

Digital transformation in workplace

數碼轉型工作坊



The course aims to equip students with the basic knowledge and skills for the digital transformation in workplace under the "new normal". The course contents are as follows:

本課程旨在讓學員認識數碼轉型的基本技能，以盡快適應新常態下的工作模式。課程內容包括：

1. The trend of digital transformation in workplace
認識職場上數碼轉型的趨勢
2. Introduction of cybersecurity essentials
網絡活動安全簡介
3. Online storage - One Drive and Google Drive operation
如何進行網絡資料儲存 (One Drive and Google Drive 操作介紹)
4. How to conduct an online meeting - MS Teams and Zoom operation
如何進行網絡會議 (MS Teams 和 Zoom 操作介紹)



Online Registration
網上登記

Date : 13 November 2021
上課日期 : 2021年11月13日

Duration : 7 hours (09:30-13:00 & 14:00-17:30)
上課時數 : 7小時 (09:30-13:00 & 14:00-17:30)

Venue : IVDC(LCK) (or Online mode through MS Teams when necessary)
7/F, Billion Plaza, 8 Cheung Yue Street, Cheung Sha Wan, Kowloon
上課地點 : 匯縱專業發展中心(荔枝角) (或透過使用MS Teams網上授課)
九龍長沙灣長裕街8號億京廣場7樓

Remark : Cantonese supplemented with English
備註 : 粵語授課，輔以英文講義

Tuition fee
費用 : \$1200

Enquiry
查詢 : 3719 6535

Students are recommended to further study the following programmes to enhance the skills for the new digital future.
為進一步掌握各項相關的專業知識和技巧，迎接全新的數碼未來，建議完成本課程的學員可繼續修讀下列進階課程。

- IT5200056 Cybersecurity Essentials
- IT5200054 Practical Blockchain Concepts and Applications
- IT5200055 Introduction to Big Data Analytics
- IT5200052 Machine Learning with Python