應用學習課程概覽

Prospectus for Applied Learning

2016-18

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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前言

高中應用學習即將邁向第七屆（2016-18學年）。不同能力的學生均可修讀應用學習課程作為選修科目。課程的設計理念與其他學校科目一樣，著重發展知識、技能和態度。應用學習課程的內容實用與理論並重，與寬廣的專業和職業領域緊密連繫，配合核心科目、選修科目及其他學習經歷，構成靈活的科目組合，提供學習理論和實踐的機會，以照顧學生的不同學習需要，讓學生體驗全面的學習經歷。

應用學習旨在讓學生從應用及實踐中學習基礎的理論和概念，培養他們的共通能力及促進未來升學及就業的入門技能，以幫助學生探索及了解就業及終身學習的路向。應用學習課程畢業生不同的路向亦成功印證了課程能夠為學生開拓多元出路的重要理念，當中包括銜接本地或海外升學，以及發展個人事業。

2016-18學年獲教育局批核開辦的應用學習課程有36個，由九個課程提供機構提供。每個應用學習課程的總課時為180小時，在一般情況下，課程的修讀期橫跨中五及中六兩個學年。應用學習包括以下六個學習範疇：

- 創意學習
- 服務
- 媒體及傳意
- 應用科學
- 商業、管理及法律
- 工程及生產

此外，由2014/15學年開始，教育局亦提供兩個應用學習中文(非華語學生適用)課程，旨為符合特定情況~的非華語學生提供額外途徑，獲取另一中文資歷，提高日後升學及就業的能力。應用學習中文(非華語學生適用)是從第二語言學習者的角度設計，提供模擬的應用學習語境，讓學生透過不同活動學習中文。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，修讀期橫跨高中三個學年。

學生成功完成應用學習課程，評核結果將會記錄在香港中學文憑上。由2018年香港中學文憑考試開始，考生的成績匯報會細分為「達標」、「達標並表現優異(I)」和「達標並表現優異(II)」。除香港中學文憑資歷外，部分應用學習課程已載錄於資歷名冊，屬於資歷架構第三級的證書課程。應用學習中文(非華語學生適用)則與資歷架構第一級至第三級掛鈎。學生成功完成這些課程，將會獲課程提供機構頒發相應級別的資歷架構證書。

此課程概覽由教育局應用學習組編撰，資料主要由課程提供機構提供。除有關應用學習的一般問與答外，內容包括36個應用學習課程的簡介、升學路向、就業出路及授課安排等，以供學生、家長及教師參考。所有現時修讀高中課程的中四學生，均可透過就讀學校報名修讀第七屆高中應用學習課程。如欲查詢課程詳情，可與有關課程提供機構或應用學習組聯絡：

香港九龍九龍塘沙福道19號
教育局九龍塘教育服務中心西座一樓W115室
教育局課程發展處
總課程發展主任(應用學習)
電話：3698 3186
傳真：2714 2456
電郵：aplinfo@edb.gov.hk

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

Foreword

Applied Learning (ApL) is working towards the seventh cohort (2016-18 cohort) of implementation at the senior secondary level. Students at all ability levels could take ApL courses as elective subjects. The design principles of ApL courses are the same as those of other school subjects, focusing on the development of knowledge, skills and attitudes. ApL offers studies with equal emphasis on practice and theory linked to broad professional and vocational field. For holistic learning, a flexible combination of ApL with core subjects, elective subjects and Other Learning Experiences helps to provide theoretical and applied learning opportunities to cater for students' diverse learning needs.

ApL aims to enable students to understand fundamental theories and concepts and to develop beginners' skill set and generic skills through application and practice. ApL helps students to explore their career aspirations and orientation for lifelong learning. ApL graduates have identified multiple pathways of development which is the key rationale of ApL. Some students chose to further their studies in either local or overseas programmes while some opted to develop their career.

In the 2016-18 cohort, 36 ApL courses are approved to be offered by nine course providers. The duration of each ApL course is 180 contact hours, generally extending over two school years in Secondary 5 and 6. There are six areas of studies in ApL.

- **Creative Studies**
- **Media and Communication**
- **Business, Management and Law**
- **Services**
- **Applied Science**
- **Engineering and Production**

Besides, starting from the 2014/15 school year, two Applied Learning Chinese (for non-Chinese speaking students) (ApL(C)) courses are also introduced to provide an additional channel exclusively for non-Chinese speaking (NCS) students fulfilling the specified circumstances~ to obtain an alternative Chinese language qualification to enhance their further studies and employability. ApL(C) is designed from the perspective of second language learners and provides a simulated applied learning context for students to learn Chinese through different modes of activities. The duration of each ApL(C) course is 270 contact hours, extending over three school years at the senior secondary level.

Students who have successfully completed ApL courses will have the assessment results recorded in the Hong Kong Diploma of Secondary Education (HKDSE). Effective from the 2018 HKDSE Examination, the reporting of candidates' performance is refined to 'Attained', 'Attained with Distinction (I)' and 'Attained with Distinction (II)'. In addition to the HKDSE qualification, some ApL courses are registered in the Qualifications Register as certificate programmes at Qualifications Framework (QF) Level 3. ApL(C) courses are also pegged at the QF Levels 1-3. Students will obtain QF certificate(s) issued by course providers upon meeting the assessment and attendance requirements.

This Prospectus is compiled by the ApL Section of the Education Bureau with information provided by the course providers. Apart from some general questions and answers on ApL, it covers detailed information about the 36 ApL courses for reference of students, parents and teachers, including the content of each course, its articulation to further studies, career pathways as well as class arrangements. All current Secondary 4 students who are following the senior secondary curriculum may apply through their respective schools for taking the seventh cohort of ApL courses. For further enquiries about the course details, please contact the respective course providers direct or the ApL Section as follows:

Chief Curriculum Development Officer (Applied Learning)
Curriculum Development Institute, Education Bureau
Room W115, 1/F, West Block, Education Bureau Kowloon Tong Education Services Centre,
19 Suffolk Road, Kowloon Tong, Kowloon, Hong Kong
Telephone: 3698 3186
Fax: 2714 2456
Email: aplinfo@edb.gov.hk

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

應用學習答問篇

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。

2. **將於2016-18學年開辦的高中應用學習共有多少個課程？**
應用學習包括六個學習範疇：(一)創意學習；(二)媒體及傳意；(三)商業、管理及法律；(四)服務；(五)應用科學；和(六)工程及生產。於2016-18學年開辦的應用學習課程共有36個，其中包括供兩個應用學習中文(非華語學生適用)課程，供符合特定情況的非華語學生選讀。

3. **每名學生可修讀多少個應用學習課程？**
高中課程的設計理念，是為學生提供廣闊而均衡的學習經歷，以達至全人發展。因此，教育局不鼓勵學生修讀多於兩個應用學習課程作為選修科目。

4. **應用學習課程會於甚麼時候、甚麼地點上課？**
應用學習課程的推行分為兩個模式：模式一和模式二。如學校選擇模式一，課堂一般會於星期六在課程提供機構的場地進行。如學校選擇模式二，課堂主要在學生就讀的學校進行，上課時間將由校方與課程提供機構協定。

5. **學生需要支付應用學習課程的學費嗎？**
所有在資助中學、官立中學、按位津貼中學、直接資助計劃的中學及設有高中班級的特殊學校修讀由課程發展議會所建議之高中課程的學生，將獲教育局及學校全數資助課程費用。

6. **應用學習怎樣評核學生的成績？**
應用學習課程的考核由課程提供機構負責執行，為確保評核水平一致，香港考試及評核局會負責調控由課程提供機構呈交的評核成績。此外，個別課程或會要求學生參加指定的專業考試，以獲取相關行業的專業資格。

7. **應用學習的成績將如何匯報？**
應用學習科目的成績會記錄在香港中學文憑上。由2018年香港中學文憑考試起，學生的成績匯報細分為：「達標」、「達標並表現優異(I)」和「達標並表現優異(II)」，作為升學及/或就業用途。「達標並表現優異(I)」的表現水平等同香港中學文憑考試甲類科目第3級的成績，而「達標並表現優異(II)」的表現水平等同第4級或以上的成績。[至於應用學習中文(非華語學生適用)，則沿用現時的等級，即「達標」和「達標並表現優異」。有關再細分等級的問題，我們會收集更多資料，作進一步考慮。]學生如表現低於「達標」的水平或出席率少於總課時的80%，其成績會被評定為「不達標」，並不會在證書上匯報。

8. **除香港中學文憑外，學生還會獲得甚麼資歷？**
除香港中學文憑資歷外，部分應用學習課程已載錄於資歷名冊，屬於資歷架構第三級的證書課程。應用學習中文(非華語學生適用)亦與資歷架構第一級至第三級掛鈎。學生達到不同級別的評核及出席率要求，將會獲課程提供機構頒發相應級別的資歷架構證書。
詳情可瀏覽資歷名冊網頁 (www.hkqr.gov.hk)。

9. **學生修讀應用學習課程後，有甚麼升學路向可供選擇？**
在升讀學士學位課程方面，各大專院校普遍認同學生在應用學習所累積的學習經驗。各院校、學院、學系或課程會分別以應用學習科目作為選修科目、給予額外分數或作為額外的輔助資料。在升讀副學位課程方面，學生如在香港中學文憑考試其中五科(包括中國語文科及英國語文科) 達到第二級或以上的成績，便可報讀副學士學位課程，以及高級文憑課程。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。大學教育資助委員會資助院校及絕大部分專上院校接納應用學習中文(非華語學生適用)的「達標」成績為非華語學生報讀課程所需的其他中國語文科資歷的基本等級要求。

10. **應用學習對學生的事業發展的取向有幫助嗎？**
有幫助。學生可透過應用學習課程所提供與職業相關的情境，加深對各行各業的認識，而實習環節亦讓學生獲取寶貴的實踐經驗。這些體驗不但可開拓學生的視野，更可協助他們在特定的範疇內探索及了解就業及終身學習的路向。公務員事務局在聘任公務員時，將會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(非華語學生適用)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/tc_chi/info/2170.html)。

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 for enrolment through their respective secondary schools.

2. How many ApL courses will be offered in the 2016-18 cohort?

There are six areas of studies in ApL, namely (1) Creative Studies; (2) Media and Communication; (3) Business, Management and Law; (4) Services; (5) Applied Science; and (6) Engineering and Production. In the 2016-18 cohort, there will be 36 ApL courses, including two Applied Learning Chinese (for non-Chinese speaking students) (ApL(C)). ApL(C) is introduced exclusively for non-Chinese speaking students fulfilling the specified circumstances.

3. How many ApL courses can each student take?

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

4. When and where will ApL courses be conducted?

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

5. Do students need to pay for ApL courses?

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

6. How are ApL students assessed?

Assessment will be conducted by course providers and moderated by the Hong Kong Examinations and Assessment Authority to ensure consistency of assessment standards. Besides, students may need to sit for some professional examinations as required by individual ApL courses to acquire relevant professional qualifications in related trades/ industries.

7. How will the results of students' performance in ApL be reported?

The ApL results are recorded in the Hong Kong Diploma of Secondary Education (HKDSE). Effective from the 2018 HKDSE Examination, the reporting of students' performance is refined to "Attained","Attained with Distinction (I)" and "Attained with Distinction (II)" for the purposes of further studies and/or work. Performance of "Attained with Distinction (I)" is comparable to Level 3 while "Attained with Distinction (II)" is comparable to Level 4 or above of Category A subjects of the HKDSE Examination. [For Applied Learning Chinese (for non-Chinese speaking students), the existing levels of results, i.e. "Attained" and "Attained with Distinction", will continue to be used. Refinement of these levels would be considered when more data is collected.] Candidates with performance below the standard of "Attained", or attendance rate below 80%, will be designated as "Unattained", which will not be reported on the HKDSE certificate.

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

In addition to the HKDSE qualification, some ApL courses are registered in the Qualifications Register as certificate programmes at Qualifications Framework (QF) Level 3. ApL(C) courses are also pegged at the QF Levels 1-3. Students will obtain QF certificate(s) issued by course providers in addition to the HKDSE qualification upon meeting the assessment and attendance requirements.
Details are available on the Qualifications Register website (www.hkqr.gov.hk).

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

For further studies in undergraduate programmes, tertiary institutions in general value the learning experiences students acquired in ApL. ApL subjects used as elective subjects, or considered for award of extra bonus or additional information, varying by institutions, faculties, departments or programmes. For sub-degree programmes, students with Level 2 in five HKDSE subjects (including Chinese Language and English Language) are eligible to apply for admission to both Associate Degree and Higher Diploma Programmes. Students' ApL results are also counted and up to two ApL subjects may be used in their applications. University Grants Committee-funded institutions and most post-secondary institutions accept ApL(C) as an alternative qualification in Chinese Language for the admission of NCS students with "Attained" as the minimum grade required.

10. Can ApL enhance students' career aspirations?

Yes. Through the career-related contexts of ApL courses, students can familiarise themselves with a wide variety of professions and trades. They will also gain precious experience from the practicum sessions of these courses. These eye-opening experiences help them explore their career aspirations and orientation for life-long learning in specific areas. For the Civil Service Bureau (CSB), students' ApL results in HKDSE (including "Attained" and "Attained with Distinction", up to a maximum of two ApL subjects) will be accepted for civil service appointment purposes. 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/english/info/2170.html).

高中應用學習課程（2016-18學年）一覽表
List of Senior Secondary Applied Learning Courses (2016-18 Cohort)

學習範疇 Area of Instruction	課程組別 Course Cluster	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
創意學習 Creative Studies	1. 設計學 Design Studies	1. 時裝及形象設計 Fashion and Image Design	VTC	中文或英文 Chinese or English
		2. 室內設計 Interior Design	VTC	中文或英文 Chinese or English
		3. 珠寶及時尚首飾設計 △ Jewellery and Accessories Design △	HKBU(SCE)	中文 Chinese
	2. 媒體藝術 Media Arts	4. 電腦遊戲及動畫設計 Computer Game and Animation Design	VTC	中文或英文 Chinese or English
	3. 表演藝術 Performing Arts	5. 由踐入藝：粵劇入門 Introduction to Cantonese Opera	HKAPA	中文 Chinese
		6. 舞出新機－舞蹈藝術 Taking a Chance on Dance	HKAPA	中文 Chinese
		7. 由戲開始．劇藝縱橫 The Essentials of Dramatic Arts	HKAPA	中文 Chinese
媒體及傳意 Media and Communication	4. 電影、電視與廣播學 Films, TV and Broadcasting Studies	8. 電影及錄像 Film and Video	VTC	中文或英文 Chinese or English
	5. 媒體製作與公共關係 Media Production and Public Relations	9. 雜誌編輯與製作 Magazine Editing and Production	CUSCS	中文 Chinese
		10. 新媒體傳播策略 △ New Media Communication Strategies △	HKU(SPACE)	中文或英文 Chinese or English
商業、管理及法律 Business, Management and Law	6. 會計及金融 Accounting and Finance	11. 會計實務 Accounting in Practice	HKU(SPACE)	中文或英文 Chinese or English
	7. 商業學 Business Studies	12. 中小企創業實務 Entrepreneurship for SME	CUSCS	中文或英文 Chinese or English
		13. 市場營銷及網上推廣 △ Marketing and Online Promotion △	CityU(SCOPE)	中文 Chinese
	8. 法律學 Legal Studies	14. 香港執法實務 Law Enforcement in Hong Kong	HKBU(SCE)	中文或英文 Chinese or English

高中應用學習課程（2016-18學年）一覽表
List of Senior Secondary Applied Learning Courses (2016-18 Cohort)

學習範疇 Area of Instruction	課程組別 Course Cluster	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
服務 Services	9. 食品服務及管理 Food Services and Management	15. 餐飲業運作 # Food and Beverage Operations #	CICE	中文 Chinese
		16. 甜品及咖啡店營運 # Pâtisserie and Café Operations	HKCT	中文或英文 Chinese or English
		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	18. 酒店服務營運 # △ Hospitality Services in Practice # △	CityU(SCOPE)	中文或英文 Chinese or English
		19. 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	20. 幼兒教育 Child Care and Education	VTC	中文或英文 Chinese or English
		21. 美容學基礎 △ Fundamental Cosmetology △	CICE	中文 Chinese
應用科學 Applied Science	12. 醫療科學及健康護理 Medical Science and Health Care	22. 動物護理 Animal Care	CityU(SCOPE)	英文 English
		23. 中醫藥學基礎 Foundation in Chinese Medicine	HKU(SPACE)	中文 Chinese
		24. 健康護理實務 Health Care Practice	CICE	中文或英文 Chinese or English
		25. 醫務化驗科學 Medical Laboratory Science	HKU(SPACE)	中文或英文 Chinese or English
	13. 心理學 Psychology	26. 應用心理學# Applied Psychology #	LIFE	中文或英文 Chinese or English
		27. 實用心理學# Practical Psychology #	HKBU(SCE)	中文或英文 Chinese or English
	14. 運動 Sports	28. 運動科學及體適能 # △ Exercise Science and Health Fitness # △	HKBU(SCE)	中文 Chinese
		29. 運動及體適能教練 # Sports and Fitness Coaching #	HKCT	中文或英文 Chinese or English

高中應用學習課程（2016-18學年）一覽表
List of Senior Secondary Applied Learning Courses (2016-18 Cohort)

學習範疇 Area of Instruction	課程組別 Course Cluster	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	15. 土木、電機及機械工程 Civil, Electrical and Mechanical Engineering	30. 汽車科技 Automotive Technology	CICE	中文或英文 Chinese or English
		31. 電機及能源工程 Electrical and Energy Engineering	VTC	中文或英文 Chinese or English
	16. 資訊工程 Information Engineering	32. 電腦鑑證科技 △ Computer Forensic Technology △	HKU(SPACE)	中文或英文 Chinese or English
	17. 服務工程 Services Engineering	33. 航空學 Aviation Studies	HKU(SPACE)	中文或英文 Chinese or English
		34. 屋宇科技 Building Technology	VTC	中文或英文 Chinese or English
應用學習中文（非華語學生適用） Applied Learning Chinese (for non-Chinese speaking students)		35. 服務業中文 # △ Chinese for the Service Industry # △	HKBU(SCE)	中文 Chinese
		36. 款待實務中文 # △ Practical Chinese in Hospitality # △	HKCT	中文 Chinese

註一 NOTE 1

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

註二 NOTE 2

有「△」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)。
The courses marked with "△" are registered in the Qualifications Register as certificate programmes at Qualifications Framework (QF) Level 3. Students will also obtain a QF Level 3 certificate issued by Course Providers in addition to HKDSE qualification upon successful completion of these Applied Learning courses. Details are available at the Qualifications Register website (www.hkqr.gov.hk).

