

## 酒店管理及旅遊雙高級文憑課程

Advanced Diploma of Hospitality Management & Advanced Diploma of Tourism



全日制課程  
Full-time Program

## 課程結構

全期授課20個月，共4個學期

## Course Structure

Time span: 20 months, total 4 semesters

### Semester 1

ISSAS Code	Units
1 WEBK	Work with Colleagues & Customers
2 WEBX	Provide Quality Customer Service
3 WEBS	Develop and Update Hospitality Industry Knowledge
4 WEBY	Follow Health, Safety and Security Procedures
5 WEBL	Work in a Socially Diverse Environment
6 WECF	Coach others in Job Skills
7 WEBZ	Follow Workplace Hygiene Procedures
8 WECP	Clean & Tidy Bar areas
9 WECR	Operate a Bar
10 WECZ	Prepare and Serve Non-alcoholic Beverages
11 WECY	Provide Responsible Service of Alcohol
12 WEEK	Prepare and Serve Cocktails
13 WECN	Process Financial Transactions
14 WEEP	Provide and Coordinate Food & Beverage Service
15 WECS	Serve Food and Beverage to Customers
16 WECW	Provide Table Service of Alcoholic Beverages
17 WECT	Provide Food and Beverage Service
18 WEDB	Prepare and Serve Espresso Coffee

### 第一學期

編號	單元
1 WEBK	與同事及顧客合作
2 WEBX	提供高質素的顧客服務
3 WEBS	發展及更新酒店管理行業知識
4 WEBY	遵照健康、安全及保安程序
5 WEBL	於社交方面多元化的環境下工作
6 WECF	指導他人工作技巧
7 WEBZ	遵照工作環境程序
8 WECP	清潔及整理酒吧
9 WECR	經營酒吧
10 WECZ	預備及serve 非酒精類飲料
11 WECY	提供負責任的酒精服務
12 WEEK	預備及serve 雞尾酒
13 WECN	處理財務交易
14 WEEP	提供及協調食物與飲料服務
15 WECS	為顧客serve食物及飲料
16 WECW	提供酒精飲料的餐桌服務
17 WECT	提供食物及飲料服務
18 WEDB	預備及serve特濃咖啡

### Semester 2

ISSAS Code	Units
1 ECDC	Design & Develop Text Documents
2 WEES	Write Business Documents
3 WECK	Lead & Manage People
4 WEET	Plan & Manage Meetings
5 WEDR	Monitor Work Operations
6 WEAA	Deal with conflict
7 WEBW	Provide & Coordinate Hospitality Service
8 WECH	Roster Staff
9 ECDG	Process payroll
10 WEDP	Interpret Financial Information
11 WECL	Receive & Store Stock
12 WECM	Control & Order Stock
13 WECA	Implement workplace health safety & security procedures
14 ECBK	Create & Use Simple Spreadsheets
15 WEFB	Coordinate Marketing Activities
16 WEED	Manage Finances within a Budget

### 第二學期

編號	單元
1 ECDC	設計及預備文檔
2 WEES	撰寫商業文件
3 WECK	領導及管理人才
4 WEET	策劃及管理會議
5 WEDR	監控工作運作
6 WEAA	處理衝突情況
7 WEBW	提供及協調酒店管理服務
8 WECH	安排員工執勤
9 ECDG	處理工資
10 WEDP	分析財務資料
11 WECL	接收及貯存貨物
12 WECM	管理及訂購貨物
13 WECA	執行工作地方健康、安全及保安程序
14 ECBK	建立與使用簡單試算表
15 WEFB	協調市場推動活動
16 WEED	於預算內管理財政

### Semester 3

ISSAS Code	Units
1 WECB	Establish and Maintain an OH&S system
2 WEEC	Develop & Implement Operational Plans
3 WEFC	Develop & Manage Marketing Strategies
4 WEFM	Manage Financial Operations
5 WEDZ	Prepare and Monitor Budgets
6 WEEE	Develop & Update the Legal knowledge required for business compliance
7 WEFL	Manage Physical Assets
8 WEEF	Establish & Conduct Business Relationships
9 WEFH	Develop & Implement a Business Plan
10 WEEA	Manage Quality Customer Service
11 WEEB	Manage Workplace Diversity
12 WECG	Recruit Select & Induct staff
13 Wefd	Monitor Staff Performance
14 ECDP	Develop & Use Complex Spreadsheets

### 第三學期

編號	單元
1 WECB	設立及維持OH&S系統
2 WEEC	發展及執行經營方案
3 WEFC	發展及管理市場策略
4 WEFM	管理財務運作
5 WEDZ	預備及監察預算
6 WEEE	發展及更新商業法規事務知識
7 WEFL	管理實質資產
8 WEEF	建立及處理商業關係
9 WEFH	發展及執行商業計劃
10 WEEA	管理高質素的顧客服務
11 WEEB	管理多元化工作間
12 WECG	聘請、挑選及引導員工
13 Wefd	監管員工表現
14 ECDP	建立與使用資料庫

### Semester 4

ISSAS Code	Units
1 WEFZ	Develop and Update Tourism Industry Knowledge
2 WEHR	Research Tourism Data
3 WEHP	Research, Assess and Develop Tourism Products
4 WEFK	Manage Business Risk
5 SITTTSL002A	Access and interpret product information
6 SITTTSL004A	Source and provide Australian destination information and advice
7 SITTTSL003A	Source and provide international destination information and advice
8 SITTTSL005A	Sell tourism products and services
9 SITTPD010A	Develop and implement local or regional tourism plan

