.) 地點Venue: 香港知專設計學院 新界將軍澳景嶺路3號 Hong Kong Design Institute 3 King Ling Road, Tseung Kwan O, N.T.</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	<p>電話 Tel: 2836 1264 電郵 Email: apl-enquiry@vtc.edu.hk 課程網址 Course Website: www.vtc.edu.hk/apl</p>



1. 設計原理與鑑賞

Design Principles and Appreciation (30小時hrs)

- 室內設計專業及本地與環球的设计業務
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 spaces on 2D drawings
- 以立體模型表達立體造型 / 空間
Working models to express 3D forms / spaces

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
- 本港大廈建築結構的基本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：不同類別真實情境的城市空間鑑賞
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
- 傢俱與照明设计的造型和結構
Form and structure of furniture and lighting design
- 室內空間和室內產品的綜合設計
Integration of interior space and interior products

5. 時尚室內設計專題研習

Lifestyle Interior Design Project (60小時hrs)

- 優質室內設計項目鑑賞
Appreciation of good interior design projects
- 理想的居住空間與室內產品
Ideal living space and interior products
- 時尚室內設計專題研習：「我的房間」或「我們的空間」
Lifestyle interior design project: "My room" or "Our space"
- 時尚室內設計專題研習匯報
Presentation of lifestyle interior design project
- 室內設計展覽
Interior design exhibition



課程提供機構
Course Provider

職業訓練局
Vocational Training Council (VTC)



學習範疇 / 課程組別
Area of Studies / Course Cluster

創意學習 / 媒體藝術
Creative Studies / Media Arts

課程簡介
Course Introduction

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。

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.

授課語言
Medium of Instruction

中文 或 英文
Chinese or English

學習活動特色
Learning Activity Highlights

講授及示範、參觀電腦遊戲及動畫相關展覽、專題研習和各種多媒體製作實務訓練
Lectures with demonstrations, visits to computer game and animation related exhibitions, project learning and practical training in multimedia productions

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

升學路向 **Further Studies**

例如：升讀與電腦遊戲及動畫、軟件工程、雲端系統及數據中心管理、數碼娛樂和多媒體相關的課程

e.g. Courses related to computer game and animation, software engineering, cloud computing and data centre administration, digital entertainment and multimedia

就業出路 **Career Pathways**

例如：從事與電腦遊戲及動畫、軟件工程、雲端系統及數據中心管理、數碼娛樂和多媒體相關的工作

e.g. Careers in the fields of computer game and animation, software engineering, cloud computing and data centre administration, digital entertainment and multimedia

授課安排
Class Arrangements

模式一 **Mode 1**

開課日期 Commencement Date: 2021年9月 September 2021

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

地點Venue: 香港專業教育學院 (李惠利)

新界將軍澳景嶺路3號

Hong Kong Institute of Vocational Education (Lee Wai Lee)

3 King Ling Road, Tseung Kwan O, N.T.

或 OR

香港專業教育學院 (沙田)

新界沙田源禾路21號

Hong Kong Institute of Vocational Education (Shatin)

21 Yuen Wo Road, Shatin, N.T.

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

核心部分 Core Part (81小時hrs)

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

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
- 視覺設計基礎
Visual design fundamentals
- 視覺設計工具
Tools for visual design
- 角色及道具欣賞和設計
Characters and props appreciation and design

電腦遊戲及動畫的創意及故事板建構

Creativity and Storyboarding for Computer Game and Animation (24小時hrs)

- 創意技巧
Creativity techniques
- 故事板建構技巧
Storyboarding techniques
- 電腦遊戲及動畫設計與創意的融合
Integrating creativity and computer game and animation design



選修部分 Elective Part (99小時hrs)

電腦遊戲設計

Computer Game Design

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

或OR

立體動畫設計

3D Animation Design

- 立體動畫設計及製作
3D animation design and production (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)
- 立體動畫專題研習
3D animation production project (45小時hrs)



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創意學習
Creative Studies課程簡介
Course Introduction

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。

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.

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

實踐練習、個案研究、實地考察、業界分享、數碼漫畫製作項目等
Practical exercises, case studies, site visits, industrial talks, digital comic production projects, 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：藝術與設計，數碼媒體及娛樂，動畫，傳播，廣告，資訊科技
e.g. arts and design, digital media and entertainment, animation, communication, advertisement, information technology

就業出路 **Career Pathways**

例如：數碼資產助理，漫畫家，圖形和插畫師，漫畫封面設計師，動畫師等。
e.g. digital asset assistant, comic artist, graphic and illustration designer, comic cover designer, animator etc.

授課安排
Class Arrangements模式一 **Mode 1**

開課日期 Commencement Date: 2021年10月 October 2021

時間Time: 星期六 Saturday 10:00 am – 1:00 pm

(註：(1) 部分課堂將於上午十時至下午五時進行。(2) 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上午十時至下午五時。)

(Note: (1) Some classes will be held from 10:00 am - 5:00 pm. (2) Summer lessons will focus on workshop practices and site visits. Lessons from 10:00 am - 5:00 pm during summer holidays.)

地點Venue: 1) 香港大學專業進修學院 (九龍東分校)

九龍九龍灣宏開道28號

HKU SPACE (Kowloon East Campus)

28 Wang Hoi Road, Kowloon Bay, Kowloon

或 OR

2) 香港大學專業進修學院 (北角城教學中心)

香港北角英皇道250號北角城中心

HKU SPACE (Fortress Tower Learning Centre)

250 King's Road, North Point, Hong Kong

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: 2975 5887

電郵 Email: apl@hkuspace.hku.hk

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

數碼漫畫 設計與製作

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
- 版權議題
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





<p>課程提供機構 Course Provider</p>	<p>香港專業進修學校 Hong Kong College of Technology (HKCT)</p>
<p>學習範疇 / 課程組別 Area of Studies / Course Cluster</p>	<p>創意學習 / 媒體藝術 Creative Studies / Media Arts</p>
<p>課程簡介 Course Introduction</p>	<p>本科旨在讓學生認識流行音樂從表演、創作、混音及錄音至推廣的製作中相關的理論及技巧。此科目不但提升學生對流行音樂行業的興趣，更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，為未來升學及就業做好準備。</p> <p>The course aims to develop students' understanding of the theories and skills related to the production of popular music from performance, creation, mixing and recording to promotion. The course not only enhances students' interest in the popular music production industry, but also strengthens their foundation skills, thinking skills, people skills, values and attitudes, and career-related competencies to prepare for further studies and career development.</p>
<p>授課語言 Medium of Instruction</p>	<p>中文 Chinese</p>
<p>學習活動特色 Learning Activity Highlights</p>	<p>到專業錄音室作實地考察、參觀演出場地、與音樂製作人及專業人士會面、在專業的錄音室下，運用專業的音樂軟件和硬件進行音樂創作、創作自己的音樂及表演風格、撰寫網上市場策略計劃書去推廣音樂項目等</p> <p>Field visits to professional studios, visit to performance venue and meeting with music producers and professionals, use professional music software and hardware for music creation in a professional studio, create own music and performance style, sketch an online marketing strategy plan to promote a music project etc.</p>
<p>升學路向及就業出路 Articulation to Further Studies and Career Pathways</p>	<p>升學路向 Further Studies 例如：與表演藝術相關的課程，音樂、音樂劇及舞台藝術 e.g. courses related to performing arts, music, musicals and stage arts</p> <p>就業出路 Career Pathways 例如：音樂表演者 / 作曲家 / 編曲 / 音樂導師 / 混音師 / 製作助手 / 音樂總監 / 音樂監製 / 音樂發行人 e.g. music performer / composer / arranger / music tutor / sound mixer / production assistant / music director / music producer / music publisher</p>
<p>授課安排 Class Arrangements</p>	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 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: 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 及 AND 香港專業進修學校 (港專賽馬會本科校園) 新界沙田馬鞍山鞍誠街2號 Hong Kong College of Technology (HKCT Jockey Club Undergraduate Campus) 2 On Shing Street, Ma On Shan, Sha Tin, New Territories 或 OR 香港專業進修學校 (何文田校舍) 九龍何文田公主道14號 Hong Kong College of Technology (Ho Man Tin Campus) 14 Princess Margaret Road, Homantin, Kowloon</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
<p>查詢 Enquiries</p>	<p>電話 Tel: 2265 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</p>



流行音樂導論

Introduction to Pop Music (30小時hrs)

- 流行音樂行業概述
Overview of pop music industry
- 基礎音樂理論
Basic music theory
- 流行音樂與文化歷史發展的關係
Relationship between pop music and cultural and historical development
- 流行音樂作品欣賞及分析
Appreciation and analysis of pop music

流行音樂表演知識

Knowledge of Pop Music Performance (40小時hrs)

- 舞台設備簡介
Introduction to stage equipment
- 伴奏及歌唱技巧
Accompaniment and singing skills
- 個人舞台表演技巧
Individual stage performance skills
- 小組形式舞台表演技巧
Group stage performance skills

流行音樂創作基礎

Basic Pop Music Creation (50小時hrs)

- 流行音樂創作
Pop music creation
- 編寫和弦及旋律的技巧
Writing chords and melody skills
- 歌曲風格和樂器的特性
Song styles and characteristic of musical instrument
- 流行音樂編曲知識及技巧
Knowledge and skills of pop music arrangement
- 工作操守及版權議題
Work ethics and copyright issue

混音及錄音技巧

Mixing and Recording Skills (40小時hrs)

- 混音軟件的基本知識
Basic knowledge of mixing software
- 音樂製作軟件的認識
Understanding of music production software
- 混音技術的應用
Application of mixing skills
- 錄音技術的應用
Application of recording skills



流行音樂推廣

Pop Music Promotion (20小時hrs)

- 創意藝術與商業的關係
Relationship between creative arts and commerce
- 創意產業的資源及財務管理
Resource and financial management for creative industries
- 推廣音樂的網上市場策略
Online marketing strategy for promoting music



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 / 設計學 Creative Studies / Design Studies	
課程簡介 Course Introduction	<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、創作及欣賞舞蹈，利用舞蹈引導認知學習。除了舞蹈專業領域介紹外，課程更着重全人訓練，發展學生的創意和想像力，提升他們的人際關係和自信心。</p> <p>This course focuses on the aesthetic aspect of dance by engaging students in a whole experience, intending to enrich them as people, dancers and makers of dance through the “Three Key Learning Processes: Performing, Creating and Appreciating”. It involves learning to perform and create dance, learning to appreciate and appraise dance, and using dance to support cognitive learning. The course also provides an all-around training to students, in developing their creativity and imagination, and on the other hand enhancing their interpersonal relationships and self-confidence.</p>	
授課語言 Medium of Instruction	中文 Chinese	
學習活動特色 Learning Activity Highlights	<p>多樣化的學與教模式（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 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與表演藝術和舞蹈相關的課程 e.g. Courses related to performing arts and dance</p> <p>就業出路 Career Pathways</p> <ul style="list-style-type: none"> • 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 Creative industry (stage production / music TV / dance video): e.g. creative professions including producers, choreographers, directors, dancers and instructors • 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、舞蹈教育家 Teaching profession: e.g. teachers and dance educators 	
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 時間Time: 星期五 Friday 6:00 pm - 9:30 pm 或 OR 星期六 Saturday 9:00 am - 1:30 pm (註：為期十天的密集舞蹈日營將於2022年6月最後一星期至7月首兩至三星期於香港演藝學院舉行。) (Note: A 10-day intensive dance day camp will be held in the last week of June to the first 2-3 weeks of July 2022 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</p> <p>模式二 Mode 2 開課日期 Commencement Date: 2021年9月 September 2021 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned. (註：為期十天的密集舞蹈日營將於2022年6月最後一星期至7月首兩至三星期於香港演藝學院舉行。) (Note: A 10-day intensive dance day camp will be held in the last week of June to the first 2-3 weeks of July 2022 at HKAPA.)</p>	
查詢 Enquiries	<p>電話 Tel: 2584 8423 / 2584 8425 電郵 Email: apl@hkapa.edu 課程網址 Course Website: https://hkapa.edu/ccs/edb/taking-a-chance-on-dance</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
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
- 劇場術語及製及過程淺談
Introduction to Theatre Terminology and Production Process
- 與藝術家會面
Meet-the-Artists

舞蹈技巧 (二)

Dance Technique II (19小時hrs)

- 現代舞
Contemporary Dance
- 爵士舞
Jazz

舞蹈製作

Dance Production (11小時hrs)

- 排練及演出
Rehearsals and Performance

第三階段 Phase Three (49小時hrs)

相關學科 (三)

Contextual Studies III (11小時hrs)

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

舞蹈風格

Dance Styles (38小時hrs)

- 中國舞
Chinese Dance
- 街舞
Street Dance





課程提供機構 Course Provider	香港演藝學院 The Hong Kong Academy for Performing Arts (HKAPA)
學習範疇 / 課程組別 Area of Studies / Course Cluster	創意學習 / 表演藝術 Creative Studies / Performing Arts
課程簡介 Course Introduction	<p>「由戲開始 · 劇藝縱橫」的宗旨以學生為本，提供一個全方位的戲劇經驗，透過「三元學習：表演、創作和賞析」的教育理念，豐富學生自身及作為演出者、創作者及參與者的戲劇知識。課程除提供一個全面的戲劇藝術、劇場製作培訓及戲劇專業領域介紹外，更着重全人訓練，發揮學生的創意和想像力，並提升他們的人際關係和自信心。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。</p> <p>In The Essentials of Theatre Arts, student-centered learning and teaching activities are designed to engage students in a whole experience to enrich them as people, drama artists, makers of drama / theatre, and theatre participants through the “Three Key Learning Processes: Making, Performing and Appreciating”. It provides students with a comprehensive study of drama and theatre production as an art form and introduces them to the professional world of theatre, while developing their creativity, power of imagination, people skills and self-confidence. Students may choose, according to their personal interest, “Dramatic Arts” or “Theatre Production” as their elective parts.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Learning Activity Highlights	<p>多樣化學習與教模式（如：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。</p> <p>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.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與表演藝術相關的課程、戲劇、舞台及製作藝術 e.g. courses in performing arts, drama courses, theatre and entertainment arts</p> <p>就業出路 Career Pathways</p> <ul style="list-style-type: none"> • 創意工業方面（舞台 / 電視 / 電影）：創作專業如編劇、導演、演員、導師；後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	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 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2022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 and Christmas holiday in Dec 2022 at HKAPA.)</p> <p>地點Venue: 香港演藝學院 香港灣仔告士打道一號 The Hong Kong Academy for Performing Arts 1 Gloucester Road, Wanchai, Hong Kong</p> <p>模式二 Mode 2 開課日期 Commencement Date: 2021年10月 (October 2021) 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2022年12月其中兩個星期六及日、以及寒假期間舉行，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 and Christmas holiday in Dec 2022, two days of which will be held at HKAPA.)</p>
查詢 Enquiries	電話 Tel: 2584 8423 / 2584 8425 電郵 Email: apl@hkapa.edu 課程網址 Course Website: https://hkapa.edu/ccs/edb/the-essentials-of-theatre-arts

(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
Reflection for Practice and Development
- 戲劇欣賞
Attending Drama Performances

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

或OR

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

(II) 技巧訓練 Major Studies (87小時hrs)**戲劇藝術基礎 Fundamentals of Dramatic Arts**

- 演技基訓 I (劇場遊戲及即興練習)
Acting I (Theatre Games and Improvisation Exercises)
- 舞台形體
Stage movement
- 劇本創作
Playwriting
- 演技基訓 II (情境練習及分析劇本選段)
Acting II (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 Rules for Backstage
- 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 (63小時hrs)**

- 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)，學生掌握劇場製作與實踐的知識及技巧，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.