註三 NOTE 3

Course Provider	課程提供機構
CICE	明愛社區書院 Caritas Institute of Community Education
CityU(SCOPE)	香港城市大學專業進修學院 School of Continuing and Professional Education, City University of Hong Kong
CUSCS	香港中文大學專業進修學院 School of Continuing and Professional Studies, The Chinese University of Hong Kong
HKAPA	香港演藝學院 The Hong Kong Academy for Performing Arts
HKBU(SCE)	香港浸會大學持續教育學院 School of Continuing Education, Hong Kong Baptist University
HKCT	香港專業進修學校 Hong Kong College of Technology
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
VTC	職業訓練局 Vocational Training Council

課程資料
Course Information

1. 時裝及形象設計　Fashion and Image Design

課程提供機構 Course Provider	職業訓練局 Vocational Training Council
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	本課程讓學生掌握最新時裝及形象設計知識，並透過互動教學活動，有效發展他們的創意思維、多元溝通技巧、團隊精神及人際關係。學生可因應個人興趣，選修「時裝設計分流」或「形象設計分流」。 This course provides students with access to the latest developments in fashion and image design and develops their creativity, communication skills, team spirit and people skills through interactive learning activities. Students may choose between "Fashion Design" and "Image Styling" according to their personal interest.
授課語言 Medium of Instruction	中文 或 英文 Chinese or English
學習活動特色 Learning Activity Highlights	參觀時裝展覽/博物館/布料市場、時裝及形象製作及表演、業界專業人士示範及分享、角色扮演、實務訓練、專題研習、「mySTYLE」時裝及形象設計表演等 Visits to fashion exhibitions/museums/fabric markets, fashion and image show production and presentation, demonstrations and sharing sessions by professionals, role plays, practical training, project learning, "mySTYLE" fashion and image show, 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：升讀與時裝形象設計的髮型及化妝造型/時裝造型和攝影、時裝設計與配飾設計、時裝品牌策劃及採購的品牌與傳播/採購和零售管理、視覺及裝置設計等相關課程 e.g. Courses related to fashion image design with hair and make-up styling/fashion styling and photography, fashion design and accessories design, branding and buying with branding and communication/buying and retail management, visual merchandising, etc. 就業出路 Career Pathways 例如：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/時裝採購、時裝攝影/時裝媒體、髮型/美容產品的營銷、時裝新聞等相關的工作 e.g. Careers in the fields of fashion design/image design, fashion styling, hair styling, visual merchandising, fashion retailing/buying, fashion photography/fashion media, hair/cosmetics products marketing, fashion journalism, etc.
授課安排 Class Arrangements	模式一 Mode 1 開課日期Commencement Date: 2016年9月 September 2016 時間Time: 星期六 Saturday 9:00 am - 12:00 noon / 1:30 pm - 4:30 pm (註：部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holiday.) 地點Venue: 職業訓練局工商資訊學院 新界葵涌興盛路81號 VTC School of Business and Information Systems 81 Hing Shing Road, Kwai Chung, N.T. 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

課程結構　Course Structure

核心部分 Core Part (45小時hrs)

1. 時裝及形象設計業的特色
Features of Fashion and Image Industry (9小時hrs)
- 時裝及形象設計業概況
  Fashion and image design industry profile
- 時裝及形象設計師的角色及專業操守
  Roles and work ethics of fashion and image designers
- 市場參觀
  Market visit

2. 時裝設計基礎
Fashion Design Fundamentals (36小時hrs)
- 當代形象鑑賞
  Contemporary image appreciation
- 基本時裝繪畫技巧
  Fundamental fashion drawing techniques
- 色彩理論及效果
  Colour theory and effects

選修部分 Elective Part (102小時hrs)

3A. 時裝製作基礎
Fashion Construction Fundamentals (57小時hrs)
- 時裝工藝基礎
  Fundamental fashion technology
- 立體剪裁基礎
  Foundation of 3D modeling
- 線條與比例
  Lines and proportions
- 服裝輪廓及效果
  Garment silhouettes and illusions
- 布料種類及質感
  Fabrication and texture

4A. 時裝系列與展示
Fashion Collection and Presentation (45小時hrs)
- 時裝系列意念構思及發展
  Conceptualisation and development of a fashion collection
- 時裝作品集的必須準備
  Essentials of preparing a fashion portfolio
- 時裝原型製作
  Realisation of a fashion prototype

或
OR

選修部分 Elective Part (102小時hrs)

3B. 形象設計基礎
Image Styling Fundamentals (60小時hrs)
- 膚色和工具的使用
  Skin complexion and use of tools
- 當代化妝
  Contemporary make-up
- 時尚化妝於「整體形象」創作的角色
  Role of fashion make-up in “total look” creation
- 頭髮質感和工具的使用
  Hair texture and use of tools
- 當代髮型
  Contemporary hair styles
- 髮型設計於「整體形象」創作的角色
  Role of hair styling in “total look” creation

4B. 形象設計與展示
Image Styling and Presentation (42小時hrs)
- 時裝配飾製作基礎
  Foundation of fashion accessories production
- 時裝造型及與配搭
  Fashion styling and coordination
- 自家製作概念及基本技術
  Concept of DIY and basic techniques

核心部分 Core Part (33小時hrs)

5. 時裝傳播與推廣
Fashion Communication and Promotion (33小時hrs)
- 潮流趨勢分析及應用
  Fashion trend analysis and application
- 視覺及裝置設計簡介
  Introduction to visual merchandising
- 時裝展示及配搭
  Fashion presentation and coordination

「mySTYLE」時裝及形象表演 “mySTYLE” Fashion and Image Design Show

2. 室內設計　Interior Design

課程提供機構
Course Provider

職業訓練局
Vocational Training Council

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

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。
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.

授課語言
Medium of Instruction

中文 或 英文
Chinese or English

學習活動特色
Learning Activity Highlights

學生在不同形式的學習活動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/就業。
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 to enable further learning/career development within the area through learning-by-practising opportunities in an authentic or near-authentic environment.

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

升學路向 Further Studies
例如：升讀與室內設計、商店及展覽設計、建築設計、園境建築設計、產品設計、視覺傳達等相關的課程
e.g. Courses related to interior design, retail and exhibition design, architectural design, landscape architecture, product design, visual communication, etc.

就業出路 Career Pathways
例如：從事與室內設計、商店及展覽設計、建築設計、園境建築設計、產品設計、視覺傳達等相關的工作
e.g. Careers in the fields of interior design, retail and exhibition design, architectural design, landscape architecture, product design, visual communication, etc.

授課安排
Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月 September 2016
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 holiday.)
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

課程結構　Course Structure

1. 設計原理與鑑賞
   Design Principles and Appreciation (30小時hrs)
   - 室內設計專業
     Interior design as a profession
   - 立體造型及空間的美學與欣賞
     Aesthetics and appreciation of three-dimensional forms and spaces
   - 空間設計與使用者的需要
     Spatial design and end-users' need
   - 設計流程基礎
     Design process basics
   - 工作操守
     Work ethics

2. 設計圖像及演示技巧
   Visualisation and Presentation Techniques (30小時hrs)
   - 繪圖工具和媒介
     Drawing tools and media
   - 透視圖基礎
     Basic perspectives
   - 繪圖軟件基礎
     AutoCAD fundamentals
   - 以平面繪圖表達立體空間
     Presentation of 3D space on 2D drawings
   - 以立體模型表達立體造型與空間
     Working models to express 3D form and space

3. 室內設計及建築環境
   Interior Design and Built Environment (30小時hrs)
   - 室內設計基礎
     Interior design basics
   - 空間設計的不同專業範疇
     Different professions of spatial design
   - 香港的城市空間
     City spaces of Hong Kong
   - 我們周遭的生活空間
     Living spaces around us
   - 綠色概念及可持續發展的建築環境
     Green concept and sustainability of built environment

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 materials
   - 室內產品的造型和結構
     Form and structure of interior products
   - 傢俬與照明設計
     Furniture and lighting design
   - 室內空間和室內產品的綜合設計
     Integration of interior space and interior products

5. 時尚室內設計習作
   Lifestyle Interior Design Project (60小時hrs)
   - 個人形象和身份
     Personal image and identity
   - 理想的居住空間
     Ideal living space
   - 理想的室內產品
     Ideal interior products
   - 時尚室內設計習作：「我的房間」 或 「我們的空間」
     Lifestyle Interior Design Project :
     "My Room" or " Our Space"
   - 時尚室內設計習作匯報
     Presentation of the Lifestyle Interior Design Project

3. 珠寶及時尚首飾設計　Jewellery and Accessories Design

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

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

本課程的目的是讓學生認識珠寶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珠寶藝術的審美能力，為繼續升學或從事珠寶及時尚首飾設計及視覺藝術工作作準備。

This course aims to familiarise students with visual elements and design principles, material usage and production skills, as well as various visualisation techniques in jewellery design. Through training in creative thinking and aesthetic appreciation on jewellery arts, students will acquire knowledge to meet the basic requirements for further studies or entry into careers in jewellery and accessories design and visual arts.

授課語言
Medium of Instruction

中文 或 英文
Chinese or English

學習活動特色
Learning Activity Highlights

創意珠寶及時尚首飾設計、個人珠寶繪畫集創作、工場實習、參觀珠寶店及展覽/香港藝術館等
Creative jewellery and accessories design, making of personal portfolio of jewellery drawings, jewellery workshop, visits to jewellery shops and exhibitions/Hong Kong Museum of Art, 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：修讀與珠寶及時尚首飾設計及製作、寶石學、視覺藝術等相關的課程
e.g. Courses related to jewellery and accessories design and production, gemology and visual arts, etc.

就業出路 Career Pathways
例如：從事與珠寶及時尚首飾設計及鑑證、物料採購、商品展示設計、攝影、市場推廣及銷售等相關的工作
e.g. Careers in the fields of jewellery and accessories design and appraisal, material merchandising, visual merchandising, photography, and sales and marketing, etc.

授課安排
Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月 September 2016
時間Time:　星期六 Saturday　9:30 am - 12:30 pm / 1:30 pm - 4:30 pm
(註一：部分課堂於上午九時三十分至下午四時三十分進行。)
(註二：部分課堂將安排於暑假期間進行。)
(Note 1: Some lessons will last from 9:30 am to 4:30 pm)
(Note 2: Lessons will also be scheduled during summer holiday.)

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

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/

課程結構　Course Structure

核心部分 Core Part (80小時hrs)

(I) 藝術與設計評賞 Art and Design Appreciation (45小時hrs)

1. 近代文化與珠寶首飾發展
   Culture Trend and Jewellery Design Development in Modern World (15小時hrs)
   - 珠寶設計行業及專業操守
     Jewellery design as a profession and work ethics
   - 文藝復興時期珠寶首飾的美學
     Aesthetics in Renaissance jewellery
   - 近代社會文化對珠寶設計發展的影響
     Influence of contemporary social culture in jewellery design development

2. 探知寶石世界
   Exploring the World of Gemstones (15小時hrs)
   - 市場上常見的寶石及仿製品
     Common gemstones and imitation in jewellery market
   - 運用儀器觀察及欣賞寶石的美感
     Use of test equipment to observe and appreciate the beauty of gemstones
   - 生日寶石的象徵意義
     Meaning of birthstones

3. 設計原理及評賞
   Design Principles and Appreciation (15小時hrs)
   - 認識視覺元素及設計原理
     Understanding of visual elements and design principles
   - 運用設計原理進行三維立體創作
     Application of design principles in three-dimensional art work
   - 珠寶造型設計分析及評賞
     Analysis and appreciation of jewellery aesthetics

(II) 珠寶設計及製作技巧概論 Introduction to Jewellery Design and Making Technique (35小時hrs)

4. 電腦輔助珠寶設計
   Computer Aided Jewellery Design (15小時hrs)
   - 三維立體空間的概念
     Concept of three-dimensional space
   - JewelCAD電腦軟件各項功能
     Different functions of JewelCAD
   - JewelCAD電腦軟件於珠寶設計的應用
     Application of JewelCAD in jewellery design

5. 基礎珠寶繪圖及製作
   Basic Jewelley Drawing and Making (20小時hrs)
   - 繪圖工具及其使用方法
     Drawing tools and usage
   - 寶石和金屬的繪畫及表達方法
     Drawing and presentation of gemstones and metals
   - 珠寶工場的安全規則
     Safety rules in jewellery workshop
   - 首飾製作工具及其使用方法
     Jewellery making tools and usage
   - 基本金屬製作技巧
     Basic metal forming skills

選修部分 Elective Part (100小時hrs)　(任擇其一 Choose any ONE)

珠寶首飾 Fine Jewellery

(III) 專業珠寶設計插圖及製作 Professional Jewellery Design Illustration and Making (40小時hrs)

6a. 珠寶首飾設計插圖
Fine Jewellery Illustration (20小時hrs)
- 珠寶首飾的結構及以平面繪圖展示
  Fine jewellery structure and presentation on 2D drawings
- 透視原理及施工圖繪畫方法
  Basic perspective and technical drawing
- 珠寶首飾設計創作及圖示技 巧
  Fine jewellery creative drawing and presentation skills

7a. 創意珠寶首飾製作及欣賞
Creative Fine Jewellery Making and Appreciation (20小時hrs)
- 珠寶首飾製作技巧及工藝欣賞
  Fine jewellery making technique and appreciation
- 珠寶首飾物料特性及製作方法
  Properties and application of different materials in fine jewellery
- 創意思維及珠寶首飾創作實習
  Creative fine jewellery making practice

或 OR

時尚首飾 Fashion Jewellery

(III) 專業珠寶設計插圖及製作 Professional Jewellery Design Illustration and Making (40小時hrs)

6b. 時尚首飾設計插圖
Fashion Jewellery Illustration (20小時hrs)
- 時尚首飾的結構及以平面繪圖展示
  Fashion jewellery structure and presentation on 2D drawings
- 透視原理及施工圖繪畫方法
  Basic perspective and technical drawing
- 時尚首飾設計創作及圖示技巧
  Fashion jewellery creative drawing and presentation skills

7b. 創意時尚首飾製作及欣賞
Creative Fashion Jewellery Making and Appreciation (20小時hrs)
- 時尚首飾製作技巧及工藝欣賞
  Fashion jewellery making technique and appreciation
- 時尚首飾物料特性及製作方法
  Properties and application of different materials in fashion jewellery
- 創意思維及時尚首飾製創作實習
  Creative fashion jewellery making practice

(IV) 珠寶/時尚首飾設計專題習作 Fine/Fashion Jewellery Design Project (60小時hrs)

8a. 珠寶首飾設計專題習作 — 華麗舞台
Fine Jewellery Design Project — Extravaganza (60小時hrs)
- 創意思維運用及「主題發展」
  Creative thinking skills and idea development
- 資料搜集、分析及應用
  Research, analysis and application
- 珠寶首飾造型設計與形象評賞
  Fine jewellelry aesthetics and image appreciation
- 珠寶首飾作品展示與攝影
  Display and photo shooting of fine jewellery products
- 珠寶首飾作品模型製作
  Model making of fine jewellery products
- 分析、反思及匯報創作歷程
  Analysis, reflection and presentation of design process

8b. 時尚首飾設計專題習作 — 型格部落
Fashion Jewellery Design Project — Stylish Tribe (60小時hrs)
- 創意思維運用及「主題發展」
  Creative thinking skills and idea development
- 資料搜集、分析及應用
  Research, analysis and application
- 時尚首飾造型設計與形象評賞
  Fashion jewellery aesthetics and image appreciation
- 時尚首飾作品展示與攝影美感
  Display and photo shooting of fashion jewellery products
- 時尚首飾作品模型製作
  Model making of fashion jewellery products
- 分析、反思及匯報創作歷程
  Analysis, reflection and presentation of design process

4. 電腦遊戲及動畫設計　Computer Game and Animation Design

課程提供機構
Course Provider

職業訓練局
Vocational Training Council

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「電腦動畫設計」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 "Computer 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、各種多媒體製作實務訓練等
Lectures with demonstrations, visits to computer game and animation related exhibitions, project learning, practical training in multimedia productions, etc.

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

升學路向 Further Studies

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

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

就業出路 Career Pathways

例如：從事與電腦遊戲設計、電腦動畫設計、數碼娛樂、多媒體設計等相關的工作

e.g. Careers in the fields of computer game design, computer animation design, digital entertainment, multimedia design, etc.

授課安排
Class Arrangements

模式一 Mode 1

開課日期Commencement Date: 2016年9月 September 2016

時間Time:　星期六 Saturday　9:00 am - 12:00 nn / 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 (屯門)
新界屯門青雲路18號
Hong Kong Institute of Vocational Education (Tuen Mun)
18 Tsing Wun Road, Tuen Mun, 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

課程結構　Course Structure

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
- 遊戲及動畫的歷史與文化
  History and cultural issues of game and animation
- 版權議題及專業操守
  Copyright issues & 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
- 視覺設計概念
  Visual design concepts
- 視覺設計工具
  Tools for visual design
- 角色及道具設計
  Character and props design

電腦遊戲及動畫創意
Creativity for Computer Game and Animation (24小時hrs)

- 腦激活與衍生概念
  Brainstorming and generating ideas
- 創意技巧
  Creativity 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

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

或 OR

電腦動畫設計
Computer Animation Design

- 電腦動畫設計及製作
  Animation design and production (30小時hrs)
- 錄音及音響效果
  Audio recording and sound effects (24小時hrs)
- 電腦動畫專題習作
  Animation production project (45小時hrs)

5. 由踐入藝：粵劇入門

課程提供機構	香港演藝學院
學習範疇 / 課程組別	創意學習/表演藝術
課程簡介	本課程的設計以學生為本，讓學生通過應用及實踐，學習粵劇藝術相關基礎知識、理論及概念。在真實及模擬的工作環境中，學生透過參與演出製作，實踐應用所學技能，培養自理、人際溝通及應變等共通能力，並認識職場的要求。課程亦能建立學生對粵劇的就業期望，啟發他們日後在相同或有關的範疇內繼續升學，培養終身學習的興趣。而且，粵劇元素及內容與中國文化、文學和音樂有著不可分割的關係。通過學習粵劇這門藝術，學生更可提升其文學修養、中國語文及藝術欣賞能力。
授課語言	中文
學習活動特色	多樣化學與教模式（如：排練室及講座形式的課堂、綵排及演出、考察、專家講座及工作坊、寫作練習）；密集粵劇日營，讓學生共同綵排及演出粵劇折子戲等。
升學路向及就業出路	**升學路向** 例如：升讀與表演藝術、戲曲、音樂、文化管理及研究、中國語文及文學等相關的課程 **就業出路** • 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，以及後台技術專業如舞台管理人員、佈景/燈光/音響設計師 • 文職行業方面：如具備表演藝術基礎知識的藝術管理人才 • 教學方面：如教師、戲曲老師
授課安排	**模式一** 開課日期：2016年9月19日至10月8日內 時間：　星期六 5:30 pm - 8:30 pm (註：密集粵劇日營於 2017年12月至2018年1月假日期間於香港演藝學院舉行。) 地點：　香港演藝學院 香港灣仔告士打道一號 **模式二** 開課日期：2016年9月19日至10月8日內 (暫訂，可與課程提供機構協定) 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：2584 8950 電郵：pae@hkapa.edu 課程網址：www.hkapa.edu/pae.htm

課程結構

第一階段 (75小時)

基礎功 (21小時)

基礎功法課〔一〕
- 掌握基本及簡單的技巧，包括腰腿功、毯子功、把子功、程式、身段、正確的呼吸方法和舞台安全知識

相關學習 (36小時)

粵劇劇目入門
- 分析演出劇目內的人物關係，性格特徵、行當、唱、唸特點，為演出作好準備

粵劇基礎知識
- 認識唱、唸、做、打基本概念
- 透過實地觀察粵劇製作過程，認識粵劇起源與發展

舞台製作 (18小時)

舞台美術入門〔一〕
- 認識舞台美術（例如：舞台燈光、佈景、道具、效果、音響）及如何運用舞台美術配合演出的情景、劇情發展

化妝服裝入門
- 認識粵劇不同人物的化妝和所穿不同服飾，以及化妝服裝對舞台演出的重要性

粵劇欣賞
- 透過觀摩粵劇經典劇目和老師的引導討論，提升辨識及欣賞能力

第二階段 (60小時)

基礎功 (18小時)

基礎功法課〔二〕
- 加強已學的腰腿功、毯子功、把子功、程式及身段的動作、正確的呼吸方法及舞台安全知識
- 應用基礎功法於舞台演出上

相關學習 (30小時)

粵劇經典劇目
- 透過學習經典劇目，認識及理解劇中人物唱、唸、做、打的特色

粵劇欣賞分析入門
- 觀看指定範圍的粵劇製作和分析粵劇特點後，呈交報告

舞台製作 (12小時)

舞台美術入門〔二〕
- 認識舞台美術的各項技巧，以及舞台演出的術語運用

粵劇欣賞
- 透過觀摩粵劇經典劇目，老師的引導討論，提升辨識及欣賞能力

第三階段 (45小時) (粵劇日營)

基礎功 (12小時)

基礎功法課〔三〕
- 掌握比較複雜動作的技巧，如腰腿功、毯子功、把子功及身段組合

相關學習 (6小時)

專家講座/工作坊
- 與專家作專題性對話，並在專家分享其在粵劇界的經驗後，呈交報告

舞台製作 (27小時)

粵劇實踐課
- 參加排戲，實踐演出

6. 舞出新機 － 舞蹈藝術　Taking a Chance on Dance

課程提供機構
Course Provider

香港演藝學院
The Hong Kong Academy for Performing Arts

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

本課程透過「三元學習：表演、創作和賞析」的教育理念，豐富學生自身、作為舞者及舞蹈創作者的體驗，以培育他們對舞蹈藝術的審美和修養。課程提供全面的舞蹈訓練，教授學生表演、創作及評賞舞蹈，利用舞蹈引導認知學習。除了舞蹈專業領域介紹外，課程更着重全人訓練，發展學生的創意和想像力，提升他們的人際關係和自信心。

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.

