



酒店設施與維修管理工程師專業證書課程 Professional Certificate in Hotel Facilities and Maintenance for Engineers

課程簡介 Course Introduction

本課程主要是為提昇本澳註冊工程師的專業知識而開設，同時亦為新入職、酒店工程及承建商或有興趣投身酒店工程之人士而設計。課程內容由淺至深，專業及實用，務求每位報讀之學員均能學以致用，在實際的工作環境內充分地發揮及應用，提升職業技能及專業知識。

This course is intended for local registered engineers, hotel project contractors, hotel engineers, designers, or people interested to join this industry. The content of the course varies from basic to in-depth, which is useful and practical so that students can be able to apply the knowledge in their real working environment.

教學目標 Objective

每位學員都能掌握相關專業知識，有助提升相關技術並學以致用於此行業繼續發展，不斷自我進修成為專業技術人員。To make learners pick up relative professional knowledge, enhance their technology and apply the knowledge in future career development. Besides, this course aims to act as continuous professional development to let the learners become professional technical specialist.

課程大綱 Course Outlines

酒店設備管理的現代觀念 Introduction to modern hotel facilities management	酒店設施的結構分析，及其管理的控制論，設備管理的特點和發展戰略，設備管理的若干現代觀念 Composition of hotel facilities analysis, control theory, characteristic, development strategies and modern ideas of hotel facilities management.
酒店設備管理的組織和方法 Organization and methodology of hotel facilities management	設備管理組織機構模式，設備管理崗位職責，工程部的管理，方案評價和網絡技術 Facilities management organization models and responsibilities, management of engineering department, case evaluation and network technology.
供配電設備 Power Supply System	供電方式，電能的分配，電氣線路，安全用電，強電系統的設計，運行和維修 Design, Safety and Maintenance of Hotel Power Supply.
空調制冷設備 HVAC (Air Conditioning System)	空調系統，制冷系統，空調制冷系統的設計，運行和維修 Design, Safety and Maintenance of Hotel HVAC System.
鍋爐房、給排水與衛生設備 Plumbing and Drainage System	鍋爐房設備，給排水與衛生設備的設計，運行和維修 Design, Safety and Maintenance of Hotel Plumbing and Drainage System.
消防設備 Fire Service System	火災探測與消防監控，滅火設備及其系統配置，消防設備，消防系統的維修和保養 Maintenance of Hotel Fire Service System.
電梯設備 Lift System	電梯的種類，電梯的結構與運行，電梯的數量與速度，電梯的維護與保養 Maintenance of Hotel Lift System.
飯店廚房設備 Kitchen Facilities	廚房加工設備和器具，加熱設備，冷凍設施、設備，洗滌消毒設備 Safety and Maintenance of Kitchen Facilities.
洗衣設備 Laundry Facilities	洗衣設備的配置及能源供應，洗衣房的佈局，洗衣設備的維護保養 Maintenance of Hotel Laundry System.
音像、通信設備 ELV System	音像設備，閉路電視設備，通信設備 Introduce Hotel Extra Low Voltage (ELV) System.
健身娛樂設備 Gym & Entertainment Facilities	健身娛樂設備的分類，健身娛樂設備的基本結構和工作原理 Introduce types of Gym & Entertainment Facilities and their basic structure and principle.
酒店建築 Hotel Construction	酒店類型，規模與等級，建築總平面，建築造型及結構 Type, Scale and Grade of Hotel; Architectural Plan, Construction and Structure of Hotel.

教學對象 Target Audience

適合酒店的工程/設施管理技術人員，經驗不拘

Suitable for hotel engineers and technicians with any experiences

授課語言 Medium of Instruction

廣東話 (輔以中文/英文教材) Lecture in Cantonese / Materials in Chinese & English

報名地點 Venue for Enrollment

澳門氹仔偉龍馬路澳門科技大學 O 座二樓持續教育學院

2/F Block O, Macau University of Science and Technology, Avenida Wai Long, Taipa, Macau

上課地點 Venue for Class

澳門氹仔偉龍馬路澳門科技大學 (確實地點將於確認開課時以手機短訊通知)

Macau University of Science and Technology, Avenida Wai Long, Taipa, Macau (Classroom number will be notified after the course is confirmed to commence.)

上課日期 Course Date & Time

課程編號 Course code: 1801280171-1	2018/8/18 & 2018/8/25	週六 Sat 10:00-13:00 14:00-18:00	總課時為 14 小時 Total 14 hours
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課程費用 Tuition Fee MOP 2,000

收生名額 Class Size 20 人

* 報名注意事項 Enrollment Notes *

1. 首次報讀本院短期課程者，請先登入網上報名系統（網址：<https://scs.must.edu.mo/oasc/PersonalInfo.do>）或掃描以下的 QR Code，選擇 **<工程學和工程行業>** 類別，預先登記個人資料（不需上傳身份證），填妥資料後，帶備身份證正、副本及相片 1 張至本院辦理報名。

For those who enroll for our courses for the first time, please go to <https://scs.must.edu.mo/oasc/PersonalInfo.do> or scan the QR Code below, choose the category of **<Engineering>**, and input personal information (no need to upload ID copy). After registration online successfully, please come to our school to make payment. You should bring along with your ID card and copy, and a passport size photo.

2. 報讀者可以現金/本票或劃線支票（抬頭請寫“澳門科技大學持續教育學院”或“SCHOOL OF CONTINUING STUDIES MACAU UNIV. OF SCIENCE AND TECHNOLOGY”）繳付學費及材料費，**現金收費上限為澳門幣/港幣 5,000 元。**

Tuition fee and materials fee (if any) should be paid by cash or by cheque/Cashier Order (Please make payable to “SCHOOL OF CONTINUING STUDIES MACAU UNIV. OF SCIENCE AND TECHNOLOGY”). **Cash is accepted for payment of not more than MOP5,000.**

3. 所有費用一經繳交，恕不退還（本院取消開辦該課程除外）或轉讓。

All payment made is not refundable (except that the course is cancelled by the School) or transferable.

4. 如課程報名人數不足，本院保留課程取消或延期的權利。

The School reserves the right to cancel or postpone the courses if minimum class size is not reached.



查詢 Enquiries

Tel: 8796 1998 Email: scs@must.edu.mo

Website: <http://www.must.edu.mo/scs/diploma-certificate-programs>

持續教育學院致力開拓終身學習機會，如欲收到本學院之課程資料，可發電郵至 scs@must.edu.mo，並提供閣下之電郵地址，標題主旨為“加入通知群組”。

The School of Continuing Studies develops life-long learning opportunities. Should you wish to receive information on our programs / courses, please send us an email (to scs@must.edu.mo) stating your email address in your email and “Join the mailing list” in the Subject line.

我們亦為機構/政府部門/學校等提供內部培訓，按各機構不同之要求(主題/時間/地點/對象)而訂定培訓內容。請與我們聯絡。

We also offer in-house training for corporations/Government Departments/schools, tailor-made with respect to your choices of topics, time, place, and group of attendees. Please contact us for more information.