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	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 Introduction	<p>本課程旨在讓學生掌握最新電台廣播及媒體技術製作的知識和技能。透過電台廣播及數碼媒體製作，學生可將所學的知識和技能轉移到數碼媒體行業不同的專業範疇，從而幫助他們進一步在行業的發展。</p> <p>This course aims to equip students with the knowledge and skills of the latest radio broadcasting and media technology production. Students can transfer their knowledge and skill acquired to different professional aspects of the digital media industry through radio broadcasting and digital media production, which help them further develop their career in the field.</p>	
授課語言 Medium of Instruction	中文 或 英文 Chinese or English	
學習活動特色 Learning Activity Highlights	<p>問題為本學習、小組討論、簡報匯報、個案研究、實地考察、工作坊、模擬練習、業內人士分享及示範等</p> <p>Problem-based learning, group discussions, PowerPoint presentations, case studies, site visits, workshops, simulation exercises, sharing and demonstrations by practitioners, etc.</p>	
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：新聞與傳播學、媒體及文化研究、公共關係、廣告、電影電視 e.g. Journalism and Communication, Culture and Media Studies, Public Relations, Advertising, Film and Television</p> <p>就業出路 Career Pathways 例如：電台主持、電台節目總監及製作、電視主持、編劇及製作助理、錄音室助理、配音員、電視電影聲音製作、公關助理、新聞及雜誌記者、網絡傳媒工作 e.g. radio host, radio programme director and production, TV host, TV writer and production assistant, studio assistant, voice actor, TV and film sound production, public relations assistant, newspaper and magazine reporter, online media work</p>	
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年10月 October 2021 時間Time: 星期六 Saturday 10:00 am - 1:00 pm / 2:00 pm - 5:00 pm (註：(1) 部分課堂將於上午十時至下午五時進行。(2) 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上午十時至下午五時。) (Note: (1) Some classes will be held from 10:00 am - 5:00 pm. (2) Summer lessons will focus on workshop practices and site visits. Lessons from 10:00 am - 5:00 pm during summer holidays.)</p> <p>地點Venue: 1) 香港大學專業進修學院 (九龍東分校) 九龍九龍灣宏開道28號 HKU SPACE (Kowloon East Campus) 28 Wang Hoi Road, Kowloon Bay, Kowloon 或 OR 2) 香港大學專業進修學院 (北角城教學中心) 香港北角英皇道250號北角城中心 HKU SPACE (Fortress Tower Learning Centre) 250 King's Road, North Point, Hong Kong 或 OR 3) 香港大學專業進修學院 (港島南分校) 香港薄扶林華林徑3號 HKU SPACE (Island South Campus) 3 Wah Lam Path, Pokfulam, Hong Kong</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>	
查詢 Enquiries	<p>電話 Tel: 2975 5887 電郵 Email: apl@hkuspace.hku.hk 課程網址 Course Website: apl.hkuspace.hku.hk/</p>	



數碼媒體及電台廣播行業概況

Overview of Digital Media and Radio Broadcasting Industry (30小時hrs)

- 數碼媒體與電台製作簡介
Introduction to digital media and radio production
- 環球及本地網絡媒體的發展趨勢
Global and local development trend of online media channels
- 廣播節目的職位
Posts in broadcast programmes
- 廣播節目的類別
Types of broadcast programmes
- 傳統媒體及數碼媒體的發展
Development of traditional media and digital media

數碼媒體技術應用

Digital Media Technology Applications (60小時hrs)

- 電台節目製作
Radio Programme Production
 - 錄音的原則
Principle of audio recording
 - 音訊編輯及混音處理
Audio editing and mixing
 - 戶外收音、環境音效收集及收音效果
Outdoor sound recording, collection of the ambient sound and sound effect
 - 錄音室設備設置
Studio equipment setup
- 網上短片製作（視頻日誌 / VDO）
Online Short Video Production (Vlog / VDO)
 - 鏡頭拍攝、移動及操作
Camera shots, moves and manipulation
 - 特效及調色
Effects and color correction
 - 影片導出方法
Video export methods
 - 轉場、視訊及音訊過濾
Transition, video and audio filters



電台節目製作及編輯

Radio Programme Production and Editing (54小時hrs)

- 新聞寫作及報告技巧
News Writing and Reporting Skills
 - 發音、語調及儀態
Pronunciation, tone and manner
 - 公眾演說技巧
Public speaking skills
 - 節目的目標觀眾
Target audience of the programme
- 電台節目創作
Radio Programme Creation
 - 背景資料搜集
Background information search
 - 準備訪問問題
Interview question preparation
 - 製作分鏡腳本
Storyboard development
 - 廣播稿創作
Broadcast script creation
 - 節目時間管理
Programme time management
 - 應變計畫
Contingency planning

專業操守

Professional Ethics (12小時hrs)

- 傳媒中立的重要性
Importance of media-neutrality
- 版權的重要性
Importance of copyright
- 簡介相關廣播條例
Introduction to the relevant Broadcasting Ordinance
- 傳媒行業的社會義務及責任
Social obligations and responsibilities of media industry
- 環球及本地傳媒操守案例研究
Case studies of global and local media ethical issues

媒體節目製作專題研習

Media Programme Production Project (24小時hrs)

- 前期節目製作
Pre-production
- 節目製作
Programme Production
- 後期節目製作
Post-production

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 Introduction

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、行業操守及於溝通、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 mind, work 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、年度放影會等
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: 2021年9月 September 2021

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

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

課程網址 Course Website: www.vtc.edu.hk/apl

1. 電影及超媒體行業概況

Overview of 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
- 從業員的崗位和職責
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. 超媒體故事敘述

Transmedia Storytelling (45小時hrs)

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



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. 年度放映會

Annual Screening





課程提供機構 Course Provider	香港專業進修學校 Hong Kong College of Technology (HKCT)
學習範疇 / 課程組別 Area of Studies / Course Cluster	媒體及傳意 / 媒體製作與公共關係 Media and Communication / Media Production and Public Relations
課程簡介 Course Introduction	<p>本科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 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	小組討論、業界分享、角色扮演、演講練習、短片製作等 Group discussion, professional sharing, role play, practical presentation, short video production, etc.
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：傳理、企業傳訊、公關、商業學、市場學、人力資源及語文 e.g. journalism, corporate communications, public relations, business, marketing, human resources and lang</p> <p>就業出路 Career Pathways</p> <ul style="list-style-type: none"> 初級職位（例如：市場助理、項目助理、媒體製作助理及公關事務文員） Junior position (e.g. marketing assistant, event assistant, media production assistant and public relations clerk) 管理層職位（例如：市場主任、項目策劃員、媒體製作主任、公關主任、品牌管理主任及傳訊培訓師） Senior position (e.g. marketing manager, event planner, media production manager, public relations manager, brand manager and communication trainer)
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 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: Lessons will also be scheduled during summer holidays and will be arranged as full day lessons.)</p> <p>地點Venue: 香港專業進修學校（港專賽馬會馬鞍山校園） 新界馬鞍山耀安邨 Hong Kong College of Technology (HKCT Jockey Club Ma On Shan Campus) Yiu on Estate, Ma On Shan, Sha Tin, New Territories 及 AND 香港專業進修學校（港專賽馬會本科校園） 新界沙田馬鞍山鞍誠街2號 Hong Kong College of Technology (HKCT Jockey Club Undergraduate Campus) 2 On Shing Street, Ma On Shan, Sha Tin, New Territories 或 OR 香港專業進修學校（何文田校舍） 九龍何文田公主道14號 Hong Kong College of Technology (Ho Man Tin Campus) 14 Princess Margaret Road, Homantin, Kowloon</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	<p>電話 Tel: 2265 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</p>



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

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

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



公關多媒體應用

Application of Multimedia in Public Relations (56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



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



課程提供機構
Course Provider

香港城市大學專業進修學院
School of Continuing and Professional Education,
City University of Hong Kong (CityU (SCOPE))

學習範疇 / 課程組別
Area of Studies / Course Cluster

商業、管理及法律 / 會計及金融
Business, Management and Law / Accounting and Finance

課程簡介
Course Introduction

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。
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.

授課語言
Medium of Instruction

中文 或 英文
Chinese or English

學習活動特色
Learning Activity Highlights

參觀會計 / 電子商務 / 初創公司、使用會計軟件的實務練習、製作電子商務計劃書及各種財務報告
Visits to accounting / e-business / start-up firms, hands-on exercises in using accounting software, produce e-business proposal and various financial reports

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

升學路向 Further Studies
例如：會計、工商管理、管理及營銷
e.g. Accounting, business administration, management and marketing

就業出路 Career Pathways
例如：會計助理、銀行櫃位職員及公營及商業機構行政助理
e.g. Account assistant, bank teller and administrative assistant in public and commercial sectors

授課安排
Class Arrangements

模式一 Mode 1
開課日期 Commencement Date: 2021年9月 September 2021
時間Time: 星期六 Saturday 9:15 am - 12:15 pm
(註：部分課堂或活動將安排於暑假期間進行。)
(Note : Lessons or activities will also be scheduled during summer holidays.)
地點Venue: CityU SCOPE尖東教學中心
尖沙咀麼地道77號華懋廣場UG2及UG3室
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. 電子商務：價值創造

e-Business for Value Creation (18小時hrs)

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

2. 商業會計

Business Accounting (45小時hrs)

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

3. 會計軟件應用

Accounting Software Application (45小時hrs)

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

4. 電子商務會計的應用

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

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

5. 專題研習

Integrated Project (45小時hrs)

- 電子商務財務模式
Financial model in e-business
- 電子商務環境的業務模式
Business model in e-business environment



課程提供機構
Course Provider香港科技專上書院
Hong Kong Institute of Technology學習範疇 / 課程組別
Area of Studies / Course Cluster商業、管理及法律 / 商業學
Business, Management and Law / Business Studies課程簡介
Course Introduction

課程可使學生掌握商業數據應用的基本知識和技能。課程內容涵蓋數據收集、規劃及數據分析方法，以發掘所需要的商業數據，建議相關的商業活動。課程內容能為學生成為商業分析師鋪路，所學的技术和知識也可應用於不同行業。

The course enables students to master the basic knowledge and skills of business data applications. The course content covers data collection, planning and data analysis methods to discover the required business data and suggest related business activities. The course can pave the way for students to become business analysts, and the skills and knowledge learned can also be applied to different business sectors.

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

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。

Different modes of activities are employed to provide students with an in-depth understanding of the course content (e.g. visits to local business organisations, workshop, role play and report writing). We will invite business practitioners to share their experience with students on business data analysis.

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、市場學、電腦相關的副學位 / 學士課程
e.g. Associate degree / Bachelor's degree in business administration, accounting, finance, marketing, computing

就業出路 Career Pathways

例如：業務分析、風險管理、業務發展、商業情報、項目分析相關工作
e.g. business analyst, risk management, business development, business intelligence, project analysis

授課安排
Class Arrangements

模式一 Mode 1

開課日期 Commencement Date: 2021年9月 September 2021

時間Time: 星期六 Saturday 9:30 am - 12:30 pm / 2:00 pm - 5:00 pm

地點Venue: 香港科技專上書院香港總校

九龍深水埗南昌街213號

Hong Kong Institute of Technology (SSP Campus)

213 Nam Cheong Street, Sham Shui Po, Kowloon

(註：部分課堂將安排於暑假期間進行。)

(Note: Lessons will also be scheduled during summer holidays.)

模式二 Mode 2

學生在就讀的中學上課，詳情有待雙方協商。

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: 2782 2433

電郵 Email: apl@hkit.edu.hk

課程網址 Course Website: www.hkit.edu.hk/apl

單元一：數據和資料

Module 1: Data and Information
(18小時hrs)

- 1.1 數字、數據和資料的性質
Nature of number, data and information
- 1.2 數據和商業
Data and business
- 1.3 數據和經濟增長
Data and economic growth
- 1.4 數據處理
Data handling
- 1.5 法律要求和專業操守守則
Legal requirements and codes of ethics



單元三：有用的零售資料

Module 3: Useful Information for Retail
(72小時hrs)

- 3.1 零售數據來源
Sources of retail data
- 3.2 從數據產生資料
Generating information from data
- 3.3 零售資料例子
Examples of retail information
- 3.4 未來趨勢
Future trends
- 3.5 從業員分享
Sharing by practitioners
- 3.6 參觀營運商
Visit to operators



單元二：數據應用

Module 2: Application of Data
(18小時hrs)

- 2.1 社交媒體
Social media
- 2.2 零售
Retail
- 2.3 市場營銷
Marketing



單元四：專題研習

Module 4: Project Learning
(72小時hrs)

- 4.1 目標
Aims
- 4.2 專題研習計劃和設計
Project plan and design
- 4.3 數據收集和分析
Data collection and analysis
- 4.4 報告（口頭和書面）
Report (oral and written)



<p>課程提供機構 Course Provider</p>	<p>香港城市大學專業進修學院 School of Continuing and Professional Education, City University of Hong Kong (CityU (SCOPE))</p>
<p>學習範疇 / 課程組別 Area of Studies / Course Cluster</p>	<p>商業、管理及法律 / 商業學 Business, Management and Law / Business Studies</p>
<p>課程簡介 Course Introduction</p>	<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；了解商品及服務的發展和網上營商模式；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 products and services and online business operation; evaluate the options on marketing and online promotion to optimise effectiveness and operational efficiency in local and global contexts.</p>
<p>授課語言 Medium of Instruction</p>	<p>中文 Chinese</p>
<p>學習活動特色 Learning Activity Highlights</p>	<p>參觀工商機構或 / 及展覽活動、進行市場調查和數據分析、策劃網上宣傳和社交媒體市場推廣等 Visiting companies or / and exhibitions, conducting market research and data analytics, designing online promotion and social media marketing plan, etc.</p>
<p>升學路向及就業出路 Articulation to Further Studies and Career Pathways</p>	<p>升學路向 Further Studies 例如：與工商管理、市場學、消費者心理學、廣告、傳播、以及電子商貿及推廣等相關的課程 e.g. courses related to business administration, marketing, consumer psychology, advertising, communication, electronic commerce and promotion</p> <p>就業出路 Career Pathways 例如：從事與工商管理、會計及財務管理、商業傳意、銷售及市場營銷、項目策劃、網上媒體相關的工作 e.g. careers in the fields of business administration, accounting and financial management, business communication, sales and marketing, event planning and online media</p>
<p>授課安排 Class Arrangements</p>	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 時間Time: 星期六 Saturday 9:15 am - 12:15 pm (註：部分課堂或活動將安排於週末其他時段或暑假期間進行。) (Note: Lessons or activities will also be scheduled during other weekend periods and 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</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
<p>查詢 Enquiries</p>	<p>電話 Tel: 3442 5441 / 3442 5433 電郵 Email: aplinfo@cityu.edu.hk 課程網址 Course Website: www.cityu.edu.hk/ce/apl</p>



1. 市場探索概論

Introduction to Marketing (69小時hrs)

- 市場營銷及網上推廣概況
Overview of marketing and online promotion
- 市場環境及消費者行為分析
Market situation and buyer behaviour analysis
- 市場調查
Market research
- 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

Marketing Goods and Services (69小時hrs)

- 市場劃分與選擇 (STP營銷)
STP marketing
- 市場營銷組合策略
Marketing strategies
- 市場營銷策劃
Development of marketing plan
- 市場營銷策略的執行
Implementation of marketing strategies
- 市場營銷小組專題研習
Marketing group project
- 市場營銷的監察及檢討
Marketing activities control and performance review
- 商業道德
Business ethics

3. 網上市場營銷的策劃及實行

Internet Marketing Planning and Implementation (42小時hrs)

- 電子商貿與網上推廣
E-commerce and online promotion
- 網上銷售平台評估及選擇與網上商店的建立
Evaluation of sales platforms and establishment of online store
- 網上推廣的執行
Implementation of online promotion
- 網上推廣媒介成效檢討
Online promotion effectiveness review

課程提供機構
Course Provider

香港浸會大學持續教育學院
School of Continuing Education, Hong Kong Baptist University (HKBU(SCE))



學習範疇 / 課程組別
Area of Studies / Course Cluster

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

課程簡介
Course Introduction

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。

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 relevant legal knowledge, 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.

授課語言
Medium of Instruction

中文 或 英文
Chinese or English

學習活動特色
Learning Activity Highlights

定向學習、專題研習、參觀執法機構、角色扮演、嘉賓專題演說、案例討論、報告及匯報等
Directed learning, project learning, visits to law enforcement agencies, role play, talks by guest speakers, case studies, reports and presentations, etc.