授課語言
Medium of Instruction

中文
Chinese

學習活動特色
Learning Activity Highlights

多樣化學與教模式（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）；為期十天的舞蹈日營，讓學生共同創作、綵排及演出舞蹈作品等

A broad range of learning and teaching modes (e.g. studio and classroom teaching, master classes and workshops, rehearsals and performances, lectures, seminars and field visits); a 10-day dance camp in which students work collaboratively to create, rehearse and perform dance pieces, etc.

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

升學路向 Further Studies

例如：升讀與表演藝術和舞蹈相關的課程
e.g. Courses related to performing arts and dance

就業出路 Career Pathways

- 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
- 文職行業方面：如具備表演藝術基礎知識的藝術管理人才
- 教學方面：如教師、舞蹈教育家
- Creative industry (stage production/music TV/dance video): e.g. creative professions including producers, choreographers, directors, dancers and instructors
- Administrative professions: e.g. arts administrative professions that require basic knowledge of performing arts
- Teaching profession: e.g. teachers and dance educators

授課安排
Class Arrangements

模式一 Mode 1

開課日期：2016年9月19日至10月8日內
Commencement Date: Within the week of 19 September 2016 - 8 October 2016
時間 Time:　星期六 Saturday　09:00 am - 13:15 pm
(註：為期十天的舞蹈日營將於2017年6月最後一星期至7月首兩至三星期於香港演藝學院舉行。)
(Note: A 10-day dance camp will be held in the last week of June to the first 2-3 weeks of July 2017 at HKAPA.)
地點Venue: 香港演藝學院
香港灣仔告士打道一號
The Hong Kong Academy for Performing Arts , 1 Gloucester Road, Wanchai, Hong Kong

模式二 Mode 2

開課日期：2016年9月19日至10月8日內
Commencement Date: Within the week of 19 September 2016 - 8 October 2016
課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。
Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.
(註：為期十天的舞蹈日營將於2017年6月最後一星期至7月首兩至三星期於香港演藝學院舉行。)
(Note: A 10-day dance camp will be held in the last week of June to the first 2-3 weeks of July 2017 at HKAPA.)

查詢
Enquiries

電話 Tel: 2584 8950
電郵 Email: pae@hkapa.edu
課程網址 Course Website: www.hkapa.edu/pae.htm

課程結構　Course Structure

相關學科 Contextual Studies	技巧訓練 Technique Training	舞蹈製作 Dance Production

第一階段 Phase One (75小時hrs)

舞蹈基礎 (一)
Dance Fundamentals I (21小時hrs)
- 舞蹈安全知識
  Safe dance
- 舞蹈動作淺析
  Fundamental of movement analysis
- 舞蹈音樂
  Music for dance
- 舞蹈歷史入門
  Introduction to dance history

舞蹈技巧 (一)
Dance Technique I (50小時hrs)
- 芭蕾舞
  Ballet
- 現代舞
  Modern dance
- 爵士舞
  Jazz

舞蹈製作
Dance Production (4小時hrs)
- 舞蹈導賞
  Dance appreciation
- 舞台製作及劇場術語淺談
  Brief introduction to technical production and terminology used in theatre
- 舞蹈欣賞
  Attending professional dance performances

第二階段：舞蹈日營　Phase Two: Intensive Dance Day-camp (60小時hrs)

舞蹈基礎 (二)
Dance Fundamentals II (22小時hrs)
- 舞蹈即興
  Dance improvisation
- 舞蹈科技
  Dance technology
- 雙人舞
  Partnering

舞蹈技巧 (二)
Dance Technique II (17小時hrs)
- 現代舞
  Modern dance
- 爵士舞
  Jazz

舞蹈製作
Dance Production (21小時hrs)
- 排練及演出
  Rehearsals and performance

第三階段 Phase Three (45小時hrs)

舞蹈基礎 (三)
Dance Fundamentals III (14小時hrs)
- 舞蹈創作入門
  Introduction to dance making
- 舞蹈評論入門
  Introduction to dance review
- 與藝術家會面及舞蹈員前景計劃講座
  Meet-the-artists and seminar on dance as a career option

舞蹈風格
Dance Styles (16小時hrs)
- 中國舞
  Chinese dance
  (以下二選一) (select one out of two)
- 街舞
  Urban dance
- 踢躂舞
  Tap dance

舞蹈製作
Dance Production (15小時hrs)
- 舞蹈欣賞
  Attending professional dance performances
- 排練及演出
  Rehearsals and performance

7. 由戲開始：劇藝縱橫　The Essentials of Dramatic Arts

課程提供機構
Course Provider

香港演藝學院
The Hong Kong Academy for Performing Arts

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

「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。

In The Essentials of Dramatic Arts, student-centred 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 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.

授課語言
Medium of Instruction

中文
Chinese

學習活動特色
Learning Activity Highlights

多樣化學與教模式（如：工作坊及講座形式的課堂、綵排及演出、考察、大師班及工作坊、創意寫作練習）；為期八天的戲劇日營，讓學生共同創作、綵排及演出戲劇作品等。

A broad range of learning and teaching modes (e.g. workshop- and lecture-based teaching, rehearsals and presentations/performances, field visits, master classes and workshops, and practices in creative writing); an 8-day drama camp in which students work collaboratively to create, rehearse and perform a drama; etc.

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

升學路向 Further Studies
例如：升讀與表演藝術和戲劇相關的課程
e.g. Courses related to performing arts and drama

就業出路 Career Pathways
- 創意工業方面（舞台/電視/電影）：創作專業如編劇、導演、演員、導師，及後台技術專業如舞台管理人員、佈景/燈光/音響設計師
- 文職行業方面：如具備表演藝術基礎知識的藝術管理人才
- 教學方面：如教師、戲劇教育家
- Creative industry (theatre/TV/film): e.g. creative professions including playwrights, directors, actors and instructors; technical arts professions including stage management staff, set/ lighting/sound designers
- Administrative professions: e.g. arts administrative professions that require basic knowledge of performing arts
- Teaching profession: e.g. teachers and drama educators

授課安排
Class Arrangements

模式一 Mode 1
開課日期：2016年9月19日至10月8日內
Commencement Date: Within the week of 19 September 2016 - 8 October 2016
時間Time: 星期五 Friday 5:15 pm - 8:15 pm 或 OR
星期六 Saturday 9:30 am - 12:30 pm
(註：為期八天的戲劇日營將於2017年12月其中兩個星期六及日、及寒假期間在香港演藝學院舉行。)
(Note: An 8-day drama camp will be held during 2 weekends in Dec 2017 and Christmas holiday in Dec 2017 at HKAPA.)
地點Venue: 香港演藝學院
香港灣仔告士打道一號
The Hong Kong Academy for Performing Arts
1 Gloucester Road, Wanchai, Hong Kong

模式二 Mode 2
開課日期：2016年9月19日至10月8日內
Commencement Date: Within the week of 19 September 2016 - 8 October 2016
課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。
Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.
(註：為期八天的戲劇日營將於 2017年12月其中兩個星期六及日、及寒假期間舉行，其中兩天的地點為香港演藝學院。)
(Note: An 8-day drama camp will be held during 2 weekends in Dec 2017 and Christmas holiday in Dec 2017, two days of which will be held at HKAPA.)

查詢
Enquiries

電話 Tel: 2584 8950
電郵 Email: pae@hkapa.edu
課程網址 Course Website: www.hkapa.edu/pae.htm

課程結構　Course Structure

第一階段 Phase One (66小時hrs)

相關學科 I
Contextual Studies I
(9小時hrs)
- 戲劇藝術形式
  Drama as an art form
- 戲劇文學分析
  Analysing dramatic literature
- 基本戲劇評賞
  Basic introduction to dramatic criticism

戲劇藝術基礎
Fundamentals of Dramatic Arts
(36小時hrs)
- 技巧訓練 I
  Major studies I
- 演技基訓 I
  Acting I
- 舞台形體基礎
  Stage movement
- 劇本創作工作坊
  Playwriting workshop

戲劇製作
Production of Dramatic Arts
(21小時hrs)
- 戲劇組織及製作團隊
  Producing organisation and the production team
- 戲劇製作過程
  Process of creating a production
- 世界舞台設計欣賞及劇場建築
  Appreciation of set design & theatre architecture
- 燈光及音響
  Light and sound
- 戲劇欣賞
  Attending drama production

第二階段 Phase Two (48小時hrs)

相關學科 II
Contextual Studies II
(6小時hrs)
- 劇本種類、戲劇場表演形式及劇場術語
  Types of play, drama forms and theatre terminology
- 本地劇壇現況和發展介紹
  Brief introduction to the local drama scene

戲劇藝術基礎
Fundamentals of Dramatic Arts
(27小時hrs)
- 技巧訓練 II
  Major studies II
- 演技基訓 II
  Acting II
- 默劇及形體基訓
  Mime practice and stage movement
- 發聲及演說練習
  Voice and speech making

戲劇製作
Production of Dramatic Arts
(15小時hrs)
- 舞台管理
  Stage management
- 舞台化妝
  Stage make-up
- 戲劇欣賞
  Attending drama production

第三階段 Phase Three (66小時hrs)

技巧訓練及戲劇製作 (戲劇日營)
Major Studies and Drama Production (Intensive Drama Day-camp)
(63小時hrs)
- 劇場遊戲及練習、發掘及發展演出意念、劇本創作、綵排及演出
  Theatre game and practice, concept development, playwriting, rehearsals and presentation

相關學科III
Contextual Studies III (3小時hrs)
- 相關範疇的升學及就業發展自我認知講座
  Seminar on self-understanding for further studies and career development in related fields

8. 電影及錄像　Film and Video

課程提供機構 Course Provider	職業訓練局 Vocational Training Council
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	本課程的目的是透過動態影像培養學生對媒體及傳播的興趣，讓他們掌握傳播及電影業的知識，並運用影像作為溝通及表達意念的媒介。學生從互動的課堂中，將學會電影及錄像製作的理論和技術，提升溝通技巧及團隊精神，並培養正面的價值觀及態度。 This course aims to develop students' interest in the profession of media and communication, and to communicate and convey messages with fundamental knowledge of the media and film industry through moving images. Students will not only learn the theories and skills of film and video production, but also develop communication skills and team spirit, and cultivate positive values and attitudes in an interactive learning environment.
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、互動遊戲、業內專業人士講座或訪問、角色扮演、參觀電視台或電影及錄像製作公司、實務訓練、專題研習、年度放影展「首Scene」等 Lectures with demonstrations, simulation games, seminars by or interviews with professionals, role plays, visit to a TV station or film and video production house, practical training, 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：升讀與電影及電視製作、電影研究、電影及媒體、電影文化研究、數碼媒體、創意媒體等相關的課程 e.g. Courses related to film and television, film studies, film and media studies, cinema studies, digital media, creative media, etc. 就業出路 Career Pathways 例如：從事與電影及電視製作、電視廣告製作、錄像製作、新媒體等相關的工作 e.g. Careers in the fields of film and television production, TV commercial production, video production, new media, etc.
授課安排 Class Arrangements	模式一 Mode 1 時間Time: 星期六 Saturday 9:30 am - 12:30 pm / 2:00 pm - 5:00 pm (註：部分課堂將安排於暑假期間進行。) (Note: Lessons will also be scheduled during summer holiday.) 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.
查詢 Enquiries	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. 電話 Tel: 2836 1264 電郵 Email: apl-enquiry@vtc.edu.hk 課程網址 Course Website: www.vtc.edu.hk/apl

課程結構　Course Structure

1. 電影及錄像行業概況
   Overview of the Film and Video Industry (9小時hrs)
   - 電影及錄像行業趨勢
     Film and video industry trend
   - 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. 探索電影語言
   Exploring Film Language (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
   - 場景設計與實踐
     Scene design and realisation
   - 新媒體傳播與發行
     New media communication and distribution

3. 電影敍事
   Film Narrative (63小時hrs)
   - 電影類型
     Film genre
   - 敍述故事的基本要素
     Essential elements of storytelling
   - 劇本創作與故事板繪製
     Scriptwriting and storyboarding
   - 視覺敘事的實踐
     Implementation of visual storytelling
   - 公共事務廣告的製作
     Video announcements of the public interests
   - 故事性或 非故事性
     Fiction or Non-fiction

4. 綜合習作: 短片電影製作
   Integrated Project: Short Film Production (33小時hrs)
   - 電影製作流程
     Film production pipeline
   - 電影前期製作計劃
     Pre-production planning
   - 短片電影製作
     Short film production
   - 電影後期製作
     Post-production

5. 電影研究
   Film Studies (30小時hrs)
   - 電影專題研究
     Contextual study in cinema
   - 21世紀的電影發展
     Developments in 21st century cinema and film
   - 環球及本地電影賞析
     Global and local film appreciation

6. 年度放影展
   Annual Screening

9. 雜誌編輯與製作 Magazine Editing and Production

課程提供機構 Course Provider

香港中文大學專業進修學院
School of Continuing and Professional Studies, The Chinese University of Hong Kong (CUSCS)

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

媒體及傳意/媒體製作與公共關係
Media and Communication/Media Production and Public Relations

課程簡介 Course Introduction

本課程旨在讓同學能夠明白傳媒編、採原則和技能、雜誌刊物策劃、編輯和出版的流程，並掌握傳媒採訪寫作、圖片編輯、排版的基本技能。這些技能既是學生要成為記者的基本能力，也可應用於不同的行業，如在公私營機構中擔任訊息溝通的工作。
This course aims to provide students with a thorough understanding of the principles and skills of media writing and reporting, and magazine editing and production. Skills covered in the courses include media writing, reporting, text editing, graphic editing and desktop publishing. These skills are not only essential for students to become reporters, but also transferrable skills which can be applied to different industries for enhancing communciations at workplace, such as corporate communication in public and private sectors..

授課語言 Medium of Instruction

中文
Chinese

學習活動特色 Learning Activity Highlights

參觀媒體機構、模擬訓練、個案研習、角色扮演、刊物製作、業界分享、小組討論、分組辯論等
Visits to media companies, simulation exercises, case studies, role plays, publication production, sharing by practitioners, group discussions, debates, etc.

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

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

就業出路 Career Pathways
例如：公關助理、雜誌編輯助理、初級記者、撰稿員、攝影師助理、美術設計員、校對員
e.g. Public relations assistant, assistant magazine editor, junior reporter, copywriter, photographer assistant, graphic designer, proofreader

授課安排 Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月 September 2016
時間Time: 星期三 Wednesday 2:00pm - 5:00pm 或OR
星期六 Saturday 10:00am - 1:00pm / 2:00pm - 5:00pm
(註：課堂將安排於學校假期期間進行)
(Note: Lessons will be scheduled during school holiday)
地點Venue: 將軍澳教學中心
將軍澳翠林邨
Tseung Kwan O Learning Centre
Tsui Lam Estate, Tseung Kwan O
或 OR
尖沙咀教學中心
尖沙咀加連威老道98號東海商業中心地庫1樓/
尖沙咀漆咸道南 67 號安年大廈13 樓
Tsimshatsui Learning Centre
Basement 1, East Ocean Centre, 98 Granville Road, Tsim Sha Tsui/
13/F, Oriental Centre, 67 Chatham Road South, Tsim Sha Tsui

模式二 Mode 2
課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。
Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.

查詢 Enquiries

電話 Tel: 3943 9028 / 3943 9023
電郵 Email: mcheung@cuhk.edu.hk / charlielam@cuhk.edu.hk
課程網址 Course Website: www.cuscs.hk/apl/

課程結構　Course Structure

單元一 Unit 1
傳媒寫作
Media Writing (27小時hrs)
- 特性與價值
  Features and value
- 發掘題材
  Finding Story
- 寫作技巧
  Writing skills
- 文章分析與比較
  Article analysis and comparison

單元二 Unit 2
人物專訪報道
Interviews (27小時hrs)
- 人物專訪類型
  Types of interviews
- 採訪前的準備
  Pre-interview preparation
- 溝通和發問技巧
  Communication and questioning skills
- 撰寫人物專訪
  Writing a story

單元三 Unit 3
副刊寫作
Supplement Article Writing (27小時hrs)
- 副刊文章類別
  Types of supplement articles
- 專欄/專輯的風格與結構
  Style & structure of columns/special reports
- 選題和寫作技巧
  Skills of selecting topics and writing
- 撰寫專欄/專輯
  Column/special report writing

單元四 Unit 4
專業操守
Professional Ethics (15小時hrs)
- 專業操守守則
  Code of professional ethics
- 真相與客觀報道
  Truth and objective reporting
- 公眾興趣與公眾利益
  Interest of public and public interest

單元五 Unit 5
攝影與圖片編輯
Photo Taking and Editing (21小時hrs)
- 攝影基礎
  Photography basics
- 圖片選輯原則
  Principles of selecting & editing photos
- 用圖片說故事
  Telling stories with photos
- 選擇圖片與撰寫圖說
  Photo selection & caption writing

單元六 Unit 6
雜誌編輯概念
Concept of Magazine Editing (27小時hrs)
- 出版流程與策略
  Publication process and strategies
- 雜誌版面設計
  Magazine layout design
- 基本編輯概念
  Basic concepts of editing
- 撰寫標題
  Headline writing

單元七 Unit 7
美術設計、編輯和排版
Graphic Design, Editing and Layout (21小時hrs)
- 美術設計基礎
  Graphic design basics
- 排版原則
  Principles of layout design
- 校對與審閱稿件
  Proofreading & manuscript review
- 印刷與製作基本概念
  Basic concepts of printing & production

單元八 Unit 8
刊物製作實踐
Publication Production in Practice (15小時hrs)
- 雜誌採訪、寫作、編輯與製作
  Interview, writing, editing and production of a magazine
- 構思主題→搜集資料→編寫內容大綱→採訪與寫作→編輯與排版→美術設計→製作
  Develop a theme → collect data → write the outline → interview & write up → edit and design the layout → design the graphics → produce the magazine

10. 新媒體傳播策略 New Media Communication Strategies

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

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

本課程旨在讓學生掌握新媒體傳播策略的知識，如互動媒體、社交媒體、視頻剪輯和移動應用程式。透過設計、規劃和執行過程中，學生學習使用精練信息來溝通。課程內容亦涵蓋整合營銷策劃、媒體製作和社交媒體策略。此外，本地及國際相關事件也將列作研究個案。

This course aims to provide students with opportunities to acquire the knowledge of new media communication strategies by using various media, such as interactive media, social media, video clips, and mobile apps. Through the design, planning and execution processes, students learn to communicate with succinct message. The course content will also cover the knowledge of integrated marketing plan, media production, social media strategies. Case studies on local and international related issues will also be discussed.

授課語言
Medium of Instruction

中文 或 英文
Chinese or English

學習活動特色
Learning Activity Highlights

問題為本學習、小組討論、簡報匯報、個案研究/實習、工作坊、實地考察、業界講座等
Problem-based learning, group discussions, PowerPoint presentations, case studies/practical work, workshops, site visits, professional talks by industry practitioners, etc.