### 第四學期

編號	單元
1 WEFZ	發展及更新旅遊業知識
2 WEHR	研究旅遊業資料
3 WEHP	研究、評估及發展旅遊產品
4 WEFK	管理商業風險
5 SITTTSL002A	存取及詮釋產品資訊
6 SITTTSL004A	獲得及提供澳洲當地資訊及建議
7 SITTTSL003A	獲得及提供國際地點資訊及建議
8 SITTTSL005A	售賣旅遊產品及服務
9 SITTPD010A	發展及執行本地或地區性旅遊計劃

## 總時數

1155小時

## Total Contact Hours

1155 Hours

## 教學模式

所有課程均以講課及工作坊形式面授。課程以中英文教授，專有名詞會以中文解釋。所有筆記及參考資料都以英文準備，學生習作亦必須以英語書寫。

## Delivery Mode

Modules will be delivered by lectures and workshops in face-to-face mode. Modules will be conducted in Chinese and English with the aid of Chinese for terminology. However, all handouts and reading materials are in English and students must complete their assignments in English.

## 工作實習

所有學生均需於在學期間完成600小時的工作實習，他們可選擇於上課期間或於假期時以兼職形式進行實習。除此以外，學校也會為學生提供求職協助，例如求職信及履歷表的書寫指導、安排推薦人以及面試技巧訓練。

## Job Placement

All students are required to complete 600 hours of evidenced job placement and attain work experience through part-time jobs or casual work while studying or during the institute's study breaks. The institute will also assist students in job applications by providing, for example, guidance in writing application letters and resumes, arrangement of references and training on interview techniques.

## 工作坊

工作坊的主要目的是要幫助學生解決功課上的問題，為之後的實習評估及報告評估作好準備。部份工作坊會以小組討論形式進行，以便學生交流意見。

## Workshops

The workshops mainly assist the students to solve their coursework difficulties, also facilitate them to perform well in the final assessments. Some workshops will adopt group discussion to provide students with platform to exchange knowledge and ideas.

## 出席率

整個課程學生出席率需達百分之八十或以上。

## Attendance

Students must attend at least 80% of the course.

## 評估制度

學生需完成所有作業及直接觀察項目，並於每單元取得百分之五十或以上的分數。

## Assessment

Students must complete all assignments and direct observation tasks in each unit with at least 50% of the total score.

## 入學資格

- 1)完成香港中學會考；或已完成毅進課程；或  
已考獲其他教育機構或學院所頒發的酒店管理學證書(或同類課程)；或
- 2)通過本校英文能力評核試。
- 3)為配合升讀大學課程，所有學生必須於完成高級文憑課程前考獲雅思國際英語水平測試6.0分。
- 4)中學會考英文科成績達第四級或C級以上。

\*入學時未符合英文水平資格之學員必須額外報讀本校指定之英語課程

## Entry Requirements

- 1)Completion of HKCEE or equivalence, such as Yi Ji OR graduates of Certificate in Hospitality (or similar courses) offered by other tertiary education institutes, or
- 2)Pass in AMEC's English proficiency entry test.
- 3)To tie in degree programs, all students have to attain IELTS 6.0 before completion of Advanced Diploma.
- 4)Level 4/Grade C or above in HKCEE English.

\*Students failing to achieve the required English standard at the time of enrollment must take an extra English course designated by our school.



## 學費

- 港幣4,975元x20(每個月分期繳付)
- 港幣2,500元全期講義費用 (此講義費用須於報名時繳交，相關講義會於學生不同學習階段分段派發。)

## School Fees

- HK\$4,975 X 20 (by monthly installment)
- A course handouts fee of HK\$2,500 will be charged on student upon application of our full-time course. (Course handouts will be distributed to student at different stages of studies)

## 證書

- 本校酒店管理及旅遊雙高級文憑證書

## Awards

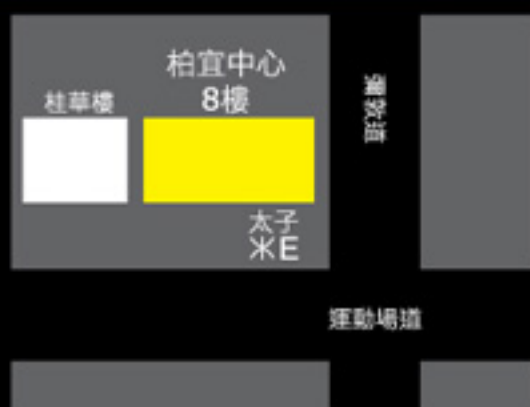
- Advanced Diploma of Hospitality Management & Advanced Diploma of Tourism issued by AMEC

## 出路

- 酒店從業員
- 旅行社從業員
- 高級餐廳侍應生

## Prospects

- Hotel Attendant
- Travel Agent Attendant
- Fine Dining Restaurant Waiter



地址: 香港九龍彌敦道771-775號太子柏宜中心8樓

開放時間:  
星期一至五: 上午9時至晚上10時  
星期六: 上午10時至晚上10時  
星期日: 下午2時至晚上8時  
公眾假期: 休息

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Opening Hours:  
Monday-Friday: 9am-10pm  
Saturday: 10am-10pm  
Sunday: 2pm-8pm  
Public Holidays: Closed

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It is a matter for individual employers to recognize any qualifications to which this course may lead.