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

升學路向 Further Studies

例如：警務學、紀律部隊管理、犯罪學
e.g. policing studies, disciplined services management, criminology

就業出路 Career Pathways

例如：警務人員、入境事務助理、消防員、懲教助理
e.g. police constable, immigration assistant, fireman, assistant correctional officer

授課安排
Class Arrangements

模式一 Mode 1

開課日期 Commencement Date: 2021年9月 September 2021

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

(註一：部分課堂於上午十時至下午五時進行。)

(註二：部分課堂將安排於暑假期間進行。)

(Note 1: Some lessons will last from 10:00 am to 5:00 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

九龍九龍塘浸會大學道9號香港浸會大學陳瑞槐夫人胡尹桂女士持續教育大樓

Madam Chan Wu Wan Kwai SCE Tower, Hong Kong Baptist University,

9 Baptist University Road, Kowloon Tong, Kowloon

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: 3411 5482

電郵 Email: jennie@hkbu.edu.hk

課程網址 Course website: www.sce.hkbu.edu.hk

1. 執法與刑事司法導論

Introduction to Law Enforcement and Criminal Justice (24小時hrs)

- 刑事司法原理及模式
Principles and models of criminal justice
- 香港刑事司法制度簡介
Overview on the Hong Kong criminal justice system
- 執法系統與流程
Law enforcement system and processes
- 罪行偵查及逮捕
Crime detection and arrest
- 起訴程序
Prosecution process
- 裁判及量刑
Adjudication and sentencing
- 懲教及更生
Correction and rehabilitation

2. 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 Disciplined 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)

- 主要前線執法人員的工作與職能
Job descriptions of major frontline law enforcement officers
- 專業執法職能
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)

- 體適能與健康
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

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 / 食物服務及管理 Services / Food Services and Management	
課程簡介 Course Introduction	<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基礎。</p> <p>This programme aims to introduce students the characteristic 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 Medium of Instruction	中文 Chinese	
學習活動特色 Learning Activity Highlights	甜品及咖啡店食品製作、餐單設計及選取適當食材、行業參觀、業界分享等 Pâtisserie and café food production, menu design and selection of appropriate ingredients, industrial visits, professional sharing etc.	
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 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 Students are eligible to apply for higher diploma or diploma programmes in tourism and hospitality management (airline services / tourism and event management / western culinary / hospitality) offered by HKCT or other institutions</p> <p>就業出路 Career Pathways 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) 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 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 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: Lessons will also be scheduled during summer holidays and will be arranged as full day lessons.)</p> <p>地點Venue: 香港專業進修學校 (港專賽馬會馬鞍山校園) 新界馬鞍山耀安邨 Hong Kong College of Technology (HKCT Jockey Club Ma On Shan Campus) Yiu On Estate, Ma On Shan, Sha Tin, New Territories 或 OR 香港專業進修學校 (港專賽馬會本科校園) 新界沙田馬鞍山鞍誠街2號 Hong Kong College of Technology (HKCT Jockey Club Undergraduate Campus) 2 On Shing Street, Ma On Shan, Sha Tin, New Territories 或 OR 香港專業進修學校 (開源道培訓中心) 九龍觀塘開源道71號王子大廈7至8樓 Hong Kong College of Technology (Hoi Yuen Road Training Centre) 7/F & 8/F, Wong Tze Building, 71 Hoi Yuen Road, Kwun Tong, Kowloon 或 OR 香港專業進修學校 (長沙灣培訓中心) 九龍長沙灣青山道368號喜韻2樓 Hong Kong College of Technology (Cheung Sha Wan Training Centre) 2/F, Heya Star, 368 Castle Peak Road, Cheung Sha Wan, Kowloon 或 OR 港專元朗教學中心 新界元朗水車館街28號萬金中心地下22號舖 HKCT Yuen Long Learning Centre Shop No. 22, Ground Floor, Golden Plaza, 28 Shui Che Kwun Street, Yuen Long, New Territories</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>	
查詢 Enquiries	電話 Tel: 2265 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. 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



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 standards to executing the plan.



課程提供機構 Course Provider	職業訓練局 Vocational Training Council (VTC)
學習範疇 / 課程組別 Area of Studies / Course Cluster	服務 / 食物服務及管理 Services / Food Services and Management
課程簡介 Course Introduction	<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、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衛生學會的公開考試，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, 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 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	<p>講授及示範、小組討論及匯報、微生物測試、行業參觀、實務訓練及製成品分享、專題研習、西式食品製作大賽等</p> <p>Lectures with demonstrations, group discussions and presentations, microbiology testing, industrial visits, practical training and food tasting, project learning, Food Competition, etc.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與食品生產及服務、休閒及旅遊、酒店管理相關的課程 e.g. Courses related to food production and services, leisure and tourism and hotel management</p> <p>就業出路 Career Pathways 例如：從事與飲食服務、航空膳食服務、快餐食品製造、量產食品製作、麵包及西餅製造、酒店服務相關的工作及創業等 e.g. Careers in the fields of catering services, airline catering, fast food production, mass food production, bakery and pastry production, hotel services and start up the business</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 時間Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm 地點Venue: 國際廚藝學院 - 香港薄扶林薄扶林道145號 International Culinary Institute 145 Pokfulam Road, Pokfulam, Hong Kong 或 OR 酒店及旅遊學院 (九龍灣) - 九龍九龍灣大業街46號 Hotel and Tourism Institute (Kowloon Bay) 46 Tai Yip Street, Kowloon Bay, Kowloon 或 OR 酒店及旅遊學院 (天水圍) - 新界元朗天水圍天河路11號 Hotel and Tourism Institute (Tin Shui Wai) 11 Tin Ho Road, Tin Shui Wai, Yuen Long, N.T. 或 OR 香港專業教育學院 (黃克競) - 九龍長沙灣荔枝角道702號 Hong Kong Institute of Vocational Education (Haking Wong) 702 Lai Chi Kok Road, Cheung Sha Wan, Kowloon 或 OR 匯縱專業發展中心 (馬鞍山) - 新界沙田馬鞍山恆康街2號耀安邨 Integrated Vocational Development Centre (Ma On Shan) 2 Hang Hong Street, Yiu On Estate, Ma On Shan, Shatin, N.T. 或 OR 青年學院 (邱子文) - 新界將軍澳陶樂路11號 Youth College (Yeo Chei Man) - 11 To Lok Road, Tseung Kwan O, N.T.</p> <p>模式二 Mode 2 如校內設施符合課程要求，課堂可在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons could be held at students' own schools subject to the equipment and facilities provided by schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	<p>電話 Tel: 2836 1264 電郵 Email: apl-enquiry@vtc.edu.hk 課程網址 Course Website: www.vtc.edu.hk/apl</p>

核心部分 Core Part (60小時hrs)

- | | |
|---|--|
| <p>1. 烹調基礎
Culinary Fundamentals (48小時hrs)</p> <ul style="list-style-type: none"> 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 | <p>2. 食物衛生與職業安全
Food Hygiene and Occupational Safety (12小時hrs)</p> <ul style="list-style-type: none"> 食物衛生及安全
Food hygiene and safety 職業安全
Occupational safety |
|---|--|



選修部分 Elective Part (120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
Basic 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



- 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
Basic 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 (20小時hrs)
- 特色菜譜設計及製作
Planning and preparation of a menu for special diets



- 5A. 廚藝專題研習
Project on Culinary Arts (20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 / 款待服務 Services / Hospitality Services
課程簡介 Course Introduction	<p>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及就業做好準備。</p> <p>The objective of this course is to equip students with 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 can also 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 foundation skills, thinking skills, people skills, values and attitudes, and career-related competencies through the mentor and the actual environment to prepare for further studies and career development.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	<p>實地考察香港國際機場客運大樓、與航空業相關的機構及監管組織、符合業界標準的模擬場地作實習等</p> <p>Field visits to the Hong Kong International Airport Passenger Terminal, aviation industry-related organisation and regulatory authority, and practice in a simulated venue with industry standard, etc.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 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(航空服務 / 旅遊及項目管理 / 款待)的高級文憑或文憑課程 Students are eligible to apply for higher diploma or diploma programmes in tourism and hospitality management (airline services / tourism and event management / hospitality) offered by HKCT or other institutions</p> <p>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。學員更可投考民航署的見習航空交通管制主任 Junior positions, e.g. flight operations officer, passenger terminal operations officer, baggage system operations officer, customer service officer, flight attendant, ground service officer, ticket service officer, air cargo officer, logistics officer. Students can also apply for the Student Air Traffic Control Officer of the Civil Aviation Department. 管理職位：例如資深空勤服務主管、地勤服務督導、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、航空交通控制主任 Management positions, e.g. senior flight purser, ground service supervisor, system operations supervisor, airfield operations supervisor, customer service manager, project manager, private aircraft rental manager, Air Traffic Control Officer of the Civil Aviation Department.</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 時間Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm (註：部分課堂將於暑假期間進行及全日上課。) (Note: Some lessons will also be scheduled during summer holidays and will be arranged as full day lessons.) 地點Venue: 香港專業進修學校 (港專賽馬會馬鞍山校園) 新界馬鞍山耀安邨 Hong Kong College of Technology (HKCT Jockey Club Ma On Shan Campus) Yiu On Estate, Ma on Shan, Sha Tin, New Territories 或 OR 香港專業進修學校 (港專賽馬會本科技園) 新界沙田馬鞍山鞍誠街2號 Hong Kong College of Technology (HKCT Jockey Club Undergraduate Campus) 2 On Shing Street, Ma On Shan, Sha Tin, New Territories</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	<p>電話 Tel: 2265 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</p>



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 Introduction	<p>本課程涵蓋了酒店業三個主要範疇的基礎知識，即酒店前台、酒店客房部及餐飲服務的營運。學生將以實踐的模式學習，並到酒店交流，了解優質服務的重要性。</p> <p>This course is designed to equip students with fundamental knowledge about three major aspects of the hospitality industry, namely front office, housekeeping, and food and beverage operations. Learning will be acquired through practice, and students will be given the opportunity to visit hotels to understand the importance of quality service.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	<p>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。</p> <p>Housekeeping practice in the mock-up guest room, use of “Opera” property management system to simulate check-in and room allocation, learning of western dining services and etiquette in a restaurant, an overnight hotel visit, interactive learning, role plays, case studies, research projects and oral presentations, etc.</p>
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與休閒及旅遊、酒店管理、食品生產及服務等相關的課程 e.g. Courses related to leisure and tourism, hotel management, food production and services</p> <p>就業出路 Career Pathways</p> <ul style="list-style-type: none"> • 款待服務 Hospitality services 例如：從事與休閒及娛樂、酒店及旅遊業、食品生產及服務、航班服務、展覽支援服務等相關的工作 e.g. Careers in the fields of leisure and recreation, hotel and tourism, food production and services, airline services and convention support services • 商業服務 Business services 例如：從事顧客服務等相關的工作 e.g. Careers in the fields of customer service
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 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.)</p> <p>地點Venue: CityU SCOPE尖東教學中心 尖沙咀麼地道77號華懋廣場UG2及UG3 CityU SCOPE TST East Learning Centre UG2 & UG3, ChinaChem Golden Plaza, 77 Mody Road, Tsim Sha Tsui East, Kowloon</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	電話 Tel: 3442 5441 / 3442 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 Service and Future Trend (24小時hrs)

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



2. 酒店前台營運

Front Office Operations (52小時hrs)

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

3. 酒店客房營運

Housekeeping Operations (34小時hrs)

- 客房清潔
Guest room cleaning
- 洗衣房管理
Laundry management
- 客房庫存品管理
Inventory management
- 員工配備及工作管理
Staff equipment and task management
- 安全措施、化學物品與保安管理
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)

酒店業餐飲
Hotel Dining

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

餐飲管理概念及技巧

Basic Management Concept / Skills

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

飲料服務

Beverage Service

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



5. 實況體驗

On-site Experience (24小時hrs)

- 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 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 a 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 Introduction

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、房務和餐飲的實務操作技能。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、休閒及旅遊、餐飲服務管理相關的課程

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

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: 2021年9月 September 2021

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 (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. 酒店營運概覽

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
- 公共地方的維護及保養
Public area maintenance
- 清潔劑與設備
Chemicals and equipment
- 洗衣房操作和庫存管理
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
Costing and supply chain

5. 酒店學習之旅

Study Tours in Hotels (16小時hrs)

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

6. 酒店業的未來發展

Future Development of the Hotel Industry (32小時hrs)

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

7. 技能大賽

Skills Competition





課程提供機構
Course Provider

明愛社區書院
Caritas Institute of Community Education (CICE)

學習範疇 / 課程組別
Area of Studies / Course Cluster

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

課程簡介
Course Introduction

本課程旨在提升高中學生對幼兒發展的認識，辨別幼兒在0-8歲的發展特質及照顧幼兒的個別差異。學員因應幼兒發展的特質及幼兒的個別差異，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。

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 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.

授課語言
Medium of Instruction

中文 或 英文
Chinese or English

模式一：中文（附以英文詞語）或 英文
Mode 1: Chinese (supplemented with English terminology) or English

模式二：中文（附以英文詞語）或 英文（根據學校要求）
Mode 2: Chinese (supplemented with English terminology) or English (on school's request)

學習活動特色
Learning Activity Highlights

個案分析、教學示範、角色扮演、小組討論、匯報、微型教學、於幼兒教育機構進行參觀和駐校體驗等。

Case studies, demonstration, role plays, group discussion, presentations, micro-teaching, field visit and field attachment to early childhood settings etc.

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

升學路向 Further Studies
例如：升讀與幼兒教育、特殊教育、小學教育、社會學、社會科學、社會工作等相關課程
e.g. early childhood education, special education, primary education, sociology, social science, social work, etc.

就業出路 Career Pathways
例如：幼稚園教師、幼兒工作人員、幼兒中心主任、教學助理、學前遊戲班助理
e.g. kindergarten teacher, child care worker and supervisor, teaching assistant and playgroup assistant in child care center

授課安排
Class Arrangements

模式一 Mode 1

開課日期 Commencement Date: 2021年9月 September 2021

時間Time: 星期六 Saturday 9:30 am - 12:30 pm / 2:00 pm - 5:00 pm
(註：部分課堂將安排於暑假期間進行)
(Note: Lessons will also be scheduled during summer holidays.)

地點Venue: 明愛社區書院 – 紅磡
九龍紅磡戴亞街5號
Community Institute of Community Education - Hung Hom
No 5 Dyer Avenue, Hung Hom, Kowloon

或 OR

愛社區書院 – 屯門
新界屯門湖景邨湖月樓地下21-34室
Caritas Institute of Community Education - Tuen Mun
Units 21-34, G/F, Wu Yuet House, Wu King Estate, Tuen Mun, N.T.

或 OR

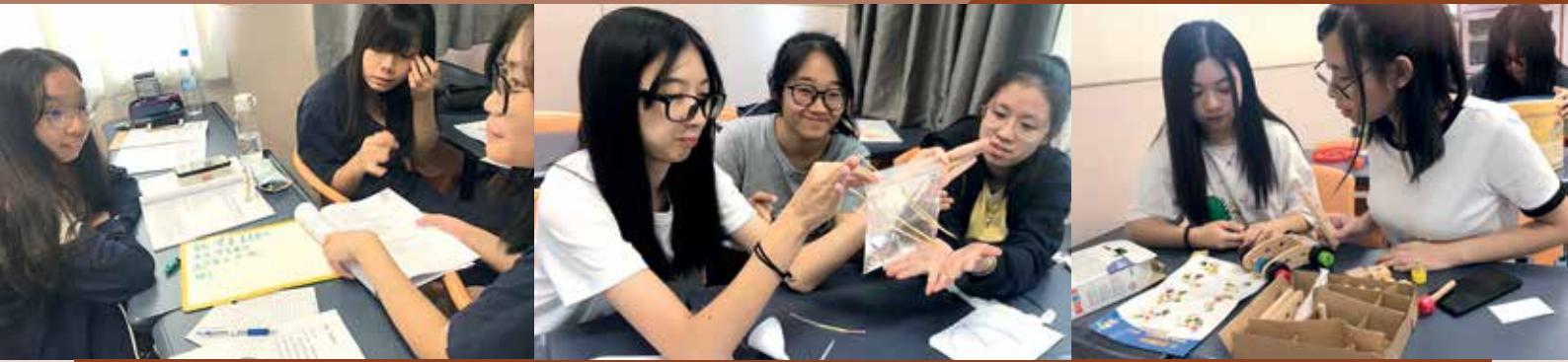
明愛社區書院 – 粉嶺
新界粉嶺祥華村一號停車場三樓
Caritas Institute of Community Education - Fanling
3/F, Carpark No. 1, Cheung Wah Estate, Fanling, N.T.