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

升學路向 Further Studies
例如：媒體與傳播、創意媒體、媒體與文化研究、商業和市場營銷
e.g. Media and Communication, Creative Media, Media and Cultural Studies, Business and Marketing

就業出路 Career Pathways
例如：數碼營銷主任、社交媒體專家和新媒體專家
e.g. digital marketing officer, social media specialist and new media specialist

授課安排
Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年10月 October 2016
時間Time: 星期六 Saturday 9:30 am - 12:30 pm
(註：暑期課堂的安排着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 (九龍西分校)
九龍美孚新村 (第六期) 蘭秀道38-46號
HKU SPACE (Kowloon West Campus)
38-46 Nassau Street, Mei Foo Sun Chuen (Phase 6), Kowloon
或 OR
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: 2587 3232
電郵 Email: apl@hkuspace.hku.hk
課程網址 Course Website: apl.hkuspace.hku.hk/

課程結構　Course Structure

1. 新媒體與社交媒體入門
   Introduction to New Media and Social Media
   (20小時hrs)
   - 傳統媒體與新媒體概述
     Overview of traditional media and new media
   - 跨媒體參與
     Cross media engagement
   - 社交媒體/新媒體的利與弊
     Pros and cons of social media / new media

2. 新媒體傳播的發展
   New Media Communication Development
   (30小時hrs)
   - 新媒體文案
     Copywriting for new media
   - 故事板製作
     Storyboard Development
   - 社交媒體策略
     Social media strategies
   - 規劃營銷計劃
     Marketing plan development

3. 推行新媒體技術
   Technologies for New Media Implementation
   (30小時hrs)
   - 媒體圖像設計
     Media graphic design
   - 視像製作：攝影與燈光
     Camera and lighting for visual production
   - 影音設備操作
     Audio/video devices manipulation
   - 後期製作：視頻剪接與動態影像
     Video editing/motion graphics for post-production
   - 流動程式開發初探
     Introduction to mobile apps development

4. 實現新媒體策略
   New Media Strategies Execution
   (40小時hrs)
   - 商業個案研究
     Business case study
   - 新媒體應用策略
     New media strategies application
   - 搜尋引擎優化技術
     Search engine optimisation techniques
   - 網站分析
     Web analytics

5. 媒體法律與道德
   Media Law and Ethics (20小時hrs)
   - 媒體法律
     Media law
   - 社交媒體與新媒體的社會和道德議題
     Social and ethical issues of social media and new media

6. 整合新媒體策略專題研習
   Project on Integrated New Media Strategies
   (40小時hrs)
   - 新媒體傳播策略工作坊
     New media communication strategies workshop
   - 諮詢及導修課
     Consultation session and tutorial
   - 專題研習文檔建立
     Project documentation

11. 會計實務　Accounting in Practice

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

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

會計實務課程旨在讓學生認識有關財務會計、管理會計及稅務的原理和運作，以及會計電腦軟件的運用。
Accounting in Practice aims to equip students with knowledge in the principles and practice of financial accounting, management accounting, taxation and application of accounting software.

授課語言
Medium of Instruction

中文 或 英文
Chinese or English

學習活動特色
Learning Activity Highlights

學生有系統地從不同形式的活動中學習（例如：會計理論課堂），並體驗在不同情境下的複雜性以拓闊視野（例如：參觀會計師事務所/跨國企業、香港金融管理局；參與專業會計組織及會計業界人士主講的講座）。
Different modes of activities are employed to provide students with a systematic understanding about the context (e.g. lectures on accounting theories) and eye-opening opportunities to experience the complexity of the context (e.g. visits to accounting firms/multinational corporations, the Hong Kong Monetary Authority; seminars by professional accounting bodies and practioners).

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、金融及銀行等
e.g. business administration, accounting, finance and banking, etc.

就業出路 Career Pathways
例如: 於公共及私人機構擔當會計文員、審計助理、銀行櫃位員及行政助理等
e.g. accounts clerk, audit clerk, bank teller, administrative assistant in public and commercial sectors, etc.

專業發展 Professional qualification
例如：香港財務會計協會(HKIAAT)認可財務會計員資格(AAT)、英國倫敦商會(LCCI)國際資格、特許公認會計師公會(ACCA)專業會計先修資格(FIA)（須符合相關申請要求）
e.g. Accredited Accounting Technician (AAT) qualification from Hong Kong Institute of Accredited Accounting Technicians (HKIAAT), London Chamber of Commerce and Industry (LCCI) international qualifications, Foundation in Accountancy (FIA) qualifications from Association of Chartered Certified Accountants (ACCA) (minimum requirements apply)

授課安排
Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月 September 2016
時間 Time: 星期六 Saturday 9:30 am - 12:30 pm
(註：暑期課堂着重工作坊實習及實地考察。暑假期間的上課時間為9:30 am - 4:30 pm)
(Note: Summer lessons will focus on workshop practices and site visits. Lessons from 9:30 am to 4:30 pm 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: 2587 3232
電郵 Email: apl@hkuspace.hku.hk
課程網址 Course Website: apl.hkuspace.hku.hk/

課程結構　Course Structure

1. 財務會計
   Financial Accounting (45小時hrs)

2. 會計電腦軟件應用
   Accounting software application (45小時hrs)

3. 管理會計
   Management accounting (45小時hrs)

4. 稅務
   Taxation (45小時hrs)

12. 中小企創業實務　Entrepreneurship for SME

課程提供機構
Course Provider

香港中文大學專業進修學院
School of Continuing and Professional Studies, The Chinese University of Hong Kong

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

透過模擬實際環境下的應用與實踐，本課程能讓學生認識創業和商業管理的基礎理論和概念，培養他們的共通能力，並建立他們對相關行業的就業期望。課程亦有助學生將來於商業課程的進修。

Through application and practice in a near-authentic context, the course enables students to understand fundamental theories and concepts, develop generic skills and career aspirations in entrepreneurship and business management. It also equips students with the ability for life-long learning in business related studies.

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活動，有系統地認識創業，並從實踐中掌握相關實務技巧。活動包括參觀中小企支援與諮詢中心、業界不同專家的分享講座、商業剪影、工作坊、角色扮演及於課程完結時提交一份創業計劃書等。

Different modes of activities are employed to provide students with a systematic understanding about entrepreneurship and to let them master different practical techniques through learning-by-practising opportunities. Activates include visits to Support and Consultation Centre for SMEs, talks by professionals of different expertise, video shows, workshops, role-plays, and writing a business plan at the end of the course, etc.

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

升學路向 Further Studies
例如：與工商管理、會計、金融、國際商業、旅遊及資訊系統有關之副學位/大學本科等課程
e.g. Sub-degree / Degree programmes related to business administration, accounting, finance, international business, tourism and information systems, etc.

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

授課安排
Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月 September 2016
時間Time: 星期六 Saturday 10:00 am - 1:00 pm / 2:00 pm - 5:00 pm
(註: 部份課堂可能安排於學校假期期間進行。)
(Note: Lessons may also be scheduled during school holiday.)
地點Venue: 尖沙咀教學中心
尖沙咀加連威老道98號東海商業中心地庫1樓
Tsimshatsui Learning Centre
Basement 1, East Ocean Centre, 98 Granville Road, Tsim Sha Tsui
13/F, Oriental Centre, 67 Chatham Road South, Tsim Sha Tsui

模式二 Mode 2
課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。
Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.

查詢
Enquiries

電話 Tel: 3943 9126 / 3943 9127
電郵 Email: kwchan@cuhk.edu.hk / cyfung@cuhk.edu.hk
課程網址 Course Website: cuscs.hk/apl

課程結構　Course Structure

第一階段: 創業起動大計 Stage 1: Planning (69小時hrs)

1. 構思初步創業計劃書
   Preliminary Business Proposal

A. 創業無極限
Unlimited entrepreneurship possibilities
- 成功創業者的DNA
  Entrepreneurship D.N.A.
- 創業前的心態準備
  Mental preparation for setting up a new business
- 新經濟
  The new economy
- 創業八大元素
  Eight entrepreneurship elements

B.企業社會責任與中小企業
Social responsibilites and SME
- 企業社會責任的議題
  Issues on social responsibilities
- 企業對社會責任的回應
  Responses to social responsibilities
- 商業道德及環保因素
  Business ethics and environmental factors

C.市場調查及初步創業計劃書
Marketing research and preliminary business plan
- 市場推廣及市場調查
  Marketing and marketing research
- 新企業的初步創業計劃書
  Preliminary business plan for new entreprises

2. 可行性研究
   Feasibility Study
- 初步創業計劃書的可行性研究過程
  Feasibility study process on preliminary business plan
- 分析方法
  Analytical models
- 草擬創業計劃書
  Preparation of formal business plan

第二階段 : 執行創業藍圖 Stage 2: Implementation (72小時hrs)

3. 企業個體 - 硬件
   Business Entity : Contexts
- 企業所有權的型式
  Forms of business ownerships
- 創業財務及融資分析
  Funding and financial requirement analysis
- 商務物業及廠房
  Business premise and production site

4. 企業個體 - 軟件
   Business Entity: Contents
- 知識產權
  Intellectual properties
- 創業團隊
  Management team
- 行業技術及知識
  Technical skills and knowledge
- 申領牌照及特定法規
  Licensing and regulations

第三階段 : 營運得法 Stage 3: Operations (33小時hrs)

5. 主要商業功能的運作
   Key Business Functions

A.營運
Operations
- 生產程序
  Production process
- 服務質素
  Quality in service
- 顧客服務
  Customer care

B.市場學
Marketing
- 市場學要訣 - 7P
  Marketing knowledge of 7P
- 找顧客、留顧客, 有辦法
  Develop market and retain customers

C.人力資源和辦公室行政
Human resources and office administration
- 職員編制
  Staffing process
- 中小企文件檔案處理
  Business documents management

D.中小企會計及財務管理
Accounting and finance for SME
- 信貸和銀行服務
  Credit facilities and banking services
- 良好會計制度
  Good accounting practice

第四階段 : 商業成效評估方案 Stage 4: Business Evaluation (6小時hrs)

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

13. 市場營銷及網上推廣 Marketing and Online Promotion

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

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

本課程的目的是讓學生通過不同的學習活動，掌握市場營銷及網上推廣的概念和技能，了解商品的發展和網上營商模式，及評估在本地及國際市場上能達至最大營銷效益及營運效率的各種可行市場營銷及網上推廣方法。
This course aims to help students, through various learning activities, master basic concepts and skills in marketing and online promotion, understand the developments of specific products and online business operation and evaluate the options on marketing and online promotion available to optimise effectiveness and operation efficiency in local and global contexts.

授課語言
Medium of Instruction

中文
Chinese

學習活動特色
Learning Activity Highlights

參觀本地工商機構、進行市場調查；網上和社交媒體市場推廣設計等活動。
Industrial visits, conducting market research, designing online and social media promotion plan etc.

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

升學路向 Further Studies
例如：升讀與工商管理、市場學、廣告、傳播等相關的課程
e.g. Courses related to business administration, marketing, advertising and communication, etc.

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、網上媒體等相關的工作
e.g. Careers in the fields of business administration, accounting and financial management, business communication, sales and marketing, event planning, online media, etc.

授課安排
Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月 September 2016
時間Time: 星期六 Saturday 9:15 am - 12:15 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 holiday.)
地點Venue: SCOPE尖東教學中心
麼地道77號華懋廣場UG2樓UG202室
SCOPE TSTE Learning Centre
UG202 Chinachem Golden Plaza, 77 Mody Road, Tsim Sha Tsui East

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 5439
電郵 Email: aplinfo@cityu.edu.hk
課程網址 Course Website: www.cityu.edu.hk/ce/apl

課程結構　Course Structure

1. 市場探索概論
   Introduction to Marketing (66小時hrs)
   - 市場營銷及網上推廣概況
     Overview of marketing and online promotion
   - 市場調查及資訊管理
     Market research and information management
   - 市場趨勢分析及預測
     Market trend analysis and prediction
   - 市場調查報告撰寫及匯報
     Market research report writing and presentation

2. 商品及服務的市場營銷推廣
   Marketing Goods and Services (63小時hrs)
   - 市場營銷推廣的角色
     Role of marketing
   - 市場營銷推廣策略
     Marketing strategies
   - 市場營銷推廣策劃
     Development of a marketing plan
   - 市場營銷推廣策略的執行
     Implementation of marketing strategies
   - 市場營銷推廣小組專題研習
     Marketing group project
   - 市場營銷推廣的監察及檢討
     Marketing activities control and performance review
   - 商業道德
     Business ethics

3. 網上市場推廣的策劃及部署
   Internet Marketing Planning and Deployment (51小時hrs)
   - 網上營商運作基礎知識
     Basic knowledge of online business operation
   - 網上推廣策略
     Internet marketing strategy
   - 評估合適網上營商模式與有效銷售平台
     Evaluation of online business models and sales platforms
   - 運用不同網上推廣工具增加瀏覽量
     Traffic generation by using different online promotion tools
   - 客戶資料管理
     Customers data management and follow-up

14. 香港執法實務 Law Enforcement in Hong Kong

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

課程旨在提升同學對香港執法，刑法及刑事司法制度的認知，並為對執法工作具興趣或有志將來投身警隊或其他紀律部隊的同學提供合適及實用的學習內容。課程更讓同學有系統地瞭解相關法律知識，警務及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, underlying criminal laws and criminal justice system. Students interested in or who aspire to join the police or other disciplined forces would find the course contents highly useful and practical. The course systematically explains the recruitment and the actual work contexts of police and other disciplined forces so that students can explore their interests and pursue their own goals in further studies and career development in related fields.

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、參觀本地執法機構、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 plays, guest speakers' talks, 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：繼續進修警務學，紀律部隊管理，犯罪學等課程
e.g. Further studies on policing studies, disciplined forces management, criminology, etc.

就業出路 Career Pathways
例如：警務人員、入境事務助理員、消防員、懲教助理等
e.g. police constable, immigration assistant, fireman, correctional assistant, etc.

授課安排
Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月 September 2016
時間Time: 星期六 Saturday 9:30 am - 12:30 pm / 1:30 pm - 4:30 pm
(註一：部分課堂於上午九時三十分至下午四時三十分進行。)
(註二：部分課堂將安排於暑假期間進行。)
(Note 1: Some lessons will last from 9:30 am to 4:30 pm)
(Note 2: Lessons will also be scheduled during summer holiday.)
地點Venue: 香港浸會大學持續教育學院九龍塘校園中心
HKBU(SCE) Kowloon Tong Campus Centre
九龍九龍塘聯福道34號香港浸會大學逸夫校園思齊樓
David C. Lam Building, Shaw Campus, Hong Kong Baptist University,
34 Renfrew Road, Kowloon Tong, Kowloon
或 OR
九龍九龍塘浸會大學道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

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/

課程結構　Course Structure

1. 執法與刑事司法導論
   Introduction to Law Enforcement and Criminal Justice (24小時hrs)
   - 刑事司法原理及模式
     Principles and models of criminal justice
   - 香港刑事司法制度簡介
     Overview on the Hong Kong criminal justice system
   - 執法系統與流程
     Law enforcement system and processes
   - 罪行偵查及逮捕
     Crime detection and arrest
   - 起訴程序
     Prosecution process
   - 裁判及量刑
     Adjudication and sentencing
   - 懲教及更生
     Correction and rehabilitation

2. 認識公民及法律權利、責任及相關基本法條文
   Understanding Civic and Legal Rights, Responsibilities, and related Articles of the Basic Law (24小時hrs)
   - 認識香港公民權利及責任
     Understanding civic rights and responsibilities in Hong Kong
   - 公民義務、權利及責任基礎
     Civic duties, rights and responsibilities fundamentals
   - 公民及政治權利
     Civic and political rights
   - 經濟、社會、文化權利
     Economic, social, cultural rights
   - 個人自由及法律保障
     Individual freedom and legal protection
   - 與公民權利及責任相關的基本法條文
     Basic Law articles related to civic rights and responsibilities

3. 執法與刑事司法案例工作坊
   Case Studies Workshop on Law Enforcement and Criminal Justice (18小時hrs)
   - 如何定義社會問題為罪行
     The definition of particular social problems as crimes
   - 刑事司法案例研究
     Case studies on criminal justice
   - 執法案例研究
     Case studies on law enforcement
   - 刑事司法與執法之最新發展
     Latest development on criminal justice and law enforcement

4. 罪行與刑事法
   Crimes and Criminal Law (27小時hrs)
   - 刑事法功能
     Functions of criminal law
   - 罪行及犯罪行為剖析
     Crime and criminal behaviour analysis
   - 罪行元素
     Elements of crime
   - 影響刑責主要因素
     Factors affecting criminal liability
   - 其他特殊違法行為
     Other specific offences

5. 香港執法機構概要
   Overview of Law Enforcement Agencies in Hong Kong (24小時hrs)
   - 香港主要執法機構之組織及管理
     Structure and management of major law enforcement agencies in Hong Kong
   - 警隊在處理罪行及罪犯的角色及功能
     The roles and functions of police in dealing with crimes and criminals in Hong Kong
   - 其他相關機構的角色及功能
     The roles and functions of other related organisations
   - 主要執法機構的相互關係
     Operating relationship between the law enforcement agencies in Hong Kong

6. 警務及其他紀律部隊人員招募及遴選
   Manpower Recruitment and Selection in Police and other Disciplined Forces (24小時hrs)
   - 警員招募遴選準則和程序
     Recruitment process and selection criteria in Police Force
   - 測試及面試的要求
     Requirements of tests and interviews
   - 警務人員個性要求
     Personality requirements in Police Force
   - 其他主要紀律部隊招募遴選程序和準則簡介
     Overview of the recruitment process and selection criteria for other major disciplined forces in Hong Kong
   - 其他主要紀律部隊對投考者的要求
     Requirements on applicants for other major disciplined forces in Hong Kong

7. 警務及其他紀律部隊人員之重要特質、道德操守及價值觀
   Essential Attributes, Conduct and Values in Police and other Disciplined Forces (21小時hrs)
   - 警務及其他紀律部隊人員的重要特質
     Essential attributes of Police and other disciplined forces
   - 警務及其他紀律部隊人員的價值觀
     Value of Police and other disciplined forces
   - 警務及其他紀律部隊人員的道德操守與紀律
     Code of conduct and discipline in Police and other disciplined forces
   - 良好團隊的要素
     Characteristics of a good team
   - 團隊溝通與提升團隊精神及士氣
     Team communication, promoting team spirit and morale

8. 警務及其他紀律部隊人員健康與體適能訓練
   Health and Fitness Training in Police and other Disciplined Forces (18小時hrs)
   - 認識體適能與健康
     Understanding fitness and health
   - 運動量與體重控制
     Exercise volume and weight control
   - 運動創傷
     Exercise injuries
   - 正確認識熱身運動
     Proper warm up exercises
   - 心肺功能鍛鍊
     Cardiopulmonary training
   - 體能訓練
     Physical training

15. 餐飲業運作　Food and Beverage Operations

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/食品服務及管理
Services/Food Services and Management

課程簡介
Course Introduction

本課程教導學生飲食業務運作的知識，包括咖啡店飲料和食品或日韓料理。學生學習如何準備、製作和裝飾食品和飲料的基本技巧。實務課堂讓學生獲取餐飲食品製作的實踐經驗，而行業參觀讓學生對餐飲行業的運作有更深入的認識。學生亦可透過各種學習活動，了解飲食業與其他學科之間的關係。

This course introduces students the knowledge of food and beverage operations in areas of either coffee shop drinks or Japanese & Korean food. Students will be equipped with the basic skills of how food and drinks are prepared, garnished and served. The practical session enables students to gain hands-on experience on food and beverage preparations; and the industry visit allows students to have deeper understanding of the operations of food and beverage industry. Students will also be encouraged to apply and integrate their newly acquired skills and knowledge from various disciplines.

授課語言
Medium of Instruction

中文 (輔以英文詞彙)
Chinese (supplemented with English terminology)

學習活動特色
Learning Activity Highlights

小組討論及匯報、製作咖啡店飲料和食品或日韓食品、實地參觀、訪問業界、參加食物衛生及安全講座等
Group discussions and presentations, preparation of coffee shop drinks and dessert or Japanese and Korean food, site visits, industry interview and seminars on food hygiene and safety, 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：升讀高級文憑、副學士學位，或與休閒及旅遊、酒店及餐飲管理、餐飲服務相關的課程
e.g. Higher Diploma, Associate Degree, or courses related to leisure and tourism, hotel and catering management, food and beverage services, etc.

就業出路 Career Pathways
例如：從事初級職位（餐廳服務員，日韓料理廚務助理、日韓料理服務員）、初級西餅廚師、初級咖啡調配員、咖啡店服務員等工作
e.g. Careers in junior position (restaurant waiter, kitchen assistants in Japanese/Korean cuisine, waiter in Japanese/Korean cuisine), junior bakery chef, junior barista, coffee shop waiter, etc.

