

Academy of the Baptist Convention of Hong Kong

e-Learning Support Scheme Pre-employment Training 2021

1. Training Content (培訓內容)

	<u>Module</u> 培訓單元	<u>Content</u> 培訓課題	<u>Training Hours</u> 培訓時數
A1	Work Ethics and Communication Skills 工作操守及溝通技巧	<ul style="list-style-type: none"> ▪ Positive work attitude and integrity at work ▪ Interpersonal communication skills at work ▪ Information technology and intellectual property law in education ▪ Occupational health and safety ▪ 積極工作態度與工作誠信 ▪ 職場人際溝通技巧 ▪ 資訊科技教學及相關知識產權法 ▪ 職業健康與安全 	4
A2	Basic Knowledge on School IT System 學校資訊科技系統初階	<ul style="list-style-type: none"> ▪ Computer systems and operation systems in school ▪ Information security management ▪ 學校電腦系統及作業系統 ▪ 資訊安全管理 	8
A3	Basic Knowledge on Internet Applications and Multimedia Technology 互聯網應用及多媒體科技初階	<ul style="list-style-type: none"> ▪ Introduction on website development and maintenance ▪ Computer graphics, animation and video production or other prevailing computer technology ▪ Multimedia presentation technology ▪ 基礎網頁建構及維護 ▪ 電腦圖像、動畫及影片製作初階及其他流行電腦技術 ▪ 多媒體演示技術 	20
A4	Computer Networking and Applications 電腦網絡及應用	<ul style="list-style-type: none"> ▪ Basic networking concepts and system maintenance ▪ Wireless network applications and service support ▪ Application of Mobile and Cloud Technologies in e-Learning ▪ 基礎網絡概念及系統維護 ▪ 無線網絡應用及服務支援 ▪ 流動裝置及雲端科技於電子學習的應用 	16

	<u>Module</u> 培訓單元	<u>Content</u> 培訓課題	<u>Training Hours</u> 培訓時數
A5	Essential Computer Programming / Coding 電腦程式編寫入門	<ul style="list-style-type: none"> ▪ Basic knowledge on computer programming/coding ▪ Structure and design of a programme ▪ 編寫電腦程式初階 ▪ 程式結構及設計 	16
A6	Basic Principles and Application on e-Learning 電子學習基本原理及應用	<ul style="list-style-type: none"> ▪ Basic knowledge on e-Learning tools, e-Learning platform and e-Learning resources ▪ Usage, management and maintenance of e-Learning facilities ▪ Mobile Device Management (MDM) solution and demonstration ▪ 電子教學工具、平台及資源之基礎認識 ▪ 電子教學設施之使用、管理及維護 ▪ 基本流動裝置管理(MDM)方案及示範 	8
A7	Production of e-Learning Materials for Teaching 電子學習教材製作	<ul style="list-style-type: none"> ▪ Application of e-Learning and Learning Management System (LMS) in schools ▪ Production of e-Learning materials for teaching ▪ Hands-on creation of e-Learning App ▪ Application of IT technology in STEM education or other prevailing learning systems ▪ 學校電子教學及學習管理系統(LMS)應用 ▪ 電子教學教材製作 ▪ 創建電子教學應用程式 ▪ STEM 教育或其他主流學習系統之資訊科技應用 	28
Total (合計) :			100

2. Training Time (培訓時間)

Class A

Whole-day Lesson: 9:00 a.m. - 1:00 p.m. and 2:00 p.m. - 6:00 p.m.

Half-day Lesson: 9:00 a.m. - 1:00 p.m.

全日課堂：上午九時至下午一時 及 下午二時至下午六時

半日課堂：上午九時至下午一時

Class B

Whole-day Lesson: 9:30 a.m. - 1:30 p.m. and 2:30 p.m. - 6:30 p.m.

Half-day Lesson: 9:30 a.m. - 1:30 p.m.

全日課堂：上午九時三十分至下午一時三十分 及 下午二時三十分至下午六時三十分

半日課堂：上午九時三十分至下午一時三十分