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: 2239 6363
電郵 Email: cecd@cice.edu.hk
課程網址 Course Website: www.cice.edu.hk/Apl_course.html



核心部分 Core Part (138小時hrs)

幼兒發展

Child Development (54小時hrs)

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

幼兒健康護理

Children's Health and Safety (24小時hrs)

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

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 learning needs
- 家校合作
Home-school collaboration

幼兒教育的專業發展

Early Childhood Professional (18小時hrs)

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

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 Language Learning Environment

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 and implementation in whole language teaching and practice
- 教授非華語生之教學策略
Strategies for teaching non-Chinese speaking (NCS) students
- 教授英語為第二語言之策略
Strategies for teaching English as a second language
- 設計語文學習環境、遊戲與活動
Designing for language learning environment, games and activities
- 駐校體驗 - 國際學校(非本地課程)
Field attachment- International school (Non-local curriculum)

- 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
- 為特殊學習需要學童設計遊戲與活動
Design games and activities for students with special educational needs (SEN)
- 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 Introduction	<p>本課程旨在提升高中學生對幼兒教育的興趣，認識幼兒在0-6歲發展的特質，掌握照顧幼兒的基本技巧，設計簡單遊戲活動，並認識香港的幼兒教育核心價值與服務。本課程亦希望透過在幼兒教育環境中的體驗式學習，發展學生的創意思維、溝通與及團隊合作技巧，培養他們正向的價值觀與態度，並發掘其個人對幼兒教育的興趣和潛質。</p> <p>This course is designed to arouse the interest of senior secondary students in early childhood education. Students are equipped with a basic understanding of the developmental characteristics of children aged 0-6, the basic skills in taking care of children and designing play activities for children as well as the core value and services of early childhood education in Hong Kong. Through experiential learning in authentic early childhood education settings, students are given opportunities to develop creativity, communication skills and team spirit, cultivate positive values and attitudes, and explore interests and potentials in early childhood education.</p>	
授課語言 Medium of Instruction	中文 或 英文 Chinese or English	
學習活動特色 Learning Activity Highlights	教學示範、角色扮演、小組討論、匯報、工作坊、戶外學習、參觀幼教機構及行業體驗等 Lectures with demonstrations, role plays, group discussions, presentations, workshops, outdoor learning, visits to early childhood settings and workplace experience, etc.	
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀幼兒教育、特殊教育、融合教育、小學教育及社會工作等相關課程 e.g. Courses related to early childhood education, special child care education, inclusive education, primary education, and social work, etc.</p> <p>就業出路 Career Pathways 例如：從事與幼兒教育相關的工作如教學助理、遊戲小組助教等 e.g. Careers related to kindergarten teaching assistant, playgroup assistant, etc.</p>	
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 時間Time: 星期六 Saturday 9:00 am - 12:00nn / 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.)</p> <p>地點Venue: 香港專業教育學院 (沙田) 新界沙田源禾路21號 Hong Kong Institute of Vocational Education (Shatin) 21 Yuen Wo Road, Shatin, N.T.</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>	
查詢 Enquiries	電話 Tel: 2836 1264 電郵 Email: apl-enquiry@vtc.edu.hk 課程網址 Course Website: www.vtc.edu.hk/apl	



1. 幼兒發展

Child Development (30小時hrs)

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

4. 從遊戲中學習

Learning through Play (54小時hrs)

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



5. 體驗式學習

Experiential Learning Programme (30小時hrs)

- 幼兒教育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

6. 幼兒教育人員的生涯規劃

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

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

課程提供機構
Course Provider明愛社區書院
Caritas Institute of Community Education學習範疇 / 課程組別
Area of Studies / Course Cluster服務 / 個人及社區服務
Services / Personal and Community Services課程簡介
Course Introduction

本課程讓學生學習美容學不同方面的知識，包括：化妝、髮型設計及美甲、整全護理及美容院管理等。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，培養以客戶為本的態度。

This course allows students to learn different aspects of cosmetology, including application of make-up, hair design and nail art, wholistic care 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.

授課語言
Medium of Instruction中文（輔以英文專業詞彙）
Chinese (Supplementary with English terminology)學習活動特色
Learning Activity Highlights

探究式學習、製作創意妝型作品集、香薰感覺測試、參觀及專題講座等
Enquiry learning, preparation of a creative make-up portfolio, aromatherapy sensory test, visits and seminars, 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：升讀資歷架構認可美容課程、髮型及化妝課程、健康美容護理及芳香療法相關的課程
e.g. Qualifications Framework recognised cosmetology courses, hair and make-up, health and beauty care courses, and aromatherapy related courses

就業出路 Career Pathways

例如：從事與美容護理、彩妝、美甲、芳香護理、美容產品的製造及推廣相關的工作
e.g. Careers in the fields of beauty therapy, make-up, nail arts, aroma care, manufacturing and sales and marketing of beauty products

授課安排
Class Arrangements

模式一 Mode 1

開課日期 Commencement Date: 2021年9月 September 2021

時間Time: 星期六 Saturday 9:30 am - 12:30 pm / 2:00 pm - 5:00 pm

(註：部分課堂將安排於暑假期間進行)

(Note: Lessons will also be scheduled during summer holidays.)

地點Venue: 明愛社區書院 - 紅磡

九龍紅磡戴亞街5號

Community Institute of Community Education - Hung Hom

No 5 Dyer Avenue, Hung Hom, Kowloon

或 OR

愛社區書院 - 屯門

新界屯門湖景邨湖月樓地下21-34室

Caritas Institute of Community Education - Tuen Mun

Units 21-34, G/F, Wu Yuet House, Wu King Estate, Tuen Mun, N.T.

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: 2239 6375

電郵 Email: cbct@cice.edu.hk

課程網址 Course Website: www.cice.edu.hk/Apl_course.html



核心部分 Core Part (120小時hrs)

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 opportunities
- 美容護理的倫理實踐
Ethical practices in beauty care

美容科學

Beauty Science (51小時hrs)

- 生理學入門
Introduction to physiology
- 皮膚學入門
Introduction to dermatology
- 美容產品的化學成份與皮膚護理
Chemical ingredients of beauty products and skin care
- 專業美容儀器護理
Beauty therapy with specialised equipment

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

美學及形象設計

Aesthetics and Image Design (36小時hrs)

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

參觀及專題講座

Visits and Seminars (9小時hrs)

選修部分 Elective Part (60小時hrs)

化妝、髮型設計和美甲 Make-up, Hair Design and Nail Art

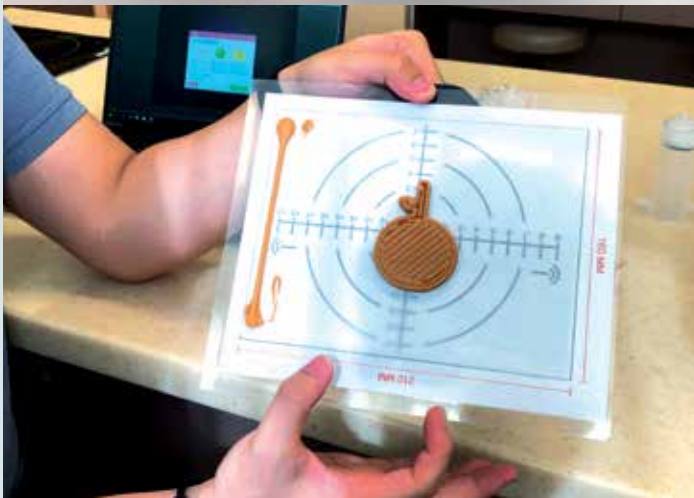
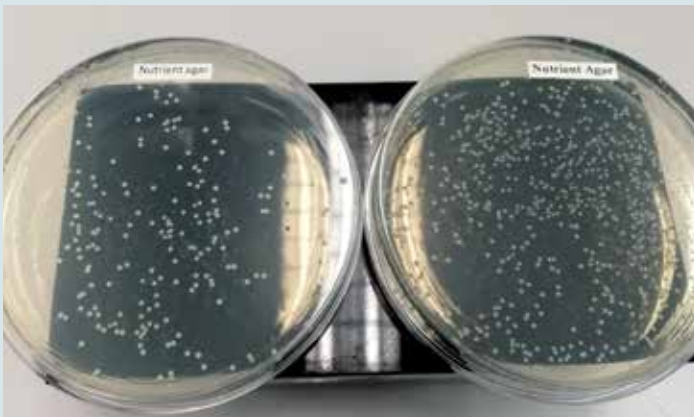
或OR

芳香美容護理 Aromatherapy for Beauty Care

- 配襯妝型、髮型及甲藝設計的原理及實踐
Principles and practices of make-up, hair design and nail art coordination
- 化妝品成份和作用
Ingredients and possible effects of cosmetic products
- 專業及特技化妝技巧
Techniques for professional and special effect make-up
- 髮型設計技巧
Hair design techniques
- 甲藝技巧
Nail art techniques

- 芳香療法入門
Introduction to aromatherapy
- 各種芳香療法、精油的功效及種類知識、安全守則及注意事項
Knowledge about different functions and types of aromatherapy and essential oils, their safety precautions and contraindication.
- 芳香療法於身體各系統的生理及心理影響
The physiological and psychological effects of aromatherapy on the body systems
- 以精油及基礎油製作美容產品的安全劑量及潛在效能
The safe dosage of essential oils and carriers oils to produce skin care products ingredients and possible effects of cosmetic products
- 香薰手部 / 肩頸按摩
The aromatherapy hand / neck and shoulder massage movements

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 / 食物科學 Applied Science / Food Science	
課程簡介 Course Introduction	<p>本課程學與教活動的設計以學生為本，讓學生認識有關食品科學和技術的基礎理論和概念，從而培養他們的共通能力，並建立他們對食品開發和營養產業的就業期望。課程涵蓋了食品創新和發展趨勢，以及食品可持續性的重要性，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 of food science and technology, develop their generic skills, and address their career aspirations in food product development and nutrition industry. The course covers the overview of the food innovation and development trends, and the importance of food sustainability. Students acquire an understanding of the requirements, fundamental knowledge and skills essential for further learning within the area through learning-by-practising opportunities in an authentic or near-authentic environment.</p>	
授課語言 Medium of Instruction	中文 或 英文 Chinese or English	
學習活動特色 Learning Activity Highlights	<p>問題為本學習、實驗、專題研習、小組討論及匯報、實驗室參觀、個案研究、工作坊、行業講座及示範等。</p> <p>Problem-based learning, practical work, group project, group discussions and presentations, laboratory visits, case studies, workshops, professional seminars and demonstrations, etc.</p>	
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與食品與營養科學、食品與開發、測試與認證、食品技術、微生物學、應用化學、研究、市場營銷與企業管理等相關的課程。 e.g. Courses related to food and nutritional sciences, food product and development, testing and certification, food technology, microbiology, applied chemistry, research, marketing & business administration.</p> <p>就業出路 Career Pathways 例如：營養師、營養學家、食品科學家、食品研發技術人員、食品安全審核員、衛生檢查員、測試和檢查人員。 e.g.: dietitians, nutritionists, food scientists, food R&D technologists, food safety auditors, hygiene inspectors, testing and inspection.</p>	
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 時間Time: 星期六 Saturday 10:00 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。) (Lessons will also be scheduled during summer holidays and will be arranged as full day lessons.)</p> <p>地點Venue: 香港大學專業進修學院 (港大保良何鴻燊社區書院校園) 香港銅鑼灣禮頓道66號 HKU SPACE (HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC) Campus) 66 Leighton Road, Causeway Bay, Hong Kong 或 OR 香港大學專業進修學院 (北角城教學中心) 香港北角英皇道250號北角城中心 HKU SPACE (Fortress Tower Learning Centre) 250 King's Road, North Point, Hong Kong</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will be held mainly at students' own schools. Details will be confirmed between the course provider and schools concerned.</p>	
查詢 Enquiries	<p>電話 Tel: 2520 4613 電郵 Email: amy.sla.suen@hkuspace.hku.hk 課程網址 Course Website: http://apl.hkuspace.hku.hk/</p>	



1. 食品創新技術概述

Overview of Food Innovation and Technology (12小時hrs)

- 食品工業概論
Introduction to Food Industry
- 東西方飲食文化
Food Culture in the East and the West
- 食品供應鏈
Food Supply Chain
- 食品創新的新興趨勢
Emerging Trends in Food Innovation

2. 食品科學與健康

Food Science and Health (36小時hrs)

- 食品成分和成分功能
Food Composition and Ingredient Functionality
- 維生素、添加劑和食物酵素
Vitamins, Additives and Food Enzymes
- 食品安全管理導論
Introduction to Food Safety Management
- 營養概論
Introduction to Nutrition
- 食品、營養與疾病
Food, Nutrition and Diseases

3. 食品可持續性 – 農場到餐桌

Food Sustainability - from Farm to Fork (16小時hrs)

- 可持續糧食系統導論
Introduction to Sustainable Food System
- 當前全球糧食安全的威脅
Current Threats to Global Food Security
- 食品供應鏈的碳足跡管理
Carbon Footprint Management for Food Supply Chains
- 水、土壤和植物健康
Water, Soil and Plant Health
- 動物保健與福利
Animal Health and Welfare

4. 食品技術

Food Technology (35小時hrs)

- 食品工程與技術概論
Introduction to Food Engineering and Technology
- 食品加工
Food Processing
- 食品保鮮
Food Preservation
- 醃製和發酵
Pickling and Fermentation
- 食品生產的新興趨勢（未來肉類，3D食品印刷）
Emerging Trends in Food Production (Future Meats, 3D Food Printing)

5. 食品創新與開發

Food Product Innovation and Development (81小時hrs)

設計與開發 Design and Development (56小時hrs)

- 食品概念設計與創新
Food Concept Design and Innovation
- 分子美食
Molecular Gastronomy
- 食品開發
Food Product Development
- 食品包裝和菜單設計
Food Packaging and Menu Design
- 保質期測試
Shelf-life Determination
- 感官分析
Sensory Evaluation

營銷與傳播 Marketing and Communication (25小時hrs)

- 食品攝影
Food Photography
- 食品營銷和社交媒體文案
Food Marketing and Social Media Copywriting
- 食品標籤和法規
Food Labelling and Regulations
- 美食擺盤
Presentation of Food



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 / Medicine Science and Health Care課程簡介
Course Introduction

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: 2021年9月 September 2021

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、模擬診症	
升學路向及就業出路	<p>升學路向 例如：中醫學、中藥學、中藥配劑、中醫營養學</p> <p>就業出路 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>模式一 開課日期：2021年9月 時間：星期六（上午十時半至下午一時半或下午二時半至下午五時半） 地點：香港大學專業進修學院九龍東分校 （九龍九龍灣宏開道28號） 或 香港大學專業進修學院金鐘教學中心 （香港金鐘夏慤道18號海富中心） 或 香港大學專業進修學院金北角城教學中心 （香港北角英皇道250號北角城中心）</p>	
查詢	<p>電話：3762 4127 電郵：angie.cheng@hkuspace.hku.hk 課程網址：http://apl.hkuspace.hku.hk/</p>	



1. 中醫藥學概況 (3小時)

- 中醫藥學發展概況
- 香港中醫藥業現狀
- 專業操守簡介

2. 中醫學基礎 (42小時)

- 陰陽五行
- 中醫特點
- 人體結構與功能
- 病因病機
- 中醫與養生

3. 中醫診斷學基礎 (42小時)

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

4. 中藥學 (42小時)

- 中藥的概念和分類
- 中藥的藥性與功效
- 中藥的臨床應用
- 常用中藥飲片特徵
- 認藥活動



5. 方劑學 (42小時)

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

6. 中醫藥知識綜合應用 (9小時)

- 模擬診症

課程提供機構 Course Provider	明愛社區書院 Caritas Institute of Community Education (CICE)	
學習範疇 / 課程組別 Area of Studies / Course Cluster	應用科學 / 醫療科學及健康護理 Applied Science / Medical Science and Health Care	
課程簡介 Course Introduction	<p>本課程的學習重點包括藥物學、免疫學、食物與營養等應用科學知識，以及護理和急救等健康護理的知識與技術。學生將透過醫院和模擬病房臨床技術訓練，提升對健康護理的興趣和認識，為將來進修及投身醫護行列作準備。</p> <p>This course is designed to equip students with knowledge of applied science as well as knowledge and skills for health care practice, including pharmacology, immunology, food and nutrition, nursing and first aid, etc. Through the hospital and simulation ward training, students will develop interest in the health care profession and enhance their understanding of it, preparing themselves for further studies and career development in the health care industry.</p>	
授課語言 Medium of Instruction	<p>中文 或 英文 Chinese or English</p> <p>模式一：中文 或 英文 Mode 1: Chinese or English</p> <p>模式二：中文 或 英文（按學校需要） Mode 2: Chinese or English (on school's request)</p>	
學習活動特色 Learning Activity Highlights	<p>個案研究、模擬練習及角色扮演、醫療機構參觀及模擬病房訓練、專題研習及匯報等 Case studies, simulations and role plays, visit to health organisation and simulation ward training, projects and presentations, etc.</p>	
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與護理學、食物及營養科學、物理治療、醫學、中醫、藥物學等相關的課程 e.g. Courses related to nursing, food and nutritional science, physiotherapy, medicine, Chinese medicine, pharmacology</p> <p>就業出路 Career Pathways 例如：從事與健康護理、藥物學、保健產品的銷售及推廣等相關的工作 e.g. Careers in the fields of health care, pharmacology, sales and promotion of health products</p>	
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 時間Time: 星期六 Saturday 9:30 am - 12:30 pm / 1:30 pm – 4:30 pm (註：部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holidays.) 地點Venue: 明愛賽馬會社區書院 – 荃灣 新界荃灣眾安街146號 Caritas Jockey Club Institute of Community Education - Tsuen Wan 146 Chung On Street, Tsuen Wan, N.T. 或 OR 明愛社區書院 – 天后 香港英皇道75至83號聯合出版大廈一樓 Caritas Institute of Community Education - Tin Hau 1/F, SUP Tower, 75-83 King's Road, North Point, Hong Kong</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>	
查詢 Enquiries	<p>電話 Tel: 3610 3700 電郵 Email: dhsm@cice.edu.hk 課程網址 Course Website: http://www.cice.edu.hk/Apl_course.html</p>	