授課安排
Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月 September 2016
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 holiday.)
地點Venue: 明愛社區書院 — 屯門 或 OR
Caritas Institute of Community Education - Tuen Mun
明愛社區書院 — 紅磡 或 OR
Caritas Institute of Community Education - Hung Hom
明愛社區書院 — 油麻地 或 OR
Caritas Institute of Community Education - Yaumati

模式二 Mode 2
課堂(除實務課堂外)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 (except practical 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: ht@cice.edu.hk
課程網址 Course Website: www.cice.edu.hk/Apl_course.html

課程結構　Course Structure

核心部分 Core Part (69小時hrs)

餐飲業概覽

Overview of Food and Beverage Industry (30小時hrs)

- 餐飲業的發展
  Development of food and beverage industry
- 餐飲業從業員的專業發展
  Professional development in food and beverage industry
- 健康飲食和關注營養的趨勢
  Trend of healthy eating and nutritional concerns

廚房設置和組織

Kitchen Set-up and Organisation (39小時hrs)

- 廚房的設計與設備
  Kitchen design and set-up
- 廚房的衛生和安全守則
  Hygiene and safety practices in the kitchen

行業參觀 Industry Visit (21小時hrs)

選修部分 Elective Part (90小時hrs)

咖啡飲品及甜品

Coffee Drinks and Dessert

- 咖啡的文化及歷史
  Culture and history of coffee
- 沖泡咖啡的設備和材料
  Facilities and ingredients for coffee making
- 沖泡咖啡原理和拉花藝術
  Principles of coffee brewing and Latte arts
- 沖泡和鑑賞咖啡
  Coffee making and appreciation
- 特調飲品製作
  Preparation of special drinks
- 製作甜品和糕點的材料和方法
  Ingredients and methods used for dessert and pastries making
- 甜品和糕點製作
  Preparation of dessert and pastries
- 咖啡店的優質服務
  Quality service in coffee shop

或
OR

選修部分 Elective Part (90小時hrs)

日韓食品

Japanese and Korean Food

- 日韓飲食文化的不同層面
  Different aspects of food culture in Japan and Korea
- 日韓料理的專門設施和工具
  Specialised facilities and equipment in Japanese and Korean cuisine
- 日韓食品的食材和醬料
  Japanese and Korean food ingredients and sauces
- 日韓料理的烹調技巧
  Culinary skills in Japanese and Korean cooking
- 日韓食品製作
  Preparation of Japanese and Korean food
- 日韓料理的優質服務
  Quality service in Japanese and Korean cuisine

16. 甜品及咖啡店營運　Pâtisserie and Café Operations

課程提供機構
Course Provider

香港專業進修學校
Hong Kong College of Technology

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

本課程的目的是讓學生認識甜品及咖啡店的特色、食品產品和店舖運作、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，以及繼續升學或就業的基礎。
This programme aims to introduce students the nature and 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.

授課語言
Medium of Instruction

中文 或 英文
Chinese or English

學習活動特色
Learning Activity Highlights

甜品及咖啡製作練習、分組討論、參觀活動、業界分享、模擬個案研究等
Patisserie and café production practices, product development, group discussion, visits, professional sharing, and case study, etc.

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

升學路向 Further Studies
學員畢業後可申請由港專或其他院校開辦的旅遊管理(航空及郵輪/項目管理/款待/旅遊業)高級文憑、文憑或毅進文憑課程
Students are eligible to apply higher diploma, diploma or Yi Jin Diploma programmes of tourism management (airline and services/event management/hospitality/travel and tourism) offered by HKCT or other institutions.

就業出路 Career Pathways
初級甜品師、初級廚師、餐廳服務員、咖啡廳助理、咖啡師、餐飲業助理、創業家（如：咖啡店、甜品店、麵包店）
Junior pastry chef, junior chef, restaurant waiter/ waitress, café assistant, barista, catering assistant, frontline agents in customer service related industry and entrepreneurship (e.g. café, pastry shop, bakery)

授課安排
Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月中 Mid September 2016
時間Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm 或OR
星期三 Wednesday 2:00 pm - 6:00 pm
(部分課堂將安排於暑假期間進行。) (Lessons will also be scheduled during summer holiday.)
地點Venue: 香港專業進修學校 (何文田校舍)
九龍何文田公主道14號
Hong Kong College of Technology (Ho Man Tin Campus)
14, Princess Magarent Road, Homantin, Kowloon 或OR
香港專業進修學校 (港專賽馬會馬鞍山校園)
新界馬鞍山耀安邨
Hong Kong College of Technology (HKCT Jockey Club Ma On Shan Campus)
Yiu on Estate, Ma on Shan, Sha Tin, New Territories 或OR
香港專業進修學校 (港專賽馬會本科校園)
新界沙田馬鞍山鞍誠街2號
Hong Kong College of Technology (HKCT Jockey Club Undergraduate Campus)
2 On Shing Street, Ma On Shan, Sha Tin, New Territories 或OR
香港專業進修學校 (開源道培訓中心)
九龍觀塘開源道71號王子大廈7 至 8樓
Hong Kong College of Technology (Hoi Yuen Road Training Centre
7/F & 8/F, Wong Tze Building, 71 Hoi Yuen Road, Kwun Tong, Kowloon

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: 2276 8430 / 2926 1222
電郵 Email: jimkan@hkct.edu.hk / enquiry@hkct.edu.hk
課程網址 Course Website: www.hkct.edu.hk/apl

課程結構　Course Structure

1. 甜品及咖啡店運作簡介
   Introduction to Pâtisserie and Café Operations (15小時hrs)
   - 餐飲業行業結構及特色
     Structure and scope of catering industry
   - 優質顧客服務簡介
     Introduction to quality customer service

2. 甜品及咖啡店運作系統
   Pâtisserie and Café Development and Operation System (45小時hrs)
   - 甜品及咖啡店的運作模式及牌照要求
     Business operation model and licensing requirements for pâtisserie and café
   - 食物及營養知識
     Food and nutrition
   - 甜品及咖啡店餐單設計
     Menu planning for pâtisserie and café
   - 餐飲業的資訊科技應用
     Catering operation system
   - 食品及飲品成本計算
     Food and beverage costing
   - 食物衛生及安全
     Food hygiene and safety issues
   - 職業健康及安全
     Occupational health and safety
   - 餐飲業的工作道德及倫理
     Work ethics in food industry
   - 業界人士分享
     Sharing from the industry

3. 咖啡店食品及飲品製作
   Food and Beverage Service and Production in Café (45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
   - 咖啡師技巧訓練
     Barista training

4. 甜品製作
   Pâtisserie Production (45小時hrs)
   - 甜品分類
     Classification of pâtisserie product
   - 甜品製作原理及成份簡介
     Basic recipes and production
   - 食材比例及量度
     Basic proportion and measurement of ingredients
   - 甜品製作技巧及應用
     Production and application

5. 綜合及應用
   Integration and Application (30小時hrs)
   學生以小組形式，設計主題，商討餐單和選擇材料，決定服務流程和製定服務標準等，執行整個模擬運作專案。
   Student work in a team to set the theme, design menu items and select ingredients, decide the appropriate service sequence and style to executing the whole simulation.

17. 西式食品製作 Western Cuisine

課程提供機構 Course Provider

職業訓練局
Vocational Training Council

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

本課程讓學生在模擬環境下，學習有關基本美食學、食品材料、營養、食物衛生與安全及西式菜餚製作等知識及技巧，並透過實務培訓提升學生對款待業及西式廚務專業的興趣，培養良好的服務文化、自律及團隊精神，並加強他們的解難、溝通和表達能力。課程提供「廚藝」及「包餅」兩個選修部分供學生選擇。

Through a simulated learning environment, students will acquire the knowledge and skills in western gastronomy, food commodities, nutrition, food hygiene and safety as well as western food preparations. The course aims to develop students' interest in the hospitality and catering industry through practical training, and cultivate among them a service culture, self-discipline and team spirit as well as problem solving, communication and presentation skills. Students may choose between "Culinary Arts" and "Bakery and Pastry" in the elective part of the course.

授課語言 Medium of Instruction

中文 或 英文
Chinese or English

學習活動特色 Learning Activity Highlights

講授及示範、小組討論及匯報、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
Lectures with demonstrations, group discussions and presentations, microbiology testing, industrial visits, practical training and food tasting, project learning, food 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：升讀與食品製作及服務、休閒及旅遊、酒店管理等相關的課程
e.g. Courses related to food production and services, leisure and tourism, hotel management, etc.

就業出路 Career Pathways
例如：從事與飲食服務、航空膳食服務、快餐食品製造、麵包及西餅製造、酒店服務等相關的工作
e.g. Careers in the fields of catering, airline catering, fast food production, bakery and pastry production, hotel services, etc.

授課安排 Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月 September 2016
時間Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm
地點Venue: 國際廚藝學院 — 香港薄扶林145號
International Culinary Institute
145 Pokfulam Road, Pokfulam, Hong Kong 或OR
酒店及旅遊學院 (九龍灣) — 九龍九龍灣大業街46號
Hotel and Tourism Institute (Kowloon Bay)
46 Tai Yip Street, Kowloon Bay, Kowloon 或 OR
酒店及旅遊學院 (天水圍) — 新界元朗天水圍天河路11號
Hotel and Tourism Institute (Tin Shui Wai)
11 Tin Ho Road, Tin Shui Wai, Yuen Long, N.T. 或 OR
香港專業教育學院 (黃克競) — 九龍長沙灣荔枝角道702號
Hong Kong Institute of Vocational Education (Haking Wong)
702 Lai Chi Kok Road, Cheung Sha Wan, Kowloon 或 OR
匯縱專業發展中心 (馬鞍山) — 新界沙田馬鞍山耀安邨92地段
Integrated Vocational Development Centre (Ma On Shan)
Area 92 Yiu On Estate, Ma On Shan, Shatin, N.T. 或 OR
青年學院 (邱子文) — 新界將軍澳陶樂路11號
Youth College (Yeo Chei Man) — 11 To Lok Road, Tseung Kwan O, N.T.

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.

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

課程結構　Course Structure

核心部分 Core Part (68小時hrs)

1. 烹調基礎
Culinary Fundamentals (48小時hrs)
- 西式食品製作概覽
  Introduction to western food preparation
- 廚房設置及管理
  Kitchen set-up and management

2. 食物衛生、營養與職業安全
Food Hygiene, Nutrition and Occupational Safety (20小時hrs)
- 食物衛生及安全
  Food hygiene and safety
- 營養、膳食與健康
  Nutrition, diet and health
- 職業安全
  Occupational safety

選修部分 Elective Part (112小時hrs)

3A. 廚藝基本食材
Food Fundamentals in Culinary Arts (30小時hrs)
- 食物材料
  Food commodities
- 食物保存及儲藏
  Food preservation and storage
- 菜譜及食譜設計
  Menu and recipe design

4A. 基礎食品製作
Food Preparation in Culinary Arts (70小時hrs)
- 原湯、餐湯及汁醬製作
  Stock, soup and sauce preparation
- 頭盤製作
  Hors d'oeuvre preparation
- 主菜製作
  Entrée preparation
- 創意伴碟設計
  Creative garnish and plate decoration

5A. 廚藝專題研習
Project on Culinary Arts (12小時hrs)
- 特色菜譜設計及製作
  Planning and preparation of a menu for special diets

或 OR

選修部分 Elective Part (112小時hrs)

3B. 包餅基本食材
Food Fundamentals in Bakery and Pastry (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. 基礎包餅製作
Food Preparation in Bakery and Pastry (70小時hrs)
- 歐陸及軟硬麵包製作
  Hearth bread and roll preparation
- 蛋糕及酥餅製作
  Gâteau and pastry preparation
- 甜品製作
  Dessert preparation
- 創意餅面裝飾及伴碟設計
  Creative toppings and plate decoration

5B. 包餅專題研習
Project on Bakery and Pastry (12小時hrs)
- 特色菜譜設計及製作
  Planning and preparation of a menu for special diets

6. 西式食品製作大賽
Food Competition

18. 酒店服務營運 Hospitality Services in Practice

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

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，並到本地或內地的酒店交流，了解優質服務的重要性。
This course is designed to equip students with fundamental knowledge about three major aspects of the hospitality industry, namely front office, housekeeping, and food and beverage operations. Learning will be acquired through practice, and students will be given the opportunity to visit local or mainland hotels to understand the importance of quality service.

授課語言 Medium of Instruction

中文 或 英文
Chinese or English

學習活動特色 Learning Activity Highlights

模擬客房服務學習、運用「Opera」物業管理系統模擬入住登記及房間分配、到餐廳學習西式餐飲服務及餐桌禮儀、兩日一夜的酒店參觀、互動學習、角色扮演、個案研究、專題研習及口述簡報等。
Housekeeping practice in the mock-up guest room, use of "Opera" property management system to simulate check-in and room allocation, learning of western dining services and etiquette in a restaurant, an overnight hotel visit, interactive learning, role plays, case studies, research projects and oral presentations, etc.

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

升學路向 Further Studies
例如：升讀與休閒及旅遊、酒店管理、食品生產及服務等相關的課程
e.g. Courses related to leisure and tourism, hotel management, food production and services, etc.

就業出路 Career Pathways
- 款待服務 Hospitality services
  例如：從事與休閒及娛樂、酒店及旅遊業、食品生產及服務、航班服務、展覽支援服務等相關的工作
  e.g. Careers in the fields of leisure and recreation, hotel and tourism, food production and services, airline services, convention support services, etc.
- 商業服務 Business services
  例如：從事顧客服務相關工作
  e.g. Careers in the fields of customer service

授課安排 Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月 September 2016
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 holiday.)
地點Venue: SCOPE尖東教學中心
廖地道77號華懋廣場UG2樓UG202室
SCOPE TSTE Learning Centre
UG202 Chinachem Golden Plaza, 77 Mody Road, Tsim Sha Tsui East 或OR
SCOPE金鐘教學中心
金鐘統一中心8樓
SCOPE Admiralty Learning Centre
8/F United Centre, Admiralty

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 5439
電郵 Email: aplinfo@cityu.edu.hk
課程網址 Course Website: www.cityu.edu.hk/ce/apl

課程結構　Course Structure

1. 酒店前台營運
   Front Office Operations (60小時hrs)
   - 酒店業及未來趨勢概述
     Overview of hospitality service and future trend
   - 各部門之間的相互聯繫
     Inter-department responsibilities
   - 電話溝通及銷售技巧
     Telephone communications
   - 客房預訂及入住登記
     Reservations and registration
   - 退房及結帳
     Settlement of accounts
   - 前台管理系統（Opera System）
     Property management system (Opera System)

2. 酒店客房部營運
   Housekeeping Operations (42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
   - 員工配備及安排
     Areas of responsibilities
   - 安全措施、化學物品與保安管理
     Safety, chemicals and security management

3. 模擬酒店前台及客房服務技巧練習
   Mock-up Front Office and Room Inspection

4. 餐飲服務營運
   Food & Beverage Operations (54小時hrs)
   - 酒店業餐飲
     Hotel dining
   - 休閑式餐飲
     Casual dining
   - 交通運輸餐飲及到會服務
     Transportation and outside catering
   - 餐飲管理概念及服務技巧
     Food and beverage management concept and service skills
   - 非酒精類飲品類別及酒精類飲品類別
     Classification of non-alcoholic beverages and alcoholic beverages

5. 參觀酒店營運實況
   Off-shore Study Tour (24小時hrs)
   - 知識與服務技巧整合及應用(專題研習)
     Integrate and apply knowledge acquired for projects
     - 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 dinning etiquette)
   - 最新酒店及款待服務行業發展趨勢
     Experience a contemporary trend

19. 酒店營運 Hotel Operations

課程提供機構 Course Provider

職業訓練局
Vocational Training Council

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，以及有關客務部、房務部和餐飲部的實務操作技能。學生將透過多元化的教學活動，提升對旅遊業及酒店營運的興趣，培養良好的服務文化、自律及團隊精神，並加強解難、溝通和表達能力。

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.

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、水療服務等相關的課程

e.g. Courses related to hotel management, leisure and tourism, food and beverage services, spa services etc.

就業出路 Career Pathways

例如：從事與酒店服務、旅遊業、航空服務、飲食服務、會所管理、主題公園管理、水療服務等相關的工作

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

授課安排 Class Arrangements

模式一 Mode 1

開課日期Commencement Date: 2016年9月 September 2016

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

地點Venue:

酒店及旅遊學院 (薄扶林) — 香港薄扶林145號
Hotel and Tourism Institute (Pokfulam)
145 Pokfulam Road, Pokfulam, Hong Kong

或 OR

酒店及旅遊學院 (九龍灣) — 九龍九龍灣大業街46號
Hotel and Tourism Institute (Kowloon Bay)
46 Tai Yip Street, Kowloon Bay, Kowloon

或 OR

酒店及旅遊學院(天水圍) — 新界元朗天水圍天河路11號
Hotel and Tourism Institute (Tin Shui Wai)
11 Tin Ho Road, Tin Shui Wai, Yuen Long, N.T.

或 OR

香港專業教育學院 (黃克競) — 億京廣場教學中心
九龍長沙灣長裕街8號億京廣場9樓
Hong Kong Institute of Vocational Education (Haking Wong) — Billion Plaza Centre
9/F, Billion Plaza, 8 Cheung Yue Street, Cheung Sha Wan, Kowloon

或 OR

匯縱專業發展中心 (馬鞍山) — 新界沙田馬鞍山耀安邨92地段
Integrated Vocational Development Centre (Ma On Shan)
Area 92 Yiu On Estate, Ma On Shan, Shatin, N.T.

或 OR

青年學院 (邱子文) — 新界將軍澳陶樂路11號
Youth College (Yeo Chei Man)
11 To Lok Road, Tseung Kwan O, N.T.

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

課程結構　Course Structure

1. 款待業概覽
   Hospitality Industry Basics (24小時hrs)
   - 酒店及旅遊業概覽
     Overview of the hotel and tourism industries
   - 酒店從業員的基本知識與道德操守
     Essential knowledge and ethical concerns for hotel personnel
   - 優質服務概覽
     Quality service dimensions

4. 餐飲服務
   Food & Beverage Services (44小時hrs)
   - 餐飲部功能
     Functions of food & beverage department
   - 餐飲服務程序
     Food & beverage service principles
   - 餐飲服務實務操作
     Food & beverage practices
   - 餐飲項目基礎
     Catering event basics

2. 客務與水療服務
   Front Office and Spa Services (44小時hrs)
   - 客務部功能
     Functions of front office department
   - 客務服務程序
     Front office service principles
   - 客務服務實務操作
     Front office practices
   - 酒店水療基礎
     Hotel spa basics

3. 房務服務
   Housekeeping Services (36小時hrs)
   - 房務部功能
     Functions of housekeeping department
   - 房務服務程序
     Housekeeping service principles
   - 房務服務實務操作
     Housekeeping practices

5. 酒店業的持續發展
   Sustainable Development of the Hotel Industry (32小時hrs)
   - 酒店業的趨勢與挑戰
     Trends and challenges of the hotel industry
   - 專題研習題目(任擇其一) Topics for project work (Choose any ONE)
     (1) 酒店環保觸覺
         Environmental awareness in hotels
     (2) 酒店自動化系統
         Hotel automations
     (3) 探索與迎合市場的需要
         Discovering and meeting market needs in hotels

6. 技能競賽
   Skills Competition

20. 幼兒教育 Child Care and Education

課程提供機構
Course Provider

職業訓練局
Vocational Training Counci

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教育的興趣，認識幼兒在0-6歲的發展特質，掌握照顧幼兒的基本技巧，設計簡單遊戲活動，並認識香港的幼兒教育核心價值與服務。本課程亦希望透過在幼兒教育環境中的體驗式學習，發展學生的創意思維、溝通與及團隊合作技巧，培養他們正向的價值觀與態度，並發掘其個人對幼兒教育的興趣和潛質。

This course is designed to arouse the interest of senior secondary students in early childhood education. Students are equipped with a basic understanding of the developmental characteristics of children aged 0-6, the skills in taking care of children and designing play activities for children as well as the core value and services of early childhood education in Hong Kong. Through experiential learning in authentic early childhood education settings, students are given opportunities to develop creativity, communication skills and team spirit, cultivate positive values and attitudes, and explore interests and potentials in early childhood education.

授課語言
Medium of Instruction

中文 或 英文
Chinese or English

學習活動特色
Learning Activity Highlights

教學示範、角色扮演、小組討論、匯報、工作坊、參觀幼教機構及行業體驗等
Lectures with demonstrations, role plays, group discussions, presentations, workshops, visits to early childhood settings and workplace experience, etc.

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

升學路向 Further Studies
例如：升讀幼兒教育、小學教育、社會工作及特殊教育等課程
e.g. Courses related to early childhood education, primary education, social work, special educational needs, etc.

就業出路 Career Pathways
例如：從事與幼兒教育相關的工作如幼兒教育、幼兒護理服務、特殊幼兒護理服務、社會服務等
e.g. Careers related to early childhood education such as kindergarten education, childcare services, special childcare services, social services, etc.

授課安排
Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月 September 2016
時間Time: 星期六 Saturday 9:30 am - 12:30 pm / 2:00 pm - 5:00 pm
(註：部分課堂將安排於暑假期間進行。)
(Note: Lessons will also be scheduled during summer holiday.)
地點Venue: 香港專業教育學院(沙田)
新界源禾路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

課程結構　Course Structure

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質
  Stages and characteristics of child 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 (54小時, 包括15小時選修課題)
Learning through Play (54 hrs, including 15 hrs for each elective part)
- 遊戲與幼兒發展
  Play and children's development
- 遊戲的重要元素
  Key elements of play
- 遊戲活動的設計原則與實踐技巧
  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)
- 識別幼兒教育的核心價值與服務
  Core values and missions of early childhood education and services
- 幼兒教育機構的設計特質
  Design of early childhood institutions
- 與幼兒互動
  Interacting with children
- 活動設計、實踐與檢討
  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
- 幼兒教育人員所需的個人素質
  Attributes required of an early childhood educator
- 幼兒教育人員的專業操守
  Work ethics of an early childhood educator
- 幼兒教育人員的職業發展
  Career development in early childhood education

21. 美容學基礎 Fundamental Cosmetology

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、髮型設計和美甲技巧、美容科學、模特兒技巧及美容院管理等。學生能從實踐中整合不同範疇的知識、技能和其他共通能力，並透過實習或模擬情境，培養以顧客為本的態度。

This course adopts a multi-disciplinary approach to cosmetology with a firm grounding in application of make-up, hair design and nail art, beauty science, modeling skills 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
Chinese

學習活動特色 Learning Activity Highlights

探究式學習、製作創意化妝作品集、模特兒的硬照造型、參觀及專題講座等
Enquiry learning, preparation of a creative make-up portfolio, make-up design for model photograph, 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、健康科技及健康美容護理等相關的課程
e.g. Qualifications Framework recognised cosmetology courses, hair and make-up, health science, health and beauty courses, etc.

就業出路 Career Pathways
例如：從事與美容護理、模特兒、形象設計、美容院管理、美容產品的製造及推廣等相關的工作
e.g. Careers in the fields of beauty therapy, modeling, image design, salon management, manufacturing and sales and marketing of beauty products, etc.

授課安排 Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月 September 2016
時間Time: 星期六 Saturday 9:30 am - 12:30 pm / 2:00 pm - 5:00 pm
(註：部分課堂將安排於暑假期間進行。)
(Note: Lessons will also be scheduled during summer holiday.)
地點Venue: 明愛社區書院 — 九龍塘 (明愛美容專業中心)
Community Institute of Community Education - Kowloon Tong (Caritas Cosmetic Career Centre) 或 OR
明愛社區書院 — 太子 (明愛美容專業中心)
Community Institute of Community Education - Prince Edward (Caritas Cosmetic Career Centre) 或 OR
明愛社區書院 — 沙田*
Community Institute of Community Education - Shatin* 或 OR
明愛屯門馬登基金中學*
Caritas Tuen Mun Marden Foundation Secondary School* 或 OR
神召會康樂中學*
Assembly of God Hebron Secondary School* 或 OR
明愛社區書院 — 元朗*
Caritas Institute of Community Education - Yuen Long *

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: 2388 9920
電郵 Email: adhc@cice.edu.hk
課程網址 Course Website: www.cice.edu.hk/Apl_course.html

課程結構　Course Structure

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)
- 美容行業的發展和商業機會
  Development of beauty industry and business opportunity
- 飲食與美容
  Diet and beauty
- 天然和有機美容護理
  Natural and organic beauty care

美容院管理
Salon Management (12小時hrs)
- 企業管理概論
  Introduction to business management
- 美容院操作
  Beauty salon operation
- 客戶服務
  Customer service

美容科學
Beauty Science (51小時hrs)
- 皮膚學入門
  Introductory dermatology
- 生理學入門
  Introductory physiology
- 儀器輔助的美容療程
  Electrical beauty therapy
- 美容產品的化學成份
  Chemistry of common beauty care products

美學及形象設計
Aesthetics and Image Design (36小時hrs)
- 美學設計原理
  Design principles of aesthetics
- 化妝原理
  Principles of make-up
- 修甲原理
  Principles of nail art
- 基礎美髮原理
  Basic hair-styling

參觀及專題講座 Visits and Seminars (9小時hrs)

選修部分 Elective Part (60小時hrs)

化妝、髮型設計和美甲
Make-up, Hair Design and Nail Art
- 化妝品成份
  Make-up cosmetics
- 專業及特技化妝技巧
  Application of professional & special effect make-up
- 髮型設計技巧
  Application of hair design
- 美甲技巧
  Application of nail art
- 妝型、髮型及甲藝設計配襯原理及技巧
  Principles and practices of make-up, hair design and nail art coordination

或
OR

選修部分 Elective Part (60小時hrs)

模特兒
Modeling
- 模特兒行業發展
  Introduction to modeling industry
- 模特兒形象
  Modeling image
- 模特兒造型及化妝技巧
  Modeling grooming & make-up applications
- 模特兒技巧
  Modeling skills

22. 動物護理 Animal Care

課程提供機構
Course Provider

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

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：獸醫、獸醫護理、生物醫藥科學、環境科學、食物科學等相關的課程
e.g. Courses related to life sciences, veterinary medicine, veterinary nursing, biomedical sciences, environmental science, food science, etc.

就業出路 Career Pathways

可按學歷從事不同階級的動物護理，如獸醫、獸醫護士、獸醫助理、動物護理助理、動物管理員、獸醫實驗室人員等
Various levels of jobs/entry points in animal care depending qualifications attained in further studies, e.g. Veterinarian, veterinary nurse, veterinary assistant, animal care assistant, animal keeper, and laboratory veterinary attendant, etc.

授課安排
Class Arrangements

模式一 Mode 1

開課日期Commencement Date: 2016年9月 September 2016
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 holiday.)
地點Venue: SCOPE尖東教學中心
麼地道77號華懋廣場UG2樓UG202室
SCOPE TSTE Learning Centre
UG202, 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 5439
電郵 Email: aplinfo@cityu.edu.hk
課程網址 Course Website: www.cityu.edu.hk/ce/apl

課程結構　Course Structure

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

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

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

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

23. 中醫藥學基礎 Foundation in Chinese Medicine

課程提供機構	香港大學專業進修學院
學習範疇/課程組別	應用科學/醫療科學及健康護理
課程簡介	本課程教授中醫藥學的基礎知識，使學生能掌握相關的基本概念，並在日常生活中正確運用。透過此課程，學生可對中醫藥專業領域有初步了解，嘗試應用和實踐中醫藥學知識，同時了解行業發展，藉以探討未來升學或就業的路向。
授課語言	中文（部分課程會以普通話授課）
學習活動特色	藥膳設計及製作、參觀中藥材標本室、野外認藥、中藥房配藥模擬練習、模擬診証、養生功法
升學路向及就業出路	**升學路向** 例如：升讀與中醫藥、中藥配劑、中醫營養學等相關的課程 **就業出路** 例如：中醫、中藥材及中成藥零售、中藥材及中藥相關健康產品製造、中藥及中藥相關健康產品的研究、質量控制及銷售等工作
授課安排	**模式一** 開課日期: 2016年9月 時間: 星期六 (上午10:00 - 下午1:00 或 下午2:30 - 5:30) 地點: 香港大學專業進修學院九龍西分校 九龍美孚新邨蘭秀道38－46號 (美孚港鐵站B出口) 或其他教學中心
查詢	電話：3762 4127 電郵：frances.leung@hkuspace.hku.hk 課程網址：apl.hkuspace.hku.hk/

課程結構

1. **中醫藥學概況 (3小時)**
   - 中醫藥學發展概況
   - 香港中醫藥業現狀介紹
   - 專業操守簡介

2. **中醫學基礎 (42小時)**
   - 陰陽五行
   - 人體結構與功能
   - 病因、病機
   - 中醫與養生

3. **中醫診斷學基礎 (42小時)**
   - 四診 (望、聞、問、切)
   - 八綱辨証
   - 臟腑辨証
   - 病因與氣血津液辨証
   - 病例討論

4. **中藥學 (42小時)**
   - 中藥的概念和分類
   - 常用中藥的藥性、功效和臨床應用
   - 常用中藥飲片特徵
   - 認藥活動

5. **方劑學 (42小時)**
   - 方劑的概念和分類
   - 常用方劑的組成、功效及配伍意義
   - 藥膳設計與製作

6. **中醫藥知識綜合應用 (9小時)**
   - 模擬診証
   - 中藥房配藥模擬練習

24. 健康護理實務 Health Care Practice

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

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

本課程的學習重點包括藥物學、免疫學、食物與營養等應用科學知識，以及護理和急救等健康護理的知識與技術。學生將透過醫院和模擬病房臨床技術訓練，提升對健康護理的興趣和認識，為將來進修及投身醫護行列作準備。

This course is designed to equip students with knowledge of applied science as well as knowledge and skills for health care practice, including pharmacology, immunology, food and nutrition, nursing and first aid, etc. Through the hospital and simulation ward training, students will develop interest in the health care profession and enhance their understanding of it, preparing themselves for further studies and career development in the health care industry.

授課語言
Medium of Instruction

中文 或 英文
Chinese or English
模式一： 中文 (輔以英文詞彙) 或 英文 Chinese (supplemented with English terminology) or English
模式二： 中文 或 英文 (按學校需要) Chinese or English (on school's request)

學習活動特色
Learning Activity Highlights

個案分析、模擬練習及角色扮演、醫療機構參觀及模擬病房訓練、專題研習及匯報等
Case studies, simulations and role plays, visit to health organization and simulation ward training, projects and presentations, etc.

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

升學路向 Further Studies
例如：升讀與護理學、食物及營養科學、物理治療、醫學、中醫、藥物學等相關的課程
e.g. Courses related to nursing, food and nutritional science, physiotherapy, medicine, Chinese medicine, pharmacology, etc.

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, etc.

授課安排
Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月 September 2016
時間Time: 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 holiday.)
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 — 北角
香港北角英皇道338號華懋交易廣場II期6樓601至604室
Caritas Institute of Community Education - North Point
Unit 601-604, 6/F, Two Chinachem Exchange Square, 338 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: 3610 3700
電郵 Email:sshd@cice.edu.hk
課程網址 Course Website: www.cice.edu.hk/Apl_course.html

課程結構　Course Structure

核心部分 Core Part (150小時hrs)

香港的醫護系統及健康護理實務
Overview of Health Care System in Hong Kong and Health Care Practice (3小時hrs)

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
  Immunology
- 藥物學
  Pharmacology
- 食物及營養
  Food and nutrition
- 醫學化驗科學
  Medical laboratory science

知識及技術的應用
Knowledge and Skills Application (36小時hrs)
- 醫院和模擬病房臨床技術訓練
  Hospital and simulation ward training

健康護理知識及技術
Health Care Knowledge and Skills (72小時hrs)
- 護理技巧
  Nursing skills
- 急救學
  First aid
- 物理治療技巧
  Physiotherapy skills
- 特別護理
  Special care

選修部分 Elective Part (30小時hrs)

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

或 OR

選修部分 Elective Part (30小時hrs)

社區精神健康教育
Mental Health Education
- 常見的精神疾病及其護理
  Common mental Illness and nursing care
- 復康的社區支援
  Community support for rehabilitation service
- 精神健康急救
  Mental health first aid

25. 醫務化驗科學 Medical Laboratory Science

課程提供機構 Course Provider

香港大學專業進修學院
School of Professional and Continuing Education, The University of Hong Kong

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

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，並作為監察病人的健康狀況、診斷和治療疾病之用。
本課程旨在讓學生認識及學習如何應用科學原理來診斷疾病和進行健康監測，從而培養學生對醫務化驗科學的興趣。透過課程中不同形式的活動，學生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, develop their generic skills, and address their career aspirations 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、食品科學與營養學、生物醫學、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, food science and nutrition, biomedical science, 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: 2016年9月 24日　24 September 2016
時間Time: 星期六 Saturday 10:00 am - 1:00 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 holiday.)
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: 2520 4618
電郵 Email: josephine.ng@hkuspace.hku.hk
課程網址 Course Website: apl.hkuspace.hku.hk/

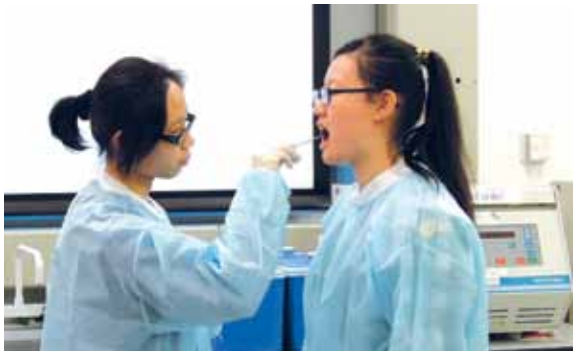
課程結構　Course Structure

1. 醫學實驗室
   Medical Laboratory (18小時hrs)
   - 簡介醫務化驗專業、其角色和發展趨勢
     Introduction to the medical laboratory profession, its role and development trend
   - 醫學實驗室安全
     Medical laboratory safety
   - 實驗室的常用計算方法
     Laboratory calculations

2. 基礎科學知識
   Fundamental Scientific Knowledge (54小時hrs)
   - 人類生物學
     Human biology
   - 應用免疫學
     Applied immunology
   - 遺傳學和分子生物學
     Genetics and molecular biology
   - 分子診斷技術
     Molecular diagnostic techniques

3. 實驗室檢測—分析前階段
   Pre-analytical Phase of Laboratory Testing (3小時hrs)
   - 樣本採集
     Specimen procurement
   - 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



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)

26. 應用心理學 Applied Psychology

課程提供機構 Course Provider

嶺南大學持續進修學院
Lingnan Institute of Further Education

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

本課程為學生提供心理學基礎知識，並介紹各種心理學專業在香港的發展概況。課程涵蓋動機、智力和性格發展、精神健康、壓力與衝突處理、人力資源管理及消費心理等心理學範疇。學生完成課程後，應能掌握基本心理學的理論與運用技巧，並應用於個人、社會及專業層面上，同時提升自我了解及促進個人成長。

This course introduces fundamental knowledge of psychology and provides an overview of the profession of psychology in Hong Kong. Diverse areas in psychology, such as motivation, intelligence and personality development, mental health, stress and conflict management, human resource management and consumer psychology will be covered. Students who have completed the course should be able to grasp the foundations of Psychology theories and application techniques towards individual, social and professional contexts. Meanwhile students' self-understanding and personal growth will also be promoted.

授課語言 Medium of Instruction

中文 或 英文
Chinese or English

學習活動特色 Learning Activity Highlights

- 透過服務研習、實驗設計、角色扮演、智商和性格測量、處理動機、壓力和情緒管理、團體動力、個案研究、電影分析和其它小組活動來親身體驗心理學的理論應用於日常生活情況中；
- 參觀心理健康服務相關機構以了解不同心理學專業的工作性質和工作環境；
- 參加由不同專業的心理學家所舉辦的工作坊及經驗分享。
- With service learning, experiment design, role-plays, IQ and personality assessments, manipulating motivation, stress and anger management, group dynamics exercises, case studies, movie analyses and various group activities, students can experience how psychology theories are applied into their daily lives;
- Site visits to psychological services related organisations to enhance understanding of the job nature and working environment of psychologists; and
- Attend sharing sessions and workshops conducted by various professional psychologists.

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

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、市場策劃等相關的課程
e.g. Courses related to psychology, social sciences, counselling, social work, human resources management and marketing, etc.

就業出路 Career Pathways

- 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

模式一 Mode 1

開課日期Commencement Date: 2016年9月 September 2015
時間Time: 星期六 Saturday 10:00 am - 1:00 pm / 2:00 pm - 5:00 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 holiday.)
地點Venue: 嶺南大學
新界屯門嶺南大學新教學大樓
Lingnan University
New Academic Block, Lingnan University, Tuen Mun, N.T. 或 OR
荃灣百悅坊教育中心
新界荃灣川龍街118 號荃灣百悅坊五樓
Tsuen Wan Optimall Education Centre
5/F, Optimall, 118 Chuen Lung Street, Tsuen Wan, 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: 2616-7562
電郵 Email: APL@LN.edu.hk
課程網址 Course Website: life.LN.edu.hk/apl/

課程結構　Course Structure

核心部分 Core Part (138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. 認識精神健康
Foundation of Mental Health

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

或
OR

選修部分 Elective Part (36小時hrs)

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

27. 實用心理學　Practical Psychology

課程提供機構
Course Provider

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

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

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。內容包括生命全程的發展、性格、異常心理學與正向心理學等。學生完成課程後，可掌握基本的心理學知識與應用，於生活及社交中促進個人成長，為將來從事與心理服務相關的工作及升學作準備。

This course is a broad-based introduction to psychology in everyday life. It is suitable for students who are interested in further studies in psychology. Topics include lifespan development, personality, abnormal psychology and positive psychology, etc. Upon completion, students will be able to apply basic concepts in both personal and social contexts. Students will go through a journey of personal growth and be ready for further studies and career development in psychology-related fields.

授課語言
Medium of Instruction

中文 或 英文
Chinese or English

學習活動特色
Learning Activity Highlights

參觀兒童、青年、成人和長者心理健康服務機構、心理學實驗室，例如：兒童觀察室、輔導心理學實習室及心理測驗室；參與互動學習包括性格測試、小冊子製作、短片個案討論、角色扮演及小組活動。

Site visits to various psychological organisations serving children, youth, adults and older adults, psychology experimental laboratories such as children observation room, counselling room and psychology test laboratory; interactive learning activities including personality questionnaires, leaflet production, case studies, role plays and group activities.

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

升學路向 Further Studies
例如：升讀與心理學、心理輔導學、社會工作、醫療保健、教育和一般社會科學相關的課程
e.g. Further studies related to psychology, counselling, social work, health care, education and courses related to social science

就業出路 Career Pathways
例如：從事與心理學、社區服務、醫療保健、教育、人事管理和客戶服務相關的工作
e.g. Career related to psychology, social services, health care, education, human resources and customer services

授課安排
Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月 September 2016
時間Time: 星期六 Saturday 9:30 am - 12:30 pm / 1:30 pm - 4:30 pm
(註一：部分課堂於上午九時三十分至下午四時三十分鐘進行)
(註二：部分課堂將安排於暑假期間進行。)
(Note 1: Some lessons will last from 9:30am to 4:30pm)
(Note 2: Lessons will also be scheduled during summer holiday.)
地點Venue: 香港浸會大學持續教育學院九龍塘校園中心
HKBU(SCE) Kowloon Tong Campus Centre
九龍九龍塘聯福道34號香港浸會大學逸夫校園思齊樓
David C. Lam Building, Shaw Campus, Hong Kong Baptist University,
34 Renfrew Road, Kowloon Tong, Kowloon 或 OR
九龍九龍塘浸會大學道九號香港浸會大學
陳瑞槐夫人胡尹桂女士持續教育大樓
Madam Chan Wu Wan Kwai SCE Tower, Hong Kong Baptist University,
9 Baptist University Road, Kowloon Tong, Kowloon

模式二 Mode 2
課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。
Lessons will mainly be held at students' own schools. Details will be confirmed between course provider and schools concerned.