1. 香港醫護系統及健康護理實務概覽
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 (30小時hrs)

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

課程提供機構
Course Provider香港大學專業進修學院
School of Professional and Continuing Education,
The University of Hong Kong (HKU SPACE)學習範疇 / 課程組別
Area of Studies / Course Cluster應用科學 / 醫療科學及健康護理
Applied Science / Medical Science and Health Care課程簡介
Course Introduction

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: 2021年9月25日 25 September 2021

時間Time: 星期六 Saturday 10:00 am - 1:00 pm

(註：部分課堂上課時間為上午十時至下午五時半，及另有暑期課堂。)

(Note: Some lessons are held from 10:00 am to 5:30 pm; 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 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
- 遺傳化驗所採用的分析程序和技術
Analytical procedures and techniques for the laboratory genetics

5. 實驗室檢測 – 分析後階段

Post-analytical Phase of Laboratory Testing (12小時hrs)

- 實驗室檢測結果的可靠性和質素保證
Reliability of laboratory testing results and quality assurance
- 實驗室管理概論
Introduction to laboratory management
- 醫療護理環境下的溝通技巧
Communication skills in the health care setting

6. 醫學實驗室參觀

Medical Laboratory Visits (12小時hrs)



課程提供機構 Course Provider	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 Introduction	本課程旨在讓學生掌握基礎復康護理服務的知識和技術，為將來進修及投身復康服務行列作準備。課程學習重點包括人體解剖及病理生理學、復康實踐原理、物理、職業及言語治療的基本概念等。 This course aims to equip students with the basic knowledge and skills of rehabilitation care, preparing them for further study and career development in the rehabilitation care profession. The content includes human anatomy and pathophysiology, as well as principles and practice of rehabilitation, physiotherapy, occupational therapy and speech therapy.
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	個案研究、模擬練習、角色扮演、復康機構參觀、模擬復康訓練、專題研習和匯報等 Case studies, simulations, role plays, visit to rehabilitation organisation, simulated rehabilitation 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：物理治療、職業治療、言語治療、護理學、醫學、中醫及生命科學 e.g. physiotherapy, occupational therapy, speech therapy, nursing, medicine, Chinese medicine and biological science 就業出路 Career Pathways 初級職位 - 例如：復康助理、復康中心助理、治療師助理及教學助理 專業職位(學位畢業後及有專業註冊) - 例如：物理治療師、職業治療師、言語治療師及護士等 Entry level positions - e.g. rehabilitation assistant, assistant of day and rehabilitation centre, therapist assistant and teaching assistant Professional level positions (after under-or post-graduate studies) - e.g. physiotherapist, occupational therapist, speech therapist and nurse
授課安排 Class Arrangements	模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 時間Time: 星期六 Saturday 9:30 am - 12:30 pm / 1:30 pm - 4:30 pm (註：部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holidays.) 地點Venue: 明愛賽馬會社區書院 - 荃灣 新界荃灣眾安街146號 Caritas Jockey Club Institute of Community Education - Tsuen Wan 146 Chung On Street, Tsuen Wan, N. T. 或 OR 明愛社區書院 - 天后 香港英皇道75至83號聯合出版大廈一樓 Caritas Institute of Community Education - Tin Hau 1/F, SUP Tower, 75-83 King's Road, North Point, Hong Kong 或 OR 明愛社區書院 - 油麻地 九龍油麻地石壁道4號 Caritas Institute of Community Education - Yaumati 7-9/F, 4 Cliff Road, Yaumati, Kowloon 或 OR 明愛社區書院 - 粉嶺 新界粉嶺祥華村一號停車場三樓 Caritas Institute of Community Education - Fanling 3/F, Carpark No. 1, Cheung Wah Estate, Fanling, New Territories. 或 OR 明愛社區書院 - 屯門 新界屯門湖景邨湖月樓地下21-34室 Caritas Institute of Community Education - Tuen Mun Units 21-34, G/F, Wu Yuet House, Wu King Estate, Tuen Mun, N.T. 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: 3610 3700 電郵 Email: dhsm@cice.edu.hk 課程網址 Course Website: http://www.cice.edu.hk/Apl_course.html



香港復康服務概況

Overview of Rehabilitation Services in Hong Kong (9小時hrs)

- 健康護理、持續照顧和復康服務
Health care, continuum of care and rehabilitation services
- 健康護理服務的專業倫理
Professional ethics in health care services
- 溝通技巧與團隊協作
Communication skills and team work
- 行業參觀
Industry visits

基礎人類生物學

Fundamentals of Human Biology (30小時hrs)

- 一般解剖學、生理學和病理學術語
Anatomical, physiological & pathological terminologies
- 基本人體解剖和生理學
Basic human anatomy and physiology
- 病理生理學
Pathophysiology

復康實踐原理

Principles and Practice of Rehabilitation (45小時hrs)

- 復康定義、原則和安全事宜
Definition and principles of rehabilitation and safety issues
- 基本運動生理學
Basic exercise physiology
- 扶抱轉移和日間照顧的技巧使用
Use of transfer and ambulatory techniques
- 常見障礙的復康
Rehabilitation for common disorders
- 復康計劃及臨床推理
Rehabilitation planning and clinical reasoning

物理治療原則與實踐

Principles and Practice of Physiotherapy (27小時hrs)

- 物理治療的基本概念
Basic concept of physiotherapy
- 物理媒介在復康的應用
Physical agents in rehabilitation
- 基本物理治療器材的使用
Using basic physiotherapy related equipment
- 健體運動簡介
Introduction of fitness activities



職業治療原則與實踐

Principles and Practice of Occupational Therapy (27小時hrs)

- 職業治療的基本概念
Basic concept of occupational therapy
- 兒科復康的基本認識和技巧
Basic understanding and skills of pediatric rehabilitation
- 長者復康基本認識和技巧
Basic understanding and skills of geriatric rehabilitation
- 精神復康基本認識和技巧
Basic understanding and skills for mental health rehabilitation

言語治療原則與實踐

Principles and Practice of Speech Therapy (27小時hrs)

- 言語治療的基本概念
Basic concept of speech therapy
- 頭頸的基本解剖和生理學
Basic anatomy and physiology of head and neck
- 兒童溝通障礙簡介
Introduction to pediatric communication disorders
- 成人溝通障礙及吞嚥困難簡介
Introduction to adult communication disorders and swallowing difficulties

專題研習

Project (15小時hrs)

- 地區康健中心 / 基層醫療中心參觀
Visit to district health centre / primary healthcare centre
- 工作體驗及實踐
Workplace experience and practice

課程提供機構 Course Provider	嶺南大學持續進修學院 Lingnan Institute of Further Education (LIFE)	
學習範疇 / 課程組別 Area of Studies / Course Cluster	應用科學 / 心理學 Applied Science / Psychology	
課程簡介 Course Introduction	<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论與運用技巧，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。 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 Medium of Instruction	中文 或 英文 Chinese or English	
學習活動特色 Learning Activity Highlights	<ul style="list-style-type: none"> • 透過角色扮演、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论如何應用在日常生活中； • 參觀相關機構以了解不同心理學專業； • 參加由不同專業的心理學家所舉辦的工作坊及經驗分享。 • With 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; • Site visits to related organisations to enhance understanding of the psychology profession ; and • Attend sharing sessions and workshops conducted by various professional psychologists. 	
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與心理學、社會科學、輔導學、社會工作、人力資源管理、市場策劃相關的課程 e.g. Courses related to psychology, social sciences, counselling, social work, human resources management and marketing</p> <p>就業出路 Career Pathways</p> <ul style="list-style-type: none"> • 心理學相關的工作：輔導、社會和福利服務、教育、紀律部隊、就業指導服務、精神復康服務等； • 商業服務相關的工作：管理和行政職位、市場營銷、人力資源和培訓、銷售和客戶服務及保險服務等。 • Careers related to psychology: counselling, social and welfare services, education, disciplinary forces, career guidance, mental health services, etc.; • Careers related to business services: management and administrative positions, marketing, human resource and training, sales and customer services and insurance, etc. 	
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 時間Time: 星期六 Saturday 9:00 am – 1:00 pm / 2:00 pm – 6:00 pm (註：部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holidays.) 地點Venue: 嶺南大學 新界屯門嶺南大學劉仲謙樓 Lingnan University Lau Chung Him Building, Lingnan University, Tuen Mun, N.T. 或 OR 太子教育中心 香港九龍太子道西189號 (香港布廠商會教育中心) LIFE (Prince Edward) Learning Centre, 189 Prince Edward Road West, Kowloon. (Hong Kong Weaving Mills Association Education Centre)</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>	
查詢 Enquiries	電話 Tel: 2616 7293 電郵 Email: APL@LN.edu.hk 課程網址 Course Website: life.LN.edu.hk/apl/	

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



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 Introduction	<p>本課程讓學生從實踐中探索心理學的基礎概念，適合有興趣了解心理學概況並有意進修其他心理學課程的學生修讀。內容包括基礎心理學、生命全程的發展、性格、社會心理學、異常心理學與正向心理學等。學生完成課程後，可掌握基本的心理學知識與應用，於生活及社交中促進個人成長，為將來從事與心理服務相關的工作及升學作準備。</p> <p>This course is a broad-based introduction to psychology in everyday life. It is suitable for students who are interested in further studies in psychology. Topics include foundation of psychology, lifespan development, personality, social psychology, abnormal psychology and positive psychology. Upon completion, students will be able to apply basic concepts in both personal and social contexts. Students will go through a journey of personal growth and be ready for further studies and career development in psychology-related fields.</p>	
授課語言 Medium of Instruction	中文 或 英文 Chinese or English	
學習活動特色 Learning Activity Highlights	<p>參觀兒童、青年、成人和長者心理健康和社會服務機構、心理學實驗室例如兒童觀察室、輔導心理學實習室及心理測驗室；參與互動學習包括性格測試、小冊子製作、短片個案討論、角色扮演及小組活動。</p> <p>Site visits to various psychological and social services organisations serving children, youth, adults and older adults, psychology experimental laboratories such as children observation room, counselling room and psychology test laboratory; interactive learning activities including personality questionnaires, leaflet production, case studies, role plays and group activities.</p>	
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與心理學、社會工作、輔導、醫療保健、教育、商業、人力資源管理和一般社會科學學科相關的課程 e.g. Further studies related to psychology, social work, counselling, health care, education, business, human resources management and courses related to social science</p> <p>就業出路 Career Pathways 例如：從事與心理學、社會服務、醫療保健、教育、人事管理和客戶服務相關的工作 e.g. Careers related to psychology, social services, health care, education, human resources and customer services</p>	
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 時間Time: 星期六 Saturday 10:00 am - 1:00 pm / 2:00 pm - 5:00 pm (註一：部分課堂於上午十時至下午五時進行。) (註二：部分課堂將安排於暑假期間進行。) (Note 1: Some lessons will last from 10:00am to 5:00pm.) (Note 2: Lessons will also be scheduled during summer holidays.)</p> <p>地點Venue: 香港浸會大學持續教育學院九龍塘校園中心 HKBU(SCE) Kowloon Tong Campus Centre 九龍九龍塘聯福道34號香港浸會大學逸夫校園思齊樓 David C. Lam Building, Shaw Campus, Hong Kong Baptist University, 34 Renfrew Road, Kowloon Tong, Kowloon</p> <p>或 OR 九龍九龍塘浸會大學道9號香港浸會大學陳瑞槐夫人胡尹桂女士持續教育大樓 Madam Chan Wu Wan Kwai SCE Tower, Hong Kong Baptist University, 9 Baptist University Road, Kowloon Tong, Kowloon</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>	
查詢 Enquiries	電話 Tel: 3411 5482 電郵 Email: jennie@hkbu.edu.hk 課程網址 Course Website: www.sce.hkbu.edu.hk/	

1. 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
Understanding 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 Behaviors (30小時hrs)

- 認識社交行為與互動
Understanding Social Behaviors and Interaction
- 偏見與歧視
Prejudice and Discrimination
- 吸引與愛情
Attraction and Love
- 異常行為和治療方法
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)

- 香港常見之心理健康問題
Common Mental Health Problems in Hong Kong
- 香港心理健康與社會服務
Introduction to Local 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 Psychological and Social Welfare Organizations 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 Introduction	<p>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、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、人際關係及價值觀和態度，為未來升學及就業做好準備。</p> <p>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 values and attitudes, preparing them for further studies and career development.</p>	
授課語言 Medium of Instruction	中文 或 英文 Chinese or English	
學習活動特色 Learning Activity Highlights	運動技巧訓練、體適能測試與評估、運動及體適能活動設計等 Exercise training, fitness testing and assessment, exercise and fitness training planning etc.	
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與運動教練或運動管理相關學位、高級文憑或文憑課程 e.g. Articulate to sports coaching or sports management related degree, higher diploma or diploma programmes</p> <p>就業出路 Career Pathways 例如：運動教練、體適能導師、運動項目主任、運動幹事、康體設施管理人員 e.g. Career in field of sports coaches, fitness instructors, sports event officers, sports programme executive, recreation and sports facilities managers</p>	
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 時間Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm (部分課堂將於暑假期間進行及全日上課。) (Lessons will also be scheduled during summer holidays and will be arranged as full day lessons.) 地點Venue: 香港專業進修學校(港專賽馬會馬鞍山校園) 新界馬鞍山耀安邨 Hong Kong College of Technology (HKCT Jockey Club Ma On Shan Campus) Yiu on Estate, Ma on Shan, Sha Tin, New Territories 或 OR 香港專業進修學校(港專賽馬會本科校園) 新界沙田馬鞍山鞍誠街2號 Hong Kong College of Technology (HKCT Jockey Club Undergraduate Campus) 2 On Shing Street, Ma On Shan, Sha Tin, New Territories</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>	
查詢 Enquiries	電話 Tel: 2265 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)

- 人體解剖學
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. 適能測試與評估

Fitness Testing and Assessment (20小時hrs)

- 體適能測試之功用
Functions of fitness tests
- 體適能測試項目分類
Classification of fitness tests
- 評估準則
Assessment standards
- 實務技能
Practical skills

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 sessions
- 試教活動
Coaching practice



課程提供機構 Course Provider	香港浸會大學持續教育學院 School of Continuing Education, Hong Kong Baptist University (HKBU(SCE))	
學習範疇 / 課程組別 Area of Studies / Course Cluster	應用科學 / 運動 Applied Science / Sports	
課程簡介 Course Introduction	<p>本課程讓學生從實踐中認識運動科學與體適能的基礎元素，其中包括體適能訓練及評估、運動及康樂活動管理、營養學及健康等。學生完成課程後，可掌握基本的運動科學知識及教練技巧，為將來從事與體育及康樂相關的工作及升學作準備。</p> <p>This course equips students with knowledge about the basic elements in exercise science and health fitness through practice, including fitness training and assessment, sports and recreation management, nutrition and health, etc. Students who have completed the course will acquire a basic understanding of exercise science and coaching techniques for further studies and career development in sports and recreation related industries.</p>	
授課語言 Medium of Instruction	中文 或 英文 Chinese or English	
學習活動特色 Learning Activity Highlights	體適能訓練、體適能活動及康樂活動管理、實地考察等 Fitness training, fitness programmes and recreation activities management, site visits, etc.	
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與運動科學、運動教練、體育及康樂管理相關的課程 e.g. Courses related to sports science, sports coaching, physical education, recreation management</p> <p>就業出路 Career Pathways 從事與運動教練、體適能、體育、康樂管理及體育行政相關的工作 e.g. Careers in the fields of sports coaching, health fitness, physical education, recreation management, sports administration</p>	
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 時間Time: 星期六 Saturday 10:00 am - 1:00 pm / 2:00 pm - 5:00 pm (註一：部分課堂於上午十時至下午五時進行。) (註二：部分課堂將安排於暑假期間進行。) (Note 1: Some lessons will last from 10:00 am to 5:00 pm.) (Note 2: Lessons will also be scheduled during summer holidays.)</p> <p>地點Venue: 香港浸會大學持續教育學院石門(沙田)校園中心 新界沙田石門安睦街8號 HKBU (SCE) Shek Mun (Shatin) Campus Centre 8 On Muk Street, Shek Mun, Shatin, N.T. 或 OR 香港浸會大學持續教育學院九龍塘校園中心 HKBU (SCE) Kowloon Tong Campus Centre 九龍九龍塘聯福道34號香港浸會大學逸夫校園思齊樓 David C. Lam Building, Shaw Campus, Hong Kong Baptist University, 34 Renfrew Road, Kowloon Tong, Kowloon 或 OR 九龍九龍塘浸會大學道9號香港浸會大學陳瑞槐夫人胡尹桂女士持續教育大樓 Madam Chan Wu Wan Kwai SCE Tower, Hong Kong Baptist University, 9 Baptist University Road, Kowloon Tong, Kowloon</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>	
查詢 Enquiries	電話 Tel: 3411 5482 電郵 Email: jennie@hkbu.edu.hk 課程網址 Course Website: www.sce.hkbu.edu.hk/	