查詢
Enquiries

電話 Tel: 3411 5482
電郵 Email: jennie@hkbu.edu.hk
課程網址 Course Website: www.sce.hkbu.edu.hk/

課程結構　Course Structure

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
     Perspectives and careers in psychology
   - 記憶、思考與智力
     Memory, thoughts and intelligence
   - 感覺與知覺、意識狀態
     Sensation and perception, consciousness

2. 生命全程的發展
   Lifespan Development (30小時hrs)
   - 嬰幼兒和兒童期的發展
     Development of infancy and childhood
   - 青少年和成年期的發展
     Development of adolescence and adulthood

3. 性格和學習
   Personality and Learning (30小時hrs)
   - 自我認識：性格理論及評估
     Understand self through personality theories and assessment
   - 學習、情緒和動機
     Learning, emotion and motivation

4. 社會和異常心理學
   Social and Abnormal Psychology (30小時hrs)
   - 認識社交行為
     Understanding social behaviors
   - 異常行為的診斷和治療方法
     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
   - 認識幸福快樂和建立品格優點
     Understanding well-being and happiness, build up character strengths

6. 體驗式學習
   Experiential Learning Program (30小時hrs)
   - 認識本地心理健康服務機構
     Introduction to local psychological service organisations
   - 參觀兒童、青年、成人和長者心理健康服務機構
     Site visits to various psychological organisations serving children, youth, adults and older adults
   - 設計和製作一本心理健康小冊子
     Design and produce a psychological well-being leaflet

28. 運動科學及體適能 Exercise Science and Health Fitness

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

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

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、體適能及康樂活動管理、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。
This course equips students with knowledge about the basic elements in exercise science and health fitness through practice, including fitness training and assessment, fitness programmes and recreation activities 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.

授課語言 Medium of Instruction

中文
Chinese

學習活動特色 Learning Activity Highlights

體適能訓練、體適能活動及康樂活動管理、實地考察等
Fitness training, fitness programmes and recreation activities management, site visits, etc.

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

升學路向 Further Studies
例如：升讀與運動科學、運動教練、體育及康樂管理等相關的課程
e.g. Courses related to sports science, sports coaching, physical education, recreation management, etc.

就業出路 Career Pathways
例如：從事與運動教練、體適能、體育、康樂管理及體育行政等相關的工作
e.g. Careers in the fields of sports coaching, health fitness, physical education, recreation management, sports administration, etc.

授課安排 Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月 September 2016
時間Time: 星期六 Saturday 9:30 am - 12:30 pm / 1:30 pm - 4:30 pm
(註一：部分課堂於上午九時三十分至下午四時三十分進行。)
(註二：部分課堂將安排於暑假期間進行。)
(Note 1: Some lessons will last from 9:30 am to 4:30 pm.)
(Note 2: Lessons will also be scheduled during summer holiday.)
地點Venue: 香港浸會大學持續教育學院石門(沙田)校園中心
新界沙田石門安睦街八號
HKBU (SCE) Shek Mun (Shatin) Campus Centre
8 On Muk Street, Shek Mun, Shatin, N.T. OR 或
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 OR 或
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、室內運動場、健身室、活動室等。)
(Note: Lessons will be conducted in various venues, including classroom, indoor sports centre, fitness room, activity room, etc.)

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/w

課程結構　Course Structure

核心部分 Core Part (165小時hrs)

1. 香港的運動及康樂行業
   Sports and Recreation Industry in Hong Kong (15小時hrs)

2. 運動心理學、教練技巧及團隊精神
   Psychology of Exercise, Coaching Skills and Team Building (24小時hrs)

3. 營養學及健康
   Nutrition and Health (24小時hrs)

4. 人體動作科學
   Human Movement Science (12小時hrs)

5. 體適能及康樂活動管理
   Fitness Programmes and Recreation Activities Management (30小時hrs)

6. 運動創傷的預防及處理
   Injuries Prevention and Treatment in Exercise (15小時hrs)

7. 體適能訓練及評估
   Fitness Training and Assessment (30小時hrs)

8. 小組運動實習課
   Group Exercise Practicum (15小時hrs)

選修部分 Elective Part (15小時hrs)

9A. 運動科學實習課 — 設計精英運動訓練
Exercise Science Practicum:
Design of Elite Sports Training (15小時hrs)
- 精英運動的訓練
  Training of elite sports
- 精英運動員的生活模式及態度
  Lifestyle and attitude of professional athletes
- 精英運動訓練研究
  Research on elite training
- 專題研習
  Project work

或 OR

9B. 運動科學實習課：健康顧問報告
Exercise Science Practicum:
Health care Consultancy Report (15小時hrs)
- 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 reports
- 專題研習
  Project work

29. 運動及體適能教練 Sports and Fitness Coaching

課程提供機構 Course Provider

香港專業進修學校
Hong Kong College of Technology

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

本課程旨在透過器械及功能性訓練、Zumba Fitness及瑜伽/健體太極拳，讓學生從實踐中學習體適能與健康、運動科學及教練法等範疇的基礎知識和技巧。透過運動教練法的訓練，課程不但提升學生對運動相關課題的興趣，而且加強他們與職業相關的能力、基礎技能、思考能力、人際關係，以及培養正面的價值觀和態度，為未來升學、就業以至終身學習做好準備。

This programme aims to equip students with the foundation knowledge and techniques of fitness and health, sports science and sports coaching through three selected fitness skills practices, namely Functional Training, Zumba Fitness and Yoga/Tai Chi. Through training in sports coaching, this programme not only arouse students' learning interest in sports-related topics, but also enhance their career-related competencies, foundation skills, thinking skills, people skills, and nurture positive values and attitudes, preparing them for further studies, work and life-long learning.

授課語言 Medium of Instruction

中文 或 英文
Chinese or English

學習活動特色 Learning Activity Highlights

分組討論、參觀活動、業界分享、體適能技巧訓練、模擬個案研究等
Group discussion, visits, professional sharing, fitness training and case study, etc.

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

升學路向 Further Studies
例如：升讀與體育管理、運動及體適能、康體及休閒管理等相關的課程
e.g. Courses related to sport management, sports and fitness, recreation and leisure management, etc.

就業出路 Career Pathways
例如：運動教練、體適能導師、運動項目主任、體育課程主任、康體設施管理人員等
e.g. sports coaches, fitness instructors, sports event officers, sports programme officers, recreation and sports facilities managers, etc.

授課安排 Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月中 Mid September 2016
時間Time: 星期六 Saturday 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm 或 OR
星期三 Wednesday 2:00 pm - 6:00 pm
(註：部分課堂將安排於暑假期間進行。)
(Lessons will also be scheduled during summer holiday.)
地點Venue: 香港專業進修學校 (何文田校舍)
九龍何文田公主道14號
Hong Kong College of Technology (Ho Man Tin Campus)
14, Princess Magarent Road, Homantin, Kowloon 或 OR
香港專業進修學校 (港專賽馬會馬鞍山校園)
新界馬鞍山耀安邨
Hong Kong College of Technology (HKCT Jockey Club Ma On Shan Campus)
Yiu on Estate, Ma on Shan, Sha Tin, New Territories 或 OR
香港專業進修學校（港專賽馬會本科校園)
新界沙田馬鞍山鞍誠街2號
Hong Kong College of Technology (HKCT Jockey Club Undergraduate Campus)
2 On Shing Street, Ma On Shan, Sha Tin, New Territories

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: 2276 8430 / 2926 1222
電郵 Email: jimkan@hkct.edu.hk / enquiry@hkct.edu.hk
課程網址 Course Website: www.hkct.edu.hk/apl/index.html

課程結構　Course Structure

理論及實踐 Theory and Practical (180小時hrs)

體適能與健康
Fitness and Health (24小時hrs)

- 運動、健康及體適能
  Sports, health and fitness
- 身體肥瘦組合與體重控制
  Body composition and weight control management
- 心肺耐力適能
  Cardio-respiratory endurance fitness
- 柔軟度及伸展運動
  Flexibility and stretching exercise
- 肌肉適能
  Muscular fitness
- 體適能測試與評估
  Fitness testing and assessment
- 兒童、青少年的體適能
  Fitness for children and adolescents
- 壓力與壓力處理
  Stress and stress management

體適能技巧訓練
Fitness Skills Training (66小時hrs)

- 心肺耐力、協調及敏捷性
  Cardio-respiratory, coordination and agility
  - 實習 : Zumba fitness
    Practice: Zumba fitness
  - 兒童及青少年訓練的原則、技巧及安全守則
    Principles, techniques and safety of training for children and adolescents
- 柔軟度及平衡性
  Flexibility and balance
  - 實習: 瑜伽 / 健體太極拳
    Practice: Yoga / Tai Chi
  - 兒童及青少年訓練的原則、技巧及安全守則
    Principles, techniques and safety of training for children and adolescents
- 肌力及肌耐力
  Muscular strength and endurance
  - 實習: 功能性訓練
    Practice: Functional training
  - 兒童及青少年訓練的原則、技巧及安全守則
    Principles, techniques and safety of training for children and adolescents

運動教練
Coaching (18小時hrs)

- 教練角色與職責
  Roles and responsibilities of coaching
- 教練溝通技巧
  Communication skills for coaching
- 兒童及青少年的特點
  Characteristics of children and adolescents
- 運動創傷的預防及處理
  Sports injury prevention & rehabilitation
- 教練管理技巧
  Management skills for coaching
- 訓練計劃編寫
  Planning a sports and fitness session

運動科學
Sports Science (24小時hrs)

- 運動生理學
  Sports physiology
- 運動心理學
  Sports psychology
- 運動人體力學
  Sports biomechanics
- 肌肉控制與學習
  Motor control & learning
- 運動員選材
  Talent identification
- 運動營養
  Sports nutrition

體適能活動設計及施行
Fitness Coaching Planning and Implementation (30小時hrs)

- 分析運動技巧
  Analysis of sports skills
- 設計及制定教案流程
  Designing and planning a fitness coaching session
- 試教
  Delivery of a fitness coaching session

運動發展
Sports Development (18小時hrs)

- 運動產業發展和前景
  Development of sports industry
- 運動價值與倫理
  Sports values and ethics
- 運動活動設計、宣傳和推廣
  Planning, marketing and promotion of sports events

30. 汽車科技　Automotive Technology

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

工程及生產/土木及機械工程
Engineering and Production/Civil, Electrical and Mechanical Engineering

課程簡介
Course Introduction

本課程涵蓋汽車從業員必須掌握的基本理論及技能，如汽車各主要系統的運作原理及其實際操作、汽車營銷知識等，並提供實習機會，讓學生獲得實際操作經驗和最新行業知識。學生亦可透過各種學習活動，了解汽車科技與其他學科之間的關係。

This course covers the essentials that practitioners in the automotive industry need to know — from the working principles and operations of the major systems of a vehicle to the automotive business management and entrepreneurship. It features a practicum programme that enables students to gain hands-on experience and first-hand knowledge of automotive technology. Students will also be encouraged to apply and integrate their newly acquired skills and knowledge from various disciplines.

授課語言
Medium of Instruction

中文(輔以英文詞彙) 或 英文
Chinese (supplemented with English terminology) or English

學習活動特色
Learning Activity Highlights

小組討論及匯報、工場實習、在汽車公司實習、使用電腦診斷汽車性能、職業安全講座及實地參觀等

Group discussions and presentations, workshop practice, practicum in a car company, computer automobile diagnosis, occupational safety seminars and site visits, 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：升讀高級文憑、副學士、或與汽車科技、汽車工程學、應用科學及科技等相關的課程

e.g. Higher diploma, associate degree, or courses related to automotive technology, vehicle engineering, applied science and technology, etc.

就業出路 Career Pathways

例如：從事與汽車維修服務、零件管理、汽車營銷及市場推廣、汽車零件買賣和保險等相關的工作

e.g. Careers in the fields of vehicle servicing, parts management, auto sales and marketing, auto parts trading and insurance, etc.

授課安排
Class Arrangements

模式一 Mode 1

開課日期Commencement Date: 2016年9月 September 2016

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

地點Venue: 明愛社區書院 — 紅磡
九龍紅磡戴亞街 5 號
Caritas Institute of Community Education - Hung Hom
5 Dyer Avenue, Hung Hom, Kowloon 或 OR
明愛元朗陳震夏中學
新界元朗西裕街66號
Caritas Yuen Long Chan Chun Ha Secondary School
66 Sai Yu Street, Yuen Long, N.T.
(註：工場實習課將於明愛元朗陳震夏中學進行。)
(Note: Workshop practice will be held in Caritas Yuen Long Chan Chun Ha Secondary School)

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: 2710 2628
電郵 Email: bmmd@cice.edu.hk
課程網址 Course Website: www.cice.edu.hk/Apl_course.html

課程結構　Course Structure

核心部分 Core Part (120小時hrs)

汽車系統—系統原理
Vehicle System: System Theory (45小時hrs)

- 汽車介紹
  Introduction to motor vehicles
- 動力及動力傳遞
  Power and transmission
- 制動、轉向及懸掛系統
  Brake, steering & suspension system
- 車身及其他附件
  Body and accessories

汽車系統—日常檢查和定期維護
Vehicle System: Routine Inspection and Periodical Servicing (30小時hrs)

- 檢查零件及定期維護
  Components inspection and servicing
- 基礎故障診斷
  Basic fault diagnosis

管理知識
Shop Management (36小時hrs)

- 工作場所的職安健知識
  Health and safety in the workplace
- 工場實務
  Shop practices
- 汽車營銷及市場推廣
  Vehicle sales and marketing

汽車科技發展與社會
Development of Automotive Technology and Society (9小時hrs)

- 汽車科技發展所引起的社會、法律及環境議題
  Social, legal and environmental issues associated with automotive technology
- 汽車科技的發展趨勢和成就
  Trends and achievements in the development of automotive technology

廠務訓練 Automotive Practicum (30小時hrs)

選修部分 Elective Part (30小時hrs)

認識重型貨車
Knowledge of heavy goods vehicles (HGV)

- 柴油引擎：結構及工作原理
  Diesel engine：Structure and operation theory
- 燃料及排氣系統
  Fuel and exhaust system
- 排放標準
  Emission regulation
- 動力傳遞系統
  Transmission
- 制動、轉向及懸掛系統
  Brake, steering and suspension
- 車身
  Chassis

或 OR

選修部分 Elective Part (30小時hrs)

電動車與混能車概述
Introduction to electric vehicles (EV) and hybrid electric vehicles (HEV)

- 電源
  Power sources
- 驅動：馬達種類
  Drivers：Types of motors
- 控制：速度控制、充電控制等
  Control：Speed control, charge control, etc.

31. 電機及能源工程 Electrical and Energy Engineering

課程提供機構
Course Provider

職業訓練局
Vocational Training Council

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

工程及生產/土木及機械工程
Engineering and Production/Civil, Electrical and Mechanical Engineering

課程簡介
Course Introduction

本課程讓學生在模擬環境下學習電機及能源工程業的概況，及其最新的本地和環球趨勢，和對專業操守與責任、職業安全及可持續發展的應用。學生可透過不同的互動學習活動，掌握電機及能源工程的理論及應用。

Through a simulated learning environment, students will learn the general profile of the electrical and energy industry, and its latest local and global development. They will understand the work ethics and responsibilities, safety as well as sustainable development applications through interactive learning 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、小組討論及匯報、實驗、個案研究、參觀電力公司有關發電及能源效益的設施、實務訓練、專題研習等

Lectures with demonstrations, group discussions and presentations, experiments, case studies, visits to power company facilities relating to power generation and energy efficiency, practical training, project learning, etc.

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

升學路向 Further Studies

例如：升讀與電機工程、電子工程、屋宇裝備工程、控制及自動化工程、環境工程及能源管理等相關的課程

e.g. Courses related to electrical engineering, electronics engineering, building services engineering, control and automation engineering, environmental engineering and energy management, etc.

就業出路 Career Pathways

例如：從事與能源工程、電機工程、電子工程、屋宇裝備工程、控制及自動化工程、環境工程及能源管理等相關的工作

e.g. Careers in the fields of energy engineering, electrical engineering, electronics engineering, building services engineering, control and automation engineering, environmental engineering and energy management, etc.

授課安排
Class Arrangements

模式一 Mode 1

開課日期Commencement Date: 2016年9月 September 2016

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

地點Venue: 香港專業教育學院（黃克競）
九龍荔枝角道702號
Hong Kong Institute of Vocational Education (Haking Wong)
702 Lai Chi Kok Road, Kowloon

模式二 Mode 2

課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。

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

查詢
Enquiries

電話 Tel: 2836 1264
電郵 Email: apl-enquiry@vtc.edu.hk
課程網址 Course Website: www.vtc.edu.hk/apl

課程結構　Course Structure

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 (69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 REW/REC and WR1/WR2
   - 職業安全及保護措施
     Basic electrical safety and protection

3. 能源及效益
   Energy Resources and Efficiency (75小時hrs)
   - 天然能源
     Natural energy resources
   - 經濟調度
     Economic dispatch
   - 電容器及電池
     Capacitors and battery
   - 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 any 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

32. 電腦鑑證科技 Computer Forensic Technology

課程提供機構
Course Provider

香港大學專業進修學院
School of Professional and Continuing Education, The University of Hong Kong

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

資訊科技發展一日千里，各行各業對資訊科技的需求只升不跌，要在日新月異的資訊科技設備中搜集證據實在不易。本課程目的是培養中學生對電腦鑑證的興趣，使他們認識一套良好的認證、保存、分析科技和檢查數碼證據的程序，以滿足不斷變化的市場環境。本課程內容包括電腦鑑證基礎、電腦鑑證工具和應用、數碼證據處理方法及電腦鑑證技術相關的社會和道德議題，為有興趣日後進修資訊科技業相關課程，以及投身資訊科技業的學生打好基礎。

The rapid development of information technology has been followed by a huge demand in computer hardware and software. To collect digital evidence in a rapidly changing computer environment is not easy. This course is designed to nurture secondary school students' interest in computer forensic technology and equip them with an excellent authentication, preservation, analysis and examination of digital evidence. This course covers Introduction to Computer Forensics, Computer Forensics Tools and Applications, Digital Evidence Handling, and Social and Ethical Issues in Computer Forensics. It aims to prepare students for further studies and career development in the field.

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、利用簡報進行匯報、個案研究、實地考察、電腦鑑證專題習作、行業講座及示範等
Problem-based learning, group discussions, PowerPoint presentations, case studies, site visits, Computer Forensic Project, seminars and demonstrations by industry practitioners, etc.

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

升學路向 Further Studies
例如：升讀與資訊科技、計算機科學等相關的課程
e.g. Courses related to information technology, computer science etc.

就業出路 Career Pathways
例如：從事電腦網絡管理員、電腦數據恢復專家等相關的工作
e.g. Careers as computer network administrator, data recovery specialist, etc.

授課安排
Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年10月 October 2016
Time: 星期六 Saturday 9:30 am - 12:30 pm
(註：暑期課堂的安排著重工作坊實習及實地考察。暑假期間的上課時間為09:30-16:30。)
(Note: Summer lessons will focus on workshop practices and site visits. Lessons from 09:30 to 16:30 during summer holidays.)
地點Venue: 香港大學專業進修學院 (九龍西分校)
九龍美孚新村 (第六期) 蘭秀道38-46號
HKU SPACE (Kowloon West Campus)
38-46 Nassau Street, Mei Foo Sun Chuen (Phase 6), Kowloon 或 OR
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.

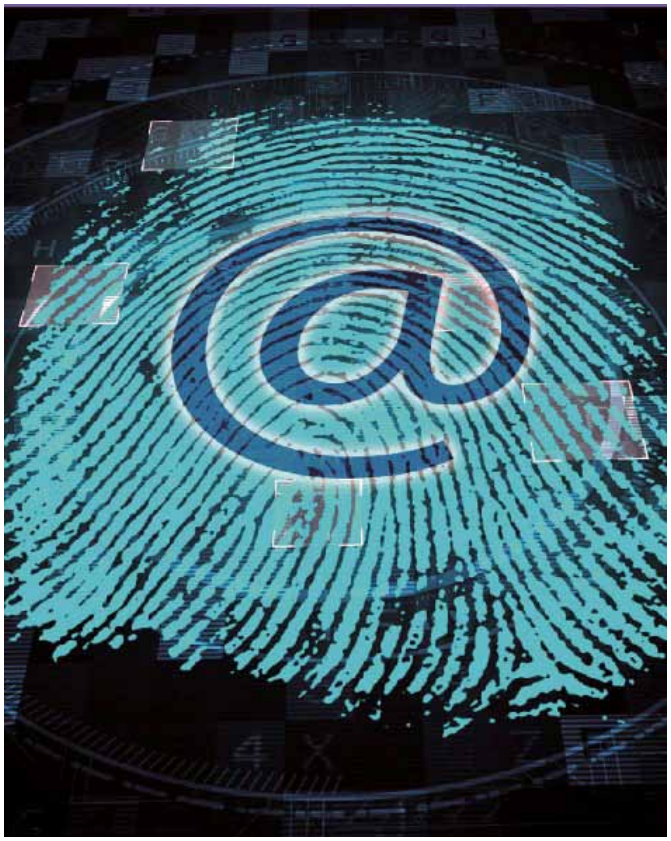
查詢
Enquiries

電話 Tel: 2587 3232
電郵 Email: apl@hkuspace.hku.hk
課程網址 Course Website: apl.hkuspace.hku.hk/

課程結構　Course Structure

1. **電腦鑑證基礎**
   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
     Role 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 (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
   - 未來的發展趨勢和議題
     Future trends and emerging issues

33. 航空學 Aviation Studies

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

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

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，尤其着重飛行、飛機維修、航空服務及航空貨運四大範疇所需要的知識和技能。課程幫助學生理解航空業的實況及前景，為有興趣日後進修航空業相關課程，以及投身航空業的學生打好基礎。

Aviation is the dream of many teenagers. This course introduces students to the operation of the aviation industry, with an emphasis on the knowledge and skills required for aircraft pilots, aircraft maintenance, aviation services and air cargo. It aims to help students understand the reality and prospects of the aviation industry, and to prepare them for further studies and career development in the field.

授課語言
Medium of Instruction

中文 或 英文（「飛行」 選修部分只以英文授課)
Chinese or English (“Aircraft Pilot” elective will be conducted in English only)

學習活動特色
Learning Activity Highlights

問題為本學習、小組討論、利用簡報進行匯報、個案研究、實地考察、工作坊、模擬飛行練習、行業講座及示範等
Problem-based learning, group discussions, PowerPoint presentations, case studies, site visits, workshops, flight simulation exercises, seminars and demonstrations by industry practitioners, etc.

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

升學路向 Further Studies
例如：升讀與航空、工程學、旅遊、人力資源管理、物流、運輸等相關的課程
e.g. Courses related to aviation, engineering, tourism, human resources management, logistics, transportation, etc.

就業出路 Career Pathways
例如：從事飛行員或與航空管理、工程、航班服務、航空貨運物流等相關的工作
e.g. Careers as pilots or in the fields of aviation management, engineering, airline services, air cargo, etc.

授課安排
Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年10月 October 2016
時間Time: 星期六 Saturday
9:00 am - 12:00 pm / 1:00 pm - 4:00 pm - 航空貨運Air Cargo
9:30 am - 12:30 pm / 1:30 pm - 4:30 pm - 飛行/飛機維修/航空服務
Aircraft Pilot/Aircraft Maintenance/Aviation Services
(註：暑期課堂的安排着重工作坊實習及實地考察。
(Note: Summer lessons will focus on workshop practices and site visits.)
地點Venue: 香港大學專業進修學院 （九龍西分校）
九龍美孚新村（第六期）蘭秀道38-46號
HKU SPACE (Kowloon West Campus)
38-46 Nassau Street, Mei Foo Sun Chuen (Phase 6), Kowloon 或 OR
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: 2587 3254
電郵 Email: apl@hkuspace.hku.hk
課程網址 Course Website: apl.hkuspace.hku.hk/

課程結構　Course Structure

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 an 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 organizations
- 飛機運作基礎 — 飛行理論
  Aircraft operation fundamentals — theory of flight

選修部分 Elective Part (144小時hrs)

飛行
Aircraft Pilot

- 空氣動力學及航空學基礎
  Aerodynamics and aeronautical knowledge basics
- 飛機結構、操作及性能
  Aircraft structure, operation and performance
- 飛行操作
  Flight operation
- 導航及氣象學簡介
  Introduction to navigation and meteorology

或
OR

飛機維修
Aircraft Maintenance

- 工程基礎
  Engineering fundamentals
- 飛機系統及設計
  Aircraft systems and design
- 飛機組件及物料
  Aircraft components and materials
- 飛機維修常規
  Aircraft maintenance practice
- 航空法及人為因素
  Aviation legislation and human factors
- 飛機維修專題研習
  Aircraft maintenance project

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

航空貨運 Air Cargo

- 航空貨運基礎
  Air cargo fundamentals
- 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

34. 屋宇科技　Building Technology

課程提供機構
Course Provider

職業訓練局
Vocational Training Council

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

本課程讓學生在模擬環境下學習屋宇工程業的概況，及其最新的本地和環球趨勢，和對專業操守與責任、職業安全及可持續發展的應用。學生可透過不同的互動學習活動，掌握屋宇工程的理論及應用。課程提供「建築設計科技」或「屋宇設施管理」兩個選修部分供學生選擇。
Through a simulated learning environment, students will learn the general profile of the building industry, and its latest local and global development. They will understand the work ethics and responsibilities, safety as well as sustainable development applications through interactive learning activities. Students may choose one of the elective streams, "Architectural Technology" or "Building Facilities Management".

授課語言
Medium of Instruction

中文 或 英文
Chinese or English

學習活動特色
Learning Activity Highlights

講授及示範、小組討論及匯報、實驗、個案研究、實地考察商業或住宅建築及/或參觀相關展覽、實務訓練、專題研習等
Lectures with demonstrations, group discussions and presentations, experiments, case studies, site visits to residential/commercial buildings and/or visits to building technology expos, practical training, project learning, etc.

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

升學路向 Further Studies
例如：升讀與建築工程、建築及室內設計、測量、土木工程、項目管理、屋宇裝備工程、產業管理、能源管理、環境工程、機電工程、智能屋宇科技及自動化工程等相關的課程
e.g. Courses related to architectural engineering, building and interior design, surveying, civil engineering, project management, building services engineering, property and facilities management, energy management, environmental engineering, electrical and mechanical services engineering, building automation and control engineering, etc.

就業出路 Career Pathways
例如：從事與建築工程、建築及室內設計、測量、土木工程、項目管理、屋宇裝備工程、產業管理、能源管理、環境工程、機電工程、智能屋宇科技及自動化工程等相關的工作
e.g. Careers in the fields of architectural engineering, building and interior design, surveying, civil engineering, project management, building services engineering, property and facilities management, energy management, environmental engineering, electrical and mechanical services engineering, building automation and control engineering, etc.

授課安排
Class Arrangements

模式一 Mode 1
開課日期Commencement Date: 2016年9月 September 2016
時間Time: 星期六 Saturday 2:00 pm - 5:00 pm
(註：部分課堂將安排於暑假期間進行。)
(Note: Lessons will also be scheduled during summer holiday.)
地點Venue: 香港專業教育學院（屯門）
新界屯門青雲路十八號
Hong Kong Institute of Vocational Education (Tuen Mun)
18 Tsing Wun Road, 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: 2836 1264
電郵 Email: apl-enquiry@vtc.edu.hk
課程網址 Course Website: www.vtc.edu.hk/apl

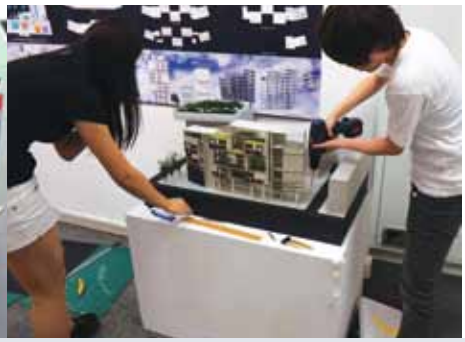
課程結構　Course Structure

核心部分 Core Part (36小時hrs)

1. 屋宇科技簡介
Introduction to Building Technology (36小時hrs)
- 屋宇工程業概覽
  Overview of the building industry
- 最新本地及環球趨勢
  Current local and global trend
- 可持續發展建築技術
  Sustainable building technology
- 專業操守
  Professional ethics
- 職業安全
  Building safety*

* 學生於此單元的相關考核取得合格成績，等同已完成由勞工處認可的強制性基本安全訓練課程，並可獲發相關證書（即「平安咭」）

* Students passing the relevant test in this module are regarded as having completed the Mandatory Basic Safety Training Courses recognised by the Labour Department, HKSAR, and the relevant certificate (commonly known as the "Green Card") will be issued.



選修部分 Elective Part (144小時hrs)

2A. 建築科技基礎
Architectural Technology Fundamentals (54小時hrs)
- 繪圖及展示
  Drawing and presentation
- 結構及材料
  Structure and materials
- 建築實踐
  Architectural practice

3A. 建築軟件應用
Building Software Applications (30小時hrs)
- 電腦輔助製圖基礎
  Computer Aided Drafting fundamentals
- 建築信息模型的基本操作
  Basic operation of Building Information Modelling
- 建築繪圖實踐
  Construction drawing practice

4A. 建築設計專題習作
Building Design Project (60小時hrs)
- 建築模型製作技巧
  Architectural model making techniques
- 專題習作策劃
  Project planning
- 空間設計專題習作
  Project on spatial design

選修部分 Elective Part (144小時hrs)

2B. 屋宇設施工程基礎
Building Facilities Engineering Fundamentals (54小時hrs)
- 屋宇機械及電力系統
  Mechanical and electrical systems in buildings
- 能源管理
  Energy management
- 屋宇設施的基礎運算
  Basic calculation for facilities engineering
- 室內環境質素
  Indoor environmental quality

或 OR

3B. 物業及設施管理
Property and Facilities Management (30小時hrs)
- 物業及設施管理的基本運作
  Basic operation of property and facilities management
- 顧客關係及投訴處理
  Customer relationship and complaints handling
- 優質服務及風險管理
  Quality services and risk management

4B. 屋宇設施工程專題習作
Building Facilities Engineering Project (60小時hrs)
- 電腦控制設施
  Computer control of facilities
- 專題習作策劃
  Project planning
- 智能屋宇系統專題習作
  Project on intelligent building system

35. 應用學習中文（非華語學生適用）— 服務業中文
Applied Learning Chinese (for non-Chinese speaking students) — Chinese for the Service Industry

課程提供機構

香港浸會大學持續教育學院

課程簡介

課程從第二語言學習者的角度設計，並由三個層級組成，包括「服務業中文(一)零售服務」、「服務業中文(二)旅遊服務」及「服務業中文(三)款待服務」。透過日常生活用語，零售業、旅遊業及款待業服務不同工作情境學習語文。課程為學生提供模擬的學習語境，建立以中文作為第二語言的學習平台，幫助學生在基礎教育之上，奠定職場應用中文的基礎，以助未來升學及就業。

授課語言

中文（粵語）

學習活動特色

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

升學路向及就業出路

升學路向

例如：零售業、旅遊業、款待業等課程

就業出路

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

管理層職位，例如：銷售經理、旅行社分行經理、前堂部經理、餐飲部經理、房務總監、物業管理經理、行政管家

授課安排

模式一

開課日期: 2016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: 香港浸會大學持續教育學院九龍尖沙咀教學中心
九龍尖沙咀彌敦道一百三十六號A四樓
或
香港浸會大學持續教育學院九龍市區教學中心
九龍尖沙咀赫德道八號六樓

模式二

課堂主要在學生就讀的學校進行，有關詳情有待課程提供機構與學校協定。

查詢

電話: 3411 5482
電郵: jennie@hkbu.edu.hk
課程網址: www.sce.hkbu.edu.hk/

課程結構

服務業中文 (一)
零售服務 (65小時)

1. 口語溝通（粵語）(18小時)
   (1) 主題情境會話
   (2) 常用句式
   - 敍述性和說明性話語
   - 常用關聯詞語

2. 閱讀 (27小時)
   (1) 識字：常用字約800、常用詞約2500
   (2) 專題篇章閱讀
   (3) 語文工具書：字典、詞典查閱
   (4) 使用電子工具、電子資料完成簡單的閱讀任務

3. 寫作 (20小時)
   (1) 寫字：常用字約300
   (2) 部首、筆順、檢字、簡化字、錯別字
   (3) 詞類、詞語運用
   (4) 書寫技能
   (5) 零售行業參觀體驗，擬寫研習報告
   (6) 使用電子工具、電子資料完成簡單的書寫任務

服務業中文(二)
旅遊服務 (65小時)

1. 口語溝通（粵語）(18小時)
   (1) 主題情境會話
   (2) 常用句式
   - 敍述性和說明性話語/一般語言交際功能
   - 用不同詞語和語氣表達不同的感情和態度的方法
   (3) 邊聽邊記重點的技巧
   (4) 基本的聆聽和應對策略

2. 閱讀 (27小時)
   (1) 識字：常用字約1600、常用詞約5000
   (2) 專題篇章閱讀
   (3) 語文工具書：字典、詞典、成語辭典查閱
   (4) 使用電子工具、電子資料完成一般閱讀任務

3. 寫作 (20小時)
   (1) 寫字：常用字約650
   (2) 口語和書面語、病句診斷、詞匯和句式變化
   (3) 實用文書常用簡單修辭手法
   (4) 書寫技能
   (5) 旅遊行業參觀體驗，擬寫研習報告
   (6) 使用電子工具、電子資料完成一般書寫任務

服務業中文(三)
款待服務 (140小時)

1. 口語溝通（粵語）(40小時)
   (1) 主題情境會話
   (2) 常用句式
   - 較長的敍述性、說明性、描述性話語，以及一般議論性話語
   - 陳述、說明、比較、解釋、建議等功能的交際用語，對不同觀點作出評價、聯想和推論，做日常交際、談論大眾話題
   (3) 邊聽邊思考的能力

2. 閱讀 (55小時)
   (1) 識字：常用字約2300、常用詞約8000
   (2) 專題篇章閱讀
   (3) 語文工具：使用字典、辭典閱讀資料
   (4) 使用電子工具、電子資料完成較複雜的閱讀任務

3. 寫作 (45小時)
   (1) 寫字：常用字約1000
   (2) 實用文常用詞語和修辭手法
   (3) 書寫技能
   (4) 款待行業參觀體驗，擬寫研習報告
   (5) 使用電子工具、電子資料完成較複雜的書寫任務

36. 應用學習中文（非華語學生適用）— 款待實務中文
Applied Learning Chinese (for non-Chinese speaking students) — Practical Chinese in Hospitality

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角度設計，以款待服務(餐飲、酒店及顧客服務)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「款待實務中文一」、「款待實務中文二」及「款待實務中文三」，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日常生活或工作環境中運用中文的能力。

授課語言

中文（粵語）

學習活動特色

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

升學路向及就業出路

升學路向

例如：酒店、餐飲、航空服務、郵輪服務、旅遊、項目管理、會議展覽及康樂管理等相關的課程

就業出路

初級職位，例如：酒店接待員、訂房部文員、會所服務員、房務員、行李員、餐廳服務員、機場顧客服務員及項目助理

管理層職位，例如：餐館主管、酒店前台經理、客戶服務經理、會所經理、項目經理

授課安排

模式一

開課日期: 2016年2月

時間: 星期六 9:00 am - 1:00 pm / 2:00 pm - 6:00 pm 或
星期三 2:00 pm - 6:00 pm
(部分課堂將安排於暑假期間進行。)

地點: 香港專業進修學校 (何文田校舍)
九龍何文田公主道14號
或
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
或
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

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: 2276 8430 / 2926 1222
電郵: jimkan@hkct.edu.hk / enquiry@hkct.edu.hk
課程網址: www.hkct.edu.hk/apl

課程結構

	口語溝通	閱讀	寫作
	餐飲服務口語溝通 (粵語) (18小時)	餐飲服務閱讀 (27小時)	餐飲服務寫作 (20小時)
款待實務中文一 (65小時)	餐飲服務口語溝通（粵語）(18小時) 1. 生活用語 1.1 交際用語（如寒暄、打招呼） 1.2 簡述個人資料及熟悉的事物 2. 基本語言功能及交際技巧 2.1 基本交際功能（如聆聽、詢問和答覆、介紹、說明及陳述） 2.2 基本應對策略（如附和、贊成、反對；因應交際者的身份、場合的氣氛及聽者的反應調整說話內容） 3. 餐飲服務常用表達（如介紹、說明） 4. 自學（如使用字詞自學網站、手機應用程式、糾正發音）	餐飲服務閱讀 (27小時) 5. 日常生活常用詞句（如表示時間、地點、人物、價錢） 6. 餐飲業常用詞句（如有關餐廳、食物類別、餐具、點餐、結帳的詞句。） 7. 基礎閱讀 7.1 敘述性文字（如便條、留言） 7.2 說明性文字（如清單、指南） 8. 閱讀策略 8.1 敘述性文字（如辨析關鍵詞及主題句；找出時間、地點、人物及事件） 8.2 說明性文字（掌握說明方法，如數字、分類、比較說明）	餐飲服務寫作 (20小時) 9. 中文書寫概念 9.1 詞語及句子結構（如字形結構、句式組合） 9.2 日常生活片段寫作(如簡錄事件重點、個人履歷、點列清單） 10. 簡單餐飲服務實用文寫作 10.1 敘述性寫作（如留言、工作記錄、簡短書信） 10.2 說明性寫作（如餐單、清單、工作流程） 11. 自學（善用輔助工具） 11.1 字形結構 (如利用中文軟件輸入法/ 智能手機應用程式幫助糾正筆劃或書寫漢字） 11.2 寫作策略（如查字典、擬寫腦圖）
款待實務中文二 (65小時)	酒店服務口語溝通（粵語）(18小時) 1. 理解視聽資訊（如辨別、篩選要點） 2. 生活範疇的口語交際（如問候、邀請、接納、婉拒、讚美、批評） 3. 酒店服務相關的口語交際 3.1 單向式表達（如敘述、說明、介紹） 3.2 互動式表達（如商討、發問、建議） 4. 傳意技巧（如詞語和語氣的運用、神情和態度）	酒店服務閱讀 (27小時) 5. 生活及社會範疇的閱讀 5.1 簡短文章和圖表閱讀（如理解圖表及點列式資料） 5.2 基礎報章閱讀（如辨析報刊標題、提要式報導、新聞稿結構） 6. 工作範疇的閱讀 6.1 敘述性資料（如火警演習通告、招聘廣告、財物遺失啟事） 6.2 說明性資料（如送餐服務說明、宴會物資安排流程、簡單工作守則） 7. 自學（生字及造句） 7.1 字典辭書（如配詞辦法、例句閱讀） 7.2 網站介紹（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）	餐飲服務寫作 (20小時) 8. 生活及社會範疇的寫作 8.1 類別 (如日記、私人信件、個人履歷） 8.2 內容（如記述重點、選取素材、用語） 9. 酒店服務的實用文寫作 9.1 實用文類別（如通告、招聘廣告、財物遺失啟事） 9.2 實用文內容（如格式、對象、目的、用語） 10. 寫作策略（如列寫作大綱、查閱字典、校對）
款待實務中文三 (140小時)	顧客服務口語溝通(粵語) (40小時) 1. 理解長篇幅的視聽資訊（如分清觀點和事實，就內容作出評價及議論） 2. 面試技巧（如自我陳述、工作崗位要求、回應提問、句子修飾、語氣、態度） 3. 顧客服務相關的中文傳意技巧（如完成陳述、說明、比較、解釋及建議等的交際任務；靈活運用邊聽邊思考、語氣、表情變化及身體語言的技巧）	顧客服務閱讀 (55小時) 4. 生活及社會範疇的閱讀 4.1 閱讀範疇：本地報章/ 視聽材料（如事時用語、訊息摘要、文章評論） 4.2 對閱讀內容的理解（如比較、分析、綜合及評論不同篇章的內容和觀點） 5. 顧客服務相關的閱讀 5.1 閱讀範疇：與工作中的資料（如工序說明、章程及條例、電郵、員工守則、考勤及評核報告、會議記錄） 5.2 對閱讀內容的理解（如辨析主要信息和細節、理解主旨、分析篇章結構）	顧客服務寫作 (45小時) 6. 工作範疇的書信寫作 6.1 書信類別（如邀請函、電子郵件、求職信及離職信、感謝信） 6.2 書信內容(如格式 對象 目的、段落結構、用語及內容修飾） 7. 書信以外的實用文寫作 7.1 實用文類別（如會議記錄、工作報告、宣傳文稿、新聞稿） 7.2 實用文內容（如格式、對象、目的、段落結構、用語） 8. 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）

http://www.edb.gov.hk/apl