核心部分 Core Part (165小時hrs)

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| <p>1. 香港運動發展
Sports Development in Hong Kong (15小時hrs)</p> <p>2. 運動心理學、教練操守及建立團隊
Exercise Psychology, Coaching Ethics and Team Building (24小時hrs)</p> <p>3. 營養學及健康
Nutrition and Health (24小時hrs)</p> <p>4. 運動及康樂活動管理
Sports and Recreation Management (27小時hrs)</p> | <p>5. 運動創傷的預防及基本處理
Prevention and Basic Treatment in Sports Injuries (18小時hrs)</p> <p>6. 體適能訓練及評估
Physical Training and Fitness Assessment (30小時hrs)</p> <p>7. 教練技巧及小組運動實習課
Coaching Techniques and Group Exercise Practicum (27小時hrs)</p> |
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選修部分 Elective Part (15小時hrs)

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| <p>8A. 運動科學實習課 — 設計精英運動訓練
Exercise Science Practicum:
Design of Elite Sports Training</p> <ul style="list-style-type: none"> • 精英運動的訓練
Training of elite sports • 精英運動員的生活模式及態度
Lifestyle and attitude of professional athletes • 精英運動訓練研究
Research on elite training • 演說技巧
Presentation skills | 或OR | <p>8B. 運動科學實習課 — 健康顧問報告
Exercise Science Practicum:
Health care Consultancy Report</p> <ul style="list-style-type: none"> • 健康顧問報告的重要性
Importance of a health care consultancy report • 健康生活的正面態度
Positive attitude towards a healthy lifestyle • 健康顧問報告研究
Research on health care consultancy report • 演說技巧
Presentation skills |
|--|-----|--|

<p>課程提供機構 Course Provider</p>	<p>香港大學專業進修學院 School of Professional and Continuing Education, The University of Hong Kong (HKU(SPACE))</p>	
<p>學習範疇 / 課程組別 Area of Studies / Course Cluster</p>	<p>工程及生產 / 土木、電機及機械工程 Engineering and Production / Civil, Electrical and Mechanical Engineering</p>	
<p>課程簡介 Course Introduction</p>	<p>本課程學與教活動的設計以學生為本，讓學生認識有關的基礎理論和概念，從而培養他們的共通能力，並建立他們對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>	
<p>授課語言 Medium of Instruction</p>	<p>中文 Chinese</p>	
<p>學習活動特色 Learning Activity Highlights</p>	<p>問題為本學習、小組討論、簡報匯報、個案研究、實習、工作坊、實地考察、業界講座等 Problem-based learning, group discussions, PowerPoint presentations, case studies, practical work, workshops, site visits, professional talks by industry practitioners, etc.</p>	
<p>升學路向及就業出路 Articulation to Further Studies and Career Pathways</p>	<p>升學路向 Further Studies 例如：屋宇裝備工程、建築、資訊科技及工程學 e.g. building services, building construction, information technology and engineering</p> <p>就業出路 Career Pathways 例如：助理屋宇裝備工程師、助理建築資訊模型設計師、建築資訊模型助理及建築資訊專員助理 e.g. assistant building engineer, BIM designer assistant; BIM modeler assistant; and building information specialist assistant</p>	
<p>授課安排 Class Arrangements</p>	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年10月 October 2021 時間Time: 星期六 Saturday 10:00 am - 1:00 pm (註：(1) 部分課堂將於上午十時至下午五時進行。(2) 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上午十時至下午五時。) (Note: (1) Some classes will be held from 10:00 am - 5:00 pm. (2) Summer lessons will focus on workshop practices and site visits. Lessons from 10:00 am - 5:00 pm during summer holidays.)</p> <p>地點Venue: 香港大學專業進修學院 (九龍東分校) 九龍九龍灣宏開道28號 HKU SPACE (Kowloon East Campus) 28 Wang Hoi Road, Kowloon Bay, Kowloon</p> <p>或 OR 香港大學專業進修學院 (北角城教學中心) 香港北角英皇道250號北角城中心 HKU SPACE (Fortress Tower Learning Centre) 250 King's Road, North Point, Hong Kong</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>	
<p>查詢 Enquiries</p>	<p>電話 Tel: 2975 5887 電郵 Email: apl@hkuspace.hku.hk 課程網址 Course Website: apl.hkuspace.hku.hk/</p>	



1. 智慧城市與建構技術

Smart Cities and Construction Technologies (30小時hrs)

- 智慧城市的演變和典範
Evolution of Smart Cities and exemplars
- 智慧城市的構成
What constitutes a smart city
- 建築業的貢獻
How construction industry contributes
- 建築技術簡介
Introduction of construction technologies

2. 智能建築

Smart Building Construction (45小時hrs)

- 數碼建築
Digital construction
- 建築信息模型
Building Information Modelling (BIM)
- 自動化建築
Automation in construction
- 自動化建築管理
Automation in building management

3. 智慧環境的發展

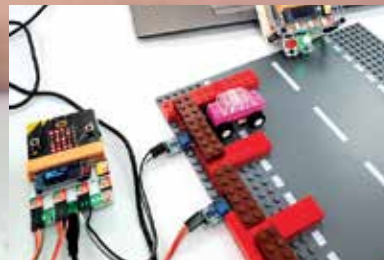
Smart Environment Development (45小時hrs)

- 智慧建築
Intelligent buildings
- 綠色建築
Green buildings
- 智慧出行
Smart mobility

4. 智慧城市的技術整合

Integrating Technologies towards Smart Cities (60小時hrs)

- 設計智慧城市
Design a smart city
- 建築信息模型在建築生命週期的應用
Application of BIM throughout the building life cycle
- 資源管理
Resource management
- 能源效益
Energy efficiency
- 安全管理
Safety management



課程提供機構 Course Provider	職業訓練局 Vocational Training Council (VTC)	
學習範疇 / 課程組別 Area of Studies / Course Cluster	工程及生產 / 土木、電機及機械工程 Engineering and Production / Civil, Electrical and Mechanical Engineering	
課程簡介 Course Introduction	<p>本課程讓學生在模擬環境下學習電機及能源工程業的概況，及其最新的本地和環球趨勢，和了解專業操守與責任、職業安全及可持續發展的應用。學生可透過不同的互動學習活動，掌握電機及能源工程的理論及應用。</p> <p>Through a simulated learning environment, students will learn the general profile of the electrical and energy engineering industry, and its latest local and global development. They will understand the work ethics and responsibilities, occupational safety as well as sustainable development applications. Through interactive learning activities, students will acquire the theories and applications of electrical and energy engineering.</p>	
授課語言 Medium of Instruction	中文 或 英文 Chinese or English	
學習活動特色 Learning Activity Highlights	<p>講授及示範、小組討論及匯報、實驗、個案研究、參觀電力公司有關發電及能源效益的設施、實務訓練、專題研習等</p> <p>Lectures with demonstrations, group discussions and presentations, experiments, case studies, visits to power company facilities relating to power generation and energy efficiency, practical training, project learning, etc.</p>	
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：升讀與電機工程、電子工程、屋宇裝備工程、機械工程、環保與管理、環境工程及能源管理相關的課程 e.g. Courses related to electrical engineering, electronics engineering, building services engineering, mechanical engineering, environmental protection and management, environmental engineering and energy management</p> <p>就業出路 Career Pathways 例如：從事與電機工程、電子工程、屋宇裝備工程、機械工程、環保與管理、環境工程及能源管理相關的工作 e.g. Careers in the fields of electrical engineering, electronics engineering, building services engineering, mechanical engineering, environmental protection and management, environmental engineering and energy management</p>	
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 時間Time: 星期六 Saturday 9:00 am – 1:00 pm / 1:30 pm – 5:30 pm (註: 部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holidays.) 地點Venue: 香港專業教育學院 (黃克競) 九龍荔枝角道702號 Hong Kong Institute of Vocational Education (Haking Wong) 702 Lai Chi Kok Road, Kowloon</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>	
查詢 Enquiries	<p>電話 Tel: 2836 1264 電郵 Email: apl-enquiry@vtc.edu.hk 課程網址 Course Website: www.vtc.edu.hk/apl</p>	



1. 電機及能源工程概覽

Overview of Electrical and Energy Engineering (36小時hrs)

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

2. 電力能源應用

Utilisation of Electrical Energy (72小時hrs)

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

3. 能源及效益

Energy Resources and Efficiency (72小時hrs)

- 天然能源
Natural Energy Resources
- 經濟調度
Economic Dispatch
- 能源審核概念
Concept of Energy Audit
- 智能科技與能源效益提升
Smart Technologies to Enhance Energy Efficiency
- 專題習作（選修課題任擇其一）
Implementation Project (Choose ONE of the elective topics)
 - (1) 再生能源系統
Renewable Energy System
 - (2) 智能科技與能源效益
Smart Technologies and Energy Efficiency

課程提供機構 Course Provider	香港大學專業進修學院 School of Professional and Continuing Education, The University of Hong Kong (HKU(SPACE))	
學習範疇 / 課程組別 Area of Studies / Course Cluster	工程及生產 / 資訊工程 Engineering and Production / Information Engineering	
課程簡介 Course Introduction	<p>資訊科技發展一日千里，各行各業對資訊科技的需求只升不跌，要在日新月異的資訊科技設備中搜集證據實在不易。本課程目的是培養中學生對電腦鑑證的興趣，使他們認識一套識別、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。</p> <p>The rapid development of information technology has been followed by a huge demand in computer hardware and software. To collect digital evidence in a rapidly changing computer environment is not easy. This course is designed to nurture secondary school students' interest in computer forensic technology and equip them with 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.</p>	
授課語言 Medium of Instruction	中文 或 英文 Chinese or English	
學習活動特色 Learning Activity Highlights	問題為本學習、小組討論、簡報匯報、個案研究、實地考察、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	<p>升學路向 Further Studies 例如：升讀與資訊科技及計算機科學相關的課程 e.g. Courses related to information technology and computer science</p> <p>就業出路 Career Pathways 例如：電腦網絡管理員、電腦數據恢復專家 e.g. Computer network administrator, data recovery specialist</p>	
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年10月 October 2021 時間Time: 星期六 Saturday 9:30 am – 12:30 pm 及 1:30 pm – 4:30 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 或 OR 香港大學專業進修學院保良局何鴻燊社區書院 香港銅鑼灣禮頓道66號 HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC) Campus 66 Leighton Road, Causeway Bay, Hong Kong</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>	
查詢 Enquiries	電話 Tel: 2587 3234 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 / 資訊工程 Engineering and Production / Information Engineering
課程簡介 Course Introduction	<p>本課程旨在為學生提供電子競技技術領域的基礎知識和技能，課程涵蓋了廣泛的學習領域，包括電子競技業務發展，電競設備和網絡基礎設置，數碼內容製作及電子競技賽事管理，以幫助他們進一步修讀相關學科及從事電子競技行業做好準備。</p> <p>This course aims at providing students with fundamental knowledge and skills in the field of eSports technology. The curriculum covers a wide range of study areas including eSports business development, devices and network infrastructure for eSports, digital content production and eSports event management. This is to prepare students to further study in relevant discipline and pursue a career in the eSports industry.</p>
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	問題為本學習、小組討論、小組匯報、案例研究、實地考察、模擬練習、業界講座及示範等 Problem-based learning, group discussions, group presentations, case studies, site visits, simulation exercises and Industry talks, etc.
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：電競、數碼媒體及娛樂、工商管理、體育及康樂管理、資訊科技 e.g. eSports, digital media and entertainment, business management, sports and recreation management, IT</p> <p>就業出路 Career Pathways 例如：電競初級活動策劃員及市場營銷人員、電競比賽評述員、初級技術支援人員 e.g. eSports junior event planners & marketing officers, eSports competition narrators, junior technical support officers</p>
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年10月 October 2021 時間Time: 星期六 Saturday 10:00 am – 1:00 pm (註：(1) 部分課堂將於上午十時至下午五時進行。(2) 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上午十時至下午五時。) (Note: (1) Some classes will be held from 10:00 am to 5:00 pm. (2) Summer lessons will focus on workshop practices and site visits. Lessons from 10:00 am to 5:00 pm during summer holidays.)</p> <p>地點Venue: 香港大學專業進修學院 (九龍東分校) 九龍九龍灣宏開道28號 HKU SPACE (Kowloon East Campus) 28 Wang Hoi Road, Kowloon Bay, Kowloon 或 OR</p> <p>香港大學專業進修學院 (北角城教學中心) 香港北角英皇道250號北角城中心 HKU SPACE (Fortress Tower Learning Centre) 250 King's Road, North Point, Hong Kong 或 OR</p> <p>香港大學專業進修學院 (港島南分校) 香港薄扶林華林徑3號 HKU SPACE (Island South Campus) 3 Wah Lam Path, Pokfulam, Hong Kong</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
查詢 Enquiries	電話 Tel: 2587 3219 電郵 Email: sw.fan@hkuspace.hku.hk 課程網址 Course Website: https://apl.hkuspace.hku.hk

電競商業生態系統概覽

Overview of eSports Business Ecosystem (30小時hrs)

- 電競的歷史、起源及發展
History, origin and development of eSports
- 電競產業中的持份者
Stakeholders of eSports industry
- 電競商業生態系統的架構
Framework of eSports business ecosystem
- 與電競相關的道德和法律議題
Ethics and legal issues related to eSports
- 電競遊戲分類及機制
eSports game classification and mechanism
- 電競成功的因素
Successful elements of eSports
- 應付遊戲成癮的技巧
Skill in dealing with gaming addiction

電競傳意技巧及活動籌劃

eSports Communication Skills and Event Planning (45小時hrs)

- 電競活動籌劃
eSports event planning
 - 電子競技的財政控制及贊助
eSports financial control and sponsorship
 - 電子競技的專營權模式
eSports competition franchised model
 - 保安措施和危機處理
Safety measures and crisis handling
 - 電競的推行
eSports event implementation
 - 電競的市場營銷
eSports marketing
- 電競傳意技巧
eSports Communication Skills
 - 報導技巧
Reporting skills
 - 電競遊戲介紹技巧
Skill of introducing eSport games
 - 旁述技巧
Narrating skills
 - 突發事件及其處理方法
Contingencies and its handling skills

電競設備和網絡基建設置

Devices and Network Infrastructure for eSports (39小時hrs)

- 電競設備
eSports devices
- 網絡延時對電競比賽的影響
Impacts by network latency on eSports competition
- 電競相關的網絡規格
Network specifications for eSports
- 網絡保安措施
Network security measures
- 5G技術及其對電競的影響
5G technology and its impacts on eSports



電競串流技術

eSports Streaming Technology (66小時hrs)

- 即時串流原理
Principles of live streaming
- 電競電腦圖像
Computer Graphics for eSports
- 直播平台及工具
Live streaming platform & tools
- 電競直播設備和配置
eSports live streaming setup and configuration
- 電競活動直播製作
eSports events live streaming production
- 即時串流設置問題解決方法
Troubleshooting for live streaming setup



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	工程及生產 / 資訊工程 Engineering and Production / Information Engineering	
課程簡介 Course Introduction	<p>在全球化的影響下，科技日新月異和經濟不斷改革，以致社會未來工作的性質和行業的類型要求與時俱進。為了迎合全球化和大數據時代，達致經濟和社會的最大效益，如何培養中學生具備科學、技術、工程和數學（STEM）的技能，成為教育的首要任務，這也是塑造社會未來人才的關鍵。本課程旨在全面介紹資訊科技的基本概念，其中包括程式設計、數據庫、IT項目管理技巧、應用程式開發及數據通訊和網絡。課程著重資訊科技行業在未來創造的新領職位上所需要的實踐與應用。學生完成課程後，可掌握人工智能及數據分析的基礎知識，為將來從事資訊科技相關的工作及升學作準備。</p> <p>Technological advancement reforms the nature of jobs in the IT industry globally. To maximize economic and social wellbeing in an increasingly global and digital age, it is critical that future generations are equipped with skills in Science, Technology, Engineering and Mathematics (STEM), which will play a major role in shaping the future workforce. The course focuses on latest artificial intelligence and data technologies to meet the diversified development of the rapid and contemporary change of the IT industry and prepare for further studies.</p>	
授課語言 Medium of Instruction	中文 或 英文 Chinese or English	
學習活動特色 Learning Activity Highlights	<p>師友計劃：業內專業人士參與師友計劃分享寶貴經驗 Mentorship: Industry Experience Sharing from mentorship offered by industry professionals</p> <p>公司參觀：參觀科技龍頭公司，以了解業界最新發展 Company Visit: Visit world's class Tech companies which expose students to the practical application of frontier technologies in IT</p> <p>業界認可：學生年滿16歲或以上可申請成為香港電腦學會學生會員 Industry Membership: Students aged 16 or above from Tech Basics course can apply as a Student Member in Hong Kong Computer Society</p>	
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：修讀與數據分析、網絡安全、人工智能相關的課程 e.g. courses related to Data analytics, cyber security and artificial intelligence</p> <p>就業出路 Career Pathways 例如：數據分析師、網絡安全分析師、AI 軟件開發人員、項目管理人員 e.g. data analyst, security analyst, AI software developer and project management</p>	
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年1月 January 2021 時間Time: 星期六 Saturday 10:00 am - 1:00 pm / 2:00 pm - 5:00 pm (註一：部分課堂於上午十時至下午五時進行。) (註二：部分課堂將安排於暑假期間進行。) (Note 1: Some lessons will last from 10:00 am to 5:00 pm.) (Note 2: Lessons will also be scheduled during summer holidays.)</p> <p>地點Venue: 香港浸會大學持續教育學院九龍塘校園中心 HKBU (SCE) Kowloon Tong Campus Centre 九龍九龍塘聯福道34號香港浸會大學逸夫校園思齊樓 David C. Lam Building, Shaw Campus, Hong Kong Baptist University, 34 Renfrew Road, Kowloon Tong, Kowloon 九龍九龍塘浸會大學道9號香港浸會大學陳瑞槐夫人胡尹桂女士持續教育大樓 Madam Chan Wu Wan Kwai SCE Tower, Hong Kong Baptist University, 9 Baptist University Road, Kowloon Tong, Kowloon</p> <p>或 OR</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>	
查詢 Enquiries	<p>電話 Tel: 3411 1930 電郵 Email: apaltsce@hkbu.edu.hk 課程網址 Course Website: www.sce.hkbu.edu.hk</p>	



1. 資訊科技基礎

Fundamentals of Information Technology (IT) (30小時hrs)

- 新興技術簡介（數據分析、網絡安全和人工智能）
Introduction to Emerging Technology (Data Analytics, Cybersecurity and Artificial Intelligence)
- 計算機硬件組件和體系結構
Computer Hardware Components and Architectures
- 軟件和應用程序的概念
Concepts of Software and Applications
- 計算機操守和社會議題
Computer Ethics and Social Issues
- 基礎資訊科技安全和威脅
Basic IT Security and Threats

2. 程式設計

Programming (39小時hrs)

- 數據結構和基本算法設計
Data Structures and Basic Algorithm Design
- 編程語言簡介 (Python)
Introduction of Programming Languages (Python)
- 數據科學編寫簡介
Introduction to Data Science Programming

3. 數據庫

Database (24小時hrs)

- 運用試算表軟件 (Excel) 作數據處理
Data Processing with Spreadsheet Software (Excel)
- 運用關係數據庫管理系統 (RDBMS) 作數據處理
Data Processing with Relational Database Management System (RDBMS)

4. IT 項目管理技巧

IT Project Management Skills (24小時hrs)

- 項目管理
Project Management
- 相互協作
Collaboration
- 領導能力
Leadership
- 有效溝通
Effective Communication

5. 應用程式開發

Application Development (39小時hrs)

- 物件導向程式設計 (JavaScript)
Object Oriented Programming (JavaScript)
- 運用「HTML5」作網絡開發的基礎知識
Fundamentals of Web Development using “HTML5”
- 運用「Swift」作流動應用程式開發的基礎知識
Fundamentals of Mobile App Development using “Swift”

6. 數據通訊和網絡

Data Communications and Networking (24小時hrs)

- 網絡基礎知識
Network Fundamentals
- 交換和路由技術
Switching and Routing Technology
- 基礎設施服務、安全和管理
Infrastructure Services, Security and Management

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 Introduction	<p>投身航空業是很多年青人的夢想。本課程介紹航空業的運作，尤其著重飛行、飛機維修、航空服務及航空貨運四大範疇所需要的知識和技能。課程幫助學生理解航空業的實況及前景，為有興趣日後進修航空業相關課程，以及投身航空業的學生打好基礎。</p> <p>Aviation is the dream of many teenagers. This course introduces students the operation of the aviation industry, with an emphasis on the knowledge and skills required for aircraft pilots, aircraft maintenance, aviation services and air cargo. It aims to help students understand the reality and prospects of the aviation industry, and to prepare them for further studies and career development in the field.</p>	
授課語言 Medium of Instruction	中文 或 英文（「飛行」選修部分只以英文授課） Chinese or English English (“Aircraft Pilot” elective will be conducted in English only)	
學習活動特色 Learning Activity Highlights	<p>問題為本學習、小組討論、簡報匯報、個案研究、實地考察、工作坊、模擬練習（包括飛機控制 / 飛機維修程序 / 客艙服務等）、行業講座及示範等</p> <p>Problem-based learning, group discussions, PowerPoint presentations, case studies, site visits, workshops, simulation exercises (including flight control / aircraft maintenance procedures / cabin services), seminars and demonstrations by industry practitioners, etc.</p>	
升學路向及就業出路 Articulation to Further Studies and Career Pathways	<p>升學路向 Further Studies 例如：航空、工程學、旅遊、人力資源管理、物流、運輸 e.g. aviation, engineering, tourism, human resources management, logistics, transportation</p> <p>就業出路 Career Pathways 例如：見習飛機駕駛員、見習飛機維修員、飛機維修 / 生產工程師、飛機機械工程師、空勤人員、客戶服務主任、空運貨物人員、地勤服務及地面服務員 e.g. aircraft cadet pilots, aircraft maintenance trainee, engineer in aircraft maintenance / aircraft manufacture, mechanical engineer, cabin crew, customer service officer, air cargo officer, ground handling and ramp service agent</p>	
授課安排 Class Arrangements	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年10月 October 2021 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：暑期課堂的安排著重工作坊實習及實地考察。) (Note: Summer lessons will focus on workshop practices and site visits.)</p> <p>地點Venue: 香港大學專業進修學院（九龍東分校） 九龍九龍灣宏開道28號 HKU SPACE (Kowloon East Campus) 28 Wang Hoi Road, Kowloon Bay, Kowloon</p> <p>或 OR</p> <p>香港大學專業進修學院（北角城教學中心） 香港北角英皇道250號北角城中心 HKU SPACE (Fortress Tower Learning Centre) 250 King's Road, North Point, Hong Kong</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>	
查詢 Enquiries	電話 Tel: 3762 0910 / 3762 0839 電郵 Email: apl@hkuspace.hku.hk 課程網址 Course Website: apl.hkuspace.hku.hk/	

核心部分 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

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
Air cargo management

或 OR



<p>課程提供機構 Course Provider</p>	<p>香港專業進修學校 Hong Kong College of Technology (HKCT)</p>
<p>學習範疇 / 課程組別 Area of Studies / Course Cluster</p>	<p>工程及生產 / 服務工程 Engineering and Production / Services Engineering</p>
<p>課程簡介 Course Introduction</p>	<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。 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>
<p>授課語言 Medium of Instruction</p>	<p>中文 或 英文 Chinese or English</p>
<p>學習活動特色 Learning Activity Highlights</p>	<p>鐵路設施實地考察及從業員的分享（如控制中心、車廠、車站）、模擬列車駕駛操作、手動操作月台幕門實習、專題研習（如為指定城市草擬新鐵路路線）等 Visits of railway facilities and sharing by practitioners (e.g. operation control centre, depot, stations), train driving simulation, practice on manual operation of platform screen door, group project (e.g. produce a preliminary design of a new metro line for a designated city) etc.</p>
<p>升學路向及就業出路 Articulation to Further Studies and Career Pathways</p>	<p>升學路向 Further Studies 學員畢業後可申請由港專、港鐵學院或其他院校開辦的運輸 / 工程相關的高級文憑或文憑課程 Students are eligible to apply transportation / engineering related higher diploma or diploma programmes offered by HKCT, MTR Academy or other institutions</p> <p>就業出路 Career Pathways 初級職位，例如：列車車長、站務主任、助理物流主管、機電學徒、技工或技術員、在運輸相關行業的營運主任或項目主任 Positions at entry level, e.g. train captain, train station officer, assistant logistic officer, electrical and mechanical apprentice, tradesman or technician, operation officer or project officer in transport-related industry</p> <p>管理層職位，例如：高級車站管理主任、站務經理、列車車隊經理、機電工程師、維修工程師、在運輸相關行業的營運經理或項目經理 Positions at managerial level, e.g. senior station officer, station manager, train crew manager, electrical and mechanical engineer, maintenance engineer, operation or project manager in transport-related industry</p>
<p>授課安排 Class Arrangements</p>	<p>模式一 Mode 1 開課日期 Commencement Date: 2021年9月 September 2021 時間Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm (註：部分課堂將於暑假期間進行及全日上課。) (Note: Some lessons will also be scheduled during summer holidays and will be arranged as full day lessons.)</p> <p>地點Venue: 香港專業進修學校（港專賽馬會馬鞍山校園） 新界馬鞍山耀安邨 Hong Kong College of Technology (HKCT Jockey Club Ma On Shan Campus) Yiu on Estate, Ma on Shan, Sha Tin, New Territories 或 OR 香港專業進修學校（港專賽馬會本科校園） 新界沙田馬鞍山鞍誠街2號 Hong Kong College of Technology (HKCT Jockey Club Undergraduate Campus) 2 On Shing Street, Ma On Shan, Sha Tin, New Territories 或 OR 香港九龍紅磡暢運道8號港鐵紅磡大樓1樓（港鐵學院紅磡校園） MTR Hung Hom Building, 1/F., 8 Cheong Wan Road, Hung Hom, Kowloon (MTR Academy Hung Hom Campus) 或 OR 香港九龍九龍灣大業街33號港鐵九龍灣車廠（港鐵學院九龍灣校園） Kowloon Bay Depot, 33 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong (MTR Academy Kowloon Bay Campus)</p> <p>模式二 Mode 2 課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。 Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.</p>
<p>查詢 Enquiries</p>	<p>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</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



Course Provider	Vocational Training Council (VTC)	
Course Introduction	This course provides students with opportunities to practise English in simulated and near authentic vocational contexts, develop their English proficiency and generic skills, and enhance their awareness of the important role of English communication in real-world work environments. Through application and practice, students are also given opportunities to develop their career-related competencies, communication skills, thinking skills and people skills while laying a good foundation of English for further studies and work.	
Medium of Instruction	English	
Learning Activity Highlights	Different modes of activities, e.g. role-plays, group discussions, projects, visits and case studies, are employed to provide students with a systematic understanding about different contexts in communication and eye-opening opportunities to experience how English is used for communication.	
Articulation to Further Studies and Career Pathways	<p>Further Studies e.g. Courses related to applied science, business, communication, design, engineering, hospitality, information technology and services</p> <p>Career Pathways Positions at entry level, e.g. pharmacy assistant, assistant HR officer, media assistant, junior designer, electrical and electronic technician, hotel front desk officer, IT support officer and customer service assistant</p>	
Class Arrangements	<p>Mode 1 Commencement Date: September 2021 Time: Saturday 2:00 pm - 5:00 pm (Note: Lessons will also be scheduled during the summer holidays) Venue: Hong Kong Institute of Vocational Education (Haking Wong) 702 Lai Chi Kok Road, Cheung Sha Wan, Kowloon OR Hong Kong Institute of Vocational Education (Chai Wan) 30 Shing Tai Road, Chai Wan, Hong Kong OR Hong Kong Institute of Vocational Education (Shatin) 21 Yuen Wo Road, Shatin, New Territories</p> <p>Mode 2 Lessons will mainly be held at students' own schools. Details will be confirmed between the course provider and schools concerned.</p>	
Enquiries	<p>Tel: 2836 1264 Email: apl-enquiry@vtc.edu.hk Course Website: www.vtc.edu.hk/apl</p>	





Module	Selected Topics and Functions	Context and Language Output
<p>1. Listening and Speaking (QF Level 2) (40 hrs)</p>	<p>Oral Presentations</p> <ul style="list-style-type: none"> • Describing Product / Service Features • Making Offers and Suggestions • Giving a Demonstration • Giving a Product Presentation <p>Oral Interactions</p> <ul style="list-style-type: none"> • Discussing Workplace Health and Safety • Handling Manpower Issues • Planning a Job Interview • Boosting Business • Promoting Products / Services 	<p>General Workplace Contexts: Discussions, presentations, telephone conversations, etc.</p>
<p>2. Reading and Writing (QF Level 2) (40 hrs)</p>	<p>Presenting Written Information</p> <ul style="list-style-type: none"> • Booking a Booth for an Exhibition • Selecting Products for Promotion • Choosing a Hotel for a Business Trip • Choosing a Free Gift for Promotion <p>Written Correspondence</p> <ul style="list-style-type: none"> • Planning an Office Supplies Fair • Stating Preferences for Office Expansion • Arranging a Business Event • Planning a Business Trip • Opening a New Branch 	<p>General Workplace Contexts: Emails, letters, promotional leaflets, etc.</p>
<p>3. Listening and Speaking (QF Level 3) (50 hrs)</p>	<p>Oral Presentations</p> <ul style="list-style-type: none"> • Arousing the Audience's Interest • Highlighting Messages • Using Body Language and Visual Aids • Presenting Calls to Action <p>Oral Interactions</p> <ul style="list-style-type: none"> • Handling Enquiries • Handling Requests • Handling Late Payment and Delivery • Matching Products to Customers • Handling Problems and Complaints 	<p>Specific Trade Sectors (e.g. banking, engineering, hospitality, import / export, logistics, retail): Briefings, discussions, meetings, presentations, telephone conversations, etc.</p>
<p>4. Reading and Writing (QF Level 3) (50 hrs)</p>	<p>Presenting Information on Social Media Sites</p> <ul style="list-style-type: none"> • Promoting Products / Services • Announcing New Products / Services • Responding to Negative Feedback • Presenting Survey Results <p>Written Correspondence</p> <ul style="list-style-type: none"> • Handling Orders • Giving Directions • Promoting Products / Services • Responding to Customers' Requests • Handling Problems and Complaints 	<p>Specific Trade Sectors (e.g. banking, engineering, hospitality, import / export, logistics, retail): Emails, letters, notices, promotional leaflets, reports, social media posts / responses, etc.</p>

Course Provider

School of Professional and Continuing Education,
 The University of Hong Kong (HKU SPACE)



Course Introduction

The course provides opportunities for students to enhance their English communication skills in authentic/near-authentic vocational and professional settings. It enhances students' flexibility in articulation pathways by increasing their academic literacy, functional workplace literacy as well as critical literacy necessary for a smooth transition from a vocational training route to higher education in colleges and universities.

Medium of Instruction

English

Learning Activity Highlights

Group discussions/activities, role-plays in real-life workplace scenarios, individual presentations, visits to the training centres of HKU SPACE, etc.

Articulation to Further Studies
 and Career Pathways

Further Studies

e.g. Courses related to tourism, hospitality, airline services, airport services, aviation, transport and logistics

Career Pathways

Positions at entry level, e.g. customer service assistant, hotel front desk officer, junior flight attendant, flight operations officer, assistant logistics officer

Class Arrangements

Mode 1

Commencement Date: September 2021

Time: Saturday 10:00 am - 1:00 pm or 2:00 pm to 5:00 pm

Venue: HKU SPACE (Kowloon East Campus)

28 Wang Hoi Road, Kowloon Bay, Kowloon

Mode 2

Lessons will mainly be held at students' own schools. Details will be confirmed between the course provider and schools concerned.

Enquiries

Tel: 3762 2251, 3762 0938

Email: yuanna.hui@hkuspace.hku.hk, bonnie.cc.ng@hkuspace.hku.hk

Course Website: <https://www2.hkuspace.hku.hk/cc/applied-learning/vocational-english>



		Module Focus	Selected Topics and Functions
QF Level 2 (80 hours)	Module 1: Listening and Speaking (QF Level 2) (40 hrs)	Listening and speaking skills relating to a specified range of familiar work and social contexts for everyday communication	<p>Part 1: Pleasure and Leisure</p> <ul style="list-style-type: none"> Giving self-introduction Describing / discussing gadgets and games Talking about social media platforms Making suggestions and plans Asking for locations, goods and services <p>Part 2: Local Knowledge</p> <ul style="list-style-type: none"> Living and studying in Hong Kong Landmarks and tourist attractions Recommending places and activities Discussing options, expressing preferences and making decisions <p>Part 3: Enquiry and Reply</p> <ul style="list-style-type: none"> Talking about tools, equipment and supplies Giving directions and instructions Answering calls and taking phone messages Greeting and attending to customers Offering assistance and responding to enquiries
	Module 2: Reading and Writing (QF Level 2) (40 hrs)	Reading and writing skills relating to a specified range of familiar, routine work and social contexts for workplace communication	<p>Part 1: Process and Procedure</p> <ul style="list-style-type: none"> Information on products and services Rules and regulations Store events and promotions Understanding and writing basic documents / routine work messages <p>Part 2: Problems and Solutions</p> <ul style="list-style-type: none"> Misunderstandings, mishaps and unusual incidents Describing an event or a scene Completing a complaint form / report for customers Replying to complaints and suggesting solutions Offering apologies and delivering negative news in routine written messages <p>Part 3: Internship and Apprenticeship</p> <ul style="list-style-type: none"> Academic education and vocational training Inspirations and aspirations Young entrepreneurs Specific and transferable job skills
	Module 3: Listening and Speaking (QF Level 3) (50 hrs)	Listening and speaking skills relating to specific fields / work sectors and a wide range of largely familiar work and social contexts for business communication	<p>Part 1: Industry-specific English I</p> <p>Tourism, Hospitality, Airline Services, Airport Services, Aviation, and Transport and Logistics</p> <ul style="list-style-type: none"> Food and beverages Dietary options and restrictions Airline lounges, airport facilities and services Aircraft safety, facilities and services Taking hotel, restaurant and flight reservations Providing check-in and check-out services Describing highlights in tours and itineraries Handling enquiries / requests / complaints from hotel guests, restaurant patrons, tourists and passengers <p>Part 2: Industry-specific English II</p> <p>Design (fashion, interior and product), Information Technology, Leisure and Recreation</p> <ul style="list-style-type: none"> Trends and developments Technology and entertainment Design concepts and product design Features of a good design Information technology (issues of security and safety) Explaining the functions and benefits of leisure facilities / services Explaining the functions and benefits of designs and designed objects Participating in problem-solving discussions Reaching an agreement in negotiations
QF Level 3 (100 hours)	Module 4: Reading and Writing (QF Level 3) (50 hrs)	Reading and writing skills relating to specific fields / work sectors and a wide range of largely familiar work and social contexts for business communication	<p>Part 1: Job Seeking and Employment</p> <ul style="list-style-type: none"> Evaluating job advertisements Investigating prospective employers Appropriate communication skills and etiquette for seeking employment Writing a comprehensive curriculum vitae and cover letter Making requests for references / interviews Drafting and polishing responses for frequently-asked questions in job interviews Describing problem-solving experiences, success stories, personal expectations, and achievements in education and training <p>Part 2: Socialising at / after Work</p> <ul style="list-style-type: none"> The importance of building trust, developing empathy and creating a positive work culture / environment How culture affects communication The benefits of working in a culturally / ethnically-diverse environment Social networking and the workplace Entertainment options and arrangements Reading and writing tactful messages Posting and networking on social media

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，認識商業服務行業的工作流程、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：2021年1月或2月

時間：星期六 9:00 am - 1:00 pm

地點：香港九龍紅磡紅樂道8號 香港理工大學紅磡灣校園

或
香港九龍油麻地海庭道9號 香港理工大學西九龍校園

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：sharon.see@speed-polyu.edu.hk / ceo@speed-polyu.edu.hk

課程網址：www.speed-polyu.edu.hk/tc/short-course/aplc





課程提供機構	香港浸會大學持續教育學院
課程簡介	<p>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。</p>
授課語言	中文（粵語）
學習活動特色	<p>學與教活動的設計以學生為本，從第二語言學習的角度，讓學生認識中文的基礎知識。從活動中拓闊視野，並從實踐中學習，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，以及透過實踐，表現出運用中文的思考能力和團隊精神。學習活動包括角色扮演、小組討論、參觀體驗、模擬情境對話（如向顧客推介產品、應對顧客投訴、回應市民需求），從而了解工作環境的多樣性和顧客群體的多樣性，以及豐富對中文的理解和運用。</p>
升學路向及就業出路	<p>升學路向 例如：升讀與零售、物流、旅遊、款待、護理健康、教育科技、環境保護、紀律部隊等相關的課程</p> <p>就業出路 初級職位，例如：售貨員、倉務員、旅遊顧問、前台服務員、初級保健員、文書助理、環保大使、員佐級紀律人員 管理層職位，例如：銷售經理、倉務主管、旅行社分行經理、前堂部經理、二級保健員、助理文書主任、助理環境保護主任、主任級紀律人員</p>
授課安排	<p>模式一 開課日期：2021年1月 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 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34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9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136號A四樓 或 九龍觀塘道370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213號胡忠大廈二十六樓</p> <p>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。</p>
查詢	<p>電話：3411 5482 電郵：jennie@hkbu.edu.hk 課程網址：http://www.sce.hkbu.edu.hk/</p>





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

學與教活動的設計以學生為本，從第二語言學習的角度，讓學生認識中文的基礎知識。在真實和模擬的日常生活及職場情境中認識相關的要求。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：與餐飲、酒店、旅遊、航空服務、公共行政、社會服務或項目管理相關的課程

就業出路

初級職位，例如：餐廳服務員、主題公園顧客服務員、酒店接待員、會所服務員、機場顧客服務員 / 空中服務員、文書助理 / 紀律部隊員佐級職位、活動小組助理或項目助理
管理層職位，例如：餐廳經理、客戶服務經理、酒店經理、會所經理、機場顧客服務主任 / 空中服務主任、助理文書主任 / 紀律部隊主任級職位、活動中心主任 / 社區中心主任、項目經理

授課安排

模式一

開課日期：2020年1月

時間： 星期六 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm
(註：部分課堂將安排於暑假期間進行。)

地點： 港專賽馬會本科校園：新界沙田馬鞍山鞍誠街2號

港專何文田校園：九龍何文田公主道14號

長沙灣培訓中心：九龍長沙灣青山道368號喜韻2樓

佐敦培訓中心：九龍彌敦道345號永安九龍中心（宏利公積金大廈）11樓1101-05室

港專元朗教學中心：新界元朗水車館街28號萬金中心地下22號舖

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：2265 6986 / 2926 1222

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

課程網址：www.hkct.edu.hk/apl



實務中文一 (65小時)	口語溝通	閱讀一	寫作
<p>學習情境：</p> <ul style="list-style-type: none"> 餐飲服務 主題公園 <p>內容舉隅：</p> <ul style="list-style-type: none"> 在職場作自我介紹 閱讀與餐飲服務/主題公園相關的文章 使用便條交代工作事項 	<p>口語溝通(粵語)一(18小時)</p> <ol style="list-style-type: none"> 日常生活用語 <ol style="list-style-type: none"> 1.1 交際用語(如寒暄、打招呼) 1.2 簡述個人資料及熟悉的事物 基本語言功能及交際技巧 <ol style="list-style-type: none"> 2.1 基本交際功能(如聆聽、詢問和答覆、自我介紹) 2.2 因應交際者的身份、場合的氣氛及聽者的反應調整說話內容 常用表達技巧(如說明及陳述) 自學(如使用字詞自學網站、手機應用程式、糾正發音) 	<p>閱讀一(27小時)</p> <ol style="list-style-type: none"> 日常生活常用詞句(如表示時間、地點、人物、價錢) 職場常用詞句(如介紹產品、服務) 基礎閱讀 <ol style="list-style-type: none"> 7.1 敘述性文字(如便條、簡短書信) 7.2 說明性文字(如指南、說明書) 閱讀策略 <ol style="list-style-type: none"> 8.1 敘述性文字(如辨析關鍵詞及主題句;找出時間、地點、人物及事件) 8.2 說明性文字(掌握說明方法,如數字、分類、比較說明) 	<p>寫作一(20小時)</p> <ol style="list-style-type: none"> 中文書寫概念 <ol style="list-style-type: none"> 9.1 詞語及句子結構(如字形結構、句式組合) 9.2 基礎文章組織及段落結構 簡單實用文寫作 <ol style="list-style-type: none"> 10.1 敘述性寫作(如簡錄事件重點、便條、工作日誌、賀卡) 10.2 說明性寫作(如餐單、清單) 自學(善用輔助工具) <ol style="list-style-type: none"> 11.1 字形結構 11.2 寫作策略(如查字典、擬寫腦圖)
<p>↓</p>	<p>↓</p>	<p>↓</p>	<p>↓</p>
實務中文二 (65小時)	口語溝通(粵語)二(18小時)	閱讀二(27小時)	寫作二(20小時)
<p>學習情境：</p> <ul style="list-style-type: none"> 酒店 旅遊 航空服務 <p>內容舉隅：</p> <ul style="list-style-type: none"> 以職員身份向客人介紹酒店設施/旅遊景點/機場服務 閱讀員工守則、操作手冊 撰寫履歷表 	<p>口語溝通(粵語)二(18小時)</p> <ol style="list-style-type: none"> 理解視聽資訊(如辨別、篩選要點) 日常生活範疇的交際技巧(如問候、邀請、接納、婉拒、讚美) 職場範疇的交際技巧 <ol style="list-style-type: none"> 3.1 單向式表達(如圍繞主題發表意見) 3.2 因應不同交際場合及目的,組織對話內容 傳意技巧(如詞語和語氣的運用、神情和態度) 	<p>閱讀二(27小時)</p> <ol style="list-style-type: none"> 日常生活及社會範疇的閱讀 <ol style="list-style-type: none"> 5.1 簡短文章和圖表閱讀(如理解圖表及點列式資料) 5.2 基礎報章閱讀(如辨析報刊標題、提要式報道、新聞稿結構) 職場範疇的閱讀 <ol style="list-style-type: none"> 6.1 敘述性資料(如廣告、啟事) 6.2 說明性資料(如工作守則、工作流程) 自學(組詞及造句) <ol style="list-style-type: none"> 7.1 字典辭書(如配詞法、例句閱讀) 7.2 電子材料(如網上辭典的檢索方法、漢語詞匯學習應用程式等電子學習平台) 	<p>寫作二(20小時)</p> <ol style="list-style-type: none"> 日常生活及社會範疇的寫作(如日記、私人信件、個人履歷) 實用文寫作(如通告、啟事、商務電郵) 寫作重點(如記述重點、選取素材、格式、對象、目的、用語) 寫作策略(如列寫大綱、查閱字典、校對)
<p>↓</p>	<p>↓</p>	<p>↓</p>	<p>↓</p>
實務中文三 (140小時)	口語溝通(粵語)三(40小時)	閱讀三(55小時)	寫作三(45小時)
<p>學習情境：</p> <ul style="list-style-type: none"> 公共行政 社會服務 項目管理 <p>內容舉隅：</p> <ul style="list-style-type: none"> 以適當的說話技巧完成升學或求職面試 閱讀與公共行政的書函/社區活動的報告 通過撰寫建議書、新聞稿宣傳活動項目 	<p>口語溝通(粵語)三(40小時)</p> <ol style="list-style-type: none"> 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) 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) 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等) 	<p>閱讀三(55小時)</p> <ol style="list-style-type: none"> 日常生活及社會範疇的閱讀:本地報章/視聽材料(如時事用語、訊息摘要、文章評論) 閱讀實用文書或以職場為情境的篇章(如演講辭、處理客人投訴程序、會議紀錄) 對閱讀內容的理解(如比較不同篇章的內容和觀點、辨析主要信息和細節、理解主旨、分析篇章結構) 	<p>寫作三(45小時)</p> <ol style="list-style-type: none"> 職場範疇的書信寫作(如邀請函、求職信、感謝信) 書信以外的實用文寫作(如會議紀錄、宣傳文稿、新聞稿、工作報告、建議書) 寫作重點(如格式、對象、目的、段落結構、用語) 複句(如並列、承接、選擇、遞進、因果、轉折) 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)



林曉晴
室內設計
職業訓練局

從小對社會學和三維空間深感興趣的我，透過高中應用學習給予我演繹個人期望的途徑—室內設計。回顧接觸室內設計的學習過程，從抱着開放態度，嘗試的心態參與每一段課堂，到建立與導師和同儕之間可貴的牽絆，皆讓我確立明確目標，未來成為專業室內設計師。我現正修讀室內建築設計學士學位。



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各樣情緒的方法，我在學唱歌研究樂譜時亦能學以致用。我現正修讀古典音樂學士學位。



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，拍攝單等等。在IFVA獨立短片及影像媒體比賽中獲獎後，現在我要求更高了。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。另外亦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。修讀後，增加了我對於商業及經濟的興趣，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

我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。課程不僅讓我學到了烹飪技巧及知識，更重要的是，學到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。





潘淨極
幼兒教育
明愛社區書院

課程讓我學習到很多有關幼兒的教育知識，令我明白與小朋友玩樂時如何運用一些教育理念及理論，協助幼兒成長。此外，課程亦有課外考察，如到不同的公園作考察，了解及分析公園的設施如何幫助小朋友成長。課程中的實習部分是一個很好的機會讓大家運用學到的知識，亦因為實習的體驗令我更加確定投身於幼兒教育行業的信念。我現正修讀幼兒教育高級文憑課程。



卓素芬
美容學基礎
香港城市大學專業進修學院

因從小就喜歡把自己打扮得漂漂亮亮，所以一直對美容行業深感興趣，在中四得知可報讀有關美容學的應用課程便立即報名。在課程中，比我預期中所學得的知識更多，不單是美容行業的操作，更包含有關身體、皮膚結構的知識。透過課程對該行業的接觸，令我對美容業更感興趣，驅使我繼續修讀有關課程。畢業後，我進修與專業化妝、美甲及美容治療師相關課程。



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。



楊洛宜

甜品及咖啡店營運
香港專業進修學校

修讀應用學習課程能讓我增強對服務性行業的認知。同時，在課程中我更學到咖啡的相關知識。而透過此課程，增加了我在服務性行業的經驗，對我將來的工作有一定幫助。此外，咖啡店老闆教會我很多咖啡與及店舖營運知識，這對於希望在將來開店舖的我有很大幫助。



李珈沂

中醫藥學基礎
香港大學專業進修學院



修讀這個應用學習課程後，不但學到一些中醫的基本知識，還發現中醫和西醫有許多息息相關之處，教授也懂得不少西醫知識，讓我見識到醫學的神奇之處，從而令自己從醫的夢想更加堅定。即使現時並不是修讀中醫相關的課程，但這個課程也令我知道醫學的領域很廣，不同專業也有值得借鑑的地方，相信在將來會令我有得益。我現正修讀內外全科醫學士課程。



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，去學習有關心理學的實用知識，也找到人生的重要方向，促使我畢業後修讀心理學副學士。



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。畢業後，我繼續升讀電機工程高級文憑課程。



LIANG Laiane

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

作為於香港學習的非華語學生，課程令我的中文技巧有所提升，特別是中文的溝通技巧方面，我的進步特別明顯。在修讀應用學習中文課程期間，亦同時令我於校內中文考試及海外中文考試(例如：GCSE及GCE)得到更理想的成績，我也在課程中學到更多本地常用的中文，也令我更有信心去運用它。我能自豪的說，我的中文有很大的進步。我現正修讀理學副學士(建築學)。



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 and search relevant information and apply my ideas to the design. Most importantly the course helped me set my life goals and aspiration. I am currently studying a degree in Theatre and Entertainment Arts.



TONG Ka Hei Hebe
Hotel Operations
Vocational Training Council

ApL courses have made me grow a lot. First of all, the ApL course has improved my social skills. From the first day, I was nervous about introducing myself, now I could calmly report in front of my classmates. ApL course has increased my self-confidence and I will not be stage fright. In addition, this course has increased my knowledge and interest in the hotel industry and made me realize that I want to work in the hotel industry in the future. I am now taking a degree in hotel operations management.



YIU Chung Hin
Film and Video
Vocational Training Council

Taking ApL course allows me to learn more about film-related knowledge and gives me the opportunity to meet like-minded peers. During the course of study, the instructor not only taught us about the basic knowledge of the industry, but also shared with us his personal experience in film-making which are not readily available from school learning. And I found my dream from it, and decided to make film as my future career. I am now studying a degree in Film and Television.



LEE On Ying
Medical Laboratory Science
HKU (SPACE)

This ApL course not only taught students the essential knowledge on biomedical science, but also arranged site visits to the authentic clinical laboratories, e.g. PYN Eastern Hospital and the HK blood transfusion services. Moreover, I had many hands-on experience in doing the experiments in the HKU student laboratory and job shadowing in one of the renowned private medical laboratories in Hong Kong. This greatly broadened my horizon on the job nature of a medical laboratory technologist and has motivated me to pursue my study in medical laboratory science for becoming a registered medical laboratory practitioner as my future career. I took an associate degree in Biomedical Science afterwards and am now studying my degree in Medical Laboratory Science.



TSANG Ming Him
Marketing and Online Promotion
CityU (SCOPE)

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 courses 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.



LAW Wing Fung Alvin
Aviation Studies
HKU (SPACE)

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 at HAECO after graduated from my secondary school.

**PROSPECTUS FOR
APPLIED LEARNING**

應用學習課程概覽

